

# ETSU DEPARTMENT OF HISTORY

## GUIDELINES FOR TENURE

All candidates for tenure in the Department of History should demonstrate excellence in teaching and in other academic assignments, and they should supplement this with achievements in research and scholarly activity, and service consistent with documented expectations. The excellence of a candidate's performance will be assessed by the traditional criteria of teaching effectiveness, research, scholarly and creative activity, and professional service.

Candidates for tenure must hold an earned terminal degree, as defined by the discipline, from a regionally accredited institution in the instructional discipline.

The long-term staffing needs of the Department of History and the University are taken into account at each level in the review process when candidates are evaluated for tenure. Criteria to be considered may include:

- Enrollment patterns
- Program changes
- Potential for staff additions
- Prospective retirements and resignations

### TEACHING

Clear evidence of a candidate's teaching effectiveness must be presented to the Department of History. Sources of information that validate a candidate's teaching ability will include peer evaluation of a teaching portfolio including syllabi, examinations, graded essays, supervised research papers, and other classroom materials; student evaluations of instruction; and evaluation by the departmental chair. Candidates must demonstrate:

- Command of the subject matter
- Ability to organize and present subject matter in a logical and meaningful way
- Ability to motivate students

Evidence of effectiveness in academic assignments other than teaching in the Department of History shall include materials and information that are pertinent to the assignment in question. This may include course development, guest lectures, direction of honors and M.A. theses, direction of independent studies, etc.

### RESEARCH AND SCHOLARLY ACTIVITIES

Research and scholarly activities are important areas of faculty involvement in the Department of History. Clear evidence of the quality of work should accompany each application. The candidate should supply evidence of the following:

- Publications: textbooks, books or chapters in books, creative works, articles in refereed journals. Articles in non-refereed journals, monographs, refereed and non-refereed conference proceedings, book reviews, and other related items.
- Papers presented: presentations at local, state, regional, national, and international professional meetings, and sessions chaired and/or organized. The significance of content and selection processes should be considered in the reviewing such presentations.
- Research in progress: verification of stages of development is mandatory.
- Other items such as funded or unfunded research proposals, computer software development, or audio-visual media may be considered.

### SERVICE

The candidate should offer evidence of professional service to the University, to the Department of History, to the discipline, and to the larger society of which the University is a part. Documentation of all service activities is required. Service should include participation in organizations and on committees, although more significance will be attached to leadership roles therein. Evidence supplied by the candidate might include data reflecting performance above routine expectations in the following:

- Service to the University and to affiliated institutions. This category includes Department of History, College of Arts and Sciences, and University committee participation and leadership roles therein: i.e., participation in University governance; History department and University administrative service; recruitment activities, service to student organizations; and other related activities. Student advising is also a commitment of service to the Department, College, and University.
- Service to one's academic discipline. This category includes memberships and leadership roles in professional organizations at international, national, regional, and state levels.
- Service to the larger society of which the University is a part. This includes presentations related to one's discipline; professional advice and counsel to groups or individuals; and providing other types of community service in the University's service area.
- A faculty member's service contributions are subject to evaluation based on criteria uniquely applicable to this aspect of her/his work. As in the case with teaching, it is difficult to evaluate service; however, it is the responsibility of the peer review committees and administrative officers recommending candidates to develop criteria and to document performance. Criteria for evaluation of service should be based on the effectiveness with which the service is performed, its relation to the general welfare of the University and/or the Department of History, and its effect on the development of students and other faculty members.

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