

Department of History

Procedures for Promotion and Tenure

In accordance with the guidelines of the College of Arts and Science, every untenured department member is reviewed in terms of Teaching, Research, and Service every year by a subcommittee of the tenured faculty appointed by the departmental chairperson. This subcommittee confers with the faculty member, reviews publications, manuscripts, and grant proposals, visits classes, and (with the faculty member's consent) consults student evaluations. It then makes a recommendation at a full meeting of the tenured faculty. This recommendation may be to consider the granting of tenure, to renew for an additional one-year term, or to recommend a terminal one year contract. The tenured faculty then discusses this recommendation and votes on it, with the decision being reported to the dean of the College of Arts and Science.

When the subcommittee's report indicates that an untenured faculty member should be considered for tenure, and the tenured faculty accepts that report, the faculty instructs the chairperson to appoint another subcommittee to prepare the papers necessary for promotion and tenure. This subcommittee confers with the candidate for tenure, reviewing with that person the complete record and obtaining any additional information that may be required. Members of the subcommittee are assigned to review all the evidence on Teaching, Research, and Service; and the committee identifies a number of leading scholars in the candidate's special field and requests them to write letters evaluating the quality of the candidate's scholarship and the suitability of the candidate for promotion and tenure. When all this material is in hand, the subcommittee drafts the formal recommendation and submits it to the chairperson and to a meeting of the tenured faculty. The tenured faculty discusses and votes by secret ballot on this recommendation. The vote is recorded, and the result is entered on the cover sheet of the recommendation, as is the individual recommendation of the chairperson. If promotion to a higher rank is involved, only tenured faculty at or above that rank are present for the vote on that question. If promotion and tenure are approved, the recommendation papers are then forwarded to the dean of the College of Arts and Science.