

Personnel Document
On Evaluative Criteria, Procedures and General Standards
for
Initial Appointment, Successive Appointments,
Annual and Post-tenure Review,
Promotion and Tenure



University of Arkansas
Department of History

This document governs the Department in the selection, retention, promotion, granting of tenure to, and evaluation of faculty effective as of the date of the president's approval. It has been approved by the faculty of the Department of History, the Dean, the Provost, the Chancellor, and the President of the University of Arkansas, as indicated by the signatures below.

These policies are required to be consistent with the policies of the university as set forth in Board of Trustees policy 405.1 and in two campus policy statements: (1) Evaluative Criteria, Procedures and General Standards for Initial Appointment, Successive Appointments, Annual and Post-Tenure Review, and Promotion and Tenure, (2) Guidelines on University and Distinguished Professors Appointments. In case of conflict, the board policy, the campus policy, the school, college, or library policy, and the department policy shall have authority in that order. Copies of these documents are available online, as referenced in the *Faculty Handbook*, at the UA web site <https://provost.uark.edu/faculty-handbook>.

It is the policy of the University of Arkansas, Fayetteville to provide equal employment opportunity to all qualified persons; to prohibit discrimination against any employee or applicant for employment because of race, color, religion, sex, age, national origin, sexual orientation, marital or parental status, veteran's status, or disability, and to promote the full realization of equal employment opportunity through a positive, continuing program of affirmative action.

APPROVALS

	<u>9-8-2020</u>
Chair	Date
	<u>9-28-2020</u>
Dean	Date
_____ Provost	Date
_____ Chancellor	Date
_____ President	Date

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.

I. Committees: Responsibilities and Service

A. Executive Committee and Unit Personnel 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 who form the Unit Personnel Committee. The Unit Personnel Committee also serves as the Unit Peer Review Committee. The Unit Personnel Committee composition shall meet the requirements of Academic Policy 1405.11 and shall be constituted as follows:

1. Two full professors
2. Two associate professors

All unit faculty at or above the rank of assistant professor shall be eligible to vote to elect by ballot the four members of the Unit Personnel Committee, except those faculty members who have received notification of non-reappointment or termination and visiting faculty members according to Academic Policy 1405.11. Members will serve two-year terms, with elections occurring in August prior to the beginning of the fall semester. No member may serve more than two consecutive two-year terms. The chair of the Unit Personnel Committee will be the full professor who receives the most votes cast. In the event that at least three members of the Unit Personnel Committee are not eligible to serve due to conflict of interest or in consideration for the promotion of a departmental member to full professor, the full professor with the next highest number of votes in the most recent election shall serve.

1. 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

B. 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. However, the department personnel file is the official record. 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.

II. Initial Appointment and Criteria for Promotion and Tenure

The criteria described below apply to appointment to the ranks of assistant, associate, and full professor. 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. The department may also appoint candidates for other ranks and positions, subject to all policies of the University, including but not limited to Academic Policy Series 1405.11, 1405.111, and the Fulbright College Personnel Document . All appointments to professorial ranks must have a PhD in History (or affiliated disciplines)

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

Research:

- 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

B. To be hired at or 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 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

C. To be hired at or 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 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

D. 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, 20% teaching, 20% research, and 10% service. 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 or university professor may reduce the standard load to 1-1 or 2-1. Assistant Professors may apply for a one-course reduction during their second to fifth year of service and Associate Professors may apply for a one-course reduction at any point in rank. This research leave may come in the form of a 3-0 load or a 2-1 load. During the period of the reduced load, the faculty member will be exempt from service.

III. Successive Appointments, Annual Review of Faculty, Peer Review, Third-Year Review, and Post-Tenure 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 and History Department Personnel Document. The Unit Personnel Committee also serves as the Unit Peer Review Committee. The Unit Personnel Committee will meet together with the Chair and Associate Chair as the Executive Committee to assist and advise the chair in the evaluation of faculty. The chair of the Unit Personnel Committee may request the Chair and Associate Chair leave the room to allow for independent discussion and a vote among the Unit Personnel Committee on any personnel issue and/or to complete independent annual evaluation of faculty members. Members of the Executive Committee will not evaluate themselves or others for whom members would have a conflict of interest as defined by University of Arkansas policy. If there is a serious, unresolved difference of opinion between the chair and the Unit Personnel 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.

A. 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

The following describe the general performance expectations for faculty in each area.

TEACHING

0 = Purdue evaluation ratings below 3.0; limited or 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; failure 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 holds office hours but is only available to students on a limited basis 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 regularly available to students for consultation

3 = Purdue evaluation ratings in the 4.5 range 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 very limited or no active research agenda
- 1 = Faculty member has adequate engagement in research; such engagement is evidenced by presenting papers at national conferences; researching a project over a long period of time without publications in refereed journals or chapters in books, infrequent journal article submissions or grant applications
- 2 = Faculty member is actively 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 very limited or no service to the department, college, university or the profession
- 1 = Faculty member does adequate service, generally to the department only; such service includes participation on committees meeting infrequently or requiring little work (untenured faculty are not required to do service outside of the department)
- 2 = Faculty member does strong service to the department, college, university or the profession; 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

B. Third-Year Review

During the spring term of an assistant professor's 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 will summarize the committee's discussion of the assistant professor's record and make a recommendation as to the review's outcome according to Academic Policy 1405.11. The chair will meet with the faculty member under review and discuss the results of the committee's meeting. The recommendation from the chair will be forwarded to the Dean's Office.

IV. 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
To the Personnel Document
On Evaluative Criteria, Procedures, and General Standards
for Initial Appointments, Successive Appointments,
Annual and Post-Tenure Review, Promotion, and Tenure

University of Arkansas
Department of History

This addendum describes the criteria for hiring and promoting non-tenure-track faculty members at the rank of Teaching Assistant Professor and higher, and it also describes the roles of eligible non-tenure-track faculty members on the Unit Personnel Committee. The items in this addendum were approved by the History Department faculty and recorded in the formal meeting minutes on 9 November 2022.

APPROVALS

	01/23/23
Chair, Department of History	Date
	7-7-2023
Dean, College of Arts & Sciences	Date

Addendum to

I. Committees: Responsibilities and Service

A. Executive Committee and Unit Personnel Committee

Non-tenure-track faculty at the Assistant Professor rank or higher are eligible to serve on the Unit Personnel Committee.

The Unit Personnel Committee must include at least one eligible non-tenure-track faculty member if at least two non-tenure-track faculty members are eligible to serve.

Non-tenure-track members of the Unit Personnel Committee shall not vote on the awarding of tenure or on the promotion of tenure-track candidates.

Addendum to

II. Initial Appointment and Criteria for Promotion and Tenure

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

Research

- Academic publications in recognized scholarly journals, peer-review edited volumes (including pedagogical research) or noteworthy progress towards submission and publication of scholarly articles and, ultimately, a book, and/or academic projects including but not limited to exhibitions, digital or web productions, published pedagogical research, or creative products related to scholarship in history.
- Presentation of work at regional, national, or international conferences
- Book reviews or related work 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 teaching performance
- Teaching awards or grants.

E. To be hired at or attain the rank of **TEACHING ASSOCIATE PROFESSOR** the candidate should meet most or all the following standards

Research

- A published monograph or book under contract with an academic publisher or major trade press and in the advanced stages of publication, or one or more recognized academic products related to scholarship in history
- Articles in academic journals, including articles on historical pedagogy
- Chapters in peer-reviewed edited volumes, including chapters on historical pedagogy
- Papers read at regional, national, or international conferences
- A record of attaining grants and/or fellowships to engage in scholarly research, teaching enhancement, or public engagement related to historical scholarship
- A clearly conceptualized agenda for ongoing research and/or scholarly production in the primary field(s) of endeavor.

Teaching

- Strong teaching evaluations
- Positive evaluations from faculty mentors who observed classroom performance
- Syllabi suggest that course content is rigorous in terms of reading and writing
- Evidence of engagement in student mentorship, including participation in honors thesis or project committees
- Significant contributions to departmental or college curricula
- Involvement in organizations promoting excellence in teaching.

Service

- A proven record of service to the department
- Service to the broader campus community and/or community outreach.

F. To be hired at or attain the rank of **FULL TEACHING PROFESSOR** the candidate should meet most or all the following standards:

Research

- Scholarly monographs from key academic publishers or trade presses or comparable highly recognized academic products related to scholarship in history
- Articles in academic journals, including articles on historical pedagogy
- Chapters in peer-reviewed edited volumes, including chapters on historical pedagogy
- Papers read at national or international 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 or public engagement related to historical scholarship
- A clearly conceptualized agenda for ongoing research and/or scholarly production in the primary field of endeavor
- A clear indication of regional, national, and/or international visibility in the field of specialization.

Teaching

- Strong teaching evaluations
- Syllabi suggest that course content is rigorous in terms of reading and writing
- Supervision of honors theses or projects and, where applicable, participation in graduate theses in history
- Evidence of excellence in mentorship
- Evidence of innovation in course teaching and/or extracurricular engagement
- Significant contributions to departmental or college curricula
- Teaching awards from college, university, or profession.

Service

- Participation in department, college, and university committees that meet frequently and/or require significant work
- Participation in community, regional, and/or national service relevant to the academic discipline
- Winning a university, regional, or national service award.

F. Work Assignments

The standard workload in the department for non-tenure-track faculty is 60% teaching, 20% scholarship, and 20% service. The non-teaching workload may be divided differently as determined by the needs of the Department to increase the teaching and/or service load or to include administrative appointments.