

DEPARTMENT OF HISTORY
PART 1: TENURE AND PROMOTION COMMITTEE
CRITERIA FOR TENURE TRACK AND TENURED FACULTY

(Adopted by the committee December 12, 1974) (Revised by the committee September 25, 1975) (Additional revision by the committee November 3, 1976) (Revised May, 1996) (Revised August 21, 1997) (Revised by the Committee and presented to the Department, May 9, 2003) (Revised by the Committee and presented to all tenured faculty on April 26, 2021) (Non-tenure track teaching faculty promotion guidelines approved by all tenured faculty by majority vote on April 29, 2022) (Revisions to both part 1 and part 2 approved by full committees on January 26, 2024)

I. OVERVIEW

In making its recommendations, the Tenure and Promotion Committee of the Department of History will be guided by the policies suggested by the A.A.U.P. in the book, *Academic Freedom and Tenure: A Handbook of the American Association of University Professors*, *The University of Memphis Faculty Handbook*, and by the criteria listed below. Candidates for tenure and promotion are expected to be familiar with the provisions of these documents. Candidates for tenure and/or promotion to associate professor and for promotion to full professor must satisfy departmental, college, and university eligibility criteria in effect at the time of application.

The Ph.D. is required for tenure and promotion, but the criteria in the three areas of teaching, scholarship, and service are flexible. Since teaching is an essential function of the University, competence in this area is of vital importance. Similarly, the professional soundness and growth of the graduate program in History require that considerable emphasis be placed on research and writing. Accordingly, service contributions other than teaching and scholarship cannot be considered as important as teaching and scholarship. In all cases, however, flexibility rules out any precise formula for assigning proportionate weight to each of the criteria. A fuller explanation of each of the three areas is provided in section VI.

The Department of History requires external peer evaluations of any candidate applying for tenure and/or promotion in rank.

II. ANNUAL REVIEWS/EVALUATIONS

Annual reviews/evaluations are conducted by the Chair. These will be taken into account in

the Department's Tenure and Promotion Committee's recommendation and the Department Chair's recommendation. Additional evidence will be considered in determining whether the requirements for tenure or promotion are met.

III. MID-TERM REVIEWS

Candidates for tenure will have a mid-term evaluation by both the Chair and the Department's Tenure and Promotion Committee at the end of their third year. The candidate will be responsible for submitting documentation concerning achievement in teaching, scholarship, and service in a dossier that conforms to college and university requirements.

Recommendations made at the time of the third year review will be included in the candidate's dossier at the time of application for promotion and tenure.

IV. CRITERIA FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

Tenure

Ordinarily a candidate's application for tenure will be accompanied by an application for promotion to the rank of associate professor. Accordingly, the criteria for tenure and for promotion to associate professor are identical.

Associate Professor

1. Ph.D. in History.
2. Documented evidence of quality teaching.
3. Scholarly productivity and professional recognition beyond the university for research and writing in their particular field.
4. Significant contributions in professional activities other than teaching and research.
5. Five years appropriate professional experience in the instructional discipline of history.

V. CRITERIA FOR PROMOTION TO FULL PROFESSOR

Professor

1. Ph.D. in History.
2. Outstanding performance in teaching students.

3. Scholarly productivity and professional recognition on the national and/or international level for research and writing in their particular field.
4. Significant contributions in professional activities other than teaching and research.
5. Demonstrated leadership in service to the department and/or the university.
6. Ten years appropriate professional experience in the instructional discipline of history.

VI. APPLICATION PROCESS

The application process will follow the calendars for tenure and promotion on the Office of the Provost [website](#) and the College of Arts and Sciences [website](#). Candidates for tenure and/or promotion must notify the Department Chair at the appropriate time according to university regulations for such notification. The candidates will be responsible for submitting documentation concerning achievement in teaching, scholarship, and service that conforms to college and university requirements in time to meet department, college and university deadlines. Candidates may not add or delete anything from their dossiers following departmental review.

Since applications for tenure and/or promotion must be accompanied by letters of evaluation from at least four recognized scholars who are not connected with The University of Memphis, the applicant will be invited to submit a list of prospective outside evaluators, from which the Tenure and Promotion Committee will select one to three names. At least one and up to three names should be generated by the Committee. At least three letters must come from people who are not collaborators or directors of theses.

Additional evidence will be considered in determining whether the requirements for tenure or promotion are met in three areas:

TEACHING EFFECTIVENESS

In the evaluation of teaching effectiveness, any of the following may be considered:

1. Evaluation, through mutually arranged classroom visitations, by members of the Tenure and Promotion Committee.
2. Evaluation by students, through the SETE. Results of this data will never be used as a primary measure of a teacher's teaching effectiveness, but as corroborative evidence in conjunction with other materials.
3. Inspection of course syllabi and assignments. The outlines can be used to judge the breadth, demands, and outcomes of the course.
4. Receipt by the teacher of an award for teaching excellence.

5. The candidate's self-evaluation.
6. Grade distribution and student success rates.

SCHOLARLY ACTIVITY

In all evaluations of scholarly activity, assessment by peers, both at the University and in the broader profession, is the primary consideration. Evidence of scholarly achievement in 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 and dissertations of graduate students; and receipts of research grants. When considering applications for a promotion to a full professor, the department shall also focus on scholarly accomplishments of candidates after they have been promoted to an associate professorship.

Since not all publications are equivalent, some differentiation will be made among them. In general, books (e. g. monographs, academic non-fiction, and scholarly textbooks) printed by academically reputable publishers represent a major scholarly contribution to one's field and constitute evidence of greater scholarship than articles. However, it is recognized that, at times, major interpretative articles published by journals of national or international reputation, such as the *American Historical Review*, may constitute evidence of greater scholarly achievement than a book descriptive of a very narrow subject. In general, breadth and depth of scope are to be preferred to narrowness. The research effort required will also be an important criterion in evaluating publications. Some fields of research and certain specializations within broad fields may pose greater difficulties to the scholar and may be more demanding in terms of time required for the completion and publication of a given project. In determining the quality of work, published reviews of the work will be considered, and if necessary, outside professional opinion will be solicited directly.

The aforementioned factors will also be considered in evaluating journal articles. Since there is a great variety of journals, varying in content and quality, certain criteria will be taken into consideration which will enable the making of qualitative distinctions. To be sure, articles will be judged on their own merits—their conceptual framework, their scope, their depth, and their contribution to historical knowledge. But the reputation and scope of the journal will constitute important criteria.

In addition to publications, presentation of papers in professional meetings, participation in colloquia and symposia, and service as an editor for scholarly journals will also constitute evidence of scholarship. The presentation of papers will ordinarily receive less weight than the publication of articles, and participation in colloquia and symposia less than the presentation of papers. As with books and articles, the scope and reputation of the academic

gathering will be considered in the evaluation of scholarship.

In case of newly arrived candidates from other institutions, in addition to their scholarly performance (if any) in the department, they will be evaluated based on their research accomplishments at their former home institutions.

SERVICE

Service, beyond teaching and scholarship, is rendered in a variety of ways in response to the needs of students, the Department, the College, the University, and the community. There are many service roles played by a member of the History Department, but the following may be the most frequent:

Service to the University for which no reduction in teaching load is ordinarily granted:

1. Departmental committees
2. College committees
3. University committees
4. Advisory committees
5. Task forces
6. Self-study committees
7. Academic Senate

Service to the University, such as the direction of academic programs, for which a reduction in teaching load is granted. (This kind of activity complicates the process of evaluating a candidate for tenure or promotion because the candidate's contribution to the Department is necessarily limited thereby. It may well be that the ordinary criteria for tenure and promotion would be inappropriate. In these cases, the Tenure and Promotion Committee shall determine more appropriate criteria to fit the particular situation. The special criteria shall be made known to the candidate prior to a decision of tenure or promotion, and if possible, before the candidate enters into the activity.)

Service to the profession, which may include:

1. Serving as an officer in regional, state, national, or international professional groups
2. Serving on advisory boards or directing special studies on matters relevant to the profession
3. Membership in professional organizations and participation in their activities

Service to the public, which may include:

1. Contributing to social service agencies on local, state, national, and international levels
2. Participating in public forums

3. Giving addresses to public organizations relevant to the professions
4. Service on boards, museums, schools, and community organizations

It must be understood that service to the public can never constitute a substitute for a faculty member's primary function as a teacher and scholar.

VII. COMPOSITION AND FUNCTIONING OF DEPARTMENTAL COMMITTEE

The History Department's Tenure and Promotion Committee consists of all tenured associate and full professors except the Department Chair who will make their own recommendation. Voting on promotion to full professor will be the responsibility of full professors only. Voting will be by secret ballot counted at an official meeting and spouses are not eligible to vote. Only Committee members who have reviewed dossiers and participated in Committee discussions may vote.

The Department Chair will name the Tenure and Promotion Committee Chair, who will serve for the duration of the year. The quorum for transacting business will be 50% of eligible people.

If the Department Chair is being considered for tenure or promotion, the dossier shall be transmitted directly from the Department Committee to the Dean.

The Tenure and Promotion Committee may designate subcommittees as deemed necessary to carry out specific functions.

VIII. MODIFICATION OF T & P GUIDELINES

Guidelines for tenure and/or promotion will be reviewed and updated periodically by the Tenure and Promotion Committee as necessary. Revisions must be approved by a simple majority of tenured faculty, including the department chair, and then approved by the dean and provost.

DEPARTMENT OF HISTORY
PART 2. TEACHING FACULTY PROMOTION GUIDELINES

Candidates for non-tenured teaching faculty promotion in the Department of History shall be judged in areas of teaching and service. All candidates shall be judged according to criteria in effect when application is made.

It is the responsibility of each faculty member being reviewed to present documentation of contributions and accomplishments according to departmental, college, and university guidelines. Evidence such as syllabi, student evaluations and comments, and selected course materials to support teaching, and documentation of service and outreach and professional development activities all become part of the candidate's file.

Those whose promotion is approved by the department and the university will be offered a contract of the maximum approved duration (up to five years) at their next reappointment.

An individual who is denied promotion may continue with their employment at the university.

A. PROMOTION TO ASSOCIATE PROFESSOR OF TEACHING

ELIGIBILITY

1. Full-time teaching faculty (Assistant Professors of Teaching) must be employed at the University for a minimum of five years prior to the academic year in which they apply for promotion to Associate Professor of Teaching.
2. M.A. is required; PhD. is preferred, but not required, for promotion to Associate Professor of Teaching.

TEACHING

Teaching is the primary responsibility of teaching faculty. A candidate for promotion should be an effective teacher. In the evaluation of teaching effectiveness, any or all of the following may be considered:

1. Evaluation, through mutually arranged classroom visitations, by members of the Tenure and Promotion Committee.
2. Evaluation by students, through the SETE. Results of this questionnaire will never be used as a primary measure of a teacher's teaching effectiveness, but as corroborative evidence in conjunction with other materials.

3. Inspection of course syllabi and assignments. The outlines can be used to judge the breadth, demands, and outcomes of the course.
4. Receipt by the teacher of an award for teaching excellence.
5. The candidate's self-evaluation.
6. Grade distributions and student success rates.

SERVICE

A record of discipline-related service indicating a commitment to serving the institution, the profession, and/or the community. Continued service in the future is expected.

SCHOLARSHIP AND OUTREACH

Neither publications nor outreach work are required for promotion to Associate Professor of Teaching – and no teaching faculty will be penalized for an absence of scholarly publications or outreach work. Evidence of high quality scholarly and outreach activity may be included as part of the application for promotion, particularly if that work involves pedagogical approaches to the classes in which they primarily teach or that involve one or more of the specialties within the department. Any scholarly activity or outreach work may be included as part of the teaching narrative or service statement and documentation of that work included in the dossier.

B. PROMOTION TO PROFESSOR OF TEACHING

To Be Determined

C. COMPOSITION AND FUNCTIONING OF TEACHING FACULTY PROMOTION COMMITTEES

The Promotion Committee for Non-Tenure Track Teaching Faculty is composed of all tenured faculty plus all Professors and Associate Professors of Teaching.

The Department Chair will appoint a subcommittee of this Promotion Committee consisting of 3-5 faculty members, to oversee applications for teaching faculty promotion. The subcommittee for those applying for promotion to Associate Professor of Teaching may include tenured faculty as well as non-tenured Associate and Full Professors of Teaching. Once the promotion file has been completed, the entire Promotion Committee will vote on the candidates for Associate Professor of Teaching.

D. APPLICATION PROCEDURE

The application process will follow the calendars for tenure and promotion on the Office of the Provost [website](#) and the College of Arts and Sciences [website](#).

Candidates must submit dossiers that conform to University requirements, especially with respect to size, organization, and content. No materials may be added to or removed from an application once it has been considered by the Department Committee.

E. MODIFICATION OF PROMOTION GUIDELINES FOR TEACHING FACULTY

Guidelines for promotion of non-tenured teaching faculty will be reviewed and updated periodically by the Promotion Committee. Revisions must be approved by a simple majority of tenured faculty (including the department chair) and promoted teaching faculty, and then approved by the dean and provost.