

DEPARTMENT OF HISTORY  
UNIVERSITY OF NORTH  
TEXAS

Guidelines for Tenure and Promotion Committees

1. The Tenure Committee (for tenure and promotion to Associate Professor) and the Promotion Committee (for promotion to the rank of Professor) shall consider and recommend individuals for promotion and tenure in accordance with UNT Policy 06.004 Faculty Reappointment, Tenure, Promotion, and Reduced Appointments.
2. Decisions regarding tenure and promotion shall be made upon evidence of continuing productive performance during the professional career of the faculty member, including the results of the faculty member's annual reviews. Evaluation of a faculty member will focus on teaching, scholarly/creative activities, and service.
3. The University Policy Manual states that sustained excellence in teaching and research is essential for granting tenure and for promotion. Continuing growth through research and writing or other creative activities, and through participation in professional activities, must be evident for all promotions. Service to the university and profession is also expected of faculty members.
4. Teaching will be evaluated by means of the following elements: peer observations, student evaluations (both narrative and numerical), and self-evaluation. All three elements must appear in the faculty member's documentation for tenure and promotion. Faculty may submit such other documentation as they deem relevant. All faculty are expected to participate, as appropriate based upon their specific area of research concentration and graduate student demand in the graduate program, advising, teaching, organizing new courses, and providing advice to graduate students beyond the classroom setting.
5. Faculty seeking tenure and promotion will present their record of committee activities within the university and service to professional organizations outside the university, as well as such other activities as they deem relevant. In cases of probationary faculty, care must be exercised to prevent extensive service activity from interfering with teaching and scholarly activity. Faculty seeking promotion to professor must actively engage in service and assume leadership roles at the level of the department, college, university, and/ or the profession.
6. Although teaching and service are important in consideration for promotion and tenure, no faculty member will be either tenured or promoted without evidence of substantial historical research based in primary sources.

The Department acknowledges that history is a diverse field, which contains many subfields that utilize different methodologies. The Department values a variety of approaches to scholarship. To count toward promotion, publications and other scholarly work must be of high quality; they should be substantial and innovative enough to have a significant impact on the relevant field.

(a) Candidates for promotion to associate professor with tenure must demonstrate excellence in research productivity. This standard holds irrespective of medium, whether the candidate's research is presented digitally, as public scholarship, in the form of a monograph and articles, or a combination of these. Assistant professors seeking tenure and promotion to associate professor must publish or produce a substantial work based on scholarly research. In addition, faculty must publish or produce two supplementary works.

Substantial works include (but are not limited to) the following:

- Peer-reviewed scholarly books
- Publication of a series (at least 5) of significant peer-reviewed articles and/or book chapters
- Peer-reviewed digital scholarship projects
- Peer-reviewed community-engaged projects
- Other works of equivalent scale, originality, and impact

Supplementary works include (but are not limited to) the following:

- Peer-reviewed articles
- Peer-reviewed book chapters
- Textbooks
- Edited collections
- Critical translations
- Digital scholarship projects
- Historic preservation and cultural resource management projects such as, but not limited to, state and/or federal historic markers, historic resource studies, historic structure reports, or nominations to the National Register of Historic Places
- Creation of podcasts, documentaries, and performances based in original research
- Oral history collections
- Museum exhibitions: curatorial portfolios, object research, object labels, essays in catalogues, public and educational programming
- Other works of equivalent scale, originality, and impact

All publications that have received final and unconditional acceptance with no

contingencies or revisions required, and with the final draft having been submitted and awaiting publication, may be included in the dossier. In instances when the work will appear in print form but has not yet been published, candidates for tenure and promotion should include the manuscript or page proofs and a letter from their editor clearly indicating the planned date of publication in their dossier. Digital or public scholarship offered as primary evidence of research excellence shall be fully executed prior to the evaluation of the candidate's dossier. Non-print-based projects are best submitted in their original form, and they must be preserved and remain accessible during both the period of evaluation and, whenever possible, for subsequent evaluations of one's research output.

(b) Associate professors seeking promotion to professor must demonstrate excellence in research productivity and must produce at least one substantial and two supplemental research outputs while in rank (as defined in section a). This standard holds irrespective of medium, whether the candidate's research is presented digitally, as public scholarship, in the form of a monograph and articles, or a combination of these. All work that has received final and unconditional acceptance with no contingencies or revisions required, and with the final draft having been submitted and awaiting publication may be included in the dossier. In instances when the work will appear in print form but has not yet been published, candidates for promotion should include the manuscript or page proofs and a letter from their editor clearly indicating the planned date of publication in their dossier. Digital or public scholarship offered as primary evidence of research excellence shall be fully executed prior to the evaluation of the candidate's dossier. Non-print-based projects are best submitted in their original form, and they must be preserved and remain accessible during both the period of evaluation and, whenever possible, for subsequent evaluations of one's research output.

(c) Individuals employed first at the rank of associate professor and seeking tenure at that rank must have a career record of scholarly production including a substantial work based on scholarly research. In addition, faculty should have published or produced two supplementary works. The definitions of substantial and supplementary works are outlined in section a.

(d) Individuals employed first at the rank of professor and seeking tenure at that rank must have a career record of publications that includes at least two substantial works based on scholarly research. In addition, faculty should have published four supplementary works. The definitions of substantial and supplementary works are outlined in section a.

(e) For those who seek tenure and/or promotion through a monograph, the expectation

is that this monograph be based in original research and make a scholarly contribution to the historical discipline. A “substantial book” is understood to be one published by a reputable academic press (e.g., a member of the American Association of University Presses) that employs an anonymous review process or by a non-vanity trade press of equal scholarly prestige. Such a book will have successfully undergone peer review, and external reviewers will further assess the book’s quality during the tenure process. The publishing company’s peer review process and the external reviews principally determine the quality of the book for tenure and promotion purposes.

(f) The department values peer-reviewed book chapters and articles that appear in scholarly journals, while also recognizing the value of public-facing publications written for broader audiences. If a faculty member wishes to include public-facing publications, which have not undergone formal peer review, in their tenure and/or promotion dossier as an example of supplementary work, the candidate for tenure and/or promotion should also provide details about the publication and research process involved in producing the work and/or evidence of positive public reception as appropriate.

(g) Because there are no disciplinary norms that indicate what role each individual played in creating a co-authored or multiple-authored work of scholarship, candidates for tenure and/or promotion who are including such work in their dossier must clearly prepare a multi-authorship statement in which they describe their precise contribution and role in creating the work.

(h) Digital scholarship and community-engaged scholarship: Research excellence is determined by the content of the scholarship and is often reflected by the quality and appropriateness of the chosen venue for publication, distribution, or exhibition. Faculty members should strive first and foremost for scholarly output of high quality. Faculty members submitting digital scholarship or community-engaged scholarship must provide a narrative explaining how their work is an original and substantial contribution to their field; they should also offer evidence of peer review, editorial critique, or other elements of professional scholarly evaluation.

(i) Traditional peer review prior to publication or distribution may not be the norm for all forms of scholarly production. Other forms of evaluation shall also be accepted. These can include, but are not limited to, post-production peer review (such as reviews of exhibits, performances, digital platforms or documentaries that are published in scholarly journals); evidence of use for public policy or resource management decisions (such as letters from relevant professional experts at state or federal institutions); pre-production written evaluations of grant proposals; evaluations by outside reviewers of the candidate’s promotion dossier; and awards for

the work granted by experts or organizations in the field. In rare instances, when external evaluation of scholarly production is either not existent or deemed insufficient to document the candidate's unique scholarly contributions, the candidate may ask the department to solicit an external opinion about the quality of a work of digital or community-engaged scholarship. Typically, this request should be made during the mid-term review for tenure and promotion candidates and will be used to help gauge the quality of the scholarly production and thus also of promotion-readiness.

(j) Recommendations to the College of Liberal Arts and Social Sciences on tenure and promotion to associate professor, promotion from associate professor to professor, and tenure for individuals hired as associate professors or professors, are the responsibility of the appropriate departmental officials who will rely on as much evidence as is made available. The chair and the evaluating committee will seek external evaluations of each candidate. Details for requesting this information are outlined in the College of Liberal Arts and Social Sciences' "Promotion and Tenure Guidelines" and the University Policy Manual.

7. Consideration for promotion to the rank of associate professor and a decision regarding tenure will be made concurrently, except in unusual cases. Normally, a faculty member will serve the full probationary period as defined in the University Policy Manual before a tenure decision is made.

8. For nontenured faculty, the entire professional career—including research, teaching, and service—will be used in evaluating candidates for promotion and/or tenure, with an emphasis on activities during the probationary period at the University of North Texas. For tenured faculty, the entire professional career—including research, teaching, and service—will be used in evaluating candidates for promotion to professor, with an emphasis on activities since earning the rank of associate professor.

9. These guidelines for tenure and promotion apply to all candidates for promotion and tenure who begin their in-rank work for advancement after the approval of these guidelines. Assistant professors seeking promotion may choose to use either these guidelines or the guidelines in place when they were hired. These guidelines will apply to all candidates seeking promotion from associate to full professor.

10. Candidates for Tenure and Promotion may appeal negative recommendations at the departmental, college, or university level by following the procedures outlined in UNT Policy 06.004.

Passed 30 April 1984

Amended 6 March 1991  
Amended 2 December  
1994 Amended 9 May  
1995  
Amended 1 September 1995  
Amended 9 April 1996  
Amended 29 April 2005  
Updated July 27, 2009  
Updated May 27, 2014  
Updated February 2016  
Updated May 7, 2018  
Updated February 12, 2024  
Updated August 15, 2024