

DEPARTMENT OF HISTORY TENURE GUIDELINES
6 September 2007

Appointment. An applicant must demonstrate the appropriate training and background to be a full-time instructor at Pittsburg State University through her/his curriculum vitae, official transcripts, professional recommendations, and scholarly publications, either in progress or in print. Further, except in rare instances, applicants are interviewed on campus in order for faculty to judge qualities of character of the applicant that cannot be gleaned completely from the printed page. The search and hiring procedures of the Department of History are designed to assure that a candidate has the potential to become a tenured faculty member.

Probationary Period. Because less readily quantifiable factors such as character, cooperation, collegiality, organizational ability, teaching effectiveness, and the prospect of sustained accomplishment cannot be fully ascertained from the application/interview process, the newly employed faculty member enters a probationary period, the length of which is governed by University procedures as listed in the Unclassified Personnel Handbook and in the Contract between PSU and PSU/KNEA (Kansas National Education Association). Though the primary intent of the tenure process is evaluative, the guidelines in the document are also designed to be developmental. In this light, they should assist a faculty member in preparing for a tenure application as well as assist her/him in building a successful career in academe and in meeting any special conditions set forth in the letter of appointment.

To be recommended for tenure in the Department of History a faculty member shall:

I. Meet the criteria for tenure cited in the current agreement between PSU/KNEA and PSU.

II. Fulfill the Department's criteria for tenure as follows: In order to achieve tenure, the faculty member must demonstrate during her/his probationary period the ability to meet the levels of achievement in the following areas (exactly how one satisfies these expectations is discussed in the section, "Assessment and Evaluation"):

TEACHING

1. To clearly demonstrate teaching effectiveness as well as dedication to teaching.
2. To assume leadership in the History Department for one's teaching specialty.
3. To create an environment for the students which supports learning, creative solutions to problems, and positive growth in the process of developing appropriate skills in one's particular area of teaching.

4. To establish a record of self-development that demonstrates continuing growth as a historian, scholar, and teacher.

SCHOLARLY/CREATIVE ACTIVITIES

1. To remain active as a scholar/creative historian, engaging in organized research projects to enhance the knowledge base in history, create new interpretations, or reassess extant interpretations.

2. To seek opportunities to demonstrate these activities in public forums, both on and off campus.

3. To remain knowledgeable in one's field of expertise by interacting with other professional historians, belonging to and attending the national and/or state meetings of appropriate learned societies or teaching organizations, and remaining current with the literature of one's specialty.

SERVICE TO THE UNIVERSITY AND THE HISTORICAL PROFESSION

1. To take an active part in the governance of the Department and the University through committee membership, assistance with special projects, and participation in the decision-making process that characterizes shared governance.

2. To participate actively in the recruitment and retention of qualified students.

3. To contribute to the mutually supportive atmosphere already established by the faculty of the department. To assist in assuring the satisfactory completion of various projects undertaken by the Department.

III. Demonstrate professional growth and a willingness to maintain the viability and the academic integrity of the Department. Progress in these categories will be monitored through the use of yearly reports filed by all tenured faculty members in the Department. Faculty will maintain cordial and respectful professional relations with colleagues in the Department, with students, and with University personnel. Collegiality can be demonstrated in the areas of teaching, scholarship, and service, as well as in one's professional dealings with colleagues.

IV. Receive a recommendation for tenure from the tenured faculty members of the Department. The recommendation shall consist of a vote by each tenured faculty member of the Department, and it will express the faculty member's judgment as to whether the candidate is suitable for tenure in the Department. The tenure recommendation is based upon the independent professional judgment of the tenured faculty of the Department. It is understood that the Chair will take seriously any negative vote on tenure.

V. Possess a Ph.D. in History from an accredited institution of higher learning.

ASSESSMENT AND EVALUATION

To apply for tenure, a candidate must submit a portfolio that contains, but is not limited to the annual performance reports submitted by a candidate, all of which should accompany the dossier. To receive a positive recommendation for tenure, candidates may provide documentation of teaching effectiveness, sustained and directed scholarly achievement, and service to the University, as well as to the history profession that are, in the professional judgments of the evaluators, of such recognizable merit as to justify the status and commitment of a continuing appointment.

Teaching Effectiveness. Documentation must include:

- 1) Course evaluations of all courses taught throughout the probationary period that in the judgment of the Department's tenured faculty can be evaluated and other evidence of successful direct involvement with students throughout the probationary period (printed programs of student performances on or off campus, scholarly publications, theses, participation in classes on or off campus, etc.).
- 2) Summary of all student evaluations of advisement.
- 3) Materials relating to course preparations and revisions, as well as instructional materials, handouts, syllabi, tests, or major assignments that would provide a picture of the candidate's present approach to teaching and pedagogy as well as to the candidate's ongoing development as a teacher.
- 4) Other evidence the candidate feels demonstrates her/his teaching effectiveness. This may include but not be limited to professional development activities or presentations that have a direct, immediate impact on pedagogy and teaching beyond the boundaries of PSU, solicited or unsolicited peer evaluations, professional recognition of teaching excellence, evidence of active recruitment or initiatives to improve retention of students.

Scholarly Activity/Creative Accomplishment. The candidate must provide a record of sustained accomplishment and should show promise for future contributions that will be meaningful to the History Department.

- 1) The candidate is expected to be active in professional organizations by attending professional meetings annually at the state, national, or international level (pending partial or full funding from the University)
- 2) Candidates must provide a record of sustained accomplishment. This may be demonstrated through publications, presentations, progress in large research projects, funded grants and/or technological applications that are recognized in the history profession as important contributions to the field. Off campus peer review and dissemination will be an important consideration in the assessment of these accomplishments.

Service to the Community and the Profession. As with the first two areas, the candidate must show an active, sustained record of participation as well as interest in her/his profession and in Pittsburg State University. This may be demonstrated by service in departmental or university committees, involvement in special projects that serve the Department or the University as a whole, consistent participation in the governance of the Department, support of area history teachers and their programs, active recruitment, and participation in supporting and sustaining the history profession.

Demonstration of active involvement in professional historical organizations may include but not be limited to attending meetings, adjudicating in festivals or competitions, presenting papers at meetings, serving on panels at meetings, chairing paper sessions at meetings, participation in or directing clinics, doing poster sessions at meetings, performing at meetings, holding an office in a professional society, serving on committees, or participating in any other organized and/or sustained contribution to the professional organization.

If it is unclear to the candidate whether an activity should be listed under “Service” or one of the other two categories, s/he should select the area which s/he believes best reflects its nature or purpose. If an activity clearly applies to more than one of the three categories, the candidate will so note.

A COMMENT ON PROCEDURE

(please refer to the Contract between PSU and PSU/KNEA for full detail)

In order to assure that an evaluation standard is evenly and fairly administered, the Chair will make a tenure recommendation separate from and independent of the recommendation made by the departmental tenure committee, which is made up of all tenured faculty in the Department other than the Chair. Additionally, the Chair has the obligation to keep the candidate and the faculty tenure committee informed as to progress toward tenure.

These guidelines were adopted by the tenured faculty of the Department of History on 6 September 2007, and approved by the following:

John L.S. Daley,
Chair, Department of History

date

Lynette J. Olson,
Dean, College of Arts and Sciences

date

Steven A. Scott,
Vice-President for Academic Affairs

date