DEPARTMENT OF HISTORY: GUIDELINES FOR ACADEMIC TENURE AND PROMOTION

In recommending candidates for Academic tenure and/or promotion, the History Department will operate within the University 'Criteria and Requirements for Tenure and Promotion' as states in the *University Handbook*. Nothing contained herein is intended or may be allowed to abrogate these or the College of Arts and Sciences guidelines for academic tenure and promotion. The department guidelines aim at providing specific, more explicit, and explanatory criteria and standards for academic tenure and/or promotion that are pertinent to the discipline.

Promotion to the Rank of Assistant Professor

Recommendation for promotion to this rank normally requires the completion of the doctorate or the completion of a scholarly work judged to be the equivalent of the doctorate.

Promotion to the Ranks of Associate and Granting of Academic Tenure

I. Qualifying Criteria: faculty members who meet these criteria are not assured academic tenure/and or promotion, but merely made eligible for such. To be eligible for academic tenure and/or promotion, a history faculty member should normally:

1. Be serving on a tenure-track appointment
2. Complete the years of full-time service specified in the University Handbook
3. Hold an earned doctorate or its equivalent
4. Meet whatever specific conditions he/she may have been hired under by the University, if any.

II. Evaluative Criteria: Eligible candidates for academic tenure and/or promotion shall be evaluated by the Department on the basis of their particular skills, expertise, and accomplishments as these relate to its needs and programs. In this respect, the Department will review the candidates' past accomplishments in the area of teaching, scholarship, and professional service. Achievements in community engagement and experiential learning may also be, at the discretion of the Department, considered as part of any of the three activities under review for reappointment, tenure, and promotion. The Department also will assess the potential for more accomplishments in teaching, scholarship and professional service. The review process, therefore, entails both a judgment of the faculty member's academic quality and a projection into the future.

A. *Teaching*: High quality-teaching is crucial for academic tenure/and or promotion. There should emerge strong evidence of teaching competence within both the range of courses that the candidate has taught, and the particular style of teaching he/she has set. Competence and/or effectiveness in teaching will be evaluated in terms of the following criteria:

1. High academic standards
2. Subject matter competence
3. Ability to communicate subject matter
4. Rapport with and availability to students
5. Effective participation in counseling and advising of students
6. Efforts to evaluate and improve his/her own teaching competence
7. Success in developing an appreciation of the unique contributions of historical studies

Departmental evaluation of teaching performance will be based on a wide range of evidence offered by the candidate for promotion and/or solicited by the Promotions, Retention and Tenure Committee of the Department. Faculty members will be expected to compile a teaching portfolio to be retained and updated in the Department office, just as they maintain a scholarship or research portfolio. Types of material which could be placed in the portfolio include the following:

1. Student evaluations administered by designated staff or faculty members.
2. Evaluations by peers based on classroom visitations. These evaluations will be made by tenured faculty nominated by the Department Committee on Promotions, Retention and Tenure.
3. Copies of syllabi, exams, course assignments, new course development, course revisions, and other instructional material that reflect the candidate's development, revision, and strengthening of the contents of his/her courses in the light of relevant, up-to-date scholarship.
4. A written report by the candidate that explains his/her teaching objectives, methods, accomplishments, and overall contributions to the development of the Department, College, and/or University curriculum. When appropriate, such reports may be supported by letters from faculty colleagues who have direct experience of the candidate's work. (This will apply particularly to team taught or interdisciplinary courses or programs.)
5. Explanations of personal efforts toward self-improvement and effective teaching (courses, seminars, workshops, or panels concerned with teaching techniques he/she attended).
6. Information regarding personal contributions to the field of pedagogy (e.g., participation on national, regional, or local panels dealing with such matters as teaching strategies, course offerings, and curricular development).
7. Explanation of special considerations such as student load, arranged course instruction, counseling, and direction of master's theses.
8. Explanation of special teaching accomplishments, awards, or citations.
9. Other information the candidate believes to be pertinent.

B. *Scholarship:* Scholarly accomplishments and continued research activity are the second most important criterion in academic tenure and/or promotion evaluations. A department member shall not expect to be recommended for academic tenure and/or promotion to the rank of associate or full professor unless he/she has already published. Publications must reflect the candidate's competence in history or in a cognate discipline and must be addressed to an audience of professional peers extending beyond the university. It should be emphasized that history is a book-writing discipline entailing long periods of sustained research, writing, analysis, revisions and other activities. The quantity of the expected publications will vary in accordance with their quality, the candidate's field of expertise and teaching and other duties officially entrusted to the candidate by the department. Judgments of quantity will also take into account extenuating circumstances, such as distant or exceptionally difficult source material or other research problems. Normally, the candidate's scholarly accomplishments will be evaluated by the Department in terms of the following categories ranked in order of importance:

1. Publication of at least one refereed book by a reputable publisher (less credit will be given to an edited collection and to jointly authored books). For a book, the term published will be interpreted to mean that the manuscript has entered the copy editing stage. The candidate will be responsible for providing documentation of this from the press as well as copies of the readers' reports and final publication contract. It should be emphasized that history is a

book-writing discipline entailing long periods of sustained research, writing, analysis, revisions and other activities.
2. Publication of significant refereed articles or chapters in a scholarly journal or anthology.
3. Comparable scholarly works in non-print media, relevant to the field of history or related areas.
4. Receipt of a major outside grant.
5. Delivering papers at professional conferences.
6. Book reviews and miscellaneous publications in scholarly periodicals.
7. Miscellaneous scholarly activities including being a commentator on papers at professional conferences or for a journal or scholarly publisher; serving as a referee for scholarly periodicals or book publishers or grants; writing outside grants for departmental purposes.
8. Reasonable progress on a long-term research project.
9. Other materials that reflect the candidate's activity in the area of scholarship.

For granting of academic tenure and/or promotion to Associate Professor, strong performance in category 1 and in 2 or 3, is essential for a positive recommendation. Promotion to Full Professor would require an especially strong record in categories 1 or 2, or in special cases in category 3, during the years as Associate Professor. The overall record should also show that the faculty member has developed into an accomplished scholar who enjoys professional recognition, and has published a second reviewed book.

C. *Service:* It is assumed that every faculty member is willing and able to be involved in a reasonable number of professional service activities, consistent with the role and policy of the University. For the purpose of evaluating the candidate's performance in this area, he/she must provide evidence of service which may include the following:

To the Institution:

1. Membership on or chair of committees or elected bodies at the Department, College, or University level, and other administrative duties at any level of the University.
2. Sponsorship or advisement of student organizations, clubs, programs, or activities.
3. Organization or management of educational or cultural activities on campus, such as workshops, lectures, and seminars.
4. Promotion of collegiality.
5. Establishment of links with alumni, schools, and other educational institutions.
6. Any other service

To the Community:

1. Consultation to government or public agencies.
2. Contributions to studies of investigations needed to support community educational, social, cultural, and other such programs.
3. Expert presentations to community schools, civic organization, churches, or news media.
4. Any other community activity relevant to the faculty member's professional role.

To the Profession:

1. Service to professional association (local, state, regional, national, or international) when not applicable in other categories.

DEPARTMENT ACADEMIC TENURE AND PROMOTION PROCEDURES

Applicants for academic tenure and/or promotion are responsible for completing appropriate University applications and for providing portfolios and other attachments supporting teaching, service and research. The Department's Promotions, Retention and Tenure Committee (comprised of all full professors in the Department, excluding the Department Chair) will carefully review the promotion form and all supplementary materials and vote on the application. Within one week of the decision, Committee members are obligated to provide brief anonymous explanations of their votes. The Committee Chair will be responsible for collecting these written evaluations and summarizing them for inclusion on the official department recommendation form. After making his own independent judgment, the Department Chair will meet with the candidate to review his/her own recommendation and those of the Committee.

The Department Chair will then transmit both recommendations together with copies of other relevant materials to the Dean of the College of Arts and Sciences.

Approved as Amended

April 21, 2010