VI. THE FACULTY (adopted 12-2-2015)

VI.A. Definitions and Overall Faculty Composition

VI.A.1. Faculty Composition

The voting members of the Department of History shall be composed of assistant professors who are tenure-track, tenured and untenured associate professors, tenured professors, and clinical professors (who may be assistant professors, associate professors, or professors). Clinical Professors will not have voting rights for hiring or tenure decisions and will not serve on Department RPT Committees or the Advisory Committee. The faculty may also contain non-voting members: lecturers and visiting assistant professors. The Head of the Department will be a History faculty member of the rank of associate professor or professor.

VI.A.2. Definitions

Ad Hoc RPT Committee. A Committee composed of all tenure-track and tenured members of the Department, the Head excluded, that shall advise the Personnel Committee on questions of tenure and promotion. See Section VI.C.2.f.

Advisory Committee. A committee composed of five faculty members, representing all ranks in the Department, who advise the Head on departmental matters and policies not relating to Reappointment, Promotion, and Tenure. (See III.)

Appraisal and Development Reports. The Head's yearly appraisal of a Department member's activities. Abbreviated as A&D.

Collegiality. Defined in University guidelines. In the History Department, its practical meaning is the willingness of members to carry out assigned tasks diligently, to cooperate with other members of the Department, and to avoid creating conflicts within the Department.

Curriculum Vitae. A listing of an individual's teaching fields, research fields, outreach/extension activities, public history activities, professional service activities, and peer-reviewed publications. Abbreviated as CV.

Peer-review letters. Letters of evaluation of a candidate from individuals at institutions comparable to Oklahoma State University, in the rank of associate professor or professor. Letters should be accompanied by a brief curriculum vitae.

Peer-reviewed scholarship. Scholarship of a Department member that has been
evaluated by outside reviewers who possess academic standing within the field of inquiry.

**Personnel Committee.** Defined under Section VI.C.2.

**Public Presentation.** Presentation of historical research and interpretation by a member of the Department to a non-academic audience.

**RPT.** Abbreviation for Reappointment, Promotion, and Tenure.

## VI.B. Appraisal and Development

### VI.B.1. General

In consultation with the Advisory Committee, the Department Head has the responsibility for assigning departmental funds and faculty to the areas of: a) research, b) teaching, c) general education, d) honors teaching, e) outreach teaching when appropriate, and f) service activities. Since it is unlikely that every faculty member will be able to serve in all the areas listed above, it is expected that the Head will work with all individual members of the faculty on a written annual agreement on workload. This workload will be predicated upon departmental priorities, needs, and policy. Faculty members shall be appraised on the basis of this written agreement. In the event that the Head believes that an individual faculty member’s workload should be revised, he/she will consult with the Advisory Committee.

### VI.B.2. Categories of Appraisal

#### VI.B.2a. General

i. Appraisal of the activities of the members of the History Department must take into account the different forms these activities take. These forms include monographs, edited volumes, survey texts, articles, book reviews, presentations at conferences, officers of scholarly organizations, members of panel discussions, production of exhibits, digitalization projects, consultation, preparation of guides, manuals, grants, and other material suitable for groups interested in pursuing a particular historical subject.

ii. The Department of History at Oklahoma State University holds that all works of its members be peer-reviewed, that is, evaluated by members of the academic community. This means evaluation by academics who have produced scholarship in the field.

iii. All activities by members of the Department of History are evaluated at their conclusion, i.e., the acceptance for publication of a book or article, or the dissemination of an exhibition or digital project. Given below is the general outline for determining the relative rank of such
completed projects. All scholarly research in the Department shall be peer-reviewed, based on original sources, engage scholarly debates on their topics, and be publicly disseminated. In case of disputes about evaluation, see procedures in appeals (Section VI.B.4).

**VI.B.2.b. Research**

i. Peer-reviewed books published—either in print or digitally—by recognized university or commercial presses or other professional outlets, excluding vanity presses or self-published venues; and exhibits or digital history projects reflecting the same scholarly depth as a published book.

ii. Peer-reviewed edited volumes published—either in print or digitally—by recognized university or commercial presses or other professional outlets, excluding vanity presses or self-published venues.

iii. Refereed articles published—either in print or digitally—by scholarly journals or as chapters in collected works, and exhibits or digital history projects reflecting the same scholarly depth as a published article.

iv. Acquisition of grants to conduct research and/or writing, the Departmental evaluation of the grant depending upon the intellectual merits of the project.

v. Delivering scholarly papers or presentations at professional meetings.

vi. Acting as the Director of graduate students completing their M.A. or Ph.D. theses.

vii. Providing professional consultation services to groups outside of the academy (community organizations, historical societies, government agencies, historic preservation groups, businesses and corporations, primary and secondary school teachers, legal firms, archives, and so on).

viii. Authoring or producing government reports, project papers, films, visual presentations, historic preservation plans, oral histories, cultural resource management reports, and National Register of Historic Places nominations.

ix. Giving speeches, addresses, and talks at professional meetings.

x. Serving as members, not as directors, of completed M.A. and Ph.D. theses.

xi. Preparing and submitting grant proposals for (1) individual research, (2) applied and collaborative projects, or (3) digital scholarship.

xii. Producing book reviews for scholarly journals.

xiii. Producing book reviews and articles in non-scholarly outlets.

xiv. Preparing and submitting manuscripts of books and articles but not accepted for publication.

**VI.B.2.c. Teaching**

i. Untenured faculty will be observed annually by the Teaching Committee. The committee’s report will be submitted to the Head and be
a consideration informing the faculty member’s A&D.

ii. While admittedly difficult to measure quantitatively, certain distinguishing characteristics of teaching may be observed, including the following:

(a) The teacher consistently incorporates new material into lectures or discussions to remain attuned to current events, recent scholarly trends, and changing historical interpretations.
(b) The teacher attempts new means of engaging students by using new technologies, group projects, or other novel approaches.
(c) The teacher has high expectations of and respect for students.
(d) The teacher maintains regular office hours and is generally available for student consultation via email.
(e) The teacher makes use of feedback on his/her teaching performance, including peer review and student teaching evaluations.
(f) The teacher serves diligently on graduate advisory committees, comprehensive exam committees, and as director of theses/dissertations.
(g) The teacher demonstrates concern for the effectiveness of his/her teaching.
(h) The teacher maintains an interest in program and course development.

VI.B.2.d. Service and Outreach

i. Professional activities

This area concerns the relationship of the scholar to the historical profession. The following might be considered:

(a) editing of scholarly journals;
(b) office-holding and committee membership in professional groups;
(c) actions taken to preserve historical sites and manuscripts and the evaluation of manuscripts for journals and presses;
(d) promotion of the profession, e.g., by activity connected with Phi Alpha Theta, local, state, regional, national, and international history groups;
(e) attendance at professional meetings;
(f) membership in professional organizations and societies.
ii. Service

Evaluation in this area focuses on the faculty member’s participation in activities and governance of the Department, College, and University. The following might be considered:

(a) service on departmental committees, including regular attendance at committee meetings and with special recognition to committees that are the most active and time-consuming;
(b) participation in departmental activities, including department meetings, departmental colloquia, special events such as lectures by invited speakers, activities connected to hiring searches, support for and participation in activities of student organizations sponsored by the Department;
(c) service on committees and governing bodies of the College of Arts and Sciences;
(d) service on committees and governing bodies of the University;
(e) organization and sponsorship of special departmental activities, including visits by speakers, local conferences, film presentations, and/or series;
(f) participation in activities connected to mandated assessment of undergraduate and graduate programs.

iii. Outreach

Evaluation in this area should be based upon demonstrated willingness of faculty members to participate in outreach programs that reach non-traditional audiences in non-traditional ways. Among the things to be considered are:

(a) off-campus credit and non-credit courses;
(b) on-campus credit and non-credit courses;
(c) presentations requested by the Department or the media;
(d) high school, junior college, and college visitations;
(e) History Day activities;
(f) engagement in other programs designed to relate the discipline of history to the non-professional community;
(g) authorship of op-eds or giving interviews to the media, to documentary filmmakers, and others to reach a general audience.

VI.B.3. Procedures

a. The Department Head will formally appraise all faculty annually at all ranks in accordance with University policy.
b. Each faculty member will prepare an annual Appraisal and Development report in anticipation of such review by the Head. Such statement will include a section on the faculty member’s future research, teaching, and service plans.

c. After the Department Head has made his/her evaluation, he/she will confer with each faculty member within a reasonable time after the evaluation to review his/her work during the preceding year and to set goals and a workload for the ensuing year.

VI.B.4. Appeals

a. A faculty member who does not believe that his/her work has been fairly evaluated by the Department Head may contest the evaluation in a written appeal to the Advisory Committee. If the Advisory Committee sees fit, it may intercede with the Department Head on behalf of the faculty member requesting reevaluation, or it may direct a letter to the Dean, signed by all members, requesting a new evaluation.

b. Should the Department Head and the Advisory Committee concur on the appraisal, the faculty member may make further appeals as outlined in the OSU Faculty Handbook grievance procedures.

VI.C. Qualification Standards for Each Faculty Rank

VI.C.1. General

In making its recommendations, the Head as well as the appropriate Departmental Committees (defined in VI.D.2) will be governed by Reappointment, Promotion, and Tenure standards adopted by the Department on file in the office of the Dean, the College of Arts and Sciences Personnel Procedures, and the OSU Faculty Handbook.

VI.C.2. Qualification Standards for Clinical Professor

VI.C.2.a. General

All Department policies and procedures regarding clinical professors will be in accordance with University policy and College of Arts and Sciences policy.

VI.C.2.b. Recruitment

Recruitment to fill the position will be international in scope by advertising in appropriate venues. A person hired as a clinical professor of history will automatically be given the title of Clinical Assistant Professor of History unless hired at the rank of associate or professor. The Head will appoint a search
committee consisting of tenured and tenure-track members of the Department; in the case of immediate need and lack of time for faculty involvement, the Head may make a unilateral hiring decision.

**VI.C.2.c. Requirements**

A clinical professor of history must hold the Ph.D. in history or the equivalent from an accredited institution of higher learning, or from a comparable institution in another country. He/she must have strong and supportive recommendations from prior professional employers and/or other individuals qualified to assess the person’s potential as a teacher, as a scholar/researcher, and as an effective participant in service. He/she must provide evidence of an active interest in the profession of history.

**VI.C.2.d. Responsibilities**

i. The clinical professor of history performs activities not normally assigned to tenure-track and tenured faculty and may involve teaching beyond the freshmen survey classes, thereby differentiating a clinical professor from other positions for University employees. The clinical professor of history will normally be assigned undergraduate advising, duties involving undergraduate instruction and organization, and teaching. The courses that the clinical professor of history teaches are ones that aid the Department in fulfilling its teaching mission for undergraduate and graduate education. The clinical professor in the History Department may teach graduate courses in the area of his/her specialization and may serve on master’s and doctoral committees. The clinical professor of history shall also engage in publication and research but at a pace determined by the individual and the Head. The History Department may over time develop other duties that may be assigned to the clinical professor or result in the employment of other clinical professors.

ii. The clinical professor of history will have voting privileges on all matters except those involving reappointment, promotion, tenure, cumulative review of tenured and tenure-track faculty members, and the hiring of new faculty. The clinical professor of history is not entitled to research funding from the University or the College of Arts and Sciences under current regulations, but she/he may apply to all research funding offered by the History Department. The clinical professor of history has the same academic freedom as tenure-track and tenured members of the Department.

**VI.C.2.e. Term of Appointment and Tenure**

i. The clinical professor of history is a non-tenure-track position. Individuals will be hired on a contract extending for three years; the
contract must be reaffirmed at the end of each academic year.

ii. The clinical professor of history will have annual evaluations performed by the Department Head. In the case of unsatisfactory performance, the contract will be shortened to two years and the clinical professor will be given specific recommendations for correcting deficiencies. If the deficiencies are corrected, the original contract is reinstated; if they are not corrected, the remaining year will become the terminal year of the appointment. If the clinical professor contests evaluations or denial of promotions, he/she has access to the grievance procedures outlined in Section VI.B.4, VI.D.3.c.ii.d, VI.D.3.d.iii.v, and VI.D.3.e.iii.v.

iii. A clinical professor of history may be continually employed by being offered a new contract every three years. The clinical professor of history may, if he/she so chooses, stay at the same rank of clinical assistant professor, or may seek promotion to associate or professor. The clinical professor seeking promotion has to fulfil the requirements outlined in the sections detailing standards for associate professor and professor. The clinical professor’s salary will be adjusted according to fulfillment of duties in the A&D evaluation procedure.

VI.C.3. Qualification Standards for Assistant Professor

VI.C.3.a. Recruitment

Recruitment to fill the position will be international in scope by advertising in appropriate printed and digital venues.

VI.C.3.b. Requirements

An assistant professor of history must hold the Ph.D. in history or the equivalent from an accredited institution of higher learning, or from a comparable institution in another country. He/she must have strong and supportive recommendations from prior professional employers and/or other individuals qualified to assess the person’s potential as a teacher, as a scholar/researcher, and as an effective participant in service. He/she must provide evidence of an active interest in the profession of history.

VI.C.3.c. Responsibilities

i. An assistant professor is responsible for conducting university classes for undergraduates and for participation in the graduate program. An assistant professor may have full responsibility for one or more courses; may supervise the efforts of undergraduate student assistants, graduate student assistants, and/or instructors; and may serve on graduate student
committees. Regulations established by the Graduate College will determine whether the person is permitted to direct graduate theses and dissertations.

ii. The assistant professor may advise students on curricular and career choices; may assist student organizations within the Department or College; may engage in Outreach activities; and will serve on faculty committees at the Department, College, and University level. Any assistant professor who joins the faculty after August 1, 2014 will begin developing scholarly maturity, as normally evidenced by publication of one scholarly monograph or book or four articles in refereed national or international journals or peer-reviewed edited collections. Professional achievement may also be enhanced by presenting papers before national or regional meetings of professional societies, public history scholarship and activities, and/or by significant participation in service.

VI.C.3.d. Term of Appointment and Tenure

i. The assistant professor is appointed for four years and may be reappointed; this criterion is not applicable to clinical assistant professors who have a three-year contract that is affirmed annually.

ii. The Head of the Department will provide him/her annually with a written appraisal of effectiveness as evidenced by the established University documents. All appraisals will conform to established University and College appraisal procedures.

iii. Reviews will be conducted as a part of decisions affecting reappointment, promotion, or tenure as stipulated in these departmental policies and procedures.

iv. If an assistant professor is to be denied reappointment, promotion, and/or tenure, written reasons based on objective criteria as reflected in earlier appraisal and development documents must be submitted to the faculty member.

VI.C.4. Qualification Standards for Associate Professor and Clinical Associate Professor

VI.C.4.a. General

The policies given here are for tenure-track faculty; qualification standards for clinical associate professor are given in section VI.C.4.f.
VI.C.4.b. Recruitment

Recruitment to fill the position will be international in scope by advertising in appropriate venues.

VI.C.4.c. Requirements.

i. In addition to meeting the requirements for an assistant professor, the associate professor of history must have demonstrated skill in teaching undergraduate courses, participating in the graduate program, must have received favorable evaluations from students, peers, and departmental administrators, and must demonstrate a continuing interest in working with students.

ii. Teaching competence will have been established by peer review of classroom presentations, course materials, and student evaluations. Normally, the associate professor of history must have at least five years teaching experience at the college level.

iii. The associate professor of history must have a record of achievement in research and scholarship, and will ordinarily have published refereed and original research as a scholarly monograph or book or four peer-reviewed articles in national or international journals or peer-reviewed edited collections and/or publicly engaged and collaborative scholarship such as interdisciplinary and digital history projects and/or exhibitions. The basis for evaluating such publications and projects will be their quality and historical significance in comparison with the work of associate professors with the same field of specialization in comparable institutions. The associate professor of history will also have made service contributions to the Department.

VI.C.4.d. Responsibilities

i. The associate professor of history is responsible for teaching undergraduate courses and participating in the graduate program through instruction, advising, serving on thesis or dissertation committees, and/or assessing comprehensive exams. The associate professor will also assist in course and curriculum development.

ii. He/she demonstrates a high level of productivity in his/her field of historical specialization as reflected by the publication of peer-reviewed books and articles and/or publicly engaged and collaborative scholarship such as interdisciplinary and digital history projects and exhibitions.

iii. The associate professor of history serves as an active member of Departmental, College, or University committees, and may engage in Outreach activities, may advise student organizations, or participate in appropriate
professional organizations at the local, state, regional, national, or international level.

**VI.C.4.e. Term of Appointment and Review**

i. The associate professor has tenure if promoted from assistant professor to that rank, or if hired at that rank with tenure; this rule does not apply to clinical associate professors.

ii. If the person is initially appointed as associate professor without tenure, the appointment is for four years, and if reappointed, tenure is conferred. This rule does not apply to clinical associate professors.

iii. The professor will undergo periodic cumulative review; this rule does not apply to clinical professors.

iv. The Head of the Department will provide him/her annually with a written appraisal of effectiveness as evidenced by the established University documents. All appraisals will conform to established University and College appraisal procedures.

**VI.C.4.f. Qualification Standards for Clinical Associate Professor**

i. Recruitment

Recruitment to fill the position will be international in scope by advertising in appropriate printed and digital venues.

ii. Requirements

   a. The clinical associate professor of history must have had at least five years experience in the position of clinical professor; duties performed at other institutions will be factored into the above time requirement of five years.

   b. The clinical associate professor possesses proficiency in correctly advising undergraduate students and has a full understanding of university and college regulations regarding academic requirements. The clinical associate professor has attended workshops and meetings offered to enhance advising abilities.

   c. The clinical associate professor takes an active interest in the clubs and organizations of history undergraduate students, is willing to offer them guidance and help them establish programs that enhance their educational experience.

   d. The clinical associate professor of history must have demonstrated skill in teaching undergraduate courses, have competently participated in the graduate program (when requested), have received favorable evaluations from the exit interviews of students, and have earned the respect and
confidence of peers and departmental administrators; she/he shows a continuing interest in working with students. The clinical associate professor has established competence in teaching by peer review of classroom presentations, course materials, and student evaluations.

e. The clinical associate professor of history will have demonstrated a commitment to research by publication of two peer-reviewed scholarly articles in respected academic journals, or the completion of two exhibitions or digitization projects that require a moderate time for completion. The clinical associate professor of history may exceed this requirement by the publication of a monograph.

iii. Responsibilities

a. The clinical associate professor of history is responsible for teaching undergraduate courses; he/she may participate in the graduate program through instruction, advising, serving on thesis or dissertation committees, and/or assessing comprehensive exams.

b. The clinical associate professor will also assist in course and curriculum development, and serve on committees involving teaching.

c. The clinical associate professor of history will perform successfully the duties of undergraduate advising as assigned by both the Department and the College of Arts and Sciences. She/He will be readily available to the student population and will take an active interest in enhancing their educational experience.

d. The clinical associate professor of history may serve on College or University committees and may engage in Outreach activities, but the extent of such activity will be determined by consultation with the Head, so as to ensure the primary missions of teaching, advising, and research are not diminished.

iv. Term of Appointment and Review

a. The clinical associate professor does not possess tenure. Appointment is for three years, with annual renewal. The three-year contract may be renewed indefinitely given successful performance and budgetary considerations.

b. The clinical associate professor will not undergo periodic cumulative review.

c. The Head of the Department will provide him/her annually with a written appraisal of effectiveness as evidenced by the established University
documents. All appraisals will conform to established University and College appraisal procedures.

VI.C.5. Qualification Standards for Professor and Clinical Professor

VI.C.5.a. General

The standards given here are for tenured professors. Standards for clinical professors of history are given in Section VI.C.5.f.

VI.C.5.b. Recruitment

Recruitment to fill the position will be international in scope by advertising in appropriate venues.

VI.C.5.c. Requirements.

i. In addition to meeting the requirements for an associate professor, the professor of history will have established a highly meritorious record as a teacher, and will have been recognized nationally as an accomplished scholar. The professor of history will have established a record of sustained, original research and publication beyond that established for promotion to associate professor that will ordinarily include at least one additional scholarly monograph or book and/or four peer-reviewed articles in national or international journals or peer-reviewed edited collections and/or publicly engaged and collaborative scholarship such as interdisciplinary and digital history projects and exhibitions.

ii. The basis for evaluating such publications and scholarship will be their quality and significance in comparison with the work of history professors with the same field of specialization in comparable institutions of higher learning.

VI.C.5.d. Responsibilities

i. In addition to the duties of an associate professor, the professor of history is responsible for providing leadership in developing the instructional and research activities of the Department, particularly in his/her area of expertise, for attracting high-quality students to his/her teaching and research activities in a manner compatible with the general departmental program, and for maintaining academic standards.

ii. The professor assumes major responsibility for discharging successfully the tasks assigned to Departmental, College, and/or University committees.

iii. As a mature professional, the professor contributes significantly to regional and national professional organizations. In addition to exhibiting the highest caliber of instructional and scholarly skills, the professor is particularly
responsible for, and capable of, providing leadership for the overall development of the Department, the College, and the University. Likewise, the professor is responsible for using his/her skill and reputation to advance the profession generally and to seek ways in which the discipline of history can be used as a tool for community engagement.

**VI.C.5.e. Review**

i. The professorship is a tenured appointment except for clinical professors.

ii. The professor will undergo periodic cumulative review except for clinical professors.

iii. The Head of the Department will provide him/her annually with a written appraisal of effectiveness as evidenced by the established University documents. All appraisals will conform to established University and College appraisal procedures.

**VI.C.5.f. Qualification Standards for Clinical Professor**

i. Recruitment

Recruitment to fill the position will be international in scope by advertising in appropriate venues.

ii. Requirements.

a. In addition to meeting the requirements for a clinical associate professor, the clinical professor of history will have established a highly meritorious record as an advisor.

b. The clinical professor of history will be acknowledged as a superior teacher.

c. Beyond the publications that enabled the individual to become a clinical associate professor, the clinical professor of history will have additionally published two peer-reviewed articles in respectable academic journals or a monograph, or equivalent accomplishments in public history, exhibitions, or digitization projects. The clinical professor of history will have a well-known reputation for contribution in his/her area of expertise.

iii. Responsibilities

a. In addition to the duties of a clinical associate professor, the clinical professor of history is responsible for providing leadership in developing the instructional activities of the Department. She/He makes initiatives to attract students into the study of history. He/she is
b. The clinical professor assumes major responsibility for discharging successfully the educational tasks of Departmental committees.

c. The clinical professor of history is known for innovative and outstanding teaching.

iv. Review

a. The clinical professor of history does not have tenure.

b. The clinical professor of history will not undergo periodic cumulative review.

c. The Head of the Department will provide him/her annually with a written appraisal of effectiveness as evidenced by the established University documents. All appraisals will conform to established University and College appraisal procedures.

VI.D. General Procedures for Appointment, Reappointment, Promotion, and Tenure

VI.D.1. Appointment of New Faculty

a. The appointment of new faculty members will follow the guidelines set forth in the OSU Faculty Handbook. At the same time, appointment of new faculty to tenure-track positions will occur only with the consent of 2/3 of the entire voting faculty of the Department, excluding those on sabbatical or research leave who chose not to participate. Proxy votes will only be counted in cases when faculty members are absent due to sabbatical, research assignment, professional travel, medical reasons, or emergencies. Proxy votes will only be counted during the first round of voting.

b. Letters of initial appointment and reappointment will be explicit about the terms of appointment, and new faculty and the Department will be expected to adhere to those terms.

VI.D.2. The Personnel Committee for Reappointment, Promotion, and Tenure

a. A Personnel Committee will make recommendations to the Head regarding any personnel action that would result in reappointment, promotion and/or the awarding of tenure. A Personnel Committee will
be formed for each rank. The Head will forward these recommendations and his/her own recommendation to the Dean of the College of Arts and Sciences.

b. The Personnel Committee will be formed on an as-needed basis and consist of five members complying with the University’s regulations concerning faculty eligible to evaluate the candidate applying for reappointment, promotion, and/or tenure. These five members will be selected by a majority vote of the Department’s voting faculty attending the meeting at which such an election is held. (By university regulation, all members of any Personnel Committee must be at or above the rank that the candidate hopes to obtain.)

c. No faculty member applying for reappointment, promotion, or tenure will serve on any Personnel Committee in the year of their application.

d. If five eligible members cannot be derived from the History Department faculty, the Advisory Committee, in consultation with the Head, will complete the Personnel Committee’s requisite size with eligible faculty from similar departments or disciplines at the University. As stipulated in Oklahoma State University Policy and Procedures 2-0902, Reappointment, Promotion and Tenure Process for Ranked Faculty, the role of these non-departmental members will include making the Committee’s recommendation to the Head.

e. If an assistant professor is seeking promotion to associate professor with tenure at the same time an associate professor is seeking promotion to full professor, separate Personnel Committees for each action may be necessary to comply with University requirements. If this situation arises, each Personnel Committee will be comprised of five faculty members meeting these requirements and selected by a majority of the Department’s voting faculty. Membership on multiple Personnel Committees is permissible, as long as the member is eligible to serve on each according to University requirements and is not applying for reappointment, promotion, and tenure that year.

f. In cases involving the possible conferring of tenure, the Personnel Committee, prior to making its recommendation to the Head, will meet with and receive the advice of an Ad Hoc RPT Committee consisting of all tenured and tenure-track faculty except the Head. At this meeting, the Ad Hoc RPT Committee will take a vote by secret ballot on whether to recommend the candidate for tenure. The Personnel Committee will report the result of that vote, detailing the number favoring tenure and the number opposed, in its written recommendation to the Head.

g. Personnel Committees will be formed as outlined above in the case of
To promote professionalism, every candidate for promotion and/or tenure must demonstrate meritorious achievement in research and teaching. Significant contributions in the mission area of service are also expected.

**VI.D.3.b. Specific Factors**

In most cases, specific factors on which decisions regarding promotion and reappointment will be based are:

- Research, publication, and scholarly activity (45 percent)
- Teaching effectiveness (45 percent)
- Contributions to Department, College, University, and Professional service activities, collegiality, and good departmental citizenship (10 percent).
- For clinical professors the distribution of duties is undergraduate advising, 50 percent; teaching, 35 percent; and research, 15 percent.

**VI.D.3.c. Reappointment**

i. Qualifications for Reappointment.

b. Clinical professors possess a three-year contract, ratified on an annual basis. If the service rendered by the clinical professor meets the standards of the Department, a new three-year contract may be offered. No Personnel Committee is formed for reappointment of a clinical professor to a three-year contract, but the decision to offer a new contract to a sitting clinical professor must be ratified by a majority vote of the tenured and tenure-track members of the History Department during a spring semester.

ii. Evaluation Procedures for Reappointment

a. General
1. A Personnel Committee shall be selected as outlined in Section VI.D.2 except for clinical assistant professors.

2. In developing recommendations, the Personnel Committee will give the faculty members under consideration for reappointment the opportunity to submit all materials necessary for a full and fair evaluation.

3. All peer-reviewed scholarship included on the candidate’s CV should have already appeared in print, either in paper or digitally, in a peer-reviewed scholarly venue; or should be accepted for publication, as verified by a statement from an editor or publisher.

b. Procedures

1. Classroom observation and evaluation of the candidate for reappointment is required. Members of the Personnel Committee charged with handling the candidate’s reappointment will be responsible for such observation and evaluation. Classroom observation may take place at any time prior to the reappointment decision. The candidate for reappointment will also deposit with the Head samples of his/her course materials (syllabi and tests) and teaching evaluations.

2. At least ten weeks before the Head and Personnel Committee consider the reappointment of a particular faculty member, the candidate will be asked to prepare a CV and to gather evidence supporting the personnel action anticipated.

3. Following submission of the CV and supporting materials, the Department Head will confer with each faculty member under consideration for reappointment to review with him/her the CV and other items for the purpose of clarifying any matters which require interpretation.

4. The Head will supply the Personnel Committee with all past A&D evaluations.

5. At a joint meeting of the Personnel Committee and the Ad Hoc RPT Committee (excluding the Head), the matter of reappointment will be voted on by secret ballot. The results of this ballot will then be taken under advisement by the Personnel Committee, which then meets independently to decide by another secret ballot whether to recommend or not to recommend reappointment. The Chair of the Personnel Committee will inform the candidate under consideration in
writing of the vote total (including as well the advisory vote of the Ad Hoc RPT Committee) and the recommendation of the Personnel Committee with regard to the tenure decision. The Personnel Committee will prepare a similar letter, with majority and minority reports when appropriate, for the Head, who will transmit it to the Dean. The Head will as well prepare a recommendation concerning a member’s reappointment to the Dean.

6. In the instance when the Head’s recommendation is contrary to the judgment of the Personnel Committee, the Head will make his/her position known to both the faculty member and the Chair of the Personnel Committee in writing.

c. Preparation of Written Recommendations

The Department Head will be responsible for preparing and submitting to the Dean of the College of Arts and Sciences his/her own letter of recommendation, the Personnel Committee’s recommendation, and all other written materials including the standard “Promotion and Reappointment Form.” A copy of the Head’s letter shall be provided to the Personnel Committee and the candidate.

d. Appeals

1. A faculty member may respond in writing (maximum 1000 words) to a negative recommendation of the Personnel Committee and/or Head within three working days of the initial notification. The response(s) should be submitted to the Head and included in the candidate’s documentation file. The candidate may also submit any new relevant information with this response. Requests for reconsideration will be granted.

2. The faculty member may file an appeal with the Dean or other appropriate officials.

VI.D.3.d. Tenure and Promotion to Associate Professor

i. Recommending Authority.

Personnel decisions where promotion will confer tenure will be initiated automatically or by individual faculty members. The Personnel Committee will make recommendations to the Head of the Department to be forwarded to the Dean of the College of Arts and Sciences. In each case, however, the Personnel Committee will seek the advice of all tenure-track and tenured members of the Department (excluding the Head of the Department) in a meeting called
especially for that purpose. Constituted as an Ad Hoc RPT Committee, this meeting will be presided over by the elected Chair of the Personnel Committee. The matter of tenure will be voted on by secret ballot.

ii. Guidelines for Tenure

a. In making its recommendations, the Personnel Committee, the Ad Hoc RPT Committee, and the Head will give consideration to the merit and potential growth of the candidate as well as to the projected academic needs of the Department.

b. With reference to the merit and potential of the candidate, the committees and the Head will be governed by the “Qualification Standards” adopted by the Department (see section VI.C.4) and on file in the offices of the Head and the Dean.

c. Assistant Professors will not be granted tenure in that rank.

iii. Evaluation Procedures for Tenure

a. In developing recommendations, the Personnel and Ad Hoc RPT Committees will give the candidate the opportunity to submit all information necessary for a full and fair evaluation.

b. Classroom observation and evaluation of the candidate for promotion and tenure is required. Members of the Personnel Committee charged with handling the candidate’s tenure decision will be responsible for such observation and evaluation. Classroom observation may take place at any time prior to the promotion and tenure decision. The candidate for promotion and tenure will also deposit samples of his/her course materials (syllabi and tests) and teaching evaluations with the Head.

c. At least ten weeks before the Ad Hoc RPT Committee and Personnel Committee consider the tenure decision for a particular faculty member, the candidate will be asked to prepare a CV and to gather evidence supporting the anticipated personnel action. The candidate and the Head shall provide a list of at least ten professional scholars capable of judging his/her work. Letters from OSU faculty, the candidate’s graduate advisors or mentors, former students of the candidate, co-authors of the candidate, and reviewers from non-peer institutions are not acceptable. In consultation with the Personnel Committee, the Head shall select at least three external reviewers to write letters supporting the tenure request.

d. Following submission of the CV and supporting materials, the
Department Head will confer with the candidate under consideration for tenure to review with him/her the CV and other items that require clarification.

e. The Head will supply the Personnel Committee with all past A&D evaluations.

f. At a joint meeting of the Personnel Committee and the Ad Hoc RPT Committee (excluding the Head), the matter of tenure will be voted on by secret ballot. The results of this ballot will then be taken under advisement by the Personnel Committee, which then meets independently to decide by another secret ballot whether to recommend or not to recommend tenure. The Chair of the Personnel Committee will inform the candidate under consideration in writing of the vote total (including as well the advisory vote of the Ad Hoc RPT Committee) and the recommendation of the Personnel Committee with regard to the tenure decision. The Personnel Committee will prepare a similar letter, with majority and minority reports when appropriate, for the Head, who will transmit it to the Dean. The Head will as well prepare a recommendation concerning a member’s reappointment to the Dean.

g. If the Head’s recommendation is contrary to the judgment of the Personnel Committee, the Head will make the fact known to both the faculty member and the Chair of the Personnel Committee in writing. In any event, the Head will forward both his/her and the Personnel Committee’s recommendations to the Dean.

iv. Preparation of Written Recommendations

The Department Head will be responsible for preparing and submitting to the Dean his/her own letter of recommendation relative to the tenure decision as well as all other written materials including the standard “Promotion and Reappointment Form.” A copy of the letter shall be provided to the Personnel Committee and to the candidate.

v. Appeals

a. A faculty member may respond in writing (maximum 1000 words) to a negative recommendation of the Personnel Committee and/or Head within three working days of the initial notification. The response(s) should be submitted to the Head and included in the candidate’s documentation file. The candidate may also submit any new relevant information with this response. Requests for reconsideration will be granted.

b. The faculty member may file an appeal with the Dean or other appropriate
VI.D.3.e. Promotion to Professor

i. Recommending Authority

Individual faculty members will initiate applications for promotion to the rank of Professor. The Personnel Committee, comprised of five Professors, will make a recommendation to the Head after receiving the advice of the Ad Hoc RPT Committee.

ii. Guidelines for Promotion to the Rank of Professor

   a. In making its recommendations, the Personnel Committee and the Head will assess the merit of the candidate.

   b. With reference to the merits of the candidate, the committee will be governed by the “Qualification Standards for Professor” outlined above in VI.C.5.

iii. Evaluation Procedures for Promotion to Professor

   a. In developing recommendations, the Personnel Committee will give the candidate for promotion to Professor the opportunity to submit all information necessary for a full and fair evaluation.

   b. Classroom observation and evaluation of the candidate for promotion to Professor is required. Members of the Personnel Committee will be required to perform the classroom observation prior to making its promotion decision. The candidate will also deposit samples of his/her course materials (syllabi and tests) and teaching evaluations with the Head.

   c. At least ten weeks before the Personnel Committee considers the promotion decision for a particular faculty member, the candidate will be asked to prepare a CV and to gather evidence supporting the anticipated personnel action. The candidate and the Head shall provide a list of at least ten professional scholars capable of judging his/her work. Letters from OSU faculty, the candidate’s graduate advisors or mentors, former students of the candidate, co-authors of the candidate, and reviewers from non-peer institutions are not acceptable. In consultation with the Personnel Committee, the Head shall select at least three external reviewers to write letters supporting the promotion request.

   d. Following submission of the CV and supporting materials, the
Department Head will confer with the candidate to review with him/her the CV and other items for the purpose of supplying any necessary clarifications.

e. The Head will supply the Personnel Committee with all past A&D evaluations.

f. At a joint meeting of the Personnel Committee and the Ad Hoc RPT Committee (excluding the Head) the matter of promotion to Professor will be voted on by secret ballot. The results of this ballot will then be taken under advisement by the Personnel Committee, which will then meet independently to decide by another secret ballot whether to recommend or not to recommend promotion to Professor. The Chair of the Personnel Committee will inform the candidate under consideration in writing of the vote total (including as well the advisory vote of the Ad Hoc RPT Committee) and the recommendation of the Personnel Committee with regard to promotion to Professor. The Personnel Committee will prepare a similar letter, with majority and minority reports when appropriate, for the Head, who will transmit it to the Dean. The Head will as well compose a letter recommending or not recommending promotion to Professor.

g. If the Head’s recommendation is contrary to the judgment of the Personnel Committee, the Head will make his/her position known to both the faculty member and the Chair of the Personnel Committee in writing. In any event, the Head will forward both his/her and the Personnel Committee’s recommendations to the Dean.

iv. Preparation of Written Recommendations

The Department Head will be responsible for preparing and submitting to the Dean his/her own letter of recommendation relative to the promotion to Professor as well as all other written materials including the standard “Promotion and Reappointment Form.” A copy of the letter shall be provided to the Personnel Committee and to the candidate.

v. Appeals.

a. A faculty member may respond in writing (maximum 1000 words) to a negative recommendation of the Personnel Committee and/or Head within three working days of the initial notification. The response(s) should be submitted to the Head and included in the candidate’s documentation file. The candidate may also submit any new relevant information with this response. Requests for reconsideration will be granted.
b. The faculty member may file an appeal with the Dean or other appropriate officials.