FACULTY DEVELOPMENT, ANNUAL REVIEW, AND PROMOTION AND TENURE GUIDELINES

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History Department guidelines approved by the department 11/17/2009. Approved by CLA 1/15/2010. Amended by the department 3/30/2010; 10/25/2010; 11/30/2017; 4/29/2019; 12/5/2019; 4/12/2023.

Amended by Provost 1/31/2011 to remove policy on Merit Raises.

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Approved by Provost 5/2011

Amended by Provost 9/30/2011 to reflect changes in Faculty Handbook

Appendix 6

History Department Tenure and Promotion Guidelines

The general university considerations for Promotion and Tenure, including details on eligibility, criteria, and procedures are outlined in the *Faculty Handbook* (§3.8–§3.11). The department of history follows these guidelines, and the following paragraphs explain the standards for promotion and tenure in the History Department.

General Tenure and Promotion Procedures

Faculty members at the ranks of associate and full professor will examine applications for tenure and promotion to associate professor; those at the rank of full professor will examine applications for full professor.

History Department Standards for Tenure and Promotion to Associate Professor

A candidate for tenure and promotion to associate professor should demonstrate achievements in the following areas of academic endeavor: skills in teaching as established by various measures of evaluation; a record of research and publication, including a monograph or equivalent, so as to have displayed mastery in the appropriate field and to have achieved some regional or national recognition; active engagement in outreach and service, as appropriate; and a collegial approach to departmental needs and goals. Publications and projects completed before initial hire at Auburn will count as part of the candidate's application if they meet the high standards of scholarly significance required for all published work; in such cases candidates must demonstrate a sustained program of research and publication since arriving at Auburn. The candidate's record should promise a successful career in academia in general and in the department in particular.

History Department Standards for Promotion to Professor

A candidate at this level should fully meet and in some areas exceed the general standards for promotion. The successful candidate should demonstrate: a continued active dedication to superior teaching; the pursuit of an ongoing research and publication program, including the publication of an additional book monograph or the equivalent after promotion to associate professor, so as to have achieved a national or international reputation; an active involvement in outreach and service, as appropriate; and a collegial approach to departmental needs and goals. Evidence of special activism and leadership in one or more of the stated areas of academic achievement is vital for advancement to the rank of professor, although the candidate must not neglect any of the required areas of activity.

History Department Standards for Tenure and Promotion at All Levels

1. Research

The candidate for tenure and/or promotion should work in a cooperative manner with other faculty to advance the research missions of the department, college, and university.

A rigorously refereed book in an appropriate field published by a university or academically-oriented commercial press is an important benchmark on the road to promotion and tenure. Publishing houses known as "vanity presses" are not acceptable for scholarly publication. At the time of application, a candidate should have a book in print or be able to demonstrate that the book manuscript is in the publication schedule of a reputable press. A letter of intent or contract does not entirely fulfill the

requirement. If the book has not yet appeared at the time of the candidate's application, the department will request permission of the candidate to ask the press for copies of the readers' reports for the manuscript.

Refereed journal articles are also an important measure of scholarly accomplishment. When overwhelming evidence of the research's cumulative significance is demonstrable, a considerable body of articles in journals of stature in an appropriate field may substitute for book publication. The number of articles deemed adequate for promotion is five, although more or less than five may be required, depending upon the quality of their scholarly contribution.

In addition to books and articles, a candidate may offer other externally reviewed scholarly works for consideration, including edited volumes of primary sources, and studies in book-length article collections and conference proceedings. Each work of this type may be evaluated at the weight of one or more articles, depending on the level of scholarly contribution involved, with the understanding that at least three of the candidate's scholarly works must consist of articles published in journals of stature in an appropriate field.

The department also recognizes the value of other forms of public or community engaged research and scholarship, including exhibitions/ installations, audio and visual productions, collections development (including oral history collections), developing history-based public programming for museums and nonprofit organizations, preparing reports for government bodies, academic institutions, and nonprofit organizations, forming extensive partnership programs with middle school and secondary school teachers, and providing expertise, advice, and consultation for local historical or preservations societies, governmental and nongovernmental agencies. Candidates for promotion or tenure should articulate the methodology, rigor, and reception of their public or community engaged scholarship in their dossiers, but peer review of such work is also essential, whether it is blind, juried, non-blind, or invited, in order to establish impact and significance. Reviewers for such historical work may include a broader and more diverse group of peers, including from outside of traditional academic departments, working in museums and other sites of mediation between scholars and the public. Awards, prizes, and grants in support or in recognition of a project are also recognized as products of peer review. Works of this type presented for consideration by candidates for tenure and promotion should be substantial and may be evaluated at the weight of one or more articles, depending on the level of scholarly contribution involved, with the understanding that at least three of the candidate's scholarly works must consist of articles published in journals of stature in an appropriate field.

When a candidate presents for consideration a body of scholarly work other than a single-authored book monograph, the burden of proof rests with the candidate to demonstrate its scholarly significance. Fulfillment of quantitative norms alone does not guarantee the success of an application since the quality of the work is the primary consideration.

For promotion to full professor, a scholarly book-length work published with a reputable "trade" press will be considered as equivalent to an externally reviewed scholarly book monograph published by a reputable university or commercial press. External evaluators will be asked to comment directly in their letters on the work's originality, research, and the significance of its argument. Additionally, external evaluators will be asked to assess the reputation of the press that published the book. For promotion to full professor, a candidate must have published at least one externally reviewed scholarly book monograph with a reputable university or commercial press at some point in their academic career.

Scholarly activities that reflect standing and activism in a candidate's field such as editing published article collections, historical series, or historical journals will also receive recognition, although such work will not have the weight of published articles or books.

A candidate whose work involves knowledge of foreign languages, travel to foreign countries, or other strenuous circumstances should include information about this in the application. When appropriate, this information may play a role in how a body of research is evaluated but will not alter the necessity to produce a significant body of peer-reviewed research for tenure and promotion at any level.

External awards, grants, fellowships and other similar recognition of research potential and

accomplishments enhance an application but do not supplant existing qualitative and quantitative criteria for bringing research to scholarly or, in some cases, general audiences.

History faculty members are expected to participate in the activities of the profession. Writing book reviews, fulfilling various functions at historical conferences, evaluating journal articles and book manuscripts for academic presses, writing encyclopedia entries and articles, and other activities associated with the profession strengthen a candidate's credentials but do not substitute for publishing or otherwise bringing research to fruition.

Meeting the publication and research criteria described above does not guarantee promotion and tenure. A candidate must also present evidence of balanced professional development in teaching, departmental and university service, collegiality, and, when appropriate, outreach.

2. Teaching

The candidate for tenure and/or promotion should work in a cooperative manner with other faculty to advance the teaching missions of the department, college, and university.

The History Department at Auburn takes particular pride in a lengthy tradition of outstanding teaching and highly values this skill in candidates. A candidate must submit documentation of teaching effectiveness. Such materials may include enrollment statistics, course syllabi, description of new courses offered, peer and self-assessment, student evaluations, examples of innovative approaches to teaching, the use of research or other scholarship in courses, letters from former students, exit interviews, participation in teaching workshops, and any other pertinent evidence. As one of several modes of evaluating teaching, student evaluations disclose useful information about a teacher's classroom demeanor and approaches but will not be construed as a straightforward quantitative measure of teaching effectiveness. College, university, or external teaching awards carry special weight in establishing a candidate's accomplishments in teaching.

3. Outreach

The candidate for tenure and/or promotion should work in a cooperative manner with other faculty to advance the outreach missions of the department, college, and university.

Outreach is defined as any activity that brings a department member into contact with public meetings, groups, or associations on the basis of that individual's scholarly expertise. Not every candidate will have an outreach assignment, but a candidate with outreach in his or her merit weight distribution should provide documentation.

Some outreach activities are included in the category of non-traditional research, as defined under Research. Other outreach activities may include: Speaking to public groups, contacts in various capacities with museums, archives, or specialized library collections, and any other similar significant activity or endeavor that arises out of a candidate's scholarly standing. A candidate with a significant outreach assignment should fully document the activities and strive to measure their impact (numbers of persons addressed, numbers of participants in programs, numbers of persons logging on to a site, and any other data that pertains to the scope and influence of the activity described). Documentation of such activity enhances an application but does not supplant the requirements for published research unless the work involved clearly fits the standards for non-traditional research activities. When such work is deemed acceptable for partial fulfillment of research requirements, it must conform to the requirements described under Research.

4. Service

The candidate for tenure and/or promotion should work in a cooperative manner with other faculty to advance the service missions of the department, college, and university.

A candidate should submit evidence of service on department, school, and university committees or bodies such as the University Senate, as well as service to the profession. Although such activities enhance the resume, they do not substitute for a strong publication, teaching, and professional record of accomplishment.

5. Tenure

The criteria for attainment of tenured status are described in the *Faculty Handbook* (§3.9). Candidates for tenure in the Department of History are normally considered at the same time for promotion to the rank of associate professor; the recommendations are linked, in that favorable recommendation for tenure, with its more extensive requirements, presumes favorable recommendation for promotion to the rank of associate professor.

Applicability of These Guidelines

These standards for Tenure and Promotion apply to all members of the history faculty except those who at the time of its adoption are still on probationary appointment (i.e., pre-tenure faculty) or are associate professors seeking promotion to professor. Those faculty will be given the opportunity to opt-in to the guidelines by October 1, 2011. Those faculty who opt-in must provide their department chair a signed acceptance of the guidelines that states that they understand that the guidelines will be included in their promotion and tenure dossiers and used in the review of their dossiers.

These guidelines are immediately effective for subsequent employment and a copy of the guidelines must be provided to the candidate with the offer letter.