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

APPENDIX B
TO THE BYLAWS OF THE DEPARTMENT OF HISTORY:
SALARY & ANNUAL EVALUATION FORM

SALARY & ANNUAL EVALUATION FORM: SPRING XXXX
THREE YEAR PERIOD COVERED: JAN. 1, XXXX-DEC. 31, XXXX

COMPLETED FORMS ARE DUE ON MONDAY MARCH 12.

All faculty members are required to complete the evaluation form and undergo evaluation for merit as per 10.4.a of the C.B.A.: “All faculty members will be reviewed for merit.” If you do not wish to be awarded a merit increase, please include a note to that effect with your completed salary form. THE DEPARTMENT HAS VOTED THAT INCOMPLETE FILES WILL NOT BE CONSIDERED FOR SALARY PURPOSES. Newly hired faculty are required to complete and submit the salary form but will not be awarded a merit increase until their second year. In the form below, please feel free to expand or reduce the amount of space you need for each item.

NAME __________________________________________

ASSIGNED DUTIES (by %): Get these figures recorded in your annual assignments of responsibilities from the Office Administrator.

TEACHING: average per semester of three-year window ______
RESEARCH: average per semester of three-year window ______
SERVICE: average per semester of three-year window ______
ADMINISTRATION: average per semester of three-year window: ______

(The total must equal 100%. To exceed 10% for service/administration you must have the approval of the chair.)
EVIDENCE OF PERFORMANCE: TEACHING
From Jan 2XXX through Dec 2XXX only.

If you have been on a fellowship for any those semesters and have no SPOT forms to submit, indicate your fellowship in the teaching section.

Below, please record graduate hours (5000 level) separately from undergraduate courses.

Add more rows if necessary.

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The department voted that “the following material MUST be included in the salary folder”:
(1) SPOT forms. (SUSSAI are not allowed to be used to evaluate faculty teaching.)
(2) Distribution of grades in each course (please record these on the SPOT forms).
(3) Syllabi for each course.
(4) Current vita.

Additional Teaching Information: (From Jan 2XXX through Dec 2XXX only.)

As appropriate, cite teaching awards, role as major professor to graduate students (specify whether MA or PhD), membership on graduate committees (specify which department and whether MA or PhD), all DIS courses, honors or honors-oriented courses, honors theses, and other information you deem relevant. Specify for which students you have had to read how many thesis or dissertation chapters. If you wish, identify ways your teaching indicates innovation and active development. List for example new courses you have developed and taught, innovations in the way you teach that have worked especially well, and
team-teaching, cross-departmental or interdisciplinary teaching. Please don’t list minor tasks such as recommendations written or meetings with students. (Insert as much additional space below as needed.)
EVIDENCE OF PERFORMANCE: RESEARCH, FELLOWSHIPS & GRANTS
From Jan 2XXX through Dec 2XXX only.

BOOKS

Books published from Jan 2XXX through Dec 2XXX only. Indicate title, publisher, length (a book with fewer than 75 manuscript and 50 published pages of original text by each author is considered a long article), publication date, and type of book (scholarly book or monograph, textbook, edited and/or translated books, bibliographical books, books of readings, conference proceedings). Indicate if the book has been refereed, and, if so, who selected the referees (the press, or the author or editor). Has the book been co-authored; if so, with how many others? Do not put books here that are forthcoming or are in press. Put them in the relevant category.

Books forthcoming. This means that revisions are done and it is already in press. That is, you’re not working on it anymore.

Book contract. (From Jan 2XXX through Dec 2XXX only.) List the publisher and the date of the contract.

Book submitted from Jan 2XXX through Dec 2XXX only. Indicate date of submission, title, and publisher.

Book research in progress. Indicate subject, anticipated completion date, and research trips taken.

JOURNAL ARTICLES

Articles published (From Jan 2XXX through Dec 2XXX only.) Indicate title, name of journal, and number of pages. Do not put articles here that are forthcoming or are in press.

Articles forthcoming. This means that revisions are done and it is already in press. That is, you’re not working on it anymore.

Articles accepted (From Jan 2XXX through Dec 2XXX only.) Indicate date of acceptance, article title, and name of journal.
Articles submitted (From Jan 2XXX through Dec 2XXX only.) Indicate date of submission, article title, and name of journal.

Article research in progress. Indicate subject, anticipated completion date, research trips taken, and whether the manuscript has already been submitted.

CHAPTERS IN PUBLISHED WORKS

Chapters published (From Jan 2XXX through Dec 2XXX only.) Indicate title, name and editor of the book, and number of pages. Do not put chapters here that are forthcoming or are in press.

Chapters forthcoming (From Jan 2XXX through Dec 2XXX only.) Indicate anticipated date of publication, name and editor of the book, and chapter title.

Chapters accepted (From Jan 2XXX through Dec 2XXX only.) Indicate date of acceptance, name and editor of the book, and chapter title.

Chapters submitted (From Jan 2XXX through Dec 2XXX only.) Indicate date of submission, name and editor of the book, and chapter title.

Chapters in progress. Indicate subject, anticipated completion date, research trips taken, and whether the manuscript has already been submitted.

Minor publications (From Jan 2XXX through Dec 2XXX only.) (Encyclopedia articles, entries in historical dictionaries, or book reviews) Provide full bibliographical data.

GRANTS

The department has said that like books, grants are an important indicator of research productivity and should be judged as such. But it has also said that like books, not all grants are equal. Some take an enormous amount of work to apply for and or are exceedingly competitive. For this reason, give a sense
of what work and competition were involved in your grant.

List the grants awarded or continuing. Do not put here grants that are forthcoming. (From Jan 2XXX through Dec 2XXX only.)

List the applications submitted. (From Jan 2XXX through Dec 2XXX only.) Provide full details.

FELLOWSHIPS AND PRIZES
List the fellowships or prizes awarded or continuing. Do not put fellowships or prizes here that are forthcoming. (From Jan 2XXX through Dec 2XXX only.) Provide full details.

List the fellowships or prizes for which you have applied or been nominated. (From Jan 2XXX through Dec 2XXX only.) Provide full details.

SPEAKING
Conference participation. (From Jan 2XXX through Dec 2XXX only.) (Indicate name and date of conference, location, and name of paper. If you provided a critical commentary or chaired a session, please indicate this.)

Conference participation forthcoming. (From Jan 2XXX through Dec 2XXX only.) Indicate date of paper acceptance.

Conference participation submitted. (From Jan 2XXX through Dec 2XXX only.) Indicate date of paper acceptance.

Invited lectures. (From Jan 2XXX through Dec 2XXX only.) Indicate title of lecture, sponsoring organization, and date.

EVIDENCE OF PERFORMANCE: SERVICE AND ADMINISTRATION
Professional editorial service. (From Jan 2XXX through Dec 2XXX only.) Indicate your role on editorial boards, referees for presses or journals, etc.

Professional leadership in national, regional, or local professional groups as an officer or committee member. (From Jan 2XXX through Dec 2XXX only.)

Administrative duties for department, college, university, or SUS. (These would be formal positions: Associate Chair, Assistant Dean, etc.) List here your major tasks and accomplishments. (From Jan 2XXX through Dec 2XXX only.)

Membership on departmental, college, or university committees essential to the operation of the respective units. List here any major tasks you performed in the committees. (From Jan 2XXX through Dec 2XXX only.)

Advisor for a student organization. (From Jan 2XXX through Dec 2XXX only.)

Other departmental or local service. (Mentorships, judges for history fairs, etc.) (From Jan 2XXX through Dec 2XXX only.)
EVIDENCE OF PERFORMANCE: RESEARCH ACCOUNTABILITY
Within the past seven years only.

This section is not related to the yearly evaluation for merit raises. It is only to mark one’s research productivity within the last seven years. According to department regulations, a faculty member should have published one book or its equivalent in articles every seven years. Those who have not are to have their teaching load assessed.

- Faculty with 3/3/0 or 2/2/2 teaching assignments must publish, in a seven-year period, at least a substantive book (a category that includes major critical editions), or seven journal articles/book chapters, or an edited volume and several journal articles.
- Faculty with 3/3/3 teaching assignments must publish, in a seven-year period, three journal articles or present three papers at scholarly conferences (or a combination thereof).
- Faculty who do not meet these standards will be assigned a 4/3/4/3 teaching load.
- Faculty with major administrative assignments will have their publication expectations appropriately reduced.

Below, briefly cite your publications (and conference papers if relevant, as noted above) for the seven calendar years ending this month.