

DEPARTMENT OF HISTORY
UNIVERSITY OF NORTH TEXAS

Guidelines for Tenure and Promotion Committees

1. The Tenure Committee (for tenure and promotion to Associate Professor) and the Promotion Committee (for promotion to the rank of Professor) shall consider and recommend individuals for promotion and tenure in accordance with those found in the University Policy Manual (6.004).
2. Decisions regarding tenure and promotion shall be made upon evidence of continuing productive performance during the professional career of the faculty member, including the results of the faculty members annual reviews. Evaluation of a faculty member will focus on teaching, scholarly/creative activities, and service.
3. The University Policy Manual states that sustained excellence in teaching and research is essential for granting tenure and for promotion. Continuing growth through research and writing or other creative activities, and through participation in professional activities, must be evident for all promotions. Service to the university and profession is also expected of faculty members.
4. Teaching will be evaluated by means of the following elements: peer observations, student evaluations (both narrative and numerical), and self-evaluation. All three elements must appear in the faculty member's documentation for tenure and promotion. Faculty may submit such other documentation as they deem relevant. All faculty are expected to participate, as appropriate based upon their specific area of research concentration and graduate student demand in the graduate program, advising, teaching, organizing new courses, and providing advice to graduate students beyond the classroom setting.
5. Faculty seeking tenure and promotion will present their record of committee activities within the university and service to professional organizations outside the university, as well as such other activity as they deem relevant. In cases of probationary faculty, care must be exercised to prevent extensive service activity from interfering with teaching and scholarly activity. Faculty seeking promotion to professor must actively engage in service and assume leadership roles at the level of the department, college, university, and/ or the profession.
6. Although teaching and service are important in consideration for promotion and tenure, no faculty member will be either tenured or promoted without evidence of publication of historical research in primary sources.

The Department acknowledges that history is a diverse field, which contains many subfields that utilize different methodologies. Likewise, the publishing venues in history are equally diverse. For these reasons, the Department will ask candidates for tenure and promotion to explain their choices for publishing venues. Furthermore, external reviewers will be asked to evaluate the publishing venues along with the work itself in their evaluations.

- (a) Assistant professors seeking tenure and promotion to associate professor must publish a substantial book based on scholarly research or the scholarly equivalent within rank in addition to two peer reviewed articles or book chapters and/ or equivalent editorial or translation or digital scholarship work and/ or a book-length synthesis of a broad historical subject or a textbook. All work that has received final and unconditional acceptance with no contingencies or revisions required, and with the final draft having been submitted and

awaiting publication may be included in the dossier. In instances when the work has not yet appeared in print, candidates for tenure and promotion should include the manuscript or page proofs and a letter from their editor clearly indicating the planned date of publication in their dossier.

(b) Associate professors seeking promotion to professor must publish in-rank a substantial book based on scholarly research in addition to two peer reviewed articles or book chapters and/ or equivalent editorial or translation or digital scholarship work and/ or a book-length synthesis of a broad historical subject or a textbook. . All work that has received final and unconditional acceptance with no contingencies or revisions required, and with the final draft having been submitted and awaiting publication may be included in the dossier. In instances when the work has not yet appeared in print, candidates for tenure and promotion should include the manuscript or page proofs and a letter from their editor clearly indicating the planned date of publication in their dossier.

(c) Individuals employed first at the rank of associate professor and seeking tenure at that rank must have a career record of publications such as a substantial book based on scholarly research in addition to two peer reviewed articles or book chapters and/ or equivalent editorial or translation work and/ or a book-length synthesis of a broad historical subject or a textbook.

(d) Individuals employed first at the rank of professor and seeking tenure at that rank must have a career record of publications that includes at least two substantial books based on scholarly research in addition to four peer reviewed articles or book chapters and/ or equivalent editorial or translation work and/ or a book-length synthesis of a broad historical subject or a textbook.

(e) A “substantial book” is understood to be one published by a reputable academic press (e.g., a member of the American Association of University Presses) that employs a blind peer-review process or by a non-vanity trade press of equal scholarly prestige. Such a book will have successfully undergone peer review, and external reviewers will further assess the book’s quality during the tenure process. The publishing company’s peer-review process and the external reviews principally determine the quality of the book for tenure and promotion purposes. The Department generally ranks academic presses from peer or aspirational institutions the most highly, but candidates who publish with a non-preferred or non-academic press should make the case for the quality of that venue in their particular subfield. As a recommendation, the department suggests authors’ book manuscripts be a minimum of 60,000 words. Because each book project is different and individual presses may have different word count contractual requirements, when an assistant or associate professor applies for promotion in rank and/or tenure on the basis of a book below this departmental recommended word count, the Departmental Affairs Committee shall undertake a holistic review of the book and determine whether or not it meets the standard of “substantial” according to the Department.

(f) The department assesses articles partly by the acceptance rates of the journals in which

they are published. Although acceptance rates may vary for an array of reasons, the department will evaluate articles more favorably if they are frequently cited by other scholars or if their journals have acceptance rates of 20% or less according to the updated information of a journal's editor. Journals will also be deemed reputable with acceptance rates between 21% and 40%. A faculty member may petition the DAC to award top-tier status to a specialized journal due to it addressing a small, highly specialized, influential audience. Such faculty members should provide a list of distinguished scholars who have also published in that journal. In some cases, a book chapter in a peer-reviewed edited collection published by a major press can be considered the equivalent of a journal article, if it clearly demonstrates the same level of scholarly merit.

(g) Single authored books of historical synthesis, textbooks, translations, and edited collections should also be peer reviewed and published by a reputable press. However, the Department does not weight the selection of publisher for these supplemental publications as highly as in the case of research monographs.

(h) Digital scholarship: Scholarship of the varieties described in items e, f, and g which appears in online publications will be considered the equivalent of printed publications of the same kind. Other forms of digital scholarship may also be considered evidence of scholarly achievement and will be evaluated based upon their degree of engagement with scholarly sources, originality, impact, and contribution to historical interpretation. Faculty members who wish to have other forms of digital scholarship included in their dossier must provide an explanation of how their work meets these criteria; they should also offer evidence of peer-review, editorial critique, or other elements of professional scholarly evaluation.

These guidelines for tenure and promotion apply to all candidates for promotion and tenure who begin their in-rank work for advancement after the approval of these guidelines; they will apply to all candidates seeking promotion from associate to full professor three academic years after adoption by the department faculty.

(i) "Publication" is understood to include dissemination by both electronic and print methods. Electronic publications (E-publications) must have gone through the same process of editorial and blind peer review as print publications.

(j) Publication of a substantial book or its scholarly equivalent in addition to two peer reviewed articles or book chapters and/ or equivalent editorial or translation work and/ or a book-length synthesis of a broad historical subject or a textbook is necessary but not sufficient for promotion. The Department of History's evaluating committee must judge the quality of publications and their contributions to the historical profession. For this it will rely in part on book reviews, when available, in journals of national or international standing such as the *American Historical Review* and major journals in appropriate sub-fields and on reviews and judgments of external evaluators.

(k) Recommendations to the College of Liberal Arts and Social Sciences on tenure and promotion to associate professor, promotion from associate professor to professor, and tenure for individuals hired as associate professors or professors, are the responsibility of the appropriate departmental officials who will rely on as much evidence as is made available. When promotion is involved, the chair and the evaluating committee will seek external evaluations of each candidate. Details for requesting this information are outlined in the College of Liberal Arts and Social Sciences' "Promotion and Tenure Guidelines" and the University Policy Manual.

7. Consideration for promotion to the rank of associate professor and a decision regarding tenure will be made concurrently, except in unusual cases. Normally, a faculty member will serve the full probationary period as defined in the University Policy Manual before a tenure decision is made. Length of service per se cannot be a basis for the awarding of tenure or a promotion to associate professor.

8. The entire professional career, with emphasis on activities during the probationary period at the University of North Texas, will be used in evaluating faculty for tenure and promotion to associate professor.

9. Performance that merits promotion to full professor must be superior and demonstrated on a continuing basis. An associate professor may apply for promotion when, in consultation and department chair and promotion committee chair, the faculty member believes their record warrants consideration for promotion.

10. The entire professional career, with emphasis on activities since the last promotion, will be used in evaluating faculty for promotion to full professor.

11. As designated by the College of Liberal Arts and Social Sciences, the Department chair will identify all faculty who must be considered for tenure and those who may be considered for promotion. The Tenure Committee and the Promotion Committee will nominate for tenure and/or promotion all persons who must be considered and may nominate others. The evaluating committee will follow procedures as stipulated in the College of Arts and Sciences' "Promotion and Tenure Guidelines" and the University Policy Manual.

12. Grievance procedures for tenure and promotion cases in the Department of History will follow the stages and timelines laid out in the CLASS Promotion and Tenure Guidelines. A candidate who is under consideration to receive a negative recommendation from either the departmental committee, the chair, the college PAC or the dean has the right to meet with the chair of the committee, departmental chair and/or dean to discuss the decision. The meeting must take place within five (5) business days upon notification of the decision under consideration.

If a negative recommendation is made at any level, the candidate has the right to insert a letter of dissent disputing this recommendation before the dossier is transmitted to the chair, college, or provost's office. The candidate has three (3) business days after notification of the negative recommendation to provide the letter for placement in the dossier.

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