

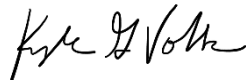


**UNIT STANDARDS REVIEW
SIGNATURE FORM**

Department of: History

Year: 2022

1) Department Chair:



12/16/2022

Signature

Date

2) Dean:



April 27, 2023

Signature

Date

3) Chair, UM Unit Standards Committee:



April 27, 2023

Signature

Date

4) Provost and Vice President for Academic Affairs:



April 28, 2023

Signature

Date

THE UNIVERSITY OF MONTANA
Department of History

Procedures and Standards for History
Faculty Evaluation and Advancement

COLLECTIVE BARGAINING AGREEMENT

These unit procedures and standards are in addition to and consistent with those provided in the current Collective Bargaining Agreement (CBA), and, in the event of any omissions or inconsistencies, the terms of the CBA shall be applicable and shall prevail. A faculty member should consult the Collective Bargaining Agreement 10.000 for procedures relevant to the evaluation process beyond the Faculty Evaluation Committee and to determine the procedural requirements for appeals.

PROBATIONARY APPOINTMENTS

The rights and status of probationary faculty, including right to prior service, notification of non-reappointment, procedures for retention, etc. are guaranteed. Faculty members are referred to CBA Sections 9.200-9.240 for specifics.

PROCEDURES FOR FACULTY EVALUATION

- 1. Individual Performance Record.** In accordance with section 10.220 of the CBA, documentation or evidence of performance required by the unit standards shall be prepared by each member of the Department in sequentially numbered pages and signed on the last page by the person to be evaluated. This documentation should include but is not limited to: documentation of scholarship, a list of courses taught during the review period, a summary of student evaluations, and a list of departmental and university committees on which the faculty member served. Some faculty activities may transcend or blur the categorical distinctions of scholarship, teaching, and service. In such instances, the activity can only count in one category. In addition to the IPR addressing the period under review, the applicant should append an up-to-date curriculum vitae. The individual shall submit the documentation to the Chair of the Faculty Evaluation Committee (FEC) by October 15. Faculty members under review are encouraged to consult with the FEC chair to determine which materials should be submitted to the FEC and what materials should be submitted to the Dean. In general, the IPR submitted to the dean must include copies of the SEC, FEC, chairperson, dean, and Provost's recommendations for all evaluations during the performance period.

Faculty members under review may not add to, alter, delete, or remove documents from their IPR once it has been submitted to the FEC except by:

- a. Updating the status of material in support of tenure unknown at the time the IPR was submitted
- b. Responding to a reviewer request for additional materials
- c. The regular appeals process identified in articles 10.240, 10.250, and 10.270

An individual on split assignment shall submit the documentation and evidence to the unit in which the greatest portion of the FTE is assigned; or, if the FTE is equally split, to the unit in which first hired; or, if not first hired in one unit, to the unit in which best qualified for full-time service.

In accordance with section 10.220 of the CBA, the periods documented in the IPR are as follows:

- a. Promotion to Associate Professor:** All service in the current rank, including prior service, if applicable, or the most recent seven (7) sequential years, whichever is less.
 - b. Promotion to Full Professor:** All service since documentation was prepared for the last promotion, or the most recent seven (7) years, whichever is less.
 - c. Tenure:** The entire probationary period including credited prior service.
 - d. Merit:** The time since the documentation was prepared for the last granted merit or promotion, or the most recent seven (7) sequential years, whichever is less.
 - e. Outstanding Performance Award:** The time since the documentation was prepared for the last granted award, or the most recent seven (7) sequential years, whichever is less.
 - f. Normal and Less-Than-Normal:** The record of the previous year(s) as appropriate (see Section 10.340 of the CBA for the evaluation schedule of tenured and tenure-track faculty).
- 2. External Review.** The chairperson of the FEC shall consult with faculty members applying for tenure to select two outside experts to provide written evaluations of the candidates' scholarship. The FEC chairperson will solicit written evaluations no later than May 15, requesting that evaluations be submitted no later than September 1. In the event that a request is declined or an evaluation is not received by the September 1 deadline, the FEC chairperson will continue to solicit written evaluations on the candidate's behalf. In the event that the required number of evaluations is not received by October 1, the FEC chairperson will inform the candidate and request other evidence, such as published reviews of the candidate's scholarship, in lieu of written evaluations to be submitted to the FEC prior to the FEC meeting.
- 3. Student Evaluations.** In accordance with Section 10.230 of the CBA, the department's Student Evaluation Committee (SEC) shall consist of at least three but not more than seven students who are majors and/or graduate students in the department and shall include one faculty observer who shall enjoy all rights of full participation and access to information except voting. The faculty observer shall be chosen from among the tenured or tenurable (i.e., tenure track) members of the department. The members of the SEC shall be appointed by the department chairperson by September 15. The SEC shall elect a chair from among its voting members.

The SEC shall review course evaluations and may seek or receive relevant evidence

from students who have taken courses from or have been advisees of the faculty member being evaluated. In accordance with Section 10.230 of the CBA, each faculty member must have at least one course evaluated for each semester during the review period. The committee shall prepare a written evaluation of the teaching and advising of each faculty member whose performance is being reviewed. Each written evaluation shall be signed by the chairperson of the SEC and the faculty member being evaluated by October 15. A faculty member may append a response to the SEC report prior to its evaluation by the FEC. In accordance with Section 10.230 of the CBA, neither error nor omission of student participation in any evaluation may constitute grounds for a grievance. The evaluation procedure may proceed without participation by the SEC.

4. **Faculty Evaluation Committee.** The FEC shall consist of all tenured faculty members of the History Department. Tenure-track, but not yet tenured, faculty shall enjoy all rights of observation and participation with the exception of voting. The FEC shall elect its own chairperson from among the committee membership no later than May 1. In accordance with Section 10.240 of the CBA, one student observer with all rights except voting shall be appointed by the FEC chairperson from among the majors and/or graduate students in the unit. Faculty applying for promotion, tenure, or merit shall not be present for discussion of their own applications, and faculty applying for merit shall not be present for or participate in the FEC's discussion or ranking of merit applications. The FEC shall evaluate all faculty members under review in the areas of scholarship, teaching, and service based on the department's General Criteria for Evaluating Faculty and shall make a written recommendation, signed by the FEC chairperson, which shall, where appropriate, specifically address: (1) retention, (2) salary increment, (3) promotion, and (4) tenure; and which shall be forwarded to the department chairperson and to the faculty member under review by November 15. In addition to the individual recommendations, the FEC shall prepare and append a summary of those who have been recommended by the committee for promotion, merit increase, and tenure respectively.

The FEC shall also determine an advisory ranking of merit and outstanding performance candidates. The FEC chairperson shall notify each candidate of their individual ranking and shall forward all rankings to the department chairperson by November 15.

Faculty members may submit a written appeal to the FEC regarding any aspect of the FEC's recommendation or process within ten (10) days of receipt of the FEC statement. All guarantees and procedures found in CBA 10.240 shall apply.

5. **Department Chairperson's Recommendation.** Based on the department's Unit Standards, on the CBA, and on consideration of the evidence submitted by the faculty member, the SEC recommendation, FEC recommendation, and any additional evidence received and placed in the evaluation report, the department chairperson shall prepare and sign a written evaluation for each faculty member under review in the unit. The chairperson's evaluation shall specifically address: (1) retention, (2) salary increment, (3) promotion, (4) tenure.

The chairperson's recommendation will be reviewed and signed by the faculty member being evaluated indicating that the faculty member has read it. It will then be forwarded

to the Dean of the College of Humanities and Sciences by December 15. Faculty members have the right to appeal the chairperson's recommendation. Faculty members may submit a written appeal to the chairperson regarding any aspect of the chairperson's recommendation or process. All guarantees and procedures found in CBA 10.250 shall apply.

In addition to preparing individual evaluations, the chairperson shall also prepare a summary list of those the chairperson has recommended for promotion, merit and outstanding performance increase, or tenure, respectively. Consistent with Section 10.250 of the CBA, the chairperson will rank the names on the list of recommendations for merit and outstanding performance in priority order.

The department chairperson will make available, at a faculty member's request, the chairperson's ranking of that faculty member's merit application.

- 6. Dean's Recommendation.** Based on the CBA, unit standards, and the evaluation record, the dean shall prepare an individual written evaluation and recommendation for each faculty member being evaluated. The dean shall also prepare and forward a summary list of those recommended for promotion, merit and outstanding performance, or tenure, respectively. The names of those recommended for merit and outstanding performance increases shall be listed in order of priority by the dean. On or before February 15, the dean shall inform the faculty member that merit and outstanding performance rankings are available and shall provide the individual's ranking at the request of the faculty member. A faculty member may appeal the dean's recommendation and/or merit and outstanding performance increase ranking according to the policies and procedures in Sections 10.260, 10.270, and 10.280 of the CBA.
- 7. Provost's Recommendation.** The decision of the Provost shall be based on the total evaluation record and shall constitute the final institutional recommendation to the Board of Regents regarding faculty retention, salary increase, promotion, or tenure. The recommendation shall be forwarded to each faculty member by April 25 provided all other recommendations have been timely forwarded and no matter is under appeal.
- 8. Faculty Rights.** Each faculty member may include whatever relevant material the faculty member wishes in annual documentation by October 15. Each faculty member may discuss annual evaluations with the department and FEC chairpersons, appear in person before the FEC, and review and appeal personnel decisions and recommendations according to the CBA. These procedures are designed to ensure peer review and to guarantee consultation among faculty members, chairs, and committees.
- 9. Non-tenurable faculty.** Non-tenurable faculty will be evaluated by the same processes and general standards as tenure-line faculty. Non-tenurable faculty, however, will not be expected to perform service or meet the same standards of scholarship for "normal" evaluation. The level of scholarship required of non-tenurable faculty will be determined by the nature of the appointment and established in writing at the time of appointment.

UNIT CRITERIA FOR EVALUATING FACULTY

The History Department values the diverse strengths of its faculty members and encourages them to develop and utilize their particular strengths in teaching, scholarship, and service. It encourages faculty members to take risks and be innovative. These criteria for evaluating faculty are meant to encourage individual achievement and, just as importantly, foster collegiality and enable the attainment of collective goals.

All faculty members will be evaluated according to the following general criteria in the areas of scholarship, teaching, and service. The evaluation process requires close examination of each faculty member's scholarship and considered reflection on the extent and quality of the faculty member's teaching and service. In the case of split or part-time appointments, the FEC will take such situations into account in evaluating teaching, scholarship, and service.

1. General Criteria for Scholarship.

- a. The History Department values scholarly research and expects every member of the department to be actively engaged in research and the production of historical scholarship. The department expects that research will result in professional and/or public dissemination.
- b. In line with standards promoted by the American Historical Association (AHA), the department accepts a wide range of scholarly output as creditable scholarship, including but not limited to:
 - Books, articles, essays, and reviews published in print and/or electronic form
 - Development of or contributions to public history projects
 - Development of or contributions to digital history projects
 - Presentations at professional conferences, scholarly symposia, or public lectures
 - Contributions to documentaries or other video productions
 - Contributions to podcasts or other audio productions
 - Translations or new editions that involve substantial revision
 - Media interviews and commentary
- c. Candidates for promotion, tenure, or merit must make their scholarship available to the FEC for evaluation.
- d. As evidence of completed scholarship, the department accepts a variety of documentation, including but not limited to: page proofs, beta versions of websites, recordings of podcasts or interviews, and photographs or video walkthroughs of museum exhibits. The department also recognizes that circumstances beyond a candidate's control may sometimes make it impossible to provide normal documentation in a timely manner. In such cases, alternative forms of documentation may be accepted at the discretion of the FEC.
- e. In evaluating scholarship, the FEC will take into consideration:
 - Depth, originality, and quality
 - Magnitude, scope, and ambition
 - Significance of the contribution to historical knowledge
 - Extent and nature of review and/or editing process
 - Reputation of the publisher or venue
 - Published peer and media reviews
 - Citations and references in other scholarship and media

- Evidence of circulation and scope of dissemination
 - Solicited letters by other scholars assessing the quality and significance of the scholarship
 - Letters and reports from granting agencies evaluating the quality of the scholarship
- f. In line with standards promoted by the AHA, the History Department defines peer-reviewed scholarship broadly, including but not limited to:
- Books published by academic or trade presses
 - Articles appearing in refereed journals
 - Articles appearing in journals, edited anthologies, or online venues that were reviewed by scholarly editors and/or editorial review boards
 - Public history and/or digital history scholarship reviewed by professional academics and/or professionals working in museums, historic sites, and other sites of mediation between scholars and the public
- g. The History Department recognizes the value of historical research that incorporates other disciplinary approaches and/or appears in interdisciplinary publications and publications in other disciplines. The FEC will apply the same criteria to evaluating interdisciplinary scholarship as to historical scholarship.
- h. Co-authored or co-produced scholarship will be evaluated with the proviso that faculty members will be accorded credit in proportion to their contribution to the scholarship.
- i. Appearance of works in translation, new (but not substantially revised) editions, reprints, invited lectures and talks not based on original research, and participation in conferences as chair or moderator will be considered as evidence of professional recognition. In cases where faculty members translate their own work or new editions of scholarship involve substantial revisions, these will be considered as scholarship and evaluated according to the same criteria as other scholarship.

2. General Criteria for Teaching

- a. The Department recognizes that teaching is central to the University of Montana's mission and selects and rewards its faculty in part on the basis of excellence in teaching. The History Department expects each of its faculty members to contribute to curricular development and to provide effective teaching, including classroom instruction and mentoring of undergraduate students.
- b. The department also expects each of its faculty members to participate in the education of our graduate students, to the extent and in the ways that their subject-matter expertise and other responsibilities permit. The department seeks to recognize and reward those faculty members who advise doctoral and masters' students, oversee field exams and serve on committees, and teach graduate courses. The department recognizes that not all faculty members are in a position to fulfill these roles to the same extent.
- c. Examples of effective teaching include but are not limited to:
- Teaching rigorous and innovative courses, whether old or new, that contribute to curricular needs and/or the generation of student credit hours
 - Bringing original research, new scholarship, and new pedagogic methods into the classroom
 - Developing quality instructional materials, in print or digital forms

- Advising and mentoring undergraduate and graduate students, especially with evidence of academic or career success by mentored students
 - Contributing to department curricular development and needs, such as designing and teaching needed courses outside fields of expertise
- d. In evaluating teaching, the FEC will consider the SEC report and recommendation. The applicant may also submit for consideration other materials, including but not limited to:
- Summary of courses taught with explanations of how they contributed to the department's teaching mission, as outlined in 2c
 - Summary of the quality and quantity of student advising and mentoring, and enumeration of student awards or successes
 - Original student evaluations with comments
 - Letters, messages, and other forms of comment or tribute from students
 - Instructional materials (paper or digital)
 - Results of peer evaluation
 - Nomination for and/or receipt of teaching awards
- e. Advising and mentoring of graduate and undergraduate students will be judged based upon faculty members' report of their activity in the IPR. Advising and mentoring may include but is not limited to: academic advising to undergraduate students, directing undergraduate honors theses, directing M.A. theses and PhD dissertations, serving on graduate student committees, and providing career advice and/or assistance to students.
- f. The department expects all faculty members to teach General Education classes and Intermediate and Advanced writing classes, as needed.

3. General Criteria for Service

- a. Continuous service is required of all members of the department. The department expects all of its faculty to participate in the life of the department and contribute to its shared goals and responsibilities in a spirit of consultation and collaboration.
- b. In evaluating service, the FEC will take into consideration the amount of time devoted to service, the quality of outcomes, its wider significance, and, most especially, the contribution all service makes to the department.
- c. The department expects members engaged in extra-departmental service to seek the input of the department as appropriate, represent faithfully the department's interests whenever possible, and whenever possible apprise the department of developments affecting the department.
- d. In evaluating service, the FEC will take the faculty member's academic rank into account. In general, more service responsibility is expected of full professors than associate professors and of associate professors than assistant professors. Full professors, in particular, are expected to take on leadership roles within and on behalf of the department.
- e. The department expects all faculty members to participate actively in the workings of the department. Examples of such participation include but are not limited to:
- Serving as Department Chair, director of a departmental program, chair of a departmental committee, or member of a departmental committee
 - Participation in departmental meetings and undertakings, such as faculty or staff hiring including attending job talks and teaching demonstrations
 - Participation in the graduate program through recruitment, Lockridge Workshops, Phi

- Alpha Theta, informal mentorship, and/or other forms of support
 - Participation in promotional and recruitment efforts, such as UM Days, orientations, high school visits, or other such forums when and as deemed valuable by the department
 - Participation in department curriculum planning and certificate programs, including willingness to offer courses or adapt course scheduling to meet department needs
 - Participation in department-sponsored and department-related events, including lecture series, UM History Society activities, and presentations of history students at UMCUR or GradCon
- c. The department also values service to the College, University, profession, and community. Examples of such service include but are not limited to:
- Leadership or service on college and university committees
 - Participation in interdisciplinary campus or community programs and projects
 - Talks or participation on panels and roundtables for professional or public organizations in ways that do not constitute dissemination of scholarly research and thinking
 - Leadership or participation in professional associations, editorial boards, prize committees, grant committees, manuscript reviews, and other professional contributions to public and private organizations

SALARY DETERMINATION

1. For the purposes of salary determination, the FEC will assign "normal," "above normal," "outstanding," or "special recognition" in the areas of scholarship, teaching, and service for each faculty member under review based upon the following definitions. Faculty will designate whether they are seeking a normal increase, a merit increase, or an Outstanding Performance Award. For faculty seeking a merit increase, they should not indicate in their IPR whether they believe they deserve "above normal," "outstanding," or "special recognition" in any given category.
 - a. For scholarship:
 - i. Normal: To be considered normal, a faculty member must actively engage in research directed towards the production and dissemination of historical knowledge.
 - ii. Above Normal: To be considered above normal, a faculty member must produce scholarship that makes a substantial contribution to historical knowledge as evaluated according to the criteria in the "General Criteria for Scholarship" section e.
 - iii. Outstanding: To be considered outstanding, a faculty member must produce scholarship that makes a particularly significant contribution to historical knowledge as evaluated according to the criteria in the "General Criteria for Scholarship" section e.
 - b. For teaching:
 - i. Normal: To be considered normal, a faculty member's teaching must be effective, according to the General Criteria for Teaching.
 - ii. Above Normal: To be considered above normal, a faculty member's teaching

must exceed the normal standard. For example, teaching may be considered above normal if the faculty member received consistently high student evaluations, developed new courses, employed innovative new teaching methods, or advised student theses.

- iii. Outstanding: To be considered outstanding, a faculty member's teaching must far exceed the normal standard. Outstanding teaching typically involves a combination of achievements and/or time-consuming activities, including but not limited to: receiving consistently outstanding student evaluations, receiving a teaching award, spearheading new curricular programs, teaching courses above one's normal load, and/or serving as committee chair for a disproportionately large number of M.A. theses and/or Ph.D. dissertations.
- c. As indicated in the General Criteria for Service, service expectations will vary according to rank. The general definitions are:
 - i. Normal: To be considered normal, a faculty member must regularly attend departmental meetings, serve on department committees as assigned by the chairperson, and periodically serve on a college-wide or university-wide committee.
 - ii. Above Normal: To be considered above normal, a faculty member's service must exceed the normal standard with respect to time commitment and/or impact. Above-normal service may include: chairing time-consuming departmental committees, undertaking special tasks and responsibilities related to departmental business, contributing to the department through service on college-wide or university-wide committees, and/or undertaking a large amount of professional and/or community service.
 - iii. Outstanding: To be considered outstanding, a faculty member must present a record of service distinguished by exceptional initiative, impact, creativity, time commitment, and/or leadership.
 - d. Special Recognition: In the areas of scholarship, teaching, and service, special recognition may be evidenced by prizes, awards, honors, or evidence of receiving national or international recognition.
2. **Normal Increment.** In accordance with section 10.110 of the CBA, the performance of a majority of faculty members will generally be evaluated at "normal." Faculty are expected to grow in value to the department and university and will be rewarded with a "normal" increment to their salary.
 3. **Less-than-Normal Increment.** Poor performance of assigned responsibilities within the scope of employment may constitute grounds for less-than-normal evaluation. In accordance with Section 10.110 of the CBA, the absence of performance in any one or two of the areas of teaching, scholarship, and service does not justify a less-than-normal evaluation. Performance is to be evaluated consistent with workload assignment. Failure to submit an IPR for evaluation by a faculty member, when required, is grounds for a less-than-normal increment.
 4. **Merit or Outstanding Performance Award.** In accordance with section 10.110 of the

CBA, an applicant for merit or outstanding performance award must demonstrate at least normal performance in all areas of assigned workload. In addition, the merit or outstanding performance award applicant must either demonstrate above normal performance in at least two areas or outstanding performance and/or special recognition in at least one area.

5. **Market Adjustment.** At the discretion of the Administration, market adjustments are authorized to offer additional compensation to tenured and tenure-track faculty. For further details, consult the CBA, 13.250, the Procedures for Faculty Evaluation, and the History Department Policy on Market Adjustments, attached.

REQUIREMENTS FOR FACULTY ADVANCEMENT

The following requirements must be met for promotion and tenure. In evaluating applications for promotion and tenure, the FEC will apply the criteria for scholarship, teaching, and service contained in the Unit Criteria for Evaluating Faculty.

1. **Promotion to Assistant Professor.** Possession of the Ph.D. degree in history or a cognate field approved by the department at the time of hire.
2. **Promotion to Associate Professor.** In accordance with section 10.110 of the CBA, except in unusual circumstances, a Ph.D. degree in history or an approved cognate field and four (4) or more years of full-time service in rank as Assistant Professor are required at the time of application. To recommend promotion to Associate Professor, the FEC expects evidence that the candidate is making demonstrable progress towards meeting the requirements for tenure in all three areas of scholarship, teaching, and service.
 - a. For scholarship, this may include but is not limited to:
 - A book contract
 - Published articles and/or essays
 - Significant contributions to digital history projects and/or public history projects
 - b. For teaching, the FEC expects the candidate to have taught effectively, mentored undergraduate and/or graduate students, and contributed to the department's curricular needs and development.
 - c. For service, the FEC expects the candidate to have regularly attended departmental meetings, served on departmental committees as assigned by the chairperson, and served on college-wide or university-wide committees.
3. **Award of Continuous Tenure.** University guidelines for the tenure application are outlined in the CBA, sections 9.310-9.400. Except in unusual circumstances, candidates for tenure must possess a Ph.D. degree in history or an approved cognate field, hold (or simultaneously apply for) a minimum rank of Associate Professor, and have accumulated five (5) years of credit toward tenure, at least three (3) of which must be accumulated at The University of Montana. To recommend the award of continuous tenure, the FEC expects the candidate to have achieved the following:
 - a. For scholarship, the FEC expects a candidate to have produced a body of scholarship, evaluated according to the department's General Criteria for Scholarship, that, in the judgment of the FEC, makes a significant contribution to historical knowledge. This standard can be met in several different ways:

- Authorship of a scholarly book published by a reputable press
 - Authorship of four substantial peer-reviewed articles and/or essays published in reputable journals or in edited volumes published by a reputable press
 - Any combination of scholarly work, as defined in the General Criteria for Scholarship but also including portions of a scholarly book under contract with a reputable press, that is roughly equivalent to a scholarly book published by a reputable press or four substantial peer-reviewed articles and/or essays published in reputable journals or in edited volumes published by a reputable press (If a book at any stage of completion is used for tenure, that same book cannot be used for promotion to Full Professor.)
- b. For teaching, the FEC expects the candidate to have taught effectively, mentored undergraduate and/or graduate students, and contributed to the department's curricular needs and development.
- c. For service, the FEC expects the candidate to have regularly attended departmental meetings, served on departmental committees as assigned by the chairperson, and served on college-wide or university-wide committees.

To assist in the evaluation of a tenure candidate's scholarship, the FEC requires written evaluations from at least two outside experts in the candidate's area or areas of specialty, selected by the FEC in consultation with the candidate. Written evaluations will not be solicited from the candidate's dissertation advisor(s) and/or co-author(s). To ensure timely receipt of outside evaluations, candidates should notify the FEC chairperson and/or department chairperson of their intention to apply for tenure by March 15 of the academic year prior to the one in which they intend to apply.

- 4. Promotion to Full Professor.** In accordance with the CBA, section 10.110, except in unusual circumstances, five (5) or more years of full-time service in rank as an Associate Professor are required at the time of application. To recommend promotion to Full Professor, the department expects the candidate to have achieved the following:
- a. For scholarship, the FEC expects the candidate to have produced a body of scholarship postdating the application for tenure, evaluated according to the General Criteria for Scholarship, that, in the judgment of the FEC, makes a significant contribution to historical knowledge. This standard can be met in several different ways:
- Authorship of a scholarly book published by a reputable press
 - Authorship of at least three substantial peer-reviewed articles and/or essays published in reputable journals or in edited volumes published by a reputable press
 - Any combination of scholarly work, as defined in the General Criteria for Scholarship but also including portions of a scholarly book under contract with a reputable press, that makes a significant contribution to historical knowledge
- b. For teaching, the FEC expects the candidate to have taught effectively, mentored undergraduate and/or graduate students, and contributed to the department's curricular needs and development.
- c. For service, the FEC expects the candidate to have regularly attended departmental meetings, taken on leadership roles within or on behalf of the

department, served on college-wide and/or university wide committees, and provided service to the profession and/or public.

The FEC also expects evidence that candidates for full professor have achieved a national or international reputation in the field. Evidence of national or international reputation may include but is not limited to: written evaluations from outside experts in the candidate's area or areas of specialty, published reviews or media coverage of the candidate's scholarship; invitations to present lectures, comment on sessions, and/or review books; national fellowships, grants, or awards for scholarly achievement and research; and new editions or reprints of publications.