

ETSU DEPARTMENT OF HISTORY

GUIDELINES FOR PROMOTION

Each academic rank represents specific qualifications, professional competencies, and a history of productivity together with the promise of continued growth. *Promotion to higher rank is neither an unqualified right nor an automatic occurrence.* Having completed a given period of service or performed routine duties (such as carrying a normal course load, advising students, publishing and presenting papers, participating in departmental programs and governance, and serving on committees) should be considered an affirmative factor in appraising a faculty member's qualifications for promotion, *though they are insufficient in and of themselves to warrant promotion.*

The excellence of the faculty in the Department of History at East Tennessee State University is maintained in part through an appraisal of each candidate for promotion by colleagues and by appropriate administrative officers. Faculty members may be recommended for promotion to a higher rank based upon their demonstrated qualifications for that rank as evaluated by their peers in the department, the department chair, the promotion and tenure advisory committee of the college, the academic dean, the vice president, the president, and the TBR.

The appraisal of each candidate in the Department of History should incorporate a thorough review of achievements which are expected in teaching; research, scholarly or creative activity; and professional service. Chairs and deans shall keep a faculty member informed of their expectations for his/her performance, including requirements for promotion and tenure. Any dramatic alterations in these expectations should be made explicit. In most circumstances, this will be accomplished by the annual review process, though this is not the definitive evaluation tool. Specific criteria to be applied to the work of an individual faculty member will be clearly delineated on annual faculty activity plans, reports, and evaluations. The History department chair should submit evaluations of these activities, accompanied by evidence obtained through an evaluation process designed to ensure that recommendations are predicated on substantive analysis.

Because of the importance and significance of the promotion deliberations, each History department faculty member must assume responsibility for insuring that pertinent information concerning teaching, research, and professional service is available to the Chair of History and to the departmental committee.

The History department may make adjustments to minimum service in rank for extraordinary performance and service and for total year of full-time teaching experience.

ASSISTANT PROFESSOR

The Department of History requirements for promotion to or hiring at the rank of Assistant Professor are as follows:

- Possession of an earned terminal degree, as defined by the discipline, from a regionally accredited institution in the instructional discipline
- Evidence from academic records, recommendations, interviews, or other sources that the individual is adequately trained in the discipline and is otherwise competent to carry out the duties and responsibilities of a member of a university faculty
- Evidence of high professional standards and behavior consistent with professional ethics
- Evidence of effective teaching if the individual has taught at the college level. If the individual has not taught at the college level, evidence should be obtained that satisfactory teaching performance can reasonably be expected
- Evidence of published research or of publishable research in progress

ASSOCIATE PROFESSOR

All candidates for promotion to the ranks of associate professor and professor must meet Department of History and College of Arts and Sciences expectations for above-average performance in all three areas of teaching, research, and professional service. Successful candidates for the rank of associate professor should be judged as above average in two categories and excellent in at least one. Successful candidates for the rank of professor should be judged as excellent in at least two of the three areas and as good in the third. Candidates for professor should be expected to have a greater quantity as well as quality of achievement in the three categories.

The Department of History requirements for promotion to the rank of Associate Professor are as follows:

- Possession of an earned terminal degree, as defined by the discipline, from a regionally accredited institution in the instructional discipline
- Five years of full-time teaching at the rank of assistant professor – exceptions may be made for extraordinary performance and overall years of full-time teaching experience.
- Evidence of high professional standards and behavior consistent with professional ethics and a collegial attitude

Teaching: Documented evidence of teaching effectiveness will be determined by the candidate's demonstrated strength in teaching introductory history surveys, upper-division courses, and graduate courses in the candidate's areas of expertise. Evidence should come from class observations carried out by a variety of History department faculty members of greater rank than the candidate, from peer evaluations of teaching materials, and, to a lesser extent, from student evaluations.

Research: Consideration is given for directing specific research projects with colleagues and students. Documented evidence of scholarly productivity in research endeavors within the discipline is required as follows:

- Publications might include textbooks, books or chapters in books, articles in non-refereed journals, book reviews, encyclopedia entries, biographical entries, electronic or courseware publications, etc. A book-length work supersedes most other publications. Successful research grant proposals are also a consideration.
- Participation in national, regional, and state professional organizations related to the candidate's discipline is also required. This includes presenting papers at all levels of conferences, organizing and serving on scholarly panels, serving as officers for professional societies, serving on editorial boards of scholarly journals, participating in workshops in the candidate's field, and consulting in the candidate's field.

Service: Documented evidence of significant professional service activities includes participation on at least one History department committee each year and participation on University committees. Special programs and recognition for administrative contributions are also a consideration. Community service is expected. Student advising is also a commitment of service to the Department, College, and University

PROFESSOR

The Department of History requirements for promotion to the rank of Professor are as follows:

- Possession of an earned terminal degree, as defined by the discipline, from a regionally accredited institution in the instructional discipline
- Six years of academic experience in the rank of associate professor. Exceptions may be made for extraordinary performance and overall years of teaching experience.
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Teaching: Documented evidence of teaching effectiveness will be determined by the candidate's demonstrated strength in teaching introductory history surveys, upper-division courses, and graduate courses in the candidate's areas of expertise. Creation of new courses and syllabi are encouraged, along with direction of M.A. theses, independent studies, and honors theses. Evidence should come from peer evaluation of a teaching portfolio, including syllabi, examinations, graded essays, supervised research papers, and other class materials; and, to a lesser extent, from student evaluations.

Research: Successful research and scholarly activity will include the following:

- Publications might include textbooks, books or chapters in books, articles in non-refereed journals, book reviews, encyclopedia entries, biographical entries, electronic or courseware publications, etc. A book-length work supersedes most other publications. Successful research grant proposals are also a consideration.
- Demonstrated excellence in professional activity, including but not limited to national, regional, and state conference presentations, organizing and serving on scholarly panels, serving as officers for regional and national professional societies, serving on editorial boards of scholarly journals, participating in

workshops in the discipline, consulting in the discipline, etc. Service to the Department of History and to the University is expected.

Service: Documented evidence of significant professional service activities includes participation on at least one History department committee each year and participation on University committees. Special programs and recognition for administrative contributions are also a consideration. Community service is expected. Student advising is also a commitment of service to the Department, College, and University

Evidence of high professional standards and behavior consistent with professional ethics and a collegial attitude is essential.

Required Documentation for Promotion

Teaching

Since the first responsibility of the Department of History is the education of its students, excellence in teaching should be continually encouraged and rewarded. No nomination for promotion should be made without accompanying evidence of the nominee's excellence as a teacher. Inevitably, the rating of teaching ability is to some degree a value judgment. It is incumbent upon the Peer Review Committee of the Department of History department to review/assess the candidate's teaching portfolio, student evaluation of instruction, course assignments, and annual faculty review goals and achievements. Evidence supplied by the candidate might include records reflecting performance above routine expectations in:

- Command of subject matter
- Ability to organize and present subject matter in a logical and meaningful way
- Ability to motivate students
- Development of instructional techniques or teaching materials
- Direction of theses, independent research projects, effective leadership of research projects intended to train students in research techniques; active participation in the History department's M.A. program

Supporting evidence for the above must be provided by the candidate and affirmed by peer review processes in the Department of History. Some evidence may be drawn from student evaluations of instruction.

In addition to classroom contact, the History department will consider the candidate's total number of preparations per semester, number of courses per academic year, level of difficulty of the courses, number of students assigned to the classes, and time and location of the courses.

In addition to other evidence the candidate must furnish student assessments of instruction drawn from at least eight classes taught in current rank. Student assessments should represent a variety of classes taught. A University approved assessment

instrument will be used for this purpose. Student assessments must be included with all applications for promotion and will be considered as one important source of information concerning effective teaching, *although not the only one*.

The Department of History will conduct peer review of candidates. The Peer Review Committee will consider student assessments of instruction in light of the type of courses involved. For this peer review, candidates should include additional items such as course syllabi, study materials, assignments, information on assessment and grading practices, and expectations relating to the candidate's particular responsibilities. All such factors will be considered for a comprehensive view of the candidate's teaching effectiveness. The candidate will be expected to document effectiveness in student advisement.

Research

Research and scholarly activities are also important areas of faculty involvement in the Department of History. Clear evidence of the quality of work should accompany each application. Evidence supplied by the candidate might include records reflecting performance *above routine expectations* in the following:

- Publications: textbooks, books, chapters in books, articles in refereed journals, articles in non-refereed journals, monographs, refereed and non-refereed conference proceedings, abstracts, book reviews, creative works, and other related items such as electronic publications, software and courseware.
- Papers presented: those papers presented at local, state, regional, national and international professional meetings. The significance of content and selection processes should be considered in reviewing such presentations.
- Research in progress: verification of stages of development is mandatory.

Other items such as funded or unfunded research proposals, computer software development, or audio-visual media will also be considered

Complete and accurate documentation of all research and scholarly activities, including complete bibliographic listings of publications, status of journals (refereed and non-refereed), role in jointly authored articles and papers, and complete descriptions of professional service activities should be included in each application to provide evidence and support for these activities. Copies of published items and other reported research activities must be available for examination by reviewers.

Service

The candidate should offer evidence of professional service to the University, to the Department of History, to the discipline, and to the larger society of which the University is a part. Documentation of all service activities is required. Service should include participation in organizations and on committees, although more significance will be attached to leadership roles therein. Evidence supplied by the candidate might include records reflecting performance *above routine expectations* in the following:

- Service to the University and to affiliated institutions: This category includes the Department of History, College of Arts and Sciences, and University committee participation and leadership roles therein, recruitment activities, service to student organizations, and other related activities. Student advising is also a commitment of service to the Department, College, and University.
- Service to one's academic discipline: This category includes memberships and leadership roles in professional organizations at international, national, regional, and state levels.
- Service to the larger society of which the University is a part: This includes presentations related to one's discipline, professional advice and counsel to groups or individuals, and providing other community service in the University's service area.

A faculty member's service contributions are subject to evaluation based on criteria uniquely applicable to this aspect of his/her work. As in the case of teaching, it is difficult to evaluate service; however, it is the responsibility of the peer review committees and administrative officers recommending candidates to develop criteria and to document performance. Criteria for evaluation of service should be based on the effectiveness with which the service is performed, its relation to the general welfare of the University and/or the Department of History, and its effect on the development of students and other faculty members.

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