

**Arkansas State University**  
**Department of History**

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**CRITERIA FOR PROMOTION,**

**RETENTION AND TENURE**

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## **CRITERIA FOR PROMOTION, RETENTION, AND TENURE**

The faculty of the Department of History recognizes that clear and firmly established criteria and guidelines for promotion, retention, and tenure are essential in any institution of higher education. These criteria and guidelines are provided to fulfill these objectives and to assure the professional growth and development of the faculty of the Department of History at Arkansas State University. In evaluating the three areas of professional activity (Teaching, Research, and Service) these criteria and guidelines conform to the University criteria and guidelines published in the Faculty Handbook.

Faculty members should obtain copies of, and become thoroughly familiar with, Promotion, Retention, and Tenure criteria and guidelines for the University (i.e., the Faculty Handbook), the College of Humanities and Social Sciences, and the Department of History. Faculty members also should become thoroughly familiar with policies on access and maintenance of personnel records and the annual pre-tenure review process.

### **PROMOTION FROM ASSISTANT TO ASSOCIATE PROFESSOR**

1. earned doctoral degree
2. a minimum of three years in the rank of Assistant Professor except in outstanding cases where consistent and superior achievement is clearly apparent to peers within the Department
3. established record as a successful teacher based on the objective evaluations of the chair and the members of the Promotion, Retention, and Tenure Committee, the evaluations of students, and examination of course outlines, reading lists, testing instruments, advising and other related materials
4. a substantial scholarly achievement as demonstrated by publication, which may take the form of a book, articles in peer-reviewed journals in the area of academic concentration, book chapters, book and article reviews in learned journals in print or on-line, journal and book editing.
5. substantial scholarly achievement as demonstrated by a consistent record of participation in professional organizations, including the presentation of scholarly

papers in the area of academic concentration

6. if point 4 above was not fulfilled by the publication of a book, the promise of a potential to complete a book in the major area of academic concentration
7. a record of effective participation in University, College, and Departmental committees and projects of value to the academic community
8. significant achievement in two areas may compensate for more limited achievement in another area.

### **PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR**

1. earned doctoral degree
2. firmly established record as a successful teacher based on the objective evaluations of the chair and the members of the Department Promotion, Retention, and Tenure Committee, the evaluations of students, examination of course outlines, reading lists, testing instruments, advising and other related materials
3. exceptional scholarly achievement as demonstrated by the publication of articles in peer-reviewed journals in the area of academic concentration, book chapters, book and article reviews in learned journals in print or on-line, journal and book editing.
4. publication of a book or a series of chapters in books in the area of academic concentration
5. a consistent record of effective participation in University, College, and Department committees and projects of value to the academic community
6. a minimum of five years in the rank of Associate Professor except in outstanding cases in which consistent and superior achievement is clearly apparent to peers within the Department

### **TENURE**

The Department of History Promotion, Retention, and Tenure Committee will follow the guidelines for tenure outlined in the Faculty Handbook. Except in unusual

cases, the full six-year period in a pre-tenure status is needed to conduct an adequate review, and requests for early tenure will not usually be approved. In referring to a 'year,' it is the policy of the University that a full semester of service under a pre-tenure status contract which begins on or before the first day of the spring semester in an academic year, counts as a full year. When warranted by an individual's record and experience, the initial appointment may include a separate agreement that the candidate may apply for early review for tenure. Such an agreement must be in writing and signed by the Dean of the College of Humanities and Social Sciences and by the Executive Vice Chancellor/Provost. No obligation to grant tenure is implied by such an agreement.

The Department of History will recommend the granting of tenure to any candidate who has fulfilled the minimum criteria listed below:

- 1) A candidate whose initial appointment was at the rank of Instructor will present evidence of continued professional development after promotion to the rank of Assistant Professor.
- 2) A candidate whose initial appointment was in the rank of Assistant Professor:
  - a. must have an established record as a successful teacher based on the objective evaluations of the chair, the members of the Promotion, Retention and Tenure Committee, and students, and on course outlines, reading lists, testing instruments, advising and other related materials
  - b. must have a record of scholarly activity as demonstrated by the publication of a scholarly book, articles in peer-reviewed journals in the area of academic concentration, book chapters, book and article reviews in learned journals, journal and book editing.
  - c. must have a record of scholarly activity as demonstrated by a consistent record of participation in professional organizations, usually including the presentation of scholarly papers in the area of academic concentration
  - d. must have a record of effective participation in University, College and Departmental committees and projects of value to the academic community
  - e. significant achievement in two areas of teaching, research and service may compensate for more limited achievement in another area

<b>PRE-TENURE REVIEW</b>
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Each year during the spring semester pre-tenure faculty members will meet with

the Department Chair and the chair of the Promotion, Retention, and Tenure Committee for an in depth evaluation of their performance since joining the Department. A written report of this meeting will be prepared by the Chair of the Department PRT Committee and submitted to the Department Chair, with copies provided for the faculty member and for his/her personnel file. Following the subsequent review by the Department Chair the faculty member will be provided with a written appraisal. The written appraisal of the Department Chair also will be placed in the faculty member's personnel file.

### **THIRD-YEAR PRE-TENURE REVIEW**

A Comprehensive Pre-Tenure Review will be implemented that will be completed in the third year of employment at ASU for all pre-tenure faculty members regardless of rank. This review will require that all third-year pre-tenure faculty members submit documentation of performance in the areas of teaching, scholarly activities, and service using the tenure application format. The Department PRT Committee, the Department Chair, and the Dean will formally review this documentation and provide appropriate feedback to each third-year, pre-tenure faculty member regarding his or her progress toward tenure.

### **APPLICATION FOR EARLY TENURE**

Since it is unusual for a faculty member to amass a record of performance that reflects exemplary productivity in less time than the standard probationary period, accelerated tenure is rare. Any faculty member, however, has the right to submit an application seeking tenure during any application period in which he or she can clearly demonstrate meeting the performance criteria that would be expected during the mandatory review. If a faculty member fails to earn tenure in this accelerated review cycle, he or she may apply for tenure again only after two years or in the sixth year of the pre-tenure cycle.

### **NEGOTIATION OF TENURE AND RANK WITH INITIAL APPOINTMENT**

A prospective faculty member may negotiate the terms of initial employment with regard to tenure status and academic rank based on the professional productivity earned in previous employment settings. Any such terms must be approved by the Chancellor of the University and be based on the thorough review and positive recommendation of the Departmental PRT. Documentation of negotiated terms must be included with the application for tenure and/or promotion. Any potential adjustments to the standard PRT schedule will be made in consultation with the Dean of the CHSS

and written copies of the agreement will be maintained in both the Dean's office and the individual's personnel file.

### **ADDITIONAL GUIDELINES**

The Department Promotion, Retention, and Tenure Committee will adhere to the following additional guidelines:

1. The provision on minimum years is a minimum. No faculty member should anticipate automatic promotion at the completion of the minimum provision.
2. Activities that are not strictly required, but which enhance and support the work of the Department, College or University, will be respected. Such activities will be recognized and considered in evaluations. These activities include, but are not limited to, public service such as presentations to community groups and schools or with local and regional professional groups, technology-related teaching, service and research activities and grant development.
3. The quality as well as the quantity of research, publications and involvement in professional associations and activities will be respected.

### **COMPOSITION OF THE PRT COMMITTEE**

The History Department PRT Committee will be composed of five tenured faculty members appointed by the Department Chair. A PRT member will serve a term of three years, and may be reappointed by the Chair for additional terms. The Chair of the PRT committee will be appointed by the Department Chair at the beginning of each fall semester.