III. ANNUAL EVALUATION OF HISTORY DEPARTMENT MEMBERS

A. The Peer Committee shall be the faculty body within the History Department charged with the evaluation of faculty. The committee will establish its own internal procedures for carrying out its charge.

B. The Peer Committee shall evaluate each faculty member annually within a five-year context. It shall use the student evaluation materials from the most recent two semesters taught for that part of the evaluation. It shall prepare a written summary report of the evaluation with specific evidence where appropriate.

C. Each faculty member shall have the responsibility for submitting all relevant documents concerning his/her performance, normally including: (1) teaching evaluations and other items affecting his/her classroom accomplishments; (2) evidence of scholarly accomplishments; (3) evidence of University and public service activities; and (4) formal reports on leaves. If no material is submitted, as perhaps in the case of faculty members on leave, then it shall be the responsibility of the Chair to assemble all such relevant documentation as he/she can and submit it to the Peer Committee.

D. A single letter will be prepared by the Peer Committee. The Chair will add to it only in cases of non-concurrence and the reasons for non-concurrence will be clearly stated.

E. The reports of the Peer Committee and the Chair's comments shall be sent to the faculty member concerned and he/she may, within one week, respond to or comment upon the report in writing. Such comments shall be a part of the official record.

F. Each member of the Peer Committee will be evaluated by the other members together with the Chair of the Department.

G. Upon completion of the evaluation, the entire packet shall be returned to the faculty member involved. It is recommended that he/she file this material, to be used as a basis for future submissions. The Department file will contain a copy of the committee evaluation report, the Chair's comments, and the faculty member's written comments.

H. The timetable for evaluation shall be set by the Chair, but the final reports shall be completed by mid-May and a copy forwarded to the faculty member concerned.
IV. GUIDELINES FOR REAPPOINTMENT, PROMOTION, TENURE, AND POST-TENURE REVIEW

The purpose of these guidelines is to articulate basic standards of research, teaching, and service that will be applied to members of the Department of History when they seek reappointment, promotion, tenure, and post-tenure evaluations. They are to be applied within the context of Articles 7, 9 and 10 of the Agreement between the University of Maine System and AFUM (hereafter referred to as the Contract).

A. Peer Committee

1. Task and Composition
   The Peer Committee shall consist of all tenured members of the Department. It shall evaluate applications for reappointment, promotion, and tenure. In addition, Peer Committee members are encouraged to play active roles as mentors, particularly in the case of untenured faculty. The chair shall be present at peer committee meetings, except those where he/she is being evaluated as a faculty member, but shall not vote. A three-person subcommittee of the Peer Committee, the Annual Review Committee, shall be responsible for post-tenure review.

2. Procedures
   The formal, required stages for reappointment, promotion, and/or tenure begin during the month of October and continue well into the Spring term, with deadlines for specific stages set by the Office of Human Resources in accordance with the Contract and established administrative procedures. However, during the spring of the year in which a decision on tenure and/or promotion is to be made, the candidate, in consultation with the chair, normally will choose an "advocate" from the ranks of the tenured members of the Department. The candidate will assemble the documentation necessary to substantiate his/her record; the advocate will summarize and present the candidate's case to the committee. All supporting documents will be made available to Peer Committee members, all of whom should be familiar with the candidate's record in advance of the meeting. Following the meeting, the Peer Committee's assessment shall be forwarded through the chair to the applicant. The applicant will have an opportunity to meet with the committee to discuss any concerns, after which the applicant may choose to make a formal response. After considering the Peer Committee's recommendations and the applicant's response, the chair shall then write a separate evaluation. The entire reappointment, promotion, and/or tenure package then shall be forwarded to the dean.

B. Criteria

1. Assistant Professor/Reappointments
   The Department of History hires or promotes individuals to the rank of assistant professor who have the requisite graduate training, degrees, and experience to build successful careers as scholars and teachers at the University of Maine. The reappointment schedule of assistant professors is determined by University
guidelines, which currently call for an initial one-year appointment of an assistant professor from outside the University, followed by reappointment for a second one-year term. Following the second year, reappointment may be for one- or two-year terms, provided the probationary period, including credit for prior service, does not exceed seven years. Reappointment will be based on a review of the candidate's scholarship, teaching, and service records compiled to date.

2. **Associate Professor/Tenure**
Promotion to associate professor will normally be accompanied by tenure. In cases where an associate professor is hired from outside the University without tenure, the following will also be used as guidelines when the faculty member applies for tenure. Promotion to associate professor with tenure is based on the following four criteria:

a. **Time**
The candidate shall have completed a minimum of five years at the University of Maine, or been awarded equivalent credit for service at another institution.

b. **Scholarship**
Publications comprise the principal measure of one's scholarship in the historical profession. Evidence of sustained, high quality research will be required, including a book or manuscript accepted for publication by a reputable press, following peer review, or peer-reviewed articles in professional journals which, by their number, quality, and scope, provide comparable evidence of one's productivity, originality, and competence as an historian. Other evidence of scholarly promise and productivity may include, but is not necessarily limited to, chapters in collective works, edited works, textbooks, critical editions, presentations at professional meetings, book reviews, evaluations of manuscripts for publication, electronic or computer publications, and applications for research grants.

c. **Teaching**
The candidate shall have demonstrated a commitment to excellence in teaching by developing and delivering undergraduate and graduate courses that enhance the Department's and University's teaching missions. This includes the construction of courses with clearly articulated goals and expectations; consistent and responsible examination and grading standards; an ability to attract and sustain student interest; a to develop new courses, adopt new techniques, and incorporate recent scholarly developments; a commitment to promoting students' intellectual growth; and an openness to students and their ideas. Indicators of teaching performance include, but are not restricted to, student evaluations, peer assessments, syllabi, and examples of students' work. The Department also expects the candidate to be a diligent, informed, and accessible undergraduate and graduate advisor.
d. **Service**
Service includes the performance of tasks and committee membership that are normally expected of Department members. Service also includes participation on college and/or university committees, holding office and/or serving on committees of professional organizations, service on editorial boards of journals, and community activities related to one's professional expertise.

3. **Professor**
Candidates to the rank of professor must demonstrate significant and sustained contributions to scholarship, teaching, and the profession. Promotion to professor is based on the following four criteria:

a. **Time**
The candidate normally shall be in his or her third year in rank at this University as a minimum.

b. **Scholarship.**
The candidate for the rank of professor shall have compiled a record of scholarship that is of high quality, with a demonstrated impact upon one's field, as indicated by favorable reviews in professional journals and citations in the works of other scholars. It must include the publication of at least one significant book involving substantial original research. The candidate's overall record should also demonstrate that research and publication are an integral and regular part of one's professional life. In particular, the candidate shall have conducted significant scholarship, including either a book or equivalent scholarship in the form of peer-reviewed articles in professional journals or other work based on research comparable in scope to, but clearly distinguishable from, the scholarship presented for promotion to associate professor.

Other evidence of scholarship for promotion to professor may include, but is not necessarily limited to, chapters in collective works, edited works, textbooks, critical editions, presentations at professional meetings, book reviews, evaluations of manuscripts for publication, electronic or computer publications, and applications for research grants.

c. **Teaching.**
A sustained commitment to teaching courses at both the undergraduate and graduate levels, as well as the appropriate mentoring of graduate students, shall be requisites for promotion to professor. The expectations and measurements for teaching effectiveness and advising shall be similar to the requirements for associate professor/tenure (see above), except that candidates for professor should also display a mastery of the craft of teaching that reflects their years of dedication and experience.

d. **Service.**
Continued service to the Department, University, profession, and community shall be considered essential criteria for a candidate's promotion to professor. The measures of service for professor mirror those of associate professor/tenure (see above).

4. Post-Tenure Review
Once tenured, members of the History Department are expected to continue to meet or exceed the high standards to which they were held when they received tenure or were promoted. The Annual Review Committee, a three-person subcommittee of the Peer Committee, has primary responsibility for reviewing tenured members according to the schedule established by the faculty contract: every two years for Associate Professors and every four years for Professors. The criteria for post-tenure review include an enduring commitment to effective teaching and advising, evidence of an ongoing program of scholarship, and a level of service appropriate to a person's rank.

Approved by the History Department Faculty
October 2000