

Criteria for Tenure and Promotion
Department of History

Statement of adherence to the best practices of the discipline:

The History department complies with the American Historical Association's (AHA) definition of historical scholarship presented in its "Statement on Standards of Professional Conduct" informs the Department of History's criteria for promotion and tenure. According to the AHA, "scholarship—the **discovery, exchange, interpretation, and presentation of information about the past**—is basic to the professional practice of history. It depends on the collection and preservation of historical documents, artifacts, and other source materials in a variety of institutional settings ranging from libraries to archives to museums to government agencies to private organizations. Historians are committed to protecting significant historical evidence wherever it resides. Scholarship likewise depends on the open dissemination of historical knowledge via many different channels of communication: books, articles, classrooms, exhibits, films, historic sites, museums, legal memoranda, testimony, and many other ways. The free exchange of information about the past is dear to historians."

I. Tenure and Promotion to the Rank of Associate Professor

There are two distinct categories for granting tenure:

- A. To a junior member starting his or her professional career after completing the Ph.D.
And
- B. To an established historian joining the department at any rank,

Under normal circumstances the process of seeking tenure and promotion to associate professor will proceed simultaneously. The Department of History will not recommend tenure unless the candidate is judged to be eligible for promotion to the rank of associate professor. Tenure and promotion to associate professor must reveal a record of teaching and research that provides evidence of significant contributions and the potential for scholarly achievement at the national level.

In the second instance tenure will occur when the candidate has met all criteria for tenure as specified by the Department of History, the College of Arts and Humanities, and the University.

II. Eligibility for Tenure

- A. Classroom Teaching

Peer review of candidates' teaching conducted by a sub-committee of the Cumulative Progress Evaluation Committee work will be the primary means for assessing

teaching effectiveness. Student evaluations will be used to supplement peer evaluations.

The assessment of teaching effectiveness will be based on the ability to stimulate students intellectually and assist their professional development. To assess his or her teaching abilities, a sub-committee of the Cumulative Progress Evaluation Committee will visit the candidate's classroom once each evaluation cycle at a mutually agreeable time. Afterwards, they will confer with the candidate and make constructive suggestions for improvement both orally and in writing. They will also discuss course planning. The Cumulative Progress Evaluation Committee will include a summary of the candidate's teaching effectiveness in its annual report.

The department will also take into consideration pedagogical publications, teaching loads, course preparations, participation in teaching workshops, supervision of graduate students, supervision of interns, teaching of independent studies courses, service learning, and publicly engaged teaching initiatives.

B. Research and Publishing

A candidate for tenure and promotion to Associate Professor must demonstrate evidence of a continuing commitment to research and the publishing and presentation of research outcomes in order to engage in scholarly conversation both internal and external to academia. The department acknowledges that research results will take multiple forms as recognized in a joint publication by the American Historical Association (AHA), the Organization of American Historians (OAH), and the National Council on Public History (NCPH), three leading scholarly historical organizations.¹ Research results will appear consistently in refereed academic and/or public forums at the international, national, regional, state or local level. In the case of established historians going up for promotion and/or tenure, research and research results completed at other institutions will be considered as partially fulfilling the requirements of the History Department's criteria.

In the discipline of history, the production of research outcomes involves an intensive and extensive project which takes several years to complete; the most valued publication is traditionally a book-length monograph. In the early stages of such a project, candidates may receive grants to complete research and will often present their scholarship at professional meetings. For that reason, activities leading to the production of research results are taken into account when considering tenure and

¹ "Tenure, Promotion, and the Publicly Engaged Academic Historian: A Report by the Working Group on Evaluating Public History Scholarship."

promotion. But, decisions will be made based on scholarly publications and research outcomes.

Each faculty member must demonstrate both a sustained commitment to research and presentation of the research to further the scholarly conversation in his/her field.

Examples of this type of scholarly engagement include but are not limited to:

1. A book published by a reputable scholarly press or
2. A book contract, with positive outside readers' reports or
3. A completed book-length manuscript with evidence that it is circulating to reputable publishers (notification from publishers that the manuscript has been received and is being read by outside reviewers) by the beginning of the fifth year AND three (3) articles in refereed publications or
4. Five (5) articles in press or published in refereed journals or essay collections. In the case of articles in press, written verification of the status of the article(s) from the editor must be provided or
5. Two (2) articles in press or published in refereed journals or essay collections AND a research portfolio consisting of peer-reviewed museum exhibitions, documentary films and media productions, digital archives and/or tools, technical publications for government agencies or cultural institutions, and editorships of books, document collections, and journals. Each portfolio will include a variety of research results and while the results will vary in form, the conventions of historical scholarship will remain consistent throughout. In the case of works in progress, written verification of the status of the works must be provided

Faculty candidates for tenure and promotion are expected to present scholarship that is refereed or peer-reviewed. The department holds "refereed" or "peer-review" to mean that a publication has undergone a review process by unidentified peers.

The department also recognizes that the evolving nature of publication means that some peer reviewed publications will appear in digital format only. In addition, the collaborative nature of some forms of historical scholarship means that some publications or research presentations may have multiple authors. It is the responsibility of the candidate to clarify his/her contribution to the research project.

These expectations are commonly accepted within the discipline of history as prerequisites to tenure and promotion.

C. Service

In service, some committee work is regarded as desirable, and candidates seeking tenure and promotion to associate professor will contribute primarily to the work of the department, and in rare cases to the college, the university, or the state. Although service to the profession is highly valued, the department does not give such activities the same weight as it does research or teaching. A high level of such service cannot compensate for inadequacies in either research or teaching.

III Promotion to the Rank of Professor

Promotion to the rank of (Full) Professor shall be recommended in recognition of a pattern of sustained merit in research, enduring effectiveness in teaching, and continued contributions in service.

Although contributions of a high quality in all three areas of teaching, research, and service are expected of successful candidates, the department anticipates that those moving to the senior rank will have demonstrated a substantial and sustained record of scholarly achievement in their field of history that is recognized in writing by their professional colleagues nationally or even internationally.

Promotion to full professor will ordinarily require the publication of a peer-reviewed scholarly book that demonstrates significant intellectual maturity beyond the publications or portfolio that were the basis for the promotion to associate professor. The quality and importance of research will be given more weight than quantity alone.

Successful candidates will have maintained the same high level of teaching required for tenure. Finally, the department encourages its senior faculty to take a leadership role in service to the department, college, university, state, and profession.

IV. The Review Process

The History Department's Tenure and Promotion Committee will consist of all tenured faculty in the department holding a rank at or above the level to which a candidate is seeking promotion. Although neither the department chair nor the department's current representative to the college Tenure and Promotion Committee will cast a vote because each has a vote in a separate venue, they will attend, but not take part in the deliberations of the committee.

A. Tenure and promotion to Associate Professor

When the department is asked to make a recommendation for the granting of tenure and promotion to associate professor, all members of the Tenure and Promotion Committee will review the following relevant written materials contained in the candidate's file to determine whether or not the candidate's

record merits tenure and promotion to associate professor of history. The following items will be included:

1. Letters of senior faculty who have served as members of the Cumulative Progress Evaluation subcommittees of untenured faculty and have observed their teaching and monitored their research activity each semester of each academic year.
2. The annual report of the Cumulative Progress Evaluation Committee, the Chair's Cumulative Progress Evaluation Report, and the Dean's Cumulative Progress Evaluation Report.
3. The Chair's annual evaluations.
4. All relevant written materials contained in the Tenure and Promotion file, including letters from outside reviewers indicating that the candidates have achieved a level of scholarly productivity that would merit promotion in institutions comparable to the University of Central Florida. Furthermore, none of these letters can be solicited from members of the candidate's Ph.D. committee.

B. Promotion to Full Professor.

In reviewing a candidate for promotion to full professor, the departmental tenure and promotion committee will pay special attention to the following items:

1. The candidate's record since he or she was promoted to the rank of associate professor in the three areas of teaching, research, and service.
2. All relevant written materials contained in the candidate's promotion file, including annual evaluations.
3. The four or more letters from outside reviewers (not members of the candidate's Ph.D. committee) indicating a sustained and nationally or internationally recognized record of scholarly achievement in the candidate's field of history.
4. The quality and importance of the candidate's research as evaluated in scholarly reviews.

The Tenure and Promotion Committee must meet before making a formal recommendation and must submit that recommendation in writing.