

DEPARTMENT OF HISTORY AND ANTHROPOLOGY

Promotion and Tenure Guidelines

(Fall 1987; revised Fall 1998, Spring 2004, *Spring 2005*, **Fall 2007**)

The Department of History and Anthropology endorses and follows the *University* Promotion and Tenure policy (approved 30 April 2002) in the Faculty Guide *and the Arts and Sciences Promotion and Tenure Document (adopted 16 February 2005)*. These departmental guidelines elaborate on the university *and college* criteria by highlighting professional activities appropriate to the department's disciplines.

The departmental Promotion Committee shall consist of the tenured Associate Professors and the tenured Full Professors who will annually elect a chair; only the Full Professors will review and recommend any candidate for Full Professor. The department chair will serve as an *ex officio*, non-voting member of the Promotion Committee, and convene the first meeting. The departmental Tenure Committee shall consist of all tenured members of the department who will annually elect a chair. The department chair will serve as an *ex officio*, non-voting member of the Tenure Committee, and convene the first meeting.

TEACHING EFFECTIVENESS

The Faculty Guide stipulates that candidates for tenure and promotion at all ranks must show evidence of teaching excellence. A candidate must demonstrate ability in teaching both general education and upper-level courses so that full support is given to the teaching load of the department. It will be the responsibility of each candidate to provide supportive evidence of her/his teaching effectiveness.

1. Student evaluations *will* be included. A uniform evaluation instrument will be used and uniform evaluation procedures followed in all cases. The department chair will arrange the student evaluations for each faculty member. The instructor will not be present. The evaluations will go to the chair's office and be shared with the instructor after each semester is finished.
2. Candidates *will* have their teaching evaluated by members of the faculty in and/or outside the department. Those sessions evaluated will be reported by letter to *the chair and to* the departmental Promotion and Tenure Committee. The instructor will also receive a copy of the report and will have the right to append a rebuttal to the report. Evaluation visits shall be announced and arranged mutually.
3. Candidates may submit samples of teaching materials to the Promotion and Tenure Committee as a part of the evaluation process: eg, a portfolio of selected syllabi, teaching philosophy, assessment of teaching evaluations and peer reviews, professional development activities, and/or innovative work.
4. Candidates may submit evidence of special teaching and instructional assignments, including (but not limited to) team-teaching, teaching overloads, on-line or ITV instruction, direction of undergraduate research and graduate theses, and participation in international programs.
5. Candidates may submit any additional materials that they believe will document their teaching effectiveness, eg, *Scholarship of Teaching and Learning, curriculum development, mentoring, or awards.*
6. Candidates may confer with the Chair and/or other faculty in the department prior to the submission of a dossier. *Members of the departmental Promotion and*

Tenure Committees may not give any advice after the first day of the fall semester in which the candidate is applying.

SCHOLARLY/PROFESSIONAL ACTIVITY

The following should NOT be considered a hierarchy; that is, items listed under category ‘A’ should NOT necessarily count more in support of promotion and tenure than items listed under category ‘B’ or category ‘C...’

A. *Discipline-related* publications. The department acknowledges the importance of publication by the candidate for promotion and tenure. The following are examples:

1. Books *and monographs* (with available reviews) published by international or national university presses, commercial or textbook publishers.
2. Articles
 - a. Refereed: journals of international, national, or scholarly associations and societies.
 - b. Refereed: journals of regional or state scholarly associations and societies.
 - c. *Refereed: chapters in edited volumes*
 - d. Non-refereed publications.
3. Works in press with *publisher’s acknowledgement and current status*.
4. Other publications: reviews, abstracts, *subject entries in reference works* and *other* comments in refereed and non-refereed publications.
5. Service as editor, reviewer, evaluator or referee for scholarly publications.

- B. Grants and Awards. Writing, securing and directing grants is costly in time and effort and valuable in expanding one's knowledge and capabilities. In identifying grants, the candidate will specify sources, dates and amounts:
1. Research grants *and outcomes: EXTERNAL*
 2. Program grants
 3. Travel grants
 4. Consulting grants
 5. Service as reviewer or evaluator for granting agencies.
- C. Public History. A person may make an important scholarly contribution by concentrated efforts in public history and culture.
1. Historical and cultural preservation projects.
 2. Advisory role to governmental agencies.
 3. Activities as officer or staff for historical and cultural societies and agencies.
 4. Other activities designed to bring historical and cultural values and insights to the public's attention.
- D. Presentations and Professional Meetings. Attendance at international, national, regional and state conferences and seminars is critical to keeping abreast of trends and developments in the discipline and profession; *note invited or requested presentations.*
1. Delivering a paper
 2. Commenting on a paper
 3. Chairing a session

4. *Panel or round-table discussant*
 5. Attendance at scholarly conferences
 6. *In preparation and projected date*
- E. Special Recognition: Recipient of special prizes or awards from scholarly or professional organizations and societies.
- F. Other Scholarly Activity: Research and study in other forms may also contribute to a candidate's knowledge and effectiveness.
1. *Works in progress and current status*
 2. Participation in summer seminars
 3. Leaves or sabbaticals
 4. Unpublished papers
 5. Individual programs of study and reading

SERVICE: Credit should be given for services and offices in governance bodies or committees (chairperson, vice-chairperson, secretary, executive committee, etc)

The following should NOT be considered a hierarchy; that is, items listed under category 'A' should NOT necessarily count more in support of promotion and tenure than items listed under category 'B' or category 'C...'

A. Faculty governance

1. Faculty Senate
2. Other units or university governance activities

B. Committee memberships

1. University committees
2. College committees

- 3. Department committees
 - C. Academic Enrichment sections
 - D. Student recruitment activities
 - E. Student advisement
 - F. University, college, or department assignments
 - 1. Special university-wide assignment
 - 2. *Department: eg, graduate advising, undergraduate advising, general education advising, Social Studies, Africana Studies, Archives and Museum, Speakers Series, web-site, newsletter, Recording Secretary*
 - G. University sponsored programs
 - H. Organization and/or society sponsorships
 - I. Profession-related community service: *eg, advisory board*
 - J. *Membership and activity in academic, professional and scholarly societies*
 - K. *Internal grants and awards*
- ***CONSULT the college policy about “Criteria for Promotion and/or Tenure in Arts and Sciences 1a. Assistant Professor b. Associate Professor c. Professor d. Tenure.”