

II. CRITERIA

Criteria for Promotion to Associate Professor with Tenure

A. Teaching

1. Candidates must demonstrate effective teaching. Evidence will include written sources such as student recommendation letters (see I.C.2 above), student evaluation scores, course syllabi, etc. Written and oral reports of classroom visitations by the chair, Executive Committee members, and tenured faculty members will also be considered. Recurring voluntary comments from students concerning the performance of the candidate will be considered, provided that the range of these is sufficient to provide a full, fair, and unbiased assessment.
2. Teaching performance will usually be judged primarily on qualitative considerations: that is organization of courses and lectures; effectiveness of communication; standards with regard to assignments, requirements, and examinations; and responsibility in meeting classes, grading and returning examinations and papers, and maintaining regular office hours.
3. Faculty specializing in an area in which the department offers graduate degrees will also be judged on their ability to direct independent work, masters theses, and doctoral dissertations (if appropriate).

B. Advising

1. Candidates must demonstrate that they are effective student advisors. Evidence will include participation in academic advising; number of students advised; number of letters of recommendation written; and comments in the two formal student letters of recommendation.
2. Faculty specializing in an area in which the department offers graduate degrees will also be judged on their ability to guide and direct graduate students.

C. Scholarship, Research, and Creative Works

1. A favorable evaluation of a candidate's scholarship is indispensable for any positive decision on tenure and promotion. Both the quality and the quantity of a candidate's scholarship will be assessed.
2. A candidate must have engaged in substantial research resulting in a monograph accepted for publication by an academically reputable press or, in exceptional cases, substantial articles in leading peer-reviewed history journals will be considered as meeting this publication requirement. Candidates should also participate in professional organizations beyond the local level by contributing and commenting on papers.
3. In judging the candidate's scholarship, major emphasis will be placed on the quality of publications. The Executive Committee and tenured faculty will be particularly interested in such characteristics as the originality of the research and analysis, the methods and sources used, the effectiveness of presentation in terms of organization and style, and the significance of the scholarship as a contribution to historical understanding.

D. Professional Service

1. Candidates must give evidence of service or willingness to serve on departmental, college, and university committees. Evidence of other types of service to the community is also useful. Candidates may also include evidence of service to the profession, such as book reviews, invited lectures, and official positions in professional organizations.

E. Skill and Knowledge of Field

1. A candidate will demonstrate skill and knowledge in his or her field by excellence in teaching and scholarship.

F. Collegiality

Collegiality consists of constructive and professional relations within the department. Evidence will include colleague letters solicited as part of the review process, as well as the individual experiences of tenured faculty with the candidate.