



Office of the Dean

Buchtel College of Arts and Sciences
Akron, OH 44325-1901

330-972-7880 Office
330-972-7222 Fax

DATE:

TO: W. Michael Sherman
Senior Vice President, Provost and Chief Operating Officer


FROM: Chand Midha
Dean

SUBJECT: Reappointment, Tenure, and Promotion Guidelines and Criteria

The attached guidelines have been approved by the faculty of the Department of History on 10/26/2011.

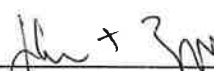
I have approved all attached guidelines and criteria.

If you concur, we ask that you also approve the guidelines and criteria.



Department Chair or Faculty Representative

____ 3/19/12 ____
Date



Dean, Buchtel College of Arts and Sciences

____ 3/19/12 ____
Date



Senior Vice President, Provost and Chief Operating Officer

____ 3-27-12 ____
Date

Criteria For Reappointment, Tenure, And Promotion Of Bargaining Unit Members In The Department Of History, Buchtel College of Arts and Sciences

Introduction:

The Collective Bargaining Agreement (CBA) between The University of Akron and AAUP contains processes, timelines and procedures for the Retention, Tenure and Promotion of Bargaining Unit members and should be referred for such matters. These guidelines enumerate the minimum criteria for tenure and promotion in the Department of History. Nothing contained in this document can conflict with the CBA or University rules.

1. Materials for the RTP File

Specific materials, other than those already specified in the CBA, that are to be included in the candidate's RTP file.

Not applicable.

2. Annual Reappointment:

a. Reappointment files shall document the candidate's progress toward meeting the criteria for tenure and promotion to associate professor, as set forth in section 3 below.

b. The Reappointment Committee will review all candidates and evaluate their teaching performance, research, quality of service and professional conduct, as appropriate. To be reappointed, candidates eligible for tenure must demonstrate satisfactory progress toward meeting the criteria for tenure and promotion as detailed below in Section 3.

3. Criteria for Indefinite Tenure and Promotion to Associate Professor

A candidate for Tenure and Promotion to Associate Professor must present evidence of teaching effectiveness, a high level of scholarly achievement, and service to the department, the university, and the scholarly (and in relevant cases, civic) community.

a. Quality of Teaching Performance

- i. Effective teaching may be demonstrated by good faculty peer reviews (conducted every third year for untenured faculty and every fourth year for tenured faculty), positive student evaluations (that is written student comments that are qualitatively strong), and numerical teaching scores that are statistically at or above the full-time faculty's

departmental mean. In evaluating the numerical teaching scores, the committee will apply an integrated analysis of the various categories included in the student evaluations. Here the committee will take into account that lower-division courses and service courses typically have lower scores and more negative comments than upper-division and graduate courses. The committee will also note the candidate's responsiveness to student concerns, and the candidate's timely and fair evaluation of student performance.

The tenure and promotion committee shall also take into account the development of new courses and pedagogical strategies since the candidate's date of hire to complete the assessment provided by peer reviews and student evaluations.

- ii. Effective administration and supervision (when applicable) includes the supervision of student comprehensive examinations, theses, and dissertations, of teaching assistants, and of part-time faculty under the full-time faculty member's direction.
 - iii. Consideration shall be given to faculty whose teaching responsibilities typically extend beyond the classroom and demand additional time and effort, such as those associated with internships, collaborative projects with students and public programs and projects. The committee will take into account that such effort may also integrate community engagement, service and scholarship.
- b. Quality of Research: The primary criterion in tenure and promotion to associate professor is that the candidate has made a significant and sustained contribution to the field of history.
- i. Criterion I: Scholarly achievement may be demonstrated most unequivocally in the form of a book. Here the term "book" includes completed book-length manuscripts which the press has moved to the copyediting stage of production. Such a book should be

well-reasoned, well-researched, and a contribution to scholarship, attested to by such evidence as book reviews, a publisher's readers' reports, and/or the letters of external referees.

ii. Criterion II: Although the model of a book for promotion may be the easiest to understand it should not become a rigid criterion, as in different fields of history a high level of scholarship may be expressed in different ways. The candidate may demonstrate scholarly achievement by substituting other types of publication and productivity such as peer reviewed articles in scholarly journals and chapters in books. Candidates shall submit a minimum of four examples of publication and productivity. The committee will also carefully consider the context of the publication in assigning its weight. The department will assess the candidate's field, realizing that some journals have more rigorous editorial standards when accepting articles for publication than others. For example, it is considered more difficult to publish an article in the *American Historical Review* than *Ohio History*; and it is more challenging to publish in some international journals than it is in certain American or regional publications; likewise multi-disciplinary or interdisciplinary journals may involve more or less intense peer review than highly specialized journals. Along the same lines, invited book chapters might undergo more or less rigorous peer review, depending on editorial decisions and the quality of the academic press publishing the volume. The reputation of the journals in the candidate's field that have published the articles, the readers' reports which a journal or editor has solicited, and the outside evaluators' letters shall further serve as testimony to the scholarly significance of such work.

Further, in the case of faculty members who specialize in public history, the committee acknowledges that scholarly work in this area differs from traditional scholarship in that it may simultaneously involve the advancement, integration, application and transformation of knowledge. In evaluating this body of scholarship, the committee will assess the significance of such projects--whether locally, regionally, state-wide or internationally--and will evaluate the responses from

peer reviews and other factors that demonstrate professional expertise. Examples of such work might include editorial work, scholarship of teaching and learning and various forms of public history projects as well as the national and local grants secured to develop them. In this latter category, the evaluations of said projects by grant evaluators and external reviewers will provide evidence allowing the committee to assess and assign relative weight to the accomplishments.

iii. Whether Criterion I or Criterion II, or some combination thereof, best reflects the candidate's strengths, the promotion committee shall take into account whether candidates for promotion to associate professor have publicly contributed their expertise and results of research prior to publication through such means as book reviews, encyclopedia entries, conference papers, and general engagement in the wider scholarly community. Candidates may also submit other evidence of scholarly development (such as preparation of manuscripts not yet accepted for publication) and professional recognition (such as the naming to learned societies, awards, or grants).

In sum, evaluating the quality of the work, the quality of the outlets, the links to the work in a given area or areas, the development over time of a set of ideas or concepts and evidence of progression in thought, method, and/or analysis will allow a judgment of the primary tenure and promotion criterion: the degree to which a candidate has made a significant and sustained contribution to the field of history.

- c.. Quality of Service: Recognition of the candidate's satisfactory service can extend to (though not be limited by) such activity as the regular participation on departmental and university committees, membership in professional associations relevant to the candidate's expertise, service on governing and editorial boards or as an officer of professional associations, and community service consistent with the University's mission as a public institution.
- d. . Professional Conduct as defined by the Collective

Bargaining Agreement.

4. Promotion to Professor

Promotion to Professor presupposes a higher level of scholarly achievement, effective teaching, and service to the department, the university, and the scholarly (and in relevant cases, civic) community than that which candidates submitted for promotion to associate.

a. Quality of Teaching Performance

- i. Effective teaching may be demonstrated by good faculty peer reviews (conducted every fourth year for tenured faculty), positive student evaluations (that is written student comments that are qualitatively strong), and numerical teaching scores that are statistically at or above the full-time faculty's departmental mean. In evaluating the numerical teaching scores, the committee will apply an integrated analysis of the various categories included in the student evaluations. Here the committee will take into account that lower-division courses and service courses typically have lower scores and more negative comments than upper-division and graduate courses. The committee will also note the candidate's responsiveness to student concerns, and the candidate's timely and fair evaluation of student performance.

The promotion committee shall also take into account revisions of existing courses, adaptation of new pedagogical strategies, and new course preparations since the candidate's tenure and promotion to associate professor. In short, the promotion committee needs evidence that the candidate has continued to strengthen as a teacher..

- ii. Effective administration and supervision (when applicable) includes the supervision of student comprehensive examinations, theses, and dissertations, of teaching assistants and of part-time faculty under the full-time faculty member's direction.

- iii. Consideration shall be given to faculty whose teaching responsibilities typically extend beyond the classroom and demand additional time and effort, such as those associated with internships, collaborative projects with students and public programs and projects. The committee will take into account that such effort may also integrate community engagement, service and scholarship.
- b.. Quality of Research: Candidates in this case shall have demonstrated scholarly achievement at a level measurably beyond what they accomplished to receive promotion to associate professor, including a regional, national and/or international reputation in their specialty. The following are minimum requirements in addition to those met for promotion to associate professor:
 - i. Criterion I: Scholarly achievement may be demonstrated most unequivocally in the form of a second book. Here the term “book” includes completed book-length manuscripts which the press has moved to the copyediting stage of production. Such a book should be well-reasoned, well-researched, and a contribution to scholarship, attested to by such evidence as book reviews, a publisher’s readers’ reports, and/or the letters of external referees.
 - ii. Criterion II: Although the model of a book for promotion may be the easiest to understand it should not become a rigid criterion, as in different fields of history a high level of scholarship may be expressed in different ways. The candidate may demonstrate scholarly achievement by substituting other types of publication and productivity such as peer reviewed articles in scholarly journals and chapters in books. Candidates shall submit a minimum of four examples of publication and productivity that testify to scholarly development since tenure and promotion to associate professor. The committee will also carefully consider the context of the publication in assigning its weight. The department will assess the candidate's field, realizing that some journals have more rigorous editorial standards when accepting

articles for publication than others. For example, it is considered more difficult to publish an article in the *American Historical Review* than *Ohio History*; and it is more challenging to publish in some international journals than it is in certain American or regional publications; likewise multi-disciplinary or interdisciplinary journals may involve more or less intense peer review than highly specialized journals. Along the same lines, invited book chapters might undergo more or less rigorous peer review, depending on editorial decisions and the quality of the academic press publishing the volume. The reputation of the journals in the candidate's field that have published the articles, the readers' reports which a journal or editor has solicited, and the outside evaluators' letters shall further serve as testimony to the scholarly significance of such work.

Further, in the case of faculty members who specialize in public history, the committee acknowledges that scholarly work in this area differs from traditional scholarship in that it may simultaneously involve the advancement, integration, application and transformation of knowledge. In evaluating this body of scholarship, the committee will assess the significance of such projects--whether locally, regionally, state-wide or internationally--and will evaluate the responses from peer reviews and other factors that demonstrate professional expertise. Examples of such work might include editorial work, scholarship of teaching and learning and various forms of public history projects as well as the national and local grants secured to develop them. In this latter category, the evaluations of said projects by grant evaluators and external reviewers will provide evidence allowing the committee to assess and assign relative weight to the accomplishments.

iii. Whether Criterion I or Criterion II, or some combination thereof, best reflects the candidate's strengths, the promotion committee shall take into account whether candidates for promotion to professor have publicly contributed their expertise and results of research prior to publication through such means as book reviews, encyclopedia entries, conference papers, and general engagement in the

wider scholarly community. Candidates may also submit other evidence of scholarly development (such as preparation of manuscripts not yet accepted for publication) and professional recognition (such as the naming to learned societies, awards, or grants).

In sum, evaluating the quality of the work, the quality of the outlets, the links to the work in a given area or areas, the development over time of a set of ideas or concepts and evidence of progression in thought, method, and/or analysis will allow a judgment of the primary promotion criterion: the degree to which a candidate has made a significant and sustained contribution to the field of history, including a regional, national and/or international reputation in their specialty.

- c. . Quality of Service: Candidates for promotion to professor shall have shown their ongoing commitment to service according to the criteria set forth in 3.c.above. At this level, service may most appropriately include service as undergraduate or graduate advisor, or as a course or program director (such as World Civilizations, Humanities in the Western Tradition, or Pan-African Studies).
- d.. Professional Conduct as defined by the Collective Bargaining Agreement.

5. Materials for Review:

- A. Teaching: N/A
- B. Research/Scholarly Activity
 - 1. A current vita
 - 2. A narrative statement describing the candidate's scholarly activity and goals
 - 3. Evidence of research and scholarship, including copies of the candidate's publications and manuscripts in press.
- C. Service:N/A
- D. Basis of Assessment: This sample letter will be sent to external reviewers with the candidate's packet.

Template for an initial letter to external reviewer:

I am writing to ask if you would be willing to serve as an external reviewer of the candidacy of Dr. _____, who is applying for tenure and promotion to associate professor/professor in the Department of History at the University of Akron. We would like you to assess the quality of Dr. _____'s scholarship, its contribution to his/her field, as well as the candidate's potential for future intellectual growth and impact. If you can undertake this task, I will send immediately send you the criteria for research and scholarship as set forth in the department's tenure and promotion guidelines, Dr. _____'s vita and publications, and the candidate's letter of application, which addresses his/her qualification for tenure and promotion/promotion to professor.

I would be grateful if you would respond to this letter at your earliest convenience. If you accept this assignment, your evaluation will be due by _____(the end of the second week of the fall semester).

Thank you very much for your consideration.

Yours sincerely,

Template for the cover letter accompanying the candidate's packet:

Thank you so much for agreeing to serve as an external reviewer of Dr. _____'s candidacy for tenure and promotion to associate professor/Professor in our department. Enclosed are Dr. _____'s vita and letter of application, his/her publications, and a copy of the criteria for research and scholarship in the department's tenure and promotion guidelines. Once again, your evaluation is due no later than _____(the end of the second week of the fall semester).

If you have any questions about the materials, please do not hesitate to ask.

Yours sincerely,