

**DEPARTMENT OF HISTORY**  
**Promotion Policy**

1. A faculty member may be nominated or apply for promotion. The applicant/nominee is responsible for developing and submitting to the department chairperson a packet of supporting materials, including a current vita, and any information on which teaching effectiveness, scholarly or creative activities, and university-related service can be judged. (Faculty Handbook)

2. Each application/nomination for promotion, including all supporting materials, will be evaluated by all full-time department faculty members holding rank higher than the candidate and not being considered for promotion. (Faculty Handbook)

3. The Executive Committee will evaluate each application/nomination, including all supporting materials (Department precedent)

4. The chairperson of the applicant/nominee's department will evaluate the packet of materials submitted by the candidate and the recommendations of the departmental faculty (and the Executive Committee) and forward these materials, along with his/her recommendation to the Dean of the School. (Faculty Handbook)

5. In its evaluations the department adheres to the following guidelines (Departmental Meeting, October 19, 1983):

Assistant Professor: Promotion to the rank of assistant professor will be based on the criteria contained in the Faculty Handbook.

Associate Professor: Promotion to the rank of associate professor will be based upon the criteria contained in the Faculty handbook and the additional criteria set by the department. Departmental criteria are three articles, or three papers presented before professional organizations, or any combination of articles and papers presented before professional organizations totaling three, or demonstrated teaching excellence and other scholarly activities.

Professor: Promotion to professor will be based upon the criteria contained in the Faculty Handbook and a continuing pattern within the associate professor rank of publishing and other scholarly activities.