

HISTORY

DEPARTMENT

HANDBOOK

2009

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**History Department Faculty
Fall 2008**

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GENERAL POLICIES

AVAILABILITY AND RESPONSIVENESS TO STUDENTS

Each faculty member should post regularly scheduled office hours each semester and normally be available at the time(s) posted. Additional availability by appointment is expected.

Prompt and appropriate response to student messages left on voice mail is expected.

Similarly, prompt and appropriate response to student messages on e-mail is expected.

DEADLINES

Deadlines for course requests and book orders will be announced well in advance. They should be met.

DEPARTMENT ANNOUNCEMENTS

Normally, announcements will be sent to faculty and staff through email. Please check your inbox at least three times a week.

TEACHING

SYLLABI

It is important that syllabi clearly express the instructor's expectations and the students' responsibilities.

A syllabus is required for each course. A copy of the syllabus must be posted on MyGateway by the first day of class at the very latest.

Items that must be included are:

Number and title of class

Name, office number, office phone number, and e-mail address of instructor

Instructor's office hours

Format of the course (lecture, discussion, or combination)

Attendance requirements (if employed)

List of materials students should purchase

Grading information, including percentage of grade associated with each assignment and activity, e.g., discussion, and whether or not incremental grading (+/-) is used

Writing requirements and guidelines: type of assignment, format, length, and due date

Plagiarism statement

Dates of all examinations, including final exam (if required) [the date and time of the final is provided in the official schedule of courses for the semester]

ADA statement

Dates on which all graded assignments are due

Some items that might also be included are:

State/college/major requirements fulfilled by the course
Brief description of the course and its objectives (one paragraph)
List of topics to be covered in course
Assigned readings by day, week, or topic
List of any items on reserve

REQUIRED WRITING IN UPPER-DIVISION COURSES

It is department policy to require formal writing in each upper-division course.

CITATION POLICY

History majors must use Chicago style citations in their written work.

POLICY FOR GRADUATE STUDENTS IN 3000-LEVEL COURSES

It is department policy to require graduate students to read and/or write more than undergraduate students in upper-division course taken for graduate credit.

PROCTORING EXAMINATIONS

Faculty are expected to proctor their own examinations. When this is impossible, for example, because of attendance at a professional meeting, it is the faculty member's responsibility to find a proctor who meets the approval of the chair. Office staff are not available for this task.

TEACHING EVALUATIONS

A standard History Department teaching evaluation is required each semester for each course with more than five students. The evaluations must either be handed out in class and collected by a person other than the faculty member teaching the course or conducted electronically. In-class evaluations are to be delivered to the Department Secretary or Chair in a sealed envelope.

Evaluation packets will be prepared and processed by office staff according to Department standards or individual faculty prerogative. In the case of individual prerogative, submit an outline of your expectations to the office manager at least three weeks before the last week of the semester.

Faculty may review their evaluations following submission of final grades in the course being evaluated.

RESEARCH, PUBLICATION, AND OTHER SCHOLARSHIP

Ongoing research and publication help to define the mission of the campus. Consequently, faculty are expected to follow an active program of research and publication and to seek internal and external grants as necessary to carry out such a program.

The quality of research and publication is more important than the quantity. Refereed publications carry more weight than non-refereed publications. Articles in recognized major journals and books with major university or commercial presses are preferable to publications in other outlets.

Over the long term, the demonstrated impact of publications, exhibits, and document collections and productions in non-print media will affect salary level.

SERVICE

SERVICE CONTRIBUTION

Service contribution requires regular attendance at Department meetings and service on Department committees when elected or requested.

While not required, attendance at relevant university or university-related programs, for example, the Primm Lecture and presentations sponsored by the various centers on the campus, are further illustrations of active service.

UNIVERSITY COMMITTEES

The Department can benefit from representation on College and Senate Committees. Such representation is particularly important on the Committee on Committees for both the College and the Senate, the College Planning Committee, the Senate Research and Publication Committee, the Senate Appointments, Tenure, and Promotion Committee, and the Senate Library Committee.

Participation in the Senate, search committees, and other campus committees is also important.

Greater service is expected from senior, tenured faculty. Junior, untenured faculty are urged not to overextend themselves in this area.

PROFESSIONAL SERVICE

Service in professional organizations is encouraged. This includes such things as holding offices, editing newsletters, and serving on committees, governing and editorial boards.

Greater service is expected from senior, tenured faculty. Junior, untenured faculty should not overextend themselves in this area.

GRANTS

Faculty are encouraged to apply for grants administered by the campus Research Committee, the Research Board, and external sources. By university policy, new faculty are evaluated for tenure and promotion on the basis of their efforts and success in soliciting grants (as appropriate for their specialization) as well as teaching, research, and service.

When possible, grant applications should include requests for teaching replacements that cover their full teaching load.

Consider applying for funds to support a research assistant and also for E&E support, e.g., for long distance telephone calls, FAX, travel, copying.

Please notify the chair of all grant applications submitted and grants received.

ANNUAL REPORT

An annual report is due each spring and must be submitted through the Faculty Accomplishment System online. The report should present information about accomplishments during the preceding twelve months. A statement of scholarly impact in the field is particularly appropriate for senior faculty. The absence of such a statement by Professors, supported by, at least, a list of citations, will be interpreted as evidence of minimal impact in the field. The recommended format for a list of citations is on page 24 of this handbook.

Information pertaining to teaching should be submitted in the section of FAS titled, "Student Related Activities." Within this section, faculty are encouraged to submit brief descriptions of teaching philosophy and recent teaching innovations in the subsection titled, "Add Other Teaching Activity." Syllabi will be evaluated based on the version collected early in the semester by office staff. Any faculty member wishing to be evaluated on the basis of a subsequently-modified syllabus must submit the revised syllabus to the chair. Activities related to supervising interns or service learning projects should be submitted under the subheading of "Clinical Instruction."

CURRICULUM VITAE

At least once a year the Department gets requests for copies of curriculum vitae. It is each faculty member's responsibility to maintain a current electronic c.v. that can be submitted in response. The format required for appointment to the doctoral faculty is the best all-purpose model on campus.

STAFF SUPPORT AND OFFICE POLICIES

GENERAL POLICIES

In the interests of a smooth-running joint office serving the Departments of English and History, the following policies will apply to office staff:

Work Hours

The normal work day for full-time staff employees is 8 a.m. to 5 p.m. with one hour for lunch and two fifteen minute breaks. Lunch may not be taken at the end or beginning of the day and must be taken sometime during the day. Lunchtimes should be approved by supervisor to ensure someone is always available in the office.

Lateness to work beyond ten minutes requires a phone call to supervisor.

Time off for a 2-day absence should be requested at least 20 calendar days in advance and time off for more than a 3-day absence should be scheduled at least 30 calendar days in advance.

Computers should only be used for official business purposes except during lunch and breaks at which time personal use is permitted.

Chain of Command

Except for trivial matters, work assignments should come directly from supervisors. With departmental approvals, the administrative associate will assign routine responsibilities to office support staff and departmental assistants. Departmental chairs will assign further projects to the administrative associate, and the administrative associate will assign tasks involved to both office support staff and departmental assistants.

Staff should refuse burdensome requests from faculty that do not have authorization from departmental chairs and delegation by the administrative associate. The office staff is not responsible for the distribution or collection of classroom assignments nor is it responsible for proctoring exams. The office staff will not accept faxed assignments from students.

Faculty should deal directly with office staff on all matters pertaining to textbook orders. Faculty who are not using the university bookstore to order texts should notify office staff.

Work Environment

Work areas should be organized so that colleagues can locate and access important materials as needed.

Staff Communication

Staff should keep supervisors abreast of their progress on tasks through regular scheduled meetings to be determined by supervisors.

Staff should feel free at all times to suggest improvements in work procedures and constructive alteration of work environments to supervisors.

Departmental chairs and staff have an obligation to share deadlines and information about important departmental matters.

PRINTER

The central printer attached to the computer network is to be used for one copy of a document only. Multiple copies must be made on the copy machine.

COPYING

Copying should be kept to a minimum. If a course uses numerous handouts, these should be prepared in advance and sold as a packet through the bookstore or put on reserve at the library so students can copy them. Faculty should distribute class materials electronically as much as possible.

Please remember copyright restrictions when copying materials. Permissions must be obtained through the bookstore for course packets. This requires plenty of lead time for packet preparation. Obtaining permissions is not required if materials are placed on reserve at the library.

The Department will only pay for copying done on the office machines shared with the Department of English. Faculty and staff must purchase any new copy cards required to use other copying machines.

The use of Quick Copy services requires prior approval by the Chair.

CUSTODIAL, MAINTENANCE, COMPUTER WORK REQUESTS

Please report any custodial, maintenance, or computer problems to the office manager immediately.

For computer problems, observe the following guidelines:

1. If the problem concerns software, call the Help Desk at 6034 and choose 4 in the list of offerings to obtain immediate assistance.
2. If the cursor freezes or an error message appears, report it to the office manager immediately. A single call to the Help Desk will often determine the nature of a network problem affecting multiple users.

GRANTS AND REIMBURSEMENTS

Keeping impeccable financial records and submitting complete information is paramount if you expect reimbursement from either department funds or a grant. If you are using grant money to pay the salary of a research assistant, pertinent information must be submitted BEFORE you hire anyone because of Office of Equal Opportunity requirements. Check with the office manager as soon as your grant is awarded to ensure it will be processed smoothly.

MAIL/DEPARTMENT DELIVERIES

Office staff are responsible for distributing mail and receiving deliveries. Please arrange with the Office Manager for special billing if you use the Department mail container for mailings paid for by a grant.

PAPER HANDLING

Except in an emergency, office staff will neither receive nor distribute classroom-related exams, journals, or papers, whether they are in your mailbox or in your office. Please make students aware of this policy as well as where and when they can drop off or pick up assignments. If you wish to establish a policy of returning materials by mail, make sure you advise students to supply the proper postage--the department will not pay for returning student papers.

SUPPLIES

Please ask office staff to get supplies from the storeroom.

LONG DISTANCE TELEPHONE CALLS AND FAX

Long distance phone calls may be used only for legitimate university business and should be kept to a minimum. The department will monitor phone use to prevent abuse. Please use email for communication whenever possible.

The FAX machine is to be used for professional business only. All FAX messages must go through the central office and be processed according to the established guidelines.

The University prohibits long distance telephone calls or the use of FAX for personal reasons. If it is necessary to make a call or use FAX while at the office, use your personal long distance card. If you don't have one, your telephone service company will gladly provide you with one.

LOUNGE

The lounge located at 464 Lucas Hall is for the use of faculty and staff. It is not to be used for classes, student conferences, or additional office space.

SALARY ADJUSTMENT GUIDELINES
College of Arts and Sciences
Revised by the Policy Committee, 4-25-06

The Board of Curators normally mandates that all salary adjustments reflect merit and market. The following guidelines seek to clarify “merit” for faculty contributions in teaching, research, and service.

1. Teaching

- a. Teaching is very important and quality should be rewarded.
- b. Except under unusual circumstances, student evaluations of teaching will be conducted in every course (enrollment five or more) taught by a full-time faculty member during the nine-month academic year.
 - i. The faculty member's role in conducting these evaluations should be minimal (the faculty member should not be present while the evaluation is being conducted).
 - ii. Under no circumstances should the faculty member receive the results of the student evaluations until after the final grades for the course have been submitted.
- c. Departments may also use peer evaluation or other means to evaluate teaching
- d. Faculty will supply a syllabus or its equivalent for each course taught during the nine-month academic year.
- e. Teaching innovations are encouraged and should be noted on the annual report.
- f. Grant proposals for instructional improvement/ equipment are encouraged and should be noted on the annual report.
- g. Academic advising is normally part of the teaching role.
- h. In departments with a graduate program, service on graduate student committees is part of teaching.

2. Research and Creative Activity

- a. Quality and quantity of research and creative activity are each important.
- b. Reciprocity between magnitude of teaching load and expectation in research, i.e. the lower the teaching load, the more research productivity. For example, a two-course (3 credits each) load each semester (“40% teaching load”) requires very active research productivity.
- c. Need to identify precisely the nature and status of current work on an annual basis.
 - i. Chairs are responsible for avoiding double counting (publications credited on more than one annual review).
 - ii. Publications count in the calendar year that they appear.
- d. Need to identify precisely the nature and status of each submitted and active research grant proposal. Applying for grants is a plus even if award not received.
- e. Status of long-term major works "in progress" needs to be monitored closely

3. Service

- a. Service is important but rarely coequal with teaching and research.
- b. There is a minimal citizenship service required of all faculty.
 - i. Attending departmental meetings
 - ii. Serving on departmental committees when asked
 - iii. Attending one commencement each calendar year.
- c. Both quality and quantity of service should be considered.
- d. Service includes
 - i. Activities in department, college, campus, and system

- ii. Activities within one's discipline (e.g., refereeing manuscripts, grant proposals, editorial service)
 - iii. Professionally-related community service (e.g., technical assistance to a governmental agency).
 - iv. Student advising when a faculty member performs the function for the entire department
 - v. Community service that is not professionally related is excluded. Examples include scouting and coaching.
 - vi. Service activities receiving extra-compensation should be noted.
4. Impact: In teaching, research and service, information on impact is critical in evaluating quality, especially for faculty who have more than ten years of service. There is a specific location for impact information on the annual report form and faculty should provide as much data as possible. Impact examples include former or current students who have received awards, citations and reviews of previous research, and service that has led to identifiable positive change.

5. Generalities

- a. Teaching, research and service typically weighted according to effort
 - i. There will be a greater range of variation for research than for teaching and service
 - ii. The ranges for most tenured and tenure-track faculty will be: research (20 – 60%), teaching (40-60%), and service (5-20%).
 - iii. Lecturers will normally have 80% teaching and 20% service.
- b. Teaching, research, and service all count in salary adjustment recommendations and meritorious performance in all three areas is normally necessary for an above-average salary adjustment. Put another way, excellent research and publication alone will not result in an above-average adjustment.
- c. A faculty member who seriously neglects one or more of the three obligations (teaching, research, service) without prior authorization can receive a zero increase even if performing adequately in the other dimensions. For example, a faculty member with an adequate teaching and research performance can receive a zero increase if he or she fails to perform minimal service obligations.
- d. The merit evaluation is of past performance, not future promise.
- e. Cost-of-living changes are irrelevant.
- f. Faculty who have been tenured and/or promoted will receive a fixed sum (presently \$3,000) in addition to the normal salary adjustment. The year in which an individual is promoted is an especially appropriate time to consider whether the salary reflects the person's cumulative accomplishments (see 5.h and 5.i below)
- g. The salary adjustment number is more geometric than it is arithmetic: greater attention is paid to the percentage increase than to its dollar amount. The arithmetic amount is more relevant for faculty at higher salary levels than it is for faculty at lower salary levels. It should be understood that the "average" percentage raise in a department will typically be slightly below the "pool" percentage.
- h. Salaries should, but do not always, fairly reflect a cumulative record. Thus raise recommendations should take into account salaries that are out of line, whether too high or too low, relative to the salaries of other members of the department.
- i. Chairs should reassess continually and avoid a fixed image of the individual. The decision should favor the cumulative record over the most recent year's record.

6. PROCESS

- a. Each full-time faculty member must complete by April 1 an annual report on the Faculty Accomplishment System (FAS) for the preceding twelve months and, if the information is not available through FAS, an up-to-date c.v.
- b. The chair will prepare an effort and evaluation form that includes a salary recommendation based on the percentage of the department's rate S&W budget assigned by the dean.
- c. The chair will provide the faculty member with the evaluation and recommendation for review and signature.
- d. The faculty member must sign the evaluation and recommendation and may append comments
- e. The chair will submit effort evaluation and salary recommendation to the dean by May 1.
- f. After approval by the dean, vice chancellor and chancellor, the chair may inform faculty of tentative salaries for the coming year. This typically occurs in mid- to late- summer.
- g. There is no formal process within the College for reconsidering salary decisions, but the dean will meet with any faculty member who wishes to question the decision.
- h. A department may use whatever intra-departmental process it finds best for consultation, e.g., an executive committee, but the departmental recommendation is solely the chairperson's responsibility.

COMMENTS ON SALARY AND ADJUSTMENT GUIDELINES

The current policy of the College of Arts and Sciences is that all publications count in the year (May 1 – April 30) that they appear.

The department considers teaching to be an activity that takes both inside and outside the classroom. It considers the following integral components of quality teaching in the classroom:

- a. the provision of extensive feedback on student assignments
- b. clearly defined course objectives
- c. class exercises and assignments that challenge students intellectual capacities and cultivate the skills relevant to historical inquiry
- e. class exercises and assignments that allow for the measurement of student progress across the semester
- f. grading that reflects clearly-defined, high standards
- g. evidence of innovation in teaching techniques

Additional measures of teaching effectiveness include mentoring, number of students taught, thesis and dissertation supervision, relevance of courses taught, and other contributions to the teaching mission of the department and University.

OPERATING PROCEDURES

DEPARTMENT OF HISTORY

UM-ST. LOUIS

Adopted by the Department of History in 1974; revised in 2008.

1. Composition of the Department

a. Voting Members

1. All full-time members of the department, at any rank from instructor to full professor.
2. All full-time joint appointees between the department and another academic department or research center.
3. All full-time administrators who are in the department.
4. All full-time members of the department who are currently on leave.
- v. Only tenured and tenure-track members of the department may vote on appointments, tenure, and promotion as required by the University's guidelines.

b. Non-Voting Members

1. All part-time (adjunct) faculty during the semester in which they teach history.
2. All visiting members of the department.

2. Meetings of the Department

a. Schedule

1. Regular meetings must be held at least four times per semester.
2. Meetings shall not be scheduled when they conflict with courses taught by members of the department unless no alternative is available between 8:00 a.m. and 5:00 p.m., Monday through Friday.
3. The chairperson or executive committee (by majority vote) may call additional meetings.
4. A meeting may also be called at the request of 25 % of eligible voting members of the department. Their request and an agenda shall be submitted to the chairperson who will distribute the agenda to the department within three days and will hold the meeting within a week of the request.
5. For the regular meetings, the chairperson shall provide the department with an agenda at least one week before the meeting.
6. The chairperson will report on matters of concern to the department.

b. Quorum

7. Meetings of the department, whether regular or ad hoc, may be held only if a quorum of the voting members of the department is present.
8. A quorum is fifty percent plus one of the voting members of the department who are currently teaching in the department (i.e., voting members currently on leave or serving full-time in administrative positions are not counted in the total from which fifty percent is necessary).
9. All voting members present shall be counted towards the quorum.

c. Voting

10. All votes, excepting the offer of an academic appointment, in the department meetings are decided by a simple majority of the voting members present.
11. Three-fifths of the voting members present must approve the offer of all academic appointments.
12. All elections to offices and committees are by secret ballot unless the voting members present vote unanimously to hold open voting.
13. At the request of any voting member, a secret ballot may be required on any issue.

d. Elections

14. Elections for chairperson and all other officers shall take place at either the March or April meeting of the department.
15. The term of office for all positions begins on August 15 following the election.
16. The chairperson shall serve a three-year term and may be reelected. Tenured members of the Executive Committee serve staggered three year terms and untenured members serve a one-year term. All other officers shall serve one-year terms.
17. Nominations for the position of chairperson are made by the candidates themselves. Candidates must give their names to the recording secretary, who must notify all members of the department of the list of candidates at least one week before the election.
18. Nominations will take place in the following order: graduate coordinator, executive committee, undergraduate advisor, library coordinator, recording secretary. Persons may hold multiple offices.
19. Nomination of persons not present at the meeting requires their approval prior to the balloting.
20. Only tenured members are eligible for the position of chairperson.
21. Ballots for chairperson election will be counted by a member of the administrative staff and verified by a designated member of the department. The ballots will be destroyed after the election.

3. Offices and Committees of the Department.

a. Chairperson

1. The chairperson is the department's representative to the rest of the University and to the public and is entrusted by the department with its day-to-day operation.
2. The chairperson is elected by the department by a simple majority, recommended by the Dean of the College, and appointed by the Chancellor.

3. The chairperson may be recalled by the department by a simple majority of the voting members present. Any motion to recall must appear on a regularly distributed agenda.
 4. The chairperson must resign any appointment to a research center or any position in the administration of the University.
 5. The chairperson is responsible for the administration of the department during the summer, but may delegate that responsibility to another tenured member of the department. Whoever administers the department during the summer has first claim to teach one course during the summer session, regardless of other factors.
- b. Graduate Coordinator: The graduate coordinator shall coordinate all graduate programs and advise the chairperson on matters related to graduate education.
 - c. Undergraduate Advisor. The undergraduate adviser shall handle student advising and transcript evaluation and advise the chairperson on matters related to undergraduate education.
 - d. Library Coordinator: The library coordinator shall maintain liaison with the libraries and supervise the department's library acquisitions.
 - e. The Executive Committee
 1. The executive committee shall consist of the department chairperson, two other tenured faculty, and one untenured faculty member. This composition may be changed to reflect the changing composition of the department by a majority vote at a single meeting. The two tenured members of the committee will serve staggered 3-year terms. The untenured member will serve a 1-year term.
 2. The executive committee shall advise the chairperson on:
 - (1) all salary adjustments
 - (2) the department budget
 - (3) other matters that the chairperson or the executive committee considers appropriate.
 - f. Recording Secretary: The recording secretary must take minutes at each meeting of the department and distribute copies of them to members of the department within one week of the meeting.
 - g. Graduate Student Representative: Graduate students of the Department of History may elect one representative to attend department meetings as a non-voting participant.
4. Revision of the Operating Procedures requires a majority vote by the department at two successive meetings held at least two weeks apart.
 5. Revisions of Operating Procedures must be inserted to the Department Handbook. Every department member shall be given a hard copy of the Department Handbook.

UM-ST. LOUIS DEPARTMENT OF HISTORY

Procedures and Criteria for Promotion and Tenure

The following represents a compendium of the procedures developed in 1973, 1976, and 1981 as approved by the Department in September 1987 and with amendments of approved by the Department on February 19, 1992, October 2, 1995, September 2, 1997, September 21, 1999 and October 5, 2005.

I. General Procedures

Members of the departmental faculty are expected to demonstrate competence in the area of service and excellence in teaching, the pursuit of internal and external grants, and research. In rare instances, demonstrated brilliance in either teaching or research combined with competence in the other may qualify a candidate for favorable consideration.

Every non-tenured professorial faculty member, as well as every tenured Associate Professor, will receive an annual review of his or her scholarly performance to advise him or her on professional development. This process will include a meeting with the chair and a brief appraisal in writing. An ad *personam* committee appointed by the chair will conduct a more formal review in the fourth year. The purpose of this is to assist in a constructive sense to prepare for the tenure review.

In determining the level of teaching performance, the department will use specific means of evaluation, such as examination of student-completed questionnaires, course syllabi, peer evaluations, classroom visitations, and available data relating student performance to course objectives. Members of the department charged with these evaluations will regard the academic progress and welfare of present and future students as the most important consideration.

In determining the level of grant activity, the Department will consider the availability of support, the extent to which the candidate has sought internal and external support, and the success of the applications.

In determining the level of research performance critical appraisals from qualified internal and external sources will be sought. Published research that is highly regarded by those knowledgeable in the candidate's field is the goal. Articles of significance in the better journals that seek expert external opinion before acceptance for publication are weighted especially heavily. In evaluating books, wide critical acceptance or acclaim is important, with due consideration given to the quality of the review and the competence of the reviewer. The attribution of authorship in joint projects must be clearly stated.

In evaluating service, both quantity and quality of service performed in the department, in the College of Arts and Sciences, in campus-wide activities, in professional organizations, and in institutions whose mission is related to the study of history will be considered.

II. Ad Personam Committee

An Ad Personam Committee consisting of three faculty members will be appointed for each candidate for promotion or tenure. The departmental tenure and promotion committee will nominate three members of the department, from which the candidate will select two. The third member of the committee will be selected by the candidate from tenured members of appropriate rank from this or another department.

The function of the ad personam committee is to gather all pertinent data and materials relating to the candidate's performance in teaching, service, pursuit of grants, and research (completed, current, and projected) in accordance with the guidelines set forth in Section I. The committee will then organize and systematize this evidence and present it to the departmental tenure and promotion committee. In its deliberations, the tenure and promotion committee will give due weight to the individual opinions of members of the ad personam committee, but the ad personam committee will not submit a formal recommendation.

The Departmental Tenure and Promotion Committee

The tenured members of the department constitute the Committee for candidates for tenure, tenured Associate Professors and Professors the Committee for candidates for promotion to Associate Professor, and tenured Professors the Committee for candidates for promotion to Professor.

After review of an ad personam committee's reports and after due deliberation and discussion, the Tenure and Promotion committee, except for the Department Chairperson in tenure cases, will vote upon the candidate by secret ballot. A candidate receiving a majority of the votes cast will be recommended for the appropriate advancement. The Departmental Tenure and Promotion Committee's recommendations will be forwarded to the Dean of the College of Arts and Sciences by the chairperson. In tenure cases, the Department Chairperson will prepare a separate recommendation and submit it to the Dean.

IV. Criteria for the Evaluation of Performance at the Various Ranks

A. Instructors

A person hired for the position of Assistant Professor but appointed as Instructor pending the completion of the terminal degree is expected to complete the degree within one year and is usually promoted automatically to the rank of Assistant Professor at the beginning of the term following the completion of the terminal degree.

The department will not recommend Instructors for tenure.

B. Assistant Professors

Assistant Professors with meritorious records as teachers and scholars must be considered for tenure and promotion not later than their sixth year of full time academic service or the sixth year of creditable service toward tenure. Unless tenure is granted, a terminal contract must be issued no later than the sixth year. Proposals made before the sixth year must include evidence of exceptional performance and productivity. Normally a recommendation for promotion to Associate Professor and for the awarding of tenure will be requested at the same time. Only in unusual circumstances will the Committee recommend granting tenure to an Assistant Professor without promotion or recommend promotion to an Associate Professor without tenure.

A meritorious record as a scholar at the level of Assistant Professor is defined by the History Department as a body of articles, published or in press, recognized by experts as being of high quality; or, a book manuscript, published or accepted by a scholarly press on the basis of strong recommendations by recognized experts in the appropriate field; or a published book that has been reviewed favorably in professional journals.¹ Critical editions and/or translations of historical sources, collection or exhibit catalogs, editorships, exhibits, document collections and productions in non-print media may be considered as part of the scholarly record after review by recognized scholars, in keeping with generally accepted criteria.

C. Associate Professors

There is no limit to the length of time a faculty member may spend in rank as an Associate Professor. As the rank of Professor is the highest academic rank

which the University can award to a faculty member, it is awarded only to those who have made outstanding contributions in publication, teaching, and service. Thus the evidence in support of a recommendation to Professor from Associate Professor must be significantly stronger, quantitatively and qualitatively, than that required for the Assistant Professor who is recommended for promotion. For Associate Professors without tenure, a recommendation for tenure must be made no later than the fourth year in rank, including all credit for prior full-time academic services, unless a terminal contract is to be issued.

A meritorious record as a scholar at the level of Associate Professor is defined as a body of articles, published or in press, recognized by experts as being of high quality and a published book that has been recognized by experts as a significant contribution to the field; or, a published book that has been recognized by experts as a significant contribution and a second book that has been published or is in press and evaluated by readers' reports as a significant contribution; or, in rare instances, a body of published "seminal" articles that has led to substantial revisions of

¹ All references to works in progress utilize the standardized terminology developed by the American Historical Association in its 2005 Statement on Standards of Professional Conduct, p 9. "In press" means that "the manuscript is fully copyedited and out of the author's hands," and that "it is in the final stages of the production process." "Accepted" means "forthcoming" - i.e. " a completed manuscript has been accepted by a press or journal."

interpretations in a major area of history. Critical editions and/or translations of historical sources, collections or exhibit catalogs, editorships, exhibits, document collections and productions in non-print media may be considered as part of the scholarly record after review by recognized scholars, in keeping with generally accepted scholarly criteria.

D. Joint appointees in the professorial ranks.

The criteria outlined for assistant and associate professors will be understood to include performance in both academic units, e.g., History and Education.

The tenure and promotion committees of History and the relevant second discipline will review a joint appointee's research and publications to determine the quality of the candidate's total record.

CONFLICT OF INTEREST (University Policy)

TEACHING

Any employee, full or part-time, must obtain written approval from her or his department chair or supervisor AND dean or director before teaching either a credit or non-credit course not connected with the University. Such teaching does not require filing a public disclosure form.

FACULTY-AUTHORED TEXTBOOKS AND OTHER EDUCATIONAL MATERIALS

Faculty are permitted to assign textbooks, tapes, software, and other materials they have authored in courses they teach but may not retain any resulting royalties from these or any other assigned materials, e.g., duplicated by a quick-copy firm, assigned or recommended to their students. No disclosure form needs to be filed with respect to royalties.

Traditionally, History Department faculty have assigned these royalties to a Department gift account.

Degree Requirements

Bachelor of Arts in History

Students are encouraged to take programs which combine breadth of coverage with intensity. Two of the following are required:

Courses 1001-1064

Hist 1001, American Civilization to 1865

Hist 1002, American Civilization 1865 to present

Hist 1003, African-American History

Hist 1004, The History of Women in the United States

Plus two of the following:

Hist 1030, The Ancient World

Hist 1031, Topics in European Civilization: The Emergence of Western Europe to 1715

Hist 1032, Topics in European Civilization: 1715 to the Present

Plus:

Non-Euro/American survey: One 3-hour course

Courses 2000-3004

One course in United States history

One course in European history

One course in Non-Euro-American history

Hist 4001, Special Readings (one credit hour)

Hist 4004, Senior Seminar

Three additional 2000 or 3000 level courses

Other

Majors must complete at least 39, but not more than 45, hours in history with no grade below C in major.

Courses 4011 and 4012 do not count toward major. After fulfilling the general education and specific major degree requirements, students are to take the remaining 30 hours required to complete the B.A. or B.S.

degrees from courses, which the appropriate department has evaluated as being of university-level quality, from one or more of the following or their-quality equivalents at other institutions:

anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics and astronomy/geology, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary.

Undergraduate majors must complete a residency minimum of 15 hours of 3000 level History courses including History 4001 (1 credit hour) and History 4004) (5 credit hours) in residence.

Minor in History

Students may minor in history by taking 18 hours of history courses as follows:

- 1) One course numbered 1001-1064 in each of the following areas: United States history, European history, and Non-Euro-American history
- 2) One course numbered 2000-3999 in each of the following areas: United States history, European history, and Non-Euro-American history
- 3) No course in which a grade below a "C" is received shall count toward a minor.
- 4) Six hours credit, in courses numbered 1000 or above, must be completed in residence.
- 5) No course shall be taken on a pass/fail option.

Bachelor of Arts with Teacher Certification

Students majoring in History can receive Social Studies Teacher Certification.

Social Studies

Teacher certification students must complete the major and meet these minimum social science requirements: American history, 12 hours including History/Sec Ed 4013; European or world history, 9 hours including History/Sec/Ed 4014; United States and/or state government, 6 hours including Political Science 3090/Sec Ed 3209; behavioral science, 6 hours; economics, 3 hours; geography, 3 hours; and 2 hours of elective social studies credit. For emphasis area advising, students must see a History/Social Studies advisor. Students must also see an advisor in the College of Education for help with Education requirements.

Bachelor of Science in Education: Emphasis in Social Studies The history requirements are the same as for the B.A. degree except students fulfill the College of Education general education requirements rather than those of the College of Arts and Sciences.

2+3 B.A. and M.A. in History

The 2+3 B.A./B.S. – Ed and M.A. in History enables students of demonstrated academic ability and educational maturity to complete the requirements for both degrees in five years of full-time study. Because of its accelerated nature, the program requires the completion of lower-division requirements (15 hours) before entry into the three-year portion of the program. It also has prerequisites numbered 5000-5304 for graduate readings courses numbered 6101-6115. When all the requirements of the B.A./B.S. – Ed. and M.A. program have been completed, students will be awarded both the baccalaureate and master's degrees. A carefully designed program can permit a student to earn both degrees within as few as ten semesters.

The combined program requires a minimum of 137 hours, at least 6 of which must be at the senior level (History 4001 and 4004) and 37 of which must be at the graduate level (courses numbered in the 5000 range and in the 6000 range). In qualifying for the B.A. or B.S. – Ed., students must meet all University and College requirements, including the requirements of the undergraduate major. In qualifying for the M.A., students must meet all University and Graduate School requirements, including satisfactory completion of at least 37 credit hours.

Students should apply to the Graduate Director of the Department of History for admission to the 2+3 combined degree program in History the semester they will complete 60 undergraduate credit hours. A cumulative grade point average of 3.1 or higher and three letters of recommendation from faculty are required for consideration. Students will be admitted to the 2+3 program under provisional status until they have completed 30 credit hours in History with a grade point average of 3.0 or higher. After completion of the provisional period, and with the recommendation of the Graduate Director, students can be granted full admission into the program. Students in the 2+3 program begin to pay graduate credit hour fees for all courses applied to the graduate degree after they have earned 107 hours. Students must maintain a grade point average of 3.0 or higher throughout the combined program. Students who officially withdraw from the 2+3 combined degree program will be awarded the B.A. or B.S. – Ed. Degree when they have successfully completed all the requirements for the degree.

Undergraduate History Requirements For Students in the 2+3 Program

A. The following requirements must be completed prior to enrolling in the 2+3 Program:

Two of the following courses numbered 1001-1004:

Hist 1001, American Civilization

Hist 1002, American Civilization

Hist 1003, African American History

Hist 1004, The History of Women in the United States

Plus two of the following:

Hist 1030, The Ancient World

Hist 1031, Topics in European Civilization: the Emergence of Western Europe to 1715

Hist 1032, Topics in European Civilization: 1715 to the Present

Plus

Non-Euro-American survey: One three hour course at the 1041-1064 level.

The following UNDERGRADUATE courses are required for majors in the 2+3 program

Hist 4001, Special Readings (1)

Hist 4004, Senior Seminar (5)

NOTE: B.S.-Ed. Students must also take History 4012, 4013 and 4014.

Graduate History Requirements For Students in the 2+3 Program

The following GRADUATE courses are required at the 5000-5304 level

One course in United States History (3)

One course in European History (3)

One course in Non-Euro-American History (3)

Three additional courses (9 hours)

Courses 6000 level (selected from the seven fields available).

The prerequisite for each 6000 level course for 2+3 program students is one or more 5000-5304 level courses in the field as part of the B.A. (or B.S. Ed.) Program.

1) Two 6000 level courses (one of 3 credit hours, one of 5 credit hours) in the first field: total 8 hours.
Prerequisite: two 5000-5304 level courses in the field (6 hours)

2) Two 6000 level courses (one of 3 credit hours), in the second field: total 8 hours.
Prerequisite: one 5000-5304 level course in the field (3 hours)

3) One 6000 level course of 3 credit hours in the third field: total of 3.

Prerequisite: one 5000 level course in the field 3 hours

To fulfill the 6000 requirements, a student would enroll in 8-10 hours one semester and 9-11 hours the other

NOTE: With prior approval of the Graduate Director Studies, a student may write a M.A. thesis (6 credit hours). Students writing M.A. theses may substitute three-three-hour 5000-level courses for the two five-credit hour courses in 1 and 2.

Regular M.A. Degree Requirements

The Department of History offers two separate Master of Arts degree programs for graduate study, the Master of Arts in History and the Master of Arts in History with Concentration in Museum Studies. These programs are described below in separate sections.

Master of Arts in History

The Department of History offers students two ways of completing the master of arts degree: one path of study emphasizes depth of knowledge and research competence acquired through writing a substantial master's thesis (See "Thesis Option", below); the second emphasizes breadth of historical knowledge acquired through graduate course work and the writing of research papers (See "Research Option", below). Both paths include a core of substantive courses in history (see "Core", below) to which the student adds either the 6 credits of the Thesis Seminar or additional two five-credit courses of research papers.

The M.A. program offers all students intermediate training preparatory to doctoral programs, advanced training leading to teaching and other careers, and disciplined advanced work.

For Students enrolled in the History M.A. program throughout the Academic Year 2006-07, the department offers study in European history, United States history, East Asian history, Latin American history, African history and African American History. Beginning in Academic Year 2007-08, the History M.A. program offers study in Metropolitan History Regional History, National History and Transnational History. Students should consult with the Director of Graduate Studies to be sure that they have properly selected their fields of study.

Admission Requirements

Applicants must meet several departmental admission requirements in addition to the general criteria of the Graduate School. The applicant's undergraduate studies need not have been in history, but they must demonstrate high academic potential. Normally, only students with a 3.2 grade point average in their undergraduate major are admitted; most successful applicants have higher grades.

Applicants must submit three letters of recommendation, preferably from former teachers, and a sample of their written work. The departmental Graduate Committee bases its admission decisions upon the undergraduate transcript, the letters of recommendation, and the sample of written work.

Core

All candidates for the M.A. degree in history must complete a core of 26 hours of course work (excluding thesis credit), with no more than nine hours of history and related fields at the 5000 level. This 26-hour core must include seven courses at 3 credit hours each (21 hours in all), and one 5-credit-hour writing seminar consisting of a 2-credit-hour research paper supplement to a 3-credit-hour, 6000 level history readings course.

To earn the 26-hour core, candidates select three fields of study, the first with a minimum of four courses (each at 3 credit hours or more), the second and third with a minimum of two courses each (at 3 credit hours or more).

In addition to this core, each candidate must select one of the two following degree options:

1) **Thesis Option**--32 hours total

In addition to the core, the candidate choosing this option must enroll for 6 hours of thesis credit and submit an acceptable thesis. The thesis is based on original research in primary sources. Normally, theses do not exceed 100 pages of text. Candidates receive a grade for the thesis upon its approval by an advisory committee. The committee consists of professors selected by the candidate after consultation with the supervising professor who serves as the Thesis Committee Chair. One member of the committee must be outside the candidate's general area of study, and one may be outside the history department.

The advisory committee conducts an oral examination on the thesis during the candidate's last semester of residence.

The committee decides whether the candidate shall pass, fail, or fail with the option to repeat the oral examination at a later date. Students may not take the oral examination more than twice. The second examination must be held no less than one and no more than two semesters following the date of the first examination. Summer session may be counted as a semester under this procedure, but students should be aware of the difficulties involved in assembling faculty committees during the summer.

Thesis candidates must demonstrate competence in one foreign language or in quantitative methods as applied to historical study. Candidates shall demonstrate foreign language competence by translating, with the use of a dictionary, 500 words in one hour. A member of the history faculty will conduct this examination. The candidate who failed the translation test, has the option to repeat the test until he or she passes the test. That faculty member will choose the test for translation. Candidates shall demonstrate quantitative methods competence by satisfactory completion of either Psychological Statistics 2201 or Sociological Statistics 3220, or their equivalent.

2) **Research Paper Option**-36 hours total

To complete this option, the candidate must complete two 5-credit-hour seminars (each consisting of a 6000) level reading seminar (plus the above-mentioned 2 credit hours of supplementary work on a substantial research paper), in addition to the 26 Core credits. The candidate may choose a fourth field in addition to the three already represented in the core to complete this option.

Master of Arts in History (Museum Studies) and Graduate Certificate in Museum Studies

These options are intended for students planning to pursue professional careers in museums. In addition to the core requirement of substantive courses in history, the Museum Studies program includes intensive training in the theory and practice of museology. This innovative program is a collaboration between the Department of History, Department of Anthropology, Department of Art and Art History, the Missouri Historical Society and the St. Louis Mercantile Library. It is taught by a combination of professors and practicing professionals from St. Louis-area museums. Recognizing that the museums field is in a period of rapid change, the program is designed to train students for leadership in the emergence of a new paradigm of museology that focuses on relationships between museums and the people and communities that they serve.

For most students this will be a terminal master of arts degree, fully preparing graduates for immediate entry into museum careers in a variety of positions. While the core requirement focuses on history studies, the museological training is applicable to employment in any type of museum.

Admission Requirements

Applicants wishing to enter the Museum Studies concentration must apply specifically for that concentration; successful application for the general M.A. program in history does not automatically provide access to the museum studies program. Applications for the museum studies concentration will be accepted only for the fall semester. Because of the prescribed sequence of course work, no midyear entry into the program will be allowed.

In addition to the general criteria of the Graduate School, applicants for the Museum Studies concentration must meet several additional criteria of the Department of History and the museum studies program. Applicants' undergraduate studies need not have been in history, but they must demonstrate high academic potential. Normally, the history department admits only students with a 3.2 grade point average in their undergraduate major; most successful applicants have higher grades. Applicants must submit three letters of recommendation, preferably from former teachers and/or employers, and a sample of their written work. The sample may or may not be academic work, and length is not a consideration. Besides these departmental requirements, applicants must submit the Museum Studies Supplemental Application. The supplemental application includes a statement of intent for pursuit of a museum career.

The departmental Graduate Committee and the director of the museum studies program will base their admissions decisions upon the undergraduate transcript, the letters of recommendation and the sample of written work.

Applications for the museum studies program must be received by the university no later than March 1.

Museum Studies Curriculum--39 hours total

All candidates for the M. A. in History with a Concentration in Museum Studies must complete Hist 6134, 6135, 6136, and 6137. These courses are cross listed under the same numbers in the Anthropology Department and the Art and Art History Department. Students may enroll through the department of their choice. All candidates must also complete Art 5588 Museum Education and Visitor Research and Anthr 6139 Practicum in Exhibit and Program Development. Together, these courses provide a solid foundation in the theory and history of museology and in practical skills for museum work. As a final requirement, candidates must complete Hist or Anthr or AH 6138. This exit project will be the capstone demonstration of competence in museum studies. The specific nature of this demonstration will be customized to the interests and career aspirations of each student. It may take the form of a traditional thesis, an exhibit project, or some other appropriate form, as approved in advance by the candidate's advisory committee.

In addition to these requirements, all candidates must complete 15 hours of elective history course work, with no more than 6 hours of history at the 3000 level except Hist 4004. Museum Studies students will take courses distributed in any proportion between the fields of "United States to 1865" and "United States Since 1865." Exceptions to this requirement (e.g., selections of courses from another field, such as European or African history) must be approved in advance by both the director of the Museum Studies Program and the graduate coordinator of the History Department.

Graduate Certificate in Museum Studies (19 hours)

A very limited number of slots may be available for students who wish to pursue only the Graduate Certificate in Museum Studies without seeking the M.A. in History. In most cases, these will be students who already hold an advanced degree and are currently working or planning to work in a museum but who have had no formal training in museum studies. Candidates for the Graduate Certificate must complete Hist 6135, 6136, 6137, and 6138, Art Hs 5588, and Anthr 6139. Contact the director of the Museum Studies Program for availability of slots in this option and for special application procedures.

AWARDS AVAILABLE TO HISTORY MAJORS

THOMAS KNAPP MEMORIAL SCHOLARSHIP

Eligibility: Students must be history majors who are enrolled full time and who have completed at least sixty credit hours by the beginning of the year for which the scholarship is awarded.

Selection: Applicants will be judged on merit (e.g., grade point average and references) by a committee of the history department faculty.

Award: The Knapp Memorial Scholarship is \$2,000 and will be awarded in May of each year.

R GENE BURNS SCHOLARSHIP

Eligibility and Selection: Same criteria as for the Thomas Knapp Memorial Scholarship in addition to a demonstrated commitment to teaching.

Selection: Applicants will be judged on merit (e.g., grade point average and references) by a committee of the history department faculty.

Award: The R. Gene Burns Scholarship is \$1,000 and will be awarded in May of each year.

ALUMNI SCHOLARSHIPS

Eligibility: Students of junior or senior standing. Two historian recommenders are required with at least one from this department.

Selection: Applicants will be judged on merit (e.g., grade point average and references) by a committee of the history department faculty.

Award: The Alumni Scholarship is \$500 and will be awarded in May of each year.

RAWICK PRIZE

Eligibility: Phi Alpha Theta annually awards the Rawick Prize of \$500 for the best paper/project submitted for History 4004 during the preceding academic year. Applicants must be enrolled and pursuing an undergraduate degree in History.

Selection: Applicants will be judged on merit (e.g., grade point average and references) by a committee of the history department faculty.

Award: The Rawick Prize will be awarded in the Fall of each year.

ARTHUR SHAFFER MEMORIAL SCHOLARSHIP

Eligibility: Applicants must be History majors pursuing secondary education certification in social studies or B.S. Ed. majors. Students must have completed, at minimum, History 4011 (255), 4013 (257) or 4014 (258) and have at least one semester of undergraduate work yet to complete at UM-St. Louis.

Award: The Arthur Shaffer Memorial Scholarship is \$600 and will be awarded at the beginning of the Fall semester.

PHI ALPHA THETA

Phi Alpha Theta is the International History Honor Society dedicated to promoting excellence in the study of history. The Psi-Psi chapter's goal is to foster the study of history and appreciation of history at UM-St. Louis. It seeks to provide interaction with other historians on both formal and informal levels. All interested students of any major are welcome to attend chapter meetings.

Eligibility for membership

Undergraduate students must have completed at least 12 semester hours in history with a 3.1 average (4 point scale) in history courses and a 3.0 in two-thirds of the other courses.

Graduate students must have completed at least one-third of the residence requirements of the M.A. degree (11-13 hours depending on the option) before becoming eligible for election to membership. Averages in all courses completed for graduate credit must be at least midway between the highest and second highest grade on the working scale, and no grade on the graduate record may be "failure" or its equivalent (a "C").

**HISTORY DEPARTMENT
GUIDELINES FOR THE ANNUAL EVALUATION
SYSTEM**

Adopted 1-30-08

1. Teaching

4 points = outstanding performance in the areas identified below

3 points = very good performance in the areas identified below

2 points = adequate performance in the areas identified below

1 point = needs improvement performance in the areas identified below

0 points = deficient performance in the areas identified below

Components of quality teaching:

a. the provision of extensive feedback on student assignments

b. clearly defined course objectives

c. class exercises and assignments that challenge students intellectual capacities and cultivate the skills relevant to historical inquiry

e. class exercises and assignments that allow for the measurement of student progress across the semester

f. grading that reflects clearly-defined, high standards

g. evidence of innovation in teaching techniques

Additional measures of teaching effectiveness include mentoring, number of students taught, thesis and dissertation supervision, relevance of courses taught, and other contributions to the teaching mission of the department and University.

2. Research

4 points = publication of a book based upon original scholarship or substantial synthesis of secondary literature; final contract for such a book (based on submission of a completed manuscript); the reception of positive reviews in reputable publications of such a book, acceptance of two or more articles in appropriate, refereed scholarly journals, or two or more chapters in books published by reputable presses or edited by reputable scholars.

3 points = acceptance of one article in an appropriate, refereed, scholarly journals, or one chapter in a book published by a reputable presses or edited by reputable scholars.

2 points = one book chapter or one article in other publications; completion of a major segment of research and/or writing on a significant research project.

1 point = minimal publications such as book reviews and encyclopedia entries; some evidence of ongoing research/writing

0 points = no evidence of ongoing research/writing

NOTE: Edited volumes, major translated works, and receipt of significant grants will be evaluated on case by case basis with a ranking of at least a 2. Scholarly creative works such as video documentaries, websites, and exhibits will be evaluated on a case by case basis.

3. Service

1. 4 points = outstanding, documented service performance with identifiable results
2. 3 points = very good, documented service performance
3. 2 points = "normal" service performance
4. 1 point = minimal service performance, e.g., attending department meetings
5. 0 points = no service

NOTE: These guidelines largely represent an effort to codify practice, but clearly do not cover every case. They form a base for, but do not replace, the professional judgment of the department chair and executive committee. Moreover, they do not address salary compression, blatant inequities, market considerations, or impact of one's activities.