

History Department Policies on Promotion and Tenure.

This supplement specifies the procedures and criteria unique to the History Department, as required by MTSU policy. The main documents are MTSU policies 204 and 205.

I. History Department Review

In accordance with MTSU Policies 204 (Sections III–V) and 205 (Sections V–VI), the review process for tenure and promotion recommendations at the departmental level consists of separate consideration by the Departmental Chair and the Departmental Promotion and Tenure Review Committee.

II. History Department Promotion and Tenure Review Committee and Process and Procedures

A. Establishment. The Committee is established in accord with MTSU Policies No. 204 and 205.

B. Purpose. The purpose of the Departmental Committee is to

1) review and evaluate candidates for promotion and tenure and to make recommendations concerning promotion and tenure to the College

2) review and evaluate the progress of tenure-track faculty toward tenure annually and in a pre-tenure review as specified in MTSU Policy 204.

C. Composition, Eligibility, and Election. The Departmental Committee shall consist of all tenured faculty members, excluding the Departmental Chair and all candidates for promotion. The Departmental Committee shall have a five-member Advisory Committee, which shall be elected by plurality by all full-time tenured and tenure-track members in the department, excluding the Departmental Chair. The Advisory Committee will, by majority vote, elect its chair and that of the Departmental Committee. A majority of eligible faculty voting constitutes a quorum.

In the years when any tenured faculty member is a candidate for promotion, separate committees will be established for tenure (to include the annual and the pre-tenure review of tenure-track faculty members) and for promotion. When separate committees are established, the Tenure Committee will consist of all tenured faculty, excluding the Departmental Chair, and the Promotion Committee will consist of all tenured faculty, except the Department Chair and candidates for promotion. The full-time tenured and tenure-track members in the department shall elect by plurality vote a five-member Advisory Committee, of which one member will be elected by majority vote by the Departmental Committee to be chair. When separate committees are established, the five-member Advisory Committee will serve both committees, and members eligible to serve on the Advisory Committee must be members of both committees.

D. Process: The Advisory Committee will consider the materials pertaining to each candidate, make its recommendation, and prepare a draft letter stating how the candidate has met (or not met) the criteria. The Departmental Committee will consider the materials and the Advisory Committee's recommendation and draft letter. The Departmental Committee will make the final

decision on recommendation and on the letter. This decision will be made by secret ballot at a meeting of the Departmental Committee, with a majority vote of all eligible members of the Departmental Committee, and absentee votes are allowed. A majority of the Advisory Committee's members constitutes a quorum, and a majority of the Departmental Committee's (or Committees') members voting constitutes a quorum.

E. Departmental Committee and Departmental Chair Consultations: The Department Chair and the Committee will file separate reports to the Dean of the College of Liberal Arts. If the recommendations of the Departmental Chair and the Departmental Committee are in conflict, they will meet in an attempt to resolve the conflict prior to submitting written recommendations to the Dean. If the conflicts cannot be resolved, reports submitted to the Dean by the Departmental Committee and by the Departmental Chair will each describe the points of conflict.

F. Notification to Candidate: When deliberations are concluded, the Departmental Chair and the Committee Chair will separately notify each tenure candidate via the software of record of the recommendation that has been forwarded to the Dean. Each candidate will be afforded the opportunity to meet with the Departmental Chair and/or the Departmental Committee to discuss the review process and the data upon which the decision was made. It is the candidate's responsibility to initiate requests for a meeting with the Departmental Chair and/or Departmental Committee.

III Pre-Tenure Review and Annual Review Process and Procedures: In accordance with MTSU Policy 204, Policies and Procedures for Tenure, Section V, the History Department process and procedures will conform with that of the College and the University. In years in which the Department establishes two separate committees, the Committee on Tenure will also handle pre-tenure review and annual reviews of tenure-track faculty members.

IV History Department Criteria for Tenure and Promotion

A. History Department Criteria for Tenure In accordance with MTSU Policy 204, Section VI, A, Paragraph 2 is expanded to be as follows:

2. While the nature and relative importance of the criteria for recommendation for tenure depend upon the nature, missions and goals of the college and the department or academic program unit, all faculty members considered for tenure will be evaluated with respect to their performance in (a) teaching; (b) research/scholarship/creative activity; and (c) service/outreach. They are expected to demonstrate high quality performance in teaching and high quality performance in one of the other two areas and quality performance in the remaining area. The History Department recognizes that the categories of research/scholarship/creative activity and of service/outreach may be integrated, especially in the practice of public history.

B. History Department Criteria for Promotion In accordance with MTSU Policy 205, Section V, 5, A, Paragraph 3 is expanded to be as follows:

3. While the nature and relative importance of the criteria for recommendation for tenure depend upon the nature, missions and goals of the college and the department or academic program unit, all faculty members considered for tenure will be evaluated with respect to their performance in (a) teaching; (b) research/scholarship/creative activity; and (c) service/outreach. They are expected to demonstrate high quality performance in teaching and high quality performance in one of the other two areas and quality performance in the remaining area. The History Department recognizes that the categories of research/scholarship/creative activity and of service/outreach may be integrated, especially in the practice of public history. In all categories of evaluation, documentation of quality as evaluated by peers will be stressed over quantity. Within the context of teaching, research/scholarship/creative activity, and service/outreach, the faculty member must demonstrate the ability to work effectively with colleagues to support the mission of the university and the common goals both of the university and of the academic organizational unit.

History Department Criteria for Promotion to Professor In accordance with MTSU Policy 205, Section VI, C, Paragraph e is expanded to make more specific the History Department criteria.

e. Applicants show evidence of sustained high quality professional productivity in both research/scholarship/creative activity and service/outreach. In one of these categories, the candidate will demonstrate a level of excellence in the academic discipline that is recognized at the national or international level. The History Department recognizes that the categories of research/scholarship/creative activity and of service/outreach may be integrated, especially in the practice of public history.

The History Department will consider the following as examples of success in achieving national or international recognition:

Research/scholarship/creative activity.

Authorship of a book(s) based on original research published through a peer-review process.

Editorship of a book(s) and/or authorship of a chapter(s) in an edited book based on original research published through a peer-review process.

Authorship of an article(s) in a journal of national or international reputation based on original research published through a peer-review process.

Authorship of scholarly monographs that appear as technical publications of government agencies or cultural institutions that have a national or international significance.

Development of creative works such as museum exhibitions or media productions for government agencies or cultural institutions that have a national or international significance.

Service/outreach

Authorship of scholarly monographs that appear as technical publications of government agencies or cultural institutions that have a national significance.

Development of creative works such as museum exhibitions or media productions for government agencies or cultural institutions that have a national significance.

Editorship or co-editorship of a reference(s) work of national significance, or authorship or co-authorship of a textbook(s) published by a major commercial or academic press.

Serving as an officer of or sustained committee service with an organization(s) that serve the discipline or the profession whose contributions impact the nation.

Approved by Committee: April 24, 2023

Approved by Dean: *Leah Lyons* 05/31/2023

Approved by Provost: *Mark Byrnes*

Approved by President: *[Signature]* 6/2/22