



PROVOST AND ACADEMIC VICE PRESIDENT

1 JOHN CARROLL BOULEVARD
UNIVERSITY HEIGHTS, OHIO 44118-4581
PHONE 216.397.4207
WWW.JCU.EDU

5 November 2018

Dr. Matthew Berg, Chair
Department of History
John Carroll University

Dear Dr. Berg,

I have received the department's Tenure and Promotion Policies revised and submitted October 2018, and I am in agreement with Dr. Margaret Farrar that the department has responded carefully to the issues of concern.

I hereby approve the Department of History's Tenure and Promotion Policies as submitted in October 2018 (copy attached). They will be in effect for any faculty members hired after this date.

Thank you for your careful attention to this matter.

Yours truly,

A handwritten signature in blue ink that reads "James Krukones".

James Krukones
Interim Academic Vice President

Attachment

Cc: Dr. Margaret Farrar
Dr. Al Miciak

Tenure and Promotion Regulations

Department of History

(Candidates and Tenure Committee alike must consult the Faculty Handbook, Appendix J, for procedural requirements and deadlines.)

A. Department Tenure Process Procedures

- I. Candidates on the tenure track are evaluated annually by tenured members of the department (the Tenure Committee). An "Evaluation of Non-Tenured Member" form is given to each new faculty member who is on the tenure track. In addition, the procedure to be followed in the department will be explained by the Tenure Committee chair.
- II. One departmental non-tenured member evaluation form for each non-tenured member is given to each tenured member in the Spring semester. These forms are filled out and given to the Tenure Committee chair.
- III. A meeting of the Tenure Committee (consisting of all tenured members of the department) is held toward the close of each Spring semester. At these meetings, the Tenure Committee chair will summarize the ratings on the forms to the committee. A full discussion on each tenure candidate follows.
- IV. The Tenure Committee chair meets with the tenure candidate to summarize the results of the Tenure Committee meeting. At this time, a complete summary of the evaluation forms is given to the candidate and, if improvement is necessary, specific guidance will be given as to how to achieve the required level of improvement. The candidate will be allowed to respond to the Tenure Committee's evaluation, and it will reply to any response before the end of the academic year. Anonymity of the tenured members is protected at all times.
- V. A complete summary of the ratings forms along with the minutes of the Tenure Committee meeting will be sent to the Dean of the College of Arts and Sciences.
- VI. Mid-tenure candidates need to document a sustained commitment to achieve tenure requirements in the areas of teaching, research, and service. This can be done by setting and documenting the accomplishment of self-crafted goals that are consistent with department expectations and corroborated by the Tenure Committee. These goals should demonstrate continuous growth in response to meaningful feedback from the Tenure Committee and sustained engagement to excel in these areas. To continue on the tenure track, candidates must document progress in these areas as well as a plan for maintaining that progress. To vote affirmatively on continuation, the Tenure Committee must be persuaded that this evidence demonstrates that the candidate is likely to earn tenure at the end of the tenure track period.

- VII. In the semester in which a tenure decision is to be made, the tenure candidate prepares a dossier which supports his/her request for tenure and presents it to the Tenure Committee. The Committee will meet to decide whether to recommend tenure. The Committee may decide the question by voice vote, or it may elect to have a secret ballot. A two-thirds majority vote of the Committee is needed for a favorable decision. The Tenure Committee chair will notify the Committee and the candidate in writing of the result.
- VIII. The tenure candidate's dossier, along with the Tenure Committee's recommendation on tenure (including the vote count), will be forwarded to the Dean of the College of Arts and Sciences for appropriate action.

B. Tenure Criteria

I. General

Each candidate for tenure in the Department of History must make substantial contributions to the University in three areas: teaching, scholarship, and service, with primary emphasis on teaching and scholarship. Each candidate will be given timely appraisals of progress toward tenure.

II. Teaching

To ascertain the quality of a tenure candidate's teaching, several measures will be used, including, but not limited to, peer review, course syllabi, evidence of creativity in the classroom, student evaluations, and active participation in student advising. The candidate for tenure is expected to develop and teach a range of course offerings for the major and the University Core Curriculum. The candidate is expected to document in a consistent, sustained manner how students have achieved institutional, Core Curriculum, and departmental learning goals in classes taught.

The tenure candidate will also be expected to advise history majors and engage in other appropriate forms of advising by the midterm review. The tenure candidate will be mentored and assessed in advising by the department chair and other tenured members of the Department of History.

III. Scholarship

The successful tenure candidate will have an ongoing program of research. The object of this research must be to advance knowledge in the discipline, and it must be communicated to other members of the discipline. The most important standard of scholarship for earning tenure and promotion in the Department of History is publication in peer-reviewed venues. These publications may take the form of academic monographs, journal articles, chapters

in edited volumes, or a combination of the three. In consultation with the Tenure Committee, alternative forms of peer-reviewed scholarship may also be considered as substitutes for the above-mentioned publications. Publication of a single monograph or three peer-reviewed articles/chapters will satisfy expectations for scholarly publication, with the understanding that the venues are of sufficient quality and selectivity. In each case, the candidate will provide evidence of the quality of venue. That evidence might take the form of rates of acceptance, editorial standards, or other sources of information. On an annual basis, the department will evaluate the candidate's progress toward developing an active research program and engagement in a scholarly network. Examples may include presenting papers at academic conferences or invited talks at other universities, publishing scholarly book reviews, creating digital humanities projects, and other relevant activities.

In order to assist the Tenure Committee, the deans, and the Academic Vice President with their assessment of the candidate's scholarship, the candidate should provide the Tenure Committee with a list of three to five (3-5) authorities outside the University who can provide an independent assessment of the candidate's scholarship. Those recommendations must be made early in the semester during which the candidate will submit his or her dossier. The Tenure Committee will select two (2) of these authorities to provide a written assessment of the candidate's scholarship. The candidate will be provided with a copy of these assessments with the names of the reviewers expunged.

IV. Service

A successful tenure candidate must document the cultivation of skills and experience to serve the John Carroll community in key institutional efforts after tenure. The successful tenure candidate is not only a strong teacher-scholar, but is also an actively engaged departmental and University citizen. The department also expects the candidate to play an active role in service to the scholarly community. Service may be offered in many forms. Examples of departmental service include departmental committee work and participation in department events. Examples of University service may include committee work, participation in student recruitment, and directing programs. Service to the scholarly community may include: reviewing manuscripts for grant-making bodies, journals, and academic presses; participating in digital humanities projects; and other relevant activities.

C. Presentation and evaluation of materials.

Candidates will present their materials in a dossier whose form and content are specified in documentation supplied by the office of the Academic Vice President. Dossiers should include a table of contents and clear divisions between materials (syllabi broken down by year, student evaluations by year and/or by course, etc.).

To make the case for tenure and promotion, the candidate should not only include evidence (e.g., syllabi, peer teaching observations, student evaluations, pedagogical techniques, publications, listing of service), but should also contextualize and evaluate that evidence.

Regarding publications, the candidate should provide evidence for the quality of the venues in which he or she publishes. This may take the form of the acceptance rate of journals, their listing in the Electronic Social and Science Citation Index (ESSCI), or other appropriate information. Candidates for tenure and promotion in the Department of History are encouraged to publish in international forums, which may raise the profile of the department beyond American borders. The candidate should take pains to explain the quality, audience, and rigor of international publications.

D. Promotion to Associate Professor

For Assistant Professors, the criteria for tenure and for promotion to Associate Professor are identical.

E. Promotion to Full Professor

I. Process

Beginning in the fifth year of service in rank, an Associate Professor may apply for promotion to Full Professor during any Fall semester. (Extraordinary accomplishment may justify early application.) The candidate for promotion will initiate the process by notifying the chair of the promotion committee and assembling a promotion packet according to the current University regulations specified in the memorandum "Format for Presentation of Promotion and Tenure Materials." Such packet will be submitted by October 15 to the Promotion Committee of the department, which will add its recommendation and send the packet on by November 1 to the Dean of the College of Arts and Sciences for further action. For the promotion to Full Professor, the Promotion Committee will consist of those tenured department members who are themselves Full Professors, or, in the absence of such members, the department chair.

II. Criteria

(a) General

"Appointment to the rank of Professor recognizes an advanced degree of professional and personal maturity accompanied by a record of outstanding accomplishment in teaching, scholarship, and general service to the needs of the University" (JCU Faculty Handbook, p. 8). To merit promotion to Full Professor at John Carroll the candidate must demonstrate accomplishment in those areas considered vital to the University's academic success:

teaching, scholarship, and service. The Promotion Committee will measure the candidate's degree of achievement in these areas according to a scale with the values excellent, very good, good, fair, and poor. To merit promotion, the candidate must rate at least good in every area, and very good or excellent in two of the three areas.

(b) Teaching

Good teaching is paramount to the success of a university such as John Carroll. Accomplishment in the area of classroom teaching may be demonstrated in a variety of ways; examples include, but are not limited to: incorporation of scholarship into the classroom; refinement of or innovation in teaching techniques; participation in teaching workshops, mentoring programs, or other teaching enhancement activities; participation in student advising. "Outstanding accomplishment" in teaching may be demonstrated in a variety of ways: the development of new courses; commitment to teaching courses within the University core curriculum; thoughtful assessment of one's student evaluations (use of departmental evaluation form required); deliberate integration of assessment techniques in one's courses and candidates' considered reflection on outcomes; participation in the Department of History's required courses (HS 300 and HS 490); observation of candidates by tenured members of the department. The committee will assess the candidates' work in light of the department's learning goals and best practices as expressed in the peer observation document.

(c) Scholarship

The successful promotion candidate will demonstrate outstanding accomplishment in the realm of scholarship, showing that the program of scholarly activity continues to advance knowledge in the discipline, is appropriately disseminated, and enhances the reputation of the University. Accomplishment will take the form of refereed scholarship that establishes the candidate as an authority in the field of specialization. Examples include, but are not limited to: the publication of articles in significant refereed journals, chapters in peer-reviewed edited volumes, the publication of one or more monographs that are subsequently reviewed in scholarly venues, the receipt of grants from organizations with a referee process. The candidate will meet or exceed the level of productivity expected for tenure and promotion to associate professor.

As in section B.III. of the tenure regulations, the candidate for promotion should provide the promotion committee with a list of outside authorities, a subset of whom will be asked to provide an assessment of the candidate's scholarship.

(d) Service

The successful candidate for promotion will be expected to demonstrate a continuing service commitment to the department, to the University, and to the community or professional organizations. Service may be demonstrated in many forms. Examples include, but are not limited to: departmental committee work, participation in departmental functions, University committee work, University student recruitment, and involvement in organizing campus events or directing

student organizations. Examples of leadership include: serving on Faculty Council and chairing Council committees; being elected to important committees and serving as chairs or subcommittee chairs, chairing departmental and University committees; serving as department chair or program director. Candidates for promotion must indicate the projects or initiatives in which these committees or subcommittees engaged, discuss outcomes, and how the results of the work contributed to the vitality of the University. Additionally, it is expected that the successful candidate for promotion to Full Professor will have taken a leadership position within the historical profession. Activities may include: reviewing books; refereeing articles; reviewing grant applications; editing journals, book proposals, and book manuscripts for journals and publishers; and serving on the boards and/or committees of professional organizations; or by other activities important to the scholarship of the historical profession.

(Adopted 5/4/81: Revised 10/15/90; 3/22/91; 9/23/91; 11/16/94; 10/18/06; **10/19/18**)

APPROVED NOV 05 2018