

**DEPARTMENT OF HISTORY PROMOTION GUIDELINES**  
**21 February 2007**

To be recommended for promotion in the Department of History the faculty member shall meet the criteria for promotion cited in the current agreement between PSU/KNEA and PSU.

The faculty member should review and understand the contents of the PSU Faculty Handbook, current PSU/KNEA-PSU Contract, and the Core of Academe.

To be considered for promotion in the Department of History a faculty member is expected to be established as a productive member of the academic community at a level appropriate to her/his rank.

The following requirements shall be met:

A. Meet eligibility requirements through years of service and appropriate degree. Hold the degree of Doctor of Philosophy (Ph.D.) in History which is required in all but exceptional cases for promotion to Associate Professor and is mandatory for promotion to Professor. (Dossier models are available through Office of Academic Affairs. Department Chair will also provide assistance.)

B. Make sufficient progress to justify promotion to the next higher academic rank by maintaining a definite trend of outstanding productivity in the chosen area of excellence: Teaching, Scholarship, or Service.

C. Demonstrate significant growth and accomplishment in both teaching and scholarship, and show a definite commitment to service.

D. Demonstrate cooperation with other members of the Department to reach Department goals and maintain academic integrity of the Department.

E. Demonstrate professional growth and willingness to maintain the viability and the academic integrity of the Department.

F. Maintain cordial and respectful professional relations with colleagues in the Department with students, and with University personnel.

G. Receive a unanimous recommendation for promotion from the Department Promotion Committee. This recommendation shall consist of a vote by each tenured faculty member of higher rank in the Department, and it will express the faculty member's judgment as to whether the candidate is suitable for promotion in the Department. The promotion recommendation is based upon the independent professional judgment of the faculty members on the Department Promotion Committee.

## **Promotion Procedure**

Within the appropriate time frame for eligibility, indicate to the chair the desire to be considered for promotion.

Meet published deadline for submission of dossier following model provided by the Office of the Vice President for Academic Affairs. Dossier is initially submitted to Department Chair.

### **Achievement in Teaching, Scholarship, Service**

#### **Excellence in Teaching**

Carry out classroom teaching assignments, keep regular office hours and fulfill advising duties. This is expected of every faculty member and is not considered as a contribution toward exceptional work or teaching.

Clearly demonstrate teaching effectiveness as well as dedication to teaching. Documentation of Excellence in Teaching requires that course evaluations be done for all courses and that results be summarized and submitted.

Demonstrate teaching competence through preparation and use of instructional media as well as experimentation with appropriate innovative methods and techniques.

Assume leadership in the Department for one's specialization. This includes course revisions, curriculum development, seeking funding that focuses on curriculum and learning enhancement, identification of practicum and/or internship possibilities and development of student recruitment strategies.

Demonstrate creation of a learning environment for students which supports learning creative solutions to problems and positive growth in knowledge and skills.

Establish a record of self-development that demonstrates continuing growth in teaching. This may include attendance at institutes and workshops and evidence of process evaluation of impact on students.

#### **Excellence in Scholarship**

Remain active as a professional through participation in national, state and local professional meetings and seminars.

Disseminate creative/scholarly work through submission of manuscripts to recognized journals within the field, preparation of textbooks or monographs, and/or delivery of pre-reviewed presentations at professional meetings.

Demonstrate contribution to the knowledge base of one's specialization through invited lectureships and speeches.

Maintain an active research agenda including acquisition of funding to support research and scholarly efforts.

Gain recognition beyond the university for contributions to the field.

### **Excellence in Service**

Provide evidence of involvement in discipline-related service and university-wide service such as workshops, consultation and/or technical support for other programs, and as a guest speaker for other classes.

Participate in governance of the department and university through committee membership, assistance with special projects and participation in the decision-making process.

Participate in recruitment and retention of students. This includes such activities as university and department recruitment events, individual contacts with prospective students, development of recruitment materials and positive student advisement.

Serve as faculty advisor to assigned student organizations. This requires attendance at organization meetings, reports to the chair and other faculty members, participation in organization-sponsored activities and individual consultation with organization officers.

Demonstrate recognition of professional leadership through expanding roles in professional organizations at local, state and national levels.

Demonstrate recognition of professional ability through invitations to serve in roles such as consultant, presenter, workshop leader, and advisory board member to groups and organizations outside the Department and University. Included may be non-credit workshops offered through Continuing Studies.

This document, the Department of History Promotion Guidelines, developed as the departmentally specific guidelines for the Department of History on 21 February 2007, is approved.

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John L.S. Daley  
Chair, Department of History

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Lynette J. Olson  
Dean, College of Arts and Sciences

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Date

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Steven A. Scott  
Vice-President for Academic Affairs

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Date