

Handbook

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This document is the approved Handbook for the Department of History.

Alterations or amendments to this Handbook may be requested by the Department of History, or may be made by the dean of the college of Arts & Sciences in order to reflect changes in Department, College, University, or other policies. Proposed changes to this Handbook are subject to the approval of the Dean of the College of Arts & Sciences.

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August 31, 2015

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SECTION I

MATTERS OF ACADEMIC UNIT GOVERNANCE AND RELATED PROCEDURES REGARDING THE STRUCTURE AND ORGANIZATION OF THE DEPARTMENT

A. Definition of the Faculty

The terms “Faculty,” “members of the Faculty,” and “Faculty members” used in this Handbook are defined as full-time faculty of academic rank who hold tenured or tenure-track appointments at the University and who, therefore, are members of the bargaining unit as defined in the current Collective Bargaining Agreement (CBA). Unless otherwise specified voting rights on departmental matters are restricted to the Faculty. The CBA provides that the tenured and tenure-track Faculty of the Department may decide whether and to what extent full-time non-tenure (NTT) track faculty shall be represented on the Faculty Advisory Committee.

B. Administrative and Service Positions

1. Department Chair

The Department Chair (hereinafter “Chair”) is the chief administrative officer of the Department (See Appendix I of this Handbook) and reports directly to and is accountable to the Dean of the College (hereinafter “Dean”). The Chair is responsible for recording, maintaining, and implementing the policies and procedures stated in this Handbook through regular and thorough consultation with the Department faculty and the Department's various committees as provided in the Collective Bargaining Agreement. Those who serve as Chairperson will receive 6 hours of workload equivalency for every two years of service with a maximum of 12 hours of workload equivalency to be applied in any given year.

The Chair is an *ex officio*, non-voting member of all Department committees, and may make appointments as necessary and permitted to Department committees and to the various administrative and service positions in the Department.

The selection, review, and reappointment of the Chair is the responsibility of the Dean, who consults with the Department faculty on such matters. Procedures for the selection, review and reappointment of the Chair are included in the applicable *Collective Bargaining Agreement*.

2. Graduate Coordinator

The Graduate Coordinator is appointed by the Chair after consultation with the Graduate Faculty and the FAC. The Graduate Coordinator must be a full member of the Graduate Faculty holding the rank of Associate Professor or Professor. The Graduate Coordinator normally serves a three-year term, but may resign her/his position at any point during her/his tenure, or be replaced at the discretion of the Chairperson. The Graduate Coordinator chairs the Graduate Program Committee and oversees the operation and development of the Department's graduate programs. The specific duties and responsibilities of the Graduate Coordinator are determined by the Chairperson in consultation with the Graduate Faculty and FAC and include providing day-to-day administration of the graduate program, serving as the Department's representative on the Arts & Sciences Graduate Council, and advising those graduate students who have not yet declared an adviser. The duties shall be specified in a letter of appointment and departmental operating procedures document and referenced in the description of workload equivalents (See Section IV F Faculty Workload and Workload Equivalents) contained in this handbook.

3. **Undergraduate Coordinator**

Appointed by the Department Chairperson at the start of the academic year in consultation with the department FAC and the Undergraduate Program Committee, the UC can come from any rank but may be terminated by the Chair, in his/her sole discretion. The UC chairs the Undergraduate Program Committee and has as their primary responsibility the making and implementing of policy concerning Undergraduate instruction in the Department, including but not limited to the following: undergraduate advising, course offerings, requirements for the major and minor, retention, outcomes assessment, and Undergraduate Student awards. The duties shall be specified in a letter of appointment and departmental operating procedures document and referenced in the description of workload equivalents (See Section II Teaching Assignments and Workload including Workload Equivalencies and Related Procedures) contained in this Handbook.

4. **Additional Administrative Appointments**

Appointments to other departmental administrative positions are made by the Chair after consultation with the FAC. Appointments will be dependent upon the specific requirements of the position and an individual's qualifications for the position. Duties and terms of office shall be specified by the Chair and FAC in a departmental operating procedures document. If a workload equivalent is to be associated with the appointment, the position must also be referenced in the description of workload equivalents (See Section II Teaching Assignments and Workload Equivalencies and Related Procedures) contained in this Handbook.

5. **Non-Academic Staff**

The Department's non-academic staff includes all classified and unclassified staff positions within the Department including but not limited to the Administrative Assistant and secretarial staff. Each position has specific duties as defined in the applicable position description.

C. **Department Committees**

All Department committees are advisory and recommendatory to the Chair. The membership, structure, and function of some of the Department's committees are governed by University, Administrative and Operational Policies and the applicable *Collective Bargaining Agreement*. The Chair may establish other departmental standing and ad hoc committees in consultation with the FAC. The Chair will welcome requests from faculty members for positions on the Department's various committees. The Chair, when making appointments to Department committees, will be mindful of the diversity of disciplines within the Department and will consider the expertise and interests necessary for the effective functioning of specific committees. The standing committees are: Faculty Advisory Committee (FAC); Student Academic Complaint Committee (SACC); Graduate Faculty Committee (GFC), Graduate Program Committee (GPC); Undergraduate Program Committee (UPC); Curriculum Committee (CC). The ad hoc committees include the Ad Hoc Reappointment, Tenure, and Promotion committee and any other temporary committee created at the discretion of the Chairperson.

1. **The Faculty Advisory Committee (FAC)**

The FAC is structured and operates as described in the applicable *Collective Bargaining Agreement*. The FAC is elected directly by the full-time Faculty of the Department as defined in Section I (Matters of Academic Unit Governance and Related Procedures) above.

The TT CBA provides that the tenured and tenure-track faculty of the Department may decide whether and to what extent full-time non-tenure (NTT) track faculty shall be represented on the FAC.

The TT CBA provides that the faculty of the Department ensure that Regional Campus faculty are appropriately represented on key Department and College committees, including but not limited to the FAC, the CAC, the RTP Committee, Search Committees, Review Committees, and committees considering curriculum, department or college policy, instructional standards, and program development.

The FAC will consist of five members, plus the Department Chairperson who will serve in a non-voting *ex-officio* capacity. All five members of the FAC will be elected by the regular members of the Department of History from a slate of candidates prepared in the following manner. Each spring the Department Chairperson will prepare a ballot including the names of all regular members of the Department eligible for election, excluding those who are finishing their second consecutive one-year term, those who are to be on sabbatical during the next academic year, and those serving as Graduate and Undergraduate Coordinators. These ballots will be collected at or before the Department's final academic year meeting and will be counted at that meeting.

In order to ensure that the FAC is a representative of the Department as a whole, the ballots will be counted in the following manner. The candidate from the Regional Campuses who has received the largest number of votes will first be determined and declared elected. The Kent Campus candidate from each professorial rank in which there are at least three members within the department (all campuses) who has received the largest number of votes will next be determined and declared elected. The Kent Campus member at the Associate or Full Professor rank who has the largest number of votes will fill the final position. No Faculty member may serve more than two consecutive terms on the FAC. The newly elected FAC will assume office at the beginning of the academic year following election.

The FAC is convened and chaired at least once per term by the Chair who, in consultation with the FAC, sets the agenda for its meetings. FAC members may request that items be added to the agenda. Additional meetings of the FAC may be called by the Chair, as needed or upon a request by at least one-half of the members of the FAC. The FAC elects one (1) member to act as the Department representative to the College Advisory Committee (hereinafter "CAC") and the Departmental Secretary (both to be elected from among Kent Campus FAC members in order to maximize the administrative efficiency of the Department). The FAC will also approve, by majority vote, the appointments made by the Department Chairperson of the Department's representative to the Arts & Sciences College Graduate Council (Graduate Coordinator) and representative to the Arts & Sciences College Curriculum Committee (Undergraduate Coordinator, who is also the Chair of the Curriculum Committee).

2. **The Curriculum Committee (CC)**

The Department Curriculum Committee is comprised of those Faculty appointed at the start of each academic year by the Department Chairperson, who serves *ex officio* on the committee. The Department Chairperson will appoint an equal number of Faculty from the UPC and the GPC, one of whom must be appointed as the chairperson of the committee. The Curriculum Committee chairperson will serve as the Department's representative to the Arts & Sciences College Curriculum Committee. The Curriculum Committee will make recommendations on any and all matters which affect the academic programs of the Department including but not limited to faculty proposals for new courses, changes in course

content, major requirements, and other curricular matters. The CC reviews and decides student appeals regarding course substitution.

3. **The Graduate Program Committee (GPC)**

The GPC is comprised of those members of the Faculty appointed at the beginning of each academic year by the Department Chairperson, who serves in an *ex-officio* capacity as a member of the committee, and one History Graduate Student, elected by her/his peers in May of the preceding academic year. It is chaired by the Graduate Coordinator. The committee's primary responsibility is the making and implementing of policy regarding Graduate Studies in the department. The GPC reviews proposals for new graduate courses, changes in course content and related curricular matters, and conducts periodic reviews of the Department's graduate program as a whole. The GPC may also assume the role of Curriculum Committee for graduate curriculum. The GPC is responsible for evaluating applications for admission, evaluating and recommending candidates for graduate appointments, and monitoring the progress and academic performance of graduate students in the Department.

4. **Graduate Faculty Committee (GFC)**

The Graduate Faculty Committee is comprised of all members of the Department Faculty who have full Graduate Faculty Status (F4) at the University; it is chaired by the Department Chairperson, except in cases where the Chairperson does not hold F4 status, in which case the senior F4 (determined by date of hire) shall chair the committee. The committee's primary responsibilities are to formulate Departmental Criteria for membership in the Graduate Faculty and to assess applications for the awarding of Temporary Graduate Faculty Status.

5. **Undergraduate Program Committee (UPC)**

The UPC is comprised of those members of the Faculty (including at least one member from the Regional Campuses) appointed at the start of each academic year by the Department Chairperson, who also serves as a member *ex officio* of the committee, and one student chosen from among the Undergraduate History majors of the Department. The Department Chairperson appoints one of the members as committee chairperson at the start of the academic year. The UPC's primary responsibility is the making and implementing of policy concerning Undergraduate instruction in the Department, including but not limited to the following: undergraduate advising, course offerings, requirements for the major and minor, retention, outcomes assessment, and Undergraduate Student awards. (For additional information, see Sect. IV.)

6. **Student Academic Complaint Committee**

The Student Academic Complaint Committee is composed of the FAC plus one graduate student and one undergraduate student. The Chair of the SACC is appointed by the Chairperson at the beginning of each academic year. The policies and procedures of this committee are governed by University Policy 3342-4-02.3. The policy provides for only one SACC in each department.

In the event that a member of the Student Academic Complaint Committee is the subject of or may otherwise be involved with a student complaint, the FAC will select a replacement from the full-time tenured and tenure-track faculty. If the Chair of the SACC is the subject of or may otherwise be involved with a student complaint, the Chair will appoint a member

of the Student Academic Complaint Committee to chair the committee and the FAC will appoint an additional member to the committee from the full-time tenured and tenure-track faculty.

7. **Ad Hoc Reappointment, Tenure, and Promotion Committee**

The policies and procedures which govern the Department's Ad Hoc Reappointment, Tenure and Promotion (RTP) Committee are included in University Policy and the CBA. For Promotion, consideration of those nominated shall be undertaken by a unit promotions committee chaired by the unit administrator as a nonvoting member and made up of the tenured members of the unit's faculty advisory committee and any tenured full professors of the unit who may not be on the faculty advisory committee. The unit administrator shall formally invite signed written comments from all the tenured faculty members not serving on the unit's promotion committee. The unit administrator will provide those comments to the promotion committee, copy the candidate, and place the comments in the file. For Tenure and Reappointment, the committee of the department shall be composed of all tenured members of the unit's advisory committee and any tenured full professors who may not be members of the advisory committee. All actions involving tenure are to be initiated by this committee. No member of the committee shall be present when the committee deliberates or votes on the tenure of an individual in a rank higher than that of the individual member of the tenure committee, or on the tenure of a spouse or relative. The unit administrator serves as the non-voting chairperson of the tenure committee. Procedural and operational guidelines for this committee are provided annually by the Office of the Provost. This committee reviews materials relevant to the professional performance of faculty who are candidates for reappointment, tenure, or promotion in rank, and to make recommendations to the Chair on each of these personnel decisions. The recommendations of this committee and the Chair, together with the materials assembled for the committees, are forwarded to the Dean of the College.

8. **Other Departmental Committees**

Those outside the descriptions above include the Aims and Future Development Committee; Communications Committee; Library Committee; World History Committee; American History Committee, and the Communications Committee. The Chair may establish, charge, and appoint the membership of additional departmental standing or ad hoc committees as required by the Department. In establishing departmental committees, naming members and designating a committee chair, the Chair shall consult with the FAC. The Chair will welcome requests and preferences from the faculty before establishing and making appointments to departmental committees.

9. **Pertinent Regulations**

Roberts Rules of Order, Newly Revised, ed. H.M. Robert III et al., 10th rev. ed. (New York: Perseus Books, 2000) will govern the Department's deliberations in all cases where they apply and where they are not in conflict with Handbook rules or any subsequent by-laws, or those rules and by-laws of the University or the College of Arts and Sciences. Where possible a proposal seriously affecting policy of the Department or its committees or affecting interpretation of policy should be circulated in writing prior to the next Departmental or committee meeting. All minutes of Departmental meetings will be distributed electronically to the Faculty, Dean, and Provost prior to the next scheduled meeting.

SECTION II

TEACHING ASSIGNMENTS AND WORKLOAD INCLUDING WORKLOAD EQUIVALENCIES AND RELATED PROCEDURES

A. Faculty Workload and Workload Equivalents

All full-time tenured and tenure-track faculty in the department are expected to carry a maximum workload of twenty-four (24) credit hours of instruction per academic year. Full-Time non-tenure track are expected to carry a maximum workload of thirty (30) credit hours of instruction per academic year (See University policy 6- 18). The workload for each individual faculty member is assigned by the department Chair and approved by the Dean. Normally, all full-time tenured and tenure-track faculty will be assigned no less than a 2 course (6 credit hours) teaching load in each semester of each academic year. Exceptions to this expectation may be permitted for an assignment as Graduate or Undergraduate Coordinator only with the written approval of the Dean. The department Chair, in consultation with the Faculty Advisory Committee, shall specify which types of activities, in addition to instruction, shall be the equivalent of a full-time workload assignment, twenty-four (24) credit hours or thirty (30) credit hours, as applicable, for each full-time faculty member in the department.

Workload Equivalents	Credit Hour Equivalent	Frequency
Probationary Faculty	12	AY
F4 Graduate Faculty Status	6	AY
A3 Graduate Faculty Status	3	AY
Ongoing MA/PhD Advising	Up to 3	AY
General Student Advising	1 to 3	AY
Course Development	Up to 3	AY
Special Equivalents		
Grad/Undergrad Coordinator*	3	AY

*or summer appointment

B. Teaching Assignments and Class Schedules

Faculty members are assigned to teach specific courses by the Chair. The primary considerations for course assignments are prior teaching experience, subject expertise, and shared responsibility among the faculty for service and introductory courses. Questions regarding teaching assignments should be addressed to the Chair. In the case of a dispute or request for reassignment the faculty member may request review by the FAC which will make a recommendation to the Chair.

Scheduling of classes is the responsibility of the Chair in consultation with the Undergraduate and Graduate Coordinators. The primary consideration for scheduling classes is student need with regard to meeting program or major requirements within a reasonable time frame. In addition, the scheduling of some classes may be determined by the need to serve nontraditional students.

C. **Summer Teaching Assignments**

The Chair welcomes requests for summer teaching assignments from all full-time faculty members. Summer teaching cannot be guaranteed to any faculty member and most summer teaching assignments are for a partial load. The size, content, and staffing of summer courses are dictated by budgetary constraints and curricular needs. Within these requirements faculty members are offered summer teaching assignments on an annual rotation system. The department will endeavor to distribute summer teaching opportunities equitably among members of the bargaining unit without regard to academic rank. Faculty members may elect not to accept a summer assignment. See also CBA Article IX, Section 3.

D. **Other Faculty Duties**

Advising: Faculty are required to advise and counsel undergraduate and graduate students on academic matters. Individual faculty members are responsible for providing academic counseling to undergraduate students assigned to them and to other undergraduate students who seek such advice, as needed. Student advising at the graduate level is conducted by the student's "major professor" and the student's thesis or dissertation committee members. In order to assist in student advising, faculty members should maintain current knowledge of University, College, and Department programs and requirements.

Final examinations: in all courses must be offered at the time and date specified in the University's schedule of final examinations. Changes of the time and/or date of a final examination require prior approval of the Chair and the Dean, but in any case, the exam must also be offered at the time scheduled and publicized by the University for those students who desire to take the exam at that time.

Grades and Student Records: Faculty members must inform students of their progress throughout the semester. Grades are a faculty member's responsibility and should be assigned fairly and objectively. Submission of final grades must comply

with University Policy, including but not limited to the deadline for the timely submission of grades. Failure of faculty members to provide grades in compliance with University Policy will be taken into consideration in reappointment, promotion, tenure, and merit decisions. Materials used in computing grades (e.g., exams, papers, reports, etc.) should be retained by the faculty member for three years after final grades are submitted. Students have a right to inspect the written work performed during a course and discuss the grade with the faculty member.

All members of the Department must comply with all laws and University Policies which govern privacy of student education records, including but not limited to the Family Educational Rights and Privacy Act (FERPA). These regulations require, among other things, that faculty members keep thorough academic records and forbid the posting of grades by name, social security number or any other system which might identify a student with her/his education record.

Office Hours: Faculty members are expected to schedule and attend at least five (5) office hours per week (See University Policy Register 3342-6-18.101). The office hours shall be posted on the faculty member's office door and communicated to the Department office as well as to the faculty member's students. If a student, for a legitimate reason or reasons, is unable to meet during the faculty member's scheduled office hours, the faculty member shall make appointments to meet with the student at an alternate time.

Participation in University Activities: Faculty members are expected to participate in recruitment programs, graduation ceremonies and other activities which are appropriate to their role as a faculty member in the Department.

Student and Peer Evaluation: A Student Survey of Instruction (hereinafter "SSI") is required in each course in each semester and will be conducted under the auspices of the Chair pursuant to applicable University policies and procedures (*See*, Section IX of this Handbook).

Probationary faculty members are required to undergo peer review of teaching during each year of the probationary period and should take place once per semester until tenure is awarded.

Syllabi: Faculty members are expected to provide students with a syllabus at the beginning of the semester which includes the subject matter to be covered in a course, a listing of assignments and/or reports, approximate dates of examinations, grading standards, attendance requirements, and other pertinent details of the conduct of the class.

E. **Sanctions**

A sanction is a documented corrective action in response to a faculty member's unsatisfactory performance of his/her duties and responsibilities as a member of the faculty. (See CBA Article VIII).

F. **Faculty Information System / Workload Summary Reports**

All faculty members are required to provide current curriculum vitae (CV) to be kept on file in the office and submit a yearly Workload Equivalency narrative. The faculty member's CV must be updated annually using the electronic system supported by the University. (See CBA Section IX.2.D).

G. **Faculty Leaves**

All leaves, sponsored or unsupported, personal or professional, are subject to the approval of the Chair, the Dean and the Provost.

University leaves include but are not limited to:

1. Research leaves (See UPR 3342-6-11.8).
2. Leaves of absence without pay (*See* UPR 3342-6-11.9).
3. Faculty professional improvement leaves (*See* UPR 3342-6-12).
4. Research/Creative Activity appointments (*See* UPR 3342-6-1 5.3).

H. **Faculty Absence and Travel Policy** Faculty members who will be absent from campus for professional or personal reasons must submit a Request for Absence Form and be approved by the Chair in advance of travel. Arrangements for any classes to be missed during the absence must be addressed to the satisfaction of the Chair before approval will be granted.

Attendance at professional meetings is encouraged and approved travel expenses incurred in attending such meetings will be reimbursed when approved by the chair and Dean prior to travel according to the University's travel policies and are subject to the availability of Department funds.

I. **Faculty Sick Leave**

The Chair is responsible for keeping complete records of faculty sick leave; however, faculty members are also required to submit the appropriate sick leave forms to the Chair. Sick leave forms should be completed and submitted to the Chair within forty- eight (48) hours after an absence. (See UPR 3342-6-1 1.1)

J. **Outside Employment and Other Outside Activities**

Faculty members may engage in professional activities outside the university provided the activities do not interfere with the faculty member's teaching, research, or service responsibilities to the Department, Campus, College or University (See University Policy Register 3342-6-24). These activities must not compete with University activity or the faculty member's employment with the University and must be approved in advance by the Chair and the Dean. Each academic year, each faculty member must disclose and seek approval for all outside employment or other outside activities on the form provided by the University. Any outside employment or other outside activities are subject to the Faculty Code of Ethics and the University's conflict of interest policies. (See University Policy Register 3342-6-17 and 3342-6-23.)

K. **Copyright Restrictions**

All faculty members should be aware of current copyright laws which restrict the copying of published materials for use in the classroom. For further information, contact the University's Office of Legal Affairs.

L. **Academic Misconduct**

The University policy regarding misconduct in research and scholarship and the Administrative policy and procedures regarding allegations and instances of misconduct in research and scholarship is included in the **University Policy Register**. (See University Policy Register 3342-3-05 and 3342-2-05.01)

M. **Search Procedures and Hiring Practices**

Upon obtaining approval from the Dean of Arts & Sciences to conduct a search for new Faculty, the Department will take the following steps:

1. The Department Chairperson will appoint the members of the Search Committee (including a member of the Regional Faculty and one graduate student) and designate one member as chairperson of the Committee. The Department Chairperson will serve as a member *ex officio* of the Search Committee, and the Committee chairperson will invite the Department Chairperson to all meetings of the Committee.
2. The Search committee, in consultation with the Department Chairperson, will draft a job advertisement and establish a tentative application deadline. When funding and scheduling permit, the deadline for applications should be sent early enough to permit interviews at AHA annual meeting in January.
3. The Department Chairperson and the Search committee will meet with the Dean of Arts & Sciences, or his/her representative, to discuss hiring priorities and affirmative action mandates in force in the College.
4. After consultation with the Dean, the chairperson of the Search Committee will forward the job advertisement to the University Affirmative Action Office and other appropriate University offices for final approval.
5. Once approval is granted for the job description, the chairperson of the Search Committee will forward that advertisement to the relevant periodicals, including those venues for attracting underrepresented minority applicants, and post the advertisement on H-Net.

6. On receipt of each application, the chairperson of the Search Committee will send a letter to each candidate confirming receipt of all applications. The Departmental Secretary will process each file and add the candidate's name to a master list of all applicants.
7. At the application deadline, the Search Committee members will consider all the appropriate files and meet to compile a list of probable finalists for preliminary interviews. This short list will narrow the applicant pool down to approximately one dozen candidates.
8. After conducting the preliminary interviews of the probable finalists, the Search Committee will meet to determine a list of top candidates (ranked or unranked, total number at the discretion of the Search Committee) to submit to the Department.
9. The Department Chairperson will convene a meeting of the Faculty to consider the short list of candidates, all of whom have been interviewed in person or over the telephone. The Search Committee will present its list of the top candidates; the faculty will consider that list and any other applicant deemed worthy of consideration. A vote of the Department will determine the final list of candidates to bring to campus.
10. The chairperson of the Search Committee will notify the finalists of the Department's intent to bring them to campus for interview.
11. In preparation for on-campus interviews the Search Committee chairperson will assist the candidate in making travel and accommodations reservations, and will inform candidates of the lecture topic for the teaching portion of their interview.
12. The department Chairperson will convene a meeting of the Faculty to deliberate and select a candidate. Faculty will rank the candidates in order of preference, with first choice earning 1 point, second choice earning 2 points, and so on. The rank ordered lists will be tallied to achieve a numerical total, and the candidate with the lowest total score will be declared the Department's first choice, the candidate with the second lowest total score will be declared the Department's second choice, and so on and passed on to the Chair as the recommended candidate.
13. The Department Chairperson then communicates the selection (and the points ranking) and her/his recommendation to the Dean of Arts & Sciences.

N. **Search procedures for Chairperson**

- 1). The search committee shall, in accordance with procedures established by the department and approved by the Dean, commence a formal nomination period of two weeks. At the conclusion of this period, the chair of the search committee shall reach out to nominees to ascertain their interest in the position and to solicit appropriate documents. Search committee members who have accepted a nomination for the position of chairperson shall be recused from the search committee with their replacement coming from the faculty member receiving the next highest number of votes in the category represented by the departing member in the initial election for the search committee.
- 2). The search committee will next convene a faculty forum at which time prospective candidates will make a statement in favor of their candidacy and answer faculty questions.
- 3). Following the faculty forum, the search committee will allot a set period of time during which faculty will vote via secret ballot using the "reverse points" method to determine a ranking of the candidates.
- 4). The ranking of the candidates shall be forwarded to the responsible Dean by the chair of the search committee.

O. **Leaves**

All leaves, however funded, are subject to approval of the Department Chairperson, in consultation with the FAC, as well as the Dean of Arts & Sciences and the University Provost and include RASP Research Grants, Faculty Professional Improvement (Sabbatical) leaves, and other grant-directed leaves.

P. **Allocation of Graduate Assistants**

Decisions regarding the allocation of Graduate Assistants are made by the chairperson in consultation with the graduate and undergraduate coordinators. Graduate Assistants allocated to classroom duties are assigned only to courses at the 10000 and 30000 levels. In the case of a dispute regarding the assignment (or non-assignment) of a Graduate Assistant, the faculty member may request review by the FAC within five days of the initial announcement of GA assignments; the FAC will then make a recommendation to the Chair.

Section III

REAPPOINTMENT, TENURE AND PROMOTION CRITERIA AND THE CRITERIA AND PROCESSES RELATING TO OTHER FACULTY PERSONNEL ACTIONS

A. **Reappointment**

The policies and procedures for reappointment are included in the University policy and procedures regarding faculty reappointment portion of the policy register (See University Policy Register 3342-6- 16). Each academic year reappointment guidelines for Kent and Regional Campus faculty are distributed by the Office of the Provost. Probationary tenure-track faculty members are reviewed by the Department's Ad Hoc RTP Committee (See Section III of this Handbook). The Department insists, to the extent possible, on documented evidence of the peer evaluation of all scholarship. It is the duty of the candidate for reappointment, tenure, and/or promotion to provide that documentation. Scholarly monographs, edited collections, and synthetic works must be published by appropriate presses that conduct anonymous scholarly reviews (vanity presses are not considered appropriate). The same criterion holds true for chapters or portions of books. The Department is sensitive to the fact that budgetary difficulties are having a serious impact on university presses and commercial presses with scholarly lists and reducing the number of scholarly publications in hard copy. Therefore, other outlets for publication of works in the various scholarships, such as online publication, public history related presentations as defined by Public History Association as meeting their criteria, or documentary film production, are acceptable if subjected to the same scholarly peer review described above. With regard to the documentation of performance in the act of teaching, however, it is the duty of the Department Chairperson to provide evidence of the evaluations of teaching. Research and publication on pedagogy are considered equivalent to more traditional historical research and publication.

It is the duty of the Department Chairperson to maintain systematic procedures for assessing the quality of teaching displayed by all candidates for reappointment. In each case, the Department Chairperson designates two members of the Reappointment, Tenure, and Promotion Committee to constitute an Ad Hoc Visitation Committee in order to conduct a peer review of the candidate's undergraduate, or, in extraordinary cases, graduate level instruction.

In the case of reappointment, the Chairperson is responsible for designating at least two visits by tenured members of the University Faculty to the candidate's classroom per academic year. These reviewers will come from the Departmental Faculty unless the candidate requests peer review(s) from outside the Department. A candidate for reappointment may request that additional visits be made by members of the tenured Faculty of the University outside the History Department, designated by the Chairperson from a list provided by the candidate. All reviewers will submit a written report on the candidate's teaching to the Department Chairperson and to the candidate. In all cases, the candidate has the opportunity to prepare a written comment on/response to the peer review report (s).

Probationary faculty will also create an updated file that is presented to the Chair who will make these materials available to the Ad Hoc RTP Committee. Each probationary faculty member is discussed by the committee, which then votes on the faculty member's reappointment.

The Chair independently assesses the accomplishments of each probationary faculty member and forwards her/his recommendation and the committee's recommendation to the Dean. The Chair informs probationary faculty of the committee's recommendation and provides a copy of her/his recommendation to the Dean. Probationary faculty members who are not to be reappointed must be notified according to the schedule established in the *Collective Bargaining Agreement*. For faculty members whose appointment is in the Regional Campuses, recommendations on reappointment from the Chair are forwarded to the Dean and the appropriate Regional Campus Dean.

For probationary faculty, reappointment is contingent upon demonstration of adequate progress toward the requirements for tenure. Moreover, the faculty member must have established and articulated short- and long-term plans for achieving these goals. For faculty members following the traditional tenure clock for Assistant Professors, the review after completion of three (3) full years in the probationary period at Kent State University is particularly critical. Upon completion of the third year of the probationary period, faculty reviewing a candidate for reappointment should consider the record of the candidate's achievements to date. This record should be considered a predictor of future success. The hallmark of a successful candidate is a record of compelling evidence of impact upon the discourse of her/his discipline, including the publication of original research in the discipline of History and related interdisciplinary fields of study based on manuscript and printed sources, material culture, oral history interviews, or other source materials and published in the form of a monograph by an appropriate press (excluding vanity presses), or refereed journal article, or book chapter, or in a collection of essays; dissemination of original disciplinary research through a paper or lecture given at a meeting or conference or through a museum exhibition or other project or program; or presented in a contract research report, policy paper, or other commissioned study; the writing, direction and or production of video documentary; documentary edition; critical edition; translation; grant applications and extramural funding; publication of synthetic research in History and related interdisciplinary fields of study, including book-length (such as a textbook) or shorter syntheses, methodological studies, integrative essays, review essays, encyclopedia entries; dissemination of synthetic or integrative research through a paper or lecture given at a meeting or conference or through a museum exhibition, film, or other public program; or presented in a contract research report, policy paper, or other commissioned study; publication of anthologies, journals, or collections (such as an edited collection or monograph series) comprised of the work of other scholars; publication of book reviews; and, commentary on original or synthetic research at conferences.

Specific concerns expressed by the Ad Hoc RTP Committee and/or the Chair during this stage of the probationary period should be addressed by the candidate in subsequent reappointment reviews. Finally, the overall evaluation of a candidate for reappointment must include consideration of the faculty member's personal integrity and professional behavior as recognized by the University community. A sound ethical approach to all aspects of teaching, research, publication, and the

academic profession is expected of all who seek reappointment in the Department. A candidate who fails to demonstrate likely success in the tenure process will be notified promptly that she/he will not be reappointed.

In the event that concerns about a candidate's performance are raised during the reappointment process, the Ad Hoc RTP Committee and the Chair shall provide detailed, prescriptive comments to serve as constructive feedback. If such concerns arise during a review that occurs after completion of three (3) full years in the probationary period, the Chair, in consultation with the FAC, will advise and work with the candidate on a suitable, positive plan for realignment with the Department's tenure and promotion expectations; however, the candidate is solely responsible for her/his success in implementing this plan.

From time to time, personal and/or family circumstances may arise that require an untenured faculty member to need to request that her/his probationary period be extended. Upon request, a faculty member may be granted an extension of the probationary period which has been traditionally called "tolling" or "stopping the tenure clock." The University policy and procedures governing modification of the faculty probationary period is included in the University Policy Register. (See University Policy Register 3342-6-13)

B. Tenure and Promotion

The policies and procedures for tenure are included in the University policy and procedures regarding faculty tenure (See University Policy Register 3342-6-14) and the policies and procedures for promotion are included in the University policy and procedures regarding faculty promotion (See University Policy Register 3342-6-1 5). Each academic year, tenure and promotion guidelines for Kent and Regional Campus faculty are distributed by the Office of the Provost. Tenure and promotion are separate decisions.

The granting of tenure is a decision that plays a crucial role in determining the quality of university faculty and the national and international status of the University. The awarding of tenure must be based on convincing documented evidence that the faculty member displays scholarly potential based on demonstrated excellence as well as the potential for continued excellence (as evidenced by works in progress, etc.) that will have an impact on her/his discipline. For the tenure decision, the Department requires documentation of all scholarly and university citizenship activities as defined above. The candidate for tenure should have demonstrated continuing development and growth in all the relevant areas of performance under review.

Many factors and criteria, both subjective and objective, are considered in recommending a faculty member for tenure and advancement in academic rank. The overall evaluation of a candidate for tenure and promotion shall include consideration of the faculty member's personal integrity and professional behavior as recognized by the University community. A sound ethical approach to all aspects of teaching, research, publication, and the academic profession are expected of all who seek tenure and promotion in the Department.

Criteria for Tenure (Kent Campus):

The Department requires that the scholarship and relevant professional activity of candidates for tenure be reviewed by scholars knowledgeable in the candidate's field or sub-field who do not hold academic appointments at Kent State University. The candidate's file must contain a minimum of **three letters** from outside evaluators. After discussion with the Department Chairperson, the candidate for tenure supplies the Chairperson with a list and short scholarly biography of at least four persons who might serve in this capacity. These scholars are to be specialists in the candidate's field and must carry at minimum the rank of associate professor; undergraduate and

graduate advisors or mentors are excluded from the list of possible reviewers. The Department Chairperson will select and contact reviewers from that list. To preserve the professionalism of the process, the candidate will not communicate with the reviewers, but will supply the Chairperson with sufficient copies of his/her C.V., scholarly publications and presentations, and work in progress. The Chairperson may also seek additional information and material that bears on the candidate's qualifications and performance.

In terms of scholarship, candidates for tenure in the Department will be expected to provide evidence of ongoing scholarship, usually the receipt of a book publication contract from an appropriate press (after a process of scholarly review) for a historical monograph based on original research. The scholarly monograph may be, but is not limited to, a revised doctoral dissertation. The candidate's file must contain a copy of the book manuscript.

The candidate is also expected to continue and sustain, over the long term, a program of high-quality teaching, scholarship and activity relevant to the mission of the candidate's academic unit(s) and to the mission of the University. Tenure considerations can include evaluation of accomplishments prior to arrival at Kent State University to examine consistency, as well as grant proposals submitted but not funded, proposals pending, papers "in review" or "in press," graduate students currently advised, and any other materials that may reflect on the candidate's potential for a long-term successful career. The tenure decision is based on all of the evidence available to determine the candidate's potential to pursue a productive career.

Criteria for Tenure (Regional Campuses):

In accordance with University Policy as set forth in the Collective Bargaining Agreement the Department of History recognizes that there can be differences in mission and teaching load at the Regional Campuses. These variations will be considered when evaluating faculty for reappointment and tenure purposes.

Candidates for review are not evaluated along single, isolated dimensions of performance, but rather on their whole performance, viewed as a unified, integrated record of a teacher, scholar, and university citizen. Because of the emphasis on teaching at the Regional Campuses the Department of History has determined that much greater weight will be given for excellent teaching with a record of scholarship and service also expected.

Teaching is the primary goal at the regional campuses and faculty members have a special responsibility to demonstrate excellence in teaching. High quality teaching can be evaluated in a variety of ways, including but not limited to, curriculum development, student evaluations, peer observations, participation in professional development, innovative teaching practices, and engagement of students in research and service learning. Excellence in teaching may also be demonstrated by pedagogical research related to the discipline and disseminated for peer review publication and presentation.

Scholarship with the discipline is necessary to remain current in teaching and a successful candidate for tenure must demonstrate scholarly activity. Scholarship can include, but is not limited to, peer reviewed publications, refereed presentations at professional meetings, research in oral histories, and internal and external grants.

University Citizenship is also expected of all tenure-track faculty. By the time of the tenure review, the candidate must show a significant role in service at the campus, unit, and university levels. These activities can include, but are not limited to, participation on committees, involvement in community or university events, effectively chairing committees, specific administrative

assignments, community outreach, and contributions to regional, national, or international professional organizations related to pedagogy or history.

Criteria for Promotion to Associate - All Campuses:

The **promotion to Associate** is recognition based on a candidate's accomplishments completed during the review period and promotion decisions are usually based upon the publication of a historical monograph from an appropriate press after completion of a process of scholarly review. Publication is defined as either "in press" -- meaning that the manuscript had been peer reviewed, revised, and is at least at the copy-editing stage -- or "in hand." If the manuscript is at this point in the "in press" stage, the Department requires the candidate to request a letter from the press expressing its dedication to the final publication of the project. The original scholarly monograph may be, but is not limited to, a revised doctoral dissertation. The Promotion Committee also considers a candidate's active scholarly performance (articles, book reviews, grant applications/funded, conferences) and excellence in the act of teaching as well as university citizenship as necessary in order to support the case for promotion to the rank of associate professor.

Criteria for Promotion to Full Professor - All Campuses:

For **promotion** to the rank of **Professor**, candidates are expected to have attained, beyond the achievements used to attain previous promotion, additional achievements in their area of scholarship, which should be demonstrated either in the publication of a second scholarly historical monograph based on original research, or the publication by a peer-reviewed publisher of a combination of previously published articles based upon primary sources augmented by new scholarship. The Department considers letters requested from outside experts who carry the rank of professor as the basis for the assessment of significance in these categories of scholarship.

Many factors and criteria, both subjective and objective, are considered in recommending a faculty member for tenure and advancement in academic rank. The overall evaluation of a candidate for tenure and promotion shall include consideration of the faculty member's personal integrity and professional behavior as recognized by the University community. A sound ethical approach to all aspects of teaching, research, publication, and the academic profession are expected of all who seek tenure and promotion in the Department.

C. Criteria for Tenure and Promotion

The Ad Hoc RTP Committee shall consider the following areas of faculty performance when making recommendations on tenure and promotion. The tables and text below are designed to facilitate assessment of performance of those candidates who are being evaluated for tenure and promotion. During the probationary period, these tools should be used for developmental assistance and projection of future success in achieving tenure and promotion.

Tables 2 (A and B), 3, and 4 provide guidelines for the assessment of a faculty member's performance and a rating scale for use in the evaluation of candidates. For promotion from Assistant to Associate Professor the faculty member must meet the criteria for an "excellent" rating in scholarship and teaching with at least a "very good" rating in the other category. University citizenship must at least meet the minimum Department criteria as outlined in Table 3.

A candidate for promotion to Professor must meet the criteria for an "excellent" rating in scholarship and teaching. University citizenship must exceed the minimum Department criteria. A candidate for promotion to Professor may not have equal activity in scholarship, teaching and service as he/she becomes more specialized.

1. Scholarship

Scholarship is an essential and critical component of University activity. The originality, quality, impact and value of the work must be assessed. To assist this process, the candidate shall submit the names of at least five (5) experts in her/his field who are considered capable of judging the candidate's work. Moreover, the candidate must provide the Ad Hoc RTP Committee with ample descriptive evidence of his/her scholarly activity.

In addition to scholarly publications listed above in Section V, B, other scholarly activities including articles, chapters in books, presenting at refereed professional meetings, chairing society committees, and presenting papers before learned societies should be considered. These later activities complement scholarly publications and grant funded research. Faculty members are expected to hold membership in professional societies, attend and participate in institutes and seminars, organize institutes, seminars, and workshops, insofar as such activities enhance their professional competency.

2. Standards for the Evaluation of Scholarship and Research:

All faculty of the department are expected to seek excellence in scholarly activity. The Department insists, to the extent possible, on documented evidence of the peer evaluation of all scholarships. It is the duty of the candidate for reappointment, tenure, and/or promotion to provide that documentation. Scholarly monographs, edited collections, and synthetic works must be published by appropriate presses that conduct anonymous scholarly reviews (vanity presses are not considered appropriate). The same criterion holds true for chapters or portions of books. The Department is sensitive to the fact that budgetary difficulties are having a serious impact on university presses and commercial presses with scholarly lists and reducing the number of scholarly publications in hard copy. Therefore, other outlets for publication of works in the various scholarships, such as online publication, public history related presentation, or documentary film production, are acceptable if subjected to the same scholarly peer review described above. To achieve "excellent" in the category of the scholarship at the time a faculty member stands for tenure and promotion, she/he should have established a research program which demonstrates an impact upon his/her discipline, which can be evinced by citations, reviews, and invited presentations. Within this context, during annual reappointment reviews, each faculty member who will seek tenure or promotion is obligated to provide some evidence supporting his/her scholarly record. In turn, the members of the Department's Ad Hoc RTP Committee and the Chair shall evaluate a candidate's record in light of the Department's expectations for a successful tenure decision.

Table 2A. Kent Campus: Evaluation Components for Assessment of Scholarship for Reappointment review, Tenure (see Regional above), and promotion to the Associate rank.

Scholarship	Definition	Accomplishments Corresponding to the Assessment Score
Excellent	Nationally/Internationally recognized research program	Publication of a historical monograph from an appropriate press after completion of a process of scholarly review. Publication is defined as either "in press" -- meaning that the manuscript had been peer reviewed, revised, and is at least at the copy-editing stage -- or "in hand."
Very Good	Emerging nationally recognized research program	Demonstrated record of publications in the form of articles, chapters in books, Public History related presentations, translations, digital documentary presentations, and submitted grant (internal and external) applications.
Good	Active research program	Emerging record of publication in the form of book reviews, encyclopedia articles, non peer-reviewed publications, submitted grant (internal or external) applications, conference presentations at meetings <i>I</i> seminars.
Weak	Limited research program	Internal presentations, local publications and/or meeting presentations.
Poor	No research program	No publications, presentations or grants

3. Teaching

Candidates for tenure and promotion must include copies of representative syllabi, assignments, and other relevant teaching material in their files. Documentation related to graduate student, undergraduate student, and post-doctoral student training should be included in materials provided by a candidate for tenure or promotion.

The teaching portfolio of a candidate for tenure or promotion shall be assessed by consideration of how well a candidate's assignments, syllabi, and teaching philosophy match professional standards within the discipline of History, careful consideration of formal peer reviews, and whether a candidate's courses adhere to the learning outcomes formally approved by the Department of History for each level of class. Publications in the Scholarship of Teaching and Learning are not required for tenure and promotion cases, but said publications may be given equal weight to the factors listed above. The revision of courses, defined as substantial modifications to a course, such as the addition of a new instructional delivery system (e.g., distance learning or a hybrid class), a new pedagogical approach, or a formal revision of a course's content are supplementary factors that demonstrate a candidate's engagement with and effectiveness in teaching. In light of the numerous biases inherent to the student evaluation process, SSIs will not be considered by

any review committee assessing files for tenure and promotion.

Faculty members are expected to mentor graduate students, and candidates must identify and explain their contributions to the mentorship of graduate students. At the same time, however, it is understood that faculty members on Regional Campuses do not receive regular opportunities to teach graduate courses, serve on graduate committees, or supervise graduate students directly. Accordingly, Regional Campus faculty shall not be penalized when their files do not contain evidence of a contribution to the Department's graduate mission and students.

Table 3. Evaluation Components for Assessment of Teaching for promotion and tenure

Scholarship	Definition	Accomplishments Corresponding to the Assessment Score
Excellent	Innovative teacher; provides leadership in instructional Development	Develop/revise courses, develop research projects for students (undergraduate and/or graduate), excellent student and peer perceptions, instructional creativity, actively participate in curricular revisions
Very Good	Innovative teacher and participant in curricular revisions	Develop/revise courses, good student and peer perceptions, work with graduate and/or undergraduate students in research
Good	Meets obligations well	Good student and peer perceptions
Fair	Substandard teacher	Below average student and peer perceptions
Poor	Substandard, ineffective teacher	Below average student and peer perceptions, pattern of complaints

4. University Citizenship

A faculty member's contributions as a University citizen include service to the Department, the Campus, the College, and the University as outlined in Table 4. The merits of University service should be evaluated as to (1) whether or not the candidate chaired the committee listed and (2) the importance of the service to the mission of the unit served. Less tangible components of citizenship include active participation in department events such as faculty and graduate student recruitment, seminars, department meetings and seminars, etc.

Being an active and useful citizen of the Department, Campus, College, and University is expected and valued; however, service of any magnitude cannot be considered more important than a candidate's research and other scholarly activity and instructional responsibilities. Expectations in service for promotion to Professor are higher than for promotion to Associate Professor.

Table 4. Assessment of University Citizenship for promotion and Tenure

Citizenship Assessment	Examples of Accomplishments Corresponding to the Assessment Score
Exceeds obligations	Significant role in Department, Campus College and/ or University as evidenced by productive service on committees, active participation in significant events, effectively chairing committees, specific administrative assignments, meaningful public outreach, directorship of programs, etc.
Meets Obligations	Meets the minimal department/ campus obligations by participating in department/ college/ university service opportunities and events.
Does not meet obligations	Does not meet Department/Campus obligations in a timely manner or does not actively participate in significant departmental/campus service opportunities or events.

Other components of service are also considered (including public outreach and public and professional service) in reappointment, tenure and promotion decisions and may differ in their importance among faculty members depending on each faculty member's duties and responsibilities within the Department.

CRITERIA FOR RENEWAL OF APPOINTMENT AND THIRD-YEAR FULL PERFORMANCE REVIEWS OF FULL-TIME NON-TENURE TRACK (NTT) FACULTY

1. Renewal of Appointment

Appointments for full-time non-tenure track (NTT) faculty are governed by the applicable *Collective Bargaining Agreement* and are made annually. Renewal of appointment is contingent upon programmatic need, satisfactory performance of previously assigned responsibilities, and budgeted resources to support the position.

2. Third-Year Full Performance Review

Pending Review

SECTION IV

FACULTY EXCELLENCE AWARDS

Faculty Excellence Awards are established pursuant to the applicable *Collective Bargaining Agreement*. Procedures and timelines for determining Faculty Excellence Awards for any given year shall be conducted in accordance with guidelines issued by the Office of the Provost.

Faculty Excellence Awards

General Principles

The History Department will use the salary pool designated for merit to recognize documented faculty excellence in performance, achievement, and contribution. Each faculty member will receive awards in the category of Scholarship, Teaching and Service. To determine each faculty member's share of each category of the allocated pool, the department will adhere to the general principles outlined in the Collective Bargaining Agreement. The FAC will meet within the time frame designated by the university to consider the applications for merit (Merit Submission Form) submitted by individual faculty members and for each faculty member will recommend to the chair the total scores to be awarded in each category. The chair will notify faculty of the preliminary determination. The chair should not subtract points nor add additional points so that the awards are fair and the math is meaningful. The procedure for appeals and the final determination of the award will proceed according to the CBA.

All parties involved in the awarding of merit should strive to provide a fair and transparent determination of points and final salary awards. To do so, the FAC and chair should follow the Merit Submission Form exactly. These parties should apply consistently the rationale for awards in individual categories and should calculate points and final awards accurately. All parties should be aware that those faculty not employed by the department during the entire merit period may score lower in some categories than those employed for the entire period. Such an outcome adheres to the thrust of the CBA and to intuitive concepts of fairness. No extra points outside of the categories of the Merit Submission Form should be added to any individual's score or to the scores of a category of individuals. For instance, no awards to ensure faculty retention, adjustments for compression, or bolster retirement should be made. Nor should any rank be singled out for special treatment.

Calculation of Awards.

To calculate the awards for each faculty member, the FAC and chair should add the total number of points awarded in the Scholarship section and the total number of points in the Teaching and Service section. All the individual faculty scores in the Scholarship section should be added to calculate the department's total number of points. The same calculation should be done for the Teaching and Service sections. To determine the percentage of the total salary pool for Scholarship to be awarded to a faculty member, divide the faculty member's total score by the department's total score and multiply by 100. Multiply that percentage by the total amount of money in the section's pool to determine the amount of money earned. For instance, if the faculty member earns 100 points in the Scholarship section and the department's total is 1000 points, the faculty member should be awarded ten percent of the Scholarship salary pool. Conduct the same calculations for the Teaching and Service sections.

Faculty Submissions.

In order to be considered for merit, faculty should submit to the chair a completed Merit Submission Form. When submitting the evidence for the points claimed follow the order of the categories of the Merit Submission Form.

Revisions of the Merit Submission Form by Ad Hoc Merit Committee

Any faculty member who believes that new categories need to be included in the Merit Submission Form or feels that other revisions are warranted, should submit their suggestions to the Chairperson, who will convene either the Ad Hoc Merit Committee or FAC (if an Ad Hoc Merit Committee has not been empaneled) for a discussion and vote.

	Points Per Item	Number of Items
I. SCHOLARSHIP (For co-authored work, indicate the percentage you completed along with the corresponding proportionate points.)		
A. Publications. Only materials published in the designated time period will be considered. Full citations required – attach publication /Vita to satisfy.		
1. Books		
a. Scholarly books (monographs, collections of previously unpublished articles)	80	
b. Edited peer-reviewed scholarly books (generally includes introduction and concluding chapter). For volumes where you are also a contributor, see I.3.a below for how to count your own contribution.	15	
c. Collection of both published and unpublished materials. Expectation is that essays are based on original research in archival or other primary sources, not “think” or opinion pieces. Explain how much of the collection is new material.	20-40	
d. Collection of previously published articles (generally includes new introduction and perhaps a conclusion).	8	
e. Edited unreviewed books (e.g. on-line collections)	8	
f. Textbooks (books primarily designed for classroom use). A single-authored synthetic, comprehensive evaluation of field	25	
g. Edited textbooks (introduction and concluding chapter written by editor)	10	
h. Subsequent editions (as is)	5	
i. Subsequent editions (with significant revisions)	15	
j. Translation of a work previously published (translation by author).	15	
k. Translation of a work previously published (translation by persons other than author).	2	
l. Translation of a work previously published (translation by author and other professionals). Provide explanation.	5-10	
2. Journal Articles (Peer-reviewed print and electronic journals: includes major review essays. Peer-reviewed means anonymously reviewed by one’s scholarly peers. This section also includes articles on teaching. Justify higher points with information about the journal’s prestige.)	10-15	

	Points Per Item	Number of Items
3. Articles in published collections		
a. Original articles – reviewed	10	
b. Article in conference proceedings (invited, but not reviewed)	10	
c. textbook chapters – reviewed	8	
d. textbook chapters - unreviewed (e.g. on-line)	5	
4. Reprints of Unrevised Book Chapters and Journal Articles	2	
5. Translations of Articles		
a. Translation by author	5	
b. Translation by person other than author	1	
6. Significant publications that are not peer-reviewed, but printed and/or distributed by a governmental or nongovernmental agency or organization.	5	
B. Presentations (Includes bona fide research papers. Does not include outlines, talking points, or a series of notes, even if the presentation was made at a “papers panel” at a professional association meeting.)		
1. Paper at a major History or other major disciplinary or interdisciplinary meeting. Or at specialty meeting, a significant regional meeting or an invited paper at a symposium. Faculty will provide justification.	6	
2. Paper at all other History or disciplinary or interdisciplinary meetings, including external colloquia. Faculty will provide justification.	4	
3. KSU Colloquium	2	
4. Invited research presentation at academic institution	3	
5. Chair of panel	1	
6. Commentator on panel	2	
7. Round Table Participant. (Notes from panel to be submitted.)	2	

	Points Per Item	Number of Items
C. Research in Other Media		
1. Documentary. Producer/director	10	
2. Documentary – participant. Explanation to be provided.	2-5	
3. Designed of Major Website based on original research	15	
D. Scholarship of Application		
1. Community Presentations, Workshops, Training Sessions - organizer	2	
2. Community Presentations, Workshops, Training Sessions – participant. No more than three per year.	1	
E. Research Grants (research leading to publication of monographs). Grant to be counted only once, at time of announcement.		
1. External Grants/Fellowships		
a. Up to \$1,000	3	
b. More Than \$1,000 But Less Than \$10,000	6	
c. More Than \$10,000	10	
2. Internal Grants		
a. RAGS—Academic Year	3	
b. RAGS—Summer	6	
c. Other KSU. Explanation required.	1-3	
F. Awards for Scholarly, Professional, or Scientific Achievement		
1. Major scholarly honors (book award, lifetime achievement award, etc.)	10	
2. Winner of KSU Distinguished Scholar Award	7	
3. Finalist for KSU Distinguished Scholar Award (not self-nominated)	4	
4. Winner of award for scholarly article	7	
Total for Section I		
II. TEACHING		
A. Number of Students. Submit list of courses taught each fall and spring semester (not summer). Chairperson will consult RPIE for the total number of students receiving final grades each semester.	1 per each 100	
B. Teaching Development and Enrichment Activities		
(For each activity listed, provide the appropriate documentation, including syllabus, evidence of integration, and use of innovations)		
1. Development and teaching of new course. This is a course not previously taught by that individual anywhere and includes Special Topics courses. (6 points maximum)	2 per course	
2. Innovation in Teaching (This includes, but is not limited to, the following innovations: technological [course web sites; on-line discussion groups; distance learning; video; audio; teleconferencing]; service learning; community outreach projects; and others). (5 points maximum).	1 per item	

	Points Per Item	Number of Items
Provide explanation.		
3. Self-Development Activities for Improving Teaching (This includes internal [KSU-based] or external activities that involve a significant commitment of time [minimum of five hours] and that are focused primarily upon the acquisition of new teaching skills. Examples include: mini-courses at professional association meetings, summer institutes, conferences on teaching, collegial development of teaching activities, or auditing a course. (5 points maximum). Provide explanation.	1 per item	
C. Misc. Teaching Activities		
1. Dissertation Supervision: completed [candidate not to be counted in category below – II. C. 2.)	8 per student	
2. Dissertation Committee Member (includes internal and external committees; does not include Graduate Faculty Representative or Defense Moderator). Upon completion.	3 per student	
3. Masters Thesis Advisor or Co-Advisor - completed	4 per student	
4. Masters Thesis Committee Member (includes internal and external committees)	1 per student	
5. Graduate Comprehensive Exams Advisor/Committee Member	1 per exam assessed	
6. Thesis or Dissertation Prospectus Defense	.5 per student	
7. Individual Investigation (undergraduate or graduate)	1 per instance	
8. Internship Supervision (include documentation) (7 points maximum)	1 per student	
9. Other student supervision (McNair Scholars, SURE, etc.).	1 per student	
10. HRM or SSH	1 per instance	
11. Study Away Course	1 per instance	
D. Professional Presentations on Scholarship of Teaching (Details should be included in submitted vita.)		
1. Paper at a major History or other major disciplinary or interdisciplinary meeting. Or at specialty meeting, a significant regional meeting or an invited paper at a symposium. Faculty will provide justification.	5	
2. Paper at all other History or disciplinary or interdisciplinary meetings, including external colloquia. Faculty will provide justification.	3	
3. Invited research presentation at academic institution	2	
4. Round Table Participant or Panel Discussant on teaching. (Notes from presentation to be submitted).	1	
5. Presentation at KSU Colloquium on teaching	2	
6. Chair at panel on teaching	1	
E. Teaching Awards		
1. Ohio Professor of the Year	10	
2. Winner of College of A & S Student Advisory Council Distinguished Teaching Award	7	
3. Winner of Honors College Award	7	

	Points Per Item	Number of Items
4. Other state or national Teaching Awards. Provide justification.	5-10	
5. Other university teaching award. Provide justification.	3-7	
F. Internal grants or awards for the Scholarship of Teaching		
1. UTC Summer Development Award or Arts & Sciences Summer Development Award	3	
2. Moulton Hall Award	3	
3. Other	2	

	Points Per Item	Number of Items
G. External grants or awards for the Scholarship of Teaching. Justification required.		
1. NEH Summer Institute grant – organizer	8	
2. NEH Summer Institute grant – participant	3	
3. External grants – major (\$30,000 and more or of high prestige) – organizer	10	
4. External grants – major (\$30,000 and more or of high prestige) – participant.	3	
5. External grants – minor (below \$30,000) – organizer.	6	
6. External grants – minor (below \$30,000) – participant.	3	
Total for Section II		
I. SERVICE: Per Year unless otherwise noted. Provide name and dates of service. Multiply number of years served by number of points to calculate points for each category.		
A. Leadership		
1. University-level committee, chair. (This includes, but is not limited to University Budget Committee, Provost Tenure and Promotion Committees, AAUP Council, Faculty Senate.) Provide justification.	4-6	
2. College CCC or CAC, chair.	6	
3. Other college committee, standing or ad hoc, chair. Provide justification.	3-4	
4. RAGS screening committee, chair	2	
5. Program director or co-director (with release time). Provide justification.	1	
6. Program coordinator or co-coordinator (with no release time). Provide justification.	2-3	
7. Other university or college service. Provide justification.	2-3	
8. Graduate Program Coordinator	4	
9. Undergraduate Program Coordinator	4	
10. Chair of Library & Development Committees	2	
11. Departmental Ad hoc committee, chair (e.g. search committee)	2	
12. Departmental Standing Committee, chair (e.g. World Civ Committee, American Civ Committee)	2	
13. Other departmental service (e.g. arranging outside speaker) (3 points maximum)	1 point per item.	
B. Committee Membership		
1. University-level committee, participant. (This includes, but is not limited to University Budget Committee, Provost Tenure and Promotion Committees, AAUP Council, Faculty Senate.)	2-3	
2. College CCC or CAC, participant	3	
3. Other college committee, standing or ad hoc, participant (e.g. Faculty Senate, RAGS screening committee.) Provide justification.	1-2	
4. RAGS screening committee, member	1	
5. FAC	2	

	Points Per Item	Number of Items
6. Department Secretary	2	
7. Graduate Studies, Undergraduate Studies committees, participant	1	
8. Departmental Ad Hoc Committees, participant	1	
9. Departmental Standing Committees, participant	1	
10. Other service to college and university. Provide justification.	1-3	
NOTE: No points awarded for service on the Ad-Hoc Tenure, Promotion and Reappointment Committee.		
C. Contributions to the Academic Community		
1. Journal Editor/Associate Editor	15	
2. Journal Book Review Editor	8	
3. Journal Editorial Board	1	
4. Book Series Editor (list MSS reviewed and published)	3-6	
5. Officer (President/Vice-President/Secretary-Treasurer, etc.) of Professional Scholarly Organization. Provide explanation.	3-6	
6. Professional Committee, Panel, Task Force, Conference Section Organizer (e.g., organizer of multiple panel sessions).	1	
7. Reviewer for Funding Agency or Government Agency (list)	3	
8. Reviewer of book manuscript for Publisher (list)	5	
9. Referee for Journal Article (list journal and number of articles; do not report articles reviewed as editor or associate editor of journal)	3	
10. Book Reviews		
a. 500-1000 words	1	
b. Over 1000 words	3	
11. Encyclopedia entries (Number of entries claimed not to exceed an average of two articles per year)	2	
a. Under 500 words	1	
b. Over 500 words	2	
12. Review essays (covering multiple books, over 1500 words; smaller word count with justification)	5	
13. External Tenure/Promotion Review	5	
Total for Section III		

Section I total -----

Sections II total -----

Section III total -----

Section V

OTHER ACADMEIC UNIT GUIDELINES

1. Preamble

This department handbook (hereinafter “Handbook”) contains the operational policies and procedures for the Department of History (hereinafter "Department") within the College of Arts & Sciences (hereinafter "College"). The policies and procedures contained in this Handbook shall not conflict with any University, Administrative and Operational Policy of Kent State University, any applicable *Collective Bargaining Agreement*, or any federal, state and local law.

2. Mission of the Department

The Department of History of the Kent State University is committed to the creation of an academic environment that promotes the intellectual growth, professional development, and civic engagement of its students and faculty. To that end, the Faculty of the History Department commits itself, first and foremost, to the generation of new knowledge through original research, and to the dissemination of that knowledge through scholarly publication. The History Faculty also resolves to excel in teaching at all levels of instruction. Finally, the History Faculty pledges to advance the missions of the History profession, the College of Arts and Sciences, and the Kent State University, and to engage with the various communities-local, regional, state, national, and global-outside the confines of this institution.

The Faculty of the Department of History, including historians on all eight campuses of Kent State University, constitutes a community of scholars whose active scholarly inquiry reaches across the boundaries of History to engage other related disciplines. Members of the History Faculty dedicate themselves to the production of knowledge that both augments existing scholarship and exerts a significant influence on the direction of their respective fields of study. The History Faculty pledges to disseminate that new knowledge not only through such traditional forms of publication as journal articles, scholarly monographs, and collections of original essays but also through such innovative media as public history exhibits, documentary films, and other digital presentations.

The Department of History's commitment to both knowledge generation and teaching excellence combine in its dedication to graduate instruction. The History Faculty especially values the direction of graduate-level original research as an extension of its own pursuit of new knowledge. By its specialized graduate instruction and direction of individual research, the History Faculty not only provides its graduate students with outstanding training in their designated fields of history but also prepares them for careers as twenty-first century historians through the program's emphasis on transnational teaching and research. This course of study develops students' skills to prepare them for careers as research scholars, as teachers, and as non-teaching public historians. The Department's Graduate Program is also dedicated to training students for a career in public history, including a special emphasis on training for archival, museum, and historical site employment.

History Faculty members approach the undergraduate teaching mission fully informed by the disciplinary knowledge of their respective fields and by a thorough understanding of pedagogical best practices. The Department believes it is essential both to convey increasingly advanced content knowledge and to develop progressively more sophisticated

analytical skills as undergraduates proceed from the Kent Core to upper-division courses. Content and analysis intersect when students make an effort to understand change over time and its impact on the lives of disparate peoples through the analysis of primary source materials.

In its teaching of the Kent Core-those courses deemed essential components of an undergraduate's liberal education-History Faculty members provide students with a general survey of the history of world civilizations and of the United States. At this general level of instruction, the Department has identified three outcomes: understanding history as a process of change over time, learning to read and discuss primary sources as historical texts, and developing writing and critical thinking skills. In addition, these core courses place particular emphasis on understanding the past from the perspective of diverse groups and stress the importance of cultural contact and exchange.

In its upper-division courses, the Department of History offers all students a wide array of specialized knowledge and thorough training in a range of skills well suited to a changing employment market and an increasingly complex world. These skills include the ability to read extensively and critically; the capability to comprehend, evaluate, and analyze complex evidence, arguments, and opinions; the capacity to develop and present a carefully informed, reasoned, and crafted argument; the command of confident and clear oral communication skills, the capability to undertake independent work and manage time effectively; and the preparation of students as life-long learners. For majors in the discipline, the Department has prescribed a rigorous course of study that progresses from core courses to the sophomore "Historian's Craft" methods course to a diverse offering of upper-division lecture courses to the culminating experience of a Senior Seminar, in which students conduct their own original research.

The History Department Faculty pledges to maintain a strong relationship with its peers in the History profession to further the global production and dissemination of knowledge. The Faculty also is committed to serving the College of Arts and Sciences, as well as the larger University community through its participation on numerous committees, in a wide variety of academic forums and exchanges, and as part of several interdisciplinary programs. The Faculty pledges its engagement with the various communities within which it is privileged to live and work-the localities around our eight campuses, the Northeast Ohio region, the state, the nation, and, indeed, the global community. The History Faculty is particularly committed to serving the region, especially its underserved populations, both inside and outside the campus through a variety of outreach and extension programs.

3. Faculty Grievance and Appeal Procedures

The Collective Bargaining Agreement, Article IV, specifies the necessary procedures for a member of the University Faculty to file a grievance or an appeal. Appeals of academic decisions (e.g., reappointment, tenure, or promotion) follow the normal governance line of College, Dean, Provost and Academic Vice President before a contractual grievance may be filed. Faculty members, accompanied if necessary by the Department's representative to the KSU chapter of the American Association of University Professors, should confer with the Department Chairperson if they feel they are being treated unfairly.

A. Informal Procedure

Any faculty member who believes that he/she may have a grievance is strongly encouraged, before initiating a formal grievance or appeal, to talk with the Chair about any issue(s) of concern. The Chair may seek the advice and recommendation

of individual faculty members or faculty advisory groups in seeking informal resolution of a dispute or complaint.

B. Formal Procedure

Formal procedures for addressing grievances affecting the terms and conditions of employment of faculty are described in the applicable *Collective Bargaining Agreement*. Disputes involving substantive academic judgments are subject to a separate academic appeals process governed by the applicable *Collective Bargaining Agreement*.

Faculty grievances that are not directly related to the terms or conditions of employment and are not academic appeals are appropriately addressed within the Department, whenever possible. The Chair and/or faculty members will initiate an informal dialogue with all parties involved in a dispute and strive to reach a resolution agreeable to all parties.

4. Handbook Modification, Amendment, and Revision

The implementation, modification, amendment, and revision of this Handbook is governed by the applicable *Collective Bargaining Agreement*. The Department faculty will review and update this Handbook, as needed, but at least every three (3) years. Suggestions for modifications or amendments to the Handbook may be initiated at any time by the Chair or by any faculty member. Proposed modifications or amendments are subject to discussion, revision, and recommendation by the FAC. When a proposed modification or amendment involves a major change in Department policy or practice the Chair may seek the recommendation of the entire faculty. If the Chair concurs with a proposed modification, amendment or revision, he/she will recommend the change(s) to the Dean. All modifications, amendments, and revisions of the Handbook require the approval of the Dean. In reviewing this Handbook the Dean may request revisions before lending final approval. If these revisions are not adopted by the Department, the Dean shall consult the CAC with regard to the provision(s) in dispute before making a final determination and certifying final approval of the Handbook. Further, the Dean may direct that the Handbook be modified, amended or revised to reflect changes in College or University policy.

5. Role of Regional Campus Program and Faculty

A. Regional Campus Faculty Relationships with Regional Campus Dean and Departmental Chair

1. The relationship that Regional Campus Faculty have to the Department Chairperson and to the Regional Campus Dean is articulated in item 8-01-(1)-(5) of the University Register. As the Department has fewer than five Faculty at any Regional Campus, the duties of the Regional Campus Dean regarding History faculty are:
 - a. Determining need for Faculty in consultation with appropriate Regional Campus Faculty.
 - b. Recommending Faculty positions and salary ranges to the Associate Vice President for the Extended University.
 - c. Participation in recruitment of Faculty in cooperation with the department.
 - d. Recommending candidates to the Department Chairperson.
 - e. Recommending teaching loads consistent with policy.

- f. Recommending class size consistent with policy.
 - g. Recommending schedule of classes to the Associate Vice President for the Extended University, after consultation with resident Faculty.
 - h. Assigning Faculty to non-elective committees and other activities associated with the operation of the Regional Campuses.
 - i. annual evaluation of the performance of Faculty members and, according to policy, nominations for promotion and tenure, and recommendation of other personnel action.
 - j. Recommending salary increases in cooperation with Department Chairperson to the Associate Vice President for the Extended University.
2. The duties of the Department Chairperson are:
- a. Participation in recruitment and acting on recommendation for appointment of Regional Campus Faculty candidates.
 - b. Stipulating particular courses that Faculty will be approved to teach.
 - c. Recommending such academic matters as teaching loads, class sizes, course content, examination procedures, and grading standards.
 - d. Recommending materials, supplies, and equipment.
 - e. Annual evaluation of the academic performance of Faculty members and, according to policy, nominations for promotion and tenure and recommendations for other personnel actions.
- B.** Regional Campus Faculty Membership on Departmental Committees
Regional Campus Faculty are included as members of the Departmental Faculty Advisory Committee, Departmental ad hoc Reappointment, Tenure, and Promotion Committees, and all other Departmental committees to which they may be appointed by the Department Chairperson, and included as participants at Departmental meetings.
- C.** Teaching Assignments and Load for Regional Campus Faculty
For Regional Campus Faculty, teaching assignments and loads are determined by the Dean of the Regional Campus, in consultation with the Department Chairperson. Salary determination is the responsibility of the Dean of the regional Campus to which the Faculty member is assigned.
- D.** Criteria for Reappointment, Tenure, and Promotion
Criteria for reappointment, tenure, and promotion are spelled out in Section III.