

**TENURE AND PROMOTION GUIDELINES APPLICABLE TO ALL CASE FACULTY**  
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All college and departmental guidelines are intended to provide guidance to faculty members seeking to meet the University's criteria for tenure and promotion set forth in the *Faculty Handbook*, section 2.6. All faculty members should familiarize themselves with those principles, which govern the processes and standards for all departments and colleges of the University. This document is intended to provide clarity to the appropriate sections of the *Faculty Handbook*.

As UNA's largest and most diverse college, the College of Arts, Sciences, and Engineering is composed of nineteen academic departments and the School of the Arts encompassing more than twenty disciplines. Methods of demonstrating professional performance may vary with the traditions and goals of distinct disciplines. Teaching methods will also differ, as will forms of scholarly or artistic performance, but all tenure-track faculty members are expected to demonstrate a pattern of sustained cumulative accomplishment in teaching, scholarly or creative performance, and service.

All faculty members in the College of Arts, Sciences, and Engineering should recognize the following common expectations:

Teaching is a foundational professional function of faculty members at the University of North Alabama. A record of demonstrable success in teaching, as a UNA faculty member, is expected of every successful applicant for tenure and/or promotion in the College of Arts, Sciences, and Engineering.

Scholarship and creative accomplishment are essential to the academic profession. Every successful candidate for tenure and/or promotion is expected to provide convincing evidence of a pattern of scholarly or creative accomplishment appropriate to his or her discipline during the period of employment at UNA. Scholarship should include research or other forms of intellectual discovery made available to professional peers through publication and/or presentation beyond this university and the local area. For those in the performing or visual arts, creative activity should include performances, presentations, or exhibitions for audiences beyond the local area. Peer review or qualified professional critical review will be considered during the assessment of both scholarship and creative performance. Departments may consider professional consulting as an appropriate form of scholarship if the results of the consultation are made available to a professional audience beyond individual proprietary interests.

Service is an indispensable element in the professional performance of each UNA faculty member. The operation of a university is dependent on services provided by its faculty members beyond their classrooms, laboratories, and studios. Applicants for tenure and/or promotion are expected to present a record of effective service to the university, the community, and professional discipline during their period of employment at UNA.

While previous accomplishments will be recognized, special consideration will be given to accomplishments during the period of employment at UNA and since the faculty member's last promotion. In evaluating teaching, scholarly or creative performance, and service, both the quality and the extent of each area will be considered. In scholarly and creative performance, there are recognized hierarchies of professional organizations, journals, publishers, forms of dissemination, and venues for performance or exhibition in each discipline. It is appropriate to consider the level of professional recognition accorded to the organization, instrument, or venue through which scholarship or creative performance is presented.

More specific interpretation is provided by departmental guidelines (below). Faculty members are encouraged to discuss questions or concerns in advance of application for tenure and/or promotion with the department chair, tenured members of the department, and the dean.

**Criteria for Professor Merit:**

Upon reaching the fifth year of service at the rank of Full Professor, faculty are eligible to seek designation as a Professor of Merit by demonstrating sustained, successful, and professionally significant activity over the most recent five years in the areas of teaching, research/creative activity, and service.

In the area of teaching, a demonstrable record of self-assessment, chair evaluations, peer review, and student evaluations should reflect effective teaching; syllabi should contain appropriate student learning outcomes with effective assessments that match the learning outcomes; and evidence should be provided that the candidate remains abreast of recent developments or activity in their field throughout the most recent five-year period since their last promotion.

In the area of research/creative activity, there should be documented evidence of ongoing engagement over the most recent five years with recognized national and/or international organizations, publications, and venues of professional significance respected and deemed appropriate by their department as highly relevant to the candidate's individual discipline.

In the area of service, there should be a professional record of continual service at the departmental, college, and university levels in addition to evidence of sustained professional service during the most recent five years that any candidate has served at the rank of Full Professor.

**Criteria for Senior Lecturer:**

Upon reaching the fifth year of service, Lecturers are eligible to seek designation as a Senior Lecturer by demonstrating sustained, successful, and professionally significant activity over the most recent five years in the areas of teaching and service.

In the area of teaching, a demonstrable record of self-assessment, chair evaluations, peer review, and student evaluations should reflect effective teaching; syllabi should contain appropriate student learning outcomes with effective assessments that match the learning outcomes, and evidence should be provided that the candidate remains abreast of recent developments or activity in their field throughout the most recent five years.

In the area of service, there should be a professional record of continual service at the departmental, college, and university levels in addition to evidence of sustained professional service during the most recent five years that any candidate has served at the rank of Lecturer.

## **DEPARTMENT OF HISTORY**

### **GUIDELINES FOR TENURE AND PROMOTION**

**Approved, January 5, 2022**

#### **Introduction**

In making its recommendations, the Peer Promotion Committee and the Tenure Review Committee of the Department of History 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 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 2.6*).

## **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 2.6*).

### 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 contributed 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.

### Professor Merit

A compensation incentive strategy is provided for full Professors, intended to reward and

recognize their commitment to the institution and its students, continued scholarly and research productivity, innovative and effective teaching, and continuous improvement.

Faculty members who have served in the rank of Professor for a minimum of five years may elect to submit a portfolio highlighting accomplishments since their last promotion/review for internal review and assessment. The portfolio, due by April 1 of the candidates' fifth year, allows for inclusion of accomplishments from year five and must be consistent with the expectations of teaching, research, and service as outlined in the Faculty Handbook. The portfolio would be reviewed by the department chair, dean, the Provost and Executive Vice President for Academic Affairs, and a subcommittee of the University-Wide Promotion and Tenure Portfolio Review Committee (consisting of full Professors). No departmental review would occur in order to mitigate the possibility of lower-ranked faculty members reviewing full Professors; however, department chairs would solicit feedback from departmental peers as part of his/her rating. Department chairs undergoing review would be evaluated by a collective rating of three department chairs from other departments as selected by the college deans and agreed upon by the candidate.

Evaluators of the portfolio would use a rating scale of 1-5 (highest) for the areas of teaching, research/creative performance, and service. Candidates would choose the following percentages for each category, based upon their preference and accomplishments, but accomplishments must occur in all three evaluative areas to be considered:

50% teaching, 25% research/creative performance, 25% service  
50% research/creative performance, 25% teaching, 25% service  
50% service, 25% teaching, 25% research/creative performance

Successful candidates for the professor incentive compensation would receive a flat \$5,000 salary increase. Unsuccessful candidates would receive feedback from the appropriate dean and be eligible to apply in subsequent years. Final determination for successful candidates would be made by the President, in consultation with the Provost and Executive Vice President for Academic Affairs. Successful faculty members must wait five years before submitting another portfolio for review.

### **Appendix C. Procedures for Peer Review of Probationary Tenure-Track Faculty in the Department of History.**

Pursuant to the responsibilities of the Tenure Committee of the Department of History, 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 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.