

J. William Fulbright College of Arts and Sciences

Personnel Document (revised, December 2010)

Department of History

This document implements the policies and procedures described in the University Personnel Document and the Fulbright College Personnel Document. In the event of a conflict between this document and policies of the Board of Trustees, the University of Arkansas, Fayetteville, or the Fulbright College of Arts and Sciences, the Board, University, and College policies shall (in that order) take precedence.

Mission Statement

The Department of History at the University of Arkansas is a community of scholars, students, and staff members who advance public knowledge and understanding of the past through publication, public outreach, and classroom teaching at both the undergraduate and graduate level. Faculty expertise spans the globe, with specialists in African, Asian, British, European, Latin American, Middle Eastern, and U.S. history. The faculty's talents range chronologically from the ancient past to contemporary times. The Department of History introduces students to the complexities of the human experience that have shaped and, to a certain degree, fostered unity in our world. At the same time, the historians of Fulbright consider how other factors, such as cultural, social, ethnic, and gender differences, create a diversity of human experience. We ask our students to think and work as historians, to read critically and analytically both primary and secondary sources, to investigate a historical question or problem, and to communicate the results of that investigation. History majors acquire essential knowledge and critical skills, which provide valuable intellectual assets for potential employers in a wide variety of careers or advanced study.

Executive Committee

The Executive Committee will consist of the chair of the department (who will act as chair of the committee), the associate chair (who will serve as vice-chair of the committee) plus four additional members constituted as follows:

1. Two full professors
2. Two associate or assistant professors

Tenured and tenure-track faculty will elect by ballot the four members of the Executive Committee. Members will serve two-year terms, with elections occurring in August prior to the beginning of the fall semester.

Functions of the Executive Committee:

- The committee will set general guidelines to assist the chair in the preparation of all budgets
- The committee will develop departmental policy regarding scheduling and assignment for both regular and summer sessions
- The committee will recommend to the dean personnel decisions regarding faculty appointments, promotion, tenure, and leave
- The committee will assist and advise the chair in the annual evaluation of departmental faculty for purposes of making recommendations for salary increases
- The committee will assist and advise the chair in making recommendations to the dean on reappointment or non-reappointment of faculty
- The committee will serve as the committee of appeal of recommendations made by the chair in matters of non-reappointment and of annual evaluations and recommendations for salary increases; the chair shall give consideration to the appeal findings, which are advisory to the chair, in providing his or her final recommendation to the dean
- The committee will recommend to the department new courses and catalog changes
- The committee will recommend to the department new appointments
- The committee will suggest to the chair appointments to departmental standing committees
- The committees will prepare agendas for meetings of the department
- The committee will act in a general advisory capacity on request of the chair

Personnel File

The Department of History maintains a personnel file for each member of the staff holding faculty rank. Fulbright College also keeps a personnel file for each faculty member. Together, the college and department files constitute the official record of each faculty member's employment. Faculty members may request to review their personnel files at any time, subject to all policies of the University. The department chair's office is the repository of all faculty files.

Work Assignments

The standard workload in the department is 40% research, 40% teaching, and 20% service. The workload of faculty members who have administrative appointments, such as the chair, associate chair, or program director, is divided up differently. For example, the chair's division of labor is 50% administration, 25% teaching, and 25% research. The standard teaching load of faculty in History is 2-2. To fulfill the educational mission of the University and in the best interest of the department, the chair may modify a faculty member's workload assignment, if necessary. For example, administrative duties or holding the position of distinguished professor may reduce the standard load to 1-1 or 2-1. Faculty on tenure-track lines may apply for a one-course reduction during their second to fifth year of service. This pre-tenure research leave may come in the form of a 3-0 load or a 2-1 load. During the period of the reduced load, assistant professors will be exempt from service.

Initial Appointment and Criteria for Promotion and Tenure

The criteria described below apply to the ranks of assistant, associate, and full professor. The department may also appoint candidates for other ranks and positions, subject to all policies of the University. The chair must consult with the faculty before recommending an initial appointment and may conduct a non-binding vote of the tenured and tenure-track faculty as part of this consultation.

To be hired at the rank of **ASSISTANT PROFESSOR** the candidate should meet most or all of the following standards:

Research:

- Completion of the Ph.D. by the time of initial appointment (required)
- Academic publications in recognized scholarly journals, peer-review edited volumes or noteworthy progress towards submission and publication of scholarly articles and, ultimately, a book
- Presentation of work at regional, national or international conferences
- Book reviews in key journals
- A record of attaining grants and/or fellowships to engage in scholarly research

Teaching:

- Strong teaching evaluations
- Teaching experience beyond serving as a graduate assistant to a faculty member
- Syllabi suggest that course content is rigorous in terms of reading and writing
- Positive evaluations from faculty observing classroom performance
- Teaching awards or grants

To attain the rank of **ASSOCIATE PROFESSOR WITH TENURE** the candidate should meet most or all of the following standards:

Research:

- A published monograph or a book under contract with an academic publisher or major trade press and in the advanced stages of the publication process (required)
- Articles in academic journals
- Chapters in peer-reviewed edited volumes
- Papers read at international or national conferences
- Invited papers at academic venues
- Invitations to speak at other types of academic forums
- A record of attaining grants and/or fellowships to engage in scholarly research
- A clearly conceptualized agenda for ongoing research in the primary field of endeavor

Teaching:

- Strong scores on teaching evaluations
- Positive evaluations from faculty mentors who observed classroom performance

- Syllabi suggest that course content is rigorous in terms of reading and writing
- Supervision of Honors theses in History
- Participation on M.A. and/or Ph.D. committees
- Significant contributions to departmental and college curricula
- Involvement in organizations promoting excellence in teaching

Service:

- A proven record of service to the department
- Service to the broader campus community
- Service to interdisciplinary or area studies programs

To attain the rank of **FULL PROFESSOR**, the candidate should meet most or all of the following standards:

Research:

- Scholarly monographs from key academic publishers or trade presses (required)
- Articles in leading academic journals
- Chapters in peer-reviewed edited volumes
- A clearly conceptualized agenda for ongoing research in the primary field of endeavor
- Papers or presentations at international or national conferences
- Invitations to present research at national and/or international academic venues
- Invitations to speak at other academic forums
- A record of attaining research grants and/or fellowships
- Clear indication of national or international visibility in the field of specialization

Teaching:

- Strong scores on teaching evaluations
- Syllabi suggest course that content is rigorous in terms of reading and writing
- Supervision of Honors theses in History
- Supervision of M.A. theses and/or Ph.D. dissertations
- Significant contributions to departmental and college curricula
- Teaching awards from college, university, or profession

Service:

- Participation in department, college, and university committees that meet frequently and require significant work
- Participation in national service to the academy, such as serving on prize committees or chairing a committee with significant labor obligations
- Winning a university or national service award

- Community outreach

Successive Appointments and Annual Review

Each year the chair will evaluate faculty members' performance in teaching, research, and service according to the general standards described in the College Personnel Document. The Executive Committee will assist and advise the chair in the evaluation of faculty. Members of the Executive Committee will not evaluate themselves or others for whom members would have a conflict of interest. If there is a serious, unresolved difference of opinion between the chair and the Executive Committee, evaluations from both the chair and the committee may be submitted to the dean.

The chair will give each faculty member a copy of her or his evaluation. The chair will also provide faculty with an opportunity to meet and discuss the evaluation before a final evaluation is submitted to the dean. A record of faculty evaluation conferences with the chair will be kept if the faculty member so desires.

Evaluative Criteria

The Department of History follows the performance ratings of the college for each of the three areas of evaluation (teaching, research, and service):

0 = Does not meet expectations

1 = Minimally meets expectations

2 = Meets expectations fully

3 = Exceeds expectations

TEACHING

0 = Purdue evaluation ratings below 3.0; no curriculum development; no participation in undergraduate and graduate research supervision; absenteeism for reasons other than health or professional obligations; syllabi suggest course is insufficiently rigorous for class level; refusal to hold scheduled office hours; consistent pattern of students being unable to contact professor

1 = Purdue evaluation ratings in the 3.0-3.9 range; occasional curriculum development; some participation on honors and M.A. theses either as supervisor or committee member; syllabi suggest course content is adequate in terms of rigor and written work is assigned; professor is minimally available to students for consultation

2 = Purdue evaluation ratings in the 4.0-4.5 range; curriculum development; participation on honors and M.A. theses or dissertation committees; syllabi suggest course content is rigorous in terms of reading and writing; professor is available to students for consultation

- 3 = Purdue evaluation ratings of 4.5 and above; significant curriculum development; intensive participation on honors and M.A. theses or dissertation committees; syllabi suggest that the faculty member is extremely rigorous in terms of requiring analytical work and original source readings; faculty member wins teaching prize; faculty member is inducted into the Teaching Academy; faculty member wins grant for curriculum development or outreach

RESEARCH

- 0 = Faculty member has no active research agenda
- 1 = Faculty member is minimally engaged in research; such engagement is evidenced by presenting papers at national conferences; researching a project over a long period of time without publications, article submissions or grant applications
- 2 = Faculty member is engaged in research; such engagement is evidenced by presenting papers at national or international conferences, acceptance of articles in refereed journals or chapters in books; book contract with academic publisher or major trade press; applying for national fellowships; a substantial time commitment to editorial work on a scholarly journal
- 3 = Faculty member is engaged in significant research activities; such engagement is evidenced by the publication of a book with an academic publisher or major trade press; giving plenary lectures at national or international conferences; winning national fellowships; publishing edited volumes with top presses; winning an article prize from a top tier journal or a book prize from a national organization

SERVICE

- 0 = Faculty member does no service to the department, college, university or the profession
- 1 = Faculty member does minimal service to the department only; such service includes participation on committees meeting infrequently or requiring little work (untentured faculty are not required to do service outside of the department)
- 2 = Faculty member does strong service to the department, college, or university; such service may include participation in committees that meet frequently and require significant work; contributing to area studies programs
- 3 = Faculty member does exceptional service to the department, college, university, or the profession; such service includes participating in onerous college and university committees, effectively chairing a search committee, serving on national book prize committees, effective undergraduate and graduate advising; chairing national committees with significant labor obligations; winning a national service award or a university service award

Third-Year Review

During the spring term of an assistant professor third year of service to the department, the chair and the Executive Committee will conduct a formal, third-year review. Faculty undergoing the third-year review will be asked to submit materials in addition to the standard annual evaluation packet. These materials may include all publications to date, manuscripts of work in progress, teaching evaluations, mentor reports, statements of teaching philosophy, and overviews of service to the department. The chair and one member of the Executive Committee will each write letters summarizing the committee's discussion of the assistant professor's record. The chair will meet with meet with faculty under review and discuss the results of the committee meeting. The letters from the chair and the member of the Executive Committee then will be forwarded to the Dean's Office.

Promotion and Tenure

During the spring term before a faculty member applies for promotion, the Executive Committee and the candidate will create a list of ten qualified outside evaluators following applicable University policies, including the campus promotion and tenure document. The names on this list must be from benchmark institutions or include scholars from departments with national and/or international reputations in the candidate's field. The dean of the college will approve (or reject) the list of ten potential evaluators. If rejected, the list may be revised and resubmitted.

Once the dean has approved the list, the chair will solicit a minimum of three reviewers named on the list. The chair will inform potential reviewers that, while every effort will be made to protect the confidentiality of the reviews the candidate may read the external letters of review with identifying information such as the letterhead and signature redacted. In addition, under the Arkansas Freedom of Information Act, the candidate would be entitled to receive a copy of the unredacted recommendation as part of his or her personnel file..

In terms of the process of nominating candidates for tenure and promotion, the Department of History follows the guidelines outlined in the Fulbright College Personnel Document and applicable University policies, including the campus promotion and tenure document.

Addendum: Executive Committee Organization and Operation

The elected members of the History Department Executive Committee will continue to meet together with the Chair and Associate Chair on all personnel and governance matters. Anytime a formal vote needs to be taken, the Chair and Associate Chair are required to leave the room to allow for impartial discussion and an independent vote among the elected members, which will be conveyed to the Chair.