

CRITERIA AND PROCEDURES FOR FACULTY:
APPOINTMENT, ANNUAL EVALUATION, THIRD YEAR REVIEW
TENURE AND PROMOTION
The Department of History
The Dorothy F. Schmidt College of Arts and Letters
Florida Atlantic University

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I. DEPARTMENT MISSION STATEMENT

A. The Department of History is committed to excellence in teaching, production of original scholarship and creative work, and service to the department, college, university, academic profession and wider community. History faculty members publish scholarly books, articles, essays and reviews; they present papers at national and international conferences and edit scholarly journals. They are teachers committed to increasing the knowledge and skills of their students, and they support the wider programs of the university by their commitment to service and governance. These criteria remain consistent across the department yet are met somewhat differently depending on a faculty member's assignment and area of specialization. They engage in academic outreach that brings scholarly expertise

to provide guidance in assembly of portfolios and discuss issues relevant to the upcoming review and submission of portfolios. In this meeting, the candidate shall be invited to discuss with the committee any consideration, which he or she feels may need special explanation or may not otherwise be adequately addressed in the review process.

4. Each year, untenured faculty will undergo peer evaluation of his/her teaching. The tenured peer evaluator is selected by the department chair in consultation with the candidate. The evaluator notifies the candidate well in advance of his/her visitation to the class that the evaluator will place. The candidate will give the evaluator pertinent class materials (course syllabus, handouts, etc.) to the evaluator prior to the visitation.
5. After the visitation, the evaluator writes the evaluation based on his/her class visitation and review of class materials. He/she meets with the candidate to discuss the evaluation. A copy of the evaluation is placed in the candidate's personnel file.

III. PERFORMANCE EVALUATIONS

A. Department Promotion and Tenure Committees

1. The Faculty Evaluation Committee focuses on matters pertaining to mentoring of untenured faculty members, annual evaluation, third year review, and promotion and tenure. It is advisory to the chair of the Department. It shall consist of five tenured faculty members:
 - a. The department chair
 - b. The committee chair: a full professor elected by tenured and tenure track members of the department; (unit chairs or directors cannot serve) The FEC chair will serve as department representative to the College Promotion and Tenure Committee, and will also chair the Department Promotion and Tenure Committee, and the Department Promotion to Professor Committee
 - c. In addition to the Department Chair and the Committee chair, three other tenured faculty members; one must be a full professor.
2. The Department Promotion and Tenure Committee convene to consider applications for promotion and tenure. Members include all tenured associate and full professors in the unit. The chair of this committee will be the FEC chair, a full professor elected by tenured and tenure track members of the department.
3. The Department Promotion to Professor Committee convene to consider applications for promotion to the rank of full professor. Members include all full professors in the unit. When there are fewer than ten Professors in the unit, then the chair or director of the unit will consult with the candidate and Professors in the Department to identify an appropriate external committee member. The invitation to serve on the committee must be approved by the external committee member's chair or director. The chair of this committee will be the FEC chair, a full professor elected by tenured and tenure track members of the department.

B. Annual Evaluations

1. Consistent with Florida Atlantic University policies and BOT/UFF Collective Bargaining Agreement, each year the department chair shall be responsible for completing a written appraisal of each faculty member's performance during the preceding year. Faculty members in the department of History are evaluated in terms of three general categories: (A) teaching; (B) w8.9(2.6()

c. For creative activity the section will describe the status of the work, (e.g., completed, in progress) and its significance to the discipline and professional development of the faculty member.

n.b.: Candidates are responsible for presenting a "clean" dossier that adheres to department, college and university guidelines (see the following links for more information):
Department: [http://www.utoronto.ca/~facdev/departmental_guidelines.html](#)
College: [http://www.utoronto.ca/~facdev/college_guidelines.html](#)
University: [http://www.utoronto.ca/~facdev/university_guidelines.html](#)

4.

make revisions as necessary. The candidate will then submit the portfolio to the chair, who will make it available to tenured members of the department for their perusal and review for 10 business days.

6. The chair shall then convene the members of the Department Promotion and Tenure Committee vote by secret ballot on the question of whether or not to recommend the candidate for tenure. In addition, a secret ballot will be held with regard to promotion from the rank of assistant professor to associate professor. If the faculty assembled choose, preliminary votes may be taken concerning the candidate's accomplishments in one or more of the specific areas of evaluation but such votes shall not be binding on the final vote as to recommending tenure and shall not be reported outside the department.

a. Only those eligible faculty members who have read the portfolio and present for the discussion may vote on a tenure application.

b. All discussion and voting on tenure and promotion applications will remain confidential. Violation of confidentiality may result in a 6(i)6.2(a)-16ad Ion and n 9d3-12.5(y)1 Tc 0.05

in all courses during the period of evaluation will be above the college mean

Good: The rating of Good reflects an acceptable level of performance in most areas cited. To receive a Good rating in teaching the statistical mean on the SPOT evaluations (on question 6 as stipulated in the University's Promotion and Tenure Guidelines) in all courses during the period of evaluation will be at or slightly below the college mean

Needs Improvement: The rating of Needs Improvement reflects less than adequate performance in most areas cited. To receive a Needs Improvement rating in teaching ordinarily the statistical mean on the SPOT evaluations (on question 6 as stipulated in the University's Promotion and Tenure Guidelines) in all courses during the period of evaluation will be consistently below the college mean

Unsatisfactory: The rating of Unsatisfactory reflects less than adequate performance in all areas cited. To receive an Unsatisfactory rating in teaching ordinarily the statistical mean on the SPOT evaluation (on question 6 as stipulated in the University's Promotion and Tenure Guidelines) will be consistently well below the college mean

B. Scholarship, Publication and Creative Activity Production of historical scholarship is a lengthy and labor-intensive process; it often includes searching out numerous primary sources from a variety of genres (oral histories, archival materials, material evidence) and locations in the U.S. and abroad. It also involves extensive engagement with primary sources; these sources are analyzed, compared with other sources and then synthesized into original written work that propels the field forward, aids colleagues in the field, evaluates and/or challenges traditional hypotheses to determine their validity, and may incorporate other materials from other disciplines.

Publication of books in peer reviewed presses, and publication of peer reviewed book chapters - is more significant in grant, tenure and promotion than publication of refereed books, book chapters and articles. In evaluating a candidate's performance in the areas of scholarship the department will consider such evidence as:

1. Publication of a single authored refereed symposium

to their contribution to scholarship in print or electronic form

- d. Receipt of advance book contract
- e. Papers published in conference proceedings
- f. Book reviews in refereed academic journals
- g. Papers presented at professional meetings, evaluated on their own merits
- h. Service as a commentator at a session of a scholarly meeting
- i. Refereeing manuscripts for scholarly journals and presses, and grant proposals for funding agencies
- j. Smaller grants, awards and fellowships received in support of research and publication
- k. Completed applications for major grants
- l. Demonstration of substantial progress on a book manuscript
- m. Acknowledgement from publisher that article or book chapter is under review

3. In reference to the above three categories of publications, further distinctions will be made based upon the following whether the works in a given year are:

a. In print

b. In press books and/or articles and chapters that have been completed but are still in press are taken by the department as evidence of significant research/creative activity

c. Acknowledgement by press that manuscript has been successfully completed documentation of successful completion and acceptance of the manuscript (via letter or email) is taken by the department as evidence of professional activity, but this does not carry the weight of publications that are in print or in press.

d. Under review Works under review (when candidates can document the successful completion of the manuscript) are taken by the department as evidence of professional activity, but they do not carry the weight of publications that are in print or in press.

e. Under advance contract Works under advance contract are taken by the department as evidence of professional activity, but they do not carry the weight of works cited above.

f. In progress The department expects candidates for promotion and tenure to have solid plans for further long-range project(s) in their field. All candidates for promotion and tenure should discuss their project(s) in development along with listing and describing the publications in hand discussed in categories a-f above

5. Evaluation of research productivity.—Based on categories above, faculty members will be assessed with reference to their production of the following:

Exceptional: a single authored scholarly book that appears in print during the year under review, OR

VI. CRITERIA FOR PROMOTION TO RANKS OF ASSISTANT, ASSOCIATE AND FULL PROFESSOR

A. Criteria for Faculty Ranks

1. Assistant Professor Appointment to the rank of Assistant Professor requires that individuals hold the terminal earned degree appropriate to the discipline. Appointment to this rank is made on the judgment that individuals are ready and capable of reaching tenure within a ~~maximum~~ six-year period. Evidence of potential for excellence in scholarship and for quality teaching is required.
2. Associate Professor. Appointment or promotion to this rank is recognition that the individual has reached a status in the discipline appropriate to a lifelong member of the academic world and has clearly demonstrated ability as a scholar through research and publication. In addition, the candidate must have a consistently good record of teaching, evidence of improvement from the initial appointment, and commitment to service.

All candidates are expected to show substantial scholarly or creative achievement since their appointment to FAU as assistant professors. Quality of research is the primary criterion. This is verified by at least 5 letters from external reviewers (the majority, preferably all, should be accomplished full professors in the

Department of History
Criteria for Annual Evaluation and

3. Chair's Assessment of Other Contributing Factors
 - a. Creation of new courses or significant revision of existing courses
 - b. Creation of programs, workshops, or symposia related to teaching
 - c. Teaching awards or professional recognit

Tenure Guidelines on question 20 prior to 2015 will be consistently well below the college mean).

2. Recommendation letter from Department Faculty Evaluation Committee C
3. Recommendation letter from the Department Chair
2. SPOT summary pages for each course taught while within current rank (up to the last 5 years)
3. At least two peer evaluations of classroom teaching
4. Syllabi of all courses taught while within current rank (up to the last 5 years)
5. Any publications related to teaching
6. Any teaching awards or honors

Promotion Timetable

Candidates for promotion will present a letter of intent along with two copies of their portfolios to the Department Chair by January 15 of the year for which they wish to be considered. The Department Faculty Evaluation Committee will meet to review applicant qualifications and make a recommendation to the Department Chair which will be conveyed through a letter from the Chair by February 15. All tenured and tenure-track members and university instructors in the department will then review applicant materials and vote by secret ballot on their candidacy. Successful candidates for promotion must receive approval of at least a 3/4 of these faculty members. Promotions will go into effect the next semester in which the instructor is teaching.

FLORIDA ATLANTIC UNIVERSITY
CURRICULUM VITAE FOR TENURE AND PROMOTION

CERTIFICATION

(Must be signed by candidate and by chairperson)

I hereby certify that the information provided in this curriculum vitae is accurate and complete to the best of my knowledge. I understand that if I have knowingly provided false information or omitted relevant information, I may be subject to disciplinary action, including termination.

Signature of Candidate

Date

Signature of Chairperson

Date