

Department of History and Geography

Criteria for Tenure and Promotion

In recognition of pedagogical, scholarly, and service achievement, the Department of History and Geography has set forth the following criteria for tenure and promotion reflective of the mission and responsibilities of the faculty in the department at Columbus State University. The faculty of the Department of History and Geography agree that teaching, scholarship, and service should be considered in this order as to their importance for faculty tenure and promotion.

Criteria for Eligibility to Vote on Tenure

Tenured faculty members will vote on tenure.

Criteria for Promotion and Tenure

Faculty members, who meet the university and Board of Regents' requirements and who wish to stand for promotion and/or tenure, must submit their credentials to the departmental tenure and promotion committee. This committee shall consist of all tenured faculty members within the department (except the chair) and one tenured faculty from outside the department. This committee will recommend or not recommend the candidate to the college-wide promotion and tenure committee. The department chair will make a separate recommendation to the college committee. A candidate who is not recommended by either the department committee and/or the chair may still submit his or her application to the college committee.

Considerations for recommending tenure and/or promotion must include:

1. An earned Ph.D. in history, geography or interdisciplinary studies with graduate course work sufficient to meet SACS guidelines of a minimum of 18 semester hours in the subject to be taught from an accredited university;
2. Successful teaching as judged by students, peers, and administrators;
3. Recognized academic or scholarly achievement as determined by peers; and
4. Recognized service to the institution as judged by peers and administrators.

Other contributing factors may include:

1. Related activities such as scholarship, which may enhance teaching capacity.
2. Professional growth and development as judged by peers and administrators.
3. Extraordinary service to the department or university beyond expected norms.

Tenure upon Appointment

Tenure upon appointment may be awarded at the associate or full professor level but should be reserved for senior scholars (at least 7 years of academic service), who have tenure at their current university or college, a completed Ph.D., and a distinguished record of teaching and scholarship. Typically the expectation for scholarly distinction would be at least one book-length publication or equivalent as well as a record of ongoing academic research or publication.

University System Guidelines

("Notwithstanding anything to the contrary in this Policy Manual, in exceptional cases as institution may be recommended to the Board of Regents that an outstanding distinguished

senior faculty member be awarded tenure upon the faculty member's initial appointment. Each such recommendation shall be considered by the Board individually and shall be granted only in cases in which the faculty member, at a minimum, is appointed as associate or full professor, was already tenured at his or her prior institution, and brings a demonstrably national reputation to the institution." BR Minutes, 1983-84, p 94; May, 1996,p 52; April 2000, pp 31-32)

Promotion to Full Professor

Promotion to full professor will require additional recognized scholarship and service to the institutional and community as well as continuing efforts to enhance and improve teaching.

Teaching

Academic Freedom

We as a department recognize that each instructor is entitled to academic freedom in the classroom in discussing their subject and designing their course in accordance with the guidelines and outcomes of the Department of History and Geography and University System of Georgia.

Evidence of Teaching

The Department of History and Geography recognizes that evidence of successful teaching takes a variety of forms. To assess these forms, the department has outlined the following criteria. We as a department require that faculty show evidence documenting at least four of the following criteria for annual review and tenure and promotion. These criteria are not listed in order of importance, and may include

- Peer review of teaching materials and/or peer classroom visitations;
- New curriculum development, including;
 - a) New courses added to the curriculum;
 - b) Substantive modification of existing courses;
 - c) Joint course development with faculty peers;
 - e) Revisions of the major and minor degree requirements;
 - f) Revisions of the master's degree requirements;
- Field research and trips with students;
- Online course development and instruction;
- Introduction of new technology and/or techniques into the classroom;
- Examples of outstanding student work as a result of class assignments;
- Participation in teaching-related conferences, workshops and seminars;
- Evidence of writing requirements in all courses;
- Use of primary sources and primary source projects in the classroom;
- Study abroad program and/or course development;
- Teaching departmental core HIST 3125, 4795, or M.A. required courses;
- Mentoring students in Teaching Portfolios;
- Mentoring of undergraduates in independent B.A. seminar projects;
- Reception of an award in recognition of teaching excellence;
- Chairing M.A. Theses or serving as a reader for M.A. Theses; or
- Having students at the B.A. or M.A level present at academic conferences.

Evaluations

In accordance with the College of Letters and Science, faculty must submit student evaluations in all courses taught. Courses with less than six students and a student response rate of less than 30% may be excluded. Each instructor may supplement the university administered student evaluations with his or her own evaluations for tenure and promotion.

Scholarly Activity

Academic Freedom

The Department of History and Geography recognizes that research on controversial material or subject matter will not be held against him or her when applying for tenure and promotion respecting the principles of academic freedom. We also will not discriminate against a faculty member's independence in scholarly opinion in a free and open exchange of ideas and will not hinder a faculty member's ability to freely associate with others in the pursuit of knowledge.

During the probationary period each faculty member shall have the academic freedom that all other tenured members of the faculty have in the pursuit of research and the publication of research, including, but not limited to, the equal participation in and opportunity to apply for grants, travel, and leaves of absence for academic purposes.

We as a department accept international, electronic, and national publications equally and we will not discriminate against publications based on location of publication or medium of publication. We further agree that publications in languages other than English are not excluded with regard to tenure and promotion.

Productivity

The Department of History and Geography recognizes that evidence for successful scholarly activity takes a variety of forms and have set forward the following criteria for tenure and promotion.

In accordance with the College of Letters and Science at Columbus State University with regard to annual review and tenure and promotion, evidence of satisfactory performance in this area will include all efforts to remain active in the area of research and creative activity, including papers presented at conferences, manuscripts submitted for review, invited research presentations delivered, or performance otherwise judged by the department committee, chair, and/or Dean to be generally satisfactory.

Evidence of excellent performance in this area will include the publication of peer-reviewed scholarship or creative activity; the receipt of a significant competitive external grant related to the faculty member's academic discipline; outstanding papers presented at conferences or manuscripts submitted for review; or performance otherwise judged by the department committee, chair, and/or Dean to be excellent.

Outstanding Merit

The department will give special consideration to examples of exceptional scholarly works or contributions, such as having an article published in a seminal journal, an article or book receiving an award, or receiving a major state, national, or international grant.

Each faculty member will demonstrate success in professional activities in the following two ranked categories for publications:

First Category Publication deemed excellent for tenure and promotion include:

- Peer reviewed scholarly monograph;
- Two refereed articles in a journal or peer reviewed article collections;
- Two refereed lead author articles in a multi-authored article in a journal;
- One refereed article in a journal or peer reviewed article collection AND the reception of a significant national or international grant; or
- One refereed article in a journal or peer reviewed article collection AND two publication from the “Second Category” that has been deemed “First Category” by the Department of History and Geography’s departmental tenure and promotion committee.

Second Category publications deemed satisfactory for tenure and promotion include:

- Editing a volume of collected articles;
- Producing critical editions of manuscripts in book form or article form;
- Authoring a textbook;
- Author (but not lead author) in a multi-authored peer reviewed journal;
- Publishing translations in book or article form;
- Published article in conference proceedings;
- Producing, writing, or directing a historical documentary; or
- Completed and submitted applications for significant national or international grants.

In addition to major publications, the Department of History and Geography recognizes satisfactory progress in annual review and tenure and promotion by demonstrating continued scholarly activity including:

- Presentations at state, regional, national or international professional conferences;
- Book reviews;
- Encyclopedia entries;
- Curriculum guides;
- Bibliographies;
- Exhibitions;
- Published novels or poetry collections;
- Appearance in local media interviews or documentaries; or
- Coursework taken or degrees conferred.

Service

The Department of History and Geography recognizes that evidence for successful service takes a variety of forms. As a department, we recognize that we benefit from a wide variety of service at the departmental, college, university, system, national and international level and promote our faculty's furtherance of service as part of tenure and promotion. We therefore recognize service opportunities at the local, state, national and international levels and do not discriminate between public service or academic service for tenure and promotion.

Service activities are designed to contribute to the professional development of the faculty member and to the enhancement of the department, college, university, and academic and local communities. In the annual review and tenure and promotion, service should be identified as service to the institution (college, university, and university system), profession or community.

Service may include, but is not limited to, the following criteria.

- Serving on departmental, college, university, or system wide committees
- Departmental, college, or university administration;
- Departmental program advancement and fundraising;
- Departmental program community outreach;
- Working as undergraduate or graduate coordinators within the department;
- Serving with student groups or as a club advisor in the department or university;
- Serving in academic organizations in leadership positions;
- Organizing conferences or sessions at conferences;
- Peer reviewing journals or books for publication;
- Public presentations outside of academic conferences;
- Public service for non-profit organizations; or
- Public service for government institutions and civic institutions.