

DEPARTMENT OF HISTORY
ASPT Guidelines, Effective January 1, 2012
See amendments at the end of the document

Mission Statement

The Department of History seeks to provide excellent instruction at the undergraduate and graduate levels, to prepare future teachers in the discipline of history, to produce nationally and internationally recognized scholarship in history and the teaching of history, and to create an academic community committed to the ideals of liberal learning. To do so, we attract and retain high-quality faculty who are committed to teaching, research, and service as mutually supportive activities.

Vision

Consistent with the vision of Illinois State University, the Department strives to be the first choice in Illinois among undergraduate and masters-level students in history who value excellence in teaching, the production of high-level scholarship, and civic engagement informed by historical understanding.

Core Values

The Department derives its values from those of Illinois State University, the College of Arts and Sciences, and the history profession as articulated by the American Historical Association (AHA).

With the University and College, we are committed to:

- Pursuing excellence in scholarship
- Teaching with individualized attention to each student, guided by a belief that history is essential to a liberal education, which cultivates informed judgments based on respect for verifiable evidence and sensitivity to cultural and geographical differences
- Nurturing the ability to read and think critically, write and speak clearly, and conduct research effectively
- Fostering an inclusive learning environment based on a diversity of ideas, backgrounds, and approaches to the pursuit of knowledge
- Conducting our scholarship, teaching, and service with integrity, collegiality, and mutual respect
- Exercising University citizenship by meaningful faculty and student participation in shared University governance
- Preparing students to be informed, historically aware, engaged global citizens who will craft and promote positive goals for the benefit of society

**I. SELECTION, ORGANIZATION, AND RESPONSIBILITIES OF THE
DEPARTMENT FACULTY AND STATUS COMMITTEE**

A. Composition and Terms of Office

1. The department shall have a Department Faculty Status Committee (DFSC). The DFSC shall consist of four probationary or tenured faculty and the department chairperson, who will chair the Committee and have full voting privileges. The majority of the elected Committee must be tenured.
2. Committee members will serve staggered two-year terms beginning in the fall semester following their election so that two members are elected by the department each year.
3. A person who serves one year or more will be eligible for membership on the DFSC after an interval of a year. A person who has served less than a year is eligible for immediate reelection.
4. A committee member who goes on sabbatical leave or who takes a leave of absence shall resign from the Committee.
5. In the event of a vacancy on the DFSC, a special election to fill that vacancy shall be held as soon as possible.
6. No person in his or her tenure or promotion year shall serve on the DFSC.
7. The DFSC shall act in accordance with the current Appointment, Salary, Promotion and Tenure Policies of the University as well as the College of Arts and Sciences' Standards.

B. Procedures for Selection of Members

1. Eligibility to Vote for DFSC Members
 - a. All full-time probationary tenure or tenured members of the department are eligible to vote.
 - b. A faculty member on leave shall retain voting rights.
2. Election Process
 - a. Elections to the DFSC are held each April by secret ballot, with voting taking place electronically.
 - b. Each year the chairperson shall determine in advance of the election the required qualifications of the candidates for replacement to the DFSC, taking into account the University requirement that the majority of the members must be tenured and the prohibition of membership to those whose membership may coincide with their tenure year.

c. To be elected, a person must receive a number of votes equal to a majority of a quorum of eligible voters.

d. In the event that no person receives a majority, as defined in “c,” a run-off election the two highest vote-getters shall be held consistent with eligibility requirements.

C. Responsibilities of the DFSC

1. The DFSC shall make recommendations regarding faculty appointments, reappointments, dismissals, and contracts.

2. The DFSC shall be responsible for conducting pre-tenure reappointment reviews.

3. The DFSC shall be responsible for conducting annual faculty performance evaluations, which shall be provided to all tenured and tenure-track faculty in writing in accordance with University policies. This letter shall provide an assessment of the faculty member’s strengths and weaknesses and, when applicable, progress toward achievement of promotion and/or tenure.

4. The DFSC shall conduct formative appraisals with all untenured faculty. Formative appraisals are non-recorded discussions between the DFSC and an individual faculty member regarding progress toward promotion or tenure. Formative appraisals provide the opportunity to communicate the strengths and weaknesses of a faculty member’s professional activities in an informal, stress-free environment. In addition, any faculty members may request a formative interview with the DFSC at the time annual performance evaluations are conducted and reported.

5. The DFSC shall be responsible for conducting summative written reviews of each faculty member’s activities and performance for the purposes of determining annual performance-evaluated salary increments for the coming year, formulating recommendations for promotion and tenure, completing post-tenure reviews, or recommending dismissal.

a. In cases of tenure and promotion, the DFSC shall notify the candidate in writing of its intended recommendation and the rationale for it.

b. The DFSC shall provide the opportunity for the candidate to meet with it prior to submitting its recommendation to the CFSC.

6. Annually by March 31, the DFSC will review the procedures and policies with regard to the above responsibilities based on that academic year’s work and

informal faculty input, in order to identify areas that may need updating, either immediately or at the next five-year review.

7. The DFSC shall undertake a comprehensive review of this ASPT document at least once every five years. As part of this review, the DFSC shall formally invite input via e-mail from the faculty regarding recommended revisions to ASPT policies and procedures. Based on this input, the DFSC shall formally present to the faculty in a faculty meeting the revisions that it endorses. Following discussion and possible amendments, the faculty will vote upon the proposed revisions, with approval requiring a majority vote of the faculty.

D. DFSC Reporting Requirements

1. The DFSC shall inform faculty members in writing of its recommendations (and, if required by University policy, that of the chairperson) regarding their rank, tenure status, and salary increments according to the University's annual faculty status calendar.

2. The DFSC shall report its recommendations regarding performance evaluations, promotions, and tenure to the CFSC in accordance with University ASPT policies.

II. SEARCH COMMITTEE AND APPOINTMENT POLICIES

A. Upon receiving authorization to fill a vacant position, the Department Chairperson will, in consultation with the DFSC, convene a Search Committee normally consisting of three tenure track faculty members and chaired by a tenured colleague. To facilitate administrative tasks and communication with the DFSC, the Department Chairperson will serve as an ex officio and nonvoting member of the committee.

B. The Department Chairperson, DFSC, and Search Committee Chair will jointly determine the qualifications for the position to be filled, based on prior faculty deliberations. The Department Chairperson will advertise the position. The Search Committee will review applications according to established procedures (performing reference checks for finalists [ASPT, VI, G]) and recommend for campus interviews a short list of candidates who meet the advertised qualifications. Upon approval from the Dean of the College of Arts and Sciences, the Search Committee Chair will invite the candidates to campus and, along with the entire Search Committee, plan the candidates' visits. All faculty and staff will have an opportunity to meet with candidates and review candidates' credentials.

C. Following the campus visits of all finalists, the Search Committee will present the results of its rank ordering to a meeting of the tenure track faculty. The tenure track faculty members will discuss, and vote to rank, the candidates. The voting procedure for the faculty ranking will be as follows: TT faculty will first vote on the acceptability/unacceptability of each candidate. Then, faculty will vote to rank the

candidates who have a majority vote of “acceptable.” TT faculty members will write out their choice for the position on a paper ballot. A DFSC member will tally the vote. If one of the candidates has received a majority of the votes (i.e., over 50% of the votes), then that candidate becomes the faculty’s recommended candidate to the DFSC. If no candidate receives a majority, then the candidate with the fewest votes is dropped as an option for voting. Faculty will then vote a second time, indicating their preference between the remaining two candidates. If a candidate does receive a majority on the first round of voting, then the faculty will vote again for of the remaining two candidates to indicate their preference for which candidate should be ranked as the faculty’s second choice for the position, with a majority being necessary to prevail. The DFSC will then vote to make the final recommendation to the Dean. Subsequently, the Department Chairperson will follow appropriate policies of the University regarding negotiations and letters of intent.

III. FACULTY ASSIGNMENTS

A. The department chairperson shall communicate to all faculty members in writing and in a timely manner their assignments for the academic year before the beginning of the fall semester. Such assignments ordinarily include the courses they are expected to teach and any reassigned teaching time for the completion of non-classroom activities. Because the Department expects from all faculty consistent high-quality performance in areas of teaching, scholarship and service, faculty assignments shall be designed to enhance faculty contributions in any and all of these three areas.

B. Because spring semester course assignments may not be specifically known at the time annual faculty assignments are prepared in the fall, the chairperson may indicate the number of spring courses faculty are scheduled to teach at the time assignments are distributed and provide faculty with specific spring course assignments when they are known.

IV. ANNUAL PERFORMANCE EVALUATION PROCEDURES

A. Basic Policies

1. Annual performance evaluations shall be conducted of each tenure-line faculty member by the DFSC, taking into consideration the particular assignment provided to each faculty member by the chairperson.
2. Prior to Departmental performance evaluations, faculty members shall provide the DFSC with reports specific to their assignments.
3. The primary principle guiding the DFSC’s performance evaluation of all faculty members shall be the *quality* of work produced rather than just the quantity.

4. The performance evaluation should focus not only on the activities of the preceding year but also on the long-term contributions and accomplishments of the faculty member.

5. Per University ASPT guidelines (VII, E), the annual evaluation will include an overall assessment of the faculty member's performance as "satisfactory" or "unsatisfactory."

6. Per University ASPT guidelines (XII.B.5), the annual evaluation shall provide, when applicable, an assessment of the faculty member's progress toward achievement of promotion and/or tenure.

B. Annual Submissions

No later than January 5 of each year, but preferably before the end of the fall semester, all faculty members must submit materials to the DFSC for an annual performance evaluation of their activities and accomplishments the preceding year as well as a completed Faculty Productivity Report provided by the College. Faculty members are encouraged to refer to current DFSC Policies and CFSC Standards, as well as the University ASPT Policies, concerning guidance regarding expectations in the areas of teaching, scholarship and service.

C. Non-Participation of DFSC Members in Their Own Evaluations

Members of the DFSC shall not participate in the Committee's deliberative discussions relating to their own annual performance evaluations.

D. Evaluative Method

The DFSC shall use a *holistic qualitative method* for evaluating faculty members, guided by these departmental policies, the College of Arts and Sciences' Standards, and the University's ASPT Policies.

E. General Criteria and Standards of Performance

1. Evaluation of Scholarly Productivity

The DFSC is responsible for making every possible effort to assess fairly the quality of a faculty member's documented scholarly productivity. This is true in the case of the acceptance of a book manuscript, the publication of a book, the professional reviews of a faculty-authored book, a journal article, a faculty-written book review, a paper read at professional meetings, research grants received, or any other forms of external recognition for scholarship such as being a reader for a press or a member of the editorial board of a scholarly journal or an honoree because of one's scholarly achievements. The prestige and reputation of the publisher of a book, the journal in which an article has appeared, the

association to which a presentation was made, the institution/foundation responsible for the grant, and the award granting agency will always be taken into consideration. In making its assessment, the DFSC will always emphasize the overall *quality* of a member's scholarly work rather than its mere quantity.

2. Evaluation of Teaching

Faculty members are required to conduct student evaluations of all classes every year. Student anonymity must be maintained. The evaluations must be completed on the approved departmental form which must include an opportunity for students to make open-ended comments regarding the course and the instructor. The instrument is to be administered during the last quarter of the course by someone other than the instructor or his or her teaching or graduate assistants. Students shall be informed that they may report any irregularities in administration or attempts to influence their responses on the form to the departmental chairperson. Faculty members and the DFSC shall have access to the results only after final grades for the semester have been submitted to the registrar.

Faculty members are expected to have available documentary evidence of their teaching performance. Typically this evidence would include course syllabi, sample exams, other assignments used in the classroom and, whenever possible, self-assessment of courses. Other documentary records of teaching performance may also be submitted to the DFSC including information about work done with students outside the normal classroom setting. Examples of such documentation would include such things as mentoring, course organization and content; experimental teaching-learning; recognition for teaching excellence outside of the department by the College, University, or major professional association; attracting students to the department; guiding students in undergraduate and graduate research (e. g. supervising independent studies or advising master's or doctoral students in the completion of their master's or doctoral theses); teaching grants; and the creation of or participation at teaching workshops.

To assist new faculty members in their goal of moving as rapidly as possible toward both tenure and promotion, the chair and at least two members of the DFSC will visit at least two of the faculty member's classes, including, if applicable, a large section, during the fall semester of the faculty member's second and third years. The chair will arrange with the faculty member in advance an appropriate time for such a visitation. Any other member of the Department who requests it may also have their courses visited for the purposes of evaluation. In assessing the teaching of the faculty, the DFSC will take into consideration all the information at its disposal. In every case, the person visited will have the opportunity to discuss with the visitors their reaction to the teaching and will receive a written assessment of their performance.

3. Evaluation of Service

Service by faculty members for the purposes of evaluation primarily includes service to the department, the college, the university, or university-related organizations or groups. Additional service may include service to the profession and to the community at large. In rendering its judgment of a faculty member's service, the DFSC should take into account the nature of the activity, the level of professional knowledge and skill involved, and the quality, significance and importance of the service in terms of its potential consequences, bearing in mind that service directly to the department, the college, and/or to the university has priority over external service activities.

F. Performance Evaluation and Recognition

The DFSC, in making its evaluation of faculty, will take note of special achievements during a given academic year—e.g. the publication of a book or a major article in a prestigious historical journal, the awarding of a significant external research grant, an award for teaching excellence—and will pay careful attention to such achievements during the period set aside for salary compensation review.

G. Criteria for Satisfactory/Unsatisfactory Annual Performance

1. Teaching – satisfactory performance shall entail:

- a. Teaching a full load as assigned by the Chair, including (unless program needs determine otherwise) at least one course per year that fulfills a requirement in the graduate program, undergraduate program, history education program, or the general education program.
- b. Developing or maintaining a minimum repertoire of 5-7 courses.
- c. Reasonable efforts at developing and promoting courses to insure that they meet minimal enrollment standards.
- d. Professional and respectful treatment of students as required by all provisions of University Policy 3.3.12A.
- e. An overall record of satisfactory student evaluations of one's teaching performance.
- f. Developing an appropriate and complete syllabus for each course taught, and maintaining up-to-date course content and materials.
- g. Ensuring that syllabi and course content conform to material in course catalog and agreed-upon departmental guidelines.
- h. Regular and punctual attendance of class sessions and office hours.

- i. Administration of appropriate examinations and assignments during the semester and the return of student work in a timely manner.
- j. Timely submission of grades and grade reports for each course taught.
- k. A willingness to direct students in independent studies, honors projects, graduate theses, and fields of study.

2. Service – satisfactory performance shall entail:

- a. Regular attendance at departmental meetings and departmental and university events, such as commencement exercises.
- b. Professional and respectful interaction with colleagues as required by the Code of Ethics, as stated in University Policies 1.17 and 1.17A.
- c. For probationary faculty, active participation in at least one departmental committee or service assignment.
- d. For tenured faculty, active participation in at least two significant department committee or service assignments or one significant department assignment and one university or college service assignment.
- e. The latter activities might include at least one of the following examples: membership on a college or university committee; active engagement and participation in another program or department (e.g. WGS, Latino Studies, etc.); advising a registered student organization, etc.

3. Scholarship – satisfactory performance shall entail, in addition to following the Code of Ethics as it pertains to scholarship, having any of the following:

- a. A published peer-reviewed monograph within the past two years.
- b. A published edited volume (journal or book), peer-reviewed article or book chapter.
- c. Documented submission of a new monograph, peer-reviewed article or book chapter, or edited volume.
- d. Documented resubmission of a peer-reviewed manuscript with significant revisions.
- e. A curated museum exhibit or equivalent public history project.
- f. Ongoing editorship of a journal.

- g. Documented receipt of an external grant or fellowship.
- h. A presentation of new scholarship at an international, national, or regional professional conference or a new invited talk of a scholarly nature.
- i. Documented evidence of, and description of progress made on, a coherent research agenda leading to the future dissemination of knowledge in the form of an article, book, edited volume, or exhibit.
- j. Documented activities that reflect ongoing scholarly engagement, including at least two of the following or similar examples (can be two from the same category): the resubmission of a prior manuscript (without significant revision); the submission or publication of a book review, encyclopedia entry, or translation; the scholarly evaluation of an article, book manuscript, or grant proposals; scholarly consulting for an external organization or the writing of reports related to it; a peer review for the purposes of tenure and promotion; receipt of a sabbatical or internal grant; submission of an external or internal grant application; scholarly editorial responsibility (e.g. editing book reviews); acceptance of a paper proposal for a forthcoming conference; commenting on papers at a professional conference, etc.

4. Overall Evaluation - A faculty member's overall performance shall be deemed "satisfactory" if s/he has received a rating of "satisfactory" in at least two of the three categories, as long as s/he did not receive a rating of "unsatisfactory" in the same category two years in a row.

V. MID-PROBATIONARY REVIEWS

A. An extensive pre-tenure review will normally be conducted by the DFSC during the fourth year for faculty appointed to a full probationary term. If the individual is credited with tenure-earning service at the time of initial appointment, the review will be conducted at the approximate mid-point of the probationary period.

B. All mid-point reviews shall address the performance of annual assignments, including teaching, research/creative activity, and service occurring during the preceding tenure-earning years of employment. All reviews should critically assess overall performance in light of midpoint expectations. The mid-point review will not be as extensive as the formal tenure review that occurs later (e.g., no external reviews are necessary) but should be based on a set of documents that would include the College-approved Tenure/Promotion Application, a current vita, annual evaluations, student/peer evaluations of teaching, selected examples of teaching materials and scholarship, and a brief self-evaluation by the faculty member. The mid-point review becomes a part of the candidate's personnel file.

C. The mid-point review is intended to be informative and encouraging to faculty who are making solid progress toward tenure, instructional to faculty who may need to improve in selected areas of performance, and cautionary to faculty where progress is significantly lacking.

VI. PROMOTION AND TENURE POLICIES

A. Consideration and Notification

Faculty meeting the required time for tenure and promotion to Associate Professor (according to the University ASPT policies) will be considered automatically.

A faculty member meeting the required time in rank for tenure shall be informed by his/her chairperson no later than May 1 of their year of eligibility.

Anyone who wishes to become a candidate for promotion to Professor should inform the chairperson in writing of that desire no later than May 15.

Untenured faculty and those below the rank of Professor are urged to consult with care the College of Arts and Sciences' Standards and the University's ASPT Policies in order to monitor their progress toward tenure and promotion.

B. Qualification

To qualify for promotion or tenure, a faculty member must exhibit sustained and consistently high performance in teaching, scholarship and service. The following specific qualifications should be noted:

1. Teaching

A faculty member must present evidence of high-quality achievements in teaching, validated by student evaluations, peer reviews by tenure line faculty within the Department (at least one of whom must be a member of the DFSC), and such other evidence of teaching performance identified in IV, E, 2, above, and in the College ASPT standards.

Under no circumstances will a faculty member be promoted or tenured if his/her teaching is deemed qualitatively weak by the DFSC.

2. Scholarship

Faculty must present a consistent record of high-quality research including publications that are peer-reviewed. The emphasis shall be on the quality of the faculty member's scholarship, whether in the area of publications, grants,

presentations, or other research and scholarly activities. To help it make such judgments, the chair will ask at least three persons from outside the University to serve as evaluators of a candidate's scholarship. The chair will ask the faculty member to provide a list of at least six potential reviewers, from which the chair, in consultation with the DFSC, will select the evaluators. Under no circumstances may the outside evaluators be the faculty member's dissertation adviser or a co-author of a publication. As University ASPT policies make clear (XIV, B, 3), Illinois law stipulates that faculty members do not have the right to examine external letters unless the reviewer provides a written and signed waiver of confidentiality. The DFSC will give full consideration to all letters with or without a signed waiver.

In most cases, promotion to the rank of Associate Professor requires a published or forthcoming peer-reviewed scholarly book or four published book chapters or articles in professional journals, and other evidence of continuous scholarly activity in the appropriate field of history, history education, or related field. If a book is not yet published, evidence that the book is forthcoming and additional scholarly publications that are appropriate to the discipline are required. Such examples may include but are not limited to a book chapter, review essays, book reviews, encyclopedia entries, articles in refereed journals, electronic publications, or museum exhibits with catalog and commentary.

Promotion to the rank of Professor requires, in most cases, publication or firm acceptance since tenure of a peer-reviewed scholarly book or four or more peer-reviewed book chapters or articles in professional journals, and other evidence of continuous scholarship in the appropriate field of history, history education, or related field. Scholarly productivity may vary, however, depending on an individual faculty member's assignment and field.

Under no circumstances will a faculty member be promoted or tenured if his/her scholarship is deemed qualitatively weak by the DFSC.

3. Service

A faculty member who is a candidate for tenure or promotion must present evidence of significant service activities; specifically in the case of promotion to the rank of Professor, such activities must include service not only for the department but also for the college and/or university and should include service to the profession as well.

VII. POST-TENURE REVIEWS

Because all tenured faculty members are evaluated annually for purposes of accountability and assessing merit for possible salary increases, the History Department will not automatically conduct 5-year post-tenure reviews. Rather, the Department will require post-tenure reviews of faculty members who receive two overall "unsatisfactory"

annual evaluations in any three year period. In addition, the DFSC will conduct a 5-year post-tenure review for any individual who requests one.

VIII. SALARY COMPENSATION REVIEW

A. The DFSC shall conduct an annual salary review each year following its performance evaluations of faculty members that shall be directed toward ensuring that faculty salaries are consistent with performance and contributions to the Department. Such reviews shall take into account equitable issues affecting salaries such as compression and unrewarded merit.

B. During the spring semester of a tenure-line faculty member's third year, the DFSC shall conduct a separate review of that person's salary and make an equity/unrewarded merit adjustment if warranted.

C. The chairperson shall present to the DFSC recommendations for the distribution of salary increases including performance-evaluated salary increments as well as any equity adjustments. The DFSC is responsible for input and final approval of the salary recommendations in consultation with the chairperson.

D. Members of the DFSC shall not participate in the deliberations concerning their own salary increments. In such cases, each member whose salary increment is under discussion shall leave the meeting while the other members of the DFSC deliberate about such increment.

IX. ETHICAL OBLIGATIONS

A. All Departmental Faculty are expected to be cognizant of the ethical standards for faculty at the University as set forth in the Faculty Handbook, University Policies, and the University Code of Ethics.

B. The Department will follow the procedures for disciplinary actions as specified in the University ASPT Policies.

Amended, 4 October 2005

Amended, 18 September 2008

Amended, 1 November, 2011

Amended, 2 May, 2013

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