

**STANDARDS, CRITERIA, AND PROCEDURES**  
**FOR INITIAL APPOINTMENT, EVALUATION, REAPPOINTMENT,**  
**PROMOTION AND TENURE**  
**DEPARTMENT OF HISTORY**

I. Criteria and Procedures for Initial Appointments

A. Criteria for Initial Appointments

The following criteria and standards are normally required for appointment at each of the following ranks.

1. Lecturer

- a. The applicant must hold the master's degree or its equivalent in experience or post-graduate study.
- b. The applicant must show evidence of potential for excellence in teaching, particularly introductory U.S. History and Western Civilization.

2. Instructor

- a. The appointee must hold the master's degree or its equivalent in post-graduate study.
- b. The appointee must show evidence of potential excellence in teaching and of a continuing professional and scholarly interest in U.S. History and Western Civilization.

3. Assistant Professor

- a. The appointee must hold the Ph.D. degree.
- b. The appointee must demonstrate promise as a scholar in his or her particular field of study.
- c. The appointee should have teaching experience evaluated as competent.

#### 4. Associate Professor

- a. The appointee must hold the Ph.D. degree.
- b. The appointee must have established scholarly achievement in the form of significant publication.
- c. The appointee should have had some experience in graduate degree programs.
- d. The appointee must have demonstrated teaching effectiveness as measured by student and peer evaluation.

#### 5. Professor

- a. The appointee must hold the Ph.D. degree.
- b. The appointee must have achieved national recognition as a research scholar through publication.
- c. The appointee should have had experience in directing graduate degree programs.
- d. The appointee must have demonstrated superior teaching ability.

#### 6. University Professor

In addition to the standards for the rank of Professor, the candidate must have a record of sustained excellent performances in teaching, research, and professional, public and university service. Normally candidates will have achieved such performances while serving as Professor at the University of Arkansas at Fayetteville.

#### 7. Distinguished Professor

In addition to the standards for the rank of Professor, the candidate must have established a national and international reputation for excellence in teaching and research in history and must have given evidence that he or she will continue to provide exemplary intellectual and academic leadership in such a way as to maintain a national and international reputation for excellence.

#### 8. Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor

Candidates for appointments to these positions, typically made for one semester or one year, must meet the general criteria and standards of appointment to the corresponding professional rank without

the prefix of "Visiting."

## 9. Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor

Candidates for appointments to these positions, which are used to establish official association of teachers and scholars with the department, must meet the general criteria and standards of appointment to the corresponding professional rank without the prefix of "Adjunct."

## 10. Emeritus Ranks

Candidates must have an established record of meritorious service at the rank designated and at lower faculty ranks for an appropriate number of years as designated by the policy of the Board of Trustees.

### B. Procedures for Initial Appointments

1. Upon recommendation by the executive committee, consisting of the chair of the department (who will act as chair of the committee), the associate chair (who will be a non-voting member), plus four additional members (two full professors and two others holding the rank of either associate or assistant professor), elected for two years by all tenure-track faculty members, from among all tenure-track members of appropriate rank, the department shall designate, in order of priority, positions for which new faculty are to be recruited as tenure-track assistant professors, associate professors, and professors.

2. For each position so designated, the chair, with the advice of the executive committee, shall appoint four persons to serve as an ad hoc recruitment committee chaired by the associate chair. The ad hoc recruitment committee shall recommend to the department through the executive committee a new faculty appointment. The department in turn shall give its recommendation to the chair. The department's recommendation shall require the vote of at least two-thirds of those present and voting. The chair shall forward the department's recommendation to the dean.

## II. Criteria and Procedures for Annual Performance Reviews

### A. Criteria for Annual Performance Reviews

Each year the chair will evaluate the professional record of the department faculty. This evaluation will include a specific evaluation of each faculty member's performance in teaching, research, and service according to the general standards described in the College Personnel Document. Where appropriate, both quality and quantity will be considered in all three categories. Visiting and adjunct faculty will be evaluated by the same standards used to evaluate all other faculty. Non-classified staff will be judged according to the functions they perform and the responsibilities they bear.

#### 1. Teaching

Criteria for judging the quality of individual faculty performance in teaching will include the following:

- a. student evaluation of classroom teaching assignments;
- b. peer evaluation of classroom teaching assignments when allowed;
- c. supervision of graduate student dissertations or theses, special graduate student tutorials or research projects;
- d. supervision of honors theses, senior theses or independent study projects;
- e. development of new courses;
- f. student advising;
- g. other special pedagogical efforts.

## 2. Research

Evaluation of faculty performance in research will include the following criteria:

- a. continuing evidence of research activity leading to publication; since publication of continuing research is often a matter of timing, the "track record" of faculty members will be taken into account;
- b. grant proposals submitted and awarded;
- c. refereed publications, including books, journal articles, review essays and works edited for scholarly publication;
- d. non-refereed publications or reports;
- e. papers presented at professional meetings;
- f. other scholarly activities, awards or honors.

## 3. Service

Evaluation for faculty service will include the following criteria:

- a. service for international, national, state or regional professional organizations, boards or committees;
- b. departmental, college or University service;
- c. community or other service activities.

## B. Procedures for Annual Performance Reviews

1. The chair's evaluation of the faculty will be made according to the guidelines in the College Personnel Document.
2. The executive committee will assist and advise the chair in the evaluation of faculty. Members of the executive committee will not evaluate themselves. If there is a serious, unresolved difference of opinion between the chair and the committee, evaluations from both the chair and the committee may be submitted to the dean.
3. The chair will provide each faculty member with a copy of his/her evaluation. The chair will also provide an opportunity for each faculty member to meet with the chair to discuss his/her evaluation. A record of faculty evaluation conferences with the chair will be kept if the faculty member so desires.
4. Appeals of the chair's evaluations and recommendations of salary increases will be made to the executive committee.

### III. Criteria and Procedures for Reappointments

#### A. Criteria for Reappointments

Each year the chair and executive committee will evaluate the professional record of all non-tenured, tenure-track members of the departmental faculty to determine whether those faculty are making satisfactory progress toward a positive recommendation for the granting of tenure.

#### B. Procedures for Reappointments

1. The chair will recommend to the dean whether or not to reappoint non-tenured, tenure-track faculty members. These recommendations will be made according to the deadlines included in the College Personnel Document.
2. The chair will make these recommendations with the assistance and advice of the executive committee.
3. If it is necessary to recommend non-reappointment of a non-tenured, tenure-track faculty, the procedures and deadlines prescribed by Section IV.B of Board Policy 405.1 and by the College Personnel Document will be followed in every detail. If such a recommendation is made, the chair will notify the faculty member in question immediately, and that faculty member will be given the opportunity to request that the executive committee and chair review his/her professional record and reconsider their recommendation.

### IV. Criteria and Procedure for Promotion

#### A. Criteria for Promotion

Although a decision to recommend promotion must ultimately be made individually, which presupposes the weighing of special and even unique considerations, the general standards and criteria under which the chair and the tenure and promotion committee (described below in IV B 4) will base their recommendations are as follows:

1. Instructor to Assistant. The granting of the Ph.D. degree to a full-time, regular member of the faculty who has demonstrated effective classroom teaching and who has carried out his/her assigned duties as a member of the department (e.g., on committees, advising) to the satisfaction of the tenure and promotion committee.
2. Assistant to Associate Professor. This is the most critical decision in the careers of most faculty, as it ordinarily involves the granting of tenure. To be considered for promotion to Associate Professor, a faculty member must be judged to be:
  - a. An effective classroom teacher. As teaching is the primary function of our profession, effectiveness in its exercise, as judged by student and peer evaluations, and other appropriate measurements, is the first requisite to promotion.
  - b. Actively engaged in serious historical inquiry. The candidate must have established a research record and research program of sufficient quality and quantity to indicate the beginning of a significant scholarly career.
  - c. A responsible member of the faculty who accepts, and carries out satisfactorily, the duties which may be assigned to him by his colleagues and/or administrative officers.
  - d. An interested and active member of the larger academic community as evidenced by such activities as attendance at professional meetings, service as an officer or committee member in a professional association, editorial work for a scholarly journal, membership on state commissions.
3. Associate to Professor. This promotion is to be considered a distinct honor and is not to be based primarily on length of service. The candidate must have achieved national recognition as a scholar through research and publication. The candidate must have demonstrated superior teaching ability and must have experience in directing graduate students to completion of advanced degrees.
4. Appointment as University Professor. This appointment is normally reserved for those who while serving at the University of Arkansas at Fayetteville have achieved wide recognition for sustained excellence in scholarship, teaching, research and publication and who have provided exemplary service to the university or to their profession or to the public through professional activity.
5. Appointment as Distinguished Professor. This appointment is reserved for those who have achieved national and international reputation on the basis of extraordinary accomplishments in teaching, research, publication and other endeavors. This promotion will be granted only when a clear indication exists that the candidate will provide exemplary academic and intellectual leadership and sustain his or her national and international reputation.

## B. Procedures for Promotions

1. No later than September 15 the chair will inform in writing each faculty member who is being considered for promotion. No later than October 1, any faculty member may request in writing to the chair that he or she be considered for promotion, and the chair will honor such a request.
2. Each faculty member being considered for promotion must submit materials to the chair according

to the University's Faculty Review Guidelines.

3. The chair will obtain evaluation letters of the candidate's record from at least three scholars from outside the University of Arkansas according to the specifications in the College Personnel Document.
4. The chair will recommend to the dean all promotions and all appointments beyond the rank of professor. These recommendations will be made with the advice of the tenure and promotion committee, which will consist of all those tenured members of the faculty holding higher rank than the person being considered for promotion.
5. The chair will forward to the dean the recommendation of the tenure and promotion committee with a written evaluation of the person being considered for promotion.
6. A faculty member not recommended for promotion may request that the chair and the tenure and promotion committee reconsider their decision. He/she may also submit any new information which is relevant to the chair's and the committee's decision. Requests for reconsideration will be granted.
7. Should the chair and the tenure and promotion committee fail to recommend promotion after reconsideration, the candidate may withdraw from further consideration or request that his or her materials be forwarded to the dean.

## V. Criteria and Procedures for Tenure

### A. Criteria for Tenure

1. The granting of tenure implies that an individual has completed successfully a period of testing and appraisal and has become a full member of the University community. The Department of History considers the granting of tenure to be a special recognition of excellence and not as something to be conferred automatically upon completion of a certain number of years of service. Candidates for tenure will be expected to have demonstrated proficiency in teaching and research and to have taken part in University and professional activities.

The granting of tenure presupposes that the position held by the faculty under consideration for tenure is one the Department is able to retain. Considerations bearing on retention of the position relate to budget, field, and program need.

A faculty member seeking tenure is expected to have demonstrated scholarly competency beyond the mere acquisition of the doctor of philosophy degree; an associate professor and a professor are expected to have achieved a measure of academic distinction and a reputation as a scholar outside the University of Arkansas.

The granting of tenure looks toward the future. To receive tenure a faculty member must have demonstrated a pattern of professional development that indicates he/she will continue to make significant contributions in teaching and scholarly activities.

The most distinctive characteristic to be sought in the applicant for tenure is a high degree of professionalism, a quality difficult to define with precision but noticeable when it is absent. Indeed,

professionalism is the true hallmark of the scholar and a necessary precondition for tenure. Its particular facets are discussed below.

2. It is axiomatic that good teaching is a prerequisite to tenure; it is the measurement which proves difficult. However, there are certain indications which can be evaluated. Not the least of these is the teacher's attitude toward students, demonstrated by a willingness to spend time with students beyond immediate course requirements. It is assumed that academic counseling will be a regular part of teaching routine. Another requirement for good teaching is the ability to establish levels of instruction and to inspire students to broaden their intellectual horizons. A good teacher will spend all necessary time in providing in his/her courses content that will challenge students and will reflect the most dependable scholarship. He/she will also devise effective means of assessing the performance of students. The department recognizes that individuals may vary in their effectiveness in teaching survey, elective, and graduate courses. Teacher evaluation forms and comment from the more serious students can be a valuable contribution to the process in deciding on the effectiveness of a teacher. Innovation in teaching methods and courses is important when designed to involve the student more in the learning process though innovation for its own sake is not always a salutary pedagogical technique. The candidate for tenure should be receptive to suggestions on how to improve teaching techniques and be willing to work within the established patterns of the Department so far as meeting classes and grading are concerned.

3. Research is a vital part of professionalism inasmuch as it is the activity which links all members of the profession together and can be judged apart from intra-University considerations. The clearest need is for opinion outside the department concerning the quality of work completed by the applicant for tenure. This work can be measured most easily in published books and articles where refereeing has taken place. Such works are further evaluated by reviewers. Papers read at professional meetings are also usually subjected to commentary by peers who have particular expertise in the subject. Research is also a part of the teaching process, and teacher evaluations, especially from graduate students and upper division underclassmen, may be of some use in this regard.

4. It is expected that the applicant for tenure will demonstrate his professionalism by regular attendance at professional meetings, keeping informed of the latest developments within his/her own field of study, and accepting professional responsibilities, such as serving as an officer of a professional association and membership on standing committees or on program and awards committees.

5. Applicants for tenure are expected to serve on departmental, college, and university committees and to accept whatever special assignments they may be given by the department, dean, or other university officers as a part of their professional responsibility. Effectiveness in campus activity can be determined by contacting other members of the committee to ascertain at the least the expenditure of time and energy. Involvement in campus activities, particularly when voluntary, cannot stand in lieu of good teaching and acceptable research as adequate achievement for the attainment of tenure. Another factor to be considered is cooperation in and contribution to departmental activity. This does not imply agreement with existing conditions or arrangements but it does mean that a person must involve himself/herself in departmental business so that decisions are departmental decisions and the work load is distributed among all members.

6. Each non-tenured, tenure-track faculty member will undergo a pre-tenure review at least every third year. This review will be conducted by an ad hoc committee of three faculty appointed by the chair. That committee will review the professional career of the candidate and assess his or her progress toward a positive recommendation for tenure and will provide advice and analysis based on that review. The committee's observations and recommendations will be given to the candidate and to the chair, who will discuss the committee's findings with the candidate.

#### B. Procedures for Tenure

1. No later than September 15 the chair will inform in writing each faculty member who is being considered for tenure. No later than October 1, any non-tenured, tenure-track faculty member may request in writing to the chair that he or she be considered for tenure, and the chair will honor such a request.

2. Each faculty member being considered for tenure must submit materials to the chair according to the University's Faculty Review Guidelines.

3. The chair will obtain evaluation letters of the candidate's record from at least three scholars from outside the University of Arkansas according to the specifications in the Fulbright College Personnel Document.

4. The chair will give the dean his/her recommendation on each application for tenure. This recommendation will be made with the advice of the tenure and promotion committee, which will consist of the tenured members of the faculty.

5. The chair will forward to the Dean the recommendation of the tenure and promotion committee with a written evaluation of the person being considered for tenure.

6. A faculty member not recommended for tenure may request that the chair and the tenure and promotion committee reconsider its decision. He/she may also submit any new information which is relevant.

7. Should the chair and the tenure and promotion committee fail to recommend tenure after reconsideration, the candidate may withdraw from further reconsideration or request that his/her materials be forwarded to the dean.