

HISTORY DEPARTMENT LEGISLATIVE CODE

Department of History
University of Wisconsin-Madison

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Chair, Legislative Codification Committee

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ARTICLE I - GOVERNANCE

TITLE 1 - DEPARTMENT ORGANIZATION

SECTION 1 - RESTRUCTURING

(February 1, 1991; passed by Department referendum. Subsection (1) amended September 16, 1998, May 9, 2012. Subsection (2) incorporates material passed December 4, 1970; May 11, 1993; March 4, 1994; Sept. 11, 1995; and May 10, 2000. Par. 1 amended March 23, 2011, and May 9, 2012. A sentence was struck from par. 2 during an editorial revision of May 2009. Material from par. 3 was moved to I.1.1(5).1,2, on October 21, 1998, and language pertinent to assigning mentors was conformed to II.2.1(3).1 during an editorial revision on August 9, 2005. Par. 3 amended May 9, 2012. Subsection (3), pars. 1,4, 5 incorporate material passed April 7, 1966; March 8, 1991; May 11, 1993; and March 2, 1984. Pars. 2-3 passed February 20, 2002; Par. 5 incorporates material passed March 4, 1994. Subsection (4) incorporates material passed December 4, 1970; February 11, 1972; April 4, 1974; May 3, 1974; December 6, 1974; October 5, 1976; April 7, 1978; October 1, 1982; February 4, 1983; December 2, 1988; April 24, 1992; May 8, 1992; May 11, 1993; November 15, 2006. On October 21, 1998, material from par. 1 was moved to I.1.1(5).1,3. Par. 1 amended May 9, 2012. Subsection (5) inserted October 21, 1998. Par. 1 incorporates material originally in I.1.1(2).3, I.1.1(4).1. Par. 2 originally located within I.1.1(2).3; amended September 21, 2005. Par. 3 incorporates material originally in I.1.1(4).1. Subsection (6) [originally (5), renumbered October 21, 1998] amended May 11, 1993; October 9, 1995.)

Subsection (1) - Introduction

1. The Group/Caucus System of the Department of History shall cease to exist as part of the official Departmental structure. Instead there shall be three Departmental councils. The Faculty Council shall consist of seven faculty, not including the Department Chair, and the Undergraduate and Graduate Councils of four faculty, not including the Department Chair. No person may serve on more than one council at a time.
2. Especially regarding graduate student affairs, faculty are urged to maintain existing study programs or to create new study programs determined by various interests, such as, but not limited to geographical area, chronological period, or gender. These study programs require formal recognition by the Graduate Council and the Department; those already in place at the time this reorganization occurs are guaranteed recognition. These study programs should establish criteria for graduate admissions, advancement, and completion of degrees, in conjunction with the Graduate Council.

Subsection (2) - The Councils

1. *Undergraduate Education Council* - This council has overall responsibility for the undergraduate curriculum. It reviews new courses and course changes in the major and works to improve the quality of the history major and the general undergraduate history curriculum. The Director of Undergraduate Studies, who is appointed by and serves at the pleasure of the Department Chair, chairs the Undergraduate Council. The Council elects the chairs of any subcommittees it deems necessary. The Undergraduate Advisor serves *ex-officio*. There shall be three representatives from the undergraduate student body, elected or selected, who will serve on subcommittees, where appropriate. In addition, as long as the Department offers "The Historian's Craft" [History 201], the head TA of that course, who is chosen by the Director of Undergraduate Studies, shall sit on the Council *ex-officio* as a voting member, and shall serve on subcommittees, where appropriate. The Department Chair appoints the faculty to the Undergraduate Council following the election of the Faculty Council. Appointment is for a two-year term; Council members are ineligible for reappointment for two years thereafter. After an initial phase-in period, terms will be staggered, to insure continuity.
2. *Graduate Education Council* - This council has overall responsibility for the graduate program and curriculum. It has final review and ultimate authority for admissions and for administration of master's, preliminary, and final oral examinations. The council will hear and decide on petitions for

exceptions to the graduate student requirements. Direct administration, supervision, examination of graduate students, curriculum development, and job placement shall, as much as possible, be retained by relevant study programs and individual professors. The Graduate Coordinator and Funding Coordinator serve *ex-officio* on the council. Currently-enrolled graduate students shall elect three representatives [see I.3.1.2], who may discuss and vote on all matters before the Council except those pertaining to individual students [e.g., decisions about admissions, awards of support, petitions for relaxing rules, etc.]. The graduate representatives shall serve on subcommittees of the Council as appropriate. The Department Chair shall appoint the faculty to the Council following the election of the Faculty Council. In making such appointments, the Department Chair shall take into account the special approaches to education represented in the Department. The Director of Graduate Studies, who is appointed by and serves at the pleasure of the Department Chair, chairs the Graduate Council. The Council will elect chairs of any subcommittees it deems necessary. Appointment will be for a two-year term; council members are ineligible for reappointment for two years thereafter. After an initial phase-in period, terms will be staggered, to insure continuity.

3. *Faculty Council* - The Faculty Council replaces the Planning Committee, which hereafter ceases to exist. The meeting times and agendas of the Faculty Council shall be announced in advance, and any member of the Department who so wishes may attend and participate on a non-voting basis. The Council will both initiate and receive recommendations for new appointments from such faculty as shall make them, establish yearly and long-range recruitment priorities (requiring Executive Committee approval), and advise the Department Chair on the appointment of search committees. The Faculty Council reviews personnel appeals from Departmental rules and makes appropriate recommendations to the Department in executive session. It appoints review committees for promotions and retentions which will report directly to the Executive Committee. The Department Chair consults with the Council in assigning a mentor for each untenured Department member [see II.2.1(3).1]. It will recommend procedures for deciding on any awards for which our faculty might be competitively nominated. The Faculty Council is the body designated with responsibility for making policy recommendations to the Department in the area of finance, including the self-management of the Department budget. It shall consider requests to bring in outside lecturers, including those that involve the use of Departmental funds (such as the Curti Lecturer) and made recommendations to the Department. The Chair of the Department will chair this Council.

Subsection (3) - The Department Chair and Associate Chair

1. The Department Chair shall continue to hold and exercise all other powers that traditionally and legislatively reside in that office.

2. The Faculty Council will oversee the elections process. This oversight will entail serving as an adjudicator of all the ballots cast, whether in the nominations stage or in the final (balloting) stage.

3. The nominations and elections process will take place over five weeks, divided into three periods: Nominations, Concurrence, and Balloting.

a. Nominations. During the first two weeks, all department faculty will indicate the name of a member whom he/she would like to see as Department Chair. After submitting his/her nomination, the member will cross off his/her name from a list, to indicate that he/she had done so. Faculty on sabbatical or other leave will be asked to submit names via email or post.

b. Concurrence. At the end of the first two weeks, the results of the nominations process will be made public in this manner: the names of the top four recipients of nominations will be announced along with the number of nominations received by each. The names of all others who received nominations will also be revealed to the department, but without an indication of the number of nominations received.

Over the span of one week, colleagues who were among the four with the highest number of

nominations, but who do not wish to run for department Department Chair, will send an email to the department indicating they do not wish to stand for election. At the end of the week, it will be assumed that a colleague whose name is on that list but who has not withdrawn, will wish his/her name to be on the ballot. All those colleagues who did not receive enough votes to be among the top four nominees, or did not appear on the list of nominees at all, but who wish to run, will be welcome to express that intention. At the end of the week, a ballot will be issued listing all the candidates who wish to run.

c. Balloting. During the last two weeks of the five-week period, department members will vote. Election is by a majority of votes cast. In the event no one receives a majority, a run-off between the top two candidates will be held.

4. The Chair of the History Department shall be absolved of the responsibility of making personal payment for the costs of the History Department party held at the beginning of each academic year.

5. Either the Director of Undergraduate Studies or the Director of Graduate Studies also serves as the Department Associate Chair, at the pleasure of the Department Chair. [Note: The Department considers the Directorships to warrant a two-course reduction in teaching load each year.]

Subsection (4) - The Budget Committee

1. The Budget Committee shall be constituted as a five-person body in addition to the Department Chair.

2. Every member of the Department is responsible for keeping an up-to-date *curriculum vitae*, publication list, and any other materials which may assist his or her colleagues in evaluating his or her work, on file with the Chair of the Department. Each budgeted member of the Department shall submit to the Department Chair an annual report on professional activities to inform the Budget Committee during the merit exercise. The Budget Committee shall report to the Executive Committee the method (rationale) governing its distribution of merit raises before it actually undertakes the distribution. The Budget Committee will give appropriate weight to excellence and innovation in teaching when making decisions concerning merit increases in salary. The Budget Committee shall be instructed to draft a statement outlining how it proposes to give proper weight to teaching performance as one of the criteria involved in salary decisions. This statement is to be circulated to the Department. In assessing teaching for the purpose of determining merit increases in salary, the Budget committee shall give appropriate weight to student evaluations of instructors. All undergraduate courses taught by the History faculty shall be evaluated by their students at the end of each semester, using a standard evaluation form devised by the Undergraduate Council. The Department shall administer the evaluation. In the budgetary process, service on the Budget committee will be given no greater weight than service on other major Departmental committees or the performance of other major Departmental responsibilities.

3. The Budget Committee develops the salary component of counteroffers. The procedure is as follows. A colleague who receives an outside offer communicates its provisions to the Department Chair, who convenes the Executive Committee to discuss the Department's response. The discussion begins with a brief presentation by either the Department Chair or a member of the Executive Committee chosen by the Department Chair and approved by the Faculty Council that shall review the colleague's scholarship, teaching, service, reputation in the field, and any other relevant information. The Executive Committee then debates the motion "to take all appropriate steps to retain the services of the colleague." Should this motion carry (only a bare majority is necessary), the Executive Committee discusses how strongly to respond to the salary component of the outside offer. At the close of debate, each member scores a ballot on a scale from 1 to 10, with "1" signifying a desire to make no substantive response to the outside offer, and "10" signifying that the strongest possible response is called for. These ballots are confidential and unsigned. After the meeting adjourns, the Department Chair and Associate Chair tally the ballots and compute the

median score, which the Department Chair communicates to the Budget Committee in complete confidentiality. In developing an appropriate salary component for the counteroffer, the Budget Committee uses this score as a gauge of Departmental sentiment and presents its recommendations to the Department Chair.

[N.B.]: The median is the middle term in the distribution of scores, i.e., half of the scores are equal to or greater than the median, and half are equal to or less than it. The median is calculated by listing the scores from highest to lowest and determining the middle one. Note that, if a large number of ballots tally the same score, the median may be identical to either the highest or lowest score. Should there be an even number of scores and the two middle values are different, the median shall be determined by taking the mean (average) of the two scores (i.e., if the higher median score is 8 and the lower median score is 7, the final mean shall be declared to be 7.5).

Subsection (5) - Election to and Service on the Faculty Council and Budget Committee

1. Election to the Faculty Council and to the Budget Committee is for a two-year term, which begins on September 1 of the academic year.
2. Only members of the Department's Executive Committee may serve on the Faculty Council. Council members shall be elected by the Department at large. Election to the Faculty Council requires a majority out of the votes cast, with run-off elections to be held when necessary. After an initial phase-in period, terms will be staggered, to insure continuity. All members of the Executive Committee are eligible and to be listed on the Faculty Council election ballot, with the following exceptions. Faculty who wish to be excused because they will be on leave, faculty who wish to be excused in order to complete a two-year term on the Graduate Council or Undergraduate Council, and faculty ineligible because they currently hold a seat of the Faculty Council or are in the first year of a two-year term on the Budget Committee, will not appear on the ballot. The Chair and Department Administrator will assure that faculty in the first year of a term on the Graduate Council or Undergraduate Council have an opportunity to excuse themselves, if they so desire, before preparation of the ballot.
3. The Budget Committee shall be elected by the Department, with all members chosen from the Department at large. Election to the Budget Committee requires a majority out of the votes cast, with run-off elections to be held when necessary. After an initial phase-in period, terms will be staggered to insure continuity. The election of the Faculty Council shall be completed before the election of the Budget Committee, and no one may sit on the Faculty Council and the Budget Committee concurrently.
4. No member of the Department may serve on the Faculty Council or the Budget Committee for more than two years out of every three.
5. If a member of the Faculty Council or of the Budget Committee goes on leave for one semester, the Chair, with the consent of the Council or Committee members, will appoint a replacement for that semester. The elected member will return to her or his Council or Committee at the end of the leave, except when the leave takes place in the final semester of her or his two-year term. Appointment as a one-semester replacement to the Faculty Council or to the Budget Committee will not count against eligibility for election to either body under the rule prohibiting service for more than two years in every three.
6. Should a member of the Faculty Council or of the Budget Committee take leave for an academic year, the Department will hold an election for a replacement, who shall serve a two-year term. Should a member of the Faculty Council or of the Budget Committee take leave for a calendar year, the Chair, with the consent of the Council or Committee members, will appoint a replacement for the spring term. The seat will become vacant at the end of that term and will be filled for the next two years by a member elected during the usual spring elections. A member who takes leave for an academic or a calendar year will become eligible in the semester of his or her return for re-election or appointment to the body on which he or she was previously serving.

Subsection (6) - Time of Council and Department Meetings

1. Faculty shall not offer courses on Wednesdays, 3:30-5:30 p.m., to assure attendance at Department and Council meetings.
2. The Department meetings shall be held at 3:30 on Wednesday afternoons, preferably the third Wednesday of the month.

SECTION 2 - COMMITTEES

(Par. 1 - December 1, 1993, amended April 24, 1995, May 9, 2012; Par. 2 - December 1, 1993, amended May 10, 2000, May 9, 2001, and May 9, 2012; Par. 3 - May 12, 1999; Par. 4 - May 14, 2003; Par. 5 - May 9, 2012, with former Par. 5 deleted)

1. *Joint Committee on Teaching* - The Joint Committee on Teaching consists of the Chair of the Undergraduate Council, who chairs the Joint Committee; one member from the Graduate Council, chosen by the Chair of the Graduate Council; one member from the Faculty Council, chosen by the Department Chair; and the Undergraduate Advisor and Graduate Coordinator, who serve *ex officio*. The Joint Committee on Teaching handles the Department Timetable, with members from the Undergraduate Council supervising the undergraduate course schedule, members from the Graduate Council supervising the graduate course schedule, and members from the Faculty Council dealing with issues anent scheduling faculty. The Committee files requests for temporary instructors and develops long-term strategies for both staffing service courses and managing enrollment. It monitors changes in undergraduate and graduate enrollments Department-wide and in individual courses, and develops policies to deal with under-enrolled courses. The Committee determines which courses to offer during the Summer Sessions. It selects courses to receive TAs. For the present, the selection of teaching assistants for individual courses will continue to be based on the older Group/Caucus division. The Committee conducts faculty teaching evaluations, revises faculty evaluation forms as appropriate, and awards faculty teaching prizes.

2. *Joint Committee on Teaching Assistants* - The Joint Committee on Teaching Assistants consists of one member from the Undergraduate Council, chosen by that council's chair; one member from the Graduate Council, who shall chair the committee, chosen by the Director of Graduate Studies; the Graduate Coordinator, who serves *ex officio*; and three graduate student representatives, elected by currently-enrolled graduate students [see I.3.1.2]. These representatives may discuss and vote on all matters before the Joint Committee. The graduate representatives shall serve on subcommittees of the Joint Committee as appropriate. The Committee supervises the training, hiring, and evaluation of Teaching Assistants. It revises T.A. evaluation forms, as appropriate, and awards teaching prizes.

3. *Harassment and Discrimination Committee* - The Harassment and Discrimination Committee consists of the Director of Undergraduate Studies, the Director of Graduate Studies, two tenured professors appointed by the Department Chair, two graduate students appointed by the Chair in consultation with the Director of Graduate Studies, the Graduate Coordinator, and a member of the departmental staff. The Associate Chair of the Department will chair the Committee. A list with the names of the members of the Committee will always be available to all persons who request it, and will be prominently displayed on a bulletin board in the departmental office.

4. *Joint Committee on Diversity* - The Joint Committee on Diversity assists the Executive Committee in setting diversity goals and reports on these to the Executive Committee, to which it also makes appropriate recommendations. The Diversity Committee works with the Graduate Council on the recruitment and retention of graduate students of color. It works with the Faculty Council on the recruitment and retention of faculty of color. And it works with the Undergraduate Council on diversity issues including diversity in the curriculum. The Committee is the body charged with responsibility for making policy recommendations to the Department in the area of minority graduate student recruitment and retention, minority faculty recruitment and retention, and discrimination and harassment. The Department Chair will appoint the chair and members of the

committee, including at least one member each from the Faculty Council, the Graduate Council, and the Undergraduate Council; one additional member at his/her discretion; and three graduate students. The graduate advisor will serve *ex officio*, and one member of the committee will be the Department's minority faculty liaison with central administration programs. Every effort will be made to promote diversity on the committee and continuity. The meeting times and agendas of the Joint Committee on Diversity shall be announced in advance, and any member of the Department who so wishes may attend and participate on a non-voting basis.

5. *Fellowships and Scholarships Committee* - The Fellowships and Scholarships Committee is responsible for nominating graduate students for and awarding them fellowships, scholarships, grants and all other academically-oriented discretionary funds made available by the Department, the University, and, as appropriate, extramural sources. It does not assign any assistantships (except as may be included in prize packages [see III.8.5.1]). The Director of Graduate Studies shall chair the Committee. The Committee consists of the Director of Graduate Students and three faculty appointed by the Department Chair for a one-year term. The Department Chair shall make these appointments so as to include the widest possible representation of the Department's intellectual, curricular and programmatic interests. The Graduate Coordinator shall sit *ex officio* in an advisory capacity.

SECTION 3 - HISTORY DEPARTMENT LEGISLATIVE CODE (May 11, 1993)

1. As of May 11, 1993, the History Department legislation consisted exclusively of those items specifically so designated in the "Interim Compilation of History Department Legislation, Version 8, dated March 27, 1993." All bills passed prior to March 27, 1993, not included in this document are null and void.

[N.B.: The History Department Legislative Code includes only those acts confirmed as valid as of March 27, 1993, plus any and all subsequent additions, deletions, amendments, and modifications. The Enabling Act of May 11, 1993, conformed the language of all acts passed before Feb. 1, 1991, to the Restructuring Act of that date.]

SECTION 4 - EXCLUSION OF DEPARTMENT MEMBERS FROM MEETINGS (March 20, 1996)

1. A member of the History Department may attend any properly closed meeting of the Department or of any subunit formally constituted by departmental legislation, with the following exceptions:

1) meetings of the Executive committee are restricted to associate and full professors (*infra* II.1.1.1), although the Committee may invite untenured faculty to participate in a non-voting capacity.

2) Deliberative and voting portions of Budget Committee meetings are restricted to members of that Committee, as defined in I.1.1(4).1, and in a manner consistent with *Faculty Policy and Procedures*.

2. This legislation does not apply to meetings concerned with any individual's tenure or promotion.

SECTION 5 - MINUTES OF DEPARTMENT MEETINGS (December 11, 1995)

1. Minutes of History Department Meetings shall be taken in summary form, with no attribution to specific individuals of the views expressed during the discussion of motions, but with an effort to

record the leading arguments and considerations involved in any important Department decision or action.

SECTION 6 - DEPARTMENT MISSION STATEMENT
(April 13, 2000)

1. The Mission of the Department of History is:

To continue to offer an extensive curriculum of undergraduate courses in many different periods and fields to service our large and diverse student population, including numerous specialized and advanced courses that serve as necessary prerequisites and enrichment for many different departments, majors, and programs;

2. To guarantee our own majors a complete and balanced curriculum at all levels and in all the major periods and fields of history, including introductory seminars at the elementary and intermediate levels and advanced seminars for upper class students to sharpen research and writing skills;

3. To maintain the quality of a world-class graduate program that has been among the leaders in key fields for at least a century;

4. To maintain the high level of achievement in both traditional and innovative fields and methodologies of research and publication for which the Department has been known for several generations;

5. To continue the active participation in the profession of historical studies on both the national and international levels in which the Department has long enjoyed a position of leadership;

6. To provide a wide range of extracurricular service activities for the campus, the local community and media, and the national and international communities as well.

TITLE 2 - APPOINTMENTS AND GOVERNANCE

SECTION 1 – DEFINITIONS
(April 17, 2002)

1. Faculty positions are defined along four dimensions: rank (probationary or tenured), tenure home, budget, and teaching obligations.

2. Departmental governance rights give voting membership in the department but not in the executive committee (*Faculty Policies and Procedures* 5.10, 5.12.B). Executive governance rights give voting membership in the department and its executive committee; they may be granted only to tenured faculty (*FPP* 5.20, 5.12.A). An affiliation appointment associates a faculty member with a department without governance rights; affiliations may be granted only to probationary and tenured faculty (*FPP* 5.13).

SECTION 2 – GOVERNANCE RIGHTS OF TENURE APPOINTMENTS
(April 17, 2002)

1. A faculty member who has any portion of his/her probationary or tenure appointment in the History Department shall have the right to vote and otherwise participate in the governance of the department (*FPP* 5.10), i.e., has departmental governance rights.

2. Tenured faculty who have fifty percent or more of their tenure appointment in the Department, or who have less than fifty percent of their tenure appointment in the Department, but for whom the Department was the principal sponsor of the appointment, shall have executive governance rights

(*FPP* 5.20.A1-2.). At its discretion and following the procedures in I.2.3(2).3-4 *infra*, the Executive Committee may grant executive governance rights to tenured faculty who have less than fifty percent of their tenure appointment in the Department and for whom the Department was not the principal sponsor of the appointment.

SECTION 3 – JOINT GOVERNANCE APPOINTMENTS AND RIGHTS
(April 17, 2002; Subsec. 2, part. 3 amended October 25, 2006)

Subsection (1) - Criteria

1. Any faculty member whose probationary or tenure appointment is entirely outside of the Department and whose position is budgeted in the Department at fifty percent or more shall have joint governance rights appropriate to his or her rank (departmental, if probationary; executive, if tenured).
2. A faculty member whose probationary or tenure appointment is entirely outside of the Department and who holds a budgeted appointment of less than fifty percent in the Department or has a contractual teaching obligation to the Department (hereafter, LTFP/CT faculty) shall have joint *departmental* governance rights.
3. At its discretion, the Executive Committee may grant to tenured LTFP/CT faculty joint *executive* governance rights. Joint executive appointments may be made when a LTFP/CT faculty member is hired with tenure, when a probationary LTFP/CT faculty member receives tenure, or at a later date.

Subsection (2) - Procedures

1. Joint *departmental* appointments of LTFP/CT faculty are for a term of three years and shall be renewed indefinitely by the Department Chair.
2. Any tenured LTFP/CT faculty member who wishes to be considered for a joint *executive* appointment shall submit a c.v. and a letter of interest to the Department Chair, together with supporting letters from tenured members in his/her field in the Department. The Department Chair, with the consent of the Faculty Council, shall bring the request to the Executive Committee for a decision.
3. In the third year of each joint *executive* appointment, the Department Chair shall review the LTFP/CT faculty member's record of service and teaching and report the results to the Faculty Council. If the Faculty Council approves renewal, the Department Chair shall bring a motion to that effect to the Department's Executive Committee. The motion for renewal may be placed on the agenda as automatic consent business.
4. Joint *executive* appointments shall be made by a two-thirds vote of the members of the Executive Committee present and voting, assuming a quorum.

SECTION 4 – AFFILIATION APPOINTMENTS
(April 17, 2002; subsec. 2, par. 4 amended October 25, 2006)

Subsection (1) - Criteria

1. In the interests of enhancing its teaching program, the Department will on occasion make affiliation appointments of faculty in other departments who do not have a budgeted position or a contractual teaching obligation in the Department. Individuals being considered for such an appointment shall, at the time of consideration, be teaching a course cross-listed in the department (or eligible for cross-listing) or preparing a course for cross-listing.

2. Individuals who hold affiliation appointments may identify themselves as “Professor of History” (with the appropriate modifier) and may supervise History graduate students, but they do not have governance rights in or service obligations to the Department.

Subsection (2) - Procedures

1. Nominations for affiliation appointments shall be brought to the Faculty Council in consultation with those faculty whose research and teaching interests align most closely with the candidate’s. Nominations should include a current vita of the candidate, copies of the candidate’s scholarship related to the interests of the department, and evidence pertaining to classroom teaching and supervision of graduate students.

2. If the Faculty Council approves the nomination, the Department Chair shall appoint a review committee in the usual manner (i.e., as with search committees). The committee will review the candidate’s scholarship and teaching and report its recommendation to the Department Chair. In the case of a favorable recommendation, the Department Chair shall bring the candidacy to the Department’s Executive Committee for a decision.

3. Appointments of affiliation faculty shall be for a period of three years and may be renewed indefinitely.

4. In the third year of each affiliation appointment, the Department Chair shall review the faculty member’s record of teaching, ask him/her if s/he would like to renew the affiliation appointment, and report the results to the Faculty Council. In the case of a favorable recommendation, the Department Chair, with the consent of the Faculty Council, shall bring a motion for renewal to the Department’s Executive Committee. The motion for renewal may be placed on the agenda as automatic consent business.

5. Affiliation appointments shall be made by a two-thirds vote of the members of the Executive Committee present and voting, assuming a quorum.

SECTION 5 – HONORARY FELLOWS

(April 17, 2002; subsec. 2, par. 2 amended October 25, 2006; subsecs. 1, 2 amended September 29, 2010)

Subsection (1) - Criteria

1. As a courtesy to visiting scholars, the Department will on occasion make appointments of Honorary Fellows without salary, governance rights, or teaching obligations.

2. An appointment as Honorary Fellow gives an individual official University status and access to libraries and other University facilities.

3. In keeping with the purpose of an honorary fellowship, the Department will invite fellows to participate in its intellectual life, including participating in departmental seminars and interacting with individual faculty. The Department will ordinarily not provide office space, funding for clerical service, postage, office supplies, telephone calls, or other such support.

Subsection (2) - Procedures

1. Nominations for appointment as an Honorary Fellow shall be brought to the Department Chair. The nomination should include:

1. A detailed statement from the candidate about his/her current research
2. The candidate’s up-to-date c.v.
3. The dates of the candidate’s stay
4. A letter of endorsement from a sponsoring faculty member from the Department. This letter

must include a precise explanation of how the appointment will benefit both the Department and the College of Letters and Science.

2. The Department Chair shall bring the candidacy to the Department's Executive Committee for a decision. Honorary-fellow appointments shall be made by a two-thirds vote of the members of the Executive Committee present and voting, assuming a quorum. The motion for renewal may be placed on the agenda as automatic consent business.

SECTION 6 – FACULTY REALIGNMENTS
(September 21, 2005)

1. In cases when a professor seeks a realignment (partial transfer per FPP 5.14) that changes the professor's appointment share in History, the Department shall adopt the following procedures:

1) *In cases of a proposed increase of share of appointment in the History Department*

(a) If the professor is **not** already a member of the History Department Executive Committee, the Department Chair shall appoint a five-person faculty committee to make a report and recommendation to the Executive Committee. The faculty committee shall gather and evaluate materials on the professor's scholarship, teaching, and service; on the professor's reasons for the proposed partial transfer; and on any other germane information, such as possible budgetary, FTE, or programmatic consequences for the Department. The Department Chair shall, before appointing the realignment evaluation committee, consult the Faculty Council for advice on possible committee members. At least one member of the realignment committee shall also be a member of the Faculty Council and act as liaison between the Council and the realignment committee. The Faculty Council will endorse, reject, or decline to act upon the committee's report before forwarding it to the Executive Committee for final review and action. The Executive Committee will have the standard one-week period to read the report (and related materials such as the faculty member's CV and publications) before meeting to vote on the evaluating committee's recommendation.

(b) If the professor **is** already a member of the History Department Executive Committee, the Department Chair shall appoint a three-person faculty committee to make a report and recommendation to the Executive Committee. The faculty committee shall gather and evaluate materials on the professor's scholarship, teaching, and service since the time of the professor's original tenure promotion or appointment in History; on the professor's reasons for the proposed partial transfer; and on any other germane information, such as possible budgetary, FTE, or programmatic consequences for the Department. The Department Chair shall, before appointing the realignment evaluation committee, consult the Faculty Council for advice on possible committee members. At least one member of the realignment committee shall also be a member of the Faculty Council and act as liaison between the council and the realignment committee. The Faculty Council will endorse, reject, or decline to act upon the committee's report before forwarding it to the Executive Committee for final review and action. The Executive Committee will have the standard one-week period to read the report (and related materials such as the faculty member's CV and publications) before meeting to vote on the evaluating committee's recommendation.

2. In cases of a proposed *decrease of share of appointment* in the History Department:

The Department Chair shall report to the Faculty Council on the reasons for the proposed decrease of share, and on any other germane information, such as possible budgetary, FTE, or programmatic consequences for the Department. The Faculty Council will then make a recommendation to the Executive Committee to accept or reject the proposal. If the Faculty Council believes that a faculty committee is needed to investigate and report on the request, it may ask the Chair to convene a three-person faculty committee (and may provide advice to the

Chair about committee membership) to issue a report and recommendation before forwarding the request with a recommendation to the Executive Committee.

TITLE 3 - ELECTIONS AND VOTING

[see also I.1.1(2).2; I.1.1(5).1-6; I.1.1(3).2]

SECTION 1 - GRADUATE STUDENT COMMITTEE ELECTIONS

(Par. 1 - April 12, 1985; par. 2 - April 12, 1985, amended May 10, 2000; May 9, 2001; and March 23, 2011; par. 3 separated from original par. 2 and amended, May 10, 2000; par. 4 - orig. par. 3, April 12, 1985, renumbered and amended May 10, 2000; par. 5 - orig. par. 4, April 12, 1985, renumbered May 10, 2000)

1. To expedite and standardize the election of graduate students to Departmental committees, the following procedure will be implemented. The election process is to be supervised by the Director of Graduate Studies or, in his/her absence, the Department Chair is to appoint a faculty member to oversee the election.
2. Public notice of an open meeting for nominations is to be made before the end of the first week of classes in the Fall Semester. Nomination is to commence at an open meeting of all interested (and registered) graduate students no later than the third week of the Fall Semester. Students may be elected to one or more of the following committees:
 - 1) Graduate Council: three members to be chosen.
 - 2) Joint Committee on Teaching Assistants: three members to be chosen.
 - 3) Graduate Student-Faculty Liaison Committee [see II.3.3.1]: three members to be chosen for a one-year term. One additional member shall be added for each faculty search committee if the number of searches exceeds three. Additional members will be drawn from the original list of nominees. A second election will be held if there were not at least four names on the original ballot.
 - 4) Undergraduate Council [see I.1.1(2).1]: one member, who must have served as a teaching assistant for at least two semesters
3. The Department shall maintain continuity of membership on the Joint Committee on Teaching Assistants and the Graduate Council. Graduate student members shall, whenever feasible, be elected for two years. The committee chair shall always (if possible) be given to a faculty member from the previous year's committee.
4. The names of nominees for each of these committees shall be distributed and collected by the Graduate Coordinator via email to all currently-enrolled graduate students no later than the end of the fourth week of classes. The Graduate Coordinator will collect all votes no later than one week from the original date that names were distributed. Votes shall be counted by the Director of Graduate Studies (or the surrogate appointed by the Department Chair) and results will be made public by posting them in appropriate places within the Department. Those with the most votes win. Ties shall be decided by awarding the election to the student who has enrolled for the greatest number of semesters; should two or more students still remain tied, the winner shall be decided by lot. When possible, student representatives shall serve through the subsequent election.
5. All elected student representatives will be duly informed of their responsibilities, and each committee will be expected to convene within two weeks of the election of student members. The committee will then set an agenda and prepare a regular schedule of meetings. The Graduate Student Liaison Committee shall call, from time to time, open forums for all graduate students to discuss matters of interest.

SECTION 2 - VOTING RIGHTS OF GRADUATE STUDENTS

(February 16, 2000)

1. Graduate students may vote on matters before the Graduate Council and the Joint Committee on Teaching Assistants, provided those matters do not involve personnel issues of the kind reserved for handling in executive committee.

SECTION 3 - VOTING RIGHTS OF FACULTY MEMBERS

(April 3, 1969 [voted by mailed ballot]; November 16, 1970 [Exec. Comm.]; May 11, 1993)

1. Continuing instructors and lecturers have voting rights in meetings of the Departmental Committee.
2. The Department Executive Committee maintains the right to determine whether or not an individual holding a multiple or part-time appointment at a tenure rank shall be a member of the Executive Committee. University policy requires that persons budgeted 50% or more in the Department will, upon promotion or appointment to a tenure rank, become members of the Departmental Executive Committee. It will be assumed that all other persons holding partial appointments in the Department will not be members of the Departmental Executive Committee. The Executive Committee may, of course, make exceptions to this policy [see I.2.secs. 2-4].
3. Members must be physically present at meetings of the Department and of the Executive Committee in order to vote; neither proxy nor absentee ballots are valid. Members attending either a Department or Executive Committee meeting who leave before a vote on the motion currently being debated may vote on that motion (and only that motion) if, in the judgment of the meeting, they have heard discussion sufficient for them to make an informed decision.

SECTION 4 - REPLACEMENT OF MEMBERS IN ELECTED POSITIONS

(May 11, 1993, amended December 11, 1995)

1. If a member of the Department cannot serve in a position to which s/he was elected, the Department Chair shall fill the vacancy by ranking the other candidates for the position according to the number of votes they achieved in that election and offering the position to individuals in descending rank order until someone agrees to serve. This procedure does not apply in the following cases: (1) elections for Department Chair or for membership on either the Faculty Council or the Budget Committee; and (2) elections to fill any incumbent's unexpired term of office. In these cases the Department must conduct a completely new election.

SECTION 5 - RUN-OFF ELECTIONS

(May 11, 1993)

1. Candidates placed on the ballot in run-off elections for any Departmental position come from the pool of all candidates who received votes, in ranked order of the number of votes for each candidate. The number of candidates cited shall be twice the number of vacancies being contested, plus ties.
2. To win a run-off election for Department Chair, a candidate must receive a majority of votes cast.
3. To win a run-off election for either the Faculty Council or the Budget Committee, candidates do not need to receive a majority of votes cast.

SECTION 6 - ELECTIONS FOR THE FACULTY SENATE

(May 12, 2004)

1. The ballot for Faculty Senate elections shall indicate if any Department member volunteers to serve as Senator in the next term, and shall excuse any current Senator who does not wish to serve a second consecutive term.

TITLE 4 - DEPARTMENT FUNDS

SECTION 1 - DEPARTMENT OF HISTORY FUND

(May 8, 1992; originated December 17, 1964)

1. The annual Department Fund obligation of all faculty members of the History Department will be set by a consistent percentage of individual salaries. The percentage shall be set by the Department Chair in consultation with the Faculty Council at a uniform percentage of each member's base salary each year, the assessment amount to be communicated to all Department members individually as of the first class day of the fall semester, and the payment thereof to be due forthwith.

SECTION 2 - LOVINA EDSON FUND

(February 9, 1990)

1. 70% of the income from the Lovina Edson Fund shall go towards graduate student aid, 20% to support visiting lecturers in the field, and 10% to enlarge the collection of books Charles Edson left. The Fellowships & Scholarships Committee shall administer the graduate student aid, the Faculty Council shall oversee the lectures, and the Department Chair shall supervise the book purchases.

TITLE 5 - LECTURES

SECTION 1 - WAR MEMORIAL LECTURE

(May 4, 1990. Former sect. 1 deleted May 12, 2012)

1. The Department of History administers the War Memorial Lecture Series, an annual lecture or lectures offered by a leading scholar invited by the Department of History and funded by the War Memorial Fund (161-0408). Each lecturer shall address in broad terms issues for the encouragement of whose study the War Memorial Fund was originally founded: "the content of basic values in American society and the historical effort to realize those values." At the discretion of the Department of History, the lecturer may be asked to participate in events outside the formal lecture(s), such as graduate seminars. The War Memorial Fund shall pay for all costs associated with the lectures, including but not limited to the lecturer's honorarium, expenses, and receptions associated with the event.

TITLE 6 - SPECIAL PROJECTS

SECTION 1 - HARVEY GOLDBERG CENTER FOR THE STUDY OF CONTEMPORARY HISTORY

(February 5, 1988. Former Sect. 1 deleted May 9, 2012)

1. The Memorial Fund will be used to establish and finance the Harvey Goldberg Center for the Study of Contemporary History. The Center shall be constituted as part of the University of Wisconsin-Madison Department of History and directed by a seven-member faculty committee appointed by the Department Chair for five-year terms for the purpose of promoting teaching and historical research on the issues with which Harvey Goldberg was most vitally concerned and which he articulated in his teaching and writings. While the Center will be organizationally under the direction of the Department of History, it is anticipated that it will work closely with community groups in the Madison area and cooperate with national and international organizations on matters of mutual concern. The primary aim of the Center will be to further historical consciousness among students, scholars, and citizens -- an historical consciousness which, as Harvey Goldberg once said, should serve as "a contribution of the relevant past to the understanding of the crises of the present, and to forging choices for the future."

2. The specific activities of the Center -- which, in accordance with Harvey's last bequest, will be dedicated to "the struggle against racism, bigotry, imperialism and economic deprivation" -- will

include the following:

- 1) The Center will sponsor an annual Goldberg Memorial Lecture to be delivered by a distinguished scholar or public figure.
- 2) The Center will assist the History Department in the teaching of Harvey Goldberg's "Contemporary Societies" course. The course will be directed by appropriate members of the History Department faculty selected in accordance with normal departmental procedures, but the Center will assist in enriching the content and appeal of the course by funding visiting scholars to lecture on relevant topics upon the recommendation of the instructors. In the expectation that the course might be scheduled in the late afternoon or evening, the Center will encourage adults from the community to register for (or audit) "Contemporary Societies," providing tuition assistance for needy individuals. It is anticipated that the guest lecturers funded by the Center will also offer public lectures and participate in University or community forums on topics of contemporary political and historical interest.
- 3) The Center will organize and fund periodic workshops and public symposia with the aim of encouraging a critical historical understanding of contemporary social problems and political events.
- 4) The Center will offer, insofar as funds permit, small fellowship grants to needy students and independent researchers working on historical problems and projects such as those Harvey Goldberg encouraged.

TITLE 7 - PHYSICAL PLANT

SECTION 1 - EDSON RESEARCH ROOM

(November 6, 1981)

1. Room 5231A Humanities shall be named the Charles F. Edson Research Room and a plaque indicating this be placed on the outer door.

SECTION 2 - COMPUTER EQUIPMENT PURCHASED WITH DEPARTMENT FUNDS

(March 25, 2009)

1. Computer equipment (including printers, monitors, and all peripherals) purchased for any reason by the Department of History using its own funds or by any University unit as part of a startup package to equip a new faculty or staff member's office are considered the Department's property and, in accordance with University guidelines, must be used in one's assigned office or an appropriate on-campus space assigned for the Department's use. Such items may not be taken off-campus.
2. This rule does NOT apply to:
 - Laptop computers, even when purchased with Departmental funds.
 - Any equipment purchased using non-Departmental funds such as research grants from University sources, grants from extramural agencies, or monies paid through the Department by other units (such as supply and expense awards by the College of Letters & Science for teaching an honors section).

TITLE 8 - CREATION OF NEW COURSES

SECTION 1 - PROCEDURES FOR CREATING NEW COURSES

(December 1, 1993, incorporating legislation passed October 8, 1993)

1. New-course and course-change proposals shall be submitted to the chair of the Undergraduate or

Graduate Council (whichever is appropriate), who will forward them to that Council's Advisor for review and to that council for approval.

2. Course proposals shall include a form (for Departmental use only) that recapitulates the proposal on a single page.

3. When the appropriate council has given its approval, the chair of that council shall, at least one week before the next Department meeting: 1) make available for review at the reception desk a complete copy of the approved proposal(s); and 2) insert a notice to that effect in the Department newsletter.

4. Copies of the single-page Departmental form recapitulating the proposal will be distributed to all faculty with the agenda for the next Department meeting.

5. Approval at the Department meeting will proceed by [automatic] consent, unless objections are raised.

ARTICLE II - PERSONNEL

TITLE 1 - GENERAL CONSIDERATIONS

- Section 1 - The Executive Committee and Personnel Decisions
- Section 2 - Soliciting Outside Letters
- Section 3 - Membership, Affiliation, and Outside Appointments

TITLE 2 - PROMOTION, TENURE AND PERFORMANCE EVALUATION

- Section 1 - Tenure Policies and Procedures
- Section 2 - Committee to Review Associate Professors
- Section 3 - Teaching Evaluation
- Section 4 - Post-Tenure Review

TITLE 3 - SEARCHES AND HIRING

- Section 1 - Policy on Searches and Ranking
- Section 2 - Search Committee Procedures
- Section 3 - Graduate Student Participation in Searches
- Section 4 - Candidates' Presentation to the Department

TITLE 4 - INSTRUCTIONAL WORKLOAD POLICY

- Section 1 - Limits on Two-Day Schedules
- Section 2 - Course Load When Teaching Undergraduate Seminars

TITLE 5 - GRIEVANCE PROCEDURES

- Section 1 - Graduate and Undergraduate Grievances against Faculty
- Section 2 - Grievances in Other Cases

ARTICLE II - PERSONNEL

TITLE 1 - GENERAL CONSIDERATIONS

SECTION 1 - THE EXECUTIVE COMMITTEE AND PERSONNEL DECISIONS (May 3, 1974, incorporating material passed December 13, 1971 and January 16, 1972)

1. The Executive Committee consists of all associate and full professors of the Department. [NOTE: For a more detailed description of membership qualifications, see below, II.1.3.2.]
2. All final decisions concerning the appointment, reappointment, promotion, and non-retention of Departmental faculty (except promotion to the rank of full professor) rest with the Executive Committee. Only full professors may recommend promotions to full professor.
3. It shall be the responsibility of the Department Chair to make all evidence and documentation pertaining to personnel decisions available to members of the Executive Committee at least one week in advance of the Committee meeting.
4. All affirmative recommendations regarding appointment, reappointment, or promotion require a two-thirds majority of eligible members of the Executive Committee present and voting. Individual review committees reporting recommendations regarding appointment, reappointment, or promotion to the Executive Committee determine their recommendations on the basis of a simple majority vote within the committee.
5. All votes by the Executive Committee on personnel matters involving appointments, promotions or renewals shall be by signed ballot. [NOTE: In votes on any personnel items, members must sign their names to paper ballots; failure to do so invalidates the ballot.]

SECTION 2 - SOLICITING OUTSIDE LETTERS (May 11, 1993)

1. In any personnel case necessitating the Department to solicit outside letters of recommendation on behalf of a candidate (e.g., promotion, nomination to a chair), the Departmental body responsible for proceeding with the case must first obtain authorization from the Faculty Council before soliciting outside letters.

SECTION 3 - MEMBERSHIP, AFFILIATION, AND HONORARY APPOINTMENTS
(Cf. the discussion in the Department meeting, May 9, 2001. This section summarizes University regulations concerning the various categories of membership in the Department; although the implementation of these regulations may be subject to departmental rules, the definitions of categories are dictated by the University and cannot be changed by the Department. Because appointments in any of the categories covered below constitute personnel decisions, they are subject to the Department's "2/3" rule, II.1.1.4.)

1. Membership in the Department: All tenured and probationary faculty holding appointments with a tenure percentage of at least 50% in History are considered full members of the History Department, enjoying the right to perform all academic duties, participate fully on departmental committees, and hold both elective and non-elective posts. An individual's budget percentage is irrelevant for determining membership in the Department. The Department may grant joint departmental governance appointments to certain individuals, see below, II.1.3.3(1).
2. Membership in the Executive Committee: All associate and full professors with a "continuing commitment of one-half time (50%) or more" in a department are members of the executive committee (*Faculty Policies and Procedures* 5.20A.1). Tenured faculty having less than 50% appointments but for whom the department "was the principal sponsor of the appointment" also have membership on the executive committee (*ibid.*, 5.20A.2). "[O]ther faculty members having tenure who have been granted joint executive appointments by action of that executive committee"

have memberships in the executive committee as well” (*ibid.*, 5.20A.3, referencing 5.12A); see below, II.1.3.3(2).

3. Joint Governance Appointments: According to *Faculty Policies and Procedures* 5.12, “A joint governance appointment allows a person who has an appointment to the faculty (under U[niversity of] W[isconsin] S[tatutes] 3) or the collateral faculty [i.e., academic staff] (under UWS 10) in one department to participate in the governance of another department without a continuing commitment or tenure relationship with that department.” Such an appointment “is for a specified term of not greater than three years and is granted only upon the affirmative recommendation of the departmental executive committee to its dean.” Such appointments may be reviewed and renewed upon their expiration. There are two types of joint governance appointments:

(1) Joint Departmental Governance: this category “confer[s] voting membership in the department, but not in the executive committee, and can be granted to both probationary and tenured faculty and to members of the collateral faculty” (i.e., academic staff), *ibid.* Joint Departmental Governance appointees may perform all academic duties (e.g., chairing dissertation committees), participate fully in departmental committees, and hold both elective and non-elective posts.

(2) Joint Executive Governance: this category “confers voting membership in the department and its executive committee and can be granted only to tenured faculty” *ibid.* Joint Executive Governance appointees may perform all academic duties (e.g., chairing dissertation committees), participate fully in departmental committees, and hold both elective and non-elective posts. Persons holding tenure outside the History Department are **not** automatically eligible for joint executive governance appointments; the Department may award them only a joint departmental governance even though such individuals are members of executive committees elsewhere.

4. Affiliation: According to *Faculty Policies and Procedures* 5.13, “An affiliation allows a faculty member to be associated with a department without governance rights or a continuing departmental commitment. Affiliations may be granted by the departmental executive committee only to probationary and tenured faculty and only for fixed terms”—ordinarily for three years. Affiliated faculty may perform all academic duties of full department members (e.g., chairing dissertation committees) and may serve on committees that do not have governance functions, unless the motion of affiliation imposes specific limitations.

5. Zero Dollar and Honorary Appointments: The Department may, according to the *Letters & Science Handbook* (III.6), appoint an individual as a “visiting scholar so that the individual will have official University status and can use the libraries and other University facilities. The easiest and most common form of such affiliation is by means of appointment as an Honorary Fellow without salary.” Such affiliations “do in fact represent appointments, even if unsalaried.” Approval for “periods up to a year is routine when there is a mutual benefit from such a relationship,” but for longer periods the Department will have to show cause. [NOTE: The *Handbook*, IV.4, advises that “Departments considering [joint governance appointments and affiliations] should be sure all parties understand the terms of the appointment, such as any voting rights, the length of the appointment, any expectations of instructional or committee responsibilities, any prospective budgetary or tenure commitments, etc.”

TITLE 2 - PROMOTION, TENURE AND PERFORMANCE EVALUATION

SECTION 1 - TENURE POLICIES AND PROCEDURES

(April 24, 1992. Subsection 1: pars. 2-4 revised or inserted November 18, 1998. Subsection 2: par. 2 divided and revised, current pars. 4-7 renumbered, November 18, 1998. Subsection 3: par. 1 revised November 18, 1998; and material from I.1.1(2).3 inserted during editorial revision, August 3, 2005.)

Subsection (1) - Policies

1. In recommending or not recommending tenure, the History Department Executive Committee will exercise its judgment in the interest of ensuring the academic and professional quality of the Department.
2. Departmental criteria for the recommendation for tenure are consistent with the general criteria outlined in *Faculty Policies and Procedures*, 7.14C. The recommendation of tenure shall be based on evidence of (1) a record of high professional achievement in research and scholarly publication and of scholarly recognition outside the University; (2) teaching excellence; (3) service to the University, to the History profession, or professional service to the public; and (4) Departmental need.
3. A copy of these criteria will be furnished to each probationary faculty member, along with the following statement: “While our standards for recommending tenure are high, the History Department, like the University of Wisconsin-Madison as a whole, does not have tenure quotas or a fixed number of tenured faculty positions. Every assistant professor is eligible for promotion, and each of our initial appointments is made with the hope that the individual will warrant promotion to tenure at a later date.”
4. The Department Chair will inform each probationary faculty member of any change in the Department’s needs as they relate to that individual.

Subsection (2) - Procedures: The Probationary Period

1. The Departmental Chair shall appoint an Assistant Professor Review Committee of at least four tenured faculty, charged with carrying out the annual reviews of all assistant professors. In addition, each assistant professor’s mentor shall be invited to participate (see under mentoring). Membership in the Assistant Professor Review Committee should change every year; however, at the discretion of the Chair, at least one committee member should be held over to ensure continuity from one year to the next.
2. Beginning with the second year of a three-year initial appointment, probationary faculty in the History Department will be evaluated annually for possible reappointment, promotion, or non-renewal. This review will be conducted by the Assistant Professor Review Committee. This Committee will ensure that each probationary faculty member’s file contains all relevant material for the evaluation, and will evaluate the individual’s scholarly progress, teaching record, and professional service. The Committee will prepare a written report on each probationary faculty member, noting areas of strengths and weaknesses, and submit it to the Department’s Executive Committee for final action.
3. The Executive Committee, acting on the recommendation of the Assistant Professor Review Committee, shall vote on non-renewal, renewal, or early consideration for tenure. The voting rules governing tenure decisions [see *infra*, subsection (5), par. 6] shall apply. The decision of the Executive Committee and the report will also go to the faculty member, who may respond to the evaluation. The evaluation and the member’s response (if any) shall become a part of the member’s Departmental personnel file.
4. Around the midpoint of the probationary period, a particularly intensive review, especially with reference to scholarly work, shall be conducted by a subcommittee chaired by a member of the Assistant Professor Review Committee and two tenured faculty, one of whom will preferably be the current mentor.
5. After the initial appointment, reappointment at the non-tenured level is for one year at a time. The tenure decision shall be made at least a year in advance of the expiration of the maximum probationary appointment.

6. A recommendation for promotion to tenure is possible at any time, and a final decision concerning tenure must be made before the end of the sixth probationary year. Early consideration for promotion of a probationary faculty member will be made only with the concurrence of the candidate.

7. Previous service at another institution may under certain circumstances be subtracted from the normal seven years a person can be appointed in probationary ranks at the University of Wisconsin. This period will be specified in the initial letter of appointment. [Note: See *Faculty Policies & Procedures. University of Wisconsin-Madison, 7.04*]

Subsection (3) - Procedures: Mentoring

1. The Department Chair will, in consultation with both the Faculty Council and the pertinent faculty group, annually appoint a tenured faculty member to serve as a mentor for each probationary faculty member. The mentor will meet periodically with the faculty member, help with questions the individual may have, and offer suggestions and support to further the individual's professional progress. At least once each year, the Department Chair, the mentor, and the faculty member will meet to discuss the Department's expectations and the member's progress toward tenure.

2. The mentors will be invited to participate in the annual reviews by the Assistant Professor Review Committee, but the formal, written evaluations will reflect the judgment and conclusions of the committee. Mentors may or may not serve on the Committee.

3. Tenure review committees will invite the comments of the mentor(s), but mentors will not necessarily serve on the tenure-review committees of persons they have mentored.

Subsection (4) - Procedures: The Tenure Review Process

1. All probationary faculty members to be considered for promotion or extension in a given year shall be notified of that fact in writing no later than the semester preceding the semester in which the decision will be made. This notice will invite the faculty member to submit materials or documentation relevant to the tenure decision.

2. At the beginning of the faculty member's tenure decision year, the Department Chair in consultation with the History Faculty Council shall appoint a Tenure Review Committee of no fewer than five members for each faculty member under review for tenure. The members of this committee shall be chosen from the Executive Committee.

3. This committee will conduct an intensive review of the faculty member's record, focusing on his/her teaching, publications, work in progress and future scholarly plans, University service, and broader professional activities. This review process will involve classroom visitation, analysis of teaching evaluation data, interviews with students, a careful reading of the individual's publications, evaluation of the contribution to Department and University government and administration, activity in learned societies and related evidence of professional commitment, as well as any other matters that members of the review Committee believe to be relevant. The Committee will also solicit letters from at least five scholars outside the university in the faculty member's field.

Subsection (5) - Procedures: The Tenure Decision Process

1. On the basis of this evaluation, the Tenure Review Committee will make a recommendation to the Executive Committee.

2. In cases where the Tenure Review Committee votes to recommend non-retention, the individual involved shall be so notified and given an opportunity for a conference with the Tenure Review

Committee prior to its recommendation to the Departmental Executive Committee.

3. For a period of at least one week before the scheduled Executive Committee vote, a complete file of the candidate's *curriculum vitae*, publications, works in progress, course evaluation forms, outside letters, and other relevant materials shall be made available to all Executive Committee members in some convenient location.
4. When the date is set for the Executive Committee meeting at which the tenure decision will be voted upon, the probationary faculty member shall be notified. Under no circumstances shall this notification be given less than three weeks before the meeting. If a probationary faculty member requests that the meeting of the Executive Committee be open, it must be open. This applies to the initial meeting and to any later reconsideration. Individuals under consideration may attend but do not have the right to participate at the initial decision stage, unless the Executive Committee specifically rules otherwise.
5. Members of the Executive Committee who are on leave may vote in any matter involving renewal or tenure, if present.
6. After a full discussion based on all available evidence, the Executive Committee will vote on the recommendation of the Tenure Review Committee. The vote shall be by signed secret ballot. An affirmative decision by the Executive Committee shall require a 2/3 majority of those present and voting. Written abstentions shall count as votes cast.
7. The Department Chair will forward the results of this vote, with appropriate supporting materials, to the Dean of L&S. Supporting material and documentation as specified by the Dean or the Divisional Executive Committee shall be included.
8. The faculty member concerned shall be notified in writing of the decision of the Executive Committee within five working days. In cases of a non-retention decision, the notification must further state that the faculty member will be given, upon request, a written statement presenting the reason(s) for the decision, and that he/she may request a reconsideration of the decision.
9. Procedures for reconsideration and appeal shall be those set forth in *Faculty Policies & Procedures. University of Wisconsin-Madison, 7.07 and 7.08.*

SECTION 2 - COMMITTEE TO REVIEW ASSOCIATE PROFESSORS
(May 7, 1982)

1. At the beginning of each academic year the Department Chair shall appoint a three-person subcommittee of the full professors, to conduct a preliminary review of all associate professors in their third year or beyond and to determine which of them should be formally reviewed for promotion to full professor.

SECTION 3 - TEACHING EVALUATION
(January 30, 1995)

1. Faculty are required to hand out a student response form in all graduate-level courses in the History Department. The form will be required and become part of the faculty teaching record.

SECTION 4 - POST-TENURE REVIEW
(April 8, 1994)

1. Every five years the Department shall evaluate the contributions of every tenured member of the Department, considering qualitative and quantitative evidence of the faculty member's performance over at least the previous five-year period. The evidence should include a current curriculum vitae, annual activity reports, teaching evaluations or summaries of evaluations, and

other materials providing evidence of the faculty member's accomplishments and contributions that the Department or the faculty member feel are relevant to the review. The faculty member should provide the reviewer(s) with a brief summary of career plans for the future.

2. The Budget Committee shall early each fall perform the review. Faculty to be reviewed will be selected by lot for the first five years but thereafter faculty are evaluated in five-year intervals from tenure or from the previous five-year review.

3. The Budget Committee shall provide the faculty member with a written summary of the review. The faculty member shall have the opportunity to prepare a written response to the summary. A copy of the summary and any written response to it shall be given to the Department Chair and shall be placed in the personnel file of the faculty member. No person will serve as a reviewer if the person under review formally objects to his or her service in that capacity. The objection, made known to the Chair, will be kept confidential.

TITLE 3 - SEARCHES AND HIRING

SECTION 1 - POLICY ON SEARCHES AND RANKING (September 13, 1991)

1. The Executive Committee recommends the appointment of candidates for membership in the Department only after a search committee has fully reviewed the candidate's work.

2. There will be no search for a candidate to be appointed in a scholarly field which is not consistent with the Executive Committee's previous ranking of Department needs unless the Executive Committee explicitly gives approval to this search.

SECTION 2 - SEARCH COMMITTEE PROCEDURES (Dec. 13, 1971, Executive Committee; May 3, 1974, Executive Committee)

1. All new positions opened in the Department are to be listed in the AHA job registry.

2. Search and Screen Committees shall consider all applications and nominations for the (vacant) position, arrange any preliminary interviews with the most promising candidates, and submit their findings (including a ranked list of candidates) to the Executive Committee.

SECTION 3 - GRADUATE STUDENT PARTICIPATION IN SEARCHES (April 12, 1985; amended May 4, 1990; par. 1 - amended December 15, 1999, and May 10, 2000; par 1, subsections (1) and (2) added December 15, 1999; par. 2 - amended December 15, 1999)

1. Every faculty search committee shall designate a faculty member to act as liaison with the Graduate Student-Faculty Liaison Committee. Within seven days after either the election of the Graduate Student-Faculty Liaison Committee [see I.3.1.2-3] or the formal constitution of the search committee, whichever comes later, the faculty liaison will contact the Graduate Student-Faculty Liaison Committee. The Graduate Student-Faculty Liaison Committee shall circulate notices and receive petitions for positions on the student advisory committee over a period not to exceed four weeks. Petitioners will be asked, in the event of multiple searches, which search they wish to serve on, and for their areas of expertise [see *infra*, subsection (1)]. At the end of this period, the Graduate Student-Faculty-Liaison Committee will choose, according to the methods given in subsections (1) and (2) *infra*, four students and two alternatives to make up the advisory committee. A Liaison Committee representative will act as chair of the advisory committee, with full rights of participation. The faculty liaison shall then be notified in writing of the composition of the advisory committee.

Subsection (1) - *Procedures and Criteria for Selecting Graduate Students to Serve on Advisory Committees*. Graduate student advisory committees should contain a balance of students with

and without specific expertise in the field being searched. A 3/2 split, with three members of the advisory committee having expertise, and two not (the expertise of the chair must be counted) should be established. Expertise is defined as 1) having taken a prelim field or having a minor field in the area in question; 2) an anticipated prelim field in the area in question, for pre-dissertators; or 3) in the event that the area being hired is a new field in which prelim fields have not yet been offered, the declared intention to work in the new field shall constitute expertise. Graduate students requesting to serve on advisory committees must provide such information to the Liaison Committee. Once the circulation period has ended and the Liaison Committee has received all the petitions, the petitioners will be placed on the search committee of their choice, in accordance with the 3/2 formula and the decision of the Liaison Committee as a whole. In the event an insufficient number of petitions to fill a committee are received, the Liaison Committee shall repeat the circulation process until sufficient candidates are gathered. In the event that there are more petitioners for a particular advisory committee than spaces available, advisory committee members will be chosen by random draw. One draw will be held for those with expertise, and one for those held not to have expertise. The Liaison Committee will keep a record of the names of unselected petitioners, should the need arise to request their services.

Subsection (2) - *Clarification of the Role of Alternates*. One alternate will be chosen from the pool of petitioners with expertise, and one from the pool of alternates without expertise; they will be moved into the committee with the goal of maintaining the 3/2 balance. The two alternates will serve on the advisory committee only if one of the four chosen members must withdraw. Alternates who are not thus called will not be permitted to vote in the committee's final deliberations, although they may take part in those final deliberations at the discretion of the advisory committee chair.

2. The advisory committee will have the responsibility to attend all public presentations by the candidates and to read all relevant material, including non-confidential aspects of the candidates' dossiers. In addition, the committee will meet as a group with each candidate in an informal setting. Finally, each student advisory committee chair will call an open meeting of graduate students to hear comments on the candidates.
3. The graduate student committee shall then prepare a group report on each candidate, based on both the formal and informal presentations and assessment of all written materials. The summary should include comments about scholarship, teaching, potential contributions to the History Department, and potential contributions to graduate student instruction. Any unusual or dissenting comments shall likewise be included in the evaluation.
4. The conclusions of the *ad hoc* graduate student committee will be communicated by the faculty liaison to the search committee and to subsequent Departmental meetings for full discussion and evaluation.
5. The Search Committee will take all written student comments into consideration [i.e. not just those presented by the formal student committee.]

SECTION 4 - CANDIDATES' PRESENTATION TO THE DEPARTMENT (April 6, 1984 combined with December 13, 1971, Executive Committee)

1. Candidates for membership in the History Department are expected to present a sample of their work to a Department workshop. Either the Department Chair or the Chair of the appropriate search committee shall inform candidates when inviting them to campus that the presentation shall be a formal one.

TITLE 4 - INSTRUCTIONAL WORKLOAD POLICY

SECTION 1 - LIMITS ON TWO-DAY SCHEDULES
(April 15, 2009)

1. Colleagues are permitted to schedule their courses for no more than two semesters in a row during the following high-demand power-lecture slots:
Tuesday-Thursday 9:30-10:45; 11:00-12:15; 1:00-2:15; 2:30-3:45; and
Monday-Wednesday 2:30-3:45 P.M.
2. If during their previous two semesters of teaching history lecture courses colleagues have scheduled their offerings in any of these high-demand mid-day power-lecture slots, they will be expected in the third semester to “move to the margins” of the schedule in one of two ways: either
 - a) They can teach MWF during any 50-minute time slot they prefer; OR
 - b) They can teach MW, WF, or TR at 8:00-9:45 A.M., or anytime after 4:00 P.M. that doesn't conflict with the protected departmental meeting slot.
3. This expectation of “moving to the margins” is not affected by leaves or other forms of release time; it affects the third teaching semester in whatever sequence of teaching semesters applies to an individual colleague.
4. To enforce this rule, colleagues will receive a special scheduling form after two semesters of teaching in high-demand mid-day power-lecture slots that omits these slots from the available choices for their next semester of teaching. The Director of Undergraduate Studies should circulate to colleagues an explanation of the reasons for this special scheduling form every time it is sent out.
5. Once this legislation is implemented, the Undergraduate Council shall conduct a department-wide lottery to sort colleagues into three groups, with the goal of having roughly one third of them “move to the margins” in any given semester of teaching.
6. In order to encourage faculty to continue teaching on a MWF schedule, so that the Department avoids the concentration of class hours prohibited by *FPP* 8.02, par. 1, the Joint Committee on Teaching shall provide the following incentives for instructors choosing to teach a MWF schedule:
 - a) Full freedom of choice over time of day that classes are scheduled;
 - b) Priority in room selection, if desired, that classes will be held in the Humanities Building;
 - c) Priority in time and room choice for the second class that a colleague is teaching during any semester when their lecture course occurs on MWF.
 - d) Instructors will ordinarily be expected to offer courses on MWF, and they should receive any of these benefits that apply to them.
 - e) If these incentives prove inadequate, it may be worth considering an S&E subvention or some other positive incentive for MWF teaching. That said, we believe that if MWF classes were to disappear altogether, this “moving to the margin” rule would still enable undergraduates the access they need to be able to take the history courses they desire.

SECTION 2 - COURSE LOAD WHEN TEACHING UNDERGRADUATE SEMINARS
(May 5, 1989)

1. Professors teaching undergraduate seminars must carry undergraduate lecture courses as their second offering that semester, unless they have replacement funding or special permission from the Undergraduate Council.

SECTION 3 - LIMIT ON NUMBER OF SENIOR THESIS ADVISEES
(February 20, 2008)

1. It is the Department's normal expectation that faculty take on no more than four Senior Thesis students per year.

SECTION 4 - WEB COURSES
(February 20, 2008)

1. Faculty receive full credit for teaching web courses, and these classes are counted as part of their regular teaching load. Faculty who teach web courses are required to be in residence.

2. Faculty may teach no more than one web course per academic year (unless otherwise authorized by the Chair). [Note: the rationale for this proposal is that we want all faculty to have face time in the classroom]. Faculty who at present teach more than one web course per year will be exempt from this requirement.

3. Instructors who want to convert pre-existing lecture courses to the “web” should follow the same procedure as other course changes and bring their proposal to the Undergraduate Council and the Department. History courses that are currently taught on the web are exempt from this requirement. Authorization to teach a web class is given to instructors for particular courses and is not transferable to another instructor.

4. The Department will strongly support efforts to secure outside funding for the development and teaching of web courses. However, web courses will not receive special departmental consideration for funding.

5. Web courses are awarded Teaching Assistants on the same basis as any other class.

6. The Undergraduate Council and the Joint Committee on Teaching will strive to ensure that web offerings are balanced from semester to semester, and that key course offerings, especially at the 100 level, are offered regularly in “live” format.

7. The Department asks *The Joint Committee on Teaching Assistants* to assess the work of Teaching Assistants in web courses. Among the questions JCOTA *may* want to consider:

- How much previous experience should TAs assigned to web courses have?
- Should we require that TAs in web courses have “live” meetings with their students (as opposed to web “chats”) when the enrolled students are all on-campus?
- Number of times a TA can teach an online course?

TITLE 5 - GRIEVANCE PROCEDURES

SECTION 1 - GRADUATE AND UNDERGRADUATE GRIEVANCES AGAINST FACULTY
(May 12, 1999)

1. A student who believes that she or he has been the victim of behavior that may fall under the categories of harassment or discrimination should consider, if the incident is only mildly discomfiting, discussing the situation with the person who gave offense. Misunderstandings occur, insensitivity does not always involve malice, and persons of good will are willing to learn from their mistakes. Nevertheless, the person offended is free at any time, whether or not an effort to discuss the problem with the professor said to have given offense has been made, to bring the matter to the attention of responsible personnel inside or outside the Department.

2. When a student encounters what seems to constitute harassment or discrimination, he or she may bring it to the attention of any member of the faculty or academic staff in the Department. The student may also approach any member of the Harassment and Discrimination Committee. Finally,

the student should feel free to contact the administrative leaders of the Department, including the Department Chair, Director of Undergraduate Studies, and the Director of Graduate Studies.

3. Faculty and staff members should listen sympathetically to complaints that students bring to their attention. They should offer them their most prudent counsel, and help them clarify whether or not harassment or discrimination has actually occurred. At no point should faculty or staff members attempt to discourage an aggrieved student from seeking other forms of advice or sources of redress. The faculty or staff member contacted may attempt to resolve the matter – without identifying the student – through informal, personal communications with the professor in question. Should that approach either not be possible or be unsuccessful, the faculty or staff member should strongly advise the student to consult with the Department Chair. Should the student desire the intervention of a go-between, the faculty or staff member may present the matter to the Department Chair without disclosing the identity of the student. Should the student, at this point or any subsequent point in the Department's efforts to resolve the issue, desire to discuss the situation with the professor in question and to have a faculty member present, the Department Chair will take steps to accommodate that request.

4. The Department Chair has the ultimate responsibility for maintaining a discrimination-free environment in the Department. The Department Chair, therefore, needs to be informed and will treat seriously any allegation of harassment or discrimination directly or indirectly brought to his or her attention. If the gravity of the accusation makes such action advisable or legally necessary, the Department Chair will consult with University officers and offices outside the Department. Among possible contacts are the Dean of L&S, the Associate Dean entrusted with addressing harassment and discrimination, the Dean of Students, the Equity and Diversity Resource Center, the Employee Assistance Office, the Office of Administrative Legal Services, and Police and Security. During these initial consultations, the Department Chair will make every reasonable effort to preserve the anonymity of the aggrieved student and of the faculty member whose behavior is in question.

5. Should consultations with the outside contacts indicate that the Department is an appropriate first locus for addressing the problem, the Department Chair will inform the student of that opinion, or will request the intermediary who acted on behalf of the student to deliver that message. The Department Chair will also advise the student, directly or through the intermediary, of his or her options to seek redress through other University offices. Of course, if University officials have informed the Department Chair that the matter in question demands attention from bodies outside the Department, she or he will inform the student, directly or through the intermediary, of that judgment.

6. The Department Chair will do his or her utmost to maintain the privacy of the parties, particularly as long as the possibility of an amicable or non-confrontational resolution of the differences between the aggrieved party and the professor exists. In situations in which resolution at the department level is possible, the Department Chair should speak with the professor in question. The Department Chair may be able, without identifying the student, to point out that certain words or deeds have bothered at least one person, and she or he may be able to convince the professor to refrain from using that language or taking those actions in the future.

7. Should the professor in question deny having done anything to give offense, the Department Chair will convey that message to the student. If the student does not find the professor's statement or explanation convincing, the Department Chair will inform her or him, directly or through the intermediary, of possible next steps. The Department Chair will inform the student about the protections against retaliation afforded to complainants, but he or she will also explain that continued pursuit of the matter may not be possible without the submission of a written and signed statement containing the allegations. Guaranteeing the anonymity of the parties involved will also become impossible once a signed complaint is submitted.

8. If the Department Chair can resolve the problem through mediation between the parties, he or

she need not bring the incident to the attention of other members of the Department. Should such a resolution not be possible, or should the student file a written complaint, the Department Chair will bring the matter to the attention of the Faculty Council. With the agreement of that body, information gathering will begin. The Department Chair will immediately inform both the aggrieved student and the professor said to have given offense of the situation and of the Faculty Council's position. The Department Chair will also remind the complainant of the alternatives available to her or him. The Harassment and Discrimination Committee will then carry out the information gathering. The Department Chair of the Committee may delegate the responsibility for the information gathering to a subset of the members, who will subsequently report to the whole Committee.

9. Should the Faculty Council direct the Department Chair not to set the information gathering process in motion, she or he may report that action to the Dean with a personal recommendation whether or not an office outside the Department should pursue the matter. Should the Department Chair be the subject of the complaint, he or she will ask the Dean's Office to consult with the Faculty Council regarding the need for and the procedure for the information gathering. Should any of the other departmental officers mentioned above be the subject of the complaint, the Department Chair and the Faculty Council will choose another faculty member to replace her or him on the information gathering committee.

10. Upon conclusion of the information gathering, the Committee will construct a summary of its understanding of the situation. Through the Department Chair, the Committee will communicate that understanding to the student and to the professor and, if possible, try once again to create an appropriate resolution acceptable to both parties. Should such a solution be found, the Department Chair will then report the Committee's understanding and the accepted resolution to the Faculty Council.

11. Should the information gathered indicate that, in word or deed, harassment or discrimination may well have occurred, and should no resolution between the parties be possible, the Department Chair will report those conclusions to the Faculty Council. The Department cannot exercise discipline against a faculty member. The Department can issue an informal reprimand, provided that it does not become part of the faculty member's personnel file. Should the Faculty Council agree that such a statement is warranted, the Department Chair will issue one, verbally or in writing, to the faculty member. Should the Faculty Council deem such a statement unwarranted, inadequate, or otherwise inappropriate, should the professor object to the statement, or should the student find such a statement an unsatisfactory form of redress, the Department Chair will refer the issue and the information gathered to the Dean's Office. The Department Chair will inform both the faculty member and the student of that action, will remind the student of the other venues to which he or she may take the complaint, and will advise the faculty member of possible options for seeking assistance and counsel.

SECTION 2 - GRIEVANCES IN OTHER CASES

(May 12, 1999)

1. The Department is ready to offer its good services when one of its members or workers is involved in a dispute with another person. In particular, the Department may be able to help overcome misunderstandings and to help parties to reconcile with each other. The Department, however, is probably not the proper unit to carry out a formal process of information gathering when at least one of the parties is neither a student nor a teacher. That is especially true when the person who allegedly gave offense is neither a teaching assistant nor a professor. In such cases, the Department Chair will advise both parties to consult one or more offices outside the Department and will help them to identify the proper persons to contact. [For grievance procedures involving TAs, see III.8.11.1-2]

ARTICLE III - THE GRADUATE PROGRAM

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ARTICLE III - THE GRADUATE PROGRAM

TITLE 1 - ADMISSION TO AND STATUS IN THE GRADUATE PROGRAM

SECTION 1 - ADMISSION TO THE GRADUATE PROGRAM

(December 17, 1964; November 18, 1965; November 5, 1982; April 24, 1995; April 23, 2008)

1. Students applying to the Graduate Program in History may list on the application a first and second choice of fields in which they wish to specialize.
2. Professors rejecting candidates for admission to their graduate specialty shall indicate the reason for their decision in writing.
3. The Department requires Graduate Record Examination (GRE) scores for admission. The test must be taken within the last five years. Students requesting a waiver [e.g., international applicants] should contact the Department.
4. The Graduate Council will decide change-of-session requests for graduate student admissions on a case-by-case basis, as such requests are received. Established admission quotas will be one criterion for making these decisions. During summer, the Director of Graduate Studies (or his/her delegate) will be entrusted with the authority to make such decisions.

SECTION 2 - ADMISSION TO SPECIFIC PROGRAMS

(Subsection: (1) January 12, 1973; September 10, 1975 [CWH Committee Minutes]; November 30, 1973; (2) September 3, 1993)

Subsection (1) Comparative World History

1. To be admitted to the Ph.D. Program in Comparative World History (CWH), a student must first apply for admission to the Department of History and must be accepted for specialization in one of the major culture-areas included in the program. Admission to the CWH program is at the discretion of the CWH committee. Application should be made through the chair of the committee during the first or second year of graduate study. Students wishing to be assured of admission to the program before beginning graduate study at Wisconsin should write in advance to the chair of the committee.
2. Any M.A. degree, whether completed with a thesis or without, which first is judged acceptable for further doctoral work in this Department, is considered a qualifying standard for admission into the Contemporary World History doctoral program.
3. Admission to the M.A. program in Comparative World History will be by specific request of the student. Admission decisions will be made by the Admission Committees of the non-Western area history programs.

Subsection (2) European History

1. A Super Admissions Committee composed of 4 faculty (1 Ancient/Medieval, 1 Early Modern, and 2 Modern) shall be nominated/voted in by all European faculty, subject to the approval of the Department Chair. Each year, two of the four committee members will be replaced. No person may serve more than two consecutive years. This committee will make the final recommendations to the Graduate Council on the applicants recommended for admission by the European admissions sub-

committees, with concern for programmatic balance and quota to be admitted each year.

2. Applicants will not apply to work with individual faculty but instead will indicate a preliminary interest in a chronological, geographical or methodological subdivision within European history.
3. Even though the admissions subcommittees and the Super Committee are the primary responsible parties for admissions, the committee members will consult with individual faculty before admitting students to work with a particular faculty member. They will consult faculty on the merit of the individual applicants and the desirability of admitting them, especially with regard to their foreign language competency.
4. The Super Admissions Committee will rank the candidates for the fellowship competition and consider the requests of admitted students who request deferments/changes of session.
5. There shall be only one application deadline, with the date to be determined with the timeframe of the University Fellowship competition in mind. However, the faculty reserve the right to consider applicants after this deadline.
6. The Super Committee will assign students to individual faculty advisors, taking into account their stated interests, and with the consent of the faculty involved. However, by the end of their first two semesters, students must formally designate an M.A. advisor. Furthermore, no student in the Ph.D. program may be without an advisor. If the advisor retires and the student is unsuccessful in retaining a new one, he/she may retain a 3-person committee to supervise his/her work.

SECTION 3 - PART-TIME STUDENTS

(November 6, 1970; December 8, 1978)

1. Part-time status is granted *automatically* only to entering students who are employed full-time (40 hours per week). Part-time status may be granted to individuals who work less than 40 hours per week or have significant child care or housekeeping responsibilities.
2. Any change from full to part-time status, or from part-time to an interruption of the graduate program, must have approval of the Graduate Council.
3. Nine accumulated hours will count as one semester of residence.
4. Part-time status applies only to residence work, not to belated completion of theses. In no case can it be used to extend thesis completion deadlines for students who have completed their residence.

SECTION 4 - REGISTRATION

(November 7, 1969; September 30, 1970)

1. If a graduate student who has not yet passed prelims fails to register for any regular semester without prior notice and permission, the Department Chair or Director of Graduate Studies shall send him/her notification that the Department assumes that he/she has withdrawn from the Graduate Program. To return to graduate status in the Department, he/she will be required to reapply for admission.
2. Graduate students who are inactive but consider themselves part of the program must be registered or they will be dropped from the program.

SECTION 5 - SATISFACTORY PROGRESS

(December 8, 1978; incorporates material passed January 8, 1971; amended May 4, 1990; reaffirmed October 8, 1990. Par. 2 amended February 29, 2012. Par. 3 amended by III.4.5(2).1, December 1, 1993, and by III.4.5(8).1, February 18, 1998; reaffirmed May 13, 1998)

1. Graduate students must register for a minimum of 9 credits each semester until they receive the M.A. degree, pass the preliminary examination in their major field, and fulfill residency requirements of the Graduate School. TAs and PAs who do not yet have dissertator status may, however, enroll for 6 credits.
2. *Completion of the M.A.* - Students should complete the M.A. by the fourth semester of residence.
3. *The Preliminary Examination* - Students should, unless otherwise noted, take the preliminary examination by the end of the sixth semester of residence. Students in non-Western historical fields may postpone prelims by one semester for every 12 credits of required non-Western language training, and by one semester if the completion of the minor field is required prior to the preliminary examination. Students who enter the University of Wisconsin-Madison with an M.A. in History from another institution must take their preliminary examinations by the end of their fourth semester of residence if they are in either U.S. History or European History, and by the end of their fifth semester of residence in all other fields.
4. *Grades* - Students must have and maintain a cumulative grade point average of 3.25 from the end of their second year of residence. They may carry no more than 6 credits of Incomplete at any time.

TITLE 2 - M.A. PROGRAM

N.B. Students who entered an M.A. program before September, 2012, should consult with the Graduate Coordinator about requirements.
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SECTION 1 – SECOND-YEAR REVIEW

(February 29, 2012)

1. Students are evaluated for the M.A. degree and for continuation in the program at the end of the fourth semester (or earlier if they choose) by a Review Committee composed of their advisor, one faculty member (who must have supervised the student in a class or independent study) chosen by the student, one faculty member selected by the student's advisor in consultation with the Director of Graduate Studies, and the Graduate Coordinator (ex-officio). In general, committee members will be composed of faculty involved in the ongoing and future mentoring of the student; substantial or complete overlap with the student's prelim or dissertation committees is desirable if possible.
2. Students should submit a copy of their research paper to the Review Committee. In addition, they *may* submit one additional piece of work, such as: a paper (based on primary or secondary sources) written for a course in history or in another discipline; a website; or a conference paper. Students who choose not to submit supplementary work will *not* be disadvantaged.
3. The review should include a substantive conversation about the student's performance, progress in the program, and future plans. To pass the Second-Year Review, students must:

- a. complete one 35-page research paper in the Department of History.
- b. fulfill one language requirement.
- c. complete a minimum of 24 graduate credits, including History 701 (“History in Global Perspective.”) Should the student have received one or more grades of “B” or below in History Department courses, the Review Committee will solicit additional information about the student’s performance from the instructor(s) of the class(es).
- d. clear all incompletes by the end of the term during which the Second-Year Review is conducted.
- e. fulfill course requirements in their main field of study.
- f. receive a positive endorsement from the three faculty members on the review committee.
- g. submit a list of prelim fields along with a timeline for completing prelims.

4. At the Second-Year Review the committee may take the following actions:

- a. approve the M.A. degree and authorize the student to take prelims. Students must clear all incompletes before the authorization becomes valid.
- b. approve a terminal M.A.
- c. recommend that the student not pass the Second-Year review and be dropped from the program
- d. recommend that the student not pass the Second-Year *at this time*. In this case, the Review Committee should compose a brief statement outlining what is expected of the student and within what time frame.

Following the Review Committee meeting, the student’s faculty advisor will meet with the student to convey the Committee’s main conclusions and suggestions.

5. Students may appeal the Committee’s decision by writing to the DGS within two weeks of the decision. The appeal is reviewed by the Executive Committee of the Graduate Council which will solicit additional information from the Second-Year Review Committee.

6. Under exceptional circumstances, the Director of Graduate Studies, in consultation with the Graduate Council, may postpone the Second-Year review for one semester.

7. Students who do not pass the Second-Year Review within the specified time will lose their eligibility for Department support. This eligibility will be restored once they pass the Second-Year Review.

SECTION 2 – STUDENTS ENTERING WITH AN M.A. FROM ANOTHER INSTITUTION
(February 29, 2012)

1. Entering students who have written an M.A. thesis or a longer research paper and who wish to

have it credited for the M.A. in History at UW-Madison should submit it to the graduate coordinator as soon as possible following their commitment to matriculate. The coordinator will give the thesis/paper to the faculty member most qualified to evaluate it. The faculty evaluator will assess the thesis/paper and must, before the first day of instruction of the fall semester, notify the student and the graduate coordinator whether the research paper meets the requirement.

2. Students who do not meet the research paper requirement or who have not written a longer research paper are required to write a 35-page research paper in the History Department by enrolling in either a research seminar or History 990.
3. At the end of the first semester in residence, students will meet with a committee composed of their advisor, a second faculty member (chosen by the student), and the Director of Graduate Studies to establish a time line for their Second-Year Review. This review shall take place no later than the third semester in residence if the student fulfilled the research paper requirement upon admission, and no later than the fourth semester if the student has to write a research paper.
4. Students entering with an M.A. may be able to use previous coursework to fulfill certain program requirements. The approval of their advisor is required.

SECTION 3 – THE RESEARCH REQUIREMENT (February 29, 2012)

1. All students are expected to enroll in a research seminar no later than their third semester in the program and to complete the research paper by the end of their fourth semester.
2. Research papers should be approximately 35 pages (9,000 words) in length, exclusive of notes and bibliography. The objective of the research paper is to demonstrate the student's ability to make an original, well-written argument based on a substantial use of primary sources or, in certain fields, a combination of primary and secondary sources.
3. Research seminars are designed to give students a large block of time to work on their research. Seminars should introduce students to the life of a professional historian, provide them with the space and structure to undertake a research project, and give them the opportunity to present their findings in a conference-type setting. They may be field-specific or thematic. The minimum requirement for completing the research seminar is to submit a 20-page draft essay, which will be amplified by subsequent work in another course.
4. Students may complete the research requirement by either:
 - 1) completing the full 35-page paper during the research seminar, in which case they will satisfy the research requirement without undertaking further work; or
 - 2) completing a two-semester sequence that consists of:
 - 1) three credits in a research seminar and an *optional* fourth credit with their faculty advisor, who will advise them on the specific content of their research.
 - 2) One to three credits of History 990 with the approval of their advisor.
5. Research seminars will be graded on an A-F scale. The grade will be determined as follows:

- 1) If the student takes a research seminar and completes his/her research project in this seminar, the grade is determined by the seminar instructor.
- 2) If the student takes a research seminar, takes the optional fourth credit, and completes his/her research project within the semester, then the grade is determined jointly by the 990 instructor and the seminar instructor.
- 3) If the student takes two semesters to complete the research project, the instructor of the research seminar determines the grade for semester 1, and the 990 advisor determines the grade for semester 2. If the student has taken the optional fourth credit during the first semester, the grade for the one-credit 990 is determined by the 990 instructor.

6. Each academic year, the Department will offer a research seminar for students who are unable to take a research seminar within their own graduate program of study. This seminar will not be restricted to a particular theme, chronological period, or geographic area; rather, it will be designed to allow each student to pursue his/her individual research agenda.

SECTION 4 - M.A. REQUIREMENTS IN SPECIFIC PROGRAMS

([N.B.: The major reform of the M.A. requirements in 2012 resulted in renumbering the subsections.] Subsection: (1) February 29, 2012; (2) December 18, 2002, amended February 29, 2012 [old subsection 2 on Comparative World History deleted February 29, 2012]; (3) February 29, 2012 [old subsection 3 on European History deleted February 29, 2012]; (4) Par. 1 - Original legislation of Nov. 7, 1980, governing creating of Women's History Program, lost; customary practice per *History Graduate Handbook* (1992-93 ed.), p. 7; amended March 23, 2011 and February 29, 2012; Par. 2 - Nov. 6, 1981, amended March 23, 2011 [old subsection 4 on Medieval History became subsection 6, February 29, 2012]; (5) February 29, 2012 [old subsection 5 on African, Central Asian, East Asian, Latin American, Middle Eastern, South Asian, and Southeast Asian History deleted February 29, 2012]; (6) December 2, 1977, as amended February 29, 2012; (7) February 29, 2012; (8) February 29, 2012)

N.B. Students who entered an M.A. program before September, 2012, should consult with the Graduate Coordinator about requirements.

Subsection (1) - African History

1. *Course requirements* - Each student must enroll in a seminar or proseminar (if available) every semester of residence. In their first year, they may enroll in history lecture courses in their area of specialization. Undergraduate lecture courses may not be taken for credit after the first year of graduate study.

2. *Language requirements* - Students must complete two years of study in one African language (or demonstrate equivalent proficiency by examination). Students must fulfill the MA language requirement with an African language.

Subsection (2) - American History

(For M.A. requirements in the Bridge Program with Afro-American Studies, see *infra*, III.7.4.3.)

1. The M.A. degree in US history requires a minimum of 24 credits, which must include:
 - a. 3 credits in a core seminar [History 900] to be taken in the fall semester of the first year. The core seminar will a) introduce students to the U.S. faculty and their fields of

research and b) teach students the core skills of professional historians.

- b. 9 credits in the form of the three 3-credit seminars that cover a significant portion of the seventeenth and/or eighteenth centuries, the nineteenth century, and the twentieth century, respectively. Before the beginning of registration for each semester, the faculty shall inform the Graduate Program Coordinator into which category or categories their seminars fall. If a seminar falls into more than one category, the student may choose the (single) category for which s/he will receive credit.

2. The Chair of the U.S. Admissions Committee, in consultation with the Director of Graduate Studies, shall assign each newly entering student an initial faculty advisor; thereafter, students shall select their own advisors as their research interests become clearer. Faculty will normally meet with all M.A. and pre-dissertator advisees at least once each semester to help plan their programs of study. Degree Progress Reports for all students in U.S. history will be reviewed annually at a meeting of the U.S. History faculty.

3. Prior to completing their preliminary examinations, students may use no more than 6 credits of History 999, "Independent Work," to meet the requirements of the major field. Students will probably find it useful to preserve most or all of their quota of History 999 credits for prelim preparation. In exceptional circumstances, students may, with the consent of their advisor, take up to 6 credits in upper-level undergraduate courses. The instructors of such courses have the prerogative to refuse admission to graduate students. These restrictions do not apply to courses taken to satisfy the minor requirement.

Subsection (3) - East Asian History

1. *Course requirements* – Students must complete four graduate courses in East Asian history. These can be upper division lecture courses or graduate seminars/colloquia (taken for a minimum of 12 credits). At least two of these courses should be in the major field, and at least one should be outside the major field. In addition all students are required to enroll in an MA research seminar.
2. Students should also begin fulfilling the course requirements that have to be completed prior to taking preliminary examination. They are required to take one semester each of Chinese, Japanese, and Korean history. They may fulfill this requirement by taking a graduate seminar or upper-division lecture course. They may also fulfill the requirement by serving as a teaching assistant in either an introductory or upper-division course. Students are also required to take History 703 (History and Theory).
3. *Language requirements* – Students must complete the eighth semester in their main language (Chinese, Japanese, or Korean) by the time they either undergo the second year review or complete their fourth semester of coursework.

Subsection (4) - Gender and Women's History, Program in

1. *Course requirements*

- a. United States History: Students are required to take History 936, "History of Women and Gender in the U.S. to 1870," and History 937, "History of Women in Gender in the U.S. Since 1870"
- b. Latin American and Caribbean History: Students are required to take one women's

history course not primarily dealing with Latin America or the Caribbean and two courses within the LACIS minor that focus on women and gender.

- c. European History *Students may take, audit, or teach (as a TA or lecturer) History 392, "Women in History,"* and two History Department graduate seminars on women and gender, one of which must be in European history.

2. In advising students on curriculum planning for the graduate program in Gender and Women's History, the Director of the program is allowed to waive distribution requirements that are specific to Gender and Women's History, but not to the graduate program in U.S. History, as needed.

Subsection (5) - Latin American History

1. *Course requirements* – Each student must enroll in a seminar or proseminar (if available) every semester of residence. Other courses will include history graduate seminars or similar courses in the culture area of specialization. Undergraduate lecture courses may not be taken for credit unless a faculty advisor or co-advisor approves.

2. *Language courses* -as relevant and necessary for the area of specialization.

Subsection (6) - Medieval History

1. *Entrance Requirements* - Students in medieval history are expected to have reading knowledge of at least one medieval and one modern foreign language at the time they enter. On occasion students with strong records and weak language skills may be admitted to the program, but they must obtain the necessary language proficiency at Wisconsin or elsewhere *before* being admitted to a graduate seminar and M.A. candidacy.

2. *Language Requirements* - Each student is expected to demonstrate competence in two foreign languages, usually one medieval and one modern. Language proficiency can be demonstrated either by course work or examination.

Subsection (7) South Asian History

1. *Course requirements* - Each student must enroll in a seminar or proseminar (if available) every semester of residence. In lieu of a history graduate course, they may substitute an independent study in History or a graduate seminar in another department. In their first year, they may enroll in history lecture courses in their area of specialization. Undergraduate lecture courses may not be taken for credit after the first year of graduate study.

2. *Language requirements* - Students must complete two years of study in one South Asian language (or demonstrate equivalent proficiency by examination).

Subsection (8) - Southeast Asian History

Course requirements: MA students shall take six credits of graduate seminar in Southeast Asian history each academic year or, if not available, substitute credits of independent study with a faculty specialist in Southeast Asian history.

Language requirements: Students must complete two years of study in a Southeast Asian language (or demonstrate equivalent proficiency by examination). Students must fulfill the MA language

requirement with an Southeast Asian language or by study of a relevant colonial/imperial language, if approved by the Southeast Asian program faculty.

TITLE 3 - PH.D. LANGUAGE REQUIREMENTS

SECTION 1 - AUTHORITY TO SET LANGUAGE REQUIREMENTS

(January 9, 1970; amended December 18, 2002)

1. The language requirements for the M.A. and Ph.D. degrees are left to the decision of each graduate program's faculty, subject to the approval of the Graduate Council and the Department. Reading knowledge of two foreign languages is generally required, except where noted otherwise in III.3.4. below.

SECTION 2 - SATISFACTION OF LANGUAGE REQUIREMENT

(October 20, 2010)

1. Students may fulfill a language requirement by course achievement if they have taken at least two years of college-level language courses and received "Bs" or better throughout the second year. The last semester of this work must have been completed within five years of the student's admission to the graduate program.

2. Students may satisfy the language requirement by:

- a) passing proficiency examinations (i.e., outside the realm of a course) offered by the relevant language departments of the University of administered by the UW-Extension; or
- b) other arrangements approved by the major professor and the Graduate Council.

SECTION 3 - METHODOLOGY OPTION

(November 3, 1966, with material passed May 13, 1977, and amended December 18, 2002; November 3, 1972; May 13, 1973)

1. Students in United States, British, and Gender and Women's History may offer two upper-division courses (total 6 hours) in the methodology of a related discipline outside the History Department in lieu of demonstrating reading knowledge of one language. In all cases, the courses offered must be those in which there is a substantial scholarly literature in the candidate's field or which have special usefulness to him/her in his/her chosen area of research.

2. The Department accepts History 795, "Quantitative Methods in Historical Research," in lieu of one of the two courses in the research methodology of a related discipline offered by history graduate students who choose this alternative to fulfill one of their foreign language requirements.

3. Students in American, British, and Gender and Women's History may substitute the methodology option for one foreign language. Students in all other fields who take the methodology certification program must do so in addition to their specific language requirements, except where a program faculty explicitly approves a substitution.

SECTION 4 - LANGUAGE REQUIREMENTS IN SPECIFIC PROGRAMS

(Subsection: (1) January 12, 1979; (2) December 18, 2002; (3) May 10, 2000; (4) May 19, 1978; (5) January 12, 1973; (6) January 12, 1973; (7) November 3, 1966; February 12, 1971; (8) December 2, 1977; (9) January 12, 1973; (10) December 8, 1968; (11) January 12, 1973; (12) customary practice [cf. *supra*, #3], p. 10)

Subsection (1) - African History

1. Language requirements begin with French, and reading knowledge should be attained as early as possible. The second Western language may be either Portuguese, German, or Afrikaans. Finally, the requirement of an African language may be met by two years of intensive study of Arabic, Hausa, Swahili, or Xhosa. Four semesters of linguistics may be substituted for the African language, with the approval of the major professor.

Subsection (2) - American History

1. Students in U.S. history must demonstrate either proficiency in conducting historical research and writing in one foreign language or reading knowledge of two foreign languages. Proficiency may be demonstrated by completing a graduate seminar conducted in that language with a grade of “B” or higher or by writing a graduate-level paper in that language (e.g., through independent study). Reading knowledge may be demonstrated in the normal manner required by the Department. Students who choose to substitute methodology courses in lieu of reading knowledge of one language may, with the approval of the major professor, complete the second reading-knowledge requirement after the prelim exam.

Subsection (3) - Ancient History

1. Students must demonstrate proficiency in French and German either by course achievement or by examination [see III.3.2.1-3], and must demonstrate proficiency in Greek and Latin by an examination administered through the Department of Classics.

Subsection (4) - British History

1. Students may, with the approval of their major professor and the Department, take a sufficient number of courses (but *at least* two) to master the relevant methodology of a related discipline, in lieu of one of the required languages. Like the language requirement, the methodology option must be completed before the preliminary examination. Any methodology option used as a second language option may not be offered as part of a minor or field, nor will History 703, “History and Theory,” be offered as part of a methodology option.

Subsection (5) - Comparative World History

1. Language requirements vary from area to area.

Subsection (6) - East Asian History

1. Language requirements include (1) a minimum of three years of Chinese or Japanese language study and (2) two years of a second East Asian Language, or a reading knowledge of one other language relevant to the student’s research interest.

Subsection (7) - Latin American History

1. A thorough reading knowledge of both Spanish and Portuguese, as well as French or German, is required. A reasonable speaking knowledge of either Spanish or Portuguese is also assumed.

2. Students in Latin American history may take two upper-division courses in the methodology of a related discipline, or satisfactorily complete History 795, “Quantitative Methods of Historical Research,” plus one other upper division course in methodology, in lieu of either French or German.

Subsection (8) - Medieval History

1. One ancient language, either Latin or Greek, *and* two modern European languages, one of which must be either French or German, are required.

Subsection (9) - Middle Eastern History

1. Language requirements are two years of course work in Arabic, Turkish, Hebrew, or Persian.

Subsection (10) - South Asian History

1. A thorough reading knowledge of at least two languages is required. One of these must be an Indian language. Language options will vary according to the specific needs of each student's research specialization. Depending upon each specific program, these options may be classified roughly as follows (for minimum requirements):

- i) Ancient India: Sanskrit and German (with Pali or French and local languages as needed).
- ii) Muslim Indian: Persian, Dutch, and Portuguese (with French, Arabic, Urdu, or Marathi, and local languages, as needed).
- iii) Modern India: Urdu-Hindi (or another local language is required) and Portuguese, Dutch, or French (Russian or other languages added or substituted, as required.)
- iv) South India: at least one Dravidian language and one European language (Portuguese, Dutch, or French).

Subsection (11) - Southeast Asian History

1. The language requirement varies according to the research interest of the student. It must normally include one European language (French, Dutch, Spanish) and one modern Southeast Asian language.

Subsection (12) - Gender and Women's History

1. Students are urged to substitute two upper-division methods courses for the second foreign language. Those choosing the methodology option in lieu of one language requirement may, with the approval of the major professor, complete one of the options after the prelim exam.

TITLE 4 - PH.D. PRELIMS AND COURSE WORK

SECTION 1 - REGISTRATION FOR AND TIMING OF PRELIMS

(Par. 1 - November 30, 1973, amended May 19, 1995; par. 2 - December 8, 1978; pars. 3 and 5 - May 19, 1995, incorporating bills passed February 27, 1995, February 18, 1998, and May 10, 2000; par. 4 - May 13, 1998; par. 6 - May 10, 2000, amended February 23, 2011)

1. Students must register for prelims with the Graduate Coordinator *at least* one month in advance of each portion of their prelim exam. They must have removed all Incomplete grades from their records, and must have fulfilled two language requirements. [Students in U.S. and U.S. Gender and Women's History must fulfill at least one language requirement before prelims; see III.3.4(2).1 and III.3.4(12).1]

2. Students in all fields who, for compelling reasons, find it impossible to meet the normal schedule for taking prelims, shall be eligible for an extension of up to two semesters, subject to the

approval of individual petitions to the Graduate Council.

3. Students in the fields of Latin American, Middle Eastern, Central Asian, and Comparative World History shall take their preliminary examinations in November and April of each academic year. The Graduate Council shall determine the exact dates no later than October 1.
4. Students in African History must complete Parts 1 and 2 of the Preliminary Examination (the dissertation proposal and teaching syllabus) and hand them in to the Graduate Coordinator prior to taking Parts 3 and 4 (the take-home examination and the oral examination), which they will take in either November or April. The Graduate Council shall determine the exact dates no later than October 1.
5. Students in U.S., U.S. Gender and Women's, East Asian, South Asian, and Southeast Asian History may take their preliminary examinations at any time during the academic year except during recess periods designated by the University.
6. Students in European History shall take their preliminary examinations in either September, November, or April of each academic year. The dates will be determined by the Graduate Program Coordinator in consultation with the Director of Graduate Studies.

SECTION 2 - FAILURE TO TAKE PRELIMS
(November 1, 1974; December 8, 1969)

1. History graduate students are expected to take prelims by the date prescribed under present procedures [see III.1.5.3; III.4.5(3).1; III.4.5(6).1]; they are required in all cases to take prelims within two semesters following that date.
2. Students who fail to take prelims, despite notice that they were expected to do so, will be informed by the Department Chair that they have been dropped.

SECTION 3 - PERMISSION TO RETAKE PRELIMS
(November 3, 1966)

1. If a student fails the preliminary examination in the major field the first time, he/she may, if the Department permits, take the examination again the next time it is offered. This option, however, rests entirely with the department, not the student.

SECTION 4 - ADMISSION TO CANDIDACY
(November 3, 1966; December 8, 1969)

1. After completing the M.A., the language requirement, and the preliminary examination, the student will be considered for admission as a candidate for the doctorate. Admission will be granted or rejected after appropriate evaluation of the student's total record, including (1) course work in Graduate School; (2) work in seminars; (3) the Master's thesis; (4) record on the preliminary examination; (5) other relevant information.

<p>On October 20, 2010, the Department affirmed the principal that authority to vote on graduate preliminary examination results (and hence admission to candidacy) belongs with the individual examination committees. The Director of Graduate Studies shall sign off on the results.</p>

2. Students allowed to take prelims with certain deficiencies in their records will be informed of

the results of their examinations, but admission to candidacy will await clearing of the deficiencies noted.

SECTION 5 - PRELIM AND COURSE REQUIREMENTS IN SPECIFIC PROGRAMS

(Subsection: (1) May 13, 1998; (2) pars. 1-2 - December 18, 2002, par. 2 revised May 13, 2009; par. 3 - December 1, 1993; (3) March 4, 1977, amended February 29, 2012; (4) May 5, 1989, amended May 13, 1998; (5) to be determined; (6) January 12, 1973 and March 8, 1991; (7) December 4, 1981; (8) Par. 1 - May 5, 1989, revised February 18, 1998, May 10, 2000. Par. 2 - May 5, 1989, with revision of February 18, 1998, incorporating material from October 1, 1976, plus material from caucus meeting March 1, 1973, amended October 1, 1976, March 4, 1977, March 4, 1994, May 6, 1994 [not in May 6 Department minutes; see memo from Chair to Dept., May 4], May 13, 1998; December 19, 2001; May 10, 2006 (9) customary practice [cf. *supra*, #1], p. 19; November 16, 1992; (10) December 2, 1977; (11) customary practice [cf. *supra*, #1], p. 19 (12) customary practice [cf. *supra*, #1], p. 19 (13) March 2, 1990; (14) customary practice [cf. *supra*, #1], p. 16)

Subsection (1) - African History

1. The preliminary examination consists of four parts: (1) a dissertation proposal of approximately 15 to 20 pages. The proposal should define the topic and address the relevant historical, historiographical, theoretical, and methodological issues. (2) A detailed teaching syllabus for a one-semester introductory undergraduate survey course on either Africa to 1870 or Africa since 1870. (3) A take-home examination consisting of four questions (two on the candidates' main field and two on General Africa). Questions will be distributed fourteen days before the deadline, and answers to each should be no more than 2,500 words. (4) A two-hour oral examination covering (a) the candidate's main field, (b) the dissertation proposal, (c) the syllabus, and (d) the take-home examination. The examination will be graded on a scale of distinction/pass/fail.

Subsection (2) - American History

[N.B. Students who entered the Program before Fall, 2003, should consult with the Graduate Advisor regarding their requirements.]

1. The preliminary examination in U.S. history consists of two parts. In Part I, students will be examined in three fields. The student's goal in the exams should be to demonstrate mastery of the relevant literatures and to display the mind of an historian at work, able to frame questions and to use evidence in an interesting, original way. The examining committee will be composed of the student's advisor, who chairs the committee; the two faculty who have supervised preparation of the other fields; and a fourth member chosen by the entire faculty in U.S. history who, as has been customary, may delegate this responsibility to the Chair of the American History Faculty.

- a. The three fields and their methods of examination are:
 - i. U.S. thematic (or primary) field: This field shall be broadly defined (e.g., in terms of the faculty's teaching fields) and shall cover the sweep of American history. It will be examined by means of a take-home essay written in response to a question formulated collectively by the examining committee.
 - ii. Specialized (or secondary) field: This field may be in U.S. history, in non-U.S. history, or in transnational history, as the student and his or her advisor deem appropriate. If it is in U.S. history, it shall be defined thematically or chronologically and may be more focused in scope than the U.S. thematic field. If it is thematically focused, it should be relatively broad in chronological terms; if it is chronologically focused, it should be thematically broad. In any

case, it shall be widely different from the U.S. thematic field, drawing on an identifiably different historiography. It will be examined by means of a take-home essay written in response to a question formulated collectively by the examining committee.

- iii. Survey field: Students must design and defend in writing a syllabus for a one-semester survey that covers at least half of American history. The survey should introduce undergraduates to the social, cultural, political, and economic dimensions of American history.
- b. The take-home essays are to be done simultaneously over a ten-day period to be determined by the student in consultation with the examining committee. Each essay shall consist of no more than 2,500 words.
- c. For the survey field, students shall submit the course syllabus, an essay of approximately fifteen pages that is aimed at the faculty committee (not at the undergraduates), and a list of the books on which they have based their syllabus preparation. The accompanying essay shall explain the basic historiographic and pedagogical decisions informing the syllabus: its periodization, major themes, weekly readings, writing assignments, and so on. The syllabus and essay shall be due at the same time as the take-home essays.
- d. The culmination of Part I is an oral examination, which must take place between 7 and 14 days after the deadline for submitting the essays and the syllabus. The four-member committee will examine the student on these materials. Examination of the survey field will encompass both the syllabus itself and the students' overall knowledge of the period covered in the survey. The examination should last approximately two hours and will be graded fail/pass/distinction. Students may not take Part II of the preliminary examination until they pass Part I.

2. In Part II of the preliminary examination, students shall submit a formal dissertation prospectus to a committee consisting of their advisor and two other faculty chosen by the student in consultation with the advisor. The prospectus's primary purpose is to formulate a research problem and a plan for addressing it. In approximately fifteen pages, it should analyze the state of the literature on the dissertation topic, explain the significance of the topic, describe preliminary arguments or hypotheses that the research will investigate, offer a preliminary discussion of primary sources and probable research trips, sketch out a research and writing schedule, and summarize the original contribution to knowledge that the dissertation is likely to make. When the dissertation advisor believes that the text of the prospectus is acceptable, the committee shall meet with the student to discuss the project. This meeting need not be simultaneous with the oral examination in Part I nor even in the same semester. The student passes the full preliminary examination and advances to candidacy only after the dissertation committee has approved the prospectus. Part II of the preliminary examination must be completed no later than the end of the sixth semester of residence or, in the case of student entering with an M.A. in history, the end of the fourth semester.

3. By the end of the fourth semester after passing the preliminary examination, students shall make a public presentation of some aspect of their dissertation work in progress for their committee and any other faculty members and students who wish to attend. Responsibility for setting up this public presentation rests with the student and his or her major professor.

Subsection (3) - Ancient History

1. Students in Ancient History must pass the preliminary examination by the end of the eighth semester of residence.
2. Students in Ancient History must prepare the following fields:
 1. Greek
 2. Roman
 3. Greek and Latin Language & Literature
3. Graduate students majoring in ancient history may complete their requirements in two basic ways: 1) They may take their M.A. degree in Classics. In this case they satisfy all requirements set by the Classics Department and write a dissertation on a historical topic. 2) They may take their degree in History. In this case they must pass the three ancient history fields and one other field enumerated on the European History List. It is suggested that students take the examination in the three ancient history fields one semester and in the fourth field the next semester.

Subsection (4) - British History

1. Concentrators in British history must offer four fields on the preliminary examination, chosen in consultation with the major professor. At least one of these four must be a declared field in continental European history, and usually two continental European fields will be presented. In choosing among the British fields, students may select any two or three of the five listed. The same procedures for writing the preliminary examination govern British concentrators as apply to other students in European history.
2. The four prelim fields in British History include:

British History to 1485
British History, 1485-1688
British History since 1688
English Constitutional History

Subsection (5) - Central Asian History

1. To be determined.

Subsection (6) - Comparative World History

1. Students in the CWH program must take the preliminary examinations in the fourth semester of participation in the Ph.D. program, but allowances for language and area work permit an extension of one semester for the completion of an area studies program (normally 10-12 credits) and one semester for each 12 credits of required language. Students transferring to the CWH program from another field of study may receive permission to extend the schedule for preliminary examinations at the rate of one semester for each 12 credits of study that is not applicable to those examinations. Each student must obtain a letter from his/her major professor on entering graduate work at Wisconsin, stating the date by which he/she is required to take the preliminary examination. A copy of this letter will be deposited in the Departmental file, and failure to take the examinations at the time required will result in the student's being dropped from the program.
2. The historical training of a student in the CWH program falls into three divisions, which are equivalent to the three sections of the Preliminary Examination.

- (1) *Comparative History.* All students must take the “Seminar in Comparative World History” (History 753) and “History and Social Theory” (History 701). Further preparation should take the form of individual reading or other courses in comparative history.
- (2) *Areas of Specialization.* Individual programs of study will differ, but the general objective is to attain a degree of professional competence in the areas of specialization, both for later teaching purposes and as background for research. No specific number of credits is required, though this part of the program can be expected to take up one half to one third of the student’s time between entry into Graduate School and the preliminary examination.
- (3) *The Second Field or Second Area (the “write-off” field).* This division is sometimes called the “write-off” field because the completion of certain courses with a grade point average of 3.5 excuses the student from a third part of the Preliminary Examination. (It should not, however, be confused with the “Minor Field” required by the Graduate School in all fields of study, a requirement normally met through the inter-disciplinary “minor” offered by the relevant area-studies program, when such a program exists. Otherwise, the “minor field” outside of history will be arranged on an ad hoc basis with attention to the research interests of a particular student.) Three options are available:

a) *A second culture area.* This can serve as a “control” area or as a secondary specialization in a second culture-area chosen from those offered by the program. The student takes two three-credit courses or seminars in this second area at the 700-level or higher. Although only two courses are required, they presuppose background knowledge to be obtained by individual study or auditing of more elementary courses. It is understood that a student with primary specialization in ancient or recent history will choose a second culture area in the same era, though programs may cross from ancient to recent with the permission of the CWH committee.

b) *A cross-area program in history.* As an alternative, the “write-off” field can be a combination of different areas (such as a set of courses centered on Islamic history from Southeast Asia through India to the Middle East), topical field (such as intellectual history or economic history) on a defined aspect of Western history. In this case, the choice of courses should be discussed with the major professor and then submitted to the non-Western historical faculty for approval *in advance*. It may not be a random choice of courses, but a relevant and consistent program. It will normally consist of four three-credit courses, one of which must be a seminar. In cases where advanced courses with prerequisites or required background are available, however, only two such advanced courses may be required to be taken for credit.

c) *A program in a second discipline.* In certain cases, it will be important for a student to have a better base in some discipline other than history than is normally provided through the inter-disciplinary work of an area-program. A student may need, for example, more basic theoretical work in anthropological, sociological, or linguistic theory because of the nature of his/her projected research. In these cases, the choice of courses is first worked out with the major professor and then submitted by the CWH committee for its approval.

3. The Preliminary Examination in Comparative History consists of: (1) a take-home essay of approximately 30 typed, double-spaced pages in length. It should take about one month to complete, and it is due two weeks before the beginning of the scheduled Preliminary Examination. It should be a general discussion of the student’s particular research project, seen in world-historical perspective. That is, it deals with the historical problem as it occurs in other culture-areas and other

parts of a particular culture-area. The projected research topic should be sketched, but not presented in detail. (2) A one-hour oral examination before a subcommittee of three members of the CWH committee will be set during the week of the scheduled Preliminary Examinations. (3) There will be either a four-hour written examination or a take-home seven-day examination in those areas of history in which students are permitted to have a take-home examination. The major professor will decide which option is to be exercised. (4) There will be a four-hour written examination in the students "write-off" (secondary) field, which may be waived by the major professor if the student has received a GPA of 3.5 in courses in that field.

Subsection (7) - East Asian Prelims

1. There will be required an approximately 20-page typewritten essay or paper in which the student defines his/her major intellectual and research interests in the field and his/her proposed doctoral dissertation topic in terms of the general problems of historical interpretation raised. In the essay the student will be asked to include a statement on the significance of proposed or planned dissertation research and its potential contribution to scholarly knowledge. It should also demonstrate the student's familiarity with the relevant scholarly literature. In locating a topic in historiographical discourse the student will show, it is hoped, his/her capacity to identify important problems of interpretation and raise historically relevant questions. A bibliography of primary sources of the dissertation topic and relevant secondary sources relating to the theoretical aspect of the dissertation should be appended to the essay.

2. The second part of the prelims will be a written take-home examination lasting seven days. Questions requiring essays of a broadly interpretative nature will be given to the students the week before the official prelim date and the essays must be submitted in 3 typewritten duplicated copies at least 2 days before the scheduled oral examination.

- (1) Students specializing in Chinese history will be required to write essays in three fields: pre-19th century Chinese history, modern Chinese history (from 1840 to the present), and either pre-modern or modern Japanese history or a third field approved by the major professor and the Graduate Council. Each candidate should choose *one* major field and *two* minor fields. In the written examination 2 out of 4 questions in the major field and 1 (out of 2 questions) in each of his/her two minor fields should be answered.
- (2) Requirements for students specializing in Japanese history will be comparable to those outlined above for majors in Chinese history, the three fields of inquiry being: pre-modern and early modern Japanese history (through Tokugawa); modern Japanese history (from the Meiji Restoration); and either pre-modern or modern Chinese history or a third field approved by the major professor and the Graduate Council. Each candidate should choose *one* major field and *two* minor fields. In the written examination 2 out of 4 questions in the major field and 1 (out of 2 questions) in each of his/her two minor fields should be answered.

3. The final part will consist of a two hour oral examination on the three fields of history covered in the student's written examination, using the paper he/she has already prepared and the written examination as points of departure.

Subsection (8) - European History

[N.B. Students who entered the program prior to September 1998 should consult with the Graduate Coordinator regarding their requirements.]

1. The preliminary examination consists of four parts:

1) Take-home examinations in three fields of specialization, including a main field, distributed ten days before the deadline. At the discretion of the instructor in charge of a student's main field (i.e., the student's major professor), all students in that field may be required to complete four fields. Answers for each field should be between 1800 and 2500 words.

2) A detailed and chronologically broad syllabus suitable for an undergraduate survey course. Appropriate teaching fields would include: Ancient, Medieval, Early Modern (1500-1800), or Late Modern (1800-present) European History, or Western Civilization.

3) A two-hour oral examination covering all the student's fields and the teaching field. The orals committee will be composed of at least three faculty members responsible for the student's written fields. In cases where the student has taken written fields with only two members of the faculty, s/he will be asked to choose a third committee members in consultation with the major professor.

4) A one-hour defense of a formal dissertation prospectus before a committee composed of the major professor and two readers. The prospectus of approximately 15 pages should define the topic and address the relevant historiographical and theoretical issues. Students are required to submit their prospectus to the committee before scheduling their one-hour defense. Once this committee has determined that the prospectus is of sufficient quality to warrant a defense, they will so inform the student, who may then schedule the defense. Students must defend their prospectus no later than 3 months after passing their two-hour oral examination. Students do not pass prelims and do not advance to dissertator status until the prospectus has been approved and defended.

The student chooses three or four fields in consultation with his/her major professor. No more than two of these fields may be in British History. The student will indicate the fields to be covered in the examination when registering the Graduate Advisor for the prelims and *must* answer questions from all fields. To earn an overall passing grade, students must pass all parts of the prelim. Students who fail one or more parts may be permitted to retake the part(s) failed.

2. Students taking the preliminary examination in European history must prepare three or four [see par. 1 above] of the following areas:

Greek History

Roman History

Greek and Latin Language and Literature

Byzantine History

Early Middle Ages, ca. 300-1050

Central Middle Ages, ca. 1050-1300

Late Middle Ages, ca. 1300-1500

Renaissance

Reformation

The 17th and 18th Centuries through 1815

The European State System since 1815

Early Modern Intellectual History, 1600-1800

Modern Intellectual History, 1800-1933

Social and Cultural History since 1815

19th- and 20th-century cultural and intellectual History

Political Economy of Europe since 1750
History of Russia, 1613-1917
20th-Century Russia, Poland and the Baltic
Germany from the Peace of Westphalia
French History since 1600
British History to 1485
British History 1485-1688
British History since 1688
English Constitutional History
European Imperialism since the 18th Century
Spanish and Portuguese History since 1350
Scandinavian History
History of the Ottoman State and the Turkish Republic
History of Italy since 1500
European Jewish History
European Labor History
African Diaspora History in the European context
European Gender History

Subsection (9) - Latin American History

1. The examination consists of: (1) a formal dissertation proposal conforming to the Program faculty's instructions handed out by the Graduate Coordinator one month before the due date, (2) a take-home examination on the colonial and national periods of Latin American history, distributed one week before the due date, and (3) a one-hour oral examination covering both the dissertation proposal and the take-home examination.

Subsection (10) - Medieval History

1. All students in western medieval history are required to take the three examinations in the early, central, and late Middle Ages. The fourth examination is *usually* chosen among the following fields: Byzantine, Roman, or Renaissance and Reformation. All four exams are written on one day across a period of eight hours.

2. Students are encouraged to take their preliminary examination no later than the sixth semester, unless extraordinary circumstances and the approval of the Graduate Council permit otherwise.

3. In preparing for the preliminary examination students are strongly encouraged to take the proseminar, History 720, "Selected Topics in Medieval History," when available.

4. The course in Latin Paleography is required of all graduate students in western medieval history (and recommended for those in Byzantine history) by the sixth semester, preferably before the preliminary examination but definitely before dissertation research is undertaken.

Subsection (11) - Middle Eastern History

1. Usually taken on one day, the preliminary examination consists of two four-hour examinations in two fields of Middle Eastern History chosen by the candidate, although a take-home exam and an oral may replace the two in-class exams if the exam committee approves.

Subsection (12) - South Asian History

1. The examination consists of: (1) a written essay of some 4,000 words defining and defending the doctoral dissertation topic; the essay must be submitted no later than two weeks prior to the beginning of the Department's regularly scheduled exam date. (2) a take-home written examination comprising four essays of not more than 1,000 words each. All essays must be submitted within seven days of receiving the questions. The questions are broadly interpretive and range over the areas of ancient, medieval and modern India. (3) an oral examination of up to two hours covering the student's general knowledge of Indian history; the oral will be scheduled during the Department's examination week. (4) a written examination in the student's second field, which may be waived if the student has received a GPA of 3.5 in the courses in that field.

Subsection (13) - Southeast Asian History

1. The Southeast Asian prelim comprises a single exam lasting eight hours and consisting of three questions: one on the historiography of the candidate's country of specialization, one on the history of the region as a whole, and one comparative question on two countries not in the candidate's area of specialization.

Subsection (14) - Women's History, Gender and

1. The prelim exam in American Gender and Women's History and the timing for taking it is the same as for U.S. History, except that one of the special topics must be Gender and Women's History.

TITLE 5 - PH.D. MINOR

SECTION 1 - GENERAL RULES

(Par.: 1 - November 3, 1966, as amended October 3, 1968, and November 6, 1981; par. 2 - November 3, 1966; par. 3 - September 23, 1965, amended April 24, 1995, and May 19, 1995; par. 4 - October 3, 1968; 5 - May 5, 1972; 6 - October 17, 1968)

1. The doctoral candidate selects his/her minor field in consultation with his/her major professor. The minor may consist of course work taken partly or wholly in other departments or programs of the University. Candidates also have the option of offering a minor taken entirely within the History Department, provided their minor program is approved by the major professor and the minor professor. A minor taken wholly within the Department must be chosen from one or more of the major fields of history listed below, or in the minor in Historical Agencies:

(1) Modern European History; (2) Ancient History; (3) Medieval History; (4) Britain and the British Empire; (5) the United States; (6) Latin America; (7) Africa; (8) South Asia; (9) Southeast Asia; (10) North Africa and the Middle East; (11) East Asia; (12) History of Education; (13) Comparative History; (14) Women

2. A minor in History may not be made up of courses in the student's major field. A minimum of twelve credits of course work is necessary to complete the minor field, but it may consist of more work if the student's major and minor professors so decide and the Graduate Council approves.

3. Graduate students taking an internal History minor may not receive credit towards fulfilling the minor in History 699, "Directed Study," but may take up to three credits of History 999, "Independent Work," for minor credit. In order to receive internal minor field credit, students who take History 999 must produce at least fifteen pages of written material in whatever format the professor requires, regardless of the number of credits of 999 taken.

4. Students minoring in fields outside History require 10-12 credits of work in that outside field for a minor. They are not required to take a seminar.
5. All requests for minors in professional work (e.g., law, medicine, theology, etc.) must demonstrate the relationship between that work and the student's major field, and must receive approval from the major professor.
6. The minor field exam will be waived for students who make a grade of B or better in all courses for the minor.

SECTION 2 - MINOR REQUIREMENTS FOR NON-HISTORY MAJORS
(October 31, 2001; par. 2 amended November 20, 2002, April 18, 2012)

1. Students in other departments who wish to pursue a minor in History must reach agreement on an appropriate program of study with a faculty member in the History Department. This faculty member will serve as the minor advisor.
2. The program of study shall consist of at least 9 credits of graduate-level work. These credits may include up to 3 credits in an upper-level undergraduate course and up to 3 credits in History 999, "Independent Work." Students who take History 999 must produce at least fifteen pages of written material in whatever format the minor advisor requires, regardless of the number of credits of 999 taken.

SECTION 3 - MINOR FIELD REQUIREMENTS IN SPECIFIC PROGRAMS

(Subsection: (1) customary practice per *History Graduate Handbook* (1992-93 ed.), p. 22 (2) May 19, 1978, as amended May 6, 1983, and November 6, 1992; (3) October 3, 1986; (4) September 3, 1993; (5) December 2, 1977); (6) customary practice [cf. *supra*, #1] p. 21)

Subsection (1) - African History

1. The minor field requirement is normally met by interdisciplinary training in African Studies, comprising four courses (10-12 credits) in two fields other than History. Students should complete the minor early in their graduate studies, although completing it is not a formal prerequisite for taking the preliminary examination. Completing the minor may also merit a Certificate in African Studies (for details, contact the African Studies Program). Students already grounded in African studies may, in close consultation with their major professor, choose an alternative minor.

Subsection (2) - Comparative World History

1. All students must audit the "Seminar in Comparative World History" (History 753).
2. Students will choose at least two additional courses from a culture area different from their area of primary specialization. The minor field need not be in the same historical era as the student's major area of specialization. Instead of choosing only one other culture area for the minor field, the student may select courses that focus on some topic combining at least two culture areas (e.g. Islamic history from Southeast Asia through India to Middle East, nineteenth-century intellectual history of Western Europe and North America, colonial history of the Americas, economic history of nineteenth-century Western Europe and North America).
3. Students are encouraged, as far as possible, to register for courses in the order that they are mentioned in sections one and two above.

4. Each student will write a comparative history paper which demonstrates a competency to handle historical materials comparatively and to work in more than one culture or geographical area of specialization. The student is encouraged to begin this paper while enrolled in the courses required in par. 2 above.

5. Students from other departments may satisfy the requirement under section two by taking courses in only one culture area, but the paper submitted under section four must demonstrate a competency to handle historical materials comparatively and to work with more than one cultural area.

Subsection (3) - East Asian History

1. The minor field requirement can be satisfied either by (A) an internal minor or (B) an external or distributive minor. Option A, the internal minor, consists of twelve credits of course work in an historical field other than East Asia. Option B, the external minor, will consist of twelve credits of course work in one or more departments other than History. This will normally consist of course work in one or two of the following departments: East Asian Languages and Literature, Political Science, Sociology, Economics, Philosophy, or Anthropology. This course program should constitute an integrated whole and requires the approval of the major professor. (Note: This minor requirement, whether option A or option B, is separate from, and should not be confused with, the minor fields required for the Ph.D. preliminary examination in East Asian history.)

Subsection (4) - Latin American History

1. The minor field requirement in Latin American History consists of twelve credits of interdisciplinary training in Latin American and Iberian Studies divided between two fields other than History; plus six credits of graduate seminars in History outside the Latin American area. The latter may include selections from any of the other Departmental programs, including Comparative World History, as well as course work in historical theory (e.g., History 703, "History and Theory") or methodology (e.g., a teaching methodology course).

Subsection (5) - Medieval History

1. Suggested minors in Medieval History include: (1) Internal minor in History; (2) Medieval Latin Literature (in the departments of Classics or Comparative Literature), or Greek Language and Literature (in Classics); (3) Medieval Science and Philosophy (in the departments of History of Science or Philosophy); (4) Medieval Comparative Literature (in the departments of Comparative Literature, French, German, Italian, Spanish and Portuguese); (5) Statistics and Quantitative Methods; (6) One or more of the Social Sciences: Economics, Sociology, Anthropology.

Subsection (6) - Gender and Women's History

1. Students normally select a minor in Gender and Women's Studies or in the History of Medicine (with an emphasis on women), but may also arrange minors in other relevant fields, emphasizing women.

SECTION 4 - PROGRAMS IN QUANTITATIVE HISTORY

(May 13, 1977)

1. *Minor in Quantitative Social Science Methodology* - The content of the methodology minor shall be 1) two methodology courses (total 6 credit hours) outside of the History Department, although

History 795, "Quantitative Methods of Historical Research" may be substituted for one of these courses. 2) Two courses (total 6 credit hours) of substantive content courses in appropriate departments.

2. *Certification Program* - Students wishing to receive certification in Quantitative Social Science Methodology must complete the minor in Quantitative Social Science Methodology and the following additional requirements: (1) One additional method or theory course in the History Department. (2) Certification by the Chair of the student's advisory committee to the effect that the student has mastered the quantitative history literature in his or her major area in either social, cultural, or political history, either by taking appropriate seminars and proseminars or by registration under 999. (3) Attendance for one semester in a departmental workshop in quantitative social, cultural and political history. The student may either register for credit or audit, but attendance must involve a presentation on a topic appropriate to the concerns of the workshop. (4) Certification of successful completion of the track and administration of the workshop will be performed by a committee of three faculty members appointed by the Chair of the Department.

TITLE 6 - DISSERTATION AND ORALS

SECTION 1 - DISSERTATION PROPOSAL

(February 3, 1978)

1. A graduate student in History may be required to take a dissertation proposal examination, by a committee of at least three faculty members, prior to admission to candidacy for the doctorate.

SECTION 2 - ARCHIVAL REPORTS

(December 1, 1972; March 10, 1975)

1. The Department requests all graduate students to file reports on whatever foreign archives they use in conducting their research. All letters informing graduate students that an award has been granted should include a statement to the effect that recipients are 'expected' to file an archival report upon their return from foreign archives; further, a standard form shall be attached to the letter of appointment for the recipient to fill out; and lastly, before a student takes his or her Ph.D. oral exam, a reminder should be sent to the student to the effect that the archival report is due in the Department on or before the said exam.

2. Any student of African history whose dissertation is based substantially on oral traditions must submit copies of two sets of records in order to receive the Ph.D: 1) transcriptions of all traditions; 2) at least 150 pages of translation of the most significant traditions into a world research languages; if the full corpus of traditions is shorter than 150 pages, they must be translated in full. The transcriptions and translations may be submitted as part of the dissertation, typed according to dissertation standards, or on microfilm, accompanied by a typed guide to contents. The negative microfilm goes to the Indiana University oral data archives, with a positive copy to the University of Wisconsin library. If the student has worked with tapes to the exclusion of transcriptions, copies of all tapes must go to the Indiana University oral data archives. The student must tell the location of the traditions in the body of the dissertation, and must give permission for immediate access by other scholars.

SECTION 3 - SUBMISSION OF DISSERTATION TO READERS

(February 3, 1978; January 9, 1970)

1. It is the responsibility of the major professor to approve a draft of the dissertation before it is submitted for reading by other members of the dissertation committee.

2. Dissertations shall be submitted to the three readers in final draft form, but before final typing.

SECTION 4 - PH.D. ORALS

(October 8, 1963; November 7, 1969; par. 3 - November 18, 2009)

1. The Ph.D. oral examination shall be scheduled only after the dissertation has been submitted to the Department in final form, all incompletes removed, and records cleared by the Graduate Coordinator.
2. Students who reside in North America during the academic year may not schedule Ph.D. orals during the summer.
3. The Ph.D. oral examination shall be administered by a committee of five individuals chosen by the student in conjunction with his/her advisor. At least two members of this committee, including the advisor, must belong to the History Department. Other members may be chosen in accord with the Graduate School rules. [The committee consists of]:
 - 1) the dissertation advisor
 - 2) three additional members of the UW-Madison faculty, one of whom must be a member of the History Department, and a second of whom must either come from another department or have a joint appointment in another department.
 - 3) a qualified individual (e.g., UW-Madison faculty, faculty from another university, qualified academic staff)

SECTION 5 - CONFERRAL OF PH.D. DEGREE

(November 7, 1966)

1. The Ph.D. Degree in History is conferred after the student successfully defends his/her dissertation in an oral examination.

TITLE 7 - OTHER PH.D. PROGRAMS

SECTION 1 - JOINT PH.D. IN HISTORY AND HISTORY OF SCIENCE

(Par. 1 - October 31, 2001; pars. 2-10, May 1, 1987, amended by customary practice per *History Graduate Handbook* (1992-93 ed.), p. 27. Par. 2 amended May 9, 2012.)

1. Students must first be admitted independently to both the History and History of Science Departments and should at that time indicate interest in the joint Ph.D. program.
2. The Departments of History and the History of Science shall appoint a standing committee, consisting of two members from each department, to administer the program. The Graduate Council shall designate two of its members to serve on this committee.
3. Students shall be admitted to the program by the Joint Committee, acting in consultation with the appropriate faculty in both departments. Applicants must receive an M.A. in History or the History of Science, or another discipline approved by the Joint Committee, before they enter the joint program.
4. On admission students shall be assigned a Home Department by the Joint Committee. Students shall follow the regulations of their Home Departments concerning seminar requirements, fellowships, other financial support and satisfactory progress.
5. At the time of admission the Joint Committee shall appoint a Supervising Committee for each

student. The Supervising Committee shall consist of three members, two from the student's Home Department and one from the other department.

6. The preliminary examinations shall test the student's competence in both History and the History of Science. The fields to be tested and the form of the examination shall be determined by the candidate's Supervising Committee, and approved by both departments. Supervising Committees shall balance the amount of material to be studied in both departments, and students shall be required to cover at least as many fields as students fully in History or History of Science. Changes in the student's program must be approved by the Joint Committee and reported to both departments.

7. Students shall fulfill the language requirement of the appropriate field of their Home Departments.

8. The joint Ph.D. program demands no course work in an additional minor field.

9. Within six months after passing the preliminary examination, each student shall submit a dissertation proposal for approval by his/her Supervising Committee. The Supervising Committee shall guide the preparation and submission of the student's thesis and shall serve as the core of the examining committee, acting as its reading members. The departments of History and History of Science shall each supply one additional non-reader to comprise the committee for oral defense. The rules of the student's Home Department will be followed in preparing and submitting the Ph.D. thesis.

10. Successful students shall be awarded a Ph.D. in History and the History of Science.

SECTION 2 - PH.D. IN THE HISTORY OF EDUCATION

1. To be determined

SECTION 3 - INDIVIDUAL JOINT PH.D. PROGRAMS

(October 31, 2001)

1. Students from other programs who wish to pursue a joint Ph.D. (one degree, two majors) with History must first be admitted to the Department of History.

2. The student's proposal for the degree must be approved by the Graduate Council before the student submits it to the Graduate School.

3. Students admitted to a joint Ph.D. will satisfy all the normal requirements of their field in the graduate program except for the minor requirement.

SECTION 4 - BRIDGE PROGRAM WITH AFRO-AMERICAN STUDIES

(March 20, 2002)

1. *Purpose.*

- a. The Bridge Program is an academic partnership between the Department of Afro-American Studies (AAS) and the Department of History at the University of Wisconsin-Madison designed to allow students to complete the M.A. in AAS and the Ph.D. in History. Students may apply simultaneously to the two programs or may apply to the History Department after they begin their program in Afro-American Studies.

- b. Although the Bridge Program is designed to attract and keep talented minority candidates at UW-Madison and to strengthen and support the presence of minority scholars in the profession of history, the Bridge Program is available to any applicant who enters the M.A. Program in Afro-American Studies with a concentration in history.

2. *Admissions.*

- a. A student will normally apply for the Bridge Program when s/he initially applies for admission to graduate study. At that time, the student shall submit applications independently to both departments.
- b. Students already in AAS may apply for admission to the History Department in the fall of their first or second M.A. year.
- c. Bridge Program applications to the History Department will be considered under the normal rules governing admissions, except that they are not to be counted in a program's annual admissions target.
- d. Once a Bridge student is admitted to the Department of History, s/he shall be indistinguishable administratively from other students in the History Department.

3. *Program of Study for the M.A.*

- a. The Bridge Program is designed to permit a student to meet the basic requirements of the History M.A. while completing a degree in Afro-American Studies. For their AAS M.A., students shall specialize in the History area.
- b. As soon as a student is admitted to the Bridge Program, a History faculty member in their field shall be designated as his/her academic advisor.
 - i. This faculty member shall advise the student on the requirements of the selected History field (language requirements, minor requirement, etc.) to ensure that at least some of these are met while the student is completing an M.A. in AAS).
 - ii. The History advisor (or, if s/he be unavailable, another member of the History Department) will sit on the student's M.A. thesis committee.
- c. Coursework for the M.A.
 - i. Bridge students shall take at least two history seminars (at the 700+ level in the U.S. field or at a level appropriate to other fields) while completing the M.A. in AAS.
 - ii. They are encouraged to take history courses in AAS at the 600+ level.

4. *Approval of the M.A.*

- a. Once the M.A. in AAS is completed, the Bridge student's History advisor will evaluate it as an outside M.A. and indicate clearly whether the student's M.A. work meets the requirements of the field or whether additional work must be done.

5. *Minor Requirements*

- a. Students may count courses taken as a Master's student in AAS, but which are not in their major field, toward their Ph.D. minor requirement, as appropriate.

6. *Other Requirements*

- a. In all other respects, Bridge students will meet the normal requirements of their field (e.g., regarding preliminary examinations, language requirements, and the minor).

7. *Funding*

- a. AAS will nominate qualified students for an Advanced Opportunity Fellowship (AOF) for one year and will provide a second year of support by way of a Teaching Assistantship in the Department.
- b. The History Department will nominate qualified candidates for an AOF, where appropriate.
- c. Post-M.A. students will also be considered for History Department fellowship packages, teaching assistantships, and other forms of support under normal procedures.
- d. AAS and the History Department pledge to seek:
 - i. additional funding from the Graduate School to support the Bridge Program; and
 - ii. better coordination with the Graduate School of AOF and other funding to maximize use of AOF grants.

TITLE 8 - FINANCIAL SUPPORT

SECTION 1 - ELIGIBILITY FOR SUPPORT

(May 1, 1981, April 27, 1973; former par. 2 deleted September 21, 2011)

1. In all cases eligibility for support will be contingent upon satisfactory progress in the graduate program as defined by the Department.

SECTION 2 - LIMITS ON ELIGIBILITY

(May 1, 1981; pars. 4, 5 amended May 6, 1994; par. 4 amended March 20, 2002)

1. The Department shall limit support from Departmental sources (TAsships, RAships, PAsships, and Department Fellowships) and University Fellowships to 8 semesters, exclusive of summer support and of support received in the first year of graduate study by a beginning graduate student.
2. All appointments from University sources, but outside the History Department (such as TAsships, PAsships, and RAships, held in other departments) shall not count as part of the 8 semesters eligibility.
3. Support which the student secures from outside sources, for which the University exercises only a nominating function, shall not be counted as support. This applies to Fulbrights, DAADs, ACLS, SSRC, IREX, and similar grants.
4. Eligibility for Departmental Support (other than emergency aid) ceases according to the following schedule:

- a) students who have entered the program without an MA: at the end of the eighth year
- b) students who have entered the program with an MA: at the end of the seventh year

[Neither a) nor b) supersedes the Graduate School rule that students must complete the Ph.D. within five years of passing the preliminary examination.]

These limits do not apply to the Mosse and Curti teaching fellowships, although progress toward the degree will be taken into account in awarding the fellowships.

Students who entered the program in or before August, 1986, lose their eligibility for Departmental support (other than Emergency Aid) five years after the end of the semester in which they passed prelims, even if they still have semesters of eligibility remaining.

5. The Graduate Council may grant waivers to this rule under exceptional circumstances.

SECTION 3 - CONCURRENT AWARDS OF SUPPORT

(February 9, 1973; November 3, 1989)

1. In any given semester, the holder of a teaching assistantship in the History Department shall not concurrently receive any financial support or stipend from any other source, excluding prizes, which the department administers or for which the Department nominates candidates.
2. Students who hold outside fellowships or grants that include both out-of-state tuition remission and a stipend shall not be eligible for TAships while they hold such an award.

SECTION 4 - GRADUATE STUDENT REPORTS OF EMPLOYMENT

(May 1, 1981)

1. Graduate students shall report to the Department any employment through other departments or divisions of the University, such as TAships, research or project assistantships; appointment in the College of Letters & Science, Education, or Graduate School; language instructorships; and any other form of employment or financial support within the University.

SECTION 5 - PRIZE PACKAGES

(Par. 1 - November 12, 1997, emended March 25, 2009; par. 2 - March 20, 2002)

1. The Fellowships and Scholarships Committee may offer up to as many multi-year financial-aid packages each year as the number of University Fellowships awarded to prospective graduate students. After a student's first year of residence in the Program, continued funding is contingent upon satisfactory progress toward the degree and, should the student hold a TAship, satisfactory performance as a T.A.

This motion includes the following understandings:

- 1) A multi-year offer would include a University Fellowship (of one or more years) plus an additional three years of support from departmental and comparable non-departmental sources, including teaching assistantships and project assistantships.
- 2) Every academic year, the Department Administrator will monitor the financial implications of the commitments made to entering students and will include, as part of standard budget reporting for consideration by the Department, an assessment of the commitments and feasibility issues linked to financial aid packages for graduate students.

3) Each year the Fellowships & Scholarships Committee shall make every effort to offer multiyear packages to individuals drawn from the diversity pool conventionally represented by AOF candidates.

2. A student may retain a multi-year package during an approved leave of absence of no more than one year. The Graduate Council may grant waivers to this rule under exceptional circumstances.

SECTION 6 - APPLICATION FOR TEACHING ASSISTANTSHIPS
(November 3, 1989; April 4, 1988)

1. The Department sets the date, traditionally March 1, for TA applications for the following year. Students who miss the March 1 application deadline for the TAships may file an application, due on November 1, for semester II only.

2. A list of those courses that will probably be using a teaching assistant in the following year, along with the names of instructor, shall be posted soon after the Timetable is set each semester.

SECTION 7 - CRITERIA FOR SELECTING TEACHING ASSISTANTS

(Par. 1 - April 24, 1995, revised May 13, 2009; par. 2 - April 24, 1995, amended May 13, 2009; par. 3 - February 2, 1968, as amended April 24, 1995, October 20, 2010; par. 4 - December 11, 1995, amended May 14, 2003; par. 5 - January 12, 1973; par. 6 - March 7, 1976, as emended by legislation on JCOTA, I.1.2.2; par. 7 - October 3, 1986, as amended April 24, 1995 and May 13, 2009; par. 8 - May 8, 1992)

In accordance with the consensus expressed in the Department meeting of May 13, 2009, for the first two years of this procedure's operation (Spring 2010 to Spring 2012), the Director of Graduate Studies and the Graduate Coordinator shall monitor the rankings to ensure the equitable treatment of students who would have received appointments under the previous system but who do not receive appointments under the new system. Should they identify any such students, they shall report to the Graduate Council, which during this period has the authority to suspend the operations of the newly implemented rules and take appropriate remedial action.

1. TAships shall be assigned by giving first priority to any students guaranteed appointments by the Department's Fellowships and Scholarships Committee, and then ranking students who apply according to the following procedure:

1. The Graduate Coordinator shall create three ranked lists by area of study: U.S. History, European History, and Non-Western History (i.e., all other fields).

2. Each list shall be divided into two portions: 1) dissertators—students who have been advanced to candidacy—and 2) pre-dissertators, i.e., all other students. [N.B.: Students in their first semester within the History Department are not eligible for TAships unless either they are guaranteed financial support or exceptional circumstances require their availability. Students in their second semester are fully eligible, per these rules.]

3. Dissertators shall then be ranked according to:

1) the number of semesters in which a student has held a TAship, with those having 0 semesters constituting the highest ranked group, those with 1 semester ranked second, and so on.

2) the date at which they were advanced to candidacy (with earlier dates ranked higher).

3) GPA.

Pre-Dissertators shall then be ranked according to:

1) the number of semesters in which a student has held a TAship, with those having 0 semesters constituting the highest ranked group, those with 1 semester ranked second, and so on.

2) progress towards completing the Ph.D. degree as determined by the number of Harrison Points [infra, par. 3].

3) the date of completing the M.A. [N.B.: Students who have not completed the M.A. are ranked according to GPA [step 4, below].

4) GPA.

TAships shall be distributed according to a percentage split between the two portions of each list. Pre-dissertators shall receive the number of TAships up to but not exceeding 70% of those available; dissertators shall receive the remainder. JCOTA will monitor these percentages annually and recommend changes to the Graduate Council as appropriate.

2. Students will be added to the dissertator list at the end of the semester in which they are advanced to candidacy.

3. For purposes of TA selection, progress towards the degree shall be determined by awarding students points according to the following scale:

The Point System (Harrison Scale)

For satisfying each of the first two language requirements satisfied	1 point each
For receiving the M.A. degree:	2 points
For achieving dissertator status:	3 points
For completing the Minor:	2 points

4. Students who enter the History Department from a graduate program at either a different institution or in another department at UW-Madison shall be ranked in the same manner as all other students, except that until they complete 9 credits of course work taken after their admission to the History Graduate Program, their GPA shall be calculated as 0.0. The GPA of students entering in the Bridge Program with Afro-American Studies [see *supra*, III.7.4], however, shall be calculated on the basis of course work that they have taken in the History Graduate Program prior to their admission.

Except for students who have been admitted to the Bridge Program with Afro-American Studies and who have completed at least one year of graduate study, no entering student, whether holding an M.A. degree or not, shall be ranked on the TA list during his/her first semester in the Program. Students admitted to the Bridge Program with Afro-American Studies may, upon their request, be ranked on the TA list as soon as their admission has been approved.

5. Graduate Students in Ancient History will be allowed minor field credit for 4 advanced courses (graduate credit) in Latin and Greek.

6. The Joint Committee on Teaching Assistants shall decide appeals from the T.A. rankings as compiled by the Graduate Coordinator.

7. Any TAships that may remain after students on the Guaranteed and Ranked Applicant lists have been considered shall be assigned according to the following priorities:

1. Students who have exhausted their eligibility to receive financial support under the Five Year Rule [i.e., who remain in the Program more than 5 years after passing prelims] but who have not yet received eight semesters of Departmental support shall be placed on the Ranked Reserve list. Within this category, students will be ranked first according to the date at which they were advanced to candidacy (with earlier dates ranked higher), and then by GPA.

2. Students who have exhausted their eligibility to receive financial support under the Five Year Rule and who have received eight or more semesters of Departmental support shall be placed on the Unranked Reserve list. Within this category, applicants are unranked.

3. All other applicants shall be placed on the Additional Applicants list. Within this category, applicants are unranked.

8. For purposes of admission, applicants to Ottoman history will be considered in a separate pool, and for purposes of TA allocation, shall, upon entering the program, be ranked on the non-Western list. At any time before prelims, the student and his/her director shall decide whether the student shall take prelims in Ottoman history as a non-Western field or as a European field, and the student shall take the proper examination. Upon declaring for a European field, the student shall be automatically considered as a European historian for purposes of placement on the TA list.

SECTION 8 - SELECTION OF TEACHING ASSISTANTS

(Par. 1 - May 13, 2009, revising April 24, 1995, which consolidated material passed April 7, 1989, March 5, 1976 as amended November 3, 1989, April 5, 1974, December 8, 1978; par. 2 - January 8, 1971 and January 12, 1973, amended April 24, 1995.)

1. Toward the end of each semester, when the courses that will use teaching assistants have been determined and the teaching staff set, the tentative assignment of teaching assistantships shall be made according to the Departmental ranking as set out in supra III.8.7.1. The following rules apply for calculating the rankings:

1) The number of semesters of TAships held includes the current semester.

2) For purpose of these calculations, the Harrison Scale shall be frozen two days before the Department makes its provisional assignments, the updated ranking to include the results of the preliminary examinations given in that semester, the cumulative grade point average through the previous semester as calculated by the Graduate Coordinator on Nov. 1 and March 1, and any other points actually earned up to that date.

3) In calculating graduate student GPAs for the teaching assistant competition, the grades from all graduate work taken after admission to the graduate program at the University of Wisconsin-Madison shall be computed in the individual's GPA, whether or not they were earned as a graduate student in History or in another program.

4) Graduate students must declare their availability in principle a week before assignments are made.

5) It shall be the individual student's responsibility to see that verification of the record for progress points earned is part of his/her individual record.

2. TA appointments are contingent upon the appointee's having appropriate course work or teaching experience in the area of the course in which the appointment is made. In accordance with this consideration, all assignments shall be made in rank order, first exhausting the list of guaranteed appointments and then moving down the Ranked Applicant list according to rank order. Selection from the Ranked Applicant list will be made according to a student's preparation for the specific field to be taught (i.e. having had a course on the graduate level or teaching experience in the course).

SECTION 9 - EVALUATING TEACHING ASSISTANTS

(Pars. 1, 2 - April 4, 1988, as amended December 1, 1993 and March 20, 1996; par. 3 - April 4, 1988, as amended March 20, 1996; par. 4 - October 3, 1986, as amended December 1, 1993 and March 20, 1996; par. 5 - April 4, 1988; pars. 6, 7 - October 3, 1986)

1. During or before the seventh week of each semester, the Joint Committee on Teaching Assistants shall administer student evaluations of all TAs who either are teaching for the first time in the History Department at UW-Madison or have scored an 'unsatisfactory' on their final evaluation during their most recent semester of teaching.
2. Any faculty member supervising a Teaching Assistant who either is teaching for the first time in the History Department at UW-Madison or scored an 'unsatisfactory' on the final evaluation during his/her most recent semester of teaching shall visit at least one of that Teaching Assistant's discussion sections during or before the seventh week of the semester. All supervising faculty shall visit at least one discussion section of each of their Teaching Assistants during or before the twelfth week of each semester. The Joint Committee on Teaching Assistants is responsible for notifying supervisors which TAs they must visit by the seventh week.
3. On any student evaluation, a mean score of less than 3.5 (on a scale of 5.0) on all questions regarding TA performance identifies an unsatisfactory performance.
4. If a problem with a TA's teaching is identified either (a) by a score of under 3.5 on a scale of 5.0 on the student evaluations or (b) by a detailed expression of concern at any time during the semester by the supervising professor or (c) by the Joint Committee on Teaching Assistants at any time during the semester, then the Director of Graduate Studies shall either (a) appoint a three person committee consisting of two faculty members (other than the student's supervising professor, major professor, or advisor) and a former TA to visit the class or section if possible and suggest remedial action or offer advice toward a resolution of the problem, or (b) take other appropriate action, upon the advice of the Joint Committee on Teaching Assistants, in consultation with the course instructor.
5. If a Teaching Assistant scores an 'unsatisfactory' on a final evaluation and then scores an 'unsatisfactory' on the 7th-week evaluation during his/her next semester of teaching, the Director of Graduate Studies shall appoint a second committee [constituted as above] to review his/her performance. Should this committee confirm the persistence of severe teaching problems, it shall recommend to the Director of Graduate Studies that the Department drop the individual from the list of eligible Teaching Assistants, and the Director of Graduate Studies shall report this decision to the Department for appropriate action.
6. In extreme cases, the Department may terminate a student's appointment as a TA at the end of one semester, in accordance with any relevant university procedures.
7. The above procedures shall begin with the student's first semester of teaching.

SECTION 10 - DEPARTMENT COOPERATION IN TA TEACHING AND EVALUATION

(October 3, 1986, as amended December 1, 1993)

1. The Joint Committee on Teaching Assistants shall take responsibility for conducting a TA orientation seminar each semester for first-time TAs.
2. The Joint Committee on Teaching Assistants shall encourage ongoing workshops in which all TAs can discuss issues and problems in their teaching.
3. The Joint Committee on Teaching Assistants shall send a memorandum explaining how it operates to all TAs as soon as they are chosen.
4. Records of the Joint Committee on Teaching Assistants shall be faithfully kept. In particular, the computer analysis of student evaluations shall be retained. In addition, that analysis should be expanded in appropriate ways.

SECTION 11 - GRIEVANCE PROCEDURES

(May 12, 1999)

1. In situations involving an undergraduate student who allegedly suffers harassment or discrimination by a Teaching Assistant, the History Department recommends that the offended student first attempt to discuss the matter with the Teaching Assistant. If that is not possible or proves unsuccessful, the Department advises her or him to bring the matter to the attention of the professor in charge of the course. If that approach is not viable or does not yield a solution, the student may bring the problem to the attention of any other member of the faculty or academic staff in the Department. Members of the Harassment and Discrimination Committee, the Department Chair, the Director of Undergraduate Studies, and the Director of Graduate Studies are faculty members whom students should expect to be especially ready to listen to them. At all times, of course, the student has the right to go to offices outside the Department.
2. Once a complaint against a Teaching Assistant comes to the attention of the Department Chair, the initial procedures run parallel to those applicable to situations in which a professor is alleged to have given offense [see II.5.1.1ff]. Both parties must agree that departmental involvement is an appropriate avenue for seeking a reconciliation or for gathering information about the incident or behavior that sparked the trouble. Should either party decline the Department's offer, the Department Chair will refer the matter to the appropriate University office. Should the information gathering process indicate that, in word or deed, harassment or discrimination may well have occurred, and should no resolution between the parties be possible, the Department Chair will refer the conflict to the Graduate School.

SECTION 12 - PRIZES

(December 2, 1988; April 4, 1988; amended December 1, 1993)

1. An annual prize of [at least] \$100 shall be awarded to the best graduate student course paper. The winner will be chosen by the Graduate Council. This prize will be presented at a Departmental reception at which teaching assistant awards will also be presented.
2. The Department shall publicly recognize our best TAs each spring. On the recommendation of the faculty members of the Joint Committee on Teaching Assistants, the Department shall make monetary awards (of [at least] \$50) to as many as three individuals who have taught for at least two semesters (which need not be consecutive) and who have scored exceptionally well (according to

standards the Joint Committee on Teaching Assistants shall determine) on both student and faculty evaluations. Nominees need not be teaching when nominated, but they must not have graduated from the History graduate program. If the Committee honors more than one TA, it must choose its nominees from at least 2 different areas of historical study.

ARTICLE IV - THE UNDERGRADUATE PROGRAM

TITLE 1 - General Considerations

- Section 1 - Certification in English
- Section 2 - Goals of the History Major

TITLE 2 - Requirement for the Bachelor's Degree in History

- Section 1 - Maximum and Minimum Credits
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ARTICLE IV - THE UNDERGRADUATE PROGRAM

TITLE 1 - GENERAL CONSIDERATIONS

SECTION 1 - CERTIFICATION IN ENGLISH

(Jan. 12, 1973, language revised May 19, 1995)

1. The History Department automatically certifies the English language competency of any student who completes the History major.

SECTION 2 - GOALS OF THE HISTORY MAJOR

(March 23, 2011)

1. The goal of the history major is to offer students both deep and broad knowledge of the past. In studying history, students can develop skills that enable them to define important historical questions, analyze the relevant evidence with rigor and creativity, and present convincing conclusions based on original research in a manner that contributes to academic and public discussions. History, like all humanistic disciplines, also demands habits of persistent effort, resourceful inquiry, careful reading, repeated revision, and critical engagement.

2. To insure that students gain exposure to some of the great diversity of topics, methodologies, and philosophical concerns that inform the study of history, the department requires a combination of courses that offers depth, breadth, and variety of exposition. Through those courses, students should develop:

1. An understanding in depth of one of the main geographic regions of the world or areas of thematic coverage studied in the department.
2. Broad acquaintance with the other geographic areas of the world and with both the pre-modern and modern eras.
3. Familiarity with the range of sources and modes through which historical information can be found and expressed. Sources may include textual, oral, physical, and visual materials. The data within them may be qualitative or quantitative, and they may be available in printed, digital, or other formats. Modes of expression may include textbooks, monographs, scholarly articles, essays, literary works, or digital presentations.
4. The ability to identify the skills developed in the history major and to articulate the applicability of those skills to a variety of endeavors and career paths beyond the professional practice of history.

3. Skills Developed in the Major

- 1) Define Important Historical Questions
- 2) Collect and Analyze Evidence
- 3) Present Original Conclusions
- 4) Contribute to Ongoing Discussions

TITLE 2 - REQUIREMENTS FOR THE BACHELOR'S DEGREE IN HISTORY

[N.B. To be accepted as a major in the Department of History, a student must register with the Department's

Undergraduate Advisor.]

SECTION 1 - MINIMUM AND MAXIMUM CREDITS

(April 21, 2004)

1. A minimum of 30 credits is required to complete the major. [Please note: A History major may complete up to 40 credits in History (the Letters and Science 40-credit rule) and must complete at least 80 credits outside the major (the 80-credit rule)].

SECTION 2 - BREADTH REQUIREMENTS

(Par. 1 - November 9, 1971, as amended May 19, 1995; par. 2 - March 2, 1990, amended April 21, 2004)

1. Undergraduate majors in history must take at least one course in United States History, one course in European (including British) History, and one course in African, Asian, or Latin American History. At least one of these required courses must deal with the History of Europe and/or the Mediterranean before A.D. 1500 OR with the History of Africa or Asia before these areas fell heavily under European influence.

2. No seminar/thesis [History 200, 300, 500, 600, 680-82, 690-92] may be used to satisfy the breadth requirement.

SECTION 3 - CONCENTRATIONS IN THE MAJOR

(April 21, 2004)

1. A concentration is a group of courses with a common intellectual theme approved by the Department faculty. A complete list of courses for each concentration will be included in the Undergraduate Catalog and updated so that it is available in the office of the Undergraduate Advisor and on the Department's website.

2. Undergraduate majors in History must take at least four courses in one of the concentrations approved by the History faculty.

3. No directed study [History 199, 699], thesis [History 681-82, 691-92], or colloquium [History 680, 690] may be used to satisfy the concentration requirement.

4. The addition or deletion of a concentration will follow the same departmental procedures as for creating a new course or changing an existing course.

5. With the exception of "topics" courses [e.g., History 221-26], the Departmental procedure for adding a course to or deleting a course from a concentration will follow the same departmental procedures as for creating a new course or changing an existing course.

6. In the case of a "topics" course [see par. 5], the instructor will propose to the Undergraduate Council which concentration(s) the course may be used for satisfying the concentration requirement. That Council will be responsible for determining the appropriate concentration(s) for the course and for coding it accordingly in DARS.

SECTION 4 - SEMINAR REQUIREMENT

(Par. 1 - May 6, 1977, amended May 19, 1995 and April 21, 2004; par. 2 - May 6, 1977, amended May 19, 1995 and April 21, 2004; par. 3 - December 2, 1988; par. 4 - May 11, 1993; par. 5 - April 23, 2008)

1. All undergraduate majors must take at least one advanced research-oriented seminar course: History 481, "Advanced Honors Seminar—Studies in History (H)"; 482, "Advanced Honors

Seminar—Studies in History (S)”; History 600, “Advanced Seminar in History.” In special circumstances, students may also fulfill this requirement by taking one of the Department’s graduate seminars. History 699, “Directed Study,” which does not involve a seminar situation, is not an acceptable substitute. The Undergraduate Council will have the authority to make the final determination in cases involving unusual circumstances. The Undergraduate Council should plan a coherent offering of undergraduate seminars each semester.

2. All seminars [e.g., History 200, 300, 481, 482, 500, 600], whether they emphasize reading or research, must emphasize writing. Students should receive ample opportunities to write, receive criticism, and attempt to apply the lessons learned in further assignments. Professors who assign a single paper at or near the end of the term in circumstances which do not allow students to re-work and revise after extensive criticism will be acting against the spirit of this proposal.
3. No undergraduate seminar should have more than fifteen (15) students registered for credit.
4. Students who major in both History and another subject must fulfill the Department’s seminar requirement in History.
5. All History 600 seminars shall be offered with the Honors optional (%) designation. It is the understanding of History faculty that no additional work will be required of Honors students in History 600 seminars.

SECTION 5 - ADVANCED PLACEMENT CREDIT
(October 8, 1964, amended May 11, 1993)

1. Students receiving grades of 4 or 5 on the American History Advanced Placement Test receive 3 credits for History 101, “United States to the Civil War Era,” and 3 credits for History 102, “United States from the Civil War Era to the Present.” Those receiving a 4 or 5 on the European History AP Test receive 3 credits for History 119, “The Making of Modern Europe, 1500-1819,” and 3 for History 120, “Europe and the Modern World, 1815 to the Present.” Students who score a 3 on any Advanced Placement examination in History shall not receive major credit.

SECTION 6 - 15-CREDIT RULE
(May 19, 1995, amended April 21, 2004)

1. Undergraduate majors must fulfill the Letters and Science requirement to take at least 15 credits in intermediate-/advanced-level work in the major completed in residence. All intermediate-/advanced-level courses (including directed study, theses, and colloquia) count toward satisfying this requirement.

TITLE 3 - HONORS AND PRIZES

SECTION 1 - HONORS IN THE MAJOR
(November 20, 1996; Par. 1 amended April 21, 2004)

1. To be awarded Honors in History, students must:
 - 1) Achieve a GPA of at least 3.5 [out of 4.0] in History Department courses and an overall GPA of at least 3.3 at the time of graduation.
 - 2) Complete the normal breadth, concentration and seminar requirements for the major degree.

3) Earn a minimum of 36 credits in History courses (at least 21 of which must be taken in intermediate-/advanced-level courses while in residence at UW-Madison) and at least 15 in honors courses or in courses or sections that may be taken for honors [e.g., those designated in the *Timetable* as “H,” “!,” or “%”].

4) Complete a senior honors thesis [History 681-82], a piece of original work of approximately forty pages, taken in conjunction with the thesis colloquium [History 680]. The thesis must be approved by both the honors thesis advisor and the colloquium.

2. An undergraduate Thesis for Honors in History must be certified as “acceptable” by both the student’s field advisor [in History 681-82] and the general thesis supervisor [in History 680].

SECTION 2 - THESIS OF DISTINCTION

(May 16, 1968; revised November 20, 1996)

1. A Senior Thesis written in History 691-92 may be designated a Thesis of Distinction in History upon the joint recommendation of both the student’s field advisor (in History 691-92) and general thesis supervisor (in History 690). The Chair of the Undergraduate Council shall forward the recommendation to the Dean.

SECTION 3 - WRITING PRIZE DEADLINES

(September 16, 1998)

1. The deadline for all Undergraduate Writing Prizes in History except for prizes awarded for senior theses shall be January 31.

TITLE 4 - PROGRAMS

SECTION 1 - JOINT MAJOR IN HISTORY AND HISTORY OF SCIENCE

(May 6, 1977)

1. A minimum of 30 and a maximum of 40 credits in History and History of Science are required for the joint major, distributed as follows: (1) At least four courses in History. These courses must satisfy the breadth and seminar requirements of the History major. (2) At least four courses in the History of Science. Students are urged to take one or more of these from the 300-399 series. (3) At least 15 credits of upper-level course work (as defined by each department) of which at least 6 credits must be in History courses and at least 6 credits in History of Science courses.

SECTION 2 - CERTIFICATION IN HISTORY FOR UNDERGRADUATES IN THE SCHOOL OF EDUCATION

(December 5, 1986)

1. *Major Certification* - At least one one-semester course from History 600, “Advanced Seminar in History.” This course may be applied as appropriate to the satisfaction of the other distribution requirements for Major Certification.

2. *Minor Certification* - One of the courses within the 24 required credits must be taken in History 600, “Advanced Seminar in History.”

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