

Approved by the dean's office,
2.11.15
Approved by DoF's office,
3.2.15

Department of History

Texas A & M University

STATEMENT ON TENURE AND PROMOTION CRITERIA

Approved by Departmental Vote on

April 29, 1994

Revised and approved by Departmental Vote on

March 23, 2007

Revised and approved by Departmental Vote on

October 24, 2014

This statement of tenure and promotion criteria supplements the guidelines and procedures published annually by the College of Liberal Arts and the Office of the Dean of Faculties as well as the relevant sections of Texas A&M University Statement on Academic Freedom, Responsibility, Tenure and Promotion University Rule 12.01.99.M2—all cited at the end of this document.

To be considered for tenure and promotion to associate professor as well as for promotion to the rank of professor, candidates must demonstrate meritorious performances in three areas: (1) teaching; (2) research and publications; and (3) service. In general, criteria for promotion to associate professor focus on promise and trajectory as well as the candidate's professional accomplishments, while criteria for promotion to full professor center on the candidate's actual body of work and its impact on the discipline and the university. In both cases, the department's Tenure and Promotion Committee will appraise quality of publications, potential for continued professional growth, and contributions in teaching and service. A separate departmental document ("Promotion Criteria for Non-Tenure Track Faculty") addresses career advancement for instructional professors and lecturers.

Tenure and Promotion to Associate Professor

Teaching

Candidates should show a genuine commitment to undergraduate and, if appropriate, graduate teaching. Courses taught should be characterized by diligent preparation, careful organization, clarity of presentation, intellectual rigor, and fair evaluation of students' exams and assignments. Specific indicators of high-quality teaching may include, but are not limited to:

- Syllabi, assignments, exams, handouts, course websites
- Development of new modes of instruction
- Development of courses new to the curriculum
- Successful curriculum development grants
- Participation in workshops, institutes, or programs designed to improve teaching (e.g., for the department or the Center for Teaching Excellence)
- Course evaluation scores

Assessment of candidates will also be based on peer evaluation. At least two members of the Tenure and Promotion Committee will observe the candidate in the classroom (two separate visits) and include their analyses in the teaching report.

Research and Publication

A single-authored research monograph, normally a significant revision of one's doctoral dissertation, at least one and preferably two articles drawn from that dissertation research, and tangible evidence of a clear and compelling agenda for future research are the requisites for consideration for tenure and promotion to associate professor. Tangible evidence of a post-dissertation research project—a significant and sustainable agenda intended to produce a second single-authored research monograph—normally consists of an article from that research published in a peer-reviewed scholarly journal, a book chapter from that research published in a scholarly volume of essays, or an external grant or fellowship for conducting that research.

In addition to their published work, candidates for promotion to associate professor with tenure may also present work accepted for publication. Written evidence of acceptance (normally from journal or press editors) must be provided.

A section entitled “Works in Progress” may also be included on the *curriculum vitae* but should be listed under a heading separate from “Publications.”

A single-authored research monograph and accompanying publications do not guarantee tenure and promotion to associate professor. The attention paid to an individual's work by other scholars, including evidence of the work's quality and impact (or potential impact) on the candidate's field, will be an important area of assessment. Specific indicators of quality and impact may include, but are not limited to:

- Letters of evaluation from outside referees of national reputation in the discipline (solicited by the candidate's T&P evaluation subcommittee)
- Published reviews of books (time permitting)
- External research grant and fellowship proposals—submitted
- External research grant and fellowship proposals—awarded
- Awards for scholarship or scholarly achievements
- Conference papers and/or invited lectures presented at prestigious venues

- Contextual information regarding presses or series in which books are published if the press is not universally recognized as a leading one (i.e., other authors who have published in the same venue, impact on the discipline of other books in same venue), provided by the candidate's T&P evaluation subcommittee.
- Citations that especially appraise the value of the work and its distinctive contributions
- Citation counts

Service

Candidates for tenure and promotion to the rank of associate professor should show a pattern of developing citizenship in university and scholarly communities. At this stage, service is most commonly rendered to the university by working on departmental committees (as assigned by the head) and assisting student organizations, and to the profession by participating in scholarly organizations and providing editorial services to scholarly presses and journals (manuscript and book reviews). Community service takes many forms, but relative to promotion and the granting of tenure, it should have a scholarly or educational component. Specific indicators of meritorious service may include, but are not limited to:

- Departmental standing committee work (undergraduate, graduate, diversity)
- Department's executive committee
- Departmental search committees
- Departmental ad hoc committees
- Work with student organizations
- Other university service
- Significant community service and/or public history projects (museum exhibits, e.g.)
- Chair, commentator, coordinator of panels at professional conferences
- Participation in scholarly societies, including program committees, prize committees
- Editorial services to scholarly publishers (manuscript and book reviews)

Promotion to Professor

Teaching

The History Department expects excellent undergraduate teaching and important contributions (relative to the individual's field) to the graduate program from its full professors. Specific indicators of high-quality teaching may include, but are not limited to:

- Those listed above under Tenure and Promotion to Associate Professor
- Directed readings with undergraduates
- Supervising honors theses
- Publication of textbooks, pedagogical articles, or other instructional materials
- Awards for outstanding teaching

- Leading workshops or programs designed to improve teaching (e.g., for the department or the Center for Teaching Excellence)
- Leadership in programmatic and curricular development
- Student accomplishments (e.g., scholarly achievements, admission to prestigious graduate or professional programs)
- Teaching graduate seminars
- Recruiting, advising, training, and placing graduate students
- Research success by the candidate's graduate students (publications, conference papers)

Research and Publication

Candidates for promotion to the rank of professor should demonstrate continued and outstanding accomplishments in research. They will normally present an additional research monograph published by a prestigious university or trade press and related high-quality publications as evidence of an ongoing and productive scholarly research agenda. As in the case of promotion to associate professor, there should also be evidence of an ongoing research agenda. Candidates may present a body of publications—edited books, textbooks, co-authored works, book chapters, translations, bibliographies, and articles published in refereed journals—in lieu of a second single-authored research monograph, but they must make a persuasive case that this body of publications is equivalent to a single-authored book. Few faculty will possess the research accomplishments that will warrant such an exception.

For promotion to professor, in contrast for promotion to associate professor, only works that are in print will be considered. Instances of scholarly works that have increased in stature and importance after initial publication and/or since one's first promotion may be documented through such evidence as reviews, republication in anthologies, and significant citations.

When presenting their work, candidates for promotion to the rank of professor should demonstrate the *actual* (not just potential) impact of their research on their field. They should reflect on the entire body of their scholarship, not just their productivity since tenure. It is very important that candidates document their standing in the field, their national (or international) visibility, and the quality, impact, and significance of their research through multiple indicators—which may include, but are not limited to:

- Letters of evaluation from outside referees of national reputation in the discipline (solicited by the candidate's T&P evaluation subcommittee)
- Published reviews of books
- External research grant proposals and fellowships—awarded
- Awards for scholarship or scholarly achievements
- Conference papers, invited lectures, and/or keynote addresses presented at prestigious national and/or international venues
- Appearance of the candidate's work on graduate syllabi for courses in highly regarded programs

- Contextual information regarding presses or series in which books are published if the press is not universally recognized as a leading one (i.e., other authors who have published in the same venue, impact on the discipline of other books in same venue), provided by the candidate's T&P evaluation subcommittee.
- Citations that especially appraise the value of the work and its distinctive contributions
- Citation counts

Service

Aspirants to the rank of professor should demonstrate a pattern of established citizenship through leadership and engagement in significant university and professional activities. Specific indicators of high-quality service may include, but are not limited to:

- Those listed above under Tenure and Promotion to Associate Professor
- Participation on significant college and university level committees
- Chairing department standing, search, T&P, and/or ad hoc committees
- Leadership/participation in scholarly societies, including officer positions, editorial boards, executive boards, program committees, prize committees
- Service on external grant and fellowship review panels
- Writing external letters for promotion cases at other universities

Sources

College of Liberal Arts: "Review, Tenure, and Promotion Procedures" (2014)
<http://liberalartscommunity.tamu.edu/docs/Bjobling/TenurePromotionGuidelines.pdf>

Department of History: "Bylaws," <http://history.tamu.edu/misc/bylaws.pdf>

Office of the Dean of Faculties, "Promotion and Tenure Packages: Submission Guidelines,"
<http://dof.tamu.edu/sites/default/files/pdfs/2013-14%20P%26T%20TAMU%20Guidelines.pdf>

University Rule 12.01.99.M2, "University Statement on Academic Freedom, Responsibility, Tenure, and Promotion," <http://rules-saps.tamu.edu/PDFs/12.01.99.M2.pdf>