

## **Department of History Tenure and Promotion Policy**

### I. General Principles

A. Section 1.2 (a) of the Faculty Handbook (FH) mandates that faculty performance be evaluated under the categories of teaching, scholarly work, service and personal characteristics. The History Department uses all these categories in judging candidates for tenure and promotion.

B. Section 1.2 (b) of the FH states: "Excellence in either teaching or scholarly work constitutes the chief basis for tenure and promotion." The department requires strong performance in each of these areas.

### II. Tenure and Promotion to Associate Professor

A. Scholarship: A monograph accepted for publication or some other body of work of equal importance shall normally be considered the minimum scholarly contribution for a departmental recommendation for promotion from the rank of Assistant Professor to Associate Professor with the grant of tenure. Books or monographs must be published by reputable presses; articles must be peer-reviewed.

B. Teaching: Candidates for promotion to Associate Professor with tenure should demonstrate effective teaching in areas defined by Section 1.2.1 (b) of the FH: communication skills, preparation, presentation of current knowledge in the field, management, organization, interaction with students, and classroom discipline. The department recognizes that teaching can take place outside the classroom in the form of graduate and undergraduate advisement as well as the supervision of dissertations, theses and other forms of student work. Performance in this area will be judged through student evaluations and by peer evaluations based on class visitations and the examination of syllabi and other course-related materials.

C. Service: It is expected that all successful candidates for tenure and promotion to Associate Professor will present a record of conscientious service on departmental and university committees. The department will also consider service to the profession and to the community in making its decision.

D. Personal Characteristics: The department follows Section 1.2.4. of the FH stressing those personal traits that "influence an individual's effectiveness as a teacher, a scholar, researcher, ... and a leader in a professional area." The department will pay particular attention to intellectual breadth, emotional stability or maturity and vitality. The department will also consider collegiality and inter-actional skills, moral stature and ethical behavior.

### III. Promotion to Professor

A. The History Department follows Section 4.8.3 (a) of the FH: "Qualifications for promotion to this rank include attainment of high standards in teaching, scholarly work and service to the University or profession. Promotion indicates that the faculty member is of comparable stature with others in his or her field at the same rank in comparable universities."

B. Scholarship: Two completed major research projects, one of which will normally have been finished before promotion to the rank of Associate Professor, will be required for promotion to the rank of Professor. The two projects may be related in terms of themes and questions addressed, but must be distinct.

Qualitative evaluation of the candidate's scholarship will remain the primary consideration in the decision to promote; quantity is of secondary importance. Usually evidence of the completion of research projects will be provided by the publication of monographs, major works of synthesis in book form or a series of major articles; the department is free, however, to weigh and evaluate various other forms of evidence. Its chief concern is that candidates for Professor shall have an established national reputation and have made a significant scholarly contribution to their field beyond that offered at the time of promotion to Associate Professor.

C. Teaching: Candidates for promotion to Professor should continue to demonstrate those elements of effective teaching as defined by Section 1.2.1 (b) of the FH: communication skills, preparation, presentation of current knowledge in the field, management, organization, interaction with students and classroom discipline. The department recognizes that teaching can take place outside the classroom in the form of graduate and undergraduate advisement as well as the supervision of dissertations, theses and other forms of student work. Performance in this area will be judged on the basis of student evaluations and by peer evaluations based on class visitations and the examination of syllabi and other course-related materials.

D. Service: It is expected that successful candidates for promotion to Professor will present a record of conscientious service to the department and the university indicated by participation on departmental and university committees, the holding of responsible departmental offices and working in elected positions on faculty and university bodies. The department will also consider service to the profession and to the community in making its decision.

E. Personal Characteristics: The department will continue to stress those personal traits that "influence an individual's effectiveness as a teacher, a scholar, researcher,... and leader in a professional area" (FH, Section 1.2.4). The department will pay particular attention to intellectual breadth, emotional stability or maturity and vitality. The department will also consider collegiality and inter-actional skills, moral stature and ethical behavior.