DEPARTMENT OF HISTORY
Promotion Policy

Overview
Academic promotion refers to professional advancement from one faculty rank to another, based upon a faculty member’s academic credentials and evidence of meritorious performance in teaching, research/scholarship/creative accomplishments, and service. In keeping with university policy E-3A (Academic Promotion), promotion in the History Department is not an entitlement but must be earned by fulfilling the criteria appropriate to the rank. The purpose of the current document is to explain the History Department’s discipline-specific criteria for promotion to the ranks of Associate Professor and Professor.

Procedures
The History Department follows the application procedures laid out for candidates for promotion in university policy E-3A and in the College of Liberal and Applied Arts document entitled “Tenure, Promotion, and Pre-Tenure Review Procedures,” first adopted 1 September 2008 and updated annually. Thus, the Department adheres to the guidelines set forth in those documents relating to such matters as the requisite number of years in service at one rank in order to be promoted to another, portfolio preparation, deadlines, etc.

Promotion Criteria
1. Associate Professor—According to university policy E-3A, to be promoted to the rank of Associate Professor, an individual must demonstrate excellence in teaching and excellence in either research/scholarly/creative accomplishments or in service. At least satisfactory performance shall be demonstrated in the other category. Excellence in one category will not compensate for poor performance in any of the other categories. In general, the History Department interprets this definition to mean that candidates for promotion to Associate Professor must meet the Department’s general standards for tenure, but must go beyond them in teaching and in either research/scholarly/creative accomplishments or in service.

   a. Excellence in Teaching
   In the History Department, evidence of excellence in teaching includes, but is not limited to, the following criteria.
   - Student evaluations that show that the applicant’s courses exceed the Department’s expectations
   - Superior evaluations by tenured faculty mentors who have observed the applicant’s performance in the classroom
   - Recognitions or awards for distinguished teaching
   - Development of new courses
   - Introduction of classroom activities and assignments that demonstrate imaginative, innovative, and effective pedagogy
   - Positive written comments from students, faculty, and/or administrators
   - A grade distribution that does not promote grade inflation
   - Practicum and internship supervision
   - Thesis direction and service on thesis committees
   - Supervision of independent studies
   - Creation of or participation in study abroad programs

   b. Excellence in Research/Scholarly/Creative Accomplishments
   The History Department’s Tenure Policy states that successful candidates for tenure are generally expected to publish one book/monograph or at least two peer-reviewed research-based publications. To meet the standard of excellence in research/scholarly/creative accomplishments, then, candidates for promotion are expected to meet this minimum requirement for tenure but to go beyond it by, for example, publishing at least one additional peer-reviewed research-based publication or producing/completing a number of the items listed below. Completion of the items should be documented in the candidate’s promotion portfolio fully enough for members of the departmental promotion committee to judge the items’ scholarly quality.
• Monographs
• Article contributions to international, national, and regional historical journals
• Papers presented at international, national, and regional historical conferences
• Chapters in monographs or collections of articles
• Securing internal and/or external grants
• Book reviews in international, national, and regional historical journals
• Chairing panels at international, national, or regional conferences
• Papers in collections of published conference papers
• Participation in the writing of textbooks
• Refereed on-line publications that meet the same departmental standards as print publications

c. Excellence in Service
In the History Department, evidence of excellence in service includes, but is not limited to, active participation in a number of the following activities, with greater weight being afforded to leadership roles.

• Service on department, college, and university committees
• Academic advising
• Recruiting and retention efforts
• Assessment of academic programs or courses
• Placement efforts for graduating students
• Academic/professional organization membership
• Office-holding or committee membership in academic/professional organizations
• Professionally related community service
• Professional consulting
• Directorship of university programs
• Working with or advising student organizations

2. Professor—According to university policy E-3A, to be promoted to the rank of Professor, candidates shall demonstrate excellence in all categories appropriate to promotion: teaching, research/scholarly/creative accomplishments, and service. The History Department’s promotion committee (to full Professor) will thus refer to the criteria listed in 1.a-c above to determine whether candidates meet the standards of excellence in all three categories, as required for promotion to this rank. To ensure that faculty members who are promoted to Professor are maintaining the degree of excellence expected of those holding the rank, the promotion committee will place the greatest weight on a given candidate’s performance during the five years immediately preceding the application for promotion, as documented in the candidate’s promotion portfolio.

(Approved by vote of department members at the rank of Associate Professor and above 12/6/2011)