

Central Connecticut State University - Department of History

Departmental Guidelines
Promotion, Tenure, and Review

Approved by Department vote on 17 February 2010

The processes for the evaluation of members of the CCSU faculty for contract renewal, tenure, promotion and post-tenure review are described in the Collective Bargaining Agreement (the Contract) between CSU-AAUP and the CSU Board of Trustees. These Departmental Guidelines are the Department of History faculty's effort to provide some guidance in the implementation of the contractual guidelines. Nothing in these guidelines supersedes or is designed to contradict the Contract in force. The Department of History faculty is best qualified to evaluate the quality of work outlined in the Contract.

I. Expectations of all Faculty Members

1. All members of the faculty shall be evaluated with regard to their contributions in the areas of load credit activity, creative activity, productive service to the Department and the University, professional activity, and years in rank as stipulated in the Contract.
2. The Department expects to see development in all areas of review over the course of the time between initial appointment through tenure and/or promotion, between promotion to associate professor and promotion to full professor, and in the continuing activities of full professors. That development may take a variety of forms. Each faculty member should pursue excellence in teaching, creative activity, service, and professional activity appropriate to his or her area of appointment.
3. The Department requires that all full-time faculty members hold a Ph.D. in history or a closely related field. All faculty members shall display an advanced understanding of their field. All tenure-track faculty members will be appointed a mentor from within the Department's tenured ranks.
4. The Department expects that its members will consider Department needs as well as their own scholarly interests and areas of expertise when suggesting course offerings and schedules. The Department anticipates that its members will teach a variety of courses, including general education courses, courses required of majors and minors, and upper-level courses in the member's specialties. The Department recognizes the value of the participation of the History faculty in interdisciplinary programs.

5. The Department expects its faculty to engage in creative activity appropriate to their field. In defining creative activity, the Department follows the 6 January 2005 American Historical Association's *Statement on Standards of Professional Conduct*: "Scholarship-the discovery, exchange, interpretation, and presentation of information about the past-is basic to the professional practice of history."¹
6. The Department expects its faculty members to take an active role in service to the Department and to the University appropriate to rank. This service may take various forms, but in general involves contributions to the effective administration of the Department and the University, as well as to the leadership in the Department and the University.
7. The Department expects its faculty to make a positive contribution to their field appropriate to rank and area of expertise.
8. Department members will maintain files of materials relevant to their own renewal, tenure, promotion, and sixth-year review. These files should include: teaching evaluations, publications, letters of award, letters of renewal and award of tenure/promotion and other correspondence or material relevant to evaluation of performance. It is the member's responsibility to retain all such materials. The Department will not evaluate material not retained.

II. Criteria and Expectations for the First Year Renewal

Tenure-track faculty in the History Department are normally appointed in the fall semester, and therefore first year renewal takes place the following spring, after only one complete semester of full time teaching. The Department's DEC, therefore, has only limited information beyond that presented for the initial appointment on which to evaluate the faculty member. The Department further recognizes that this period involves significant adjustments and often the transition from graduate school to full-time faculty member for the first time. Given the variety of situations and subfields, no single set of guidelines can cover the broad range of applicable cases. The Department nevertheless suggests that tenure track faculty members in their first year consider the following when preparing their materials to the DEC for first year renewal:

1. **Load Credit Activity:** Load credit activity in the first year would normally include teaching of both General Education and specialty courses. The Department anticipates that successful candidates for renewal will demonstrate a command of their subject matter as well as a commitment to continual improvement of their ability to communicate that material to students. The candidate should expect that her/his teaching will be observed by a member of the DEC following the guidelines set forth in the section on criteria for tenure and promotion.

¹ American Historical Association, "Statement on Standards of Professional Conduct," adopted by the AHA Council on 6 January 2005. <<http://www.historians.org/PUBS/Free/ProfessionalStandards.cfm>>

2. **Creative Activity:** The Department expects that all faculty members will establish and maintain an active research agenda. First year tenure-track faculty members should describe their research agenda and lay out the plans for carrying it out, emphasizing what has been accomplished since the initial appointment and plans for the future, particularly the coming academic year.
3. **Productive Service:** The Department expects first year faculty to provide productive service to the Department. Normally, this service would include acting as secretary to the Department and other assignments as appropriate. Faculty members with credit toward tenure are encouraged to accept larger service assignments in their first year, especially the second semester. Faculty members with larger than normal service assignments in their first year will have that contribution recognized.
4. **Professional Activity:** The Department expects first year faculty to be members of professional organizations and to develop plans to become active in those organizations.

III. Criteria and Expectations for Tenure and Promotion to Associate Professor

For subsequent renewals and tenure and promotion, the Department expects its members to build a portfolio that documents quality in load credit activity, creative activity, productive service and professional activity. The Department anticipates seeing a consistent pattern of development and quality.

A. Load Credit Activity:

1. All candidates for tenure or promotion to associate professor will have a classroom observation of their teaching each year prior to the submission of their renewal and/or tenure application. Over the course of the pre-tenure period, the Department expects that several different types of classes, as appropriate to the field and assignment, will be observed.
2. The candidate will be evaluated in terms of the following:
 - i. The ability to engage students in the study of history;
 - ii. The ability to communicate effectively with students in the classroom;
 - iii. The development of courses, curricula, syllabi, visual materials and other teaching materials appropriate to the faculty member's field and teaching assignment;
 - iv. The implementation of the above in the classroom;
 - v. Successful implementation of the course related administrative responsibilities (e.g., grade submission).

3. In carrying out administrative responsibilities related to load credit, the Department will evaluate the effectiveness of the assignment based on the quality of the member's work completing the agreed upon tasks associated with the assignment. The Department may seek the advice of those who have direct knowledge of the member's activities.
4. In evaluating research as part of load credit activity, the Department will evaluate the quality of the research activities involved in the reassigned time application.

B. Creative Activity:

1. The Department expects faculty members to engage in creative activity appropriate to their subfield of the discipline. The creative activity will be evaluated for its quality. Faculty members in the Department of History are best qualified to evaluate the quality of that creative activity.
2. In keeping with the AHA's statement on Redefining Historical Scholarship², which grew out of the work of Ernest Boyer and others, the Department considers the following to be appropriate creative activity in the discipline of history:

“The advancement of knowledge includes: [but is not limited to]

Original research--based on manuscript and printed sources, material culture, oral history interviews, or other source materials--published in the form of a monograph or refereed journal article; disseminated through a paper or lecture given at a meeting or conference or through a museum exhibition or other project or program; or presented in a contract research report, policy paper, or other commissioned study

Documentary or critical editions

Translations

The integration of knowledge includes:

Synthesis of scholarship--published in a review essay (journal or anthology), textbook, newsletter, popular history, magazine, encyclopedia, newspaper, or other form of publication; disseminated through a paper or lecture given at a meeting or conference or through a museum exhibition, film, or other public program; or presented in a

² American Historical Association, “Redefining Historical Scholarship: Report of the American Historical Association Ad Hoc Committee on Redefining Historical Work,” December 1993, <<http://www.historians.org/pubs/Free/RedefiningScholarship.htm>>.

contract research report, policy paper, or other commissioned study

Edited anthologies, journals, or series of volumes comprised of the work of other scholars

The application of knowledge includes:

Public history, specifically:

Public programming (exhibitions, tours, etc.) in museums and other cultural and educational institutions

Consulting and providing expert testimony on public policy and other matters

Contract research on policy formulation and policy outcomes

Participation in film and other media projects

Writing and compiling institutional and other histories

Historic preservation and cultural resource management

Administration and management of historical organizations and institutions

Archival administration and the creation of bibliographies and databases

Professional service--editing journals and newsletters, organizing scholarly meetings, etc.

Community service drawing directly upon scholarship--through state humanities councils (e.g., public lectures), history day competitions, etc.

The transformation of knowledge through teaching includes:

Student mentoring/advising

Research, writing, and consulting in history education and in other disciplines allied to history

Development of courses, curricula, visual materials, and teaching materials (including edited anthologies, textbooks, and software)--implemented in the classroom or disseminated through publications (books, professional newsletter articles, etc.), papers (annual meetings, teaching conferences, etc.), or non-print forms

Organization and participation in collaborative content-based programs (workshops, seminars, etc.) with the schools

Participation in developing and evaluating advanced placement and other forms of assessment

Museum exhibitions, catalogues, lectures, film, radio, etc.--public programs as forms of teaching.”

3. The Department recognizes that engaging in such creative activity in the face of a heavy teaching load represents challenges and therefore has no specific number or type of creative activity works it requires for tenure and promotion to associate professor. In keeping with the contract, quality rather than quantity is the measure of creative activity.
4. The Department does, however, expect to see development over time. For example, it would expect to see candidates for tenure and promotion conceive a research and publication plan, present it in local, regional and/or national venues as appropriate, and publish it or complete it in venues appropriate to their subfield.
5. The Department recognizes the value of publishing in a variety of peer-reviewed venues deemed appropriate to a member's subfield. All faculty members publishing in languages other than English who wish their materials to be reviewed by the Department shall submit an abstract in English.

C: Productive Service to the Department and the University:

The Department anticipates that all candidates for tenure and promotion to associate professor will take on service to both the Department and the University. Such service might include, but not be limited to: service on departmental and university committees, with the latter, especially service on committees of the Faculty Senate involving election by one's peers. The Department also encourages members to play an active role in Interdisciplinary programs on campus, including, but not limited to the programs of the International and Area Studies Program, Women, Gender and Sexuality Program, Peace Studies, etc. Over the course of the pre-tenure period, the Department would expect to see a mix of different types of productive service to different areas of the Department and University.

D: Professional Activity:

The Department expects members to belong to the appropriate professional organizations in their subfield. Over time, the Department would expect its untenured members to develop a profile among colleagues in the discipline and to assist in raising the profile of the University in that field. This may include holding elected or appointed office in a professional organization; chairing or commenting on a conference panel; chairing or serving on a committee, etc.

IV. Criteria and Expectations for Promotion to Professor

The Department expects its tenured members to continue the trajectory developed in the course of their application for tenure and promotion to Associate Professor and that by the time a faculty member applies for promotion to full professor he or she will have published or have under contract (with a manuscript substantially in process) a monograph, or the equivalent, as deemed acceptable by the DEC. The completion of a monograph or the equivalent can occur anytime in the wider trajectory toward associate and full professor, and must be accompanied by additional examples of creative activity as deemed appropriate by the DEC. The Department also expects continued quality teaching at all levels. Service should take the form of leadership positions in the Department and the University. Examples of such service would include service on the DEC, including serving as chair person, chairing search committees, serving on the University Tenure and Promotion committee, coordinating interdisciplinary programs, mentoring junior colleagues, etc. The Department also expects continued quality in the member's professional activity appropriate to rank and experience.

V: Sixth Year Review

Each tenured faculty member will undergo review every six years. The Department anticipates that the trajectory established in previous phases of the faculty member's career will be sustained. Excellence in teaching, creative activity, and service to the Department and University, as well as to the field, remain at the core of positive evaluation. At this level, members are also expected to hold significant leadership roles within the Department and the University.