

**PROCEDURAL GUIDELINES FOR THE  
DEPARTMENTAL AFFAIRS COMMITTEE**

(Revised February 6, 1997, September 8, 1998, September 18, 2000, September 20, 2019)

- A. Before September 30 of each academic year the Departmental Affairs Committee (DAC) will appoint persons to standing committees whose membership is not determined by election or on an *ex-officio* basis.
- B. The DAC will create new standing and *ad hoc* committees as the need arises.
- C. The DAC will appoint search committees for new faculty positions.
- D. The DAC will make peer evaluations of each faculty member at appropriate times to meet deadlines set by the Dean of the College of Liberal Arts and Social Sciences and the Provost. The minutes of the DAC will note that peer evaluations have been made, and each member of the faculty will have an opportunity to discuss his/her rating with the Department Chair and the DAC.
- E. Prior to deadlines established by the Dean of the College of Liberal Arts and Social Sciences and the Provost for recommendations on implementation of post-tenure review policy and in time for due deliberation, the DAC will make recommendations to the Department Chair. The DAC will follow University policies as stated in the *Faculty Handbook*.
- F. The DAC will receive and act on the curriculum recommendations of the Graduate Committee and the Undergraduate Committee. Members of the faculty whose programs or courses are involved or may be affected will be given an opportunity to discuss their views on the curriculum changes or degree requirements.
- G. At the appropriate time in the spring semester of each year the DAC will select recipients of the Frank H. Gafford Award, the Outstanding Doctoral Student in History Award, the Outstanding Masters Student of History Award, and any other scholarships given by the Department of History as prescribed by the Department Charter.
- H. The DAC will consider faculty travel requests and allot funds three times each academic year. Deadlines are September 1, January 1, and May 1.
- I. The DAC will act on other matters assigned to it by the Department Chair.