

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, tenure, and consider other work-related issues. 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. Standards of Research

Scholarship is understood as the advancement of knowledge and understanding and consists of original research or interpretation. The central result of scholarship is publication which may take various forms. The Department of History requires such publication as an important way of extending knowledge and of sharing scholarly thought and investigation with a wider audience that can be both critical and appreciative. The Department of History emphasizes peer-reviewed publications in evaluating a faculty member for tenure and promotion, but it also recognizes non-

traditional forms of scholarship as new ways to communicate the results of original research. The Department insists on regarding quality of publication as more important than quantity. Rank-specific criteria appear below.

The Department of History recognizes that faculty may participate in collaborative research and publication. The Department commits to reviewing collaborative work according to the same standards applied to other scholarship. Candidates for tenure and promotion should articulate their contributions to any collaborative research or publications that are to be considered as part their application for tenure or promotion.

Engaged scholarship refers to collaborative research with community partners outside the university. Engaged scholarship differs from service in that the faculty member is participating in a two-way exchange of ideas, information, and expertise. Engagement is critical to this type of research, not supplemental to it. In order to demonstrate engaged scholarship, the faculty member's work must meet rigorous standards of original research and have the potential for others to build upon it. In the Department of History, the criteria for evaluating the quality of engaged scholarship include external competitive funding, publication of findings in peer-reviewed journals or books, and evaluations by experts in the field. At the same time, the faculty member must explicate the value of the work for the public good and show an ability to reflect critically on the challenges that arise from such partnerships.

The Department of History recognizes the value of digital scholarship and its continuing evolution. Digital work must be peer reviewed. Examples of digital work might include, but are not limited to, creating a scholarly website, a born-digital article or book, and a well-documented digital database.

C. Standards of Teaching

Effective teachers engage their students, stimulate their interests, broaden their perspectives and improve their thinking. They will also grade all work fairly and base what they teach on evidence and sound method. In addition, where appropriate, such teachers conscientiously provide advice and guidance to both graduate and undergraduate students on an individual basis, direct theses and dissertations, and serve on committees that critically examine and evaluate such research projects. The Department recognizes the value of pedagogical innovation and interdisciplinary teaching.

Advising is also considered part of the Department of History's teaching mission. Faculty will be assigned an equitable number of undergraduate advisees by the Department Chair and will offer support and advice to students as they navigate the requirements of the University, College, and Department. The Department regards the quality of advising to be as important as the quantity of advisees. It also expects that faculty will agree to advise graduate students by acting as chair and/or serving on graduate committees.

D. Standards of Service

Service assignments should be pursued diligently, imaginatively, and responsibly, with concern for deadlines and appropriate results. Conscientious and efficient performance combined with collegiality, tact, and resourcefulness bring credit to the individual and the Department and will be recognized.

Assistant professors are expected to undertake those service functions the Department Chair may assign. Although they should focus primarily on teaching and research, untenured members of the Department may be called upon to perform a number of service activities, including some outside the department. Associate professors with tenure and professors may be expected to undertake a wider range of service functions.

Faculty service involving digital communication and engagement will be recognized as contributions to academic life and to communities outside the University. Digital activity, such as blog articles, listserv postings, and dialogue with the public and/or the larger scholarly community in online forums, may be presented as evidence of service to the profession and other communities. Candidates for promotion or tenure should help articulate the nature of their contribution in this area.

E. 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 two-year appointment of an assistant professor from outside the University. **Annual** 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, applications for research grants, and types of research as noted above in B. Standards of Research.

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; creation of new courses, adoption of new techniques, and incorporation of 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. The Department also recognizes that there are other types of service than those listed here.

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

Candidates normally shall be in their 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, applications for research grants, and types of research as noted above in B. Standards of Research.

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

The Annual Review Committee, a three-person subcommittee of the Peer Committee, has primary responsibility for reviewing every four years all tenured Professors and Associate Professors and Lecturers with over 6 years of continuous service. (See AFUM Contract Administrative Guidelines Evaluation and Evaluation Criteria 10.C.1.). As appropriate to a person's rank, the criteria for post-tenure review include an enduring commitment to effective teaching and advising, evidence of an ongoing program of scholarship, and service. A faculty member who exceeds one or more of the teaching, research, or service criteria may be evaluated as above satisfactory.

5. Lecturer/Reappointments

The Department of History hires individuals to the rank of lecturer when the department has teaching needs that cannot be met by tenured or tenure-track faculty. The position is primarily a teaching position and will include service responsibilities. During the probationary period, lecturers are evaluated annually by the Annual Review Committee. Reappointment will be based on a review of the candidate's fulfillment of their job responsibilities. Though not eligible for tenure, lecturers may achieve "just cause" status after six years of satisfactory performance. After this point they will be evaluated by the Peer Committee every four years, in accord with the UMS-AFUM Agreement.

Teaching

The lecturer shall have demonstrated a commitment to excellence in teaching by

developing and delivering undergraduate and graduate courses, when applicable, 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; creation of new courses, adoption of new techniques, and incorporation of 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, when applicable, graduate advisor.

Service

Service includes the performance of tasks and committee membership that are normally expected of Department members. Service may also include 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.

Research

Scholarship is not required of lecturers. However, the department looks favorably upon lecturers engaged in research and will recognize those endeavors in evaluation.

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