

## **Guidelines on Tenure and Promotion to Associate Professor Department of History, University of Florida**

This document is intended to convey to untenured faculty the Department of History's expectations for tenure and promotion and to provide a set of criteria by which tenured faculty will assess cases.

### **Criteria for Tenure and Promotion to Associate Professor**

#### *Teaching*

The Department of History affirms the standard set in the College guidelines of "a sustained commitment to excellence in teaching." The Department will consider the following in assessing teaching performance for tenure and promotion:

- Course materials
- Annual peer teaching evaluations based on classroom observation
- The level and range of teaching within the department, with an expectation that a faculty member will teach at all levels (as needed), including lower and upper division undergraduate courses, and graduate courses
  - Contributions to the graduate program through teaching graduate courses and/or service on graduate committees
  - Student course evaluations

#### *Research*

In evaluating colleagues for tenure, the tenured faculty attempt to predict future scholarly productivity based upon past accomplishments. A successful faculty member must make a significant published contribution to his or her field of scholarship. Here we seek to clarify the standards for tenure and promotion to associate professor, acknowledging the diversity of scholarly endeavors and possible structural impediments to timely publication. We must assess the overall quality of the publications.

In assessing research we consider the following four categories:

#### ***Scholarly monograph***

Under normal circumstances, the applicant for tenure and promotion will have published a sole-authored monograph or book-length study, based on original research, with an established university press or a commercial house noted for its scholarly publications and professional review process. Candidates should bear in mind the necessity of allowing sufficient time (up to two years or more) for a submitted manuscript to be reviewed, revised, re-evaluated, and published. At a minimum a book manuscript must be in page proofs and available for distribution to external reviewers by the end of May prior to the year in which the tenure and promotion case will be reviewed.

#### ***Other publications***

Tenure applications should include scholarly publications in addition to the monograph. These may include peer-reviewed<sup>1</sup> articles in journals; peer-reviewed articles in edited collections; book reviews; co-authored books and articles; edited or co-edited books; edited or annotated translations; collections of documents; encyclopedia essays and other short pieces.<sup>2</sup> Tenure files might also include professional publications that are unrelated to the applicant's own research, including articles on pedagogy. The department will consider all of these publications as part of the candidate's overall application. At a minimum, however, the department expects the applicant to have two peer-reviewed articles based on original research, at least one of which should be in a scholarly journal (the other could be in an edited collection). In unusual circumstances one of these articles might be in page proofs.

***Future projects and ongoing research agenda***

In addition to the major monograph and any other publications that emerged from that first project, the department expects the applicant to demonstrate evidence of an ongoing research agenda and a new major project that is underway. This might be demonstrated through presentations at scholarly conferences, the preparation of grant proposals, evidence of preliminary archival research, or academic publications.

***Additional professional activity***

Although publications are the ultimate measure of scholarly success, a candidate's case may be strengthened by a record of presentations at academic conferences and submission of grant proposals. Candidates should recognize that at other stages in the tenure process college and university committees are likely to pay even more attention to successful grants and scholarly presentations.

The Department of History affirms that in assessing a candidate's record for tenure and promotion all the candidate's publications will be taken into account.

*Service*

The Department of History affirms that quality service to and citizenship within the Department, the College, the University, and the profession is an integral component of job performance. Each faculty member is expected to participate in the administration and governance of the Department and should establish a record of dedicated, constructive and responsible service.

Approved by the faculty on March 15, 2013

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<sup>1</sup> A peer-reviewed article is defined as one that has been evaluated by at least one reader in addition to or other than the editor of a journal or edited volume.

<sup>2</sup> On-line publications will be considered to be the equivalent of their printed counterparts.