Department of: History

Year: 2014

1) Department Chair:
   
   Signature

   Date

2) Dean:
   
   Signature

   Date

3) Chair, UM Unit Standards Committee:
   
   Signature

   Date

4) Provost and Vice President for Academic Affairs:
   
   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 Collective Bargaining Agreement shall be applicable and shall prevail. 

A faculty member should consult the Collective Bargaining Agreement 10.000 for procedures relative to the evaluation process beyond the Faculty Evaluation Committee and to determine the 10.230 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. 

TENURE.  
Eligibility for tenure application and the procedures for the evaluation of tenure applications are defined in Section 9.310 of the CBA. 

Eligibility for Tenure Application. A probationary appointee shall be eligible to make an application for tenure after the appointee has accumulated five (5) years of credit toward tenure, at least three (3) of which have been accumulated at The University of Montana, that is during the sixth (6) year of credited employment. The applicant must have a Ph.D. in history or an approved cognate discipline. At minimum, the applicant must hold, or simultaneously apply for, the academic rank of associate professor. Tenure shall not be awarded in absence of application by the faculty member and approval of tenure by The University of Montana. Application for tenure must be in accord with the CBA, Section 9.320, and the history department's unit standards. 

The Tenure Application. Procedures for the evaluation of tenure applications shall be conducted according to Article 10.200 of the CBA, Procedures for Faculty Evaluation. It shall be the responsibility of the eligible faculty member to initiate the application for tenure which shall include at least the following: (1) a statement of the teaching, research and/or creative activity, and public service performed by the applicant during the probationary period, following the "Individual Performance Record" format; (2) a vita for the applicant's publications and/or creative works; (3) evidence that the applicant has achieved or is in the process of achieving recognition in his/her field of competence beyond The University of Montana; and (4) any other information the applicant deems relevant to his/her professional development, competence or performance. In keeping with the provisions of the CBA (15.220.1), no faculty member may apply for tenure while on leave.
Tenure. Candidates for tenure must possess a Ph.D. degree and have accumulated five years of credit toward tenure, at least three of which have been accumulated at The University of Montana, and must initiate the application for tenure. In accordance with Section 9.310 of the CBA, the applicant should hold the minimum academic rank of associate professor, although faculty may apply for tenure and promotion to associate professor simultaneously. If a faculty member seeking simultaneous promotion and tenure is not promoted, tenure will be denied as well. Under no circumstances may tenure be granted to an assistant professor. Tenure shall not be awarded in absence of application by the eligible faculty member. Application and recommendation for tenure must be in accordance with the unit standards outlined below.

The Faculty Evaluation Committee (FEC) will evaluate probationary faculty members annually.

A probationary appointee has no right to reappointment, and a probationary appointment shall automatically expire at the end of the specified term in the absence of a written reappointment signed by the President. Either the Faculty Evaluation Committee or the chair of the department or both may recommend non-reappointment of a probationary appointee if the FEC determines that the appointee does not show promise of eventually meeting tenure requirements. For further specifics, consult the CBA, Section 9.230.

Any probationary faculty member who has not attained tenure at The University of Montana by the completion of his/her seventh (7th) year of credited employment will be given notice and placed on a one-year non-renewable contract. In no case may a faculty member serve in a probationary position beyond the eighth (8th) year of creditable service. Exception shall be made for new faculty being credited with three (3) or more years of service, who shall, at his/her discretion, be entitled to up to two (2) full years of service at The University of Montana before applying for tenure, and will be given notice and placed on a non-renewable contract if he/she has not attained tenure within the three (3) year period stipulated. For further specifics, Probationary faculty seeking tenure should refer to the CBA, Section 9.340.

UNIVERSITY REQUIREMENTS FOR FACULTY ADVANCEMENT.
The following University requirements must be met regarding each type of advancement or salary determination as indicated.

(1) Promotion

   a. To Assistant Professor. Possession of the Ph.D. degree.

   b. To Associate Professor. Except in unusual circumstances, four (4) or more years of full-time service in rank as Assistant Professor are required prior to the date of promotion.

   c. To Professor. Except in unusual circumstances, five (5) or more years of full-time service in rank as an Associate Professor are required prior to the date of promotion.
(2) Salary Determinations

a. **Merit Award.** For merit an applicant should demonstrate at least normal performance in all three areas: teaching, research, and service. In addition, the merit applicant must either demonstrate above normal performance in at least two or outstanding achievements and/or special recognition in at least one area. The FEC will determine what constitutes "normal," "above normal," "outstanding," and "special recognition" based upon the criteria outlined below.

b. **Normal Increment.** In teaching, scholarship, and service, a department member should demonstrate professional competence as determined by the FEC based on the criteria outlined below.

c. **Less-than-Normal Increment.** Less than normal performance as determined by the FEC may constitute grounds for a less-than-normal increment. Either the absence of any performance or poor performance of assigned responsibilities within the scope of employment may constitute grounds for a less-than-normal increment. In accordance with Section 10.110 of the CBA, the absence of performance in any one of the areas of teaching, research, and service does not automatically justify a less-than-normal increment if the quality of performance in the remaining areas is at least normal, and if the individual has assigned duties solely in the remaining area or areas.

d. **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, below, and the History Department Policy on Market Adjustments, attached.

**UNIT REQUIREMENTS FOR FACULTY ADVANCEMENT.**
In addition to the University requirements outlined above, the following departmental requirements must be met regarding promotion, tenure, and merit. The criteria for teaching, service, and scholarship outlined below will apply to all recommendations of promotion, tenure, and merit and will be applied by the department's Faculty Evaluation Committee (FEC), described below under "Procedures for Faculty Evaluation."

a. **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.

b. **Promotion to Associate Professor.** 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 also expects evidence of effective teaching and mentoring; at least a normal service load, as defined below;
evidence of active engagement in the field, including but not limited to conference papers and book reviews; and demonstrable progress toward tenure requirements, including but not limited to a book contract, journal articles, and/or scholarly essays.

c. Award of Continuous Tenure. 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. Guidelines for the tenure application are outlined in the CBA, Sections 9.310-9.320, and above.

To recommend the award of continuous tenure, the FEC expects evidence of effective teaching and mentoring, at least a normal service load, and publication of a scholarly book or at least four articles and/or essays in peer-reviewed journals or anthologies.

The FEC also expects evidence of professional growth and recognition. The FEC requires written evaluations from at least three 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 the timely receipt of outside evaluations, the candidate should notify the FEC by March 15 of the calendar year.

Candidates for tenure may choose to provide other evidence, including but not limited to published reviews or media coverage of the candidate's scholarship, participation in professional conferences; invitations to review books or manuscripts, present guest lectures, and/or participate in scholarly symposia; and the receipt of fellowships, grants, or awards.

d. Promotion to Full Professor. 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 ensure the timely receipt of outside evaluations, the candidate should notify the FEC by March 15 of the calendar year.

To recommend promotion to full professor, the department expects evidence of effective teaching and mentoring, at least a normal service load, and a cumulative record of significant scholarship that includes at least one scholarly book of the candidate's authorship. The candidate also should provide evidence of continuous and effective scholarly activity following the application for tenure and resulting in the production of work of high significance and quality. The body of evidence to be presented may consist of an additional scholarly book or at least four articles or essays in peer-reviewed journals or anthologies. A candidate for full professorship may also present a combination of other scholarly work evaluated according to the department's General Criteria for Scholarship below, including but not limited to articles, essays, a substantial portion of a book-length manuscript under contract with a press, and/or contributions of exceptional importance to the candidate's field in new media and technology.
Scholarship must be evaluated, not merely enumerated. To assist in evaluating the candidate's scholarship, the FEC requires the written opinions of at least three 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). The question for the full professorship should be, has the candidate continued to produce scholarly research recognized for its excellence and originality.

The FEC also expects evidence that candidates for full professor have achieved a national reputation in the field. In addition to the required written evaluations by outside scholars, candidates for full professor may choose to provide other evidence, including but not limited to 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.

UNIT CRITERIA FOR EVALUATING FACULTY.
All faculty members will be evaluated based on the following general criteria in the areas of scholarship, teaching, and service. The evaluation process cannot be reduced to mere enumeration; it requires close reading of the faculty member’s scholarship and considered reflection on the extent and quality of the faculty member’s teaching and service. In accordance with the CBA (Section 10.110), the Department will recommend merit for above-normal performance in at least two of these three areas or outstanding performance or special recognition in at least one of these areas, with at least normal performance in the remaining areas.

1. General Criteria for Scholarship.
   a. The History Department values active research and scholarship and believes that teaching and research are entirely complementary and mutually reinforcing. Every member of the Department is expected to have an active research program and publishing agenda.
   b. The Department expects that scholarship will result in publication. Candidates for promotion, tenure, or merit must make copies of publications or page proofs available to the Department for the FEC's consideration.
   c. In evaluating publications, the FEC will take into consideration the depth, originality, and quality of research, the significance of the contribution to the field, and the reputation of the publisher. To assist in evaluating publications, the author may provide published reviews and/or written evaluations by outside scholars in cases where such evaluations are not required.
   d. 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 interdisciplinary publications and publications in other disciplines as to those in history-specific contexts.
   e. While each applicant’s publications, whether in print, electronic, or other media, will be...
evaluated individually based on the criteria described above in l c., in general, the Department places the greatest value on, in descending order:

1. Scholarly books, either monographs or syntheses.
2. Scholarly articles or essays published in peer-reviewed professional journals or anthologies.
3. Other publications, including, but not limited to (and in no particular order): edited collections of primary source material and/or scholarly essays, digital archives, critical editions of translated works, significantly revised translations or editions of the author's scholarship, historical documentaries, textbooks, course readers, review essays, encyclopedia articles, articles in popular journals, and book reviews.

f. Co-authored publications will be evaluated with the proviso that a faculty member will be accorded credit in proportion to her/his contribution to the publication.

g. Presentations at professional conferences and scholarly symposia and invited lectures based on original research will be considered as evidence of ongoing scholarship, although such presentations will not be considered as publications.

h. Appearance of works in translation, new (but not substantially revised) editions, reprints, invited lectures or public lectures not based on original research, and participation in conferences as chair or moderator will not be considered as evidence of scholarship, but rather as evidence of professional recognition in the field.

i. Research merits will be evaluated according to the following definitions:
   i. Normal: The History Department defines normal scholarship as actively engaging in and pursuing a research and publishing agenda.
   ii. Above Normal: Faculty members' research is considered Above Normal when they have made their work public via non-peer-reviewed presentation and/or publication.
   iii. Outstanding: Faculty members' research is considered Outstanding when they have been published in peer-reviewed publications. Relative ranking of peer-reviewed research will be assessed according to ranking described in 1e.

2. General Criteria for Teaching

a. The Department recognizes that teaching is central to this University's mission and selects and rewards its faculty in part on the basis of demonstrated teaching ability and commitment. The History Department expects effective teaching, including classroom instruction and mentoring of both undergraduate and graduate students, from each of its members.

b. The effectiveness of classroom instruction will be judged by the FEC based in part upon written reports by the Student Evaluation Committee (see Procedures for Faculty Evaluation below). At the request of the faculty member being evaluated, the FEC will also consider original student evaluations and/or a written evaluation by one or more members of the Department based on the aforementioned materials and/or one or more classroom visits. A faculty member undergoing evaluation also may include course material such as syllabi, handouts, and/or assignments for the FEC's consideration.
c. Mentoring of graduate and undergraduate students will be judged based upon the faculty member's report of his/her activity in the Individual Performance Record (see "Procedures for Faculty Evaluation" below). Mentoring may include, but is not limited to, providing academic advising to undergraduate students, supervising independent studies, directing M.A. theses or Ph.D. dissertations, serving on graduate student committees, and providing career advice and/or assistance both within and beyond this Department.

d. The department expects that faculty will teach General Education classes.

e. Teaching merits will be evaluated according to the following definitions:
   i. Normal: The History Department defines normal teaching as effective classroom instruction and student mentoring at the undergraduate and/or graduate level.
   ii. Above Normal: Faculty members' teaching shall be considered Above Normal if one's teaching contributions exceed the normal standard. For example, one's teaching may be considered Above Normal if one consistently receives excellent evaluations or if one takes on extra tasks such as undertaking new preps or advising undergraduate and/or graduate students.
   iii. Outstanding: Faculty members' teaching shall be considered Outstanding if faculty's teaching contributions far exceed the normal standard. For instance, a faculty member's teaching may be considered Outstanding if she or he is engaged in multiple pedagogical initiatives such as preparing new preps, teaching large service courses, innovating new teaching methods, demonstrating leadership in teaching within or without the department, participating in graduate mentoring, and/or receiving uniformly excellent student evaluations.

3. General Criteria for Service

a. Continuous service is expected of all members of the Department. Prior to tenure, the Department defines a normal service load as serving on Department committees as assigned by the Chairperson. Post-tenure, the Department expects that departmental service will be supplemented by University, professional, and/or community service. Service on university-wide committees, participation in interdisciplinary programs, speeches to private and public groups, involvement with professional organizations, membership on editorial boards, and reviewing manuscripts are typical examples of such service.

b. Service merit designations will be evaluated according to the following definitions:
   i. Normal: The History Department defines normal service as described in 3a above.
   ii. Above Normal: Service will be considered Above Normal if the faculty member, in addition to Normal Service, undertakes considerable additional service (e.g. serving on multiple committees, serving on very demanding committees, or undertaking a large amount of departmental service).
   iii. Outstanding: Service will be considered Outstanding if the faculty member demonstrates exceptional amounts of service or distinguishes service through initiative, creativity, and/or leadership.

4. General Criteria for Special Recognition
“Special recognition” may be evidenced by prizes, awards, honors, exposure in national or international media, or any other evidence of national or international reputation.

PROCEDURES FOR FACULTY EVALUATION.
(1) Individual Performance Record. Documentation or evidence required by the unit standards shall be prepared by each member of the Department in sequentially numbered and signed pages. This documentation should include, but not be limited to, copies of title pages of publications and reviews; summary of student evaluations; and a list of departmental and university committees on which the faculty member being evaluated has served. In addition to the IPR, addressing the period under review, the applicant should append an up-to-date curriculum vita. The individual shall submit the documentation to the Chair of the Faculty Evaluation Committee by October 15. The performance period to be documented in the IPR is as follows:

   a. Promotion - every year of service in the current rank.

   b. Tenure - the entire probationary period, including credited prior service.

   c. Merit - the time since last receiving a merit, or the time since the last promotion, or the most recent seven (7) sequential years.

   d. Normal and Less-Than-Normal - the previous year.

For further detail the faculty member is referred to Section 10.210 of the CBA.

(2) External Review. The chairperson of the FEC shall consult with faculty members applying for tenure or promotion to select three outside experts to provide written evaluations of the candidates' scholarship. The FEC chairperson will solicit written evaluations no later than September 15, requesting that evaluations be submitted no later than October 15.

In the event that a request is declined, 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 15, 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.

(3) Student Evaluations. The Department's Student Evaluation Committee (SEC) shall consist of five (5) to seven (7) students who are majors and/or graduate students in the Department, and shall include one faculty observer who shall enjoy access to information and all rights of full participation except voting. In accordance with the CBA, Section 10.220, 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 Chair by September 15. The SEC shall elect a chair from among its voting members.

The SEC shall review all the faculty member's original student evaluations for the period under review and submit a written summary of the evaluations to the FEC by October 15. Each
summary shall be signed by the chairperson of the SEC and by the faculty member being evaluated. A faculty member may append a response to the SEC report. In accordance with Section 10.220 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 the “participation by a departmental Student Evaluation Committee.”

(4) Faculty Evaluation Committee. The Faculty Evaluation Committee (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 chairperson of the FEC shall be elected by the tenured members of the Department no later than September 1. In accordance with Section 10.230 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 recommended ranking of merit applications. The FEC shall recommend promotion, tenure, and merit based on the Department criteria for scholarship, teaching, and service as outlined above.

The chair of the FEC shall prepare and sign a written statement for each faculty member under evaluation, recommending, where appropriate, retention, salary increment, promotion, and/or tenure. The FEC recommendation shall be forwarded to the Department Chair and to the faculty member 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 the receipt of the FEC statement. All guarantees and procedures found in CBA 10.230 shall apply.

In addition to preparing reports for each faculty member being evaluated, the FEC chairperson shall prepare and append a summary list of faculty the FEC has recommended for promotion, merit, or tenure, respectively.

The FEC chairperson will make available, at a faculty member's request, the FEC's recommendations regarding that faculty member, including the faculty member's own merit ranking.

(5) Department Chair's Recommendation. Consistent with unit standards and upon consideration of the evidence submitted by the faculty member, the Student Evaluation Committee recommendation, the Faculty Evaluation Committee recommendation, and any additional evidence solicited or received and placed in the record, the Department Chair shall prepare and sign a written evaluation for each faculty member under review in the unit, which shall specifically address: (a) retention, (b) salary increment, (c) promotion, (d) tenure.

The Chair's recommendation will be reviewed and signed by the faculty member involved indicating that the faculty member has read it. It will then be forwarded to the Dean of the College of Arts and Sciences by December 15. In accordance with Section 10.240 of the CBA, faculty members have the right to appeal the Chair's recommendation.

In addition to preparing individual evaluations, the Chair shall prepare a summary list of those the Chair has recommended for promotion, merit increase, or tenure, respectively. Consistent
with Section 10.240 of the CBA, the Chair will rank the names on the list of recommendations for merit in priority order.

The Department chairperson will make available, at a faculty member's request, the chairperson's recommendations regarding that faculty member, including the faculty member's own merit ranking.

(6) Dean's Recommendation. Based on the CBA, section 10.260, on unit standards, and on 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, or tenure, respectively. The names of those recommended for merit increase shall be listed in order of priority by the dean. The entire evaluation record, including the dean's recommendation and priority ranking for merit, where applicable, shall be forwarded to the Provost, department chairs, and each affected faculty member by February 15. Appeals procedures as governed by Sections 10.270 and 10.280 may apply.

(7) Provost's Recommendation. The decision of the Provost shall be based upon 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 or, in legislative years, by May 15 or thirty (30) days after the close of the legislative session, whichever is later.

(8) Faculty Rights. Each faculty member may include whatever relevant material he/she wishes in annual documentation by October 15. Each faculty member may discuss annual evaluations with the Chair, appear in person before the FEC, and review and appeal personnel decisions and recommendations according to the Collective Bargaining Agreement. 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.

August 28, 2015