

## Bylaws for the Department of History in the College of Arts and Sciences

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These are the bylaws for the Department of History in the College of Arts and Sciences at Florida State University. These bylaws were last approved on **August 25, 2023**, by a majority of the applicable voting members of the department and on **August 25, 2023**, by the College and the Office of Faculty Development and Advancement.

The mission of the Florida State University Department of History is to provide a liberal education to undergraduate and graduate students, with an emphasis on teaching them to be experts in historical analysis. While emphasizing the centrality of chronological thinking, the department's aim is to provide students with the skills to think systematically about politics and culture, to provide them with the ability to be leaders and participants in the world's civic culture, and to provide them with the tools for intellectual leadership in public affairs, the world of ideas, and the discipline of history.

## I. Bylaws

**A. Adherence with Other Governing Documents.** At all times, department policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement (if applicable to the college), the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

### B. Bylaws Revision.

- 1) *These bylaws may be amended by secret vote of the members of the department provided that the proposed change has been circulated in writing at least one week prior to the voting. Two thirds of the members of the department (as opposed to two-thirds voting) must approve the proposed change. In order to facilitate this process and accommodate the quantity and rate of expected changes, the Chair may request a review and a vote without convening a department meeting. If, however, faculty members wish to discuss proposed changes, they may request that the Chair postpone the vote until adequate discussion has taken place. They may also request that the Chair convene a meeting to discuss proposed changes to the bylaws.*
- 2) *These bylaws are to be provided to all new members of the faculty upon hiring, and are to be placed on the department's website for continued ease of access by all department members.*
- 3) *For the purposes of computing a quorum that may revise the bylaws in I.B.1, "two-thirds of the members of the department" will include all tenured or tenure-track faculty members who are in the department (not simply two-thirds of those present), but shall exclude those individuals on official leave (e.g. parental, unpaid, sick), on sabbatical, or on fellowship.*

**C. Substantive Change Statement.** Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <https://sacs.fsu.edu/substantive-change-policy/>

## II. Membership and Voting Rights

**A. Faculty Membership.** The faculty of the Department of History shall consist of those persons holding tenure-track and tenured appointments and specialized faculty.

**B. Department Membership.** In addition to the faculty defined in II.A above, the following are members of the Department of History: graduate students, staff, postdoctoral fellows, visiting teaching faculty, courtesy and emeritus appointments, and adjunct appointments.

### 1) *Courtesy and Emeritus Appointments*

*a. The department may extend courtesy and emeritus appointments to individuals. Those who receive these appointments do not vote on departmental issues or receive funding from the history department, nor do they customarily attend its meetings.*

### 2) *Adjunct Appointments*

*a. Adjuncts are appointed and reviewed by the Chair.*

*b. Adjuncts do not vote on departmental issues, nor do they customarily attend departmental meetings.*

**C. Faculty Voting Rights.** *Tenure-track and tenured faculty have the right to vote on all issues in department meetings, except where explicitly prohibited as in promotion decisions (see III.C.5.a). Specialized faculty are non-voting members except where otherwise expressly indicated.*

**D. Non-faculty Voting Rights.** *Staff may vote in chair elections as stipulated in section III.B.*

## III. Department Organization and Governance

### A. Faculty Meetings.

- 1) *The department shall customarily hold meetings once a month during the academic year. Decisions shall be reached by a majority vote of the members present (except in bylaws revision and election of departmental chair).*
- 2) *The chair shall preside at these meetings. In their absence, the associate chair for graduate studies or the associate chair for undergraduate studies shall preside.*
- 3) *An agenda shall be circulated prior to the meetings and a complete set of minutes shall be distributed to the department within two weeks.*
- 4) *The chair will solicit agenda items approximately one week prior to the monthly department meeting. Any faculty member may suggest agenda items.*
- 5) *If for some reason a faculty member would like to call a faculty meeting in addition to the normally scheduled meetings, they may make that request, in writing, to the Executive Committee. The Executive Committee will confer with the chair and the three members of the Executive Committee will determine, through secret vote, whether or not the meeting is needed. If the*

*Committee votes in the affirmative, the chair will call a department meeting within a month of the Committee's affirmative vote.*

- 6) *Attendance at faculty meetings shall include an HGSA representative.*

**B. Department Chair Selection.** *The Dean of the College of Arts and Sciences shall appoint the chair on recommendation of an ad hoc departmental committee elected by the department and approved by the Dean. The committee will have three members, one for each rank, and the full professor will chair the committee. The dean will choose a faculty member from outside the department to serve on the committee. This committee will poll each departmental member for nominations (committee members within the department will poll within their respective ranks), conduct an election by secret ballot, and forward the complete results of each ballot to the Dean. Balloting shall continue until a candidate receives a minimum three-fourths vote of the members of the department. If no candidate receives a three-fourths vote, the results of the impasse will be forwarded to the Dean for resolution. The departmental full-time A&P and USPS staff are allowed one combined vote, and specialized faculty are allowed one combined vote, in the nomination process for a new departmental chair.*

**C. Department Leadership and Committees.**

1) *Chair*

- a. *The chair is the chief executive agent of the department and acts with the advice and consent of the department in all matters of administrative and academic policy and procedure. The chief departmental duties of the chair are faculty development, curriculum development, program review, and budget matters, and in the performance of these duties the chair shall be responsible both to the members of the department and to the Dean. The chair represents the department in its relations with other departments and divisions of the University as well as with non-university organizations and individuals. The chair may delegate authority to other appropriate persons or committees in the department. Any delegation of authority shall be announced at departmental meetings or indicated in memoranda to the department.*
- b. *The chair will prepare the Assignments of Responsibilities for all faculty members, including specialized faculty. This includes determining teaching assignments and teaching loads. The chair is responsible for writing for all faculty "The Annual Evaluation Narrative" that is appended to their Annual Evaluation Summary Form. Additionally, there is to be a letter written for promotion and tenure progress for untenured assistant professors (except in those years where the candidate undergoes 3<sup>rd</sup> year review by the Promotion and Tenure Committee; in those years the P&T review replaces the "progress" letter) and a progress toward promotion letter for all regular faculty, tenure-track and specialized faculty, who have not attained the highest rank in their classification track.*
- c. *The chair shall be appointed for a term of three years and may serve more than one term.*

- d. If the department wishes to reconsider the appointment of the chair during their term, a request to this effect may be forwarded to the Dean of the College of Arts and Sciences with the signatures of at least one-half of the faculty members as defined in II.A. of the department. From this point the department should follow the process in section III.B.*
- e. The chair may request to be relieved of administrative duties at any time. This resignation will become effective upon the appointment of a successor. If circumstances require that the resignation occur immediately, the department will petition the Dean to appoint an associate chair as acting chair until a new chair is selected by the normal process.*
- f. The chair will assign faculty to teach in summer terms consistent with available funding and a posted rotating list of eligible faculty.*

## **2) Associate Chairs**

- a. There are two associate chairs: associate chair for graduate studies and associate chair for undergraduate studies.*
- b. The associate chairs shall be appointed by the chair. The term of each appointment shall be at the discretion of the chair and the consent of the associate chairs.*
- c. The associate chair for graduate studies shall act as chair in the absence of the chair. If the associate chair for graduate studies is absent or unable to serve, the associate chair for undergraduate studies shall act as chair. If the departmental chair is to be absent for more than four consecutive weeks, the departmental chair shall request that the dean appoint an acting chair until they return. On all occasions both the regular departmental chair as well as the acting chair shall be bound by the advice and consent of the department.*
- d. The associate chairs shall be the representatives of the chair for those purposes assigned to them by the chair. The associate chair for graduate studies shall chair the graduate studies committee, and the associate chair for undergraduate studies shall oversee the curriculum committee and undergraduate matters. Both associate chairs will assist the department chair in scheduling departmental courses. Both associate chairs will assist the department chair in the annual assessment of the History Department's degree programs.*

## **3) Committees**

- a. The department regularly has a number of permanent and ad hoc committees which assist in the administration of the business of the department. Each committee has rules of procedure which may change periodically. These procedures as well as the deliberations and conclusions of each committee are subject to review and evaluation by the department, except as qualified in section III.C.3.c.*
- b. With the advice of the associate chairs, the chair shall appoint all committees (except the executive committee) by the commencement of the fall semester, or as needs for ad hoc committees arise. The chair*

*may appoint students or members of the departmental professional staff to appropriate committees.*

- c. Actions of all committees (except personnel committees) shall be subject to departmental review and reconsideration at all times.*
- d. In departmental meetings as well as in departmental committee meetings, a majority includes those votes cast in favor of a resolution excluding abstentions. Where the Bylaws call for a two-thirds majority vote of the faculty members of the department (i.e., Amendments to the Bylaws), a majority consists of two-thirds of the faculty members of the department (not simply two-thirds of those present) who cast votes concerning the resolution. Where the Bylaws call for a three-fourths majority vote of the faculty members of the department (e.g., election of chair), a majority consists of three-fourths of those who cast votes.*

#### **4) Executive Committee**

- a. The executive committee shall be elected at the beginning of each academic year at the time of the first departmental meeting of the fall semester. It shall be composed of one full, one associate, and one assistant professor. Faculty will caucus independently by rank and elect representatives by secret ballot. An alternate will be elected for each representative. Members of the executive committee may serve multiple times in their employment at FSU but not more than two consecutive terms at a time.*
- b. The departmental chair shall be a non-voting member of the executive committee and shall serve as its chair. The associate chairs may attend executive committee meetings on a non-voting ex-officio basis.*
- c. The executive committee shall assist the departmental chair in determining departmental policy and procedure. It shall act as a body of primary initiative in those areas where there are no committees and as a review agency for all other committees when it considers this appropriate. The executive committee shall undertake, institute, center and program review on a rotating basis, according to section III.C.4.e. The executive committee shall normally meet at least once every month during the academic year. Its decisions shall be announced at the next departmental meeting.*
- d. While the Executive Committee will be involved in determining departmental policy and procedure, there may be major organizational decisions pertaining to the nature of the graduate or undergraduate programs. If such changes lead to a reorganization of the department, they must be approved by a two-thirds majority in a secret ballot vote of faculty as defined in section III.C.3.d above.*
- e. Each year, one-third of the department's units will be reviewed by the Executive Committee, so that in every three-year period all will have been reviewed. The head faculty member of each of the units to be reviewed will be responsible for preparing a report on funding and other resources (equipment, graduate assistants, etc.) and any changes since the previous review. The head faculty member also*

*reports to the committee the goals of the institute, center or program and what had or had not been accomplished toward achieving those goals since the previous review. The Executive Committee shall make recommendations to the department chair about the further allocation of resources to each institute, or center after it receives and reviews the material submitted.*

**5) Promotion and Tenure Committees**

- a. The Tenure committee comprises all tenured members of the department with the department chair serving as its chair. It makes recommendations to the chair concerning the tenure of tenure track department members. The Promotion committee comprises all full professors in the department with the department chair serving as its chair. It makes recommendations to the department chair concerning promotions for tenured or tenure track faculty and specialized faculty members. The responsibilities of the Promotion and Tenure committees include the review of the candidates' binders for promotion and tenure and recommendation to the dean regarding a candidate's retention, tenure, promotion, or termination.*
- b. The Promotion and Tenure committees will select one of their members to serve as the department representative on the humanities divisional promotion and tenure committee. It has been customary for this person to be the Department Chair.*
- c. The Promotion and Tenure Committees (as in section III.C.5.a) will vote on the promotions of specialized faculty. Further specifics on the promotion of specialized faculty may be found in Appendix E.*
- d. Further specifics regarding the Criteria and Procedures for Promotion and Tenure and Information Regarding Promotion and Tenure may be found in Appendix A.*
- e. The Promotion Standards for specialized faculty members are detailed in Appendix E of the department bylaws.*
- f. The spouse, partner, or others for whom there would be a possible conflict of interest with a candidate may serve on a committee but may not be present for, or participate in the discussion of the binder and may not vote on the candidacy of their spouse, partner, or others for whom there would be a possible conflict of interest with a candidate.*

**6) 3<sup>rd</sup> Year Promotion and Tenure Committee Review**

- a. The 3<sup>rd</sup> Year Promotion and Tenure Committee Review shall be undertaken by a sub-committee of the combined Promotion and Tenure Committees. The Chair will appoint the committee as needed. It shall consist of three tenured professors, of which at least one will be a full professor who will also serve as its chair. The Chair shall appoint the committee for one year.*
- b. The annual evaluation of faculty in the 3<sup>rd</sup> year will be undertaken by the chair after receiving the report from the Promotion and Tenure sub-committee.*

- c. *The responsibilities of the Promotion and Tenure Committee for 3<sup>rd</sup> year review include review of the candidate by the procedures and standards set forth in the Department of History Guidelines for The Review of Faculty in the Third Year (see Appendix C).*

**7) Faculty Peer Evaluation (FPE) Committee**

- a. *The FPE committee is comprised of approximately one third of the faculty. Insofar as is possible, faculty members should serve no more than once in any given three-year period. Each year the previous members are replaced by the next group at the top of a rotating list of all faculty members. 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.*
- b. *The FPE committee recommends to the chair the distribution of merit funds, consistent with the procedures departmentally approved. This applies to all tenure-track and tenured faculty, and to all fulltime non-tenure track faculty members—each according to their individual assignments of responsibility. (See Appendices B and D.)*
- c. *Appendix B to the Bylaws, the Merit Procedures of the History Department, can be altered without a vote in the following minor ways: the due dates for submitted materials and; the dates covered by each annual review. Substantive changes to the merit procedures (Appendix B) will require a quorum vote.*
- d. *The FPE committee also recommends to the chair whether they see progress in relation to the Department's promotion and tenure standards of a faculty member who has not achieved the highest rank in their classification.*

**8) Graduate Studies Committee**

- a. *This committee has primary responsibility, in consultation with the chair, for administering the departmental graduate program and the admission and retention of graduate students. The associate chair for graduate studies shall chair this committee. This committee awards graduate financial aid, including assistantships and fellowships for incoming students, and maintains an updated graduate handbook.*

**9) Curriculum Committee**

- a. *The curriculum committee shall advise on planning course offerings and is responsible for recommending new courses as well as the modification or deletion of existing courses. The Committee will also advise on the requirements for the undergraduate History major, undergraduate recruitment and retention.*
- b. *All substantial changes to the curriculum—including new courses, pre-requisites, substantial changes to Liberal Studies courses, etc., at both the graduate and undergraduate levels—must be approved by the Director of Undergraduate Studies and the Chair in consultation with the Curriculum Committee.*

**10) New Faculty Search Committees**



- a. *The chair shall appoint search committees when appropriate to solicit and screen candidates for all vacant full-time positions and all new full-time positions. The deliberations of the search committees will be presented to the department, which will make the final decisions by majority vote.*
- b. *The department as a whole, in a departmental meeting, preferably in the spring, should decide on the area (Europe, US, etc.) and field (political, social, etc.) and, if appropriate, additional subfields or specializations of all job searches anticipated for the following two year period. By the start of or early in the fall semester each search committee should meet to agree on the specific content of the job ad. The draft ad should then go to the department chair for approval. All applications should be collected and processed by the office staff through the university's on-line job application portal.*
- c. *After the department has chosen a candidate by vote, the department will also by vote decide whether it wants to ask the college and university to promote and/or tenure the candidate on appointment. If the vote is yes, the department's promotion and/or tenure committees will deliberate and vote on the case. The Dean will make the binding offer to new faculty.*

**11) Wright and Richardson Awards Committee**

- a. *This committee administers the competitions for the Wright and Richardson prizes as stipulated in the graduate handbook.*

**12) Graduate Fellowship Committee**

- a. *This committee shall award the Walbolt and Martin-Vegue Dissertation Fellowships as well as any other endowed fellowships for graduate students. The Committee shall solicit fellowship applications from graduate students in the spring and/or fall semester and shall announce awards for the following academic year before the final department meeting of said semester.*

**13) Colloquia and Visiting Lectures Committee**

- a. *This committee arranges colloquia and lectures by invited speakers.*

**14) Best Dissertation Prize**

*This committee shall award the Mary Elizabeth Thomas Best Dissertation Prize in History as well as any other endowed prizes for dissertations.*

**15) Undergraduate Prizes & Awards**

*This committee shall award the History Department Undergraduate Research Paper Award, the John & Susan Ausley Undergraduate History Award, and any other endowed prizes or awards for undergraduate students.*

**16) History Graduate Student Association**

- a. *The History Graduate Student Association (HGSA) represents student views to the faculty. HGSA will elect one departmental representative and an alternate annually. HGSA representatives may attend*

*departmental meetings. The HGSA is allowed one vote in the nomination process for a new departmental chair.*

- b. The HGSA may send a representative to meetings of the Graduate Studies Committee, where this representative will have a vote unless the committee decides there is a potential conflict of interest, such as prioritizing and awarding financial aid. The HGSA may petition other departmental committees to present its views to these committees.*
- c. The HGSA shall elect a representative for each New Faculty Search Committee (as in section III.C.10) to serve in an ex-officio non-voting capacity. The student representatives shall join the committee at the point when it begins its deliberations on applications.*

**D. Faculty Senators.** *The department will elect its faculty senator(s) and official alternate(s) as specified by the constitution of the faculty senate. The department senator(s) is/are responsible for attending faculty senate meetings and keeping the department apprised of developments affecting the department and its members.*

**E. Faculty Recruitment.** *Refer to III.C.10.*

**F. Unit Reorganization.** *Refer to III.C.4.d.*

#### **IV. Curriculum**

*Refer to III.C.9.*

#### **V. Annual Evaluation of Faculty on Performance and Merit**

##### **A. Peer Involvement in Evaluation of Annual Performance and Merit Evaluation.**

Each faculty member's performance will be evaluated relative to his or her assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

Substantially Exceeds FSU's High Expectations

Exceeds FSU's High Expectations

Meets FSU's High Expectations

Official Concern

Does Not Meet FSU's High Expectations

*As stated in the Faculty Handbook, "The chair of the department shall review and evaluate the teaching, research or creative activities, service, and other university duties of each member of that department during each academic year." This applies to all tenure-track and tenured faculty, and to all full-time specialized faculty members—each according to their individual assignments of responsibilities.*

*Faculty Annual Evaluations will occur during the spring semester of each year and will take into account performance of assigned duties over the past three years. The evaluator reviews all documentation/data submitted by each faculty member as well as pertinent information from other sources as applicable, including peer review, and completes the Annual Evaluation*

*Summary Form indicating one of the five performance rating categories below. All evaluations must contain a narrative explanation attached to the evaluation summary form.*

*If an individual's overall performance rating falls below "Meets FSU's High Expectations," specific suggestions for improvement should be provided to the employee.*

**B. Peer Involvement in Annual Performance.**

- 1) *The Faculty Peer Evaluation (FPE) evaluates each faculty member's performance relative to their assigned duties. See Appendix D, part II.*
- 2) *The Faculty Peer Evaluation (FPE) Committee recommends to the chair whether they see progress in relation to the Department's promotion and tenure standards of a faculty member who has not achieved the highest rank in their classification.*

**C. Criteria for Evaluation of Tenure-track Faculty.** *See Appendix D, part II.*

**D. Criteria for Evaluation of Specialized Faculty.** *See Appendix D, part II.*

*Performance Improvement Plan (PIP) Provisions: A PIP is required when a non-tenured faculty member receives a "Does Not Meet FSU's High Expectations" rating. Tenured faculty members may be placed on a PIP if they receive an overall performance rating of "Does Not Meet FSU's High Expectations" on three or more of the previous six performance evaluations.*

**VI. Promotion and Tenure**

**A. Progress Toward Promotion Letter.** Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure.

**B. Third Year Review for Tenure-track Faculty.** Tenure-track faculty in their third year of service will receive an evaluation of their progress in meeting the department's expectations for promotion and tenure. *Refer to III.C.6 and Appendix C for more details.*

**C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.** *Refer to section III.C.5. and V.*

**D. Criteria for Promotion and Tenure of Tenure-track Faculty.** *Refer to Appendix A.*

**E. Criteria for Promotion of Specialized Faculty.** *Refer to Appendix E.*

## Appendix A

### PROMOTION & TENURE STANDARDS

REVISED August 25, 2023, and approved through secret ballot by a two-thirds majority of department members as specified in Bylaws III.C.3.d.

**The following are the approximate standards for tenure and for promotion to associate professor in the department of history.**

#### RESEARCH: CRITERIA

A book with a nationally-recognized university or trade press. The book should at least be in page proofs by the beginning of the candidate's sixth year, when the department's vote on promotion and tenure is taken. For candidates going up for early tenure, the page proofs should be available at the start of the fifth tenure-earning year.

Significant progress must be made toward completion of a second major research project. Such progress should constitute a minimum of 3 units, which may be in some combination of published articles, submitted articles, chapters in edited books, chapters for the candidate's second book, conference papers, significant community engaged research (CER), and grants (submitted or approved).

There is no fixed number of years a candidate needs to wait in rank before being proposed by the department for promotion to Associate Professor, although the dean should support the candidate. With the Dean's approval, candidates may seek early tenure in their fifth year of tenure-earning service.

In evaluating historical scholarship for tenure and promotion, the department recognizes Community Engaged Research and Scholarship (CER).<sup>1</sup> CER involves bringing a historian's "disciplined learned practice" to interactions with various communities. It differs from "traditional" historical research not in method or in rigor but in the venues in which it is presented and in the collaborative nature of its creation. (CER might include curating exhibitions/installations and developing history-based public programming for museums or nonprofit organizations; preparing reports for government bodies, academic institutions, and nonprofits; forming extensive partnerships with middle school and secondary school teachers; and providing expertise, advice, and consultation for local historical or preservation societies, governmental and nongovernmental agencies.) CER is, like all good historical scholarship, peer reviewed, but that review includes a broader and more diverse group of peers, many from outside traditional academic departments, working in museums, historic sites, and other sites of

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<sup>1</sup> The Department draws its guidance from the report titled "Tenure, Promotion, and the Publicly Engaged Academic Historian (Updated 2017) adopted by the OAH Executive Board on April 8, 2020; by the NCPH Board of Directors on June 3, 2010; and by the AH Council on June 5, 2010. Revisions approved by the AHA Council on June 4, 2017. <https://www.historians.org/jobs-and-professional-development/statements-standards-and-guidelines-of-the-discipline/tenure-promotion-and-the-publicly-engaged-academic-historian> accessed 4/14/2021

mediation between scholars and the public. In the "Candidate's Statement on Research Activity" for tenure and promotion it is the responsibility of the candidate to provide clear documentation of the ways in which their CER qualifies as scholarship in the eyes of the historical profession.

#### TEACHING: CRITERIA

The promotion and tenure committees 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;
- b) Student engagement as measured by enrollments and student evaluations. The latter will be applied according to criteria for the use of student evaluations established by the university.
- c) Contributions to the department's curriculum. These could take a variety of forms including the development of new courses, implementation of new methods of course delivery (e.g., developing on-line versions of existing or new courses), or revision of existing courses. Since the department values the equitable distribution of its teaching responsibilities, the committees will also consider candidates' willingness to teach courses of varying size (e.g., both large lecture courses and small seminars) and courses at varying levels (e.g. intro-level courses and courses designed for majors).

#### SERVICE: CRITERIA

To receive a favorable recommendation in the area of service,

- 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 they were assigned or for which they volunteered.
- c) the candidate may also have undertaken service on behalf of the historical profession. Such service could include service on editorial boards, service to professional organizations (such as the American Historical Association), professional peer reviewing (such as of publications, programs, tenure and/or promotion cases), consulting for museums, historical societies, or other public-facing institutions.

#### **The following are the approximate standards for promotion to Full Professor in the department of history.**

A second book with a nationally-recognized university or trade press. In both subject matter and specific scholarly contribution, the second book should significantly depart from work undertaken for the candidate's first book. The book should at least be in page proofs by the beginning of the semester in which the candidate intends to go up for promotion.

Candidates who wish to be considered for promotion on the basis of scholarly contributions other than a significant second book may do so in consultation with the chair. Such contributions may include some combination of articles in refereed journals, peer-reviewed book chapters, editorial projects (digital or analogue), and significant CER. But they should, in their cumulative weight, constitute the equivalent of a scholarly monograph or 6-8 peer-reviewed journal articles.

Candidates for promotion to Full Professor should also demonstrate sufficient professional engagement, through conference activity, publishing, and other scholarly undertakings, to have established a national reputation for their scholarly and professional contributions.

There is no fixed number of years a candidate needs to wait in rank before being proposed by the department for promotion, although the chair and dean should support the candidate.

In evaluating historical scholarship for promotion, the department recognizes Community Engaged Research and Scholarship (CER).<sup>2</sup> CER

involves bringing a historian's "disciplined learned practice" to interactions with various communities. It differs from "traditional" historical research not in method or in rigor but in the venues in which it is presented and in the collaborative nature of its creation. (CER might include curating exhibitions/installations and developing history-based public programming for museums or nonprofit organizations; preparing reports for government bodies, academic institutions, and nonprofits; forming extensive partnerships with middle school and secondary school teachers; and providing expertise, advice, and consultation for local historical or preservation societies, governmental and nongovernmental agencies.) CER is, like all good historical scholarship, peer reviewed, but that review includes a broader and more diverse group of peers, many from outside traditional academic departments, working in museums, historic sites, and other sites of mediation between scholars and the public. In the "Candidate's Statement on Research Activity" for tenure and promotion it is the responsibility of the candidate to provide clear documentation of the ways in which their CER qualifies as scholarship in the eyes of the historical profession.

## TEACHING: CRITERIA

The promotion and tenure committees 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;
- b) Student engagement as measured by enrollments and student evaluations. The latter will be applied according to criteria for the use of student evaluations established by the University.
- c) Contributions to the department's curriculum. These could take a variety of forms including the development of new courses, implementation of new methods of course delivery (e.g., developing on-line versions of existing or new courses), or revision of

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<sup>2</sup> Ibid

existing courses. Since the department values the equitable distribution of its teaching responsibilities, the committees will also consider candidates' willingness to teach courses of varying size (e.g., both large lecture courses and small seminars) and courses at varying levels (e.g. intro-level courses and courses designed for majors).

#### SERVICE: CRITERIA

To receive a favorable recommendation in the area of service,

- 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 they were assigned or for which they volunteered.
- c) the candidate may also have undertaken service on behalf of the historical profession. Such service could include service on editorial boards, service to professional organizations (such as the American Historical Association), professional peer reviewing (such as of publications, programs, tenure and/or promotion cases), consulting for museums, historical societies, or other public-facing institutions.

## Appendix B

### MATERIALS FOR ANNUAL MERIT REVIEW (For more details on departmental merit procedures, see Appendix D)

REVISED August 25, 2023, and approved through secret ballot by a two-thirds majority of department members as specified in bylaws III.C.3.d.

**All faculty members are required to 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 annual review materials. **THE DEPARTMENT HAS VOTED THAT INCOMPLETE FILES WILL NOT BE CONSIDERED FOR MERIT PURPOSES.** Newly hired faculty are required to be reviewed for merit but are not eligible for a merit increase until their second year.

*Annual evaluations and annual evaluations for merit will be based on the following items:*

1. Summary of AOR %'s for three-year period
2. Three-year Summary of Accomplishments
3. Optional Narrative Statement (No more than 1000 words highlighting particular accomplishments you feel are relevant to the merit review process)
4. Optional Supplemental Materials: Include any teaching award nominations, additional teaching evals, or other evidence of performance not adequately highlighted in the above materials.
5. Seven-year Vita

*Staff will assemble all items, except nos. 6 & 7. For inclusion in merit files, these should be sent to the Department's Business Manager or their delegate by January 15*

*\*FEAS (Faculty Expertise and Advancement System)  
Three years is in calendar years, example: Spring 2018 to Fall 2020*

**Please Note: Faculty are responsible for maintaining and updating their individual FEAS vitae. This should be done annually before January 15.**



## Appendix C

### GUIDELINES FOR THE REVIEW OF FACULTY IN THE THIRD YEAR

REVISED August 25, 2023

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

The review is to ascertain whether an untenured faculty member in their **third year** at Florida State University has demonstrated both sufficient pedagogical ability and progress toward publication, which, if sustained, would likely result in a positive recommendation for tenure in their sixth or seventh year.

For the **third** year review the candidate will be assessed on their progress towards tenure and given advice on how to stay on track.

#### **I. Procedures for Faculty Reviews in the Third Year:**

- (1) The candidate shall submit a current and comprehensive binder of their unpublished manuscripts and published works to the 3<sup>rd</sup> Year Promotion and Tenure Sub-committee. This binder should be received by the Promotion and Tenure Sub-committee by February 1.
- (2) The Committee will study the binder, discuss the candidate's record, and vote by secret ballot.
- (3) The committee will provide a narrative, which must be included in the binder for Promotion and/or Tenure and that must be signed by the chair of the committee, that summarizes the results of the vote and assesses the candidate's strengths and weaknesses.

The required narrative from the P&T committee that summarizes the review should come from the department chair to the Dean. A suggested format, 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 \_\_\_\_\_.**

- (4) 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 their unpublished manuscripts and published works to the promotion & 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 they were assigned or for which they 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.

## Appendix D

### MERIT PROCEDURES

REVISED August 25, 2023, and approved through secret ballot by a two-thirds majority of department members as specified in Bylaws III.C.3.d.

The History Department makes recommendations for merit pay distribution based on teaching, research, service, and administration, where it applies. The procedures and criteria for these recommendations are described below. These procedures and criteria have been approved by majority vote of the faculty and provided to each faculty member.

#### I. Procedures

- A. The History Department's merit 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. 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. Faculty on sabbatical, fellowship, or personal leave will be excused from service. All other faculty are required to serve.
  
- B. The committee uses the following procedure:
  1. FEAS Vitae and all other pertinent materials (see Appendix B) are assembled in electronic files; these are then posted on the department's secure SharePoint site. Each committee member individually examines the salary files of all department members (except themselves, spouse, partner, or others for whom there would be a possible conflict of interest).
  
  2. The *Faculty Peer Evaluation* Committee will meet prior to any formal evaluation to discuss shared criteria for annual performance evaluation. The discussion will establish common norms for each level on the four-point scale, as well as valid reasons for deviating from those norms, given the diversity of ways individuals can contribute to the department.
  
  3. *Faculty Peer Evaluation* committee member who has examined the files records his or her evaluations of all faculty and returns the completed merit form to the department business manager. The committee members rate each faculty member on a four-point scale: (1) "Concern," (2) "Satisfactory," (3) "Very Good," and (4) "Outstanding." The department business manager will enter these ratings into a spread sheet which will average committee member ratings and total them for the year using an individual's AOR%'s for the categories of Teaching, Research, Service, and Administration where applicable.

Each faculty members' annual average will then be combined with the two prior years' averages (to insure that merit rankings reflect a three-year assessment period) for a total to be used in establishing the merit ranking.

4. The department manager will forward a spreadsheet indicating final annual merit rankings to the department chair.
5. The Chair will divide the rankings into three categories. All faculty members with a 3.2 or higher three-year average will be categorized as "Level 1." All faculty members with a 2.2 or higher three-year average will be categorized in "Level 2." Faculty with a three-year average below 2.2 will be ranked in "Level 3" and will not be eligible for merit increases. All annual merit raises are contingent on available funding. In years when funding allows, the chair will calculate level 1 raises such that they are twice the amount of Level 2 raises.
6. Each faculty member is notified in writing by the chair of their merit category: Level 1; Level 2; or Level 3.
7. Merit distribution plans are subject to the approval of the department chair. If the chair makes any changes to the merit distribution plan proposed by the Faculty Peer Evaluation committee, they shall report such changes to the Faculty Peer Evaluation committee. The original merit distribution plan along with any recommendations by the chair shall be submitted to the dean and provost. The dean and the provost provide final approval of merit distribution plans. Any changes at this level to the merit distribution plan shall be reported to the chair by the dean's office, and the chair will inform the Faculty Peer Evaluation committee.
8. Each department member may discuss their merit category with the department chair and Faculty Peer Evaluation committee.
9. The committee may meet at any time to discuss merit pay procedures and criteria; it may also recommend changes in those procedures and criteria to the department but any substantial changes will follow normal procedures for substantial changes to the department's bylaws.
10. The department chair presides over deliberations of the *Faculty Peer Evaluation* committee but does not rank department members. When department merit money is available, the Chair presents the Faculty Peer Evaluation Committee's recommendations to the Dean.

## II. Criteria

While the Faculty Peer Evaluation Committee may establish shared evaluation criteria, as general guidelines, the department uses the following criteria in evaluating teaching, research, service, and administration.

- A. The committee evaluates teaching using such factors as (in no particular order): student course evaluations; involvement in mentoring (membership on undergraduate honor's thesis, master's, and doctoral committees), duties as a major professor, DIS courses, service courses, and university and departmental teaching awards.
- B. The committee evaluates research using such factors as: publications (examples in no particular order: books, articles, book chapters, edited collections, anthologies, exhibits, digital platforms, etc.), participation in professional conferences (examples: presenting papers, serving on professional committees, and chairing sessions), editorship of journals, and professional awards (examples in no particular order: book and article prizes; fellowships and grants).
- C. The committee evaluates service using such factors as (in no particular order): substantive contribution 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; advising student organizations, and peer review of manuscripts and grant applications.
- D. Administration (See Part III, para. 2)

### **III. Evaluation of Chair**

Following the Faculty Peer Evaluation committee's evaluation of the faculty, the chair is rated (1-4) on teaching, research, service, and administration by each member of the committee. The Director of Graduate Studies or other faculty member chosen by the committee compiles and averages the ratings of the chair and communicates the final ratings to the dean. The chair is only able to see the Faculty Peer Evaluation 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 their accessibility to the department; ability to advocate the department; and equitable treatment of faculty 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.

## Appendix E

### SPECIALIZED FACULTY CRITERIA FOR PROMOTION

REVISED August 25, 2023, and approved through secret ballot by a two-thirds majority of department members as specified in Bylaws III.C.3.d.

The procedure for the promotion of specialized faculty (formerly Non-Tenure Track Faculty) will follow the procedure as outlined in Article 14 (ps. 52-56) and Appendix J (ps. 148-154) of the Collective Bargaining Agreement and Associated Memoranda of Agreement: 2013-2016

Failure to achieve promotion for Specialized Faculty does not, in itself, constitute grounds for termination.

#### History Department Procedures:

(1) The candidate shall submit a current and comprehensive Promotion Binder as outlined in the University Specialized Faculty Promotion Process 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 Committee (all full professors) by one month prior to deadline for materials set by the Office of Faculty Development and Advancement.

(2) The History Department's Promotion Committee will study the binder and vote by secret ballot. The votes shall either be in favor of or against promotion.

(3) The chair of the History Department's Promotion Committee will provide a written narrative that summarizes the results of the vote, assesses the candidate's strengths and weaknesses, and makes a recommendation of action to the department chair on the nomination of each candidate.

(4) The chair of the department will review all prospective candidates independently in recommending action on the nomination of each candidate.

(5) The chair of the department will share the findings with the Office of the Vice President for Faculty Development and Advancement.

#### Criteria for Promotion

According to the C.B.A. Appendix J.3: "All departments/units must have written promotion criteria and procedures for all applicable Specialized Faculty available in the department/unit, posted on a single publicly accessible University Web site, and on file in the Office of the Vice President for Faculty Development and Advancement."

Herein, those criteria, as specified in the C.B.A., J.2:

Promotion in the Specialized Faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position.

(1) Promotion to the second rank in each track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.

(2) Promotion to the third rank in each track shall be based on superior performance in the areas of assigned duties.

(3) Promotion decisions for Teaching Faculty Rank shall take into account the following:

- a. annual evaluations
- b. annual assignments
- c. fulfillment of the department/unit written promotion criteria in relation to the assignment
- d. evidence of sustained effectiveness relative to opportunity and according to assignment
- e. evidence of well-planned and delivered courses
- f. summaries of data from SPCI questionnaires
- g. letters from faculty members who have conducted peer evaluations of the candidate's teaching
- h. ability to teach multiple courses within a discipline/major
- i. other teaching-related activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations related to the area of instruction.

### Honorific Working Titles

Specialized Faculty are also eligible for "Honorific Working Titles" containing the word "Professor." The specific titles, relative to position codes, are described in C.B.A. Table J.5.

### Criteria for Honorific Working Titles

As per the C.B.A. J.5:

(a) Such a title may only be granted with the recommendation of a majority vote of the tenured faculty of an academic department/unit offering a degree program, in recognition of scholarly accomplishments within the granting department/unit's academic field.

(b) The criteria and procedures for awarding such an honorific working title shall be the same as for promotion or initial appointment to the corresponding tenure-track rank (History Department Bylaws, Appendix A).

(2) The expectations in research, teaching, and service shall be scaled proportionally to the assignment of duties.