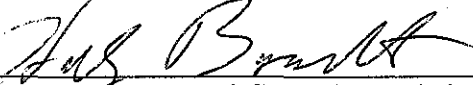



MISSOURI STATE UNIVERSITY

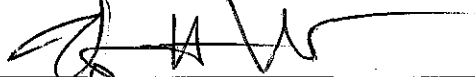

PERIODIC REVIEW OF REAPPOINTMENT (OR RENEWAL OF CONTRACT),
TENURE, PROMOTION GUIDELINES

DEPARTMENT: History
COLLEGE: Humanities and Social Science
ACADEMIC YEAR OF CURRENT REVIEW: 2013-14
ACADEMIC YEAR OF NEXT REQUIRED REVIEW: 2016-17

DEPARTMENT ADOPTION SIGNATURES:

 3-2-15
Department Personnel Committee Chair Date
 3-2-15
Department Head Date

APPROVAL SIGNATURES:

 3-2-15
Dean Date
 5-20-15
Provost Date

THIS PLAN IS IN EFFECT FROM FALL, 2014, THROUGH SPRING, 2017 (AY 2014-15, AY 2015-16, AY 2016-17).



Missouri State

U N I V E R S I T Y

February 27, 2015

To: Kathleen Kennedy

From: Holly Baggett

RE: Revised Tenure and Personnel Policies

Attached is the revised version of the Department of History's tenure and promotion policies in response to the comments of the Office of the Provost.

Included are:

Tenure Revisions

Revised definition of early tenure from "A candidate with extraordinary qualifications may apply for early tenure. 'Extraordinary' in this case shall be determined by historical cases of early tenure award, and by objective assessment of the candidate's portfolio by the personnel committee" to "Application may be made in the fourth or fifth year of employment where there is a commendable and consistent ratings in annual performance reviews." This language is from the previously approved policy of the Sociology and Anthropology Department.

Revised Teaching Duties into categories of "Obligatory" and "Optional."

Revised Teaching matrices to reflect "Obligatory" and "Optional."

Promotion Revisions

Deleted Committee vote to request candidate withdraw an application for promotion.

Deleted Section II Promotion to Assistant Professor

Revised "If there is a split vote among tenured faculty, the minority "must" file a report, signed by each member of the minority, which will be forwarded with the majority decision" to 'may' file a report...."

Revised "Teaching Duties" into categories of "Obligatory" and "Optional."

Revised Teaching matrices to reflect "Obligatory" and "Optional."

DEPARTMENT OF HISTORY

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Phone: 417-836-5511 • Fax: 417-836-5523

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An Equal Opportunity/Affirmative Action Institution

Promotion Policy
Department of History
Missouri State University
Approved 26 Feb 2014/15 Sep 2014

The Department of History will evaluate candidates for promotion based solely upon the criteria found in this document and the most recent editions of the Faculty Handbook (FH). In all cases, the Faculty Handbook is the final authority.

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees.

Promotion is not an automatic right; rather, it is a reward that follows from meeting teaching, research/creative activity, and service performance expectations. Although different academic units may vary in their responsibilities, it is expected that faculty members who are awarded promotion will have demonstrated a continued record of accomplishments that supports the appropriate roles of that faculty member in the department, college, and University. The decision for promotion should be based upon the individual's cumulative record with particular emphasis being placed upon accomplishments since appointment to the last rank. Faculty shall be informed in writing annually whether or not negotiated roles (i.e., individualized goals and objectives) represent progress toward promotion.

The promotion committee for candidates seeking the rank of associate professor shall consist of all tenured full and associate professors of the Department of History. The promotion committee for candidates seeking the rank of full professor shall consist of all tenured full professors of the Department of History. The chair of the Personnel Committee, or if the chair is ineligible to serve on a promotion committee, the full professor level representative, shall be chair of the promotion committee. Promotion files shall be requested by and delivered to the chair, who shall make all materials available to members of the committee. No less than a week after the promotion files are complete and have been made available to members of the committee, the chair shall call a meeting of the committee in order to review and discuss the candidate's application for promotion. The meeting shall be called at a time when all committee members are available to attend, unless they are out of town for at least two weeks, or too ill to attend. After a discussion of the candidate's qualifications, the committee may vote to recommend promoting the candidate, vote to recommend not promoting the candidate, or vote to make another recommendation (such as asking the candidate to

withdraw his/her application). If the vote is to promote or not promote, the chair shall appoint a committee member to draft a letter of recommendation representing the majority position.

If there is a split vote among tenured faculty, the minority may file a report, signed by each member of the minority, which will be forwarded with the majority decision. A candidate for promotion or tenure or annual appointment may appeal a negative recommendation by the tenured faculty of the department by requesting that the Academic Personnel Review Commission (APRC; see Faculty Handbook) conduct an informal inquiry and documented vote of all tenured faculty. Each voter shall indicate on the ballot his or her rationale and shall sign the ballot. The APRC will report the results to the Associate Provost for Faculty Affairs (APFA)/Provost and will secure the ballots in confidence for a period of one year (Faculty Handbook, Sec 4.7 and 13.2). A copy also will be provided to the candidate.

The departmental faculty recommendation will be forwarded to the department head. The head shall not be a participant in the voting or deliberations of the departmental committee prior to this forwarding. The head will make an independent evaluation and recommendation. (Faculty Handbook, 4.8.3)

At each stage of evaluation - i.e., department committee, head, college (if appropriate), dean, provost - the candidate will be given a copy of the recommendation and the written rationale for the recommendation. At each subsequent stage, a copy of the recommendation and a probative rationale therefore will also be furnished to the departmental committee for its information and records.

Personnel decisions based on life-style, philosophical outlook, divergent beliefs, and collegiality are invalid if they cannot be documented as affecting quality or quantity of job performance.

All faculty who have not attained the rank of tenured full professor shall be reviewed annually by their department. Progress toward tenure, promotion, and annual appointment (where appropriate) must be specified in writing to the candidate in the annual review. Tenure-track faculty must submit to the Personnel Committee a self-evaluation regarding their achievements each year by the date announced by the Personnel Committee (usually early spring semester).

Candidates also must meet the following departmental criteria, and place the specified materials in their promotion file, in order to be considered for promotion.

A. **Vita and Brief.** At the time of evaluation for promotion, tenure, or annual appointment, the candidate must submit to the departmental committee a current vita that qualifies him/her as well as all the documentation that has been maintained up to that tie. The candidate must include a brief detailing how his/her qualifications meet each of the criteria necessary to become minimally eligible to be considered for tenure and/or promotion with their application materials.

In promotion to any rank outlined in this document, the following apply:

I. University Requirements

Candidates for promotion to any rank must meet the minimum eligibility requirements of the university as stated in the most current edition of the Faculty Handbook.

II. Translation of Four-Level Merit Pay Service Ratings

The Personnel Committee will translate previous four-level merit pay ratings in service to Service Credits for promotion as follows:

- Level I 3 points
- Level II 2 points
- Level III 1 point
- Level IV 0 points

The Personnel Committee may evaluate individual merit pay briefs to see if more credit should be given than the above plan provides.

III. Amendments

This policy will be reviewed annually by the Personnel Committee and may be amended by a majority vote of the tenured and tenure-track members of the Department of History. Current Faculty will be evaluated according to the tenure and promotion policies of Fall, 1997. Tenure-track faculty hired subsequent to this date will be evaluated according to the tenure and promotion documents in place at the time they begin their employment at MSU.

I. Promotion to Senior Instructor

An instructor who has demonstrated excellence in teaching and service at Missouri State University for at least five years may be appointed as a Senior Instructor.

- A. Teaching.** Teaching effectiveness should not be measured only by comparing a person to a numerical mean. No more than 50% should depend on student evaluations. Rather, student evaluations shall be used in combination with items submitted, such as course materials, peer review of teaching, developed curriculum materials, outcome measures of effectiveness, and/or contributions to the department.

Teaching in the first year of employment will not be weighed as heavily as in subsequent years.

Teaching Duties

Two important components to documenting teaching effectiveness are faculty input and student outcomes.

To demonstrate teaching effectiveness in terms of faculty input, faculty are expected to:

Obligatory

1. Meet classes regularly, unless excused for other history business (such as attending conventions), personal or family reasons (such as illness), or for reasons beyond the control of the faculty member (such as an accident).
2. Be accessible to students by holding regular office hours, unless excused for other history business (such as attending conventions), personal or family reasons (such as illness), or for reasons beyond the control of the faculty member (such as an accident).
3. Issue clear assignments
4. Advise and mentor students as opportunities arise.
5. Promote analytical and critical thinking through such methods as discussion, and reading and writing assignments.
6. Listen to and respond to student questions, comments, and ideas.
7. Maintain an environment conducive to learning that fosters mutual respect among classroom participants.
8. Assign readings, exercises, projects, and exams at an appropriate level of difficulty to challenge students.
9. Offer upper level division classes

Optional

10. Be innovative through new pedagogical methods, new course development, use of instructional technique or mode (such as television or the Internet).

Examples of faculty demonstrating teaching effectiveness in terms of student outcomes include:

1. Students demonstrate communication skills
2. Students demonstrate critical and analytical skills
3. Students demonstrate historical awareness
4. Students demonstrate increase in historical knowledge

Portfolio. Candidates must submit a teaching portfolio that includes a typical syllabus for each course taught at MSU, examples of course handouts, examples of exams, and any other supporting materials that the candidate considers important. Candidates must submit all student teaching evaluations, including the open-ended portions, for every section of every course taught at MSU. Candidates must submit a completed summary-TOC of faculty accomplishments in the portfolio (Appendix A template "Summary and Table of Contents"; modify accordingly).

Conference with Department Head. Faculty will meet with the department head each semester in order to discuss their teaching performance.

Grade Distributions. Candidates will calculate and submit the number and percent of

grades given for each section of every course taught at MSU (As, Bs, Cs, Ds, Fs, Ns, Is, and Other Grades). This information will be organized by semester. Candidates will provide a separate cumulative table of this information.

Exams. A minimum of 50% of the value of all exams and tests will be essay in format in classes of 42 students or less.

B. Research Although achievements in scholarship are not a formal requirement for promotion to senior instructor, additional credit will be given for scholarly activities.

The following items are examples of what can be used by candidates to demonstrate such activity. Candidates are not limited to the items listed. Nor does this list provide minimum requirements for promotion to senior instructor.

Examples of what can be considered in evaluating a faculty member's progress in research:

- Taking course work counting toward the doctorate
- Attainment of the doctorate
- Article in peer reviewed journal
- Bibliography
- Book reviews
- Conference paper
- Creation and maintenance of website utilizing primary sources
- Edited work
- Encyclopedia article
- Historical consulting
- History education article
- History/social studies textbook or chapter in a textbook
- Introduction to an edited or translated work
- Monograph
- Peer review of article or book manuscripts
- Preparing accreditation reports
- Public history projects
- Review article
- Short scholarly essay
- Translation
- Organizing a panel at an academic conference
- Publication/translation of primary sources
- Service as discussant/commentator at an academic conference
- Receipt of a grant

C. Service. Service will be assessed by the Personnel Committee on a yearly basis,

with the evaluation year beginning July 1 and ending June 30. Credit for service events (marked with an *) that occur after the Personnel Committee has allotted service credits for the evaluation period, but before the end of the academic year, will be allotted during the next academic year. Candidates must average 3.00 credits per year while serving at MSU. A candidate may choose to exclude his or her first year at MSU from these calculations. There is no limit to the number of service credits a faculty member may accumulate per year, nor is there any limit to the number of times a faculty member may receive credit for the same service, if the service lends itself to being repeated during an academic year (for instance, faculty will receive one service credit each for reviews of two different books in scholarly journals).

Faculty service at Missouri State University serves three purposes: to support the academic tradition of shared governance, to support the professional and organizational needs of the disciplines, and to bring the products of university work to the public for its benefit.

Each full-time faculty member is expected to:

- (1) participate actively in the shared governance structure of the University by serving on departmental, college, and university committees and by assuming an appropriate share of the requisite duties. Service activities also expand opportunities for learning and shape the learning environment.

Service activities may also include:

- (2) sponsoring an active student organization,
- (3) establishing opportunities for student experiences,
- (4) removing barriers to learning, and
- (5) obtaining funding and other resources for teaching and scholarship.

Additional service opportunities include:

- (6) participating in professional organizations and
- (7) in public bodies, which can bring prestige to the University and expand professional competence of the individual.

Service also includes

- (8) providing professional expertise to business, industry, schools, community organizations, and colleagues in other university programs.

The following are examples of service that are worth **one** credit:

1. Serving on a college, Faculty Senate, or university committee. (1)
2. Chairing a departmental, college, Faculty Senate, or university committee. (1)
3. Serving on a search committee. (1)
4. Chairing a search committee. (1)
5. Serving as an adviser or co-adviser to a university student organization. (2)
6. Serving as audio-visual coordinator for a professional conference.* (8)
7. Publishing a book review in a scholarly journal, a handbook entry, or an encyclopedia entry. Faculty may take credit for a book review, handbook entry, or encyclopedia

entry when it is published or when it is accepted for publication by a journal, handbook, or encyclopedia, but not both. No book review, handbook entry, or encyclopedia entry will receive more than one credit.* (8)

8. Reviewing an article for a scholarly journal.* (8)
9. Publishing a scholarly mini-article.* (8)
10. Serving as an officer in a local community or professional organization. (6,7)
11. Serving as academic adviser for 26 to 50 students. (4)
12. Making three new and different presentations on history to community organizations.* (7,8)
13. Serving as editor of the departmental newsletter or of a professional newsletter. (7,8)
14. Serving on a departmental committee (1)

The following are examples of service that are worth **two** credits:

1. Serving on Faculty Senate, College Council, Professional Education Committee, or Graduate Council. (1)
2. Serving as coordinator of Women's History Month, African-American History Month, or History Day. (2,4,8)
3. Serving as book exhibit coordinator, registration director, or on the program committee for the Mid-America Conference on History. Serving in such a capacity for significantly smaller Conferences will earn lesser credit. (6,8)
4. Serving as an active officer in a state, regional, or national professional organization. (6)
5. Serving as book review editor for a professional journal. (8)
6. Serving as academic adviser for a total of 51 to 75 students. (4)
7. Serving as Director of Graduate Studies for the Department of History. (1,4)
8. Reviewing a book manuscript for a scholarly press. Faculty will receive no more than two credits for reviewing a specific manuscript (even if it is revised and reassessed).* (8)

The following are examples of service that are worth **three** credits:

1. Serving as academic adviser for more than 75 students. (4)
2. Serving as the Chairperson, the Chairperson-elect, or the Secretary of the Faculty Senate. (1)
3. Serving as managing editor of a scholarly journal. (6,8)
4. Serving as coordinator of the Mid-America Conference on History, or a similar conference. Coordinating significantly smaller conferences will earn lesser credit. (4,5,8)

Faculty may petition the Personnel Committee for extra credit for any of the above services if it was unusually onerous or particularly meritorious. The burden of proof is on the Faculty member making such a claim.

Faculty may request an assessment of the probable credit that proposed service not listed above would receive at any time during the academic year. Unless there is evidence that the faculty member did not fulfill the proposed service, or that the earlier assessment grossly overestimated or grossly underestimated the value of the service, the Personnel Committee's year-end evaluation should be the same as its earlier assessment.

All service must be carried out faithfully in order to receive full credit.

- D. Departmental Duties.** Unless excused for other history business (such as attending conventions), personal or family reasons (such as illness), or for reasons beyond the control of the faculty member (such as an accident), candidates are expected to have:
- a. Attended departmental meetings regularly.
 - b. Attended committee meetings regularly and participated actively in committee duties.
 - c. Kept their office hours regularly.
 - d. Attended to their advising responsibilities faithfully.
 - e. Carried out all appropriate departmental, college, and university assignments faithfully.
- E. Other Materials.** Candidates may submit any other materials that they consider important to their promotion file.

III. Promotion to Associate Professor

- A. Teaching.** Teaching effectiveness should not be measured only by comparing a person to a numerical mean. No more than 50% should depend on student evaluations. Rather, student evaluations shall be used in combination with items submitted, such as course materials, peer review of teaching, developed curriculum materials, outcome measures of effectiveness, and/or contributions to the department.

Teaching in the first year of employment will not be weighed as heavily as in subsequent years.

Teaching Duties

Two important components to documenting teaching effectiveness are faculty input and student outcomes.

To demonstrate teaching effectiveness in terms of faculty input, faculty are expected to:

Obligatory

1. Meet classes regularly, unless excused for other history business (such as attending conventions), personal or family reasons (such as illness), or for reasons beyond the control of the faculty member (such as an accident).
2. Be accessible to students by holding regular office hours, unless excused for other history business (such as attending conventions), personal or family reasons (such as illness), or for reasons beyond the control of the faculty member (such as an accident).
3. Issue clear assignments
4. Advise and mentor students as opportunities arise.
5. Promote analytical and critical thinking through such methods as discussion, and reading and writing assignments.
6. Listen to and respond to student questions, comments, and ideas.
7. Maintain an environment conducive to learning that fosters mutual respect among classroom participants.
8. Assign readings, exercises, projects, and exams at an appropriate level of difficulty to challenge students.
9. Offer upper-division courses in their fields, including graduate courses such as historiography, proseminars, or seminars

Optional

10. Be innovative through new pedagogical methods, new course development, use of instructional technique or mode (such as television or the Internet).

Examples of faculty demonstrating teaching effectiveness in terms of student outcomes include:

1. Students demonstrate communication skills
2. Students demonstrate critical and analytical skills
3. Students demonstrate historical awareness
4. Students demonstrate increase in historical knowledge

Portfolio. Candidates must submit a teaching portfolio that includes a typical syllabus for each course taught at MSU, examples of course handouts, examples of exams, and any other supporting materials that the candidate considers important. Candidates must submit all student teaching evaluations, including the open-ended portions, for every section of every course taught at MSU. Candidates must submit a completed summary-TOC of faculty accomplishments in the portfolio (Appendix A template "Summary and Table of Contents"; modify accordingly).

Conference with Department Head. Faculty will meet with the department head each semester in order to discuss their teaching performance.

Grade Distributions. Candidates will calculate and submit the number and percent of grades given for each section of every course taught at MSU (As, Bs, Cs, Ds, Fs, Ns, Is, and Other Grades). This information will be organized by semester. Candidates will provide a separate cumulative table of this information.

Exams. A minimum of 50% of the value of all exams and tests will be essay in format in classes of 42 students or less.

B. Research Candidates must demonstrate a sustained commitment to scholarship in their field. Candidates' entire records will be considered and should be documented in their application for promotion to associate professor. The following items are examples of what can be used by candidates to demonstrate progress. Candidates are not limited to the items listed. Nor does this list provide minimum requirements for promotion to associate professor.

Examples of what can be considered in evaluating a faculty member's progress in research:

- Article in peer reviewed journal
- Bibliography
- Book reviews
- Conference paper
- Creation and maintenance of website utilizing primary sources
- Edited work
- Encyclopedia article
- Historical consulting
- History education article
- History/social studies textbook or chapter in a textbook
- Introduction to an edited or translated work
- Monograph
- Peer review of article or book manuscripts
- Preparing accreditation reports
- Public history projects
- Review article
- Short scholarly essay
- Translation
- Organizing a panel at an academic conference
- Publication/translation of primary sources
- Service as discussant/commentator at an academic conference
- Receipt of a grant

Minimum requirements:

1. While at MSU the delivery of two original papers at state, regional, national, or international conferences.

2. While at MSU the publication (or unequivocal acceptance for publication) of:
- a) a peer reviewed monograph, or
 - b) four scholarly articles in peer reviewed journals (or equivalent), or
 - c) three scholarly articles in peer reviewed journals (or equivalent) and one additional scholarly publication (at least article-length). This can be an edited work or translation. A major accreditation report may also be counted as the additional scholarly publication. Original chapters in scholarly books that have been peer reviewed will be considered equivalent to scholarly articles.

Publication of the monograph or two of the scholarly articles must occur while at MSU.

- C. Service.** Service will be assessed by the Personnel Committee on a yearly basis, with the evaluation year beginning July 1 and ending June 30. Credit for service events (marked with an *) that occur after the Personnel Committee has allotted service credits for the evaluation period, but before the end of the academic year, will be allotted during the next academic year. Candidates must average 3.00 credits per year while serving at MSU. A candidate may choose to exclude his or her first year at MSU from these calculations. There is no limit to the number of service credits a faculty member may accumulate per year, nor is there any limit to the number of times a faculty member may receive credit for the same service, if the service lends itself to being repeated during an academic year (for instance, faculty will receive one service credit each for reviews of two different books in scholarly journals).

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Service activities may also include:

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All service must be carried out faithfully in order to receive full credit.

In addition to accumulating the required number of service points, to be eligible for promotion to Associate Professor, candidates must contribute to the work of the department while an Assistant Professor by

1. Chairing a departmental committee, or
2. Serving as director or chair of History Day, the Mid-American Conference, or the History Awards Banquet, or
3. Performing equivalent service within the department

- D. Departmental Duties.** Unless excused for other history business (such as attending conventions), personal or family reasons (such as illness), or for reasons beyond the control of the faculty member (such as an accident), candidates are expected to have:
- a. Attended departmental meetings regularly.
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- A. Teaching.** Teaching effectiveness should not be measured only by comparing a person to a numerical mean. No more than 50% should depend on student evaluations. Rather, student evaluations shall be used in combination with items submitted, such as course materials, peer review of teaching, developed curriculum materials, outcome measures of effectiveness, and/or contributions to the department.

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Exams. A minimum of 50% of the value of all exams and tests will be essay in format in classes of 42 students or less.

B. Research

Candidates must demonstrate scholarly achievement in their career at MSU and a sustained commitment to scholarship in their field. Candidates' entire record will be considered and should be documented in their application for promotion.

See the list entitled "Examples of what can be considered in evaluating a faculty member's progress in scholarship" above under the provisions for Associate Professor. Those items are examples of what can be used by candidates to demonstrate scholarly achievement. Candidates are not limited to the items listed. Nor does this list provide minimum requirements for promotion to full professor.

Minimum requirements:

1. the publication during one's professional career (or unequivocal acceptance for publication) of

a) a monograph and two additional scholarly publications (at least article-length). These can be articles in peer reviewed journals (or equivalent), edited works, or translations. A major accreditation report may also be counted as a scholarly publication. Original chapters in scholarly books that have been peer reviewed will be considered equivalent to scholarly articles. Or

b) seven scholarly publications (at least article-length). At least five of these must be scholarly articles in peer reviewed journals (or equivalent). The other two may be edited works or translations. Original chapters in scholarly books that have been peer reviewed will be considered equivalent to scholarly articles. A major accreditation report may also be counted as a scholarly publication.

2. While in the rank of associate professor the delivery of two original papers at state, regional, national, or international conferences.

3. While in the rank of associate professor the publication (or unequivocal acceptance for publication) of

a) a monograph, or

b) three scholarly articles in peer reviewed journals (or equivalent) or

c) two scholarly articles in peer reviewed journals (or equivalent) and one additional scholarly publication (at least article-length showing significant use of primary sources in the appropriate field). This can be an edited work or translation. Original chapters in scholarly books that have been peer reviewed will be considered equivalent to scholarly articles. A major accreditation report may also be counted as a scholarly publication.

C. Service

Same as the service requirement for promotion to associate professor.

In addition to accumulating the required number of service points, to be eligible for promotion to Professor, candidates must contribute to the work of the department while an Assistant Professor and/or Associate Professor by

1. Chairing two departmental committees, or
2. Serving twice as director or chair of History Day, the Mid-American Conference, or the History Awards Banquet, or
3. Chairing a departmental committee and serving as director or chair of History Day, the Mid-American Conference, or the History Awards Banquet, or
4. Performing equivalent service within the department

D. Departmental Duties. Unless excused for other history business (such as attending conventions), personal or family reasons (such as illness), or for reasons beyond the control of the faculty member (such as an accident), candidates are expected to have:

- a. Attended departmental meetings regularly.
- b. Attended committee meetings regularly and participated actively in committee duties.

- c. Kept their office hours regularly.
- d. Attended to their advising responsibilities faithfully.
- e. Carried out all appropriate departmental, college, and university assignments faithfully.

E. Other Materials. Candidates may submit any other materials that they consider important to their promotion file.

Department of History
Tenure and Promotion Accomplishments Summary and Table of Contents
Department Criteria for Teaching*

<i>Performance Criteria</i>	<i>Accomplishments</i>	<i>Documentation</i>
Faculty contributions		
Obligatory		
Meet classes regularly		
Be accessible to students		
Issue clear assignments		
Advise and mentor Students		
Promote analytical and critical thinking		
Listen and respond to student questions, comments, and ideas		
Maintain an environment conducive to learning		
Assign readings, exercises, projects and exams at appropriate level of difficulty		
Be effective professor		
Offer upper-division courses in the field		
Optional		
Be innovative through pedagogical methods, new course development, use of instructional technique or mode		
Student learning		
Demonstrate communication skills		

Demonstrate critical and analytical skills		
Demonstrate historical Awareness		
Demonstrate progress in historical knowledge		
Miscellaneous		
Peer evaluations		
Grade distributions		
Exams		
Annual conference with Head		
Portfolio		
Additions to teaching		

*See "Tenure Policy" for required documentation

Department of History
Tenure and Promotion Accomplishments Summary and Table of Contents, cont'd

Department Criteria for Research**		
<i>Performance Criteria</i>	<i>Accomplishments</i>	<i>Documentation</i>
Delivery of one original paper at conference		
Publication of a monograph OR		
Three scholarly articles in peer reviewed journals OR		
Two scholarly articles in peer reviewed journals and one additional article-length scholarly publication		
Additions to research		

**See "Tenure Policy" for specific examples of research possibilities

Department Criteria for Service***		
<i>Performance Criteria</i>	<i>Accomplishments</i>	<i>Documentation/Points</i>
Shared governance		
Department committees		
College committees		
University committees		

Faithfully perform committee service and assignments***		
Faithfully perform departmental duties: department meetings, etc.***		
Miscellaneous Service		
Three service points/yr excluding first year*** (add rows)	NA	Total points:

***See "Tenure Policy" for service point calculation and examples

Tenure Policy
Department of History
Missouri State University
(approved 4 Dec 2013; effective Spring 2014)
(Vice Provost revisions Sept 2014)

The Department of History will evaluate candidates for tenure based solely upon the criteria found in this document, and the most recent edition of the Faculty Handbook (FH) or the Faculty Handbook in place upon hire. In all cases, the Faculty Handbook is the final authority.

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees.

In most cases, a probationary faculty member must apply for tenure/promotion no later than the sixth year of employment (except when the tenure clock has been temporarily stopped – see FH Section 3.8.1) to remain employed beyond the seventh year. In cases where the faculty member has negotiated for a shorter probationary period, the final tenure application year is specified in the faculty member's initial letter of employment. Candidates denied tenure by the Provost in the final year for application are not permitted to reapply. Candidates who apply for early tenure (i.e., in a year prior to the final year for application as stated in the faculty member's initial letter of employment) may reapply up to and including the final year to apply. Application may be made in the fourth or fifth year of employment where there is a commendable and consistent ratings in annual perform reviews.

Awarding of tenure is a performance-based decision. The tenure recommendation should result from a critical examination of both the faculty member's credentials and his or her contributions to the University during the pre-tenure years. It is incumbent upon the faculty member to demonstrate teaching, research/creative activity, and service contributions that support student learning. For a positive tenure decision, the quality of the contributions in all areas—teaching, research/creative activity, and service—is of significance, and the record should reflect a commitment to both the goals of the academic unit and the mission of the University.

The tenure committee for each candidate shall consist of all tenured members of the Department of History. The chair of the Personnel Committee, or if the chair is ineligible to serve on a tenure committee, the full professor level representative, shall be chair of each candidate's tenure committee.

Tenure files shall be requested by and delivered to the chair, who shall make all

materials available to members of the committee. No less than a week after the tenure files are complete and have been made available to members of the committee, the chair shall call a meeting of the committee in order to review and discuss the candidate's application for tenure. The meeting shall be called at a time when all committee members are available to attend, unless they are out of town for at least two weeks, or too ill to attend. After a discussion of the candidate's qualifications, the committee may vote to recommend tenuring the candidate, or vote to recommend not tenuring the candidate. If the vote is to tenure or not tenure, the chair shall appoint a committee member to draft a letter of recommendation representing the majority position, and a committee member to draft the minority position, should one exist, which will be forwarded with the majority decision.

A candidate for promotion or tenure or annual appointment may appeal a decision for tenure as outlined in the Faculty Handbook Sec 4.7 (2014 edition).

The departmental faculty recommendation will be forwarded to the department head. The head shall not be a participant in the voting or deliberations of the departmental committee prior to this forwarding. The head will make an independent evaluation and recommendation. (Faculty Handbook 2014, 4.8.3)

At each stage of evaluation - i.e., department committee, head, dean, provost - the candidate will be given a copy of the recommendation and the written rationale for the recommendation. At each subsequent stage, a copy of the recommendation and a probative rationale therefore will also be furnished to the departmental committee for its information and records.

Personnel decisions based on life-style, philosophical outlook, divergent beliefs, and collegiality are invalid if they cannot be documented as affecting quality or quantity of job performance.

All probationary faculty shall be reviewed annually by their department. Progress toward tenure, promotion, and annual appointment must be specified in writing to the candidate in the annual review. Tenure-track faculty must submit to the Personnel Committee a self-evaluation regarding their achievements each year by the date announced by the Personnel Committee (usually early spring semester).

Candidates also must meet the following departmental criteria, and place the specified materials in their tenure file, in order to be considered for tenure.

A. Vita and Brief. At the time of evaluation for promotion, tenure, or annual appointment, the candidate must submit to the departmental committee a current vita that qualifies him/her as well as all the documentation that has been maintained up to that time. The candidate must include a brief detailing how his/her

qualifications meet each of the criteria necessary to become minimally eligible to be considered for tenure and/or promotion with their application materials.

B. Teaching. Teaching effectiveness should not be measured only by comparing a person to a numerical mean. No more than 50% should depend on student evaluations. Rather, student evaluations shall be used in combination with items submitted, such as course materials, peer review of teaching, developed curriculum materials, outcome measures of effectiveness, and/or contributions to

the department. Teaching in the first year of employment will not be weighed as heavily as in subsequent years.

Teaching Duties

Two important components to documenting teaching effectiveness are faculty input and student outcomes.

To demonstrate teaching effectiveness in terms of faculty input, faculty are expected to:

Obligatory

1. Meet classes regularly, unless excused for other history business (such as attending conventions), personal or family reasons (such as illness), or for reasons beyond the control of the faculty member (such as an accident).
2. Be accessible to students by holding regular office hours, unless excused for other history business (such as attending conventions), personal or family reasons (such as illness), or for reasons beyond the control of the faculty member (such as an accident).
3. Issue clear assignments
4. Advise and mentor students as opportunities arise.
5. Promote analytical and critical thinking through such methods as discussion, and reading and writing assignments.
6. Listen to and respond to student questions, comments, and ideas.
7. Maintain an environment conducive to learning that fosters mutual respect among classroom participants.
8. Assign readings, exercises, projects, and exams at an appropriate level of difficulty to challenge students.
9. Offer upper-division courses in their fields.

Optional

10. Be innovative through new pedagogical methods, new course development, use of instructional technique or mode (such as television or the Internet).

Examples of faculty demonstrating teaching effectiveness in terms of student outcomes include:

1. Students demonstrate communication skills
2. Students demonstrate critical and analytical skills
3. Students demonstrate historical awareness
4. Students demonstrate increase in historical knowledge

Portfolio. Candidates must submit a teaching portfolio that includes a typical syllabus for each course taught at MSU, examples of course handouts, examples of exams, and any other supporting materials that the candidate considers important. Candidates must

submit all student teaching evaluations, including the open-ended portions, for every section of every course taught at MSU. Candidates must submit a completed summary-TOC of faculty accomplishments in the portfolio (Appendix A template "Summary and Table of Contents").

Peer Evaluations. The Personnel Committee will choose a tenured faculty member to evaluate the classroom performance of each tenure-track faculty member each semester. Within the first three years, at least two evaluations should be by tenured faculty members who teach HST 101 and/or 102 and/or 103 and/or 104, and two by tenured faculty members who teach HST 121 and/or 122. No tenured faculty member shall be chosen to evaluate a tenure-track faculty member more than once, except as provided for in the Personnel Committee "Policy for evaluating tenure track faculty" approved Nov. 2012. Evaluators will rate classes according to criteria derived from the Classroom Evaluation Form, either by using the Classroom Evaluation Form (attached) or by writing a memorandum speaking to those criteria, or both.

Conference with Department Head. Faculty will meet with the department head each semester in order to discuss their teaching performance.

Grade Distributions. Candidates will calculate and submit the number and percent of grades given for each section of every course taught at MSU (As, Bs, Cs, Ds, Fs, Ns, Is, and Other Grades). This information will be organized by semester. Candidates will provide a separate cumulative table of this information.

Exams. A minimum of 50% of the value of all exams and tests will be essay in format in classes of 42 students or less.

C. Research Candidates must complete the Ph.D. or relevant terminal degree in order to be considered for tenure. Candidates must also demonstrate a commitment to scholarship in their field. Candidates' entire records will be considered and should be documented in their application for tenure.

The following items are examples of what can be used by candidates to demonstrate progress.

Candidates are not limited to the items listed. Nor does this list provide minimum requirements for tenure.

Examples of what can be considered in evaluating a faculty member's progress.

- Article in peer reviewed journal
- Bibliography
- Book reviews
- Conference paper
- Creation and maintenance of website utilizing primary sources
- Edited work

Encyclopedia article
Historical consulting
History education article
History/social studies textbook or chapter in a textbook
Introduction to an edited or translated work
Monograph
Peer review of article or book manuscripts
Preparing accreditation reports
Public history projects
Review article
Short scholarly essay
Translation
Organizing a panel at an academic conference
Publication/translation of primary sources
Service as discussant/commentator at an academic conference
Receipt of a grant

Minimum requirements:

1. While at MSU the delivery of one original paper at state, regional, national, or international conferences.
2. While at MSU the publication (or unequivocal acceptance for publication) of:
 - a) a peer reviewed monograph, or
 - b) three scholarly articles in peer reviewed journals (or equivalent), or
 - c) two scholarly articles in peer reviewed journals (or equivalent) and one additional scholarly publication (at least article-length). This can be an edited work or translation. A major accreditation report may also be counted as the additional scholarly publication. Original chapters in scholarly books that have been peer reviewed will be considered equivalent to scholarly articles.

D. Service. Service will be assessed by the Personnel Committee on a yearly basis, with the evaluation year beginning July 1 and ending June 30. Credit for service events that occur after the annual review will be allotted during the next academic year. Candidates may choose to exclude committee service from their first year at MSU from these calculations, but must fulfill all other Level III service requirements. There is no limit to the service a faculty member may accumulate per year, nor is there any limit to the number of times a faculty member may receive credit for the same service, if the service lends itself to being repeated during an academic year (for instance, two reviews in scholarly journals). All claims are subject to review by the personnel committee. All service must be carried out faithfully.

Faculty service at Missouri State University serves three purposes: to support the academic tradition of shared governance, to support the professional and organizational needs of the disciplines, and to bring the products of university work to the public for its benefit.

Each full-time faculty member is expected to participate actively in the shared governance structure of the University by serving on departmental, college, and university committees and by assuming an appropriate share of the requisite duties. Service activities also expand opportunities for learning and shape the learning environment. Service activities may include: sponsoring an active student organization, establishing opportunities for student experiences, removing barriers to learning, obtaining funding and other resources for teaching and scholarship, participating in professional organizations, or providing professional expertise to business, schools, or colleagues in other university programs. These are illustrative examples only, and not an exhaustive list.

The service requirements below emphasize minimum requirements for annual review. The policy recognizes that service commitments will not be identical each year. For instance, in one year, a faculty's service may exceed the minimum, and in others, the faculty will perform satisfactory service and emphasize research activities. Note also the Faculty Handbook policy on service, which states that "over the course of five years, success in one or more of the four areas" of university citizenship, professional service, public service and professional consultation "is required to attain tenure and promotion from Assistant Professor to Associate Professor." Of these four areas, university citizenship—i.e., shared governance, "especially service on program, departmental, college and university committees and task forces"—"is of paramount importance," and "any faculty member" must succeed in this area of service. "Sustained success in one or more of these areas is required for promotion to Full Professor."

Level III: Satisfactory Service.

A level of satisfactory or above is required for tenure and promotion.

- Regularly attend department meetings.
- Serve on departmental committees.
- Participate in History Day or the like.

LEVEL II: Good Service.

Satisfactory service (Level III) plus two additional activities from below.

- Serve on college and university committees without recompense, as requested or appointed.
- Serve on a major university committee without recompense.
- Serve in a professional capacity in a community, state or regional activity.
- Make a significant contribution in a professional capacity in a campus, community, state or regional organization or institution.
- Chair a department, college or university committee.

Serve as advisor to university student organizations.
Volunteer service to community organization(s).
Direct an academic program without recompense.
Make a contribution that helps enhance the academic mission outside of regular teaching duties.

Level I: Excellent Service

Good service (Level II) plus one additional activity from below.

Major service in a national or state professional organization and/or in a public sector agency.

Principal contributor to a major accomplishment of the department, the university, or the community.

Chair a major university committee without recompense.

Make a contribution that enhances the academic mission outside of regular teaching duties.

Make a significant contribution that helps enhance the public affairs mission.

LEVEL IV: Unsatisfactory Service

Demonstrated pattern in one or a combination of the following categories:

Often misses department meetings without cause

Often ignores departmental committee responsibilities without cause

Often refuses service related to History Day or the like

Often refuses invitations to serve the university or the discipline in a professional capacity

Each full-time faculty member is expected to:

(1) participate actively in the shared governance structure of the University by serving on departmental, college, and university committees and by assuming an appropriate share of the requisite duties. Service activities also expand opportunities for learning and shape the learning environment.

Service activities may also include:

(2) sponsoring an active student organization,

(3) establishing opportunities for student experiences,

(4) removing barriers to learning, and

(5) obtaining funding and other resources for teaching and scholarship.

Additional service opportunities include:

(6) participating in professional organizations and

(7) in public bodies, which can bring prestige to the University and expand professional competence of the individual.

Service also includes

(8) providing professional expertise to business, industry, schools, community organizations, and colleagues in other university programs.

The following are examples of service that are worth **one** credit:

1. Serving on a college, Faculty Senate, or university committee. (1)
2. Chairing a departmental, college, Faculty Senate, or university committee. (1)
3. Serving on a search committee. (1)
4. Chairing a search committee. (1)
5. Serving as an adviser or co-adviser to a university student organization. (2)
6. Serving as audio-visual coordinator for a professional conference.* (8)
7. Publishing a book review in a scholarly journal, a handbook entry, or an encyclopedia entry. Faculty may take credit for a book review, handbook entry, or encyclopedia entry when it is published or when it is accepted for publication by a journal, handbook, or encyclopedia, but not both. No book review, handbook entry, or encyclopedia entry will receive more than one credit.* (8)
8. Reviewing an article for a scholarly journal.* (8)
9. Publishing a scholarly mini-article.* (8)
10. Serving as an officer in a local community or professional organization. (6,7)
11. Serving as academic adviser for 26 to 50 students. (4)
12. Making three new and different presentations on history to community organizations.* (7,8)
13. Serving as editor of the departmental newsletter or of a professional newsletter. (7,8)
14. Serving on a departmental committee (1)

The following are examples of service that are worth **two** credits:

1. Serving on Faculty Senate, College Council, Professional Education Committee, or Graduate Council. (1)
2. Serving as coordinator of Women's History Month, African-American History Month, or History Day. (2,4,8)
3. Serving as book exhibit coordinator, registration director, or on the program committee for the Mid-America Conference on History. Serving in such a capacity for significantly smaller Conferences will earn lesser credit. (6,8)
4. Serving as an active officer in a state, regional, or national professional organization. (6)
5. Serving as book review editor for a professional journal. (8)
6. Serving as academic adviser for a total of 51 to 75 students. (4)
7. Serving as Director of Graduate Studies for the Department of History. (1,4)
8. Reviewing a book manuscript for a scholarly press. Faculty will receive no more than two credits for reviewing a specific manuscript (even if it is revised and reassessed).* (8)

The following are examples of service that are worth **three** credits:

1. Serving as academic adviser for more than 75 students. (4)
2. Serving as the Chairperson, the Chairperson-elect, or the Secretary of the Faculty Senate. (1)
3. Serving as managing editor of a scholarly journal. (6,8)
4. Serving as coordinator of the Mid-America Conference on History, or a similar conference. Coordinating significantly smaller conferences will earn lesser credit.

(4,5,8)

Faculty may petition the Personnel Committee for extra credit for any of the above services if it was unusually onerous or particularly meritorious. The burden of proof is on the Faculty member making such a claim.

Faculty may request an assessment of the probable credit that proposed service not listed above would receive at any time during the academic year. Unless there is evidence that the faculty member did not fulfill the proposed service, or that the earlier assessment grossly overestimated or grossly underestimated the value of the service, the Personnel Committee's year-end evaluation should be the same as its earlier assessment.

All service must be carried out faithfully in order to receive full credit.

E. Departmental Duties. Unless excused for other history business (such as attending conventions), personal or family reasons (such as illness), or for reasons beyond the control of the faculty member (such as an accident), candidates are expected to have:

- a. Attended departmental meetings regularly.
- b. Attended committee meetings regularly and participated actively in committee duties.
- c. Kept their office hours regularly.
- d. Attended to their advising responsibilities faithfully.
- e. Carried out all appropriate departmental, college, and university assignments faithfully.

F. Other Materials. Candidates may submit any other materials that they consider important to their tenure file.

G. Third-Year Review. Tenure-track faculty will submit all materials required by the department to apply for tenure during their third year at MSU. The Personnel Committee and department head will evaluate these materials by the procedures set out in this tenure policy. The file will be open to all tenured department members, and they will be asked to write letters on whether the candidate is on track for tenure. The Personnel Committee will present the results to the tenure track member. The committee and the department head will advise the candidate on what, specifically, is expected to secure department approval for tenure.

H. Granting of Tenure. The provisions stated in this document represent the conditions that ranked faculty must meet in order to be minimally eligible for consideration for tenure. Compliance with these departmental criteria does not, in and of itself, assure the candidate of tenure. Tenure can only be recommended by a vote of the tenured members of the department. The decision to grant tenure is inherently and inescapably judgmental, and is a deliberate action

indicating the person has been selected as a member of the permanent faculty because of demonstrated high-quality performance and merit. Recommendations for tenure must then be acted upon favorably by the University Administration and the Board of Governors.

Candidates for tenure must also meet the minimum eligibility requirements of the university as stated in the most current edition of the Faculty Handbook.

I. Translation of Four-Level Merit Pay Service Ratings. The Personnel Committee will translate previous four-level merit pay ratings in service to Service Credits for tenure as follows:

- Level I 3 points
- Level II 2 points
- Level III 1 point
- Level IV 0 points

Replacement of this point system to be determined as decided by department "Service" p.7

The Personnel Committee may evaluate individual merit pay briefs to see if more credit should be given than the above plan provides.

J. Amendments. This policy will be reviewed annually by the Personnel Committee and may be amended by a majority vote of the tenured and tenure-track members of the Department of History. Current Faculty will be evaluated according to the tenure and promotion policies of Fall 1997 or Spring 2000. Tenure-track faculty hired subsequent to this date will be evaluated according to the department tenure and promotion documents in place at the time they begin their employment at MSU, or those revised prior to tenure application, whichever benefits most.

**Department of History
Tenure and Promotion Accomplishments Summary and Table of Contents**

Department Criteria for Teaching*		
<i>Performance Criteria</i>	<i>Accomplishments</i>	<i>Documentation</i>
Faculty contributions		
Obligatory		
Meet classes regularly		
Be accessible to students		
Issue clear assignments		
Advise and mentor students		
Promote analytical and critical		

thinking		
Listen and respond to student questions, comments, and ideas		
Maintain an environment conducive to learning		
Assign readings, exercises, projects and exams at appropriate level of difficulty		
Offer upper-division courses in the field		
Optional		
Be innovative through pedagogical methods, new course development, use of instructional technique or mode		
Student Learning		
Demonstrate communication skills		
Demonstrate critical and analytical skills		
Demonstrate historical awareness		
Demonstrate progress in historical knowledge		
Miscellaneous		
Peer evaluations		
Grade distributions		
Exams		
Annual conference with head		
Portfolio		
Additions to teaching		

*See "Tenure Policy" for required documentation

**Department of History
Tenure and Promotion Accomplishments Summary and Table of Contents, cont'd**

Department Criteria for Research **		
<i>Performance Criteria</i>	<i>Accomplishments</i>	<i>Documentation</i>
Delivery of one original paper at conference		
Publication of a monograph		

OR		
Three scholarly articles in peer reviewed journals		
OR		
Two scholarly articles in peer reviewed journals and one additional article-length scholarly publication *		
Additions to research		

**See "Tenure Policy" for specific examples of research possibilities

Department Criteria for Service ***		
<i>Performance Criteria</i>	<i>Accomplishments</i>	<i>Documentation/Points</i>
Shared governance		
Department committees		
College committees		
University committees		
Faithfully perform committee service and assignments ***		
Faithfully perform departmental duties: department meetings, etc. ***		
Miscellaneous Service		
Three service points/yr excluding first year *** (add rows)	NA	Total points:

***See "Tenure Policy" for service point calculation and examples