

## Promotion Guidelines for CT Faculty in History

### A. Standards for Promotion

The Promotion and Tenure Committee will base its recommendation for the promotion of a Continuing Track (CT) faculty on the same criteria that it applies to tenure-track and tenured faculty. The criteria used to determine “excellence” or “high quality” are thus the same for all History faculty, regardless of status with respect to tenure. The minimum criterion for promotion for CT faculty is excellence in teaching or service, depending upon the nature of the appointment and the assigned workload during the review period.

However, the Committee will judge the CT candidate in accordance with the candidate’s proportions of workload in teaching, service, and scholarship, as negotiated with the chair in the annual planning forms. For example, the teaching and service workload of a CT colleague would normally exceed that of tenured or tenure-track faculty, whereas the scholarship component would normally be less. If the scholarship component of workload has been less than the Department norm, the P&T Committee will accept less publication than it would for tenure-track or tenured faculty. The same criteria for assessing the quality of scholarship would still apply. CT faculty will normally include some scholarship in their annual workload. Research will never account for the preponderance of a CT faculty member’s workload.

### Promotion to Associate Professor (CT)

Candidates for Associate Professor must be judged excellent in either teaching or service and must be judged at least high quality in the other area. Excellence in teaching should be judged by the criteria stated in Section B.1, taking into consideration the degree to which students in the candidate’s courses meet stated learning goals. Candidates may also be judged on the basis of teaching leadership as evidenced by grants awarded, participation in assessment teams for other institutions, and/or other external forms of recognition of reputation in pedagogical expertise. For promotion to Associate CT Professor, service should include significant participation in departmental, university, and professional committees, programs, and activities. Excellence in service requires contributions above and beyond department norms such as providing leadership in improving or updating Department programs. If the candidate’s workload assignment includes scholarship, the candidate’s scholarship must be judged either excellent or high quality. Scholarship means additional publication since appointment to assistant professor, the quantity of which will be judged in a manner consistent with the scholarship workload percentage in the period under review. Research conducted by History Education faculty may be carried out in either history or pedagogy or both. Department standards of quality of scholarship are the same for CT faculty as for tenure-track or tenured faculty. The quantity of scholarship expected will depend upon the proportion of the candidate’s workload that was devoted to scholarship in the period under review. The Department does not discriminate on the basis of time in rank. However, candidates for Associate Professor must demonstrate significant growth and development in all fields of their workload since their appointment to assistant professor.

## Promotion to Full Professor (CT)

CT candidates for the rank of Full Professor must demonstrate significant achievements in both teaching and service since the last promotion. The P&T committee must be able to rate the candidate as excellent in either teaching or service and as at least high quality in the other area. Excellence in service for promotion to Professor requires evidence of leadership resulting in improvements in existing programs or organizations or the successful launching of new initiatives. If the candidate's workload assignment includes scholarship, the committee must be able to rate the candidate's research as either excellent or high quality, in accordance with Department standards. The quantity of scholarship required for promotion to Full Professor will be based upon the scholarship proportion of workload in the period under review. The Department does not discriminate on the basis of time in rank.

### B. Evaluation Criteria

The guidelines by which the P&T committee will assess the achievements of candidates for Associate Professor will apply in its assessment of candidates for Full Professor.

#### 1. Teaching

- a. Classroom evaluations by peers which consider subject-knowledge, organization and clarity, ability to stimulate interest, ability to lead discussions.
- b. Student course evaluations administered according to Department procedures. In weighing the evaluations, circumstances such as type, size and time of courses shall be considered.
- c. Appraisal of syllabi, reading lists, new course development, course revisions, and of the range of courses taught.
- d. Consistently good enrollments, taking into account the nature of the subjects taught and the level of the courses.

Additional evidence on teaching may be submitted as is appropriate for individual candidates:

- a. Supervision of M.A., Ph.D., and Undergraduate honors theses.
- b. Teaching awards or improvement of instruction grants.
- c. Statements of former students.
- d. Success of students in obtaining professional appointments.

#### 2. Service may include, but is not limited to:

- a. Participation in or management of departmental and/or university programs
- b. Membership and/or leadership in regional or national pedagogical organizations
- c. Participation in policy-making task forces

- d. Conducting workshops and seminars for local and state organizations
- f. Membership on assessment teams evaluating programs outside the department or in other institutions
- g. Mentoring other faculty or graduate

C. Procedures

1. The Promotion procedures of the History Department shall be posted on the Department’s website under “Resources.”

2. Assistant Professors on the continuing track will undergo full peer review in the second and fourth contract years. The Faculty Handbook specifies that “reviews of instructors and assistant professors should be conducted with the participation of associate and full professors in the department.”[sect. 4.3.5] The peer review committee should provide a clear evaluation of whether the faculty member is making adequate progress towards meeting the Department’s criteria for promotion as well advice about what needs to happen for the criteria to be met. Written reports from peer review committees must be included in the promotion dossier. The faculty handbook also states that peer reviews in the sixth and thirteenth years lead to contract renewals only with the approval of the Provost. “Renewals should not be issued to faculty members without prior approval of the Provost.”

3. A faculty member has the right to apply for promotion at any time (subject to the provisions pertaining to tenure described in Section III-L of the Faculty Handbook) and has the sole right to advance or withdraw the dossier from the promotion process. Faculty members may wish to consult with colleagues, the Chair, or with the Department Executive Committee about the advisability of applying for promotion and about the preparation of a dossier.

4. The promotion process schedule is as follows:

15 March Candidate must have notified History Chairperson in writing of his/her intention to apply for promotion.

30 March Candidate must provide a list of names of outside reviewers.

15 April The Promotion & Tenure subcommittee must complete its final list of external reviewers in accordance with procedures outlined in this document and should begin contacting prospective reviewers. A minimum of five external review letters are required for promotion of CT faculty. For CT faculty, “external” can mean internal to UD but external to the faculty member’s primary academic unit.

1 May Candidate must submit his/her complete research file to the departmental Promotion & Tenure Committee.

15 May The Promotion & Tenure subcommittee must have obtained five reviewers willing to participate in promotion reviews and must have sent out research materials to these reviewers.

1 September Deadline for submission of dossier to the Department Chair and the Department Promotion and Tenure Committee (earlier submission is encouraged).

1 October Department's recommendation to the Chair.

15 October Chair's recommendation to the College Committee and Dean.

1 December College Committee's recommendation to the Dean.

2 January Dean's recommendation to the University Promotion and Tenure Committee.

15 February University Promotions and Tenure

4. The Department Promotion and Tenure Committee shall consist of the following:
  - a. For candidates for Professor, all Professors who are voting members of the Department.
  - b. For candidates for Associate Professor, all Associate Professors and Professors who are voting members of the Department.
5. The Promotion and Tenure Committee shall select a chair and secretary and otherwise organize itself.
6. The departmental Promotion and Tenure Committee will create a subcommittee of itself in March to conduct the primary work of a department member's candidacy for promotion and tenure. There will be a subcommittee for each candidate for promotion and tenure, and subcommittees will provide the Promotion and Tenure Committee with draft reports in each area of research, teaching, and service for the Committee's deliberations. Reports of the subcommittees shall be filed in the department office and be made available to all members of the Promotion and Tenure Committee five working days before the meeting at which the final promotion decision will be made.
7. Candidates are encouraged to consult with the members of the subcommittee of the Promotion and Tenure Committee [see below] and the Chair well before the September 1 submission date to facilitate the solicitation of outside peer evaluations in time for consideration by the Department Promotion and Tenure Committee.
8. Each candidate for promotion will be asked to submit a list of possible external referees to the chair of the subcommittee. The subcommittee will submit its own list of possible external referees to the candidate. From these two lists a master list will be assembled by the subcommittee. The candidate will then have the opportunity to challenge potential referees who might not be appropriate. The subcommittee will then obtain letters from five referees on the final list whose identity must not be

known to the candidate. The five referees shall be drawn from persons whose professional relationship to the candidate has not included the roles of advisor, advisee, supervisor, employee, employer, co-author, or co-editor. The chair of the subcommittee will forward a copy of the names of external referees to the Chair of the Promotion and Tenure Committee for informational purposes. The committee must document the process through which the outside reviewers were selected. Documentation must be included in the candidate's dossier.

9. After examination of the evidence and a free and open discussion among the members of the Promotion & Tenure Committee, the Committee shall vote to endorse or not endorse a candidate. Only the final vote on promotion is to be officially recorded. Other preliminary votes, including those pertaining to a candidate's performance in research, teaching, or service are to be considered only straw polls. If a majority of the Promotion and Tenure Committee endorses the final report of the subcommittee, it will adopt the subcommittee's report as its own and will submit it to the file along with a statement of the Committee's vote. If, however, a majority of the Promotion and Tenure Committee does not endorse the report of the subcommittee, a new majority report must be written by the committee as a whole, or by its representatives. If this occurs, both reports should be submitted in the file. A statement of the composition of the Promotion & Tenure Committee should be attached.

10. The Department Chair shall neither participate in the final deliberations of the Promotion and Tenure Committees nor vote on their recommendations.

11. The Promotion and Tenure Committee's letters shall be communicated to the respective candidates, and to the Department Chair, and be included in the candidates' dossiers.

12. An announcement of the names of those recommended for promotion shall be made at the next regular Department meeting.

13. The recommendations of the Promotion and Tenure Committee shall be forwarded to the Department Chair, who shall review the evidence submitted by the candidates, the reports of the Committee, and the stated criteria for promotion and tenure, and make a recommendation for or against the candidacies. The Chair shall give a written explanation of these decisions to the candidates and to the Promotion and Tenure Committee.

14. A candidate may appeal the decision of the Promotion and Tenure Committee or of the Chair and be granted a hearing by the group or person making the decision. An intention to appeal must be given to the appropriate body within five working days of notification of the decision.

15. If a Promotion and Tenure Committee and the Chair do not support a recommendation for promotion but the candidate chooses not to withdraw, the dossier shall go forward to the College Committee and the Dean, together with the Committee's and the Chair's recommendations.

16. It is the responsibility of the candidate to prepare an organized and cogent dossier, representing the case for promotion as well as possible. The organization of the dossier is described in the University Guidelines for Tenure and Promotion, section 9.

17. Before reaching a final decision, the committee or department chair may solicit additional information from the candidate regarding additional evidence that might clarify the promotion dossier. Any such evidence submitted by the candidate shall be added to the dossier. Such submissions are completely within the discretion of the candidate.

Revised and approved by department 11/15