

COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF HISTORY AND POLITICAL SCIENCE
GUIDELINES FOR TENURE AND PROMOTION

Introduction

In making its recommendations, the Peer Promotion Committee and the Tenure Review Committee of the Department of History & Political Science will be guided by the policies in the University of North Alabama's Faculty Handbook and by the additional criteria listed below. Candidates for tenure and/or promotion are expected to be familiar with the provisions of these documents. Since the mission of the university encompasses teaching, scholarship, and service, faculty members must strive for excellence in all three areas. Collegiality, adherence to UNA's Code of Conduct, and active participation in departmental affairs and activities are integral factors in fulfilling these requirements and are important considerations in all decisions concerning tenure and promotion.

The Department's Peer Promotion Committee consists of all tenured professors who are not applying for promotion except the Department Chair who will make her/his own recommendation. The Department Tenure Committee is composed of all tenured faculty. Voting will be by secret ballot counted at an official meeting and spouses are not eligible to vote. The Department Chair will initiate the first Peer Promotion Committee and/or Tenure Committee meeting in any given year and oversee the election of a committee chair to serve for the duration of the year. The quorum for transacting business will be 50 percent of eligible people. The Peer Promotion Committee and Tenure Committee may designate subcommittees as deemed necessary to carry out specific functions.

Candidates for tenure and/or promotion must notify the Department Chair according to the timeline set by the faculty handbook. The candidates will be responsible for submitting documentation concerning achievement in teaching, research, and service that conforms to college and university requirements in time to meet department, college and university deadlines. Prior to submission, candidates are encouraged to consult with committee members in order to improve their portfolio but may not add or delete anything from their dossiers following departmental review.

Teaching

Candidates may use the following criteria as a guide when assembling evidence of quality teaching. The lists and descriptions are not meant to be exhaustive, but rather a starting point for assessing a candidate's performance. Likewise, candidates will not be expected to have accomplished every item listed in this section.

The Peer Promotion Committee shall judge teaching by the following criteria:

1. Classroom evaluations by peers that consider subject-knowledge, organization and clarity, ability to stimulate interest, ability to lead discussions.
2. Student course evaluations administered according to university procedures. In weighing the evaluations, circumstances such as type, size, method of delivery, and time of courses shall be considered.
3. Appraisal of syllabi, reading lists, new course development, course revisions, use of research and scholarship in the classroom, and range of courses taught.
4. Other data that might be included in a teaching portfolio, including participation in teaching workshops.

Additional evidence of quality teaching may be submitted as is appropriate for individual candidates:

1. Supervision of M.A. theses.
2. Teaching awards or improvement of instruction grants.
3. Success of students (especially graduate students) in obtaining professional appointments.

Scholarly or Creative Performance

Candidates may use the following criteria as a guide when assembling evidence of quality research. The lists and descriptions are not meant to be exhaustive, but rather a starting point for assessing a candidate's performance. Likewise, candidates will not be expected to have accomplished every item listed in this section.

The Peer Promotion Committee shall judge scholarship on the basis of evaluations by colleagues within the department and by peers outside the university who are recognized experts in the candidate's field. In making such judgments about the quality of a candidate's research, the committee shall follow the usual standards for scholarly excellence, including originality, significance to the field, depth and rigor of research, methodological sophistication, accuracy, and quality of writing. Evidence of scholarly achievement in the Department of History & Political Science is based on publication of books and articles; editing books, journals, and other publications; presentation of papers at professional meetings; publication of book reviews/participation in colloquia, symposia, etc.; supervision of theses of graduate students; and receipts of research grants. Since not all publications are equivalent, some differentiation will be made among them. Additionally, candidates may choose to supplement their portfolio with external evaluations of their scholarship.

Service

All members of the department are expected to participate in department meetings and functions and to serve on department committees. Departmental faculty members are expected to devote

reasonable amounts of their time to college and university committees and assignments. The Peer Promotion Committee shall base its judgment of service on evidence gathered from the candidate's portfolio, which may include the candidate's supervisors or colleagues in the service role. In making this assessment, the committee shall consider the importance of the assignment, the time required, and the value of the candidate's contribution.

Appendix A. Standards for Tenure

Since candidates may become eligible for tenure with varying levels of overall experience, the department will not apply fixed or quantitative standards for tenure. Instead, the department will weigh qualitative contributions of candidates in teaching, research, and service, and determine if a candidate is likely to progress through the ranks (see *Faculty Handbook 2.5*).

Appendix B. Standards for Promotion

Considerations of enrollment, budget, time, rank, and personnel limitations may affect the final university determination to award promotion; however, they will in no way influence departmental recommendations (see *Faculty Handbook 2.5*).

Assistant Professor

Candidates for the rank of Assistant Professor must have completed the doctoral degree in the relevant field and have demonstrated ability as teachers and scholars. The appraisal of scholarship shall be based on the quality of the completed dissertation or published work, letters of recommendation, and a continuing commitment to significant research and writing. The appraisal of teaching shall be based on peer and student evaluations and letters of recommendation. Candidates may have had little opportunity for service but should have demonstrated a willingness to participate in committees and in other institutional activities.

Associate Professor

Candidates for the rank of Associate Professor must have made a contribution to their field. Evidence of this contribution may consist of the authorship of a peer-reviewed book or scholarly articles (including journal articles and book chapters) and/or participation in and presentation of research to meetings of professional organizations, recognition in the profession through prizes and fellowships, etc. Excellent teaching is essential. Active participation in departmental, college, university, professional and/or community affairs is important.

Professor

Candidates for promotion to the rank of Professor must have a substantial record in all three areas: teaching, research, and service. In addition, a candidate must have an excellent record of professional activities. Candidates for Professor must publish, or have accepted for publication a scholarly book or its equivalent in the form of several articles in refereed publications.

Appendix C. Procedures for Peer Review of Probationary Tenure-Track Faculty in the Department of History and Political Science.

Pursuant to the responsibilities of the Tenure Committee of the Department of History and Political Science, peer review and classroom visitation by the department's tenured faculty (excluding the Department Chair) will take place as follows:

1. Two or more tenured department members will be assigned to visit the classroom of each probationary, tenure-track, faculty within the department.
2. During the first year of employment one such visitation shall take place each semester.
3. Thereafter, annual visits, in the fall semester, will be employed unless the committee deems otherwise.
4. Such visits will be arranged in advance with the probationary faculty member.
5. Using the criteria established in the document entitled, "Department of History and Political Science Observation of Teaching by Probationary Faculty" the reviewers, having consulted, shall issue their reports to the committee and to the candidate.
6. Ultimately, the committee will provide the probationary faculty with written feedback. Copies of the reviewers' documents will be forwarded to the Department Chair.