

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

## APPENDIX C

TO THE BYLAWS OF THE DEPARTMENT OF HISTORY:

### GUIDELINES FOR

### THE REVIEW OF FACULTY IN THE SECOND AND FOURTH YEARS

**In the Department the criteria for tenure are laid out in Appendix A.**

For the second year review the candidate will be assessed on her/his progress towards tenure and given advice on how to stay on track.

For the fourth year review the candidate will be assessed on her/his progress towards tenure and given advice on how to stay on track.

#### **I. Procedures**

(1) The Chair shall appoint a subcommittee of the Department's P&T Committee (all tenured faculty) to conduct the review (2<sup>nd</sup> or 4<sup>th</sup> year, as per).

(2) The candidate shall submit a current and comprehensive binder as outlined in the University Promotion and Tenure memo revised and issued annually through the Office of the Vice President for Faculty Development and Advancement. This binder should be received by the Promotion and Tenure Subcommittee by February 1.

(3) The P&T Sub-Committee will study the binder, discuss the candidate's record, and vote by secret ballot.

(4) The P&T Subcommittee shall also prepare a report, summarizing its findings (for the 2<sup>nd</sup> or 4<sup>th</sup> year review as per). That report will then be forwarded to the chair who will, in turn, forward it to the Dean. That report (for both 2<sup>nd</sup> and 4<sup>th</sup> year reviews) will become a part of the candidate's tenure binder.

A suggested format for the P&T Subcommittee's Report, which may be modified or expanded, for such use is:

#### **Summary of Meeting**

**The P&T committee reviewed the candidate \_\_\_\_\_ for promotion (and/or tenure). A majority of the committee expressed that the candidate's binder provided evidence that the candidate (did not meet/met/exceeded/far exceeded) the norm for his or her discipline in the area of research (similar**

sentences can be used for teaching and service). Comments were made regarding the candidate's strength/weakness in the area of \_\_\_\_, as evidenced by \_\_\_\_.

(5) The P&T Subcommittee will share its findings with the Department P&T Committee (All tenured faculty).

(6) The chair of the department will share the findings with the Dean of the College of Arts and Sciences.

## **II. Teaching: Classroom Visitations**

The chair of the department and two committee members appointed by the chair from the Promotion and Tenure Committee will visit the candidate's classroom and report their findings to the full committee. The candidate will receive at least fourteen days' notice before a visitation is made. The committee members shall visit different classes; the classes may be part of the same course, or they may sample several courses. Visitation should be completed in the fall semester unless the candidate has a fall research assignment.

## **III. Teaching: Criteria**

The committee will assess the candidate's teaching according to the following criteria:

(a) pedagogical skill: teaching ability; command of subject matter and ability to present it to students with clarity;

In evaluating teaching effectiveness, substantial weight is accorded to SPCI. To receive a favorable recommendation in the area of teaching, the candidate's SPCI shall be broadly consistent with the average SPCI scores in the History Department. The committee will take into account improvement, class size, and course level.

(b) course structure;

(c) high academic standards.

#### **IV. Research: Material to Be Submitted to the Committee**

The candidate shall submit a copy of each of her or his unpublished manuscripts and published works to the Promotion and Tenure committee by February 1.

#### **V. Research: Criteria**

To receive a favorable recommendation in the area of research, the candidate shall be making steady progress towards tenure requirements.

#### **VI. Service: Criteria**

To receive a favorable recommendation in the area of service, the candidate shall meet the three following criteria:

(a) the candidate should have willingly undertaken a reasonable academic-service assignment;

(b) the candidate should have completed, in good standing, any university, college, or department service to which she or he was assigned or for which she or he volunteered, unless the candidate was relieved of this responsibility for reasons other than candidate's failure to perform adequately in that role;

(c) evaluation of service shall consider the candidate's contributions to the orderly and effective functioning of the History Department, the College of Arts and Sciences, and the Florida State University.