

## **DEPARTMENT OF HISTORY TENURE AND PROMOTION COMMITTEE CRITERIA FOR TENURE AND PROMOTION**

(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)

### **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. These criteria are in accord with the guidelines in the University's "Report of the Task Force on Faculty Roles and Rewards" (1995). 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 other criteria are flexible. Because teaching is an essential function of the University, competence in this area is clearly 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 research cannot be considered as important as teaching and research. In all cases, however, flexibility rules out any precise formula for assigning proportionate weight to each of the criteria.

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. The annual reviews will be taken into account in 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, research, 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. Interest and improvement in teaching and advising students
3. Continued interest in and professional recognition beyond the university for research and writing in his/her 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 and advising students
3. Continued interest in and professional recognition on the national level for research and writing in his/her particular field
4. Significant contributions in professional activities other than teaching and research
5. Demonstrated leadership in the areas of faculty development and curriculum.
6. Ten years appropriate professional experience in the instructional discipline of history

**VI. APPLICATION PROCESS**

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, research, 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 may select up 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:

#### TEACHING EFFECTIVENESS

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

- (a) Evaluation, through mutually arranged classroom visitations, by members of the Tenure and Promotion Committee
- (b) An evaluation by students, through a department-approved questionnaire. 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.
- (c) Inspection of course outlines and examinations, which are required of all members of the Department and are on file with the Chair. The outlines are to be used to judge the breadth and limits of the course and the demands imposed by the required and recommended readings and by the examinations.
- (d) Inspection of final examination papers written by students in the teacher's class to evaluate how much learning has taken place.
- (e) Receipt by the teacher of an award for teaching excellence.
- (f) The candidate's self-evaluation
- (g) Grade distributions

#### SCHOLARLY ACTIVITY

In all evaluations of scholarly activity, judgment 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.

Since not all publications are equivalent, some differentiation will be made among them. In general, books representing a major scholarly contribution to one's field 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 one's 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 sponsoring societies will be taken into account in evaluating all these evidences of scholarship.

## 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:

- (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:

- (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 her/his 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.

At its first meeting in any year, the Tenure and Promotion Committee will elect a Chair to 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.

### **IX. FLOWCHART**

<b>Step</b>	<b>Responsibility</b>	<b>Action</b>	<b>Due Date</b>
1	Candidate	Notifies Department Chair of Intent to apply for Tenure and/or Promotion	May 1
2	Department Chair	Notifies qualified faculty to meet as T&P committee and elect a chair; committee then forms a subcommittee to handle details	Late Spring Semester
3	Candidate; Department T&P Subcommittee	Independently develop a list of potential external reviewers	Late Spring Semester
4	Department T&P Subcommittee	Finalizes list of reviewers and solicits their agreement to review the candidate's materials	May 30
5	Candidate	Develops packet of research materials and vitae to submit to external reviewers	May 30
6	Department T&P Subcommittee Chair	Sends letter, candidate's materials, and Department T&P Guidelines to reviewers (following College Calendar for due date of the reviewers' recommendations)	June 5
7	Candidate	Completes Dossier (following University, College, and Department guidelines and	September

		calendar); submits to T&P subcommittee	
8	Department T&P Subcommittee	Collects all materials (Candidate's Dossier, External Review Letters and Vitae, and School Head Letter); drafts subcommittee recommendation for T&P Committee review; Submits to Department T&P Committee	September
9	T&P Committee Chair	Schedules and leads Department T&P Committee review meetings; finalizes; submits Committee Recommendation with all materials to Department Chair	September/ October
10	Department Chair	Independently reviews candidate's dossier and reviews and provides recommendation; provides rationale for selection of external reviewers (and outside members of the department's Promotion and Tenure committee, if applicable); Submit to SUAPP Head and Dean's Office	October