

**Department of History
University of Georgia**

Promotion and Tenure Guidelines

Preamble

In all matters related to third year review, promotion, and tenure, the History Department will carefully follow and adhere to the latest online iteration of the University's *Guidelines for Appointment, Promotion, and Tenure*. The guidelines and criteria that follow provide specific information on how the department will handle promotion and tenure, and on the criteria approved by our faculty for promotion and tenure. Answers to issues not addressed in this document can be found in the *Guidelines*.

The appropriate cohort of the faculty will be expected to make its professional collective judgment in accordance with recognized professional standards at major research universities. It is the faculty's responsibility to determine what counts as the adequate threshold of quantity and, above all, quality in every case. Nothing in these guidelines shall be construed as freeing the faculty of that obligation, nor do they afford some mechanical model to be applied without regard to individual circumstances.

Advisement: At the time of appointment, a new faculty member will receive a copy of this document and will sign a letter indicating receipt and understanding of these guidelines. For each incoming assistant professor, the department chair will initially serve as a mentor and suggest that the new faculty select within his/her first year a senior faculty mentor who will advise on matters of teaching, research, professional decorum, the department, and promotion and tenure. Selection of this mentor does not preclude mentoring from other faculty, and junior faculty may choose not to select a faculty mentor.

In the written annual evaluation, the department chair will provide written advice to faculty below the rank of professor on their progress toward promotion, with specific suggestions as to what the faculty member must do in teaching, research, and service for promotion to the next rank and for tenure, if appropriate.

Third-year review: In the spring of the third year each assistant professor will submit a curriculum vitae, class evaluations, and teaching materials to the department chair and the department Personnel Committee: three elected full and/or associate professors who conduct third-year reviews and assess the qualifications of candidates for promotion and tenure. The CV provided for the third-year review must be in the promotion dossier format as described in the Administrative Guidelines on the Provost's web site: http://provost.uga.edu/index.php/policies/appointment-promotion-and-tenure/admin_guidelines.

The Personnel Committee will review the CV, visit classes, and review the evidence of performance in instruction. Then the committee will discuss the faculty member's

research program and classroom performance and offer advice on his/her progress toward promotion and tenure.

The committee conducting the third-year review will provide a copy of the review report to the department head and the candidate. The candidate will have an opportunity to provide a written response to the review, and this response will be made available at the faculty meeting at which the votes on the report and renewal of the candidate are taken.

The faculty will discuss and vote “Yes” or “No” on the following question:
 “[Candidate’s name] has made sufficient progress towards promotion and/or tenure to Associate Professor.”

At the same meeting, faculty will take a second “Yes” or “No” vote on the following question:
 “[Candidate’s name] should be renewed for the fourth year.”

Preliminary Consideration for Promotion and/or Tenure:

The Department will follow procedures for initial consideration presented in the *Guidelines*. In the spring of the appropriate year, by the deadline of March 1, candidates who wish to be considered for promotion and/or tenure will communicate this wish in writing to the department chair.

By the March 1 deadline the candidate will present a vita, copies of publications, teaching evaluations, class materials, and a statement concerning present and future research and writing to the department chair and the personnel committee. The personnel committee will review these materials and report to the faculty on them. All faculty eligible to vote on this candidate will have access to these materials. At a meeting of eligible faculty held by April 15, the committee will present its report. The faculty will vote on the following question: “[candidate's name] should be formally reviewed for promotion to the [next rank] and/or for tenure.”

Faculty will vote "Yes" or "No" on this question. The chair will convey the results in writing to the candidate within three working days of the vote.

In accordance with the *Guidelines*, candidates who receive a majority of "Yes" votes on this question and who wish to be formally reviewed for promotion and/or tenure will work with the department chair and the personnel committee to prepare the dossier.

Formal Review:

In all matters pertaining to the formal review, the department will follow the *Guidelines*.

In addition, the candidate will make available by August 1 copies of all publications as well as teaching materials, including student evaluations, syllabi, and other evidence pertaining to teaching. Student letters may be submitted if solicited by the department head from a list made available by the candidate.

Articles or books that have been accepted but not published may be submitted if accompanied by a letter of formal acceptance and by readers' reports, if available. Copies of all published items listed on the vita, along with other materials prepared for the dossier, including the external letters of assessment, must be made available to the department by August 1.

The faculty will meet by or on September 1 to discuss the credentials and vote on a recommendation by the personnel committee. Following the vote on each candidate the chair will announce how he/she voted.

Requests for reconsideration by candidates who do not receive a positive recommendation must be handled in accordance with the *Guidelines*.

Criteria for the Ranks:

For Promotion to Associate Professor:

For promotion to associate professor, candidates must "show clear and convincing evidence of emerging stature as regional or national authorities unless their work assignments are specifically at the local or state level." Candidates' records, including the statement on present and future research and writing, must suggest ongoing productivity.

Teaching: On the basis of student evaluations and other teaching materials, peer reviews, awards, participation in departmental and/or college or university activities related to teaching, the candidate must show effectiveness as a teacher in the classroom. The candidate must also have been willing to serve the department's instructional program beyond the formal classroom setting. Contributions to online teaching, service learning, and other pedagogical programs sponsored by the University will be considered.

Candidates whose records reflect difficulty in teaching must also be able to document steps they have taken to correct these problems, and the record must reflect, in the form of student evaluations, peer evaluations, and other means, that significant improvement has occurred by the time of Promotion and Tenure.

Research: It is the department's intention that the core of the research dossier reflects original contributions of substantial scope and influence. The normal departmental expectation is that by the August 1 deadline faculty who qualify for promotion to associate professor will have published a book, or have a book manuscript that has completed copy-editing and gone into production, with a recognized university, scholarly, or commercial press. The book or completed manuscript must be a substantive study of issues significant in the field of history.

In exceptional cases alternative publications, whether of articles in high-quality, refereed professional journals in the discipline; critical editions; edited or co-edited anthologies; digital projects; and/or co-authored works— may constitute the candidate's primary basis for promotion and tenure.

Service: Successful candidates for promotion to associate professor are expected to

contribute to the life of the department and to participate on committees as appropriate. Service can be broadly interpreted to mean participation in activities that contribute to the life of the department, the discipline, the University, and the community. Participation or leadership in professional organizations helps meet these criteria.

For Tenure:

For tenure candidates must satisfy all criteria for promotion to associate professor. In accordance with the *Guidelines for Appointment, Promotion, and Tenure*, candidates must present evidence indicating ongoing scholarly productivity to qualify for tenure.

For Promotion to Professor:

For promotion to full professor, candidates must show clear and convincing evidence of high levels of attainment in the criteria appropriate to their work assignments and the missions of their units. Unless the candidate's assignments are specifically regional, they should demonstrate national or international recognition in their fields and the likelihood of maintaining that stature.

Teaching: On the basis of student evaluations and other teaching materials, peer reviews, awards, participation in departmental and/or college or university activities related to teaching, the candidate must show effectiveness as a teacher in the classroom. The candidate must also have been willing to serve the department's instructional program beyond the formal classroom setting. Contributions to online teaching, service learning, and other pedagogical programs sponsored by the University will be considered.

Candidates whose records reflect difficulty in teaching must also be able to document steps they have taken to correct these problems, and the record must reflect, in the form of student evaluations, peer evaluations, and other means, that significant improvement has occurred.

Research: It is the department's intention that the core of the research dossier reflects original contributions of substantial scope and influence. This work will be a significant advance over the materials submitted for promotion to associate professor.

The normal departmental expectation is that faculty who qualify for promotion to full professor will have published a book above and beyond the work that was considered for the faculty member's promotion to associate professor. This book will be published by a recognized university, scholarly, or commercial press. Evidence of recognition for research in the form of reviews, citations, awards, external letters of assessment, and other forms can help demonstrate the candidate's level of national or international recognition.

In exceptional cases the candidate may submit a portfolio of alternative publications—whether of articles in high-quality, refereed professional journals in the discipline or editions, edited or co-edited anthologies, digital projects, and/or co-authored works—

which may constitute the candidate's primary basis for promotion to full professor.

Service: Successful candidates for promotion to professor will demonstrate active participation in the life of the department, the College, and the University by service on student, departmental, and/or college committees. They will show a record of participation in departmental activities. Beyond the level of the kinds of service that involve instruction and research, service can be broadly interpreted to mean participation in activities that contribute to the life of the department, the discipline, the University, and the community. Leadership in professional organizations helps meet these criteria.

REVISED February 12, 2015