

Appendix I
Department of History
Tenure and Promotion Standards

While it is difficult to provide precise standards, due to the subjective nature of evaluation in teaching, scholarship, and departmental service, the History Department conforms to the following general guidelines:

To Associate Professor with Tenure:

1. Teaching:

A strong teaching performance as indicated by evaluative factors that include:

- Clarity in the organization and presentation of course content
- Fairness in dealing with students. This includes making oneself available for consultation and establishing clear and reasonable standards for measuring student performance
- Initiative and creativity in the design and modification of courses in the curriculum

2. Scholarship:

A strong scholarly performance as indicated by evaluative factors that include:

- A substantial body of published scholarship of high quality, including a book based on original research and published by a major press
- Evidence of continuing scholarly growth

3. Service:

- Substantial departmental, professional and community service

To Professor:

1. Teaching:

A strong teaching performance as indicated by evaluative factors that include:

- Clarity in the organization and presentation of course content
- Fairness in dealing with students. This includes making oneself available for consultation and establishing clear and reasonable standards for measuring student performance
- Initiative and creativity in the design and modification of courses in the curriculum

2. Scholarship:

A strong scholarly performance as indicated by evaluative factors that include:

- A substantial body of published work of high quality, including two books based on original scholarship and published by major presses
- Evidence of continuing scholarly growth

3. Service:

- Extensive departmental, professional and community service.

Appendix II

Annual Reviews and Third Year Review Policy for Tenure Track Faculty

ANNUAL REVIEW: Per the By-Laws of the College of Liberal Arts and Social Sciences, probationary faculty on the tenure track will be reviewed annually by the department chair. Except for the third year review, described below, these annual reviews will involve a conversation between the tenure-track faculty member and the chair regarding where the faculty member stands with regard to the publication of scholarly works necessary for tenure and promotion, whether the faculty member is developing an appropriate portfolio of courses, and the service record of the faculty member. Such conversations may also include discussion about strategy for seeking external fellowships and grants and otherwise advancing one's standing in the profession. The chair will provide the faculty member with a written memorandum summarizing the conversation.

THIRD YEAR REVIEW: A full pre-tenure review normally occurs in the tenure-track assistant professor's third year. Tenured associate and full professors in the department will conduct a comprehensive review of his or her record of (a) scholarship; (b) teaching; and (c) service to the university, community, and/or profession for the purpose of assessing progress toward tenure. The probationary faculty member will assemble a portfolio of all publications and manuscripts in preparation; syllabi, sample course materials, and teaching evaluations; and evidence of service. This portfolio will be made available to the tenured associate and full professors in the department for review, and the chair will schedule a meeting, typically in the fall semester, during which the faculty member's file will be discussed and evaluated. Following this meeting, the department chair will conduct a review encompassing both faculty and chair assessments and write a letter to the faculty member discussing strengths and weaknesses of the pre-tenure portfolio. This letter will be forwarded to the dean of the college and placed in the candidate's personnel file.