

TEXAS WOMAN'S UNIVERSITY
College of Arts and Sciences
Faculty Promotion and Tenure – Department of History and Government Effective September 1, 2008

Criteria for the ranks of Lecturer, Assistant Professor, Associate Professor, and Professor appropriate for the Department of History and Government appear on pages 3 through 14 of this document, following introductory statements on Mission, Philosophy for Tenure and Promotion Recommendations, and comments on Teaching, Scholarship, and Service. The requirements section that follows is divided into four areas: the university standards appear first, followed by component criteria for teaching, scholarship and service specific to History and Government.

Mission

The Department of History and Government supports the College of Arts and Sciences' commitment to provide students opportunities to:

- Excel academically (e.g., through honors courses, research projects, and presentation venues);
- Experience an optimum classroom environment (with the goal of having most classes taught by full-time faculty, with small class sizes to encourage student and faculty interactions);
- Acquire professional work experiences (e.g., through internships and cooperative education programs);
- Develop leadership skills (e.g., through student clubs and organizations); and
- Begin the lifelong process of personal enrichment through learning and service.

Specifically, the mission of the Department is to enrich the lives of all students at TWU by promoting a thorough understanding of subjects taught by its faculty, enlarging the capacity of students to integrate analytic thinking into their life plans, developing a capability for public leadership and thoughtful career development through a commitment to liberal education, and supporting the achievement of excellence by TWU students and faculty members in an environment that recognizes and upholds the values of cultural diversity. The Department seeks to ensure a commitment to critical and creative thought at the undergraduate and graduate levels through its academic programs, its pursuit of excellence in teaching, its research involvement, and its extensive involvement in professional activities and community service.

Philosophy for Tenure and Promotion Recommendations

The recommendations of the departmental Peer Review Committee and of the History and Government Department Chair will be guided by the principles in the American Association of University Professors' 1940 *Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments* (<http://www.aaup.org/AAUP/pubsres/policydocs/1940statement.htm>), and by the Texas Woman's University standards for tenure and promotion as published in the Faculty Handbook (<http://www.twu.edu/regents/k.html>). Candidates who are promoted to the rank of Associate Professor have satisfied the requirements for tenure. To be promoted to Professor, candidates must meet the additional criteria described in the specific standards for teaching, scholarship, and service that are outlined below. It is the responsibility of all candidates for promotion and/or tenure to be aware of the requirements and procedures of the department, college, and university.

University and Department of History and Government Standards

Teaching, Scholarship, and Service

The definitions of teaching, scholarship, and service in the University Standards approved by the Board of Regents are incorporated by reference to those standards in the Faculty Handbook (<http://www.twu.edu/regents/k.html>).

Specific standards for teaching, scholarship, and service for the guidance and mentoring of faculty pursuing tenure and/or promotion are given on pages 3 through 10. They reflect the broad mission of the department, and honor and celebrate the distinctive contributions of our faculty. The whole of the department benefits from variations in style and emphasis among the faculty. While teaching is the primary responsibility of the department, there is no precise formula for assigning proportional weight to the criteria of teaching, scholarship, and service. Effectiveness in meeting the standards is judged by evaluating faculty performance as a whole, through the peer review process, and not by a clerical process of checking off each item listed.

**University and Department of History and Government Standards
Promotion Requirements**

University Standards – Lecturer Track Faculty General Requirements		
Lecturer I	Lecturer II	Senior Lecturer
<ul style="list-style-type: none"> • Ordinarily requires the completion of a master’s degree and/or certification in the discipline, and a minimum of one year of positive teaching experience in the area of content expertise. 	<ul style="list-style-type: none"> • Completion of a master’s degree and/or certification in the discipline and a minimum of 4 years of teaching experience at the rank of Lecturer I in the area of content expertise are ordinarily required. • Normally, at least two of the 4 years of teaching at the rank of Lecturer I should have been completed at TWU. 	<ul style="list-style-type: none"> • Completion of a master’s degree and/or certification in the discipline and a minimum of 4 years of teaching experience at the rank of Lecturer II in the area of content expertise are ordinarily required. • Normally, at least two of the 4 years of teaching at the rank of Lecturer II should have been completed at TWU.

Department of History and Government Criteria – Lecturer Track General Requirements		
Lecturer I	Lecturer II	Senior Lecturer

University Standards – Lecturer Track Faculty Teaching Requirements		
Lecturer I	Lecturer II	Senior Lecturer
<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate command of their subject matter, continuous growth in content area, continuous development in instructional delivery systems and approaches, ability to organize and convey material in a way that fosters learning, and ability to interact with students effectively. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Participate effectively in course development and evaluation; • Serve as a faculty advisor for students, as assigned; • Demonstrate excellence in all aspects of teaching; • Obtain assistant/associate/full membership on the Graduate Faculty, as appropriate; • Serve as content expert on professional paper/project committees, as appropriate. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Participate effectively in course development and evaluation; • Serve as a faculty advisor for students, as assigned; • Demonstrate excellence in all aspects of teaching; • Obtain assistant/associate/full membership on the Graduate Faculty, as appropriate; • Serve as content expert on professional paper/project and/or thesis/dissertation committees, as appropriate; • Mentor students in content area(s) of expertise.

Department of History and Government Criteria – Lecturer Track Faculty Teaching Requirements		
Lecturer I	Lecturer II	Senior Lecturer

University Standards – Lecturer Track Faculty Scholarship and Other Creative Activities Requirements

Lecturer I	Lecturer II	Senior Lecturer
	Candidate must: <ul style="list-style-type: none"> • Share content expertise with colleagues; • Receive recognition as an expert in a content area through scholarly or professional presentations at local or state level and/or through scholarly or professional publications. 	Candidate must: <ul style="list-style-type: none"> • Serve as a resource to colleagues in content area of expertise; • Obtain and/or maintain national certification in content area, when applicable; • Receive peer recognition as an expert in content area through scholarly and/or professional presentations at regional or national level and/or through scholarly or professional publications.

Department of History and Government Criteria – Lecturer Track Faculty Scholarship and Other Creative Activities Requirements

Lecturer I	Lecturer II	Senior Lecturer

University Standards – Lecturer Track Faculty Service Requirements

Lecturer I	Lecturer II	Senior Lecturer
	Candidate must: <ul style="list-style-type: none"> • Contribute in a positive way to the mission of the component, college, and university; • Participate in component, campus, and/or college task forces or committees; • Participate in component, campus or college student recruitment activities; • Maintain active involvement in professional organizations. 	Candidate must: <ul style="list-style-type: none"> • Contribute in a positive way to the mission of the component, college, and university; • Serve in a leadership role on department, component or college committees, and/or task forces; • Demonstrate active involvement in component, campus, college or university student recruitment activities; • Demonstrate active involvement in professional organizations.

Department of History and Government Criteria – Lecturer Track Faculty Service Requirements

Lecturer I	Lecturer II	Senior Lecturer

TWU Requirements (General) (See Board of Regents Policy 5.06 for complete requirements)

University Standards – Tenure Track Faculty General Requirements		
Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> • Completion of appropriate terminal academic degree or its equivalent as defined by the academic unit. • Demonstration of current capability and desire for excellence in teaching, scholarship and service • Demonstrated potential for significant accomplishments in these three areas. 	<ul style="list-style-type: none"> • Normally, candidate will have served full time a minimum of 6 years at the rank of Assistant Professor at the college or university level and at least 2 years at TWU in that rank. • Demonstrated significant contributions in teaching, advising or other instructional activities; scholarship, research and/or other creative activities; and university, professional and public service. 	<ul style="list-style-type: none"> • Normally, candidate will have completed at least 6 years as Associate Professor at the college or university level and served full time at least 4 years at TWU as Associate Professor. • Demonstration of continuous and sustained meritorious achievements beyond the level of Associate in the areas of teaching, advising or other instructional activities; scholarly research and/or other creative activities; and professional, university and public service. • Sustained records of exceptional quality will be demonstrated. Promotion to the rank of Professor is in recognition of attainment rather than <i>length of service</i>.

Department of History and Government Criteria – Tenure Track Faculty General Requirements		
Assistant Professor	Associate Professor	Professor
<p>Candidate should:</p> <ul style="list-style-type: none"> • Demonstrate potential for and a commitment to making significant contributions in regional and national forums; • Have completed a terminal degree (J. D. degree or Ph.D. in History, Government, Political Science, Public Administration or a related field.) 	<p>Candidate should:</p> <ul style="list-style-type: none"> • Have a record of scholarly contributions in regional and national forums demonstrating significant achievement in the field of history or government; • Demonstrate ongoing teaching excellence and a commitment to departmental and college service; • Demonstrate significant 	<p>Candidate should:</p> <ul style="list-style-type: none"> • Demonstrate continuous and sustained meritorious achievements beyond the level of Associate contributions in the areas of teaching, advising, scholarship and university, professional, and public service consistent with the departmental mission and the role and scope of the faculty position.

<ul style="list-style-type: none">• Demonstrate capability and desire for excellence in teaching, scholarship and service;• Demonstrate potential for significant accomplishments in all three areas.	contributions in the areas of teaching, advising, scholarship and university, professional and public service consistent with the departmental mission and the role and scope of the faculty position.	
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TWU Requirements for Teaching (See Board of Regents Policy 5.06 for complete requirements)

University Standards – Tenure Track Faculty Teaching Requirements		
Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> • Candidate should demonstrate a current capability and desire for excellence in teaching, as well as potential for significant accomplishments in this area. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate excellence in all aspects of teaching; • Participate effectively in course development and evaluation; • Obtain membership on the Graduate Faculty, in components with graduate programs. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate excellence in all aspects of teaching; • Demonstrate leadership in the development of academic programs; • Maintain full membership on the Graduate Faculty, in components with graduate programs; • Serve as a resource to other faculty.

Department of History and Government Criteria – Tenure Track Faculty Teaching Requirements		
Assistant Professor	Associate Professor	Professor
<p>Candidate should:</p> <ul style="list-style-type: none"> • Demonstrate <u>capability and desire for excellence</u> in teaching courses as appropriate to the role and scope of the position. 	<p>Candidate should:</p> <ul style="list-style-type: none"> • Demonstrate <u>excellence in all aspects of teaching</u> during the period of time in rank as an Assistant Professor; • Demonstrate effectiveness in teaching as evidenced by course syllabi, course outlines, reference lists, or other evaluation materials that indicate teaching preparation; • Participate in course development, course enhancement/modification, and/or ongoing program evaluation. • Initiate relationships with colleagues to strengthen their current and future teaching; • Maintain the level of membership 	<p>Candidate should:</p> <ul style="list-style-type: none"> • Demonstrate excellence in his/her teaching role at TWU and <u>demonstrate leadership</u> in fostering educational excellence during the period of time in rank as an Associate Professor. • Demonstrate effectiveness in teaching as evidenced by course syllabi, course outlines, reference lists and other evaluation materials that indicate teaching preparation; • Demonstrate leadership in the development of academic programs across the component, college, and university; • Demonstrate leadership in course

	<p>on the graduate Faculty appropriate to the position and graduate-level teaching and supervision responsibilities;</p> <ul style="list-style-type: none"> • Demonstrate generous involvement in fostering scholarly development of students as a contributing member and chair of graduate committees and mentoring students to present on local, regional, and/or national levels. 	<p>development, course enhancement/modification, and/or on-going program evaluation;</p> <ul style="list-style-type: none"> • Demonstrate leadership in establishing relationships with colleagues to strengthen their current and future teaching; • Maintain the level of membership on the Graduate Faculty appropriate to the position and graduate-level teaching and supervision responsibilities; • Serve as a resource, mentor, evaluator and/or consultant to other faculty/programs on a local, regional and/or national level; • Demonstrate success in fostering scholarly development of student by mentoring students as an active chair and/or contributing member of graduate committees and mentor students to present on a local, regional and/or national level.
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TWU Requirements for Scholarship & Other Creative Activities (See Board of Regents Policy 5.06 for complete requirements)

University Standards – Tenure Track Faculty Scholarship Requirements		
Assistant Professor	Associate Professor	Professor
<p>Candidate should demonstrate a current capability and desire for excellence in scholarship as well as potential for significant accomplishments in this area.</p>	<p>Candidate must:</p> <ul style="list-style-type: none"> • Demonstrate excellence in research and creative activities; • Share the results of the scholarly work in peer reviewed forums; • Seek internal or external funding, as appropriate to the field. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Document a program of research and/or creative activities; • Serve as a research/creative mentor to colleagues/graduate students; • Seek and/or secure internal or external funding, as appropriate to the field; • Disseminate the results of scholarly work in peer reviewed forums.

Department of History and Government Criteria – Tenure Track Faculty Scholarship Requirements		
Assistant Professor	Associate Professor	Professor
<p>Candidate should:</p> <ul style="list-style-type: none"> • Demonstrate a <u>potential</u> for and a <u>commitment</u> to excellence in scholarly inquiry and to making significant scholarly contributions in regional and national forums in the field. 	<p>Candidate should:</p> <ul style="list-style-type: none"> • Demonstrate excellence in scholarly inquiry and a record of significant scholarly contributions in regional and national forums; • Have a program of significant scholarly inquiry (may include teaching and administrative/leadership or contributions based on scholarship); • Seek and/or secure internal funding or local, regional, and state external funding if appropriate and available to the scholarly activities. 	<p>Candidate should:</p> <ul style="list-style-type: none"> • Demonstrate excellence in scholarly inquiry and a record of significant scholarly contributions in regional and national forums; • Have an ongoing program of scholarly inquiry as evidenced by national-level scholarly productivity (may include teaching and administrative, or leadership, or national-level contributions based on scholarship); • Seek and/or secure internal funding or local, regional, and state external funding as appropriate to the scholarly activities and as available; • Demonstrate leadership and

		<p>mentoring in establishing relationships to strengthen and deepen scholarship;</p> <ul style="list-style-type: none">• Serve as scholarly mentor to colleagues and students.
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TWU Requirements for Service (See Board of Regents Policy 5.06 for complete requirements.)

University Standards – Tenure Track Faculty Service Requirements		
Assistant Professor	Associate Professor	Professor
<p>Candidate should demonstrate a current capability and desire for excellence in service as well as potential for significant accomplishments in this area.</p>	<p>Candidate must:</p> <ul style="list-style-type: none"> • Contribute in a positive way to the mission of the component, college and university; • Demonstrate leadership within the component and college; • Participate in recruitment, advising, and mentoring of students; • Demonstrate active involvement in professional and/or community organizations. 	<p>Candidate must:</p> <ul style="list-style-type: none"> • Contribute in a positive way to the mission of the component, college and university; • Demonstrate leadership within the university; • Demonstrate leadership within professional and/or community organizations; • Serve as a mentor to students/student organizations.

Department of History and Government Criteria – Tenure Track Faculty Service Requirements		
Assistant Professor	Associate Professor	Professor
	<p>Candidate should:</p> <ul style="list-style-type: none"> • Demonstrate a commitment to departmental and University service and have a profile of effective academic leadership; • Maintain professional organization memberships and start becoming involved with committee, editorial, book review, leadership or other organizational work; • Demonstrate significant service accomplishments through ongoing support of department, college, and university functions, committee service at the department and college levels, and leadership within the department in areas 	<p>Candidate should:</p> <ul style="list-style-type: none"> • Demonstrate a strong commitment to departmental, University and professional service and have a profile of effective leadership at TWU and in regional and/or national forums; • Maintain professional organization memberships and seek out leadership positions; • Demonstrate leadership in the Department, College and University and administrative leadership within the department in areas appropriate to the faculty position; • Contribute in an active and positive

	<p>appropriate to the position;</p> <ul style="list-style-type: none"> • Contribute in an active and positive way to the mission of the Department of History and Government, College and University; • Establish relationships involving students in projects to strengthen professional service; • Participate in efforts to recruit, advise, and mentor students in their personal and professional growth; • Serve as a mentor to students/student organizations for participation in activities outside of class that contribute to their professional growth in local, regional, and national forums; • Demonstrate active involvement as a member or consultant in professional and/or community organizations; • Serve as an active member on departmental, College and University committees. 	<p>way to the mission of the Department of History and Government, College and University;</p> <ul style="list-style-type: none"> • Provide active and professional leadership in recruitment, advising, and mentoring of students' professional growth; • Provide leadership in mentoring students and/or student organizations for participation in activities outside of class that contribute to their professional growth in regional and national and/or international forums; • Demonstrate active involvement as a member or consultant in professional and/or community organizations and assume leadership positions appropriate to the organization and/or activity.
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Tenure in the Department of History and Government
Texas Woman's University

Although the tenure decision may coincide with the decision for promotion within the tenured ranks, there are occasions in which the tenure decision occurs at a date other than promotion. In these cases, the guidelines below apply.

Criteria for Tenure for Associate Professor

The candidate must meet all the criteria required for promotion to Associate Professor as set forth by the department of History and Government above.

In addition, the candidate must demonstrate professional behavior within the academic unit, and provide evidence of continued productivity in teaching, scholarship, and service consistent with departmental needs, as well as the goals and mission of the Department.

Criteria for Tenure for Professor

The candidate must meet all the criteria required for promotion to Professor as set forth by the Department of History and Government above.

In addition, the candidate must demonstrate professional behavior within the academic unit, and provide evidence of continued productivity in teaching, scholarship, and service consistent with departmental needs as well as the goals and mission of the Department.

6/18/08 Approved by Faculty Evaluation and Development Committee, University Promotion and Tenure Committee, and Provost