

HISTORY DEPARTMENT BYLAWS (Appendix D) REVISED April 2014 and approved through secret ballot by a two-thirds majority of department members as specified in Bylaws 27.3.

APPENDIX D
TO THE BYLAWS OF THE DEPARTMENT OF HISTORY:
SALARY PROCEDURES

The History Department evaluates “merit” based on teaching, research, and service. The procedures and criteria for this evaluation are described below. These procedures and criteria have been approved by majority vote of the faculty and communicated in writing to each faculty member.

I. Procedures

A. The department has a salary committee of approximately one third that evaluates the faculty each year based on the most recent three years of performance.

B. The salary committee is comprised of approximately one third of the tenured and tenure-earning faculty members. Each year the previous members are replaced by the next group at the top of a rotating list of all tenured and tenure-earning faculty members in the department. After that group has served it in turn goes to the bottom of the list and works its way back up. New faculty members begin at the bottom of the list. Faculty members will serve on the committee about once every three years.

C. The committee uses the following procedure:

1. Salary forms and all other pertinent materials are assembled in electronic files; these are then posted on the department’s secure Blackboard page. Each committee member individually examines the salary files of all department members (except herself or himself, spouse, partner, or others for whom there would be an obvious conflict of interest), giving special attention to the Salary Form (Appendix B) that each faculty member fills out. This form provides data on research, teaching, service, and—as derived from the Assignments of Responsibilities forms of the three-year evaluation period—the average percentage of effort assigned to each performance category. Each committee member evaluates the achievements based on the information in the file and on the Salary Form (Appendix B).

2. After the salary files have been evaluated, the committee meets to discuss their contents. Each department member may meet with the committee to present her or his case for a merit raise. After salary committee rankings have been announced, dissatisfied individuals may meet with the salary committee to present their case.

3. Each committee member who has examined the files records his or her evaluations of all faculty on an additional form and returns it to the chair. Taking into account the average percentage of effort assigned to teaching, research, and service for the three-year evaluation period, the committee members rate each faculty member from 5 (higher than average performance) through 1 (lower than average performance) for teaching, again for research, and again for service. A rating of 3 indicates average performance.

4. The chair compiles the results.

5. The committee then examines the results for each faculty member. A difference of 3 points (1-4, 1-5, or 2-5) within a category will be discussed and a revote will ensue. The committee will adopt the higher rating.

6. Using the revised results, the chair averages the scores for teaching, for research, and for service given to the faculty member, and then multiplies each of those average scores by the three-year average percentage of effort reported on the Salary Form (Appendix B). Then the committee ranks the faculty. By majority vote, the committee next groups the faculty into three categories: definitely reward, reward if possible, satisfactory but no merit raise recommended.

7. Each faculty member is notified in writing of the committee's recommendation in her or his case. Overall departmental rankings are not made public.

8. Each department member may discuss her or his rating with the department chair and salary committee and see the final rankings above her or his place.

9. Dissatisfied individuals may meet with the salary committee to present their case for a revised ranking.

10. The committee **may meet** after the dean has determined salaries to consider revising procedures and criteria; **any member of the salary committee may request such a meeting**. The department votes on the committee's recommendations for revisions, **if any**.

II. Criteria

The department uses the following criteria in evaluating teaching, research, service, and career influence.

A. The committee evaluates teaching using such factors as SPOTS reports, involvement in graduate education (membership on master's and doctoral committees), duties as a major professor, graduate DIS courses, and placement and success of graduate students. The committee also considers honors courses, undergraduate DIS courses, academic advising, honors thesis responsibilities, and university and departmental teaching awards. The committee accords special emphasis to university teaching awards at the time they are awarded. In addition to the materials requested on Appendix B, faculty will include copies of course syllabi and grade distributions for all courses to be reviewed.

B. In research, publications are evaluated according to their prestige, originality, scope, and research effort. The department rewards scholarly books, monographs, edited or translated books, and, **at its discretion**, bibliographical books, anthologies, and conference proceedings. Members are rewarded when a book is accepted (by formal contract) and **submitted**, and when a book is published. Priority is given to the publication of a book-length work of original research. An acceptance or publication date **and submission of the complete manuscript** must pre-date the final meeting of the salary committee.

A book with fewer than **100** manuscript and **80** published pages of original text by each author shall be considered a long article. Prologue, introduction, commentary, conclusion, epilogue, and notes are counted, whereas table of contents, bibliography and indices are not.

The committee considers journal articles, articles or chapters in books and symposia proceedings, and participation in professional conferences. An article is evaluated as to whether a co-author was involved; a journal's prestige, and whether or not articles are refereed. The committee weighs papers presented at conferences more heavily than participation on professional committees, chairing scholarly sessions, or serving as a critic. These other functions are nevertheless deemed meritorious. Other scholarly activities include editorships of journals, professional awards for scholarship, fellowships, and grants.

C. To evaluate service, the committee considers membership on committees essential to the operation of the department, the college, and the university; administrative duties for the same entities; activity beyond dues-paying status in professional groups; representation of the department or university at professional meetings; and advising student organizations.

III. Evaluation of Chair

The department chair presides over deliberations of the salary committee but does not rank department members. In the chair's end-of-the-year meeting with the dean, he or she presents the salary committee's rankings to the dean along with his or her own evaluation of departmental members.

Following the salary committee's evaluation of the faculty, the chair is rated (5-1) on teaching, research, service, and administration by each member of the committee. Salary committee members elect one of their colleagues to compile the ranks of the chair and communicate them to the dean. The chair is only able to see the salary committee's final (not individual) rankings of him or her.

The criteria for evaluating the department chair's performance on teaching, research, and service are the same as those for department members. In the category of administration, the chair is evaluated on his or her accessibility to the department; ability to secure university resources; and fairness in making assignments and personnel decisions. Others with administrative duties are evaluated on the success of their programs or assignments, their ability to work with peers and supervise staff, and the effort expended in their administrative roles.

IV. SPCI's and Grade Distribution

SPCI forms submitted for salary evaluation must be accompanied by grade distribution.

V. Salary Form

The Salary Form is also known as Appendix B of the Bylaws.