

**Bylaws of the Department of History  
Tulane University**

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## **Bylaws of the Department of History Tulane University**

The Department of History at Tulane University is a community of scholars united by a common commitment to advance, through its scholarship and teaching, understanding of the past across a broad variety of geographic, thematic and chronological fields. Through their scholarly endeavors department members seek to cultivate research and historical writing of the highest standard, and in their teaching of undergraduates and graduate students commit themselves to equipping students with a facility for critical appraisal of lives, institutions, and events past and present. Towards these ends, members of the department are obliged to respect and defend free inquiry and open discussion. Membership in the department carries with it responsibility for advancing these goals through research, teaching, and participation in the administrative duties and collegial processes that support them, both in the department and in the University at large. The department embraces transparency and cooperation in its administration, and members of the department are expected to share the burdens of departmental administration as equitably as possible.

### **I. DEPARTMENT MEMBERSHIP**

1. The members of the Department consist of:
  - a. Full-time tenure-track and tenured faculty.
  - b. Full-time, non-tenure-track faculty.
  - c. Part-time faculty.
2. All members may attend all open meetings and departmental functions and are extended full privileges of participation except as otherwise limited in this document.
3. The voting membership of the Department shall:
  - a. Be full-time tenure-track or tenured.
  - b. Teach courses in the Department of History at least half-time, with the exception of those on leave.
  - c. Be available and expected to serve on the standing and ad hoc committees of the Department of History, with the exception of those on leave.
  - d. The Chair will review and report on changes to the voting membership prior to the first meeting of each academic year.
4. Decisions made by any Committee, Officer or the Department itself may be reversed by the members of the Department through a vote in a Department Meeting.

### **II. DEPARTMENT OFFICERS**

1. Department Chair
  - a. The Department Chair shall be elected by a majority vote of the Department. The term of office is for three years. Election to consecutive terms as Department Chair

is prohibited. The term of office begins July 1st. Interim and permanent vacancies to unexpired terms shall be filled by special elections.

- b. Procedure for Nominating Candidates for Chair
  - i) In the beginning of the Spring semester of the final year of a Chair's term, the Chair of the Department shall send out an email call for nominations to all tenured and tenure-track members of the faculty. The call shall provide seven days for nominations to be made.
  - ii) Nominations shall be sent to all recipients of the original call and it is understood that nominees have agreed to stand before their names are circulated. The Chair will verify each nominee's willingness to stand, and subsequent to the seven day period of nomination, will circulate a final list of all nominees.
  - iii) The Chair shall call a meeting of the Department to consider the nominees and vote for a Chair; the meeting shall take place at least seven days following the initial call for nominations. At this meeting, formal nominations shall be made and seconded. Each nominee shall make a brief statement, to be followed by a discussion between the nominees and those in attendance. The nominees shall then leave the room to allow discussion without the nominees. Subsequently, the nominees will be recalled to the room, and a vote shall be taken.
  - iv) The winning candidate must receive a majority of votes of the voting members in attendance. If a run-off is required, it shall be held between the top two vote-getters.
- c. Duties
  - i) The Department Chair represents and executes the will of the Department.
  - ii) The Department Chair is the main administrative officer of the Department, responsible to the Department and to the university administration.
  - iii) The Department Chair represents the Department to the university administration.
  - iv) The Department Chair is responsible for the day-to-day operations of the Department, including, but not limited to: supervising staff, preparing and signing all necessary paperwork, solving problems, preparing requested reports, maintaining physical facilities, office allocation.
  - v) Except as otherwise noted, the Department Chair is an ex-officio member without vote of all committees.
  - vi) The Department Chair (or a designate) shall attend all Chairs' and Directors' meetings and report back to the Department. The Department Chair shall also inform the Department of university and college directives and any other matters that affect the Department.
  - vii) The Department Chair shall advise individual members regarding their professional goals.

- viii) The Department Chair shall be involved in fundraising and securing grants to fund departmental goals and objectives.
- ix) The Department Chair is responsible for all administrative duties not specified below.

## 2. Director of Undergraduate Studies

- a. The Director of Undergraduate Studies (DUS) shall be elected by a majority vote of the Department. The term of office is for three years. Election to consecutive terms as DUS is prohibited. The term of office begins July 1st. Interim and permanent vacancies to unexpired terms shall be filled by special elections.
- b. Duties
  - i) The DUS serves as Chair of the Undergraduate Studies Committee.
  - ii) The DUS represents and executes the will of the Undergraduate Studies Committee.
  - iii) The DUS is responsible for the day-to-day operations of undergraduate education, except as such require the consultation of the Undergraduate Studies Committee.
  - iv) The DUS serves as liaison to the Newcomb-Tulane College.
  - v) The DUS serves as liaison with the Scheduling Committee.
  - vi) The DUS will report regularly on the activities of the Undergraduate Studies Committee and the undergraduate program.

## 3. Director of Graduate Studies

- a. The Director of Graduate Studies (DGS) shall be elected by a majority vote of the Department. The term of office is for three years. Election to consecutive terms as DGS is prohibited. The term of office begins July 1st. Interim and permanent vacancies to unexpired terms shall be filled by special elections.
- b. Duties
  - i) The DGS serves as Chair of the Graduate Studies Committee.
  - ii) The DGS represents and executes the will of the Graduate Studies Committee.
  - iii) The DGS is responsible for the day-to-day operations of graduate education, except as such require the consultation of the Graduate Studies Committee.
  - iv) The DGS serves as liaison to the office of Graduate Programs.
  - v) The DGS will report regularly on the activities of the Graduate Studies Committee and the graduate program.

## 4. Faculty Secretary

- a. The Faculty Secretary shall be chosen by the Chair from among faculty willing to volunteer for the position. The term of office is at least one semester and shall begin on July 1st or January 1st as necessary. Interim and permanent replacements for unexpired terms shall be chosen by the Chair.

- b. Duties
  - i) The Faculty Secretary records the minutes of Department Meetings.
  - ii) The Faculty Secretary distributes copies of the minutes to members of the faculty.
  - iii) The Faculty Secretary provides a copy of the minutes to the Department Executive Secretary and assures that a copy of the minutes has been uploaded to a password-protected electronic form (such as on a Department BlackBoard Site).

5. Departmental Facilitators

- a. The Departmental Facilitators shall serve as impartial facilitators when called upon as per Section V of these bylaws.
- b. Two Departmental Facilitators are elected from among the tenured faculty by a majority vote of the Department. The term of office is for three years. Election to one consecutive term is permissible. The term of office begins July 1st. Interim and permanent vacancies to unexpired terms shall be filled by special elections.

**III. DEPARTMENTAL COMMITTEES:** The membership of all committees should be balanced in rank and drawn from the voting members of the Department, however Assistant Professors shall serve on no more than two regular committees and first-year Assistant Professors shall not serve on any committees. Unless otherwise indicated in these bylaws terms of membership on Committees shall be staggered, each Committee shall annually elect a Chair from among its members, and each shall require a quorum for meetings consisting of one-half of the Committee's members. Committee Chairs shall work to assure that their committees fulfill their responsibilities and shall keep minutes of committee meetings.

1. Budget Committee

- a. Membership
  - i) The Department Chair, who shall serve as the Committee's Chair.
  - ii) Three faculty members appointed by the Department to serve staggered terms of three years. The term of office begins July 1st.
- b. Functions and Duties
  - i) Attends the regular budget meetings with representatives of the Dean's office.
  - ii) Oversees the budget and engage in long-term planning for the Department's financial well-being. Allocations of over \$500 require the Committee's consideration and the approval of the Department.
  - iii) At the beginning of the academic year, and whenever appropriate during the academic year, makes allocations to any other committees that require departmental funds.
- c. Responsibilities of the Chair
  - i) Convenes the Committee at least twice each semester.

- ii) Attends, with the members of the Budget Committee, the regular budget meetings with representatives of the Dean's office.
  - d. The Chair of the Budget Committee shall forward a written report of its activities, including statistics on enrollment and majors, to the Department at the end of each academic year. Copies of these reports shall be available in the main office and in a password-protected electronic form (such as on a Department BlackBoard Site).
- 2. Salary and Evaluation Committee
  - a. Membership
    - i) The Department Chair, who shall serve as the Committee's Chair.
    - ii) Four tenured faculty members appointed by the Department to serve staggered terms of three years. The term of office begins July 1st. In the first instance, two members of the Committee shall be replaced in their third year so that, thereafter, membership shall be staggered.
  - b. Functions and Duties
    - i) Makes all faculty salary recommendations and evaluations.
    - ii) Assigns faculty mentors to untenured faculty.
    - iii) Reports early in the fall semester on the metric to be employed in determining salaries.
    - iv) Reports to the Department on the general contours of the salary recommendations made to the Dean.
  - c. Questions regarding individual salaries shall go to the Chair who will meet with the complainant. If the matter is not resolved it shall go before the entire committee.
  - d. The Chair of the Salary and Evaluation Committee shall forward a written report of its activities, including statistics on enrollment and majors, to the Department at the end of each academic year. Copies of these reports shall be available in the main office and in a password-protected electronic form (such as on a Department BlackBoard Site).
- 3. Chair's Advisory Committee
  - a. Membership
    - i) The DUS, the DGS, and any former Department Chair, to be chosen by the sitting Department Chair. Any change to the Committee's membership shall be reported by the Chair to the Department.
  - b. Functions and Duties
    - i) Acts as an advisory body to the Department Chair and may be convened by the Chair at any time to give advice on matters of concern to the Department.
    - ii) Assists the Chair in nominating members to all standing committees. In the Spring semester, the Chair shall solicit committee preferences from all regular faculty. Based on those requests, the Chair and Advisory Committee shall recommend a slate of appointments to the Department for their approval before

the end of the Spring semester.

- iii) Assists the Chair in the annual evaluation of staff members and makes a report to the Department.

#### 4. Undergraduate Studies Committee

##### a. Membership

- i) The Director of Undergraduate Studies, who shall serve as the Committee's Chair.
- ii) Three faculty members appointed by the Department to serve staggered terms of three years. The term of office begins July 1st.

##### b. Functions and Duties

- i) Administers all matters pertaining to undergraduate students and the undergraduate program.
- ii) Reviews undergraduate major requirements and course structure.
- iii) Reviews new course proposals and oversees undergraduate and graduate catalog updating.
- iv) Solicits nominees for undergraduate prizes and selects the recipients.
- v) Recommends to the Department changes in the undergraduate curriculum and programs.

##### c. Responsibilities of the Director of Undergraduate Studies

- i) Regularly convenes and presides over meetings of the Committee.
- ii) Leads the Committee in administering the undergraduate program and the functions assigned to the Committee.
- iii) Executes policies set by the Committee, and reports to it on the operation of the undergraduate program.
- iv) Audits transcripts, evaluates transfer credits, certifies majors and oversees student advising.
- v) Co-ordinates faculty advising.
- vi) Co-ordinates all aspects of student outreach: such as reception for new students; majors' night, Phi Alpha Theta, prize committee selection, etc.
- vii) Serves as a liaison to University Curriculum Committee.

- d. The Chair of the Undergraduate Studies Committee shall forward a written report of its activities, including statistics on enrollment and majors, to the Department at the end of each academic year. Copies of these reports shall be available in the main office and in a password-protected electronic form (such as on a Department BlackBoard Site).

#### 5. Graduate Studies Committee

##### a. Membership

- i) The Director of Graduate Studies, who shall serve as the Committee's Chair.
  - ii) Three faculty members appointed by the Department to serve staggered terms of three years. The term of office begins July 1st.
  - iii) One graduate student, elected annually by the graduate students. Such student shall be a full member of the Committee in all matters of general policy, but shall be excluded from discussions and decisions regarding admissions, financial matters, grievances, and the academic progress of individual students (III.3.b.ii, vii, viii, and ix below).
- b. Functions and Duties
- i) Administers all matters pertaining to graduate students and the graduate program.
  - ii) Admits new graduate students with advice of faculty and graduate fields.
  - iii) Annually allocates fellowship and assistantship financial awards for continuing students.
  - iv) Annually solicits requests from faculty for graduate assistants (TAs and/or RAs).
  - v) Assigns, offers basic preparation to, and evaluates graduate assistants.
  - vi) Provides orientation for incoming graduate students.
  - vii) Administers research and travel funds for graduate students.
  - viii) Annually evaluates all continuing graduate students.
  - ix) Solicits nominees for graduate prizes and selects the recipients.
  - x) Revises and maintains the Graduate Student Handbook.
  - xi) Recommends to the Department changes in graduate curriculum and programs.
- c. Responsibilities of the Director of Graduate Studies
- i) Regularly convenes and presides over meetings of the Graduate Studies Committee.
  - ii) Leads the Committee in administering the graduate program and the functions assigned to the Committee.
  - iii) Executes policies set by the Committee, and reports to the Committee on the operation of the graduate program.
  - iv) Serves as liaison to the Director of Graduate Programs of the School of Liberal Arts.
  - v) Appoints foreign language examiners and supervises the administration of foreign language exams.
  - vi) Advises and confers with graduate students, keeps them informed of program requirements, and supervises graduate advising.

- vii) Organizes workshops for graduate students on teaching, the job search, and other topics of general interest.
    - viii) Supervises graduate record keeping by Department Executive Secretary.
    - ix) Reports to the Department on all matters pertaining to the graduate program.
  - d. The Chair of the Graduate Studies Committee shall forward a written report of its activities to the Department at the end of each academic year. Copies of these reports shall be available in the main office and in a password-protected electronic form (such as on a Department BlackBoard site).
- 6. Website, Media and Communication Committee
  - a. Membership
    - i) Three faculty members appointed by the Department to serve terms of three years. The term of office begins July 1st.
  - b. Functions and Duties
    - i) The Committee shall meet at least once a semester.
    - ii) Oversees the content of the Department website.
    - iii) Proposes and oversees creative initiatives to use the website to promote the academic work of the Department and its faculty.
    - iv) Proposes and oversees the use of other media to promote the academic work of the Department and its faculty.
    - v) Assigns to each member specific tasks for collecting and/or creating content for the website or other media each semester.
  - c. The Chair of the Website, Media and Communication Committee shall forward a written report of its activities to the Department at the end of each academic year. Copies of these reports shall be available in the main office and in a password-protected electronic form (such as on a Department BlackBoard site).
- 7. Research and Travel Committee
  - a. Membership
    - i) Three faculty members appointed by the Department to serve three year terms. The term of office begins July 1st.
  - b. Functions and Duties
    - i) Allocates research grants to faculty from the Lurcy Endowment Fund. This involves soliciting applications twice a year, evaluating the proposals and budgets and awarding grants according to the terms of the Lurcy Endowment Fund and up to the budget set each year by the Budget Committee. No grants can be allocated above the budget set by the Budget Committee without that committee's prior approval.
    - ii) Allocates grants to faculty from the Graduate Monies account. This involves requesting applications, evaluating the proposals and awarding grants

according to the guidelines of the fund and up to the budget limit set by the Budget Committee.

- iii) Allocates grants from the School of Liberal Arts travel grant to cover the costs of travel and possibly hotel accommodation for faculty attending academic conferences.
  - iv) Oversees grants from the Lurcy Endowment Fund for visiting speakers, providing, where appropriate, costs of travel, accommodation and honorarium, up to the budget limit specified by the Budget Committee.
  - v) Organizes the departmental colloquium, inviting external speakers and also Tulane faculty to present research talks to the Department. The Committee should seek co-sponsoring funds for the speakers from relevant entities on campus such as the Center for Scholars, Center for Women's Studies, Latin American Studies, Murphy Institute, Lurcy Endowment Fund, etc.
- c. The Chair of the Research and Travel Committee shall forward a written report of its activities to the Department at the end of each academic year. Copies of these reports shall be available in the main office and in a password-protected electronic form (such as on a Department BlackBoard site).

## 8. Scheduling Committee

### a. Membership

- i) Four faculty members from different teaching areas appointed by the Department to serve staggered terms of three years. The term of office begins July 1st. In the first instance, two members of the Committee shall be replaced in their third year so that, thereafter, membership shall be staggered.

### b. Functions and Duties

- i) The Committee shall meet at least once a semester.
- ii) Produces the class schedule for the Fall and Spring semesters and Summer School, balancing format (lecture and seminars), level (introductory, upper-division, and graduate), type (regular, honors, continuing studies, service learning, etc.), and needs of majors.
- iii) Assures that faculty responsibility for teaching in each format and at every level is fairly distributed.
- iv) Assures that Honors courses are more evenly distributed across faculty and teaching fields.
- v) Coordinates staffing of evening division classes and Summer School with Continuing Education.
- vi) Coordinates all class offerings that are double listed with other units across the Tulane community.
- vii) Circulates to the faculty a draft version of the entire schedule when the Registrar makes it available on line.
- viii) Corrects errors in the schedule reported to it by faculty members.

- ix) Liaises with the registrar's office.
  - c. The Chair of the Scheduling Committee shall forward a written report of its activities to the Department at the end of each academic year. Copies of these reports shall be available in the main office and in a password-protected electronic form (such as on a Department BlackBoard site).
9. Academic Search Committees
- a. Principles
    - i) Determining faculty and academic professional hiring priorities is a departmental responsibility.
    - ii) The Department will determine its hiring priorities.
    - iii) The Department faculty will vote on what recommendations to make to the Dean when requesting to hire faculty.
    - iv) Searches shall be carried out by search committees, except in the case of adjuncts, who shall be chosen by the Department Chair and the DUS in consultation with graduate fields.
    - v) Search committees are created ad hoc, and should be balanced in rank and should include at least one member from outside the search field.
    - vi) Searches shall comply with the university's Affirmative Action policies and procedures.
  - b. Membership
    - i) For tenure-track and tenured positions, three or more faculty members appointed by the Department. The Search Committee's Chair shall be chosen by the Department from the Search Committee's membership.
    - ii) For visiting and temporary positions, normally two or more faculty members appointed by the Chair, who shall also serve as Search Committee's Chair.
  - c. Functions and Duties
    - i) Makes recommendations for advertising the position.
    - ii) Screens the files of the applicants, while making the files available to members of the Department and welcoming comment.
    - iii) Ensures that candidates provide requested references and writing samples; no candidate may be interviewed without these.
    - iv) Chooses candidates for initial interviews at appropriate national conferences and provides a list of these candidates to the Department prior to the interviews.
    - v) Makes recommendations as to which candidates will be brought to campus.
    - vi) Assists the Department Chair in making arrangements for the candidates' visits, including a meeting with graduate students.
  - d. Department Responsibilities

- i) Determines which candidates shall be brought to campus after careful consideration of the candidates interviewed for the position.
- ii) Meeting as a Committee of the Whole, the Department will recommend which candidate shall be suggested to the Dean after careful consideration of the candidates brought to campus.
- iii) All votes on hiring recommendations shall be by secret ballot and will require a two-thirds majority of those present and voting for a positive recommendation. Absentee ballots will not be accepted. The Department Chair will forward the Department's recommendations to the Dean.

#### 10. Grievance Committees

- a. All grievances that might fall under the purview of the Office of Institutional Equity (OIE) must be referred to that office. The Office of Institutional Equity is concerned with issues of diversity and equal opportunity. It is responsible for the enforcement of both federal laws and university policies regarding perceived discrimination, harassment, or retaliation. OIE investigates complaints of discrimination based on: race/color, disability, age, national origin, marital status, sexual orientation, veteran status, religion, citizenship and sex/gender as more fully set forth in Tulane's Equal Opportunity/Anti-Discrimination Policies. Any student who has a grievance or concern that might pertain to an issue falling under the authority of OIE should be referred to OIE. Any faculty member who has been made aware of a student's concern or complaint related to the areas of discrimination and harassment investigated by OIE has an independent duty to immediately contact OIE with any known information. OIE's main number is 504-862-8083.
- b. Basic Procedures for Non-OIE Grievances
  - i) Grievances not related to the Honor Code, The Student Code of Conduct, or Tulane's Equal Opportunity/Anti-Discrimination Policies shall be handled according to the regulations of the shared Grievance Procedure of Newcomb-Tulane College and the School of Liberal Arts. The Departmental guidelines are only in effect during the Fall and Spring semesters; at all other times consult the Grievance Procedure rather than these guidelines.
  - ii) Any faculty member who believes he or she has may have a conflict of interest in a student grievance should recuse himself or herself from any involvement in the decision-making procedure.
  - iii) Grievances will be first referred to the DUS or DGS, as appropriate, unless the grievance is against this officer, in which case the grievance shall be referred to the Department Chair.
  - iv) If a grievance cannot be resolved by the DUS or DGS within seven (7) days, the DUS or DGS shall it shall invite the student and faculty member to submit written statements and supporting materials to an ad hoc Grievance Committee.
  - v) The Grievance Committee shall render its decision within ten (10) days of

receiving the written statements and supporting materials. The Grievance Committee shall render its decision within ten (10) days of receiving the written statements and supporting materials.

- vi) If either the student or faculty member is dissatisfied with the decision of the Grievance Committee, he or she may appeal to the appropriate Dean within three (3) days of receiving the decision.
- c. Ad-Hoc Committee Membership
  - i) Three tenured faculty members and one alternate, chosen at random by the Department Executive Secretary from a pool of tenured faculty, not to include any member of the faculty who has been previously involved the grievance (e.g., the DGS or DUS).
  - ii) No faculty member shall be required to serve on two consecutive ad hoc Grievance Committees.
- d. Functions and Duties
  - i) Evaluates the written statements and supporting materials of both student and faculty member.
  - ii) Renders decisions on student grievances, providing both a written recommendation and an explanation of the grounds upon which the decision was made.
  - iii) Responds to other university officials and university or departmental committees regarding the grievance and its decision.

#### **IV. DEPARTMENT MEETINGS**

- 1. Policies
  - a. Department Meetings shall normally be held once each month during the academic year.
  - b. Meetings may be convened for special purposes by the Department Chair or by a call of one-fourth of the Department.
  - c. A quorum for the Department Meeting shall consist of one-half of the voting membership of the Department less those voting members on leave.
  - d. The Meeting shall make decisions by a majority vote of those present and voting except for hiring and amendments to the bylaws. Any vote, at the request of one member, may be by secret ballot.
  - e. The meeting may, by a one-third vote of those present and voting request a (e-)mail ballot, except in cases of personnel matters and amendments. A majority of the voting members of the Department shall be required to pass any question submitted by (e-)mail ballot.
  - f. The Meeting shall be chaired by the Department Chair, or a faculty member chosen by the Chair.

- g. Minutes shall be kept by the Faculty Secretary or, when necessary, an alternate faculty member chosen by the Chair. Minutes of Department Meetings shall be circulated to members of the Department; copies of these reports shall be available in the main office and in a password-protected electronic form (such as on a Department BlackBoard site).
  - h. The Meeting shall follow an agenda prepared and circulated, in general, three days in advance. Any member of the Department may place items on this agenda. Such agenda items shall be considered old business and may be brought to a vote in the meeting in which they are introduced.
  - i. The Meeting may discuss any new business introduced from the floor, which shall be referred for inclusion on the next agenda, unless by a vote of two-thirds of those present and voting, it is agreed to vote immediately.
2. The Department Meeting shall make binding decisions on all matters except:
- a. Those which are reserved to other persons or groups by virtue of University or College regulations.
  - b. Those which the Department Meeting and the Department Chair agree will be decided by the Department Chair.

## **V. FACULTY MEDIATION AND GRIEVANCES**

1. All grievances that might fall under the purview of the Office of Institutional Equity (OIE) must be referred to that office. The Office of Institutional Equity is concerned with issues of diversity and equal opportunity. It is responsible for the enforcement of both federal laws and university policies regarding perceived discrimination, harassment, or retaliation. OIE investigates complaints of discrimination based on: race/color, disability, age, national origin, marital status, sexual orientation, veteran status, religion, citizenship and sex/gender as more fully set forth in Tulane's Equal Opportunity/Anti-Discrimination Policies. Any faculty member who has a grievance or concern that might pertain to an issue falling under the authority of OIE should consult OIE. OIE's main number is 504-862-8083. A faculty member who believes he or she has been or is being harassed or discriminated against in violation of Tulane's Equal Opportunity/Anti-Discrimination Policies may report the alleged improper behavior to any of the following individuals or agencies: Department Chairperson, Dean (or person designed by same) of the School of Liberal Arts, Senior Vice President for Academic Affairs (865-5261), Senior Vice President for Health Sciences (988-5295), Office of Institutional Equity (862-8083), Tulane Department of Public Safety (865-5381), or Tulane University Health Sciences Center Security Services (988-5531).
2. Procedures for Resolution of Non-OIE Grievances within the Department
  - a. To facilitate resolution of disputes or conflicts not under the purview of the Office of Institutional Equity prior to the filing of a formal grievance within the Department, the School of Liberal Arts, or with a Senate Committee, a faculty member shall bring any such matters to the attention of any one of the following: the Department Chair, a Departmental Facilitator, the Dean, or the Provost, at the faculty member's election, so that informal mediation and dispute resolution can occur.

- b. The Department Chair, Departmental Facilitator, Dean, or Provost so contacted, will mediate among all parties involved in the dispute in an attempt to resolve the matter to the satisfaction of the faculty member who initiated mediation.
- c. From the date of contact with the Department Chair, Departmental Facilitator, Dean, or Provost, mediation should be allowed a good faith period of 21 days. If after this time, the matter is not resolved to the satisfaction of the faculty member who initiated mediation, the faculty member may choose to file a formal grievance.

## **VI. RATIFICATION, REVIEW AND AMENDMENT**

- 1. The bylaws of the Department of History shall be ratified by a majority of those present and voting in the Department Meeting.
- 2. Nothing in these bylaws or future amendments may contravene the rights of faculty guaranteed in the Constitution of the School of Liberal Arts of Tulane University or Tulane University's Faculty Handbook. If any portion of these bylaws must be abrogated, the rest shall remain in force.
- 3. The bylaws shall be reviewed by the Department at the end of the academic year in Spring 2011. At that time, decisions regarding their continuance and/or modification shall be made by a majority of those present and voting in Department Meeting.
- 4. Subsequent to modifications made to the bylaws pursuant to Section VI.3, amendments may be proposed by any member of the Department. Amendments must be presented for discussion at two successive regular Department Meetings. Passage shall require a two-thirds majority at the second of these Meetings.