

I. CRITERIA FOR PROMOTION TO TENURE

RESEARCH:

The Committee is in general agreement that the criteria for promotion to tenure in the History Department has been, and remains, the completion of a published book, or a book manuscript that has been accepted for publication by a reputable academic press. If the book is being considered in manuscript form, it should be in the final process of manuscript preparation, preferably at the copy-edited, or page-proof stage. More importantly, this book, or manuscript, should demonstrate what the CALL refers to as “evidence of a productive and creative mind.” The CALL further elaborates that the work should also provide “evidence that the candidate is continuously and effectively engaged in creative activity of high quality and significance.” While the department may choose other criteria, in exceptional or unusual cases, the published, or about to be published, book remains the benchmark for tenure decisions. If the book has been published it is hoped that reviews will be provided; if it is still in manuscript form reader reviews from the press should be included. Manuscripts shall also be sent to external reviewers for their evaluation.

The CALL’s concern that the candidate be “continuously and effectively engaged in creative activity of high quality and significance,” should further be demonstrated through other publications that include peer reviewed articles in high impact journals, as well as evidence through submitted work in progress of new, or developing, research projects. The Committee realizes that there are fields in which the writing of peer reviewed articles may take precedence over the completion of a book, or book manuscript. In such cases the published work shall be judged for its creativity, originality, and high impact by the standards of that field, or sub-field, based on the careful evaluation of the candidate’s published work by both departmental and external reviewers.

In keeping with the standards of our profession, we believe that promotion to the Associate Professorship constitutes the most significant decision made by the university and department. It is of utmost importance, therefore, for the department to make every effort to weigh and evaluate a faculty member’s reputation in his or her field of history for originality and scholarly contribution. The process of review should be both fair and rigorous. It should also combine a careful internal review that is balanced by outside reviewers familiar with the candidates field, who are chosen by all the members of the Ad Hoc Review committee in an evenhanded manner from the candidate’s and from Ad Hoc Review Committee’s list.

TEACHING:

The Committee would like to emphasize the importance of teaching as a component in the tenure decision. The CALL states clearly that “evidence of high quality teaching is an essential criterion for appointment, advancement, or promotion” and lists specific means by which the quality of faculty can be measured, including opinions of other faculty, students, evidence of development of new techniques of instruction, evaluations of courses by students, peer evaluations, and evidence of the publication of textbooks and other educational materials. The department should consider, in addition, innovations and improvements made in teaching

that are evidenced in the preparation of new courses and the further development of existing courses. Dedication to teaching should also be measured by the types of courses taught, including large core lecture courses, as well as undergraduate and graduate seminars, honors theses supervised, doctoral committees on which the candidate has served, and various forms of tutorial assistance rendered to the department's student as well as the students in related programs such as IDPs.

The CALL states that in judging the effectiveness of a candidate's teaching, we should "consider such points as the following: the candidate's command of the subject; continuous growth in the subject field; ability to organize material and to present it with force and logic; capacity to awaken in students an awareness of the relationship of the subject to other fields of knowledge; fostering of student independence and capability to reason; spirit and enthusiasm which vitalize the candidate's learning and teaching; ability to arouse curiosity in beginning students, to encourage high standards and to stimulate advanced students to creative work; personal attributes as they affect teaching and students; extent and skill of the candidate's participation in the general guidance, mentoring, and advising of students; effectiveness in creating an academic environment that is open and encouraging to all students." It is added that we should, "pay due attention to the variety of demands placed on instructors by the types of teaching called for in various disciplines and at various levels, and should judge the total performance of the candidate with proper reference to assigned teaching responsibilities."

In tenure cases, the records of candidates whose teaching was identified as presenting problems at the fourth year appraisal, should be particularly carefully reviewed. Ample evidence should be solicited that teaching has improved and that the candidate has made a concerted effort to address his/her earlier deficiencies. The standard of "high quality" teaching remains the benchmark for promotion to the Associate Professorship.

UNIVERSITY AND PUBLIC SERVICE:

The call is quite specific on the criteria by which service should be evaluated, including participating "effectively and imaginatively in faculty government and the formulation of departmental, college and university policies," "service activities related to improvement of elementary and secondary education," and "contribution to student welfare." It further adds that "services by members of the faculty to the community, state, and nation, both in their special capacities as scholars and in areas beyond those special capacities when the work done is at a sufficiently high level and of sufficiently high quality, should likewise be recognized as evidence for promotion."

The committee believes that service requirements for promotion to tenure are not expected to be as extensive as those for the Full Professorship. It seems appropriate to expect, however, that a faculty member will have undertaken appropriate service assignments designated by the department chair and that such service be evaluated and appropriately documented.