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 the Faculty Handbook guidelines and those found in the Policy Manual of the University.

2. Decisions regarding tenure and promotion shall be made upon evidence of continuing productive performance during the professional career of the faculty member. Evaluation of a faculty member will focus on teaching; scholarly, creative, and professional activities; and service.

3. The University Policy Manual states that quality teaching is essential for granting tenure and promotion (15.0.4). 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. A balance of extraordinary competence in teaching, outstanding scholarly activity, and good service is ideal for promotion and tenure. Realistically such high attainments in every category may not be possible but there are required minimums as noted in paragraphs 2 and 3 above. Regardless of the basis for recommending promotion and/or tenure the candidate’s scholarly record must include publications in quantity and quality as described in paragraph 7.

5. Teaching will be evaluated by means of the following elements: peer observations, student evaluations (both narrative and numerical), and self-evaluation. All three elements 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 maintain an active presence in the graduate program, advising, teaching, organizing new courses, and providing advice to graduate students beyond the classroom setting.

6. 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 activity 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 engage in responsible service at all levels.

7. Although teaching and service are important in consideration for promotion and tenure, no faculty member will be either tenured or promoted without evidence of publication of historical research in primary sources.

(a) Assistant professors seeking tenure and promotion to associate professor must publish in-rank a substantial book (or the scholarly equivalent) based on primary or scholarly research. Due to the slow pace at which publishers often move, in exceptional situations the Department will accept a complete manuscript that has been formally accepted and scheduled for publication in place of an already-published book.

(b) Associate professors seeking promotion to professor must have a record of in-rank publication such as a substantial book (or the scholarly equivalent) based on primary or scholarly research.

c) Individuals employed first at the rank of associate professor and seeking tenure at that rank must have a career record of publication such as a substantial book (or the scholarly equivalent) based on primary or scholarly research.

(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 books (or the scholarly equivalent) based on primary or scholarly research.

(e) A “substantial book” is understood to be one published by an academic press or a non-vanity commercial press that employs a blind peer-review process. The “scholarly equivalent” of a substantial book is understood as one of the following:

i. a series of full-length (15 or more pages) research articles published in peer-reviewed journals of national or international standing, amounting in significance in the field to a single-author research monograph. In some cases, a book chapter in a peer-reviewed edited collection published by a major press can be considered the equivalent of a journal article, if it clearly demonstrates the same level of scholarly merit.

ii. a single-author, book-length synthesis of a broad historical subject (but not a textbook).

iii. digital scholarship of the varieties described in items i and ii that appears in online publications, and other forms of digital scholarship that have a substantial degree of engagement with scholarly sources, originality, impact, and contribution to historical interpretation.

iv. some substantial combination of peer-reviewed research articles, book chapters, edited book-length collections, textbooks, and digital scholarship as defined in i, ii, and iii.

 (f) “Publication” is understood to include dissemination by both electronic and print methods. Electronic publications and significant works of digital scholarship must meet the same scholarly criteria as traditional print publications, with equally rigorous processes of editorial and peer review.

(g) Publication of a substantial book or its scholarly equivalent is necessary but not sufficient for promotion. The Department of History’s evaluating committee must judge the *quality* of publications and their contributions to the historical profession. For this it will rely partly on book reviews or similar professional evaluations, when available, and on reviews and judgments of external evaluators.

 (h) Recommendations to the College of Arts and 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. When promotion is involved, the chair and the evaluating committee will seek external evaluations of each candidate. Details for requesting this information are outlined in the College of Arts and Sciences' "Promotion and Tenure Guidelines” and the Policy Manual of the University.

8. 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 before a tenure decision is made.

9. The entire professional career, with emphasis on the probationary period at the University of North Texas, will be used in evaluating faculty for tenure.

10. The entire professional career, with emphasis on the time since the last promotion, will be used in evaluating faculty for promotion.

11. As designated by the College of Arts and Sciences each year the departmental chair will identify faculty members who must be considered for tenure and those who may be considered for promotion. The Tenure Committee and the Promotion Committee will make all nominations for tenure and/or promotion, and it will invite faculty members to submit nominations. These

two committees and the chair will follow procedures as stipulated in the College of Arts and Sciences’ "Promotion and Tenure Guidelines” and the Policy Manual of the University.

The University Policy Manual does not specify any fixed minimum time in rank for promotion.

Length of service per se cannot be a basis for promotion. Performance that merits promotion must be superior and demonstrated on a continuing basis. Thus promotion with less than three or four years in rank is considered unusual.

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