

## **HISTORY DEPARTMENT CRITERIA FOR EVAL 4 2009-10**

The following are guidelines developed by the department to assist the candidate in meeting the tenure and promotion standards set forth in the University Handbook, Section XII. Candidates are also expected to consult the University EVAL-4 (<http://provost.cnu.edu/faculty.html>) for guidance. The University Handbook is the final authority on matters of tenure and promotion.

### Departmental Weighting of Teaching, Research, and Service:

50% teaching, 25% research, 25% service

### ***I. TEACHING***

Candidates for tenure and/or promotion to associate professor as well as candidates for promotion to full professor are expected to show strong evidence of the following:

1. Communication skills – clearly interprets abstract ideas and theories
2. Favorable attitudes toward students
3. Knowledge of subject
4. Good organization of subject matter and course
5. Enthusiasm for subject
6. Appropriateness of examinations
7. Fairness in grading
8. Willingness to experiment and be flexible in class organization
9. Encouragement of students to think for themselves
10. Encouragement of students to become active learners.
11. Interesting lecturer – good speaking ability

Assessment of a candidate's teaching will involve the following:

1. The candidate's self-analysis of and reflection on teaching
2. Evidence that the candidate taught at least 2 sections per year within the Liberal Learning Core (which includes ULLC 100, ULLC 223, Area of Inquiry courses, and Writing-Intensive classes)
3. The Department Review Committee's review of the candidate's teaching materials and examinations.
4. Student evaluations

### ***II. RESEARCH***

The History Department recognizes the unique nature of historical scholarship and productivity. Historical scholarship relies on original sources, oftentimes including documents written in foreign languages. Historical research, moreover, typically involves travel to archival collections – many of which are far from Virginia and sometimes outside the United States.

Furthermore, most historical scholarship is expected to make an original contribution to historiography and to the body of existing historical knowledge. Such scholarship undergoes peer review and is generally intended for an academic audience. Therefore, historical scholarship requires a considerable investment in the form of the candidate's time and the institution's funding.

**For promotion to associate professor and/or tenure**, the candidate (in the course of his or her academic career to date) must complete the following:

1. Publish a monograph with an academic press or a trade press with a good reputation within the history discipline or complete a book-length manuscript that has been reviewed and accepted for publication (with a signed contract) by an academic press or trade press with a good reputation within the history discipline.

OR

2. The candidate must complete the requirements articulated below:

A. He or she must have at least 2 accomplishments in any of the following categories:

1. A refereed article in a professional history journal (including a scholarly online history journal)
2. An edited document collection of historical documents or a book of scholarly essays in history published by an academic press or trade press with a good reputation within the history discipline.
3. A published essay in history (including a chapter in a book) published by an academic press or trade press with a good reputation within the history discipline

AND

B. He or she must have at least 6 accomplishments (in any combination) in the following categories:

1. Publish a history paper in published conference proceedings
2. Serve as editor of a professional history journal (including a scholarly online history journal)
3. Write a book review for a professional history journal (including a scholarly online history journal)
4. Present a paper on a history topic at a professional meeting
5. Serve as a referee for a professional history journal (including a scholarly online history journal)
6. Write an encyclopedia entry (or entries) on a historical subject for publication in a scholarly volume.
7. Serve as a discussant for a panel concerned with a historical topic at a

professional meeting

8. Contribute in a significant manner to the production of a film or DVD (e.g., editing, translating, writing script) dealing with a serious historical subject.

AND

3. The candidate must pursue a program of professional development that includes remaining current in the literature of the candidate's field and attending conference panels and/or seminars and/or workshops designed to help the candidate remain current in the scholarship and practices necessary for exemplary performance as a university professor.

**For promotion to full professor** – in addition to having completed all of the requirements for tenure and promotion to associate professor, and having published a monograph during his/her academic career - the candidate must fulfill the following:

1. The candidate must complete 1 of the following:

1. Write a monograph published by an academic press or trade press with a good reputation within the history discipline or complete a book-length manuscript that has been reviewed and accepted for publication (with a signed contract) by an academic press or trade press with a good reputation within the history discipline
2. Author or co-author a history textbook published by a trade publisher
3. Write a published work of popular history for a reputable press

OR

2. The candidate must complete the requirements articulated below:

A. He or she must have of at least 2 accomplishments in any of the following categories:

1. A refereed article in a professional history journal
2. An edited document collection of historical documents or a book of scholarly essays in history published by an academic press or trade press with a good reputation within the history discipline.
3. A published essay in history (including a chapter in a book) published by an academic press or trade press with a good reputation within the history discipline

AND

B. He or she must have at least 6 accomplishments (in any combination) in the following categories:

1. Publish a history paper in published conference proceedings
2. Serve as editor of a professional history journal (including a scholarly

online history journal)

3. Write a book review for a professional history journal (including a scholarly online history journal)
4. Present a paper on a history topic at a professional meeting
5. Serve as a referee for a professional history journal (including a scholarly online history journal)
6. Write an encyclopedia entry (or entries) on a historical subject for publication in a scholarly volume.
7. Serve as a discussant for a panel concerned with a historical topic at a professional meeting
8. Contribute in a significant manner to the production of a film or DVD (e.g., editing, translating, writing script) dealing with a serious historical subject.

AND

3. The candidate must pursue a program of professional development that includes remaining current in the literature of the candidate's field and attending conference panels and/or seminars and/or workshops designed to help the candidate remain current in the scholarship and practices necessary for exemplary performance as a university professor.

### ***III. SERVICE***

#### University Service:

The candidate for tenure and/or promotion to associate professor is expected to perform active and satisfactory service to the University in some of the following ways:

- Active and satisfactory service on University, college, or departmental committees or on the Faculty Senate
- Active and satisfactory service regarding student advising
- Active and satisfactory service on peer evaluations
- Active and satisfactory service as faculty advisor to student organizations
- Active and satisfactory service in support of University initiatives.
- Active and satisfactory service as departmental chair.

The candidate for promotion to full professor is expected to perform active and *exemplary* service to the University in some of the following ways:

- Active and *exemplary* service on University, college, or departmental committees or on the Faculty Senate
- Active and *exemplary* service regarding student advising
- Active and *exemplary* service on peer evaluations
- Active and *exemplary* service as faculty advisor to student organizations
- Active and *exemplary* service in support of University initiatives.

- Active and *exemplary* service as departmental chair.

Professional Service:

Candidates for tenure and/or promotion to associate professor as well as the candidate for promotion to full professor are expected to perform active and satisfactory service to the profession in some of the following ways:

- Serving as an officer or committee member of a professional organization
- Organizing sessions or entire meetings of a professional organization
- Consulting and/or advising in a professional capacity to an external agency
- Developing professional relationships with external agencies
- Serving on accreditation teams
- Publishing a newsletter or brochure or publishing in a newsletter
- Teaching in workshops for other professionals
- Writing a major grant proposal
- Other evidence of professional service

Community Service:

Candidates for tenure and/or promotion to associate professor as well as the candidate for promotion to full professor are expected to perform active and satisfactory service to the community in a capacity that makes use of the candidate's professional expertise. Some examples of this service may include (but is not be limited to):

- Speaking to and/or working with groups in areas that involve academically-related expertise
- Serving on community boards
- Write book reviews for newspapers