GUIDELINES AND PROCEDURES FOR REVIEW, TENURE, PROMOTION, POST TENURE REVIEW, AND ANNUAL EVALUATION

Approved by the Faculty of the Department of History, April 2005. Revised and approved by the Faculty, June 2010. Reaffirmed with amendment by 2/3 vote of the Faculty on April 27, 2011.

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Faculty should refer to Sections 300, 310, 320, and 330 of the CLASS Policy and Procedures Manual; the GSU Faculty Handbook, Sections 205-213 for College and University policies; and the Board of Regents Policy Manual of the University System of Georgia, sections 8.3.6 and 8.3.7 in addition to the information below.

In the Department of History, decisions on retention of non-tenured faculty, on the award or denial of tenure, and on promotion are based upon evaluation of teaching, scholarship, and service to the Department, the College, the University, the profession, and the community. Decisions on retention of non-tenured faculty and on the award or denial of tenure will also take into consideration the faculty member’s potential for continuing development in each of these three areas.

Criteria for retention, tenure and promotion have been developed to reflect the existing mission of Georgia Southern University, the vision expressed in the University Strategic Plan, the American Historical Association’s model for evaluation of scholarship,1 and the reality of expectations reflected in tenure and promotion decisions in history departments at peer institutions. These guidelines are not all inclusive. Working within these guidelines, faculty members make recommendations for tenure and promotion according to their best professional judgments.

SECTION 1: DEPARTMENT TENURE AND PROMOTION COMMITTEE AND EVALUATION PROCEDURES

The tenured faculty will function as a committee of the whole to form the Department Tenure and Promotion Committee to evaluate and vote on candidates for third-year review, tenure, and promotion:

- All tenured faculty are eligible to vote on tenure decisions.

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Only faculty at the rank of associate professor and professor are eligible to vote on applications for promotion to associate professor;

Only faculty at the rank of professor are eligible to vote on applications for promotion to professor.

Candidates for promotion will not participate in any deliberation or vote on any recommendation concerning themselves.

The Department Chair will schedule meetings on personnel matters, giving tenured faculty at least two weeks to review relevant documents. Faculty members should be notified of the meeting at least two weeks in advance.

Subcommittees

The review process will include peer evaluation of the candidate’s performance in all three areas: teaching, scholarship, and service. The evaluation will be conducted by a subcommittee of the Tenure and Promotion Committee consisting of:

- For third year review: three tenured faculty
- For tenure and promotion to associate professor: three tenured faculty at the rank of associate professor or professor
- For promotion to professor: three tenured faculty at the rank of professor

A separate subcommittee will be formed for each candidate under consideration. Members of the subcommittee will be chosen in consultation with the Department Chair. When the Chair and the candidate have agreed on the composition of the committee, the Chair will notify the subcommittee members. If any member of the subcommittee is unable to serve, the Chair will notify the candidate before nominating a substitute. The subcommittee will develop a written evaluation, signed by all three members, to be included in the candidate’s dossier as part of the Department review. The Department Chair will appoint one member of the committee to serve as chair of the subcommittee, responsible for coordinating the final written report on behalf of the Department Tenure and Promotion Committee and submitting it to the Department Chair by the appropriate deadline:

- For third year review: January 15
- For tenure and promotion to associate professor: September 1
- For promotion to professor: September 1

Evaluation of teaching: Each member of the subcommittee will arrange to visit at least one of the candidate’s classes at a time mutually agreeable to the candidate and the committee member. Subcommittee members need not attend the same class meeting and are encouraged to divide the observation duties so that both survey and upper-division classes are observed whenever possible.

Evaluation of scholarship: Members of the subcommittee will each review samples of scholarly work submitted by the candidate and incorporate into their report an assessment of the candidate’s scholarly work and publications.

Evaluation of service: The subcommittee will also include in its report a summary and evaluation of the candidate’s record of service to the Department, College, University, the profession, and the community.
External Review

Evaluation of candidates for tenure and promotion to associate professor and candidates for promotion to professor will include evaluation of scholarship by external reviewers. The candidate, the Department Chair, and the chair of the subcommittee will agree on a list of four names of prospective reviewers. Prospective reviewers should be scholars in the candidate’s field who can comment knowledgeably on the quality of the scholarship. The chair of the subcommittee will contact three people on the list and invite them to review submitted material. Once three people have agreed to do the review, no further inquiries will be made. The chair of the subcommittee will send to the reviewers the following materials:

- a cover letter describing Georgia Southern University’s mission, setting out the typical teaching load for History faculty, and emphasizing that we seek evaluation of quality of the work and its potential value to field;
- a copy of the candidate’s curriculum vitae; and
- samples of work, published and/or unpublished, chosen in consultation with the candidate, the chair of the subcommittee, and the Department Chair

Materials for review should be mailed to the reviewers by May 1, and the deadline for their response will be August 1. Reports from external reviewers will be available to the Department Tenure and Promotion Committee and included in the candidate’s binder when submitted to the Dean.

Voting Procedures

The Department Chair or a substitute that s/he designates will conduct the meeting of the committee of the whole and will distribute appropriate ballots to each person present. Following discussion of the teaching, scholarship, and service of each candidate, all those present and eligible by tenure or rank will vote by secret ballot. A faculty member who cannot participate in the discussions because of illness or other pressing reasons may submit a proxy to the Department Chair prior to the meeting. The Department Chair will collect the ballots and select a faculty member to count the ballots while the Chair tallies them. The Chair will then report the results to the committee of the whole. This procedure will be followed for each candidate under consideration. If more than one candidate is being considered for retention, tenure, or promotion, the committee of the whole will discuss and vote on each candidate separately, but ballots will not be counted until the committee has completed its deliberations on all candidates in the same category. The recommendation for each candidate to the Dean from the Tenure and Promotion Committee will include the results of the final vote and a list identifying voting faculty members.

SECTION 2: EVALUATION OF TEACHING, SCHOLARSHIP, AND SERVICE

TEACHING

Teaching represents professional activity directed toward the dissemination of knowledge and the development of critical thinking skills. Such activity typically involves teaching in the classroom, laboratory, or studio, and direction of research, . . . mentoring, and the like. Teaching activities also include the development of new courses, programs and other curricular materials, including the development of online courses. Demonstrated excellence in teaching is the single most important criterion for retention, tenure and promotion. (GSU Faculty Handbook 2009-2010, Section 205.01 Criteria
Judgments of the quality of teaching activities will include consideration of:

- student ratings of instruction and peer evaluation through classroom observation and examination of syllabi and other relevant course materials;
- development of new courses and programs and/or ongoing enhancement and improvement of existing courses, and development of curricular materials;
- direction of theses and participation on thesis/oral examination committees;
- participation in workshops, conferences, grants, and other programs designed to enhance and improve pedagogical skills.

SCHOLARSHIP

The significance of scholarly accomplishments shall be judged rigorously within the context of the discipline. Candidates must provide evidence of work which has been selected for dissemination through normally accepted peer-reviewed venues such as publications, conference presentations, exhibitions, performances, or other professional accomplishments. Scholarship includes the discovery, integration, development, application, and extension of knowledge, and is often demonstrated by publications and presentations designed for professional audiences. (GSU Faculty Handbook 2009-2010, Section 205.01 Criteria for All Types of Faculty Evaluation)

Ongoing scholarship and professional development are essential components of excellent teaching and central to the nurturing of the “teacher-scholar” model. Therefore, the Department of History expects every candidate for retention, tenure, and promotion to demonstrate a record of scholarly achievement, which may include but is not limited to:

- peer-reviewed publications in print or in electronic media such as scholarly monographs or textbooks, articles in scholarly journals, chapters in edited volumes, a volume edited by the candidate, published proceedings, and reports of research;
- editorially reviewed articles, review essays, chapters, and/or entries in reference works such as encyclopedias or biographical dictionaries;
- presentations and panel participation at academic conferences and professional meetings;
- receipt of research grants;
- receipt of honors and awards for scholarly contributions.

The Department reaffirms the value of all types of scholarship listed above but recognizes that, in practice, a record of peer-reviewed publications, especially monographs and articles in scholarly journals and/or edited volumes, will be the primary consideration in the evaluation of scholarship. We also recognize that individual faculty members may follow different paths to establishing a record of scholarly publication. While each case will be judged independently, with the understanding that faculty arrive at Georgia Southern University with a wide range of experience and with an awareness that publication in some venues may reflect a work’s particular merit, the Department has established the following general guidelines for faculty.

Candidates for tenure and promotion to associate professor should demonstrate a record of “Consistent and sustained peer-reviewed scholarship that is likely to continue” (Section 320, CLASS Policy and
Procedures Manual). Emphasis will be placed on accomplishments since a faculty member’s arrival on campus.

Candidates for promotion to professor should possess a record of “significant and sustained peer-reviewed scholarship demonstrating a commitment to a lifetime of productivity” (Section 320, CLASS Policy and Procedures Manual). Emphasis will be placed upon accomplishments since promotion to associate professor.

Candidates for tenure and/or promotion should provide evidence of their record of peer-reviewed scholarship and its significance, including but not limited to:

- Monographs in print and/or book manuscripts that have been accepted for publication with a peer-reviewed process, with all stages of review completed. Candidates must submit a letter from the publisher in question confirming publication.
- Scholarly articles in peer-reviewed journals and/or edited volumes in print or accepted with no further revisions required. For works not yet at proof stage, candidates should include copies of the most recent documentation from the publisher stating that the article/book chapter is completed and accepted, with proofs to follow at a later date.
- Supporting materials such as reviews (for books and book chapters), acceptance rates (for journals), and other useful background information.

**SERVICE**

*Faculty are expected to make service contributions to their professions and to the institution. Service at the department/school, college, and university levels is essential to the well-being of the University. Service includes the application of one’s expertise in the discipline for the benefit of a professional organization, the community, or the institution.* (GSU Faculty Handbook 2009-2010, Section 205.01 Criteria for All Types of Faculty Evaluation)

Every member of the Department of History is expected to serve the Department, the University, the larger academic community, and the general public. As a faculty member aspires to higher rank, service contributions should expand beyond the Department to the University and the degree of service to the profession should increase. Service entails being a “good citizen” – willingly shouldering one’s responsibilities as a member of a community of teachers and scholars and as a representative of a university with a longstanding tradition of service. Service includes but is not limited to:

**Service to the campus:**

- service on Departmental, College, and University committees, or on the Faculty Senate;
- academic advisement of Georgia Southern students
- special assignments within the Department, such as library representative, liaison with other Colleges, student recruitment, coordinating outreach programs, maintaining the Department’s web page, editing the Department newsletter, etc.;
- advising student organizations.

**Service to the community:**
- presentation of programs and workshops on campus and in the community;
- receipt of honors and awards recognizing service to the community.

**Service to the profession:**

- book reviews in academic journals; book reviews written for electronic media if they are subject to the same scrutiny and professional editing as scholarship in print; historical articles in popular publications such as newspapers, magazines, etc.;
- offices and committee memberships in local, state, regional, and national professional associations;
- professional consulting such as reviewing manuscripts for presses and journals; service as editor or book review editor of scholarly journals or electronic publications;
- design and development of professional conferences;
- contributing one’s professional expertise in projects with schools, businesses, museums, and the like;
- being interviewed by the media as an expert;
- receipt of professional honors and awards recognizing service to the profession.

**SECTION 3: EVALUATION PROCEDURES FOR THIRD-YEAR REVIEW OF PROBATIONARY TENURE-TRACK FACULTY AND LECTURERS**

In accordance with [Section 310](#) of the CLASS Policy and Procedures Manual, the Department conducts a comprehensive review of achievements and performance in the third year of the probationary period as a basis for recommending renewal or nonrenewal of the contract beyond the following year. In those cases where the faculty member has prior years’ service toward tenure, the review is conducted at the midpoint of the remaining probationary period.

Candidates for third-year review will be notified by **August 15** of the academic year in which the review is to be conducted. Each candidate for third-year review shall submit the following materials, excepting those listed as “to be inserted by the Department Chair,” to the Department Chair by **January 15**:

1. A copy of the chair’s evaluation of the faculty member’s progress toward tenure and promotion (to be inserted by the Department Chair).
2. A copy of the department pre-tenure review committee’s evaluation of the faculty member (to be inserted by the Department Chair).
3. An up-to-date *curriculum vitae* in approved format. While works in progress or submitted works may be separately listed, works in press must be accompanied by a letter from the journal or publisher.
4. A personal narrative of accomplishments in teaching, scholarship, and service.
5. Annual reviews and any documents or information produced in response to such reviews.
7. Evidence of peer evaluation of instruction (to be inserted by the Department Chair).
8. The faculty member’s written response to the departmental review, if any.
9. A list of accompanying supplemental material.
10. Other supporting materials that the applicant believes will strengthen the application.

Items 1-9 will be submitted in a single 1.5” notebook with supporting materials submitted separately.
The evaluation, the composition and duties of the subcommittee, the meeting of the committee of the whole, the vote, and final written recommendation from the Department Tenure and Promotion Committee will be conducted in accordance with procedures outlined in Section 1.

The Department Chair will notify each candidate of the Department’s recommendation and will discuss with the candidate suggestions for future progress and professional development. The Department Chair shall give the faculty member a written summary of the review and any suggestions for continued progress, discuss the report with the faculty member by February 1. The faculty member may provide a written response, which will be appended to the written report, by February 10. Both parties shall sign the report to indicate that they have discussed it. The Department Chair shall then forward the recommendation of the Department Tenure and Promotion Committee, along with the candidate’s binder of required materials listed in Section 310 of the CLASS Policy and Procedures manual, to the Dean by February 15.

A positive third-year review is not a guarantee of tenure and/or promotion.

SECTION 4: EVALUATION PROCEDURES FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

Tenure evaluations will be conducted in accordance with procedures outlined in Section 320 of the CLASS Policy and Procedures Manual and Section 2 of this document.

Faculty wishing to apply for tenure and promotion to associate professor should notify the Department Chair by April 1 of the year during which the application will be submitted. Each candidate for tenure and promotion shall submit the following materials, excepting those listed as “to be inserted by the Department Chair,” by September 1:

1. Required cover materials, including a completed promotion and/or tenure application form (to be inserted by the Department Chair).
2. A cover letter from the department chair detailing the chair’s recommendation to the dean on the faculty member’s candidacy for promotion and/or tenure (to be inserted by the Department Chair).
3. A copy of the department promotion and tenure committee’s memorandum to the department chair regarding the candidate (to be inserted by the Department Chair).
4. An up-to-date curriculum vitae in approved format. While works in progress or submitted works may be separately listed, works in press must be accompanied by a letter from the journal or publisher.
5. A personal narrative of accomplishments in teaching, scholarship, and service.
6. Pre-Tenure Review (if not yet tenured).
7. Annual reviews and any documents or information produced in response to such reviews.
8. Summary of student ratings of instruction.
9. Evidence of peer evaluation of instruction (to be inserted by the Department Chair).
10. External letters of evaluation of scholarship (to be inserted by the Department Chair).
11. A list of accompanying supplemental material.
12. Other supporting materials that the applicant believes will strengthen the application.
Items 1 through 11 will be submitted in a single 1.5” notebook with supporting materials submitted separately. Candidates seeking promotion and tenure in the same year need only submit one set of required and supporting materials to the dean.

The evaluation, the composition and duties of the subcommittee, the meeting of the committee of the whole, the vote, and final written recommendation from the Department Tenure and Promotion Committee will be conducted in accordance with procedures outlined in Section 1. The Department Chair will submit the Recommendation for Tenure and Promotion form, the recommendation of the Department Tenure and Promotion Committee, and the candidate’s binder of required materials listed in Section 320, Part D, of the CLASS Policy and Procedures manual, to the Dean by October 1.

In accordance with university policy, all applications for tenure, once submitted, will advance through the Dean’s Office and the Provost’s Office for review, even if the Department recommends against tenure. The Department Chair will notify each candidate of the Department’s recommendation and will discuss with the candidate suggestions for future progress and professional development.

*A favorable recommendation by the Department of History does not guarantee tenure and promotion to associate professor. Final approval rests with the Board of Regents.*

**SECTION 5: EVALUATION PROCEDURES FOR PROMOTION TO PROFESSOR**

Evaluations for promotion will be conducted in accordance with the procedures outlined in Section 320 of the CLASS Policy and Procedures Manual and Section 2 of this document.

Candidates for promotion should be aware that “Promotions in rank are based on merit and are not automatic” ([GSU Faculty Handbook, Section 208 Promotion Guidelines](#)). Candidates for promotion to professor must show excellence in teaching, a demonstrated and sustained record of scholarly achievement, and outstanding service to the institution.

Faculty wishing to apply for promotion should notify the Department Chair by April 1 of the year during which the application will be submitted. After consultation with the Department Chair, each candidate for promotion to professor shall submit the following materials, excepting those listed as “to be inserted by the Department Chair,” by September 1:

1. Required cover materials, including a completed promotion application form (to be inserted by the Department Chair).
2. A cover letter from the department chair detailing the chair’s recommendation to the dean on the faculty member’s candidacy for promotion (to be inserted by the Department Chair).
3. A copy of the department promotion and tenure committee’s memorandum to the department chair regarding the candidate (to be inserted by the Department Chair).
4. An up-to-date *curriculum vitae* in approved format. While works in progress or submitted works may be separately listed, works in press must be accompanied by a letter from the journal or publisher.
5. A personal narrative of accomplishments in teaching, scholarship, and service.
6. Pre-Tenure Review (if not yet tenured).
7. Annual reviews and any documents or information produced in response to such reviews.
8. Summary of student ratings of instruction.
9. Evidence of peer evaluation of instruction (to be inserted by the Department Chair).
10. External letters of evaluation of scholarship (to be inserted by the Department Chair).
11. A list of accompanying supplemental material.
12. Other supporting materials that the applicant believes will strengthen the application.

Items 1 through 11 will be submitted in a single 1.5” notebook with supporting materials submitted separately.

The evaluation, the composition and duties of the subcommittee, the meeting of the committee of the whole, the vote, and final written recommendation from the Department Tenure and Promotion Committee will be conducted in accordance with procedures outlined in Section 1.

The Department Chair will notify each candidate of the Department’s recommendation. If the recommendation is favorable, the Department Chair will submit the Recommendation for Promotion form, the recommendation of the Department Tenure and Promotion Committee, and the candidate’s binder of required materials listed in Section 320, Part D, of the CLASS Policy and Procedures manual, to the Dean by **October 1**. If the recommendation is unfavorable, the Department Chair will discuss with the candidate suggestions for future progress and professional development. In either case, any application for promotion, once submitted, will advance to the Dean’s Office and the Provost’s Office for review.

*A favorable recommendation by the Department of History does not guarantee promotion. The final decision rests with the Board of Regents.*

**SECTION 6: EVALUATION PROCEDURE FOR POST-TENURE REVIEW**

Evaluations for Post-Tenure Review will be conducted in accordance with the procedures outlined by the **Section 330** of the CLASS Policy and Procedures Manual. The post-tenure review occurs in the College rather than in the Department.

Upon notification from the Dean’s Office, a faculty member undergoing five-year post-tenure review will solicit two faculty in the Department of equal or higher rank to conduct a peer evaluation of teaching, to be completed by **December 15**. The faculty member will then submit the following materials, excepting those listed as “to be inserted by the Department Chair,” to the Department Chair by **January 15**:

1. A department chair’s evaluation specifically written for the purpose of the post-tenure review (to be inserted by the Department Chair).
2. A current **curriculum vitae** in standard format, highlighting review period.
3. Copies of annual performance reviews for review period.
4. The results of the faculty member’s most recent major personnel evaluation (tenure, promotion, or previous post-tenure) by the department.
5. Summaries of student ratings of instruction for the review period.
6. Evidence of peer evaluation of instruction (to be inserted by the Department Chair).
7. Self-evaluation narrative with projected goals.

Items 1-7 will be submitted in a single 1.5” notebook with supporting materials, if any, submitted separately.

This portfolio will be submitted by the Department Chair to the Dean’s Office by **February 1**. Upon
completion of the review, the Dean’s Office will forward a copy of the review report to the faculty member and the Department Chair. The Department Chair will work with the faculty member to continue progress toward promotion and/or meeting any recommendations made in the review.

SECTION 7: PROCEDURES FOR ANNUAL EVALUATION

The Department Chair will evaluate each faculty member’s performance (teaching, scholarship, and service) for the calendar year in accordance with guidelines in Section 300 of the CLASS Policy and Procedures Manual. This review will be used to evaluate progress toward tenure and promotion, to evaluate teaching loads, and for annual merit increases.

Each faculty member will submit by January 10 a summary of teaching, scholarship, and service for the previous calendar year. Also by January 10 each faculty member must have Digital Measures updated for activities for the previous calendar year. The Chair will complete the Annual Evaluation Form for each faculty member. The Chair will meet individually with each faculty member and review the faculty member’s goals and Annual Evaluation Form. The faculty member will sign the evaluation, indicating that he or she has seen its contents (not necessarily that he or she agrees with the evaluation itself). The faculty member may choose to append a written response to the Chair’s evaluation. A copy of the signed evaluation with its appended response (if any) will be given to the faculty member. The signed evaluation with its appended response (if any) will be placed in the faculty member’s Departmental personnel file. A copy of the signed evaluation with its appended response (if any) will be forwarded to the Dean for review and placement in the faculty member’s college-level personnel file. Annual merit increase recommended by the Chair will reflect the annual performance evaluation of each faculty member.

For more detailed information on annual evaluation, see Section 300 of the CLASS Policy and Procedures Manual.