

## Mid-Term Review Guidelines Department of History

As specified in its *Review, Tenure and Promotion Procedures*,\* the College of Liberal Arts conducts formal personnel reviews of faculty on probationary status in February of their third year of service (“mid-term” reviews in the parlance of the College). Candidates credited with two years of prior academic service at the time of appointment will undergo the mid-term review during their second year in rank at Texas A&M. Recognizing that mid-term reviews are a “very significant step in the evaluation and mentoring of tenure-track faculty,” the history department provides guidance for assistant professors for putting together their first and second year dossiers to prepare them for these formal procedures. The following guidelines are meant to supplement the College document and the department’s *Statement on Tenure and Promotion Criteria*\*\*

### Research

The department *strongly recommends* that by the time of their mid-term review, tenure-track faculty should have completed revisions of their dissertations and have their first book manuscripts circulating with an appropriate publisher (i.e., in the hands of an editor). The required one or two articles from first-project research (see the department document) should also have been submitted for publication by this time. The department recognizes, however, that some books take longer than others, and thus does not *mandate* this date for completion/circulation. Nonetheless, a successful tenure case will require a peer-reviewed article accepted for publication or a competitive external grant as evidence of a second project—i.e., a “significant and sustainable” research program *beyond* the revised dissertation. Candidates are thus advised to leave themselves as much time as possible to meet this challenging requirement.

### Teaching

The department expects candidates to teach their assigned courses, develop a good rapport with their students, and seek assistance from faculty mentors or the Center of Teaching Excellence if they feel it necessary. Procedures for the third-year review mandate the comparison of teaching evaluation scores with departmental means, but the department looks primarily for evidence of steady improvement. The personal statement provides an opportunity for candidates to reflect on their teaching philosophy and/or experience.

### Service

Candidates should have begun participating in departmental service (as directed by the department head) and pursuing professional activities outside the university (book reviews, memberships in scholarly organizations, etc.).

\*<http://liberalartscommunity.tamu.edu/docs/Bjobling/Tenure%20%26%20Promotion%20Guidelines.pdf>

\*\*<http://history.tamu.edu/misc/tandp.pdf>