

Legislative Code

Department of History

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CHAPTER 1: GENERAL PROVISIONS

A. DEPARTMENT OF HISTORY MISSION STATEMENT

1. 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 a number of 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 historical profession 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.

B. DIVERSITY STATEMENT

1. Deep contemporary injustices, including economic inequality and systemic biases, have limited the opportunities and devalued the intellectual contributions of students, staff, and faculty on the basis of race, ethnicity, national origin, class, immigration status, religion, sexual orientation, gender identity and expression, ability, age, and veteran and military status.
2. To remove these barriers, we strive to recognize the diverse institutional needs of our students, staff, and faculty and to take responsibility for providing the resources necessary to meet those needs. We strongly believe that our intellectual endeavors are made more credible and rigorous when they include different peoples, places, approaches, and periodizations. We are committed to:
 - a. Recruiting and retaining students, staff, and faculty from a wide range of backgrounds, experiences, and viewpoints
 - b. Promoting and participating in open and honest conversations about how we may become more respectful, sensitive, and responsive to the needs of students, staff, and faculty

- c. Supporting research projects that situate marginalized people, places, and themes at the center of inquiry
 - d. Valuing education and mentorship, which we recognize as significant intellectual labors and vital components of a diverse and equitable department
 - e. Cultivating a work environment free of exclusion and harassment, where all feel welcomed, supported, and respected
3. We are dedicated to the ongoing process of developing new resources to meet the diverse needs of our students, staff, and faculty. Some existing campus resources include:
- a. <https://students.wisc.edu/diversity-and-inclusion/>
 - b. <https://lgbt.wisc.edu/>
 - c. <https://www.uhs.wisc.edu/mental-health/>
 - d. <https://msc.wisc.edu/undocumented-student-resources/>
 - e. <https://compliance.wisc.edu/titleix/campus-policies/sexual-harrassment/>

C. LEGISLATIVE CODE

1. The Department's legislative code consists of the provisions of this document, approved by the faculty on December 3, 2018, and any provisions subsequently approved by the faculty.
2. Disagreements about the interpretation of legislative provisions shall be referred to the Faculty Council for disposition.

D. BOARD OF VISITORS

1. The Department Board of Visitors consists of between ten and thirty-five alums and friends of the Department who advise the Department in its outreach and development efforts. Oversight and planning for this Board is the responsibility of the Chair in consultation with the Associate Chair and Faculty Council.

E. ANNUAL DUES

1. All faculty members are required to pay annual dues to the History Fund, which pays for a variety of department expenditures such as meeting expenses, some department social gatherings, flowers for hospital stays and funerals, supplies for the department break room, and other miscellaneous items. The amount of the dues shall be set by the Department Chair in consultation with the Faculty Council at a uniform percentage of each member's base salary.

F. COMPUTERS

1. Computer Equipment Purchased with Department Funds
 - a. 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 office. Such items may not be taken off-campus.

- b.* This rule does not apply to:
 - i.* Laptop computers, even when purchased with departmental funds.
 - ii.* 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).

CHAPTER 2: GOVERNANCE

G. DEPARTMENTAL MEETINGS

1. The immediate governance of the History Department is vested in its departmental faculty.
2. The Department meetings shall be held at 11:50 a.m.-1:20 p.m. on Mondays.
3. 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 exception:
 - a.* Meetings of the Executive Committee are restricted to associate and full professors, although the Committee may invite untenured faculty to participate in a non-voting capacity. This restriction does not apply to meetings concerned with any individual's tenure or promotion.
4. Members must be present at meetings of the Department and of the Executive Committee in order to vote; neither proxy nor absentee ballots are valid. Members who are out of town or who are incapacitated and unable to be physically present may participate via digital means if this option is available. They must notify the Chair of the Department at least 48 hours before so that arrangements can be made. 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. The same applies to members participating via video.
5. Minutes of History Department meetings shall be taken in summary form to record the decisions of the faculty.

H. THE COUNCILS

1. General Provisions
 - a.* Council meetings shall be held at 11:50 a.m.-1:20 p.m. on Mondays.
 - b.* No person may serve on more than one council at a time. Election or appointment to the councils is for a two-year term.

- c. No member of the Department may serve on the Faculty Council or the Budget Committee for more than two years out of every three, nor may any member serve on the Faculty Council and the Budget Committee concurrently.
- d. Members of the Graduate and Undergraduate councils are ineligible for reappointment for two years thereafter. To the extent possible, the terms of appointed members will be staggered to insure continuity.

2. Faculty Council

- a. The Chair of the Department chairs this Council, which consists of seven elected faculty members. Only members of the Department's Executive Committee may serve on the Faculty Council. 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 Department Administrator serves on the council *ex officio*.
- b. The Faculty Council's duties include the following:
 - i. 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.
 - ii. Review personnel appeals from departmental rules and make appropriate recommendations to the Department in executive session.
 - iii. Advise the Chair on the appointment of review committees for promotions and retentions, which report to the Executive Committee.
 - iv. Provide guidance to the Department Chair in assigning a mentor for each untenured Department member.
 - v. Recommend procedures for deciding on any awards (including teaching awards) for which our faculty might be competitively nominated.
 - vi. Make policy recommendations to the Department in the area of finance, including the self-management of the Department budget.
 - vii. Consider requests to bring in outside lecturers, including those that involve the use of departmental funds (such as the Curti Lecturer), and make recommendations to the Department.

3. Graduate Council

- a. The Graduate Council has overall responsibility for the graduate program and curriculum. It sets admissions targets annually and has ultimate authority for admissions. It is responsible for administration of the Second-Year Review and of preliminary and final oral examinations. The Executive Committee of the Graduate Council (i.e., the faculty members) will hear and decide on petitions for exceptions to the graduate program requirements. The Council conducts faculty teaching evaluations in graduate courses and revises faculty evaluation forms as appropriate. It proposes to the Faculty Council

appropriate candidates for consideration for University and departmental teaching awards.

- b.* The Director of Graduate Studies, who is appointed by and serves at the pleasure of the Department Chair, chairs the Graduate Council. The Department Chair, in consultation with the Director of Graduate Studies, shall appoint four other faculty members to the Council following the election of the Faculty Council. The Graduate Program Coordinator and Graduate Program Assistant serve *ex-officio* on the Council.
- c.* Currently-enrolled graduate students shall elect four representatives for two-year terms, where feasible. Graduate students may vote on matters before the Graduate Council, provided those matters do not concern individual students or faculty members; such matters are to be handled in Executive Committee.

4. Undergraduate Council

- a.* This council has overall responsibility for the undergraduate curriculum. It reviews new courses or course-change proposals and works to improve the quality of the history major and the undergraduate history curriculum. It conducts faculty teaching evaluations in undergraduate courses and revises faculty evaluation forms as appropriate. It oversees the evaluation of lecturers (short-term staff) and postdoctoral fellows. It proposes to the Faculty Council appropriate candidates for consideration for University and departmental teaching awards.
- b.* The Director of Undergraduate Studies, who is appointed by and serves at the pleasure of the Department Chair, chairs the Undergraduate Council. The Department Chair, in consultation with the Director of Undergraduate Studies, shall appoint four other faculty members to the Undergraduate Council following the election of the Budget Committee. The Undergraduate Advisor and Undergraduate Program Assistant serves *ex-officio* on the Council.
- c.* In addition, three representatives from the undergraduate student body, elected or selected by the Curricular Committee, and a graduate student with teaching experience, elected by the graduate students, shall serve on the Council as voting members. Such students may vote on matters before the Council, provided those matters do not concern individual students or faculty members; such matters are to be handled in Executive Committee (i.e., by the faculty members).

I. COMMITTEES

1. Budget Committee

- a.* The Budget Committee shall be an elected, five-person body. Only members of the Department's Executive Committee may serve on the Budget Committee. The Department Administrator serves on the Council *ex officio*. The Department Chair chairs the committee.
- b.* Deliberative and voting portions of Budget Committee meetings are restricted to members of that committee in a manner consistent with Faculty Policy and Procedures.

- c. Each budgeted member of the Department shall submit to the Department Chair an annual report on professional activities and up-to-date curriculum vitae to inform the Budget Committee during the merit exercise.
 - d. The Budget Committee shall report to the Executive Committee the method (rationale) governing its distribution of merit raises before it actually undertakes the distribution.
 - e. The Budget Committee shall give appropriate weight to excellence and innovation in teaching when making decisions concerning merit increases in salary.
 - f. Outside and pre-emptive offers
 - i. A colleague who receives an outside offer shall communicate its provisions to the Department Chair, who convenes the Executive Committee to discuss the Department's response.
 - ii. In certain cases the Chair may suggest a pre-emptive offer in order to retain the services of a colleague who is being actively recruited by another institution. The Chair convenes the Executive Committee to discuss the Department's response.
 - iii. The discussion in the Executive Committee 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.
 - iv. The Executive Committee then votes, by signed paper ballot, on a motion "to take all appropriate steps to retain the services of the colleague."
 - v. Should this motion carry (only a 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 paper 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.
 - vi. After the meeting adjourns, the Department Chair and the Department Administrator 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.
2. Curriculum Committee
- a. The Curriculum Committee consists of the Director of Undergraduate Studies, who serves as chair; the Director of Graduate Studies; the Associate Chair; the Undergraduate Advisor, the Graduate Program Coordinator, and the Curriculum Coordinator serve *ex officio*.
 - b. The committee meets weekly during the academic year and as needed outside the academic year. It consults as needed with the Department Chair and the Department

Administrator.

- c. The Curriculum Committee handles the Department Timetable. It monitors and maintains historical data on undergraduate and graduate enrollments and develops policies to deal with under-enrolled courses. It monitors faculty teaching schedules to ensure that they conform to Department and University policy and, if problems arise, refers them to the Faculty Council. It selects courses to receive TAs and oversees construction of the TA budget. The Committee files requests for temporary instructors, develops long-term strategies for staffing service courses, and develops policy regarding online courses. It sets policy for summer session teaching and selects courses to be offered during the summer sessions.
3. Joint Committee on Teaching Assistants
 - a. The Joint Committee on Teaching Assistants (JCOTA) consists of one member from the Undergraduate Council, chosen by the Director of Undergraduate Studies; 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. Graduate students may vote on matters before JCOTA, provided those matters do not concern individual students; such matters are to be handled by the faculty (i.e., in Executive Committee). The graduate representatives shall serve on subcommittees of the Joint Committee as appropriate. Graduate student members shall, whenever feasible, be elected for two years.
 - b. The Committee supervises the training, hiring, and evaluation of Teaching Assistants. It revises T.A. evaluation forms, as appropriate, and awards teaching prizes.
 4. Harassment and Discrimination Committee
 - a. The Harassment and Discrimination Committee consists of the Associate Chair, 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 shall chair the Committee.
 - b. A list with the names of the members of the Committee shall always be prominently displayed on a bulletin board in the departmental office, as well as on the Department website.
 - c. The function of the Harassment and Discrimination Committee is to provide a body in which any member of the History community, including faculty, staff, and students, may:
 - a) raise a concern about harassment or discrimination, and b) seek counsel about resolving the matter informally and civilly. The procedure is as follows:
 - i. An individual may approach any member of the Committee to raise a concern about an instance of harassment or discrimination and consult on appropriate courses of action.

- ii. An individual may at any time request that the Associate Chair report a concern about an instance of harassment or discrimination to the entire Committee, in which case the Committee shall provide counsel about resolving the matter through appropriate courses of action.
- iii. If, after the Committee, either singly or collectively, has provided counsel but the individual considers the matter still unresolved, they may bring the concern to the attention of the appropriate higher administrative authority.

5. Joint Committee on Diversity

- a. The Department Chair shall 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 their discretion; and three graduate students. The Graduate Coordinator serves *ex officio*, and one member of the committee shall be the Department's minority faculty liaison with central administration programs.
- b. 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. It 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.
- c. 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. Every effort shall be made to promote diversity on the committee and continuity of membership. 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.

6. Fellowships and Scholarships Committee

- a. The Director of Graduate Studies chairs the Fellowships and Scholarships (F&S) Committee, which consists of the Director of Graduate Studies and three faculty appointed by the Department Chair for a one-year term. The Department Chair, in consultation with the Director of Graduate Studies, shall make these appointments so as to include the widest possible representation of the Department's intellectual, curricular and programmatic interests. The Graduate Program Coordinator sits *ex officio* in an advisory capacity.
- b. The F&S Committee is responsible for awarding graduate fellowships, scholarships, grants, writing prizes, and all other academically-oriented discretionary funds made available by the Department, the University, and, as appropriate, extramural sources.

J. SENIOR ADMINISTRATIVE STAFF

1. Department Chair

- a. The Department Chair is elected by the faculty and appointed by the Dean of L&S. The Chair serves at the Dean's pleasure. The Chair is responsible for the overall administration of the Department. The Chair should strive, whenever possible, to achieve consensus and to promote a Department culture supportive of the faculty's teaching and research interests. The Chair's responsibilities are wide-ranging and include the following:
 - i. Appointing and working closely with the Associate Chair, the Director of Graduate Studies, and the Director of Undergraduate Studies;
 - ii. Supervising the Department staff, in close coordination with the Department Administrator;
 - iii. Chairing the Faculty Council and the Budget Committee;
 - iv. Planning and running monthly Department meetings;
 - v. Overseeing – in coordination with appropriate committees -- all personnel decisions: hiring and promotion of faculty and staff; retention offers; annual assistant professor reviews and the 5-year Post-Tenure reviews; and the tenure process;
 - vi. Nominating – in coordination with Faculty Council – faculty for UW-Madison research awards, sabbaticals, and teaching prizes;
 - vii. Managing development and fundraising activities, in coordination with the Associate Chair and the Department's Foundation Director of Development; overseeing the Department's Board of Visitors and organizing their twice-yearly meetings;
 - viii. Planning, in close consultation with the faculty, for the Department's future.
 - b. The Department considers the position of the chair to warrant a reduced teaching load.
2. Associate Chair
- a. The Associate Chair serves at the pleasure of the Department Chair, who shall make the appointment in consultation with the Faculty Council.
 - b. The Associate Chair's duties include:
 - i. Coordination of the Department's development and fundraising activities;
 - ii. Annual performance evaluations of the Department's academic staff;
 - iii. Writing department sponsor letters for lectures requested by student groups, colleagues, and outside units;
 - iv. Chairing the Harassment and Discrimination Committee; and
 - v. Other responsibilities deemed appropriate as assigned by the Chair in consultation with Faculty Council.
 - c. The Department considers the position of the Associate Chair to warrant a reduced teaching load.

3. Director of Graduate Studies

- a.* The Director of Graduate Studies serves at the pleasure of the Department Chair, who shall make the appointment in consultation with the Faculty Council.
- b.* The Director of Graduate Studies oversees the administration of the graduate program and chairs the Graduate Council.
- c.* Specific duties shall include:
 - i.* Membership on the Harassment and Discrimination Committee,
 - ii.* Membership on the Curricular Committee,
 - iii.* Chairing the Fellowships and Scholarships Committee,
 - iv.* Appointing a Graduate Council member to chair the Joint Committee on Teaching Assistants,
 - v.* Supervision of graduate student elections,
 - vi.* Teaching History 701 in the Fall semester,
 - vii.* Other duties as mentioned in this legislation,
 - viii.* And any additional duties that may be assigned by the Department Chair.
- d.* The Department considers the position of Director of Graduate Studies to warrant a reduced teaching load.

4. Director of Undergraduate Studies

- a.* The Director of Undergraduate Studies serves at the pleasure of the Department Chair, who shall make the appointment in consultation with the Faculty Council.
- b.* The Director of Undergraduate Studies oversees the administration of the undergraduate program and chairs the Undergraduate Council.
- c.* Specific duties shall include:
 - i.* Membership on the Harassment and Discrimination Committee,
 - ii.* Chairing the Curriculum Committee,
 - iii.* Appointing an Undergraduate Council member to serve on the Joint Committee of Teaching Assistants,
 - iv.* Other duties as mentioned in this legislation, and
 - v.* Any additional duties that may be assigned by the Department Chair.
- d.* The Department considers the position of the Director of Undergraduate Studies to warrant a reduced teaching load.

K. ELECTIONS

1. Timing of Elections

- a. Elections shall be held in the following order:
 - i. Department Chair – ordinarily in the Spring semester but, with the Faculty Council’s approval, in Fall semester
 - ii. Faculty Council – in Spring semester
 - iii. Budget Committee – in Spring semester
 - iv. Faculty Senate – in Spring semester
2. Election of the Department Chair
 - a. The Faculty Council oversees the online election process. This oversight entails serving as an adjudicator of all the ballots cast, whether in the nominations stage or in the final (balloting) stage.
 - b. The online nominations and elections process takes place over five weeks, divided into three periods: Nominations, Concurrence, and Balloting.
 - i. Nominations. During the first two weeks, all department faculty members may indicate the name of a member whom they would like to see as Department Chair.
 - ii. Concurrence. At the end of the first two weeks, the results of the nominations process are made public in this manner: the names of the four faculty who have received the most nominations are announced along with the number of nominations received by each. The names of all others who received nominations are also 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 Chair, shall 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 any colleagues whose names are on that list but who have not withdrawn, wish their names 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, shall be welcome to express that intention. At the end of the week, the Department shall be informed of the names of the candidates who wish to run. At the end of two weeks, an online ballot shall be issued.
 - iii. Online Balloting. During the last week of the five-week period, department members 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 shall be held.
3. Election to the Faculty Council
 - a. Election to the Faculty Council is for a two-year term, which begins on the first day of the faculty contract year.
 - b. Council members shall be elected by the Department at large. Election to the Faculty Council requires a majority of the votes cast, with run-off elections to be held when necessary.

- c. 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, shall not appear on the ballot. The Chair and Department Administrator shall 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.
- 4. Election to the Budget Committee
 - a. Election to the Budget Committee is for a two-year term, which begins on the first day of the faculty contract year.
 - b. Committee members shall be elected by 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.
- 5. Leaves and replacements on Elected Committees and Councils
 - a. One semester: 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, shall appoint a replacement for that semester. The elected member shall return to the Council or Committee at the end of the leave, except when the leave takes place in the final semester of the two-year term. Appointment as a one-semester replacement to the Faculty Council or to the Budget Committee shall not count against eligibility for election to either body under the rule prohibiting service for more than two years in every three.
 - b. Academic year: 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.
 - c. Calendar year: 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.
 - d. A member who takes leave for an academic or a calendar year will become eligible in the semester of their return for re-election or appointment to the body on which they were previously serving.
- 6. Elections to the Faculty Senate
 - a. The ballot for Faculty Senate elections shall indicate if any Department member volunteers to serve as Senator in the next term. Any current Senator who does not wish to serve a second consecutive term shall be excused.

7. Faculty Run-off Elections

- a.* 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 so placed shall be twice the number of vacancies being contested, plus ties.
- b.* To win a run-off election for Department Chair, a candidate must receive a majority of votes cast.
- c.* 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.

8. Graduate Student Committee Elections

- a.* The election process shall be supervised by the Director of Graduate Studies and administered by the Graduate Program Coordinator.
- b.* All interested registered graduate students may be elected to one or more of the following committees:
 - i.* Graduate Council: four members to be chosen, optimally for two-year terms.
 - ii.* Joint Committee on Teaching Assistants: three members to be chosen, optimally for two-year terms.
 - iii.* Graduate Student-Faculty Liaison Committee: 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 are not at least four names on the original ballot.
 - iv.* Undergraduate Council: one member, who must have served as a teaching assistant for at least two semesters. Where feasible, this member shall serve a two-year term.
- c.* In early August, the Graduate Program Coordinator shall email a call for nominations (including self-nominations) to all registered graduate students.
- d.* The Graduate Program Coordinator shall distribute the names of nominees via email to all currently-enrolled graduate students no later than the third week of August. The elections are to be completed by the first day of fall semester classes.
- e.* The Director of Graduate Studies and the Graduate Program Coordinator shall count the votes, and the results shall be announced by email. Those with the most votes win. Ties shall be decided by runoff ballot; should two or more students still remain tied, the winner shall be decided by lot.
- f.* The chairs of the relevant committees shall inform all elected student representatives of their responsibilities.

L. APPOINTMENTS AND GOVERNANCE RIGHTS

1. Definitions

- a. Faculty positions are defined along four overlapping categories : rank (probationary or tenured), tenure home, budget, and teaching obligations.
 - b. Departmental governance rights give voting membership in the department but not in the executive committee. Executive governance rights give voting membership in the department and its Executive Committee; they may be granted only to tenured faculty.
2. Governance Rights of Tenure Appointments
- a. Faculty who have any portion of their probationary or tenure appointment in the History Department shall have the right to vote and otherwise participate in the governance of the department, i.e., have departmental governance rights.
 - b. 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. At its discretion and following the procedures below, the Executive Committee may grant executive governance rights to tenured faculty who have less than fifty percent of their tenure appointment in the Department.
 - c. Continuing instructors have departmental voting rights in meetings of the Departmental Committee.
3. Joint Governance (Budgetary-Only) Appointments
- a. Criteria
 - i. Faculty 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 their rank (departmental, if probationary; executive, if tenured).
 - ii. Faculty 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/CTO faculty) shall have joint departmental governance rights.
 - iii. At its discretion, the Executive Committee may grant to tenured LTFP/CTO 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.
 - b. Procedures
 - i. Joint *departmental* appointments of LTFP/CT faculty are for a term of three years and may be renewed indefinitely by the Department Chair.
 - ii. 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 their 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.

- iii. 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.
- iv. Joint *executive* appointments shall be made by a two-thirds vote of the members of the Executive Committee present and voting, assuming a quorum.

4. Affiliation Appointments

a. Criteria

- i. In the interests of enhancing its teaching program, the Department may on occasion make affiliation appointments of faculty in other departments. The courses of such faculty, who do not have a budgeted position or a contractual teaching obligation in the Department, shall be cross-listed with the Department.
- ii. Individuals who hold affiliation appointments may identify themselves as "Professor of History" (with the appropriate modifier indicating rank) and may serve as advisors of graduate students in the Department of History, but they do not have governance rights in or service obligations to the Department.

b. Procedures

- i. 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.
- ii. 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.
- iii. Appointments of affiliation faculty shall be for a period of three years and may be renewed indefinitely.
- iv. In the third year of each affiliation appointment, the Department Chair shall review the faculty member's record of teaching, ask if the member 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.

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

5. Honorary Fellows

a. Criteria

- i. As a courtesy to visiting scholars, the Department may on occasion make appointments of Honorary Fellows without salary, office support, governance rights, or teaching obligations.
- ii. An appointment as Honorary Fellow gives an individual official University status and access to libraries and other University facilities.
- iii. 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.

b. Procedures

- i. Nominations for appointment as an Honorary Fellow shall be brought to the Department Chair. The nomination should include:
 - a) A detailed statement from the candidate about their current research
 - b) The candidate's up-to-date c.v.
 - c) The dates of the candidate's stay
 - d) 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.
- ii. 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.

6. Faculty Realignment

- a. In cases when a professor seeks an increased share of appointment in the History Department, the Department shall adopt the following procedures:
 - i. Before appointing a realignment evaluation committee, the Department Chair shall 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.
 - ii. If the faculty member 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. If the faculty member is already a member of the Executive Committee, the evaluation committee shall have three members.

- iii. 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.
 - iv. The Faculty Council shall endorse, reject, or decline to act upon the committee's report before forwarding it to the Executive Committee for final review and action.
 - v. The Executive Committee shall 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.* In cases when a professor seeks a decreased share of appointment in the History Department, the Department shall adopt the following procedures:
- i. 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.
 - ii. The Faculty Council shall 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.

7. Joining HSMT Program Faculty

- a.* Faculty who wish to join the HSMT program should submit a CV and a letter expressing interest in being involved in the HSMT program, e.g., coming to HSMT program faculty meetings and events, participation in discussions of HSMT graduate curriculum, reading MA papers, attending HSMT financial support meetings, and interest in contributing to the curriculum, by developing HSMT content in History undergraduate and/or graduate courses or stand-alone HSMT courses.
- b.* Upon receipt of letter of interest and CV, HSMT program faculty will vote on affiliation status and upon approval, the name will be forwarded to the Chair of the History Department and the Graduate School.

M. SPECIAL PROJECTS

1. Harvey Goldberg Center

- a.* The primary aim of the Center is 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.”
- b.* The Center shall be directed by a four-member faculty committee appointed by the Department Chair for three-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.

2. Curti Lectures

- a. The Curti Lectures are to be offered annually by one or two outstanding historians in any field of history. The lectures should be designed to interest undergraduates as well as graduate students and faculty. When two historians speak in a given year, the honorarium is to be divided evenly between them.

CHAPTER 3: PERSONNEL

N. THE EXECUTIVE COMMITTEE AND PERSONNEL DECISIONS

1. The Executive Committee consists of all associate and full professors of the Department.
2. All final personnel decisions rest with the Executive Committee. For purposes of the History Department, personnel decisions include the following four actions:
 - a. Appointments to tenure and tenure-track positions (i.e., membership in the Department). This category includes negative recommendations by a tenure committee.
 - b. Promotions to associate professor (i.e., to tenure) and to full professor. Only full professors may recommend promotions to full professor.
 - c. Renewals and non-renewals for probationary faculty. In these sections, "reappointment" is synonymous with "renewal." A review conducted in the second year of a three-year contract of a probationary faculty member is not considered a personnel action under these rules, because the individual is not up for renewal. Accepting the report of the review requires only a majority vote without paper ballot.
 - d. Joint governance appointments, affiliation appointments, honorary fellows, and faculty realignments. Renewals of joint governance, affiliation, and honorary fellow appointments shall not be considered personnel decisions under this legislation and may be handled as automatic consent business. Should they be taken to a vote of the Executive Committee, a simple majority of unsigned ballots suffices.
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 personnel decisions require a two-thirds majority of eligible members of the Executive Committee present and voting. Individual review committees reporting recommendations regarding personnel decisions 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 decisions shall be by signed ballot. On all such votes on any personnel items, members must sign their names to paper ballots; failure to do so invalidates the ballot.

O. PROMOTION, TENURE AND PERFORMANCE EVALUATION

1. Tenure Policies and Procedures

a. Policies

- i. 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.
- ii. Departmental criteria for the recommendation for tenure are consistent with the general criteria outlined in Faculty Policies and Procedures. 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; and (3) service to the University, to the History profession, and to the public.
- iii. A document outlining our criteria and processes involving tenure shall be furnished to each probationary faculty member and his or her mentor, 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."

b. Procedures: The Probationary Period

- i. The Department 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). Each individual assistant professor's annual review committee shall have a chair, whose job it is to collate, edit, and submit the review on time. The individual committee chairs shall be established in consultation with the Department Chair at the beginning of the year. 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.
- ii. Probationary faculty in the History Department shall be evaluated annually. This review is to be conducted by the Assistant Professor Review Committee. This Committee shall first ensure that each probationary faculty member's file contains all relevant material for the evaluation and then evaluate the individual's scholarly progress, teaching record, professional service, and any community engaged scholarship. The Committee shall 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.
- iii. The Executive Committee, acting on the recommendation of the Assistant Professor Review Committee, shall vote on non-renewal or renewal. Barring exceptional

circumstances, early consideration for tenure is generally discouraged. A final decision concerning tenure must be made before the end of the penultimate probationary year, as defined by the tenure clock set in the hiring letter and adjusted for any extensions or temporal exclusions (as specified in FP&P 7.04 and 7.05.D). The voting rules governing tenure decisions 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.

- iv. 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.
 - v. Early consideration for promotion of a probationary faculty member is discouraged. A clear case must have been established across the assistant professor reviews and will be made only with the concurrence of the candidate.
- c. Procedures: Mentoring
- i. The Department Chair shall, in consultation with both the Faculty Council and the pertinent faculty group, appoint a tenured faculty member to serve as a mentor for each probationary faculty member. The mentor shall 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 probationary faculty member will meet to discuss the Department's expectations and the member's progress toward tenure.
 - ii. The mentors shall be invited to participate in the annual reviews by the Assistant Professor Review Committee, but the formal, written evaluations are to reflect the judgment and conclusions of the committee as a whole.
 - iii. Tenure review committees shall invite the comments of the mentor(s), but mentors will not necessarily serve on the tenure-review committees of persons they have mentored.
- d. Procedures: The Tenure Review Process
- i. 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 shall invite the faculty member to submit materials or documentation relevant to the tenure decision. A calendar will be specified, including due dates for materials and all meeting dates, such that there is ample time to accommodate all parts of the process in coordination with the Divisional Committee's meeting calendar.
 - ii. At the beginning of each 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 three members. The members of this committee shall be chosen from the Executive Committee.

- iii. This committee shall conduct an intensive review of the faculty member's record, focusing on teaching, publications, work in progress and future scholarly plans, University service, and broader professional activities. This review process shall involve classroom visitation, analysis of syllabi and assignments, 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, community-engaged scholarship and service, as well as any other matters that members of the review Committee believe to be relevant. The Department Chair, in consultation with the Committee, shall also solicit letters from at least five scholars in the faculty member's field who are outside the university.
- e. Procedures: The Tenure Decision Process
- i. On the basis of this evaluation, the Tenure Review Committee shall make a recommendation to the Executive Committee.
 - ii. 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.
 - iii. 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 accessible but secure location.
 - iv. 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.
 - v. Members of the Executive Committee who are on leave but present may vote in any matter involving renewal or tenure.
 - vi. After a full discussion based on all available evidence, the Executive Committee shall 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.
 - vii. The Department Chair shall 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.

- viii. 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 the member may request a reconsideration of the decision.
 - ix. Procedures for reconsideration and appeal shall be those set forth in Faculty Policies and Procedures. University of Wisconsin-Madison, 7.07 and 7.08.
2. Committee to Review Associate Professors
 - a. Each year, the Faculty Council shall conduct a review of all associate professors in their fifth year or beyond and determine which of them should be formally reviewed for promotion to full professor.
 3. Promotion from Associate to Full Professor in the UW-Madison History Department
 - a. As permanent members of the History Department, tenured professors represent the long-term future of the department. They are expected to contribute to the work of the department in all three areas of its mission: scholarship, teaching, and service. We recognize that different colleagues will choose different ways of engaging these three broad domains of activity, and also that this balance will likely shift depending on stage of career and stage of life. But there must be no doubt that all colleagues should contribute substantially in all three areas.
 - b. Scholarship is essential because the department's standing and reputation for excellence depends on it more than anything else. An ongoing research program drives creative teaching, and regular publication is essential for knowing how to mentor graduate students to become productive scholars. Teaching is essential because it is a core expression of our institutional commitment to the students, parents, and taxpayers of Wisconsin who fund our work. The questions of students and society ultimately drive our research, and we are fundamentally educators. Service is essential because shared governance depends on it and the department simply cannot function if colleagues shirk their responsibilities in this often under-appreciated and under-rewarded area.
 - c. For all these reasons, we expect all tenured members of the department to maintain active programs of research and publication; to strive for excellence in teaching and mentoring; and to contribute generously as departmental and university citizens.
 - d. The rank of Associate Professor is an honor that reflects the department's commitment to extend permanent tenure and its expectation that the colleague will succeed in all three arenas of expertise.
 - e. Full professor is a further honor bestowed for exhibiting true excellence in meeting the responsibilities expected of all faculty. Associate professors will be promoted when they demonstrate excellence worthy of a higher rank. Such excellence can be shown either by extraordinary service and sustained distinction in teaching that is informed by a creative intellectual agenda, or by a second monograph (or its equivalent), generous service, and quality teaching. After an associate professor has been in rank for five years, they will be

annually reviewed for promotion, but if evidence of excellence is present before that time the faculty member may request an early review.

- f.* Because associate professors are already permanent tenured members of the department, we expect them to differ little from full professors in the ways they meet their responsibilities for research, teaching, and service. We therefore expect that associate professors who meet the above criteria will typically be promoted to full professor sometime between their fifth and tenth years after being awarded tenure.

4. Post-Tenure Review

- a.* The Department shall keep an up to date list of the five year post-tenure schedule and conduct a post-tenure review of every tenured member of the Department every five years.
- b.* The Budget Committee is in charge of post-tenure reviews. Early each September, the Budget Committee will meet to select two of its elected members to review each faculty member, including the Chair of the Department or a faculty member with an administrative appointment, who is scheduled for review that year. In the case of faculty with joint appointments, the Department Chair shall agree in writing with the Chair's counterpart on a procedure to conduct the review. Typically, the review committee of a faculty member with a joint appointment includes one member from each executive committee.
- c.* In the early Fall, the Chair shall inform faculty under review of their proposed Review Committee. Faculty members have one week to object formally to any proposed reviewer in writing to the Department Chair. If there is an objection, it shall be kept confidential, and the Chair shall identify another appropriate reviewer. In certain cases (significant life events, promotion, extended leave) the review may be deferred. A request for deferral may be made by the faculty member or by the Chair, and must be approved by the Budget Committee. The Chair will then consult with the Dean before requesting the approval of the Provost.
- d.* The post tenure review committee shall consider qualitative and quantitative evidence of the faculty member's performance over the previous five-year period. That evidence must include a current curriculum vitae, annual activity reports, syllabi and summaries of student evaluations from all courses taught since the last tenure review, copies of all scholarship published since the last post-tenure review, along with any other materials providing evidence of the faculty member's accomplishments and contributions that the Department or the faculty member think are relevant to the review. The faculty member shall provide the reviewers with a brief summary of career plans for the future. The Review Committee shall meet in person with the faculty member to discuss the supportive evidence if either the reviewers or the faculty member so desire.
- e.* The basic standard for review shall be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with the faculty member's position. The review committee will examine the faculty member's research, teaching, and service. Faculty shall be rated according to the

following scale:

- a) Exceeds expectations: “Exceptionally good” performance
 - b) Meets expectations: “Discharging conscientiously and with professional competence the duties appropriately assigned with the faculty member’s position”
 - c) Does not meet expectations: “Substantial deficiencies” in performance.
- f. The review committee prepares a draft of the review report (generally 5 pages in length) and submits a copy to the Executive Committee for discussion. The Executive Committee meets to discuss and vote on acceptance of the draft review report for each faculty member. Any voted changes are incorporated in the final copy of the review report. Within 10 days, the Chair shall transmit the final review report to the faculty member who shall have the right to prepare a written response to the report within 30 days after receipt. The Chair submits the final review report and response (if any) to the Dean no later than March 1. A copy of the report and the response shall be placed in the personnel file of the faculty member.

P. SEARCHES AND HIRING

1. Policy on Searches and Ranking

- a. 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.
- b. There shall be no search in a scholarly field not consistent with the Executive Committee’s previous ranking of Department needs unless the Executive Committee explicitly gives approval to this search.

2. Search Committee Procedures

- a. All new positions opened in the Department are to be listed in the AHA job registry and other appropriate venues.
- b. Search and Screen Committees shall consider all applications and nominations for the position, arrange any preliminary interviews with the most promising candidates, and submit their findings (including a ranked list of candidates) to the Executive Committee.

3. Graduate Student Participation in Searches

- a. 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 or the formal constitution of the search committee, whichever comes later, the faculty liaison shall contact the Graduate Student-Faculty Liaison Committee.
- b. 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 shall be asked, in the event of multiple searches, which search

they wish to serve on, and for their areas of expertise. At the end of this period, the Graduate Student-Faculty-Liaison Committee will choose, according to the methods given in subsections (i) and ii) infra, four students and two alternatives to make up the advisory committee. A Liaison Committee representative shall 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.

- i. Procedures and Criteria for Selecting Graduate Students to Serve on Advisory Committees. Graduate student advisory committees shall 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 is to be counted) shall 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 shall 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 shall keep a record of the names of unselected petitioners, should the need arise to request their services.
 - ii. Clarification of the Role of Alternates. One alternate shall be chosen from the pool of petitioners with expertise, and one from the pool of alternates without expertise; they shall 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.
- c. The advisory committee shall 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 shall call an open meeting of graduate students to hear comments on the candidates.
 - d. The graduate student committee shall then prepare a group report on each candidate, based on the formal and informal presentations and an assessment of all written materials. The summary shall 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.

- e.* The conclusions of the ad hoc graduate student committee shall be communicated by the faculty liaison to the search committee and to subsequent departmental meetings for full discussion and evaluation.
- f.* The Search Committee shall take all written student comments into consideration [i.e. not just those presented by the formal student committee.]

Q. INSTRUCTIONAL WORKLOAD POLICY

1. Course Scheduling

- a.* To assure attendance at Department and Council meetings, faculty shall not offer courses that meet on Mondays, 11:50 a.m. -1:20 p.m.

2. Normal Instructional Workload

- a.* Colleagues whose appointments are 100% in History and who do not have an approved course leave are expected to teach two courses per semester for a total of at least five faculty contact hours: one lecture course with an enrollment of 25 or more, and one seminar.
- b.* Lecture courses taught without teaching assistants are offered for three credits, i.e., three contact hours per week (three 50-minute lectures or two 75-minute lectures).
- c.* Lecture courses taught with teaching assistants:
 - i.* Are normally offered for four credits, i.e., four contact hours per week (three 50-minute lectures or two 75-minute lectures, plus one 50-minute TA-led discussion section); and
 - ii.* May be offered for three credits, i.e., three contact hours per week (two 50-minute lectures plus 50-minute TA-led discussion sections), if the instructor also teaches an additional contact hour in the form of a FIG, an honors, or an honors/graduate section (not a graduate-only section) in the same academic year. This option must be approved in advance by the Curriculum Committee.
 - iii.* Because of the additional work involved in supervising large-enrollment courses and to encourage faculty to develop such courses,
 - a)* Instructors who teach three-credit lecture courses with three or more TAs are not required to teach an additional contact hour.
 - b)* Instructors who teach four-credit lecture courses with three or more TAs may teach a section in that course as their second course.
- d.* Seminars are offered for at least two contact hours (100 minutes).

3. Limits on Two-day Schedules

- a.* 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.
- b.* 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:
- They can teach MWF during any 50-minute time slot they prefer; OR
 - They can teach MW, WF, or TR at 8:00-9:45 A.M., or anytime after 4:00 P.M.
- c.* 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.
- d.* To enforce this rule, colleagues shall receive a special scheduling form after two semesters of teaching in high-demand mid-day power-lecture slots which omits these slots from the available choices for their next semester of teaching. The Director of Undergraduate Studies shall circulate to colleagues an explanation of the reasons for this special scheduling form every time it is sent out.
- e.* In order to encourage faculty to continue teaching on a MWF schedule, so that the Department avoids the concentration of class hours prohibited by University policy, the Curriculum Committee shall provide the following incentives for instructors choosing to teach a MWF schedule:
- i.* Full freedom of choice over time of day that classes are scheduled, excluding departmental meeting times;
 - ii.* Priority in room selection, if desired, that classes will be held in the Humanities Building
 - iii.* Priority in time and room choice for the second class that they are teaching during any semester when their lecture course occurs on MWF.
4. Limit on Number of Senior Thesis Advisees
- a.* It is the Department's normal expectation that faculty take on no more than four Senior Thesis students per year.
5. Limit on Enrollment in Undergraduate Seminars
- a.* No undergraduate seminar should have more than fifteen (15) students registered for credit.
6. Web Courses
- a.* 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.
- b.* 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.

- c. 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.
- d. The Department shall strongly support efforts to secure outside funding for the development and teaching of web courses. Web courses will not, however, receive special departmental consideration for funding.
- e. Web courses are awarded Teaching Assistants on the same basis as any other class.
- f. The Undergraduate Council and the Curriculum Committee shall 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.
- g. The Joint Committee on Teaching Assistants shall assess the work of Teaching Assistants in web courses.

R. GRIEVANCE PROCEDURES

1. Graduate and Undergraduate Grievances against Faculty

- a. A student who believes that they have been the victim of behavior that may fall under the categories of harassment or discrimination should consider, if the incident is only mildly discomfoting, 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.
- b. When a student encounters what seems to constitute harassment or discrimination, they 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.
- c. 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.

- d.* 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 their 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.
- e.* 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 their 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, they will inform the student, directly or through the intermediary, of that judgment.
- f.* The Department Chair will do their 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 they may be able to convince the professor to refrain from using that language or taking those actions in the future.
- g.* 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 them, 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 they 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.

- h.* If the Department Chair can resolve the problem through mediation between the parties, they 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 them. 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.
- i.* Should the Faculty Council direct the Department Chair not to set the information gathering process in motion, they 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, they 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.
- j.* 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.
- k.* 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 they may take the complaint, and will advise the

faculty member of possible options for seeking assistance and counsel.

2. Grievances against Teaching Assistants

- a.* 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 the student 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.
- b.* 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. 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.

3. Grievances in Other Cases

- a.* 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.

CHAPTER 4: THE GRADUATE PROGRAM

S. GENERAL PROVISIONS

1. Admission to the Graduate Program

- a.* The Department requires Graduate Record Examination (GRE) scores for admission. The test must be taken within the last five years. Where the circumstances warrant (e.g., for international applicants), the Director of Graduate Studies may waive the requirement.

2. Registration

- a. 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 that student notification that the Department assumes that they have withdrawn from the Graduate Program. To return to graduate status in the Department, each such student will be required to reapply for admission.
- b. Graduate students may apply to the Graduate Council Executive Committee for a leave of absence. Students who are not registered and have not been granted a leave of absence will be dropped from the program.

3. Satisfactory Progress

- a. Minimum Credits – 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 the residency requirements of the Graduate School. TAs and PAs who do not yet have dissertator status may, however, enroll for 6 credits.
- b. Grades - Students must have and maintain a cumulative grade point average of 3.25 from the end of their second year of residence.
- c. Incompletes – Students may carry no more than 6 credits of Incomplete at any time.
- d. Completion of the M.A. - Students should complete the M.A. by the fourth semester of residence.
- e. The Preliminary Examination - See the deadlines for the History degree program in section T, and for the History of Science, Medicine, and Technology degree program in section U.

4. Language Requirements

a. General Provisions

- i. Because knowledge of a foreign language is a valued skill and enhances cultural understanding, the History Department requires all students to demonstrate, at a minimum, reading knowledge of at least one language other than English.
- ii. Subject to the approval of the Graduate Council and the Department, each primary field of study or thematic concentration may set additional language requirements (see III.3.3.).

b. Competence Levels and Methods of Satisfying Language Requirements

- i. *Reading knowledge* is defined as equivalent to:
 - a) Achievement of “adequate (use of language as a research tool)” on a reading knowledge exam or its equivalent; or
 - b) Two years of college-level language courses in which the student received “Bs” or better throughout the second year and of which the last semester of study was completed within five years of admission to the graduate program.

- ii. *Proficiency* is defined as achievement of “advanced (mastery of tense, idiom, vocabulary)” on a reading knowledge exam or its equivalent.
- iii. Students may fulfill a language requirement by course achievement; by passing at the required level of competence the examinations offered by the relevant language departments of the University or administered by the UW-Extension; or by other arrangements approved by their advisors and the Graduate Council.

T. HISTORY DEGREE PROGRAM

1. Admission to the History Degree Program

- a. Students are usually admitted to a primary (geographical) field of study and may also apply to concentrate their studies in one of the thematic programs: the Program in Gender and Women’s History, the Program in Jewish History, or the War in Society and Culture Program.
- b. Students in European medieval history are expected to have reading knowledge of at least one medieval and one modern foreign language at the time they enter.

2. M.A. Program

a. The Research Requirement

- i. 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.
- ii. Research papers should be 9,000 to 10,000 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.
- iii. 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.
- iv. Students may complete the research requirement by either:
 - a) Completing the full 9,000 to 10,000-word paper during the research seminar, in which case they will satisfy the research requirement without undertaking further work; or
 - b) Completing a two-semester sequence that consists of:
 - i) 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.

ii) One to three credits of History 990 with the approval of their advisor.

v. Research seminars will be graded on an A-F scale. The grade will be determined as follows:

a) If the student takes a research seminar and completes his/her/their research project in this seminar, the grade is determined by the seminar instructor.

b) If the student takes a research seminar, takes the optional fourth credit, and completes his/her/their research project within the semester, then the grade is determined jointly by the 990 instructor and the seminar instructor.

c) 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.

vi. 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/their individual research agenda.

b. M.A. Course Requirements

i. Course Requirements in Primary Fields of Study

a) African History – All students 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.

b) East Asian History

i) 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.

ii) 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).

c) Latin American History – 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.

- d) South Asian History – All students 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.
- e) Southeast Asian History – MA students shall take six credits of graduate seminars in Southeast Asian history each academic year or, if not available, substitute credits of independent study with a faculty specialist in Southeast Asian history.
- f) U.S./North American History
 - i) The M.A. degree in U.S./North American History must include:
 - (a) History 900 (3 cr.), which is to be taken in the fall semester of the first year.
 - (b) 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 seminar falls. If a seminar falls into more than one category, students may choose the (single) category for which they will receive credit.
 - (c) 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.
 - ii. Course Requirements in Thematic Programs
 - a) Gender and Women’s History, Program in – Students must meet the requirements of their primary field of study program; take the transnational seminar in Gender and Women’s History (History 752); and take at least two additional History graduate seminars that are gender-specific, i.e., that have at least a 50% focus on issues and analyses of gender, women, or sexuality.
 - b) Jewish History, Program in – Students must meet the requirements of their primary field of study; take the core seminar in Jewish History; and take a topics seminar in Jewish History.
 - c) War in Society and Culture Program – Students must meet the requirements of their primary field of study; take the core War in Society and Culture Seminar; and take at least two additional History graduate seminars that focus on war, society, and culture.

- a. M.A. Language Requirements in Primary Fields of Study
 - i. African History - Students must fulfill the Second-Year Review language requirement with an African language.
 - ii. East Asian History – 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.
 - iii. European Medieval History – Students must demonstrate proficiency in two foreign languages, usually one medieval and one modern.
 - iv. South Asian History – Students must complete two years of study in one South Asian language (or demonstrate equivalent proficiency by examination).
 - v. Southeast Asian History – Students must complete two years of study (or demonstrate equivalent proficiency by examination) in a Southeast Asian language or, with the approval of the Southeast Asian program faculty, in a relevant colonial/imperial language.
- b. Students Entering with an M.A. from another Institution
 - i. 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.
 - ii. Students who do not meet the research paper requirement or who have not written a longer research paper are required to write an 9,000 to 10,000-word research paper in the History Department by enrolling in either a research seminar or History 990.
 - iii. In the third semester in residence, students will identify a Second-Year Review committee composed of their advisor, two faculty members chosen in consultation with the advisor, one of whom must have supervised the student in a class or independent study, and the Graduate Program Coordinator (ex officio).
 - iv. 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.
- c. Second-Year Review
 - i. Students are evaluated for the M.A. degree and for continuation in the program at the end of their fourth semester (or earlier if they choose) by a Review Committee. This Committee is composed of the student's advisor, two faculty members chosen in consultation with the advisor, one of whom must have supervised the student in a class or independent study, and the Graduate Program 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.

- ii. Students should submit a copy of their research paper to the Review Committee.
- iii. The review should include a substantive conversation about the student's performance, progress in the program, and future plans.
- iv. To pass the Second-Year Review, every student must:
 - a) Complete one 9,000 to 10,000-word (excluding notes) research paper in the Department of History;
 - b) Fulfill one language requirement;
 - c) Complete a minimum of 30 graduate credits, including History 701 ("History in Global Perspective"), of which at least 24 must be earned in residence as a graduate student at UW-Madison;
 - i) 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 the student's main field of study;
 - f) Submit a list of provisional prelim fields and potential examiners along with a timeline for completing prelims; and
 - g) Receive a positive endorsement from the three faculty members on the review committee.
- v. 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;
 - b) Approve a terminal M.A.;
 - c) Recommend that the student not pass the Second-Year review and be dropped from the program; or
 - d) Postpone a Second-Year Review decision until a later date. In this case, the Review Committee should compose a brief statement outlining what is expected of the student and within what time frame.
- vi. Following the Review Committee meeting, the student's faculty advisor will meet with the student to convey the Committee's main conclusions and suggestions.
- vii. Students may appeal the Committee's negative 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.
- viii. Under exceptional circumstances, the Director of Graduate Studies, in consultation with the Graduate Council, may postpone the Second-Year review for one semester.

- ix. Students who do not pass the Second-Year Review within the specified time and without a Graduate Council-approved extension will lose their eligibility for Department support. This eligibility will be restored once they pass the Second-Year Review.

3. Ph.D. Language Requirements

a. Requirements in Primary Fields of Study

i. African History

- a) Students are expected to demonstrate proficiency in one African language and reading knowledge of another language relevant to research.
- b) Given the prominence of French in the historiography of Africa, students are encouraged to acquire reading knowledge of French, in addition to any other European languages relevant to their research interest.

ii. East Asian History

- a) In general, students must have met the M.A. language requirements and completed two years of a second East Asian language or achieved reading knowledge of another language relevant to their research interest.
- b) In addition, students in Chinese history must have a minimum of one year of classical Chinese language study (or its equivalent).
- c) Additional language training may be required for research in the student's chosen sub-field.

iii. European History

- a) Ancient History – Students must demonstrate proficiency in French and German either by course achievement or by examination and must demonstrate proficiency in Greek and Latin by an examination administered through the Department of Classical and Ancient Near Eastern Studies.
- b) Medieval History – Students must demonstrate proficiency in either Latin or Greek and in two modern European languages, one of which must be French or German.
- c) Early modern and modern European History
 - i) Students in fields of European history other than British must demonstrate proficiency in a continental European language and reading knowledge of a second language other than English.
 - ii) Students in British history must demonstrate either proficiency in one language other than English or reading knowledge of two such languages.

- iv. Latin American History – Students must demonstrate proficiency in Spanish and reading knowledge of Portuguese, or proficiency in Portuguese and reading knowledge of Spanish, depending on the student's research interests. With the consent of the student's advisors, other languages may be substituted.

- v. Middle Eastern History – Students must demonstrate proficiency in one European language and in Arabic, Turkish, Hebrew, or Persian. With the advisor's approval,

another non-European language may be substituted.

- vi. South Asian History – Students must demonstrate proficiency in at least two languages, one of which must be an Indian language. Language options will vary according to the student’s research interest.
- vii. Southeast Asian History – Students must demonstrate proficiency in at least one modern Southeast Asian language and reading knowledge of an additional language other than English that is relevant to the student’s research interest.

b. Requirements in Thematic Concentrations

- i. Gender and Women’s History, Program in – Students shall follow the language requirements of their primary field of study.
- ii. Jewish History, Program in – In satisfying the language requirements of their primary field, students must demonstrate proficiency in Hebrew or Yiddish, preferably both.
- iii. War in Society and Culture Program – Students shall follow the language requirements of their primary field of study.

4. Ph.D. Prelims and Course Work

a. Purpose and Components

- i. The preliminary examination assesses students’ mastery of their chosen areas of specialization. The student’s goal in the exams should be to demonstrate breadth of historical knowledge, to show mastery of the relevant literatures, and to display the mind of an historian at work, able to frame questions and to use evidence in a fruitful, original way.
- ii. The examining committee will be composed of the student’s lead advisor, who chairs the committee, and the faculty who have supervised preparation of the other fields.
- iii. In general, and subject to special requirements set by the student’s primary field of study, the preliminary examination consists of four parts:
 - a) Written, take-home examination
 - i)* Number of fields
 - (a) The written exams are taken in three prelim fields, except in those fields of study that set different requirements.
 - (b) The number of required prelim fields must be the same for all students in a given field of study.
 - ii)* Students shall choose the fields for their written exams in close consultation with their advisors. It is the responsibility of the major advisor(s) to ensure that the choice of fields encourages breadth of historical knowledge.
 - iii)* The questions will be distributed fourteen days before the deadline for submission of the written exams (or twenty-one days, if four fields).
 - iv)* The committee members will determine how many essay questions will be posed in each field and whether the student will have a choice of questions in each field or must respond to all questions. They must communicate this

information to the student well in advance of the written exams.

- v) The written responses in each field should be 1,800-2,500 words [i.e., 7-10 pp.], excluding notes. If students are required to respond to more than one question per field, the expected length of the responses should be made clear to the student and, combined, should not exceed 2,500 words per exam field.
 - vi) Before the written exam period begins, the advisor(s) and advisee should arrive at a mutual understanding of permissible activity during the exam period.
- b) Syllabus
- i) The syllabus should be appropriate for a one-semester undergraduate lecture course in the country or region in which the student intends to teach. Students shall chose the topic in close consultation with their advisor(s).
 - ii) It may draw on one or more of the student's prelim fields for the written exams.
 - iii) The syllabus is to be accompanied by an explanation of the historiographic and pedagogical decisions informing the syllabus, which may include a statement of teaching philosophy, and a bibliography of the scholarship that informed preparation of the syllabus. The accompanying document should be 1,250-2,500 words in length [i.e., 5-10 pp.].
 - iv) The syllabus and accompanying document must be submitted no later than the written exams and may be submitted earlier.
 - v) Students who have previously taught at the university level may submit a syllabus drawn from that experience. With advisor approval, students may also petition the Graduate Council for an alternative means of demonstrating prelims-level competence in teaching.
- c) Dissertation proposal
- i) In language accessible to historians in other fields, the proposal should explain the chosen research problem, the anticipated methods and sources, a preliminary research plan, and the key historical and historiographic contributions that the research is expected to make.
 - ii) It should be 2,500-4,000 words in length [i.e., 10-16 pp.], excluding notes, and shall include a bibliography of primary and secondary sources.
 - iii) It must be submitted prior to receipt of the questions for the written exams, except in fields of study that permit it to be submitted after the written exams or set other requirements.
- d) Oral examination
- i) Scheduled for two hours, the oral exam covers the written exams, general knowledge of the fields of specialization, the syllabus, and the dissertation proposal, if it is due before the written exams.
 - ii) The oral exam shall be scheduled within 7 to 14 days of completion of the written exams.

- iii)* In fields that permit the dissertation proposal to be submitted after the written exams, a second meeting of the dissertation committee is held.

b. The Prelims Process

i. Requirements for taking the preliminary examination

- a) Before taking prelims, History degree program students must:
 - i)* Pass the Second-Year Review; and
 - ii)* Complete language requirements.
- b) In exceptional circumstances, students may, with their advisors' support, petition the Graduate Council to waive certain deficiencies and to be allowed to take the preliminary examination without having satisfied these requirements. Any requirements waived before the preliminary examination must be completed before the student may advance to candidacy.

ii. Deadlines for taking prelims

- a) Students are expected to take the preliminary examination by the end of the sixth semester, with the following exceptions:
 - i)* Students who already have an approved M.A. from another institution may take the exam as early as the fourth semester.
 - ii)* The examination may be postponed by one semester for every twelve credits of required non-Western language training.
 - iii)* Students in fields of study that require written exams in four prelim fields and more than two languages may postpone the preliminary examination up to two semesters.
- b) 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.

iii. Registration for and timing of prelims

- a) Students must register for prelims with the Graduate Coordinator at least one month in advance of each portion of their prelim exam.
- b) Students in all fields may take their preliminary examinations at any time during the faculty contract year, although exams are normally held in November and April. The dates will be determined by the Graduate Program Coordinator in consultation with the student's exam committee and the Director of Graduate Studies.

iv. The preliminary exam will be graded on a scale of distinction/pass/fail. To earn an overall passing grade, students must pass all parts of the prelim.

v. Permission to retake prelims

- a) Students who fail one or more parts may be permitted to retake the part(s) failed.
- b) This option, however, rests entirely with the preliminary examination committee, not the student.
- c) Students wishing to contest either a preliminary exam grade or their overall

examination may appeal first to their prelim committee and then to the Graduate Council.

vi. Admission to candidacy

- a) Before advancing to candidacy, the student must complete the minor requirement and remove all “Incomplete” and “Progress” grades.
- b) After passing the preliminary examination, the student will be considered for admission as a candidate for the doctorate.
- c) Admission will be granted or rejected after appropriate evaluation of the student’s total record, including:
 - All graduate course work;
 - The results of the Second-Year Review;
 - Performance on the preliminary examination; and
 - Any other relevant information.
- d) Authority to admit a student to candidacy rests with the student’s preliminary examination committee. The Department Chair shall certify the results.
- e) Students allowed to take prelims with certain deficiencies in their records will be informed of the results of their preliminary examination, but admission to candidacy will await clearing of the deficiencies noted.

c. Prelim Requirements in Primary Fields of Study

i. African History

- a) Written exams: In consultation with their advisor(s), students shall choose one primary field and two secondary fields. In the written examination, the student shall answer 2 questions in the primary field and 1 question in each of the two secondary fields.

ii. East Asian History

- a) Written exams: In consultation with their advisor(s), students shall choose one primary field and two secondary fields. In the written examination, the student shall answer 2 of 4 questions in the major field and 1 of 2 questions in each of the two minor fields.
 - i) Chinese History: The student’s three fields shall be 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.
 - ii) Japanese History: The student’s three fields shall be 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.

iii. European History

- a) Written exams
 - i) Ancient History

- (a) Students shall take their written exams in four fields, including Greek history, Roman history, and Greek and Latin Language and Literature. The fourth field, chosen in consultation with the advisor(s), shall be in European history.
 - (b) It is the responsibility of the lead advisor(s) to clarify with the student if the four fields should be prepared in less depth than three fields would be or if the student should expect preparation of four fields to take more time than preparation of three fields.
 - (c) The syllabus shall draw on one of the four fields for the written exams.
- ii) Medieval History*
- (a) Students shall take their written exams in four fields.
 - (b) All students shall take exams in early, central, and late Middle Ages. The fourth field is usually in Byzantine, Roman, or Renaissance and Reformation history.
 - (c) It is the responsibility of the lead advisor(s) to clarify with the student if the four fields should be prepared in less depth than three fields would be or if the student should expect preparation of four fields to take more time than preparation of three fields.
 - (d) The syllabus shall draw on one of the four fields for the written exams.
- iii) Early Modern British History*
- (a) Students shall take their written exams in four fields.
 - (b) At least one, and usually two, fields shall be in continental European history; the other two or three shall be in British History to 1485; British History, 1485-1688; British History since 1688; or English Constitutional History.
 - (c) It is the responsibility of the lead advisor(s) to clarify with the student if the four fields should be prepared in less depth than three fields would be or if the student should expect preparation of four fields to take more time than preparation of three fields.
 - (d) The syllabus shall draw on one of the four fields for the written exam.
- iv) Russian/Soviet History*
- (a) Students shall take their written exams in four fields.
 - (b) All students shall take exams in imperial Russian history and in Soviet and post-Soviet history. The student shall choose the other two fields in close consultation with the advisor(s).
 - (c) It is the responsibility of the lead advisor(s) to clarify with the student if the four fields should be prepared in less depth than three fields would be or if the student should expect preparation of four fields to take more time than preparation of three fields.
 - (d) The syllabus shall draw on one of the four fields for the written exams.
- b) Dissertation proposal: Is due before the end of the semester in which the written exams are taken. It shall be submitted to a committee consisting of the student's lead advisor and two other faculty chosen by the student in consultation with the lead advisor. When this committee has determined that

the prospectus is of sufficient quality to warrant a defense, the committee shall meet with the student to discuss the project. This meeting may be simultaneous with the oral examination but shall in any event take place before the end of the semester in which the written exams were taken.

- iv. Latin American and Caribbean History – The prelim fields shall include the colonial and the national periods of Latin American history.
- v. Southeast Asian History
 - a) Written exams
 - i) The student's three fields shall be:
 - The history of island or mainland Southeast Asia with a focus on the student's region, country or countries of specialization; and
 - Comparative history of two or more nations that do not include the student's country of specialization. Unless the faculty agree otherwise, this field shall examine the areas of island or mainland Southeast Asia not covered in topic ii.
 - The history of Southeast Asia as a whole or a thematic, trans-Asian or transnational field designed in coordination with another member of the examining committee that may include relevant material on Southeast Asia.
 - ii) Students shall receive the questions for the three fields in succession. Each question is to be answered within five consecutive days, with a maximum break of two days between questions.
 - iii) The written responses in each field should be 3,000-6,000 words [i.e., 12-24 pp.], excluding notes.
 - b) Dissertation proposal: It is recommended that the proposal be submitted in advance of external grant applications.
 - c) Oral examination: There is no oral examination of the written exams or syllabus. A one-hour oral examination focuses on the dissertation proposal; it may be scheduled to coincide with external grant applications.
- vi. United States/North American History
 - a) Written exams: Students shall take their written exams in two fields.
 - i) The primary field shall be a thematic field, broadly defined (e.g., in terms of the faculty's teaching fields) and shall cover the sweep of American history.
 - ii) The secondary field may be in U.S. history, in non-U.S. history, or in transnational history, as the student and the advisor(s) 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 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 thematic field, drawing on an identifiably different historiography.
 - b) Syllabus field: The syllabus shall be 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. It is the advisor's responsibility to ensure that the syllabus field draws on an identifiably broader literature than the primary and secondary fields.

- c) The examining committee for the written exam fields and the syllabus field shall include a fourth member chosen by the lead advisor.
- d) Dissertation proposal: Is due before the end of the semester following that in which the written exams were taken. It shall be submitted to a committee consisting of the lead student's advisor and two other faculty members chosen by the student in consultation with the lead advisor. When this committee has determined that the prospectus is of sufficient quality to warrant a defense, the committee shall meet with the student to discuss the project.

d. Prelim Requirements in Thematic Programs

- i. Gender and Women's History, Program in – Students shall follow the prelim requirements in their primary field of study, except that one of their exam fields must be in Gender and Women's History.
- ii. Jewish History, Program in
 - a) Written exams: Students shall follow the prelim requirements in their primary field of study, except that one of their major fields must be in Jewish History (e.g., for Europeanists: "Modern European Jewish History" and for Americanists: "American Jewish History").
- iii. War in Society and Culture Program – Students shall follow the prelim requirements in their primary field of study, except that one of their exam fields must be in military history.

5. The Minor

a. General Rules

- i. Doctoral candidates select the minor field in consultation with the major professor(s).
- ii. A minimum of 9 credits of graduate-level course work is necessary to complete the minor field, but it may consist of more work if the major and minor professors, in consultation with the student, so decide and the Director of Graduate Studies approves.
- iii. The minor requirement may be satisfied either by credits taken wholly in another program (Option A, external minor) or by credits that are taken in more than one program and that form a coherent topic (Option B, distributed minor).
- iv. Students who do not achieve a grade of B or better in all courses for the minor must take a minor field exam to be administered jointly by the major and minor advisors.

b. Minor Requirements in Primary Fields of Study

- i. African History – The minor field requirement is normally met by interdisciplinary training in African Studies, comprising three courses (9 credits) in two fields other than History. Students already grounded in African studies may, in close consultation

with their major professor, choose an alternative minor.

- ii. Latin American History – The minor field requirement in Latin American History consists of at least nine credits of interdisciplinary training in Latin American and Iberian Studies divided between two fields other than History.

c. Minor Requirements in Thematic Concentrations

- i. Gender and Women’s History, Program in – Students must follow the minor requirements of their primary field of study and are encouraged to include courses emphasizing women, gender, or sexuality, bearing in mind that no course in the student’s geographical area of study may be used to meet the minor requirement.
- ii. Jewish History, Program in – In consultation with PJH faculty members, students will design an interdisciplinary “Jewish Studies” distributive minor by completing course work in Center for Jewish Studies courses.
- iii. War in Society and Culture Program – Students must follow the minor requirements of their primary field of study and are encouraged to include courses emphasizing war, society, and culture.

d. Minor Requirements for Non-History Majors

- i. 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.
- ii. 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.

6. Dissertation and Orals

a. Dissertation Committee

- i. The major professor(s) and the student are responsible for the composition of the Ph.D. committee, which administers the Ph.D. oral examination.
- ii. Effective September 1, 2017, the Graduate School requires that the committee be comprised of at least four members. However, dissertation committees in the Department of History are normally composed of five members.
- iii. Three of the members of the committee must be History faculty or affiliates (the advisor and two others), and at least one member must be a UW-Madison faculty member from another department.
- iv. If the committee has five members, the fifth member may be a “qualified outsider,” as determined by the student’s major professor (e.g., a professor from another university or a person with expertise relevant to the dissertation).
- v. All members of the committee shall be designated “readers” for the Graduate

School's purposes.

b. Submission of Dissertation to Readers

- i. 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.

7. Other Degree Options

a. Individual Program of Study

- i. A student may, with the endorsement of their supervising committee, petition the Graduate Council for approval of an individual program of study.
- ii. The supervising committee shall consist of two co-advisors from different study programs and a third faculty member. One of the co-advisors shall serve as administrative chair of the committee. It is the advisors' responsibility to ensure that the student understands the potential job-market ramifications of an individual program of study and that this option may require more time to complete than would a major in one program and a minor in a second program.
- iii. The petition to the Graduate Council shall explain the coherence of the individual program of study and specify the student's M.A. course requirements, Ph.D. language requirements, minor requirement, the format and timing of the student's preliminary exams, and any needed revision of the benchmarks that normally define satisfactory progress.
- iv. Any subsequent changes to the student's program must be approved by the council.
- v. Incoming students admitted as cross-program applicants shall submit a preliminary petition to the Graduate Council by the end of their second semester and a full proposal for their Second-Year Review. Should they decide not to pursue an individual program of study, they must designate an existing study program as their primary program and secure the approval of the faculty members in that study program by the end of their first semester. All other students may submit a proposal for an individual program of study at any time through their first semester post-M.A.
- vi. If the council declines to approve a proposal for an individual program of study, the student must designate an existing study program as their primary program and secure the approval of the faculty members in that study program by the end of the semester following that in which the petition was rejected.

b. Bridge Program with Afro-American Studies

i. 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.
- ii. Admissions
 - a) Students will normally apply for the Bridge Program when they initially apply for admission to graduate study. At that time, they shall submit applications independently to both degree programs.
 - b) Students already in AAS may apply for admission to the History degree program 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 admitted to the History degree program, Bridge students shall be indistinguishable administratively from other students in the degree program.
 - iii. 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 their 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 unavailable, another member of the History Department) will sit on the student's AAS 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.
 - iv. Approval of the M.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.
 - v. Minor Requirements - 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.
 - vi. Other Requirements - In all other respects, Bridge students will meet the normal

requirements of their field (e.g., regarding preliminary examinations, language requirements, and the minor).

vii. 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 fellowships, teaching assistantships, and other forms of support under normal procedures.
- d) AAS and the History Department pledge to seek:
 - Additional funding from the Graduate School to support the Bridge Program; and
 - Better coordination with the Graduate School of AOF and other funding to maximize use of AOF grants.

U. HISTORY OF SCIENCE, MEDICINE, AND TECHNOLOGY (HSMT) DEGREE PROGRAM

1. General Provisions

- a. The provisions of the History degree program apply to the HSMT degree program, except where different or additional provisions are specified in this section.
- b. All HSMT degree program students are expected to attend the History of Science Brown Bag and Colloquium, which represent a critical component of the program's intellectual culture.
- c. Each year, as they progress through the program, all students must submit by March 1 a brief progress report to the Graduate Program Coordinator, which will be reviewed by the HSMT faculty.

2. M.A. Program in HSMT

a. First-Year Review

- i. This occurs at the beginning of the second year of graduate work and is designed to ensure that students are getting the advice and support they need to complete the M.A. successfully.
- ii. By the beginning of their second year, students shall submit to the Graduate Program Coordinator a portfolio consisting of:
 - A one-page assessment of their progress in the first year;
 - An unofficial course transcript;
 - A research paper completed in their first year in the M.A. program; and
 - A statement of possible area(s) of interest for the M.A. paper.
- iii. Students shall receive written comments summarizing the faculty's review.

b. M.A. Paper Requirement

- i. In form, content, and length, the M.A. paper should approximate an article that might be submitted for publication in a history of science journal (9,000 – 10,000-words, excluding notes and bibliography).

c. M.A. Course Requirements

- i. Of the 30 credits required for the M.A., at least 21 credits must be in HSMT graduate-level courses (700 or above) or in courses numbered 300-699 in which graduate students are always assessed separately from undergraduate students. A grade of B or better must be received in all courses.

a) The 21 graduate-level HSMT credits must include:

- i)* HistSci 720
- ii)* History 701, taken during the first year of graduate work.
- iii)* History 800 or an equivalent research seminar.
- iv)* One course in 3 of the following 4 distribution areas (minimum of 9 total credits):
 - Science: Ancient through the Enlightenment
 - Modern Science and Technology
 - Modern Medicine and Public Health
 - Race, Gender, Class, and Religion in Science, Medicine, and Technology

v) A minimum of 3 graduate seminars (in addition to HistSci 720 and History 800), of which at least 2 must be in History of Science or Medical History. Graduate seminars taken to satisfy the distribution areas requirement above may be used to meet this minimum.

vi) Ethics courses in the Department of Medical History and Bioethics may not be used to fulfill the 21-credit requirement.

vii) Up to 3 credits of HistSci independent study (HistSci or MedHist 999) may be counted toward the 21-credit requirement.

d. M.A. Language Requirements

- i. Proficiency in French, German, or an approved alternative.

e. Students Entering with an M.A. from another Institution

- i. To satisfy the M.A. paper requirement for the HSMT degree program: The student should submit the paper to the Graduate Program Coordinator as soon as possible following their commitment to matriculate. The Coordinator will forward it to all of the HSMT faculty. Two HSMT faculty will review the paper and make a recommendation as to its acceptability at the first HSMT program meeting in the fall. The HSMT faculty as a whole will determine whether the paper meets the requirement, and will notify the Graduate Coordinator and the student of the decision.

f. Second-Year Review

least five graduate seminars (including those taken for the M.A.), at least three of which are HSMT seminars.

- ii. Dissertation proposal: Is due before the end of the semester following that in which the written exams were taken. It shall be submitted to a committee consisting of the lead student's advisor and two other faculty members chosen by the student in consultation with the lead advisor. When this committee has determined that the prospectus is of sufficient quality to warrant a defense, the committee shall meet with the student to discuss the project.

6. The Minor

- a. HSMT students must meet the same requirements for the minor as students in the History degree program, except that the distributed minor (Option B) requires 12 credits.
- b. Minor Requirements for Non-HSMT Majors
 - i. The minor must consist of 9 credits of graduate-level work.
 - ii. Students are encouraged to take at least 6 credits of this work in graduate seminars and may take no more than 3 credits in undergraduate courses.
 - iii. HistSci 990 may not be used to fulfill the minor requirement.
 - iv. The minor field may include up to 3 credits of History 999 (Independent Work), provided that the student produces at least 15 pages of written work.

7. Dissertation and Orals

- a. Students who wish to donate a bound copy of their dissertation to the HSMT library should discuss this option with their advisor.

V. OTHER DEGREE OPTIONS

1. Joint Ph.D. in History and the History of Science, Medicine, and Technology

- a. To administer the joint Ph.D. program, the chair of the History Department shall appoint a Standing Committee for the Joint Ph.D., which shall consist of two members from each degree program.
- b. After completion of a master's degree in History or History of Science, Medicine, and Technology, the student applies for admission to the other graduate program and, at the same time, to the Standing Committee for admission to the joint program. The student's application to the Standing Committee shall take the same form as required by the Graduate School and should be prepared in close consultation with faculty and the Graduate Program Coordinator. The student is formally admitted to the Joint Ph.D. program when the Graduate School has approved the proposal.
- c. On admission to the Joint Ph.D. program, students shall be assigned a home degree program by the Standing Committee. Students shall follow the regulations of their home degree program concerning seminar requirements, fellowships, other financial support, and satisfactory progress.

- d.* At the time of admission the Standing Committee shall appoint a Supervising Committee for each student. The Supervising Committee shall consist of three members, two from the student's home degree program and one from the other degree program.
 - e.* The preliminary examinations shall test the student's competence in both History and the History of Science, Medicine, and Technology. The fields to be tested and the form of the examination shall be determined by the candidate's Supervising Committee and approved by the Standing Committee. Supervising Committees shall balance the amount of material to be studied in both degree programs, and students shall be required to cover at least as many fields as students fully in the History or History of Science, Medicine, and Technology degree programs. Changes in the student's program must be approved by the Standing Committee.
 - f.* Students shall fulfill the language requirements of the appropriate field of their home degree program.
 - g.* The joint Ph.D. program demands no course work in an additional minor field.
 - h.* Within six months after passing the preliminary examination, each student shall submit a dissertation proposal for approval by their 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 History and HSMT degree programs shall each supply one additional non-reader to comprise the committee for oral defense. The rules of the student's home degree program will be followed in preparing and submitting the Ph.D. thesis.
 - i.* Successful students shall be awarded a Ph.D. in History and the History of Science, Medicine, and Technology.
2. Individual Joint Ph.D. Programs
 - a.* Students from other Ph.D. degree programs who wish to pursue a joint Ph.D. with History must first be admitted to the Department of History.
 - b.* The student's proposal for the joint degree should be prepared in close consultation with relevant History Department faculty and the Graduate Program Coordinator and must be approved by the Graduate Council before the student submits it to the Graduate School.
 - c.* 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.
 - d.* Admission to a joint Ph.D. entails no funding obligation by the Department of History.

W. FINANCIAL SUPPORT

1. Eligibility for Support
 - a.* In all cases eligibility for support, including guaranteed support, will be contingent upon satisfactory progress in the graduate program.
2. Multi-Year Support Packages

- a.* Each year the Fellowships & Scholarships Committee shall make every effort to offer multi-year packages to individuals from social groups that are underrepresented in the discipline of history.
- b.* After a student's first year of residence in the graduate program, continued funding is contingent upon satisfactory progress toward the degree and, should the student hold a TAship, satisfactory performance as a TA.
- c.* 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.
- d.* Every academic year, the Director of Graduate Studies 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. Limits on Eligibility

- a.* The Department shall limit support for individual students from departmental sources (TAships, RAships, PAships, and Department fellowships) and University fellowships to 10 semesters, excluding summer support.
- b.* All appointments from University sources, but outside the History Department (such as TAships, PAships, and RAships held in other departments), shall not count as part of the 10 semesters of eligibility.
- c.* Support that the student secures from outside sources and 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.
- d.* Eligibility for departmental support (other than emergency aid) ceases according to the following schedule:
 - i.* Students who have entered the program without an MA: at the end of the eighth year;
 - ii.* Students who have entered the program with an MA: at the end of the seventh year.
- e.* These limits do not apply to the Mosse and Curti teaching fellowships or the Quinn Dissertation Completion Fellowship, although progress toward the degree will be taken into account in awarding the fellowships.
- f.* The Graduate Council may grant waivers to this rule under exceptional circumstances.

4. Concurrent Awards of Support

- a.* 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.

- b.* 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.
- 5. Graduate Student Reports of Employment
 - a.* 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.
- 6. Teaching Assistantships
 - a.* Application for Teaching Assistantships
 - i.* TA applications for the following year are due March 1. Students who miss the March 1 deadline may file an application, due on November 1, for semester II only.
 - ii.* A list of those courses that will probably need a teaching assistant in the following year, along with the names of instructor, shall be posted soon after the Timetable is set each semester.
 - b.* Criteria for Selecting Teaching Assistants
 - i.* TAships shall be assigned by giving first priority to any students guaranteed appointments by the Department's Fellowships and Scholarships Committee (the Guaranteed list) and then ranking applicants according to the following procedure (the Ranked lists):
 - a)* The Graduate Coordinator shall create four ranked lists by area of study: U.S. History, European History, Non-Western History (i.e., all other History fields), and HSMT.
 - b)* 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.
 - c)* Dissertators shall then be ranked according to:
 - i)* 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.
 - ii)* The date at which they were advanced to candidacy (with earlier dates ranked higher).
 - iii)* GPA.
 - d)* Pre-Dissertators shall then be ranked according to:
 - i)* 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.
 - ii)* Progress towards completing the Ph.D. degree as determined by the number of Harrison Points (see below).
 - iii)* The date of completing the M.A.

iv) GPA.

- ii. TAships not filled by students on funding guarantees 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.
- iii. Students will be added to the dissertator list at the end of the semester in which they are advanced to candidacy.
- iv. 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
- v. 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, however, shall be calculated on the basis of course work that they have taken in the History Graduate Program prior to their admission.
 - vi. Students admitted to the Bridge Program with Afro-American Studies and who have completed at least one year of graduate study may, upon their request, be ranked on the TA list as soon as their admission has been approved.
 - vii. Graduate Students in Ancient History will be allowed minor field credit for 4 advanced courses (graduate credit) in Latin and Greek.
 - viii. The Joint Committee on Teaching Assistants shall decide appeals from the T.A. rankings as compiled by the Graduate Coordinator.
 - ix. Any TAships that may remain after students on the Guaranteed and Ranked lists have been considered shall be assigned according to the following priorities:
 - a) 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.
 - b) 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.

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

c. Selection of Teaching Assistants

- i. Toward the end of each semester, when the courses that will use teaching assistants have been determined, the tentative assignment of teaching assistantships shall be made according to the departmental ranking as set out in supra, 4.E.6.b. The following rules apply for calculating the rankings:
 - a) The number of semesters of TAships held includes the current semester.
 - b) 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.
 - c) 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.
- ii. It shall be the individual student's responsibility to see that verification of the record for progress points earned is part of his/her/their individual record.
- iii. 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 list according to rank order. Selection from the Ranked 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).

d. Evaluating Teaching Assistants

- i. During or before the seventh week of each semester, the Department of History 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.
- ii. Any faculty member supervising a TA who either is teaching for the first time in the History Department at UW-Madison or scored an "unsatisfactory" on the final evaluation during their most recent semester of teaching shall visit at least one of that TA'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 graduate program staff are responsible for notifying supervisors which TAs they must visit by the seventh week.

- iii. 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.
 - iv. 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.
 - v. If a TA scores an 'unsatisfactory' on a final evaluation and then scores an 'unsatisfactory' on the 7th-week evaluation during their next semester of teaching, the Director of Graduate Studies shall appoint a second committee [constituted as above] to review their 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.
 - vi. 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.
 - vii. The above procedures shall begin with the student's first semester of teaching.
- e. Department Cooperation in TA Teaching and Evaluation
- i. The graduate program staff shall take responsibility for conducting a TA orientation seminar each semester for first-time TAs.
 - ii. The Joint Committee on Teaching Assistants shall encourage ongoing workshops in which all TAs can discuss issues and problems in their teaching.

7. Prizes

- a. The Kate Everest Levi Second -Year Paper Prize shall be awarded annually to the best research paper submitted for a second-year review. Papers must be nominated by a student's Second-Year Review Committee and supported by a letter of nomination from a member of the committee. The winner will be chosen by the Fellowships and Scholarships Committee. This prize will be presented at the departmental reception at which teaching assistant awards are presented.
- b. 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 to 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.

CHAPTER 5: THE UNDERGRADUATE PROGRAM

X. GENERAL CONSIDERATIONS

1. Goals of the History Major

- a. The goal of the history major is to offer students the knowledge and skills they need to gain a critical perspective on the past. Students will learn to define important historical questions, analyze relevant evidence with rigor and creativity, and present convincing arguments and conclusions based on original research in a manner that contributes to academic and public discussions. In History, as in other humanistic disciplines, students will practice resourceful inquiry and careful reading. They will advance their writing and public speaking skills to engage historical and contemporary issues.
- b. 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 breadth, depth, and variety of exposition. Through those courses, students should develop:
 - i. Broad acquaintance with several geographic areas of the world and with both the pre-modern and modern eras.
 - ii. 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.
 - iii. In-depth understanding of a topic of their choice through original or creative research.
 - iv. 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.
- c. If desired, students may also choose to pursue a Global Track within the History major that emphasizes the study of cross-cultural and transnational historical connections.

2. Skills Developed in the Major

- a. Define Important Historical Question
 - i. Pose a historical question and explain its academic and public implications.

- ii. Using appropriate research procedures and aids, find the secondary resources in history and other disciplines available to answer a historical question.
 - iii. Evaluate the evidentiary and theoretical bases of pertinent historical conversations in order to highlight opportunities for further investigation.
- b. Collect and Analyze Evidence
 - i. Identify the range and limitations of primary sources available to engage the historical problem under investigation.
 - ii. Examine the context in which sources were created, search for chronological and other relationships among them, and assess the sources in light of that knowledge.
 - iii. Employ and, if necessary, modify appropriate theoretical frameworks to examine sources and develop arguments.
- c. Present Original Conclusions
 - i. Present original and coherent findings through clearly written, persuasive arguments and narratives.
 - ii. Orally convey persuasive arguments, whether in formal presentations or informal discussions.
 - iii. Use appropriate presentation formats and platforms to share information with academic and public audiences.
- d. Contribute to Ongoing Discussions
 - i. Extend insights from research to analysis of other historical problems.
 - ii. Demonstrate the relevance of a historical perspective to contemporary issues.
 - iii. Recognize, challenge, and avoid false analogies, overgeneralizations, anachronisms, and other logical fallacies.

Y. REQUIREMENTS FOR THE BACHELOR'S DEGREE IN HISTORY

1. Minimum Credits

- a. A minimum of 30 credits is required to complete the major. Courses in both History and History of Science count towards this requirement.

2. Research and Writing Requirement

- a. Undergraduate majors in History must take one intermediate-level research course, designated the "Historian's Craft" (HIST 201).
- b. After satisfactory completion of HIST 201, undergraduate majors in History must take one advanced research-oriented seminar (HIST 600, "Advanced Seminar in History").
 - i. 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.

- c. In special circumstances, students may also fulfill the advanced seminar 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.
 - d. All seminars, 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 that do not allow students to re-work and revise after extensive criticism will be acting against the spirit of this proposal.
 - e. Students who major in both History and another subject must fulfill the Department's seminar requirement in History.
3. Breadth Requirements
- a. All undergraduate History majors must complete one course within each of four of the following breadth areas: United States, Europe, Africa, Central or East Asia, South or Southeast Asia, Latin America, Middle East, and Transnational. At least one of these four required courses must deal with the history of Europe and/or the Mediterranean before 1500 C.E., or with the history of Africa or Asia before these areas fell heavily under European influence.
 - b. All History courses except for HIST 199, HIST 600, HIST 680-682, HIST 690-692, and HIST 699 may be used to satisfy the breadth requirements. Courses taken to fulfill the research and writing requirement may also fulfill breadth requirements. Courses in History of Science offered by the History Department may also be used to satisfy breadth requirements.
4. Global Track Option
- a. Any undergraduate History major may choose to pursue the global track option. Students choosing the global track must complete all of the requirements for the History major in Sections 1, 2, and 3 above, as well as the following additional requirements.
 - b. Additional breadth requirement: Global track History majors must take one course that fulfills the Transnational breadth requirement in addition to courses in 4 other geographic breadth areas.
 - c. Foreign language or experience requirement: Global track History majors must complete either:
 - i. At least five units of a single foreign language:
 - a) Five years of the language in high school;
 - b) Five semesters of the language in university;
 - c) Some combination of high-school years and university semesters adding up to 5;
 - d) or ESL 118;
 - ii. Or at least 3 credits of UW study or internship abroad.
 - d. Language coursework does not count toward credits in the major.

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- e.* Students may petition the Director of Undergraduate Studies for recognition of a non-UW-sponsored study abroad or internship experience as fulfilling the foreign experience requirement of the global History track. In such a petition, students should include a published description of the program, as well as syllabi of courses taken and samples of the student's work completed abroad.
 - f.* Students whose native language is not English, but who passed out of ESL 118, should also petition the Director of Undergraduate Studies for recognition of fulfillment of the foreign language requirement.
 - g.* Courses taken abroad may count for both course credit and the foreign experience requirement.
5. 15-Credit Rule
- a.* 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 in History and History of Science (including directed study, theses, and colloquia) count toward satisfying this requirement.

Z. HONORS AND PRIZES

1. Honors in the Major

- a.* To be awarded Honors in History, students must:
 - i.* 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.
 - ii.* Complete the requirements for the major degree.
 - iii.* 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," "I," or "%"].
 - iv.* 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 instructor.
- b.* An undergraduate Thesis for Honors in History must be certified as "acceptable" by both the student's field advisor in History 681-82 and by the general thesis supervisor in History 680.

2. Thesis of Distinction

- a.* 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.

3. Distinction in the Major

a. To be awarded Distinction in the Major, students must:

- i. Achieve a GPA of at least 3.7 out of 4.0 in History Department courses.
- ii. Complete the requirements for the major degree.
- iii. Earn a minimum of 21 credits upper-level credits (in intermediate-/advanced-level courses) while in residence at UW-Madison.