Policies & Procedures

for

Promotion & Tenure

DEPARTMENT *of* HISTORY

USC Columbia

Revised and approved by: Department of History
Revisions approved by the University Committee for Tenure and Promotion, 3/21/2012

1. Preamble:

Historians are concerned with advancing and disseminating knowledge of the past. We seek to integrate new research findings with what is already known, to apply our expertise to both intellectual and social problems, and to convey our understanding to future generations.

Our department adopts a broad definition of historical scholarship, following the American Historical Association in its *Statement on Standards of Professional Conduct*:

> Scholarship—the discovery, exchange, interpretation, and presentation of information about the past—is basic to the professional practice of history. It depends on the collection and preservation of historical documents, artifacts, and other source materials in a variety of institutional settings ranging from libraries to archives to museums to government agencies to private organizations. Historians are committed to protecting significant historical evidence wherever it resides. Scholarship likewise depends on the open dissemination of historical knowledge via many different channels of communication: books, articles, classrooms, exhibits, films, historic sites, museums, legal memoranda, testimony, and many other ways.[1]

Traditionally the discipline of history has been oriented towards the publication of single-authored, peer-reviewed books based on archival research. Articles in peer-reviewed historical journals, book chapters, and other forms of publication are also typically single-authored works that require extensive research in primary sources. The department recognizes that scholarly

[1] The AHA, *Statement on Standards of Professional Conduct*, revised 2003, adopted 2005, may be found at: http://www.historians.org/PUBS/Free/ProfessionalStandards.cfm.

work can be demonstrated in different products, venues, and media, and it is committed to the support of scholarship in its various forms.

Our department evaluates scholarship according to its quality and impact, not according to quantitative measures of productivity alone. Because historical scholarship typically requires extensive time for research and writing, we expect important projects to take a number of years from inception to publication.

Grants are an important indication of quality and recognition, but external funding for historical research is largely limited to scarce public funds and a few private foundations. Few historical projects require expensive research assistance, space, or equipment, but all require extensive time from inception to publication. Fellowships that supply partial salary replacement are highly valued not only for their practical benefit in providing time for research but also for their intrinsic value as marks of prestigious recognition.

Our department also adopts a broad definition of teaching, following the American Historical Association's *Statement on Standards and Professional Conduct*:

> Teaching is basic to the practice of history. It occurs in many venues; not just classrooms, but museums and historic sites, documentaries and textbooks, newspaper articles, web sites, and popular histories. In its broadest definition, teaching involves the transmission of historical knowledge to people who do not yet have such knowledge. Whether it occurs in the classroom or the public realm, it performs the essential work of assuring that the past remains a part of living memory in the present.[2]

The department values service to the department, university, professional organizations and to the broader public.

The Department of History intends that these procedures and criteria set forth below shall conform to the University of South Carolina *Faculty Manual*, which serves as the ultimate authority governing promotion and tenure at the university. The procedures and criteria set forth below are meant to explain how the basic principles of university policy are understood and applied within the Department of History. These departmental procedures and criteria are aimed at several audiences: candidates for promotion and tenure; voting faculty; administrators and faculty outside the department who will be involved in the process; and outside evaluators.

[2] AHA, *Statement on Standards of Professional Conduct*

2. Procedures:

2.1.The Tenure and Promotion Committee: Membership and Duties.

2.1.1. The Tenure and Promotion Committee (TPC) of the Department of History shall advise the chair on questions concerning personnel evaluations and on tenure and promotion, in accordance with the rules and regulations of the university and the College of Arts and Sciences.

2.1.2. The TPC shall consist of eight members elected by the tenured and tenure-track faculty, and the department chair who serves *ex officio*. Of the eight elected members, five shall be tenured Professors and three shall be tenured Associate Professors. In the event that five tenured Professors or three tenured Associate Professors are not available for election or are not elected, the Dean of Arts and Sciences shall appoint, at the appropriate rank, the necessary number of tenured faculty from another department to fill the gaps on the TPC. The term of service on the TPC ordinarily shall be two years.

2.1.3. A normal term of service on the TPC shall begin April 1. By April 15 the committee shall select a chair for the ensuing year. The chair of the TPC shall attend the orientation session organized by the University Committee on Tenure and Promotion and preside over the committee and over the tenure and promotion meetings of qualified faculty.

2.1.4. The TPC shall conduct an annual review of all members of faculty in accordance with the rules and regulations of the university, including a mandated formal third-year review for all tenure-track Assistant Professors. Associate Professors on the committee shall not participate in review of faculty of higher rank.

2.1.5. The TPC shall also conduct, at appropriate times during the academic year and in accordance with the rules and regulations of the university and the directives and timetables of the University Committee on Tenure and Promotion, reviews for the purpose of making recommendations to the qualified voting faculty for promotion and tenure of faculty members. Associate Professors on the committee shall not participate in promotion reviews of faculty at the same or higher rank.

2.1.6. The TPC shall arrange for visits by members of the TPC to the classes of candidates or potential candidates; reports on these class visits will submitted to the chair of the TPC and become part of the candidate's files.

2.2.Compiling and Evaluating the Candidates' Files:

2.2.1. The TPC chair shall appoint a subcommittee of three TPC members, one of whom will be designated as chair, whose job it will be to advise the candidate on the organization of the file and report to the TPC with a summary of the contents of the file and a review of the research, teaching, and service components of the candidate's file. Candidates for tenure shall be advised by the subcommittee that tenure-track faculty appointed after January 1, 1995 shall, if the criteria differ, choose between the unit criteria in effect at the time of their appointment and the unit criteria in effect at the time of their application for tenure.

2.2.2. The TPC, through its subcommittees, shall prepare comprehensive summaries of at least the last three years of the student evaluations of the candidate's classes, and these summaries shall become part of the candidate's file.

2.2.3. The TPC, through its subcommittees, shall report to the TPC summarizing the evidence on research, teaching, and service in the candidate's file and the outside evaluations.

2.2.4. It is the responsibility of the candidate to prepare a personal statement that justifies the case for promotion or tenure in light of the criteria stated below and to compile all relevant evidence for evaluation by the voting faculty and all other parties involved in promotion and tenure decisions.

2.2.5. The deadlines for submission are set by the university, and it will be the candidate's responsibility to meet those deadlines. Failure of a potential candidate to submit a file by the deadline shall be interpreted as a request by the potential candidate not to be considered.

2.2.6. The TPC, together with the subcommittee and department chair, shall select outside evaluators according to the following procedures:

2.2.6.1.A candidate's file must include letters from at least five qualified and impartial evaluators outside the University of South Carolina.

2.2.6.2. The TPC subcommittee shall be responsible for identifying at least five outside evaluators who are qualified by rank, expertise, and impartiality. The subcommittee shall issue a brief report to the TPC chair summarizing the qualifications of the recommended outside evaluators.

2.2.6.3. The TPC chair, in consultation with the full TPC and the department chair, will then solicit outside evaluators from the subcommittee's recommended list of outside evaluators and request more nominees if necessary. Names of potential outside evaluators shall not be solicited from the candidate, nor may the candidate submit any names of potential outside evaluators beyond those applicable through 2.2.6.4 below.

2.2.6.4. Candidates may indicate to the TPC, through its subcommittee chair, any potential outside reviewers whose bias might compromise their ability to fairly evaluate the candidate's work.

2.2.6.5. Outside evaluators must have a strong record of scholarship, and will normally have an appointment at a peer or aspirant academic or other research institution. A copy of the evaluator's vitae will be submitted with the report on the candidate.

2.2.6.6. Outside evaluators shall be impartial, that is without close personal and professional ties to the candidate. Co-authorship or other collaboration is normally regarded as a disqualifying. Evaluators will be asked to include in their letter a brief statement explaining the nature of their relationship, if any, with the candidate.

2.2.6.7. Outside evaluators will be asked to evaluate, in light of the criteria set forth in this document, the quality and impact of the candidate's scholarship and research reputation in the profession, and future plans for research.

2.2.6.8. The names of outside evaluators and the content of their evaluations shall remain strictly confidential among the voting faculty.

2.2.6.9. Faculty with Joint Appointments: Candidates with a primary appointment in the Department of History will be evaluated according to this department's criteria. Eligible faculty in the secondary unit shall be requested to participate in the following ways: they shall be asked to

submit a list of up to three qualified outside evaluators, from which at least one will be normally selected by the TPC; they will be given the opportunity to comment on the final list of outside evaluators compiled by the TPC; they shall have access to the candidate's file; they shall be invited to submit evidence and a joint letter evaluating teaching and service (to be submitted at least five working days in advance of the primary unit vote).

2.3. Evaluation and Voting by TPC and Tenured Faculty:

2.3.1. Voting Faculty: Only tenured faculty whose rank is higher than that of the candidate are eligible to vote on that candidate. All tenured faculty are eligible to vote on cases involving an Associate Professor applying for tenure.

2.3.2. The TPC shall announce to the voting faculty the names of candidates to be considered and shall make available to the voting faculty the files of the candidates. This shall be done at least two weeks in advance of a meeting to all voting faculty to discuss the candidates.

2.3.3. The TPC shall meet to discuss the candidates for promotion and tenure, to review the files, and to hear subcommittee reports. We do not require the TPC to report a vote or specific recommendation for promotion or tenure to the voting faculty.

2.3.4. A meeting of the voting faculty shall be called to discuss the candidates and hear the chair of the TPC report a summary of the candidates' files and the evaluation by the TPC and its subcommittee.

2.3.5. Ballots shall be distributed to all voting faculty following the department meeting where the candidates were discussed. Ballots are to be returned within two working days to the chair of the TPC.

2.3.6. Tenured faculty on leave shall retain the right to vote during their absence, provided that they have notified the department chair of a desire to do so before the candidates' deadline for submitting files. The TPC and the department chair shall make every reasonable effort to provide information on the candidates' files to faculty on leave.

2.3.7. Tenured faculty will be reminded that no faculty member may be tenured at the rank of Assistant Professor.

2.3.8. Voting options shall be “yes,” “no,” and “abstain”: abstention shall be only by vote to abstain not by failure to vote. Department recommendations for or against tenure or promotion shall be by majority vote of the eligible voting faculty. Abstentions shall not be counted in calculating the majority necessary for a decision. In the event that abstention votes constitute the majority of the votes cast, the yes votes among the votes cast would not constitute a majority.

2.3.9. In accordance with university rules and regulations a written rational specifying how the candidate does or does not meet the criteria for tenure and promotion shall normally accompany a yes or no vote at the time it is cast. Those who vote to abstain should normally explain in writing why they have chosen to do so. As anyone eligible to vote who has a conflict of interest or family or other close personal relationship with the candidate that could affect their objectivity should not vote, an abstention should normally occur only in the event that the voter was unable to assess the candidate’s file.

2.3.10. The votes shall be tabulated by the department chair and the TPC chair, or another designated member of the TPC, and at least one other member of the TPC.

2.3.11. The department chair shall notify the department of the recommendation for or against promotion or tenure.

2.3.12. All materials in the candidate’s tenure and promotion file and all discussions in the department’s tenure and promotion meetings are confidential, as are the specific results of the voting, and are not to be divulged to candidates.

2.4. Unfavorable Department Recommendations:

2.4.1. Candidates dissatisfied with the department’s recommendation may send a written request to the chair of the TPC for the file to move forward, and should consult the *Faculty Manual* guidelines on grievance procedures.

2.4.2. An unfavorable recommendation at a particular time shall be without prejudice with respect to future consideration, if the candidate is eligible for future consideration.

3. Criteria for Promotion and Tenure:

3.1. The Department of History uses the following terminology to describe the level of quality and impact in research, teaching, and service:

- "Outstanding": performance is far above the level required by the department, is of extremely high quality, with a significant national or international reputation.

- "Excellent": performance exceeds the level required by the department, is of very high quality, with evidence of a developing national or international reputation.

- "Good": performance is above the level required by the department with promise of a future national or international reputation.

- "Fair": performance is clearly at the level required by the department, with promise of future improvement.

- **"**Unacceptable": performance falls below the level required by the department.

3.2. Where there is exceptional scholarly merit involved or there may be competitive demand for a candidate recommended for faculty appointment, the candidate may be also recommended for tenure on appointment. In such cases eligible tenured faculty will be asked to vote on whether to recommend tenure on appointment. If over half the eligible faculty vote in favor, a positive recommendation shall be forwarded by the TPC chair to the chair of the department for transmission to the appropriate offices and bodies.

3.3. Criteria for Promotion to Associate Professor with Tenure:

3.3.1. The Department of History expects candidates for promotion to Associate Professor with Tenure to demonstrate a record of at least "excellent" in research and "good" in teaching and service. Candidates are expected also to give evidence of progress toward establishing a national or international reputation in their field. The requirements for tenure and the same as those for promotion to Associate.

3.3.2. Research Criteria: The quality and impact of the candidate's research are the most important factors. The Department of History recognizes a

variety of ways in which historians make their production of knowledge public. An original, peer-reviewed, research book published by a reputable press of national or international stature is normally clear proof of excellence in research. Because of the length of time it takes scholarly presses to produce a book, the Department of History defines a "published book" as the familiar bound volume, as well as a book manuscript that has been accepted for publication and is in press in a form that can be read by colleagues and circulated to external reviewers. A case for promotion or tenure can also be made with a set of original research articles, normally at least four, published in highly visible refereed journals and anthologies with national or international reputations. Candidates can also make a case with a combination of evidence from other research categories listed in the section on evidence, as explained in Sections 4.1, 4.2, and 4.3below.

3.3.3. Past accomplishments: The department will evaluate evidence from the candidate's whole record of research and scholarship, including evidence of achievements prior to appointment at the University of South Carolina. Evidence on teaching prior to appointment shall not normally be included in the candidate's file.

3.3.4. Current and Future Research Plans: Candidates are expected to exhibit a record of consistent progress in their research and scholarship. All candidates must provide evidence of continuing scholarly activity, including a statement explaining work in progress or future research plans as part of the personal statement in the candidate's file.

3.3.5. Teaching Criteria: Candidates should exhibit a record of good teaching in their courses, supported by strong course evaluations, peer evaluations, enrollments, syllabi, and other relevant evidence, as explained in Section 4.4 below. In addition, candidates may include evidence of teaching history outside the classroom through research projects, service learning, public lectures, exhibits, or other means, as explained in Section 4.5 below.

3.3.6. Service Criteria: Assistant Professors in the Department of History are expected to perform at a fair level in their assigned duties to the department and university. The department also values service candidates may provide as historians to the profession or to the larger community, as explained in Section 4.5 below.

3.3.7. Length of Service: The maximum probationary period for faculty

appointed by the University of South Carolina to the rank of Assistant Professor is seven years of service. The mandatory decision year for tenure is the penultimate year of the probationary period, usually the sixth year of service. Normally Assistant Professors will apply for promotion and tenure in their decision year and shall not be considered for tenure before their fourth year of service at the University of South Carolina.

3.3.8. Assistant Professors with prior appointments at other institutions of higher learning may have shorter probationary periods, as defined in their letter of appointment. In cases where individuals demonstrate exceptional scholarly merit or where there may be competitive demand for their services, the department may consider a candidate for tenure or promotion prior to the decision year.

3.4. Criteria for Promotion to Professor:

3.4.1. The Department of History expects candidates for promotion to Professor to demonstrate a record of "excellence" in research, "excellence" in teaching, and "good" in service.

3.4.2. Research Criteria: Candidates for promotion to Professor are expected to have made substantial additional achievements in research since promotion to Associate and to have established a national or international reputation in their field. The quality and impact of the candidate's research are the most important factors. The Department of History does not have a rigid requirement regarding the form of or quantity of research published or produced since promotion to Associate. It recognizes a variety of ways in which historians make their production of knowledge public. The addition of an original, peer-reviewed, research book published by a reputable press of national or international stature is normally clear proof of excellence in research. A case for promotion can also be made with a set of original research articles, normally at least four, published in highly visible refereed journals and anthologies with national or international reputations. Candidates can also make a case with a combination of evidence from other research categories listed in the section on evidence, as explained in Section 4.1., 4.2, and 4.3 below.

3.4.3. Teaching Criteria: Candidates should exhibit a record of good teaching in their courses, supported by strong course evaluations, enrollments, syllabi, and other relevant evidence, as explained in Section 4.4. below. In

addition, candidates may include evidence of teaching history outside the classroom through research projects, service learning, public lectures, exhibits, or other means, as explained in Section 4.4.

3.4.4. Service criteria: Applicants for promotion to Professor are also expected to demonstrate a record of good service to the department, college, university, and profession beyond that expected of candidates for promotion to Associate Professor. The department also values service candidates may provide as historians to professional organizations, and the society beyond the university, as explained in section 4.5 below.

3.4.5. Length of time before promotion: In order to be promoted to Professor, the university expects a faculty member should normally hold a doctorate and have at least nine years of good, relevant experience. The standards for promotion are the same regardless of time in rank as an Associate Professor. Because the department's standards for promotion to Professor specify substantial additions to the record of excellence in research and a sustained record of good teaching and service since promotion to Associate Professor, we expect this will normally involve several years but we do not impose any requirements involving time in rank at the Associate Professor level.

4. Evidence:

4.1.Responsibilities of candidates: It is the responsibility of the candidates to prepare a personal statement that justifies the case for promotion or tenure and to prepare the file, including all relevant evidence as indicated below, to support this justification.

4.2.1. The personal statement should be addressed in clear fashion to non-specialists in the department, the administration, outside evaluators, and faculty in other disciplines involved in the evaluation process.

4.2.2. The personal statement should include separate components on research, teaching, and service as explained below.

4.2.3. The statement should address such components of quality and impact as: the purpose and complexity of the research project; the scope, originality, and depth of scholarship; the reputation or prestige of the venue in which work appears; the size, diversity, and nature of audiences (e.g., local, national, or international); the process of internal and external peer review; and the

specifics of contributions to collaborative projects. As appropriate, candidates should explain equivalencies or specific projects in comparison with peer-reviewed research book or journal article.

4.2.4. The personal statement relating to research should include a statement on current work in progress and future plans for research. Evidence, including unpublished manuscripts, grant proposals, and publication proposals, may be included in the candidate's file.

4.2.5. Candidates are expected to present evidence of the impact and quality of their research and scholarship drawn from the categories below.

4.3. Categories of Evidence of Research

4.3.1. Peer-reviewed scholarly books based on original research and published by a reputable press of national or international stature normally defines the conventional standard of achievement for research and scholarship by our department. This standard can be met by an equivalent combination of other scholarly achievements indicated in the list below. One example of equivalency is a set of original research articles, normally at least four, published in highly visible, refereed journals, and anthologies with national or international reputations, This is only one of numerous and varied other equivalencies that can meet the standard. The list below indicates the variety of scholarly production in the discipline of history in unranked and un-weighted order.

4.3.2. Peer-reviewed articles in scholarly journals and chapters in anthologies.

4.3.3. Grants, grant proposals, and other fund-raising initiatives to support research and scholarship.

4.3.4. Documentary or critical editions and published collections of original historical documents gathered from appropriate archival sourced and edited with appropriate scholarly headnotes, footnotes, and introductory materials.

4.3.5. Translations of works of scholarship or important source materials from other languages.

4.3.6. Edited anthologies, journals, or series of volumes comprised of the work of other scholars, including online journals.

4.3.7. historic preservation and cultural resource management projects such as historic resource studies, historic structure reports, or nominations to the National Register of Historic Places.

4.3.8. Oral history projects and community history projects.

4.3.9. Museum exhibits: curatorial products, interpretive proposals, object research, exhibition scripts, catalogues, public and educational programming.

4.3.10. Documentary films, television and radio programs.

4.3.11. Contract research reports, administrative histories, interpretive plans or educational materials for historic sites, policy papers, expert testimony or consulting reports.

4.3.12. Archival administration projects such as the creation of finding aids based on the processing of a manuscript collection.

4.3.13. Papers, lectures, plenary and keynote addresses delivered to scholarly meetings or professional conferences.

4.3.14. Digital history projects such as online exhibitions, digital documentary editions, e-journals, digital archives, online collection databases, website articles, and other forms of content development for history-based websites.

4.3.15. Review articles evaluating scholarship in a specific field, essays on historiography and related subjects, peer reviews of book and article manuscripts, published and online book reviews.

4.3.16. Syntheses of scholarship published in textbooks, publications designed specifically for classroom use, newsletters, encyclopedias, reference books, books and magazine articles intended for broad audiences.

4.3.17. Dissemination of scholarship through op-ed pieces, interviews, blogs, and other commentary as historians in the popular media or on the internet.

4.3.18. All reviews of the candidate's research and scholarship, including published

and online reviews. Candidates may include reviews of their work solicited by publishers or evaluator's comments on grant proposals and exhibit proposals.

4.3.19. Honors and awards for research and scholarship.

4.3.20. Copies of work in progress that the candidate is willing to have the TPC peruse and evaluate.

4.4. Evidence related to teaching:

4.4.1. The component of the personal statement relating to teaching should explain how the record of teaching meets the criteria for promotion or tenure. It should also explain clearly to non-specialists what subjects they teach and how they teach them and address any teaching in public venues beyond the university.

4.4.2. Summaries of qualitative and quantitative student evaluations, prepared by TPC (required of all candidates).

4.4.3. Available peer evaluations of classroom visits.

4.4.4. Copies of student evaluations (required of all candidates).

4.4.5. List of classes taught as the University of South Carolina, with enrollment figures and grading statistics (required of all candidates).

4.4.6. Representative examples of class syllabi and examinations at the University of South Carolina (required of all candidates).

4.4.7. Graduate research supervision, mentoring, and advising: names of PhD and MA students supervised at the University of South Carolina, titles of dissertations and theses, and dates of completion. Include current students and working titles. Indicate director or reader.

4.4.8. Undergraduate research supervision, mentoring, and advising: names, titles of projects, and dates of completion for Magellan Scholars, Honors College and Senior Thesis students, or service-learning projects supervised at the University of South Carolina.

4.4.9. Supervision of interns: names of students, placements, dates of internship,

copies of internship reports and evaluations.

4.4.10. Planning and participation in outreach projects involving students, faculty, local schools, community groups, heritage and cultural agencies.

4.4.11. Planning and participation in outreach projects such as organizing conferences and forums, giving media interviews, or writing opinion pieces that seek to educate public audiences about history.

4.4.12. Grants, grant proposals, and other fund-raising initiatives to support teaching, student research, collaborative and outreach projects.

4.4.13. Research, writing, and consulting on new approaches to teaching history; development of new courses and educational programs, development of digital resources for teaching and learning by university students and public audiences, and development of materials that integrate recent scholarship into classroom presentations and public programs; dissemination of these ideas through print media, exhibits, workshops and public forums.

4.4.14. Participation in teaching workshops such as those sponsored by the Center for Teaching Excellence at the University of South Carolina.

4.4.15. Honors and awards for teaching, including recognition from students, colleagues, community partners, and others for skill and dedication in teaching and in public programs.

4.5. Evidence related to service:

4.5.1. The component of the personal statement relating to service should describe the relevant activities of the candidate relating to service to the department, university, professional organizations, and the society beyond the university and explain how these activities meet the criteria on service as stated above.

4.5.2. Lists of departmental, college, and university committees upon which the candidate has served, with dates and positions as chair (required of all candidates).

4.5.3. Lists of service activities in professional organizations, with dates and positions (required of all candidates).

4.5.4. Description of administrative responsibilities in the department, college, or university with dates and positions.

4.5.5. Evidence related to program-building: initiation, development, and implementation.

4.5.6. Evidence of service and civic engagement activities outside the university and the profession – locally, regionally, nationally, and internationally – that the candidate deems relevant to the promotion and tenure decision.

4.5.7. Grants, grant proposals, and other fund-raising initiatives to support service related activities.

4.5.8. Honors and awards for service.

Approved by the University Committee for Tenure and Promotion, 3/21/2012.