

**Guidelines for Tenure and Promotion**  
**Department of History**  
**Texas Tech University**

Criteria and Evaluation:

In judging an application for tenure and/or promotion, the department evaluates proficiency in teaching and in research in accordance with the criteria outlined in this document. In addition, involvement in service and/or administrative activities germane to the operation of the university will be considered.

*Research and Scholarship:*

An assistant professor seeking tenure and promotion (or an untenured associate professor seeking tenure) must maintain an active research agenda and prove continuing scholarly excellence. Typically, this is demonstrated through the publication of a scholarly book with a reputable press. (A book will be considered finished once it reaches the page proofs stage of the publication process.) However, sufficient scholarly activity may also be demonstrated by the publication of at least five substantial peer-reviewed articles in well-respected regional, national, and/or international journals, and/or peer-reviewed chapters in edited books published with a reputable, scholarly press. In each case, including those that may not precisely conform to the above guidelines, the department must make a judgment about the overall quality of the candidate's body of work.

Moreover, candidates often arrive at Texas Tech with a range of accomplishments. The department will give a new hire a clear indication of the scholarly productivity that is expected. For example, a candidate who arrives with a book would be expected to demonstrate further scholarly progress on a major project, as demonstrated by the delivery of scholarly papers and the publication of peer-reviewed articles or book chapters, but the expectation would not be for another book during the probationary period.

An associate professor seeking promotion to the rank of full professor must have qualifications exceeding those of the associate professor and must be nationally recognized in the profession as a scholar. Typically, this is demonstrated through the publication of a second scholarly book; however, an equivalent assortment of works (as described in the two paragraphs above) may well demonstrate sufficient scholarly activity.

An untenured full professor, to be granted tenure, must have qualifications exceeding those of the associate professor seeking tenure and must be nationally recognized in the profession as a scholar.

In judging research, the department values the opinions of outside scholars. For example, the department considers book reviews, reports of editorial boards, press critiques, and reports from recognized scholars in the particular field. Scholarly critiques of papers read at professional meetings may also be used to evaluate research.

*Teaching:*

Approval for tenure and promotion requires a record of good teaching. In evaluating a candidate's performance in this area, the department considers the teacher's attitude toward students, availability for counseling, preparation, utilizing one's own research in teaching, and ability to stimulate students'

interest. In this process the department may consult class evaluation forms, peer visitation reports, and studies of grading and enrollment patterns.

*Service:*

Approval for tenure and promotion requires a good record of service in cooperation with departmental and university life. Candidates should remain involved in department and university affairs, performing a fair share of committee work appropriate to one's rank. The department will also consider the candidate's participation in the work of professional committees and organizations. Generally, activities in the off-campus community are matters of citizenship and personal choice and do not count toward tenure or promotion. An exception occurs where the individual is utilizing scholarly expertise in advising local groups or delivering public lectures.

Procedures:

The Department Chair will keep the Department of History's faculty well advised of the deadlines for tenure and promotion applications, including the College of the Arts and Sciences' requirement that all dossiers must reach the Dean's Office by the third Friday of October.

During the spring semester of the preceding year, the Chair and the tenured members of the Executive Committee will select a Review Committee of three members from those eligible to vote on tenure. When the candidate is also seeking promotion, the same committee will serve for both processes. Candidates may exercise a peremptory challenge to one person.

Candidates should be provided with copies of the Texas Tech University Tenure Policy, the O.P. 32.01, the "College of the Arts and Sciences Guidelines for Tenure and Promotion," and the Department of History's "Guidelines for Tenure and Promotion." A signed statement by the candidate verifying that she/he has seen these documents and has received a copy of the dossier must accompany the tenure dossier.

In cases dealing with tenure and promotion to the rank of associate professor, the Review Committee will assess the achievements of the candidate in the areas of teaching, research, and service. The Review Committee will receive access to the candidate's annual reports and Chair evaluations, annual peer evaluations, and the Third Year Review Committee Report.

The Review Committee, in consultation with the candidate, will conduct a minimum of two visitations to her/his classes. At least one visit will be to an advanced offering. The Committee will make at least one visitation as a committee of the whole. A formal list of the criteria to be used will be made available to the candidate beforehand. An evaluation based on these criteria will be made for each visitation.

To evaluate research accomplishments of the candidate, the Committee will review the publication record and other pertinent information. To assist in the evaluation of this material, six outside authorities will ordinarily be consulted, three from a list supplied by the candidate, the other three to be identified by the Review Committee. The process of contacting these individuals should begin in March or sooner during the semester preceding the tenure and promotion vote. In addition to seeking an overview of the candidate's research contribution, the consultants will be asked to rank the publication outlets in accord with the system the College has established.

The Review Committee will issue a formal report to the members of the tenured faculty. The candidate will countersign the Committee report to the members of the tenured faculty and may submit comments to accompany it. For the Department's information, the Chair will make available a roster of the members eligible to vote on the candidate and will maintain a tally sheet indicating the number of eligible voters not participating. Before ballot counters certify the count, the number of positive recommendations, negative recommendations, abstentions, and non-participations must total the number of eligible voters. Those who are on leave are entitled to receive copies of the Review Committee's report.

In cases dealing with promotion to the rank of full professor, the Review Committee will issue a formal report to full professors only and will base that report on the candidate's performance history since the year of last promotion.

The Executive Committee will supervise the conduct of these procedures.