

Department of History Policies and Procedures

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I. OVERVIEW (adopted 8-27-2014)

These procedures and guidelines are designed to enable the Department of History to realize its objective of achieving national recognition for scholarship and professional commitment worthy of a Ph.D. granting faculty.

They are also intended to aid the Head of the Department of History and all members of the faculty to carry out their duties, to provide guidance on critical governance issues, and to ensure that the Department fulfills its mission. These procedures are in accordance with the OSU Faculty Handbook and policies of the College of Arts and Sciences.

II. THE DEPARTMENT HEAD (adopted 8-27-2014, revised 2-24-2016)

A. Selection Procedures

1. Toward the end of a sitting Department of History Head's term, the Dean of Arts and Sciences will announce the inauguration of a new term and solicit nominations from the faculty of the Department of History for the next Head. The Dean will meet with the faculty to discuss a departmental vision for the proposed upcoming Head term. The Dean will then initiate the selection process. Within one week of the meeting, the History faculty will inform the Dean whether the Department prefers either an internal search for a Head (among its own faculty) or an external search (candidates from other Departments of History nationwide, also referred to as an "open search"). The Dean will then determine whether the search for the next Head's term will be an internal or external one.
2. If the Dean decides that an external search for a History Department Head is the best option, the search will then be conducted according to the procedures delineated in the College of Arts and Sciences Selection and Reappointment of Unit Administrators policy.
3. If the Dean determines the Head search will be internal, the Dean will initiate the selection process by appointing, in consultation with the History Department's Advisory Committee, a Returning Officer (an individual from another appropriate A&S Department) to oversee the selection process.
 - a. The Returning Officer will invite nominations for the position of Head from the Department faculty. The nominations (including self-nominations) can be made by any member of the tenured and tenure-track faculty (also known as the voting faculty) and must be submitted in writing to the Returning Officer by a specified deadline.
 - b. In the instance when a sitting Head nominates him/herself for the upcoming term, and no other nominations are made, the Dean will determine if reappointment is acceptable by:
 - i. A statement of the Head's vision for the upcoming term.
 - ii. All faculty, staff, and students of the Department will be given the opportunity to provide evaluation of the current Head's suitability for reappointment.
 - iii. The tenured and tenure-track faculty (including the sitting Head) of the Department will conduct a secret ballot on the acceptability of reappointing the sitting Department Head. The Chair of the Advisory Committee shall count the votes and report the results to the Dean.
 - iv. Upon receipt of the results of the vote from the Department, the Dean will consider information from other sources, such as departmental staff and students. The Dean's decision to reappoint a sitting Head will be influenced strongly by the

information received from all these sources. The Dean will transmit a summary of the vote and a summary of the comments received to the candidate regardless of the Dean's decision for or against reappointment. If a majority of the votes cast are against reappointing a sitting Head, or if the Dean decides against reappointing a sitting Head, the Dean shall meet with the faculty to discuss options for moving ahead.

- c. If there are more than two nominations for the incoming term of Head—one of which may be the sitting Head—the Returning Officer will contact the nominees and solicit a written acceptance of the nominations. A nominee who accepts will be declared a candidate.
- i. The Returning Officer will then call a Department meeting for the purpose of discussing the candidates. Candidates will attend part of this meeting to answer questions from the faculty. These questions may be raised at the meeting or given signed or unsigned to the Returning Officer. In the event that there are more than two candidates, a vote by secret ballot will be taken at the meeting in order to narrow the field. These ballots will be counted by the Returning Officer and the Personnel Committee.
 - ii. The two candidates receiving the largest number of votes will each make a presentation to the Department outlining their goals for the Department. In the event that there is a single candidate because of withdrawal by the other candidate, the remaining candidate will still make a presentation to the Department outlining his or her goals for the Department.
 - iii. Following the presentation(s), the Department will conduct a vote for Head using the following ballot wording:

Vote for one candidate by checking the blank at the left.
Also indicate to the right of each candidate's name whether that person would be acceptable or unacceptable as
Department Head

_____Candidate One: _____acceptable
_____unacceptable
_____Candidate Two: _____acceptable
_____unacceptable

Comments:

- iv. The Returning Officer will set a deadline of not more than five business days for receipt of these ballots. Should any eligible

- voting member of the faculty be absent from campus at the time of the vote, the Returning Officer will, in consultation with the Department, attempt to obtain the vote of this member. The deadline should allow for receipt of absentee ballots.
- v. After the deadline for voting has passed, the Returning Officer will count the ballots in the presence of all members of the Advisory Committee who are not candidates. The Returning Officer will provide a tally of the votes, indicating both the ranking of each candidate and the number of acceptable and unacceptable ratings each received. The Returning Officer will send the tally to the Dean and to every voting member of the Department. All original ballots, including comments, will be sent to the Dean. No copies of the ballots will be made, and no material will be retained by the Returning Officer after transmittal to the voting members of the Department and the Dean.
 - vi. The new Head should receive the most votes and a rating of "Acceptable" from a majority of those voting. Should the Dean deem it necessary to appoint a Head other than the Department's first choice or to appoint a Head who did not receive a majority approval rating, the Dean will meet with the faculty to explain the decision.

B. Responsibility and authority

The Head will be a tenured member of the faculty of the Department who holds certain part-time administrative responsibilities as assigned by the Dean of the College of Arts and Sciences. The Head will furnish leadership to the faculty in determining the nature of the instructional and research programs of the Department consistent with the priorities of the College. The Head will hold regular meetings with the faculty, serve as chief representative of the Department to the Dean of the College, and attend regular meetings of departmental Heads with the Dean.

C. Specific obligations

1. The Head will have responsibility for providing leadership in instruction, research, outreach, professional activities, fundraising, donor relations and public relations.
2. The Head will have responsibility for making recommendations concerning personnel to the Dean in accordance with these guidelines
3. The Head will have the responsibility for continuously maintaining personnel records for each faculty member pertaining to appointment, reappointment, and promotion, tenure, cumulative review, and periodic appraisal.

4. The Head will have responsibility for all fiscal affairs of the Department including personnel and maintenance budgets, scholarships and fellowships, grants, OSU Foundation accounts, and travel funds. This responsibility will be exercised in a manner consistent with authority delegated by the Dean and these guidelines.
5. The Head will have responsibility for the instructional program of the Department, including preparation of schedules for the fall, spring, and summer sessions, intersessions, Outreach, and online course offerings, and of catalog material. The Head will also act as liaison with the Student Union Bookstore on classroom texts and materials
6. The Head will promote and encourage teaching excellence among faculty and teaching assistants.
7. The Head will encourage the recruitment and training of quality undergraduates and graduate students.
8. The Head will promote and encourage research activity by the departmental faculty which will result in publication, grant proposals, conference participation, public history scholarship, and professional recognition.
9. The Head will provide leadership in the development of community outreach programs.
10. The Head will perform administrative and executive duties as necessary, serve as presiding officer and spokesperson of the Department, and, with the exception of the Advisory Committee, appoint all standing and special committees, select the chair of these committees, serve as ex officio member of all departmental committees, and provide these committees directives throughout the academic year..
11. The Head will determine the proper departmental jurisdiction on matters not specifically allotted to any specific group within the Department.

D. Term

1. The Head shall serve a three-year term.
2. Before the Head completes his/her term, one-third of the entire voting faculty (those tenured or having tenure-track appointments) of the Department may issue a petition calling for a no-confidence vote on the Head. Should one-third of the voting faculty sign such a petition, a special meeting of all of the tenured and tenure-track faculty will be called by the faculty member responsible for issuing the petition. At this meeting, the voting faculty will conduct a vote of confidence

in the Head by a secret ballot. If a majority vote of "no confidence" results from the meeting, the faculty may meet with the Dean to discuss options for action.

E. Acting Head

In the event that the Head is traveling for longer than a week or prevented by illness or injury from exercising his/her duties, he/she shall designate an Acting Head and inform the Department and the Dean's Office of the designee. If possible, he/she should choose a former Head serving on the current faculty. In the event that the Head is unable to make such a designation, the Advisory Committee will elect an Acting Head.

III. THE ADVISORY COMMITTEE (Revised 3 October 2018)

A. Composition

The Advisory Committee will consist of five members of the Department elected for staggered terms by the entire faculty but according to the following distribution:

1. One full professor (elected in odd-numbered years)
2. One associate professor (elected in even-numbered years)
3. One untenured assistant professor (elected in odd-numbered years)
4. One member chosen from either of the two contiguous professional ranks (i.e. full and associate, or associate and assistant) which together comprise the larger proportion of the entire voting faculty (elected in even-numbered years)
5. One member chosen at large (elected in even-numbered years)

These members will be elected by ballot of all tenured, tenure-track and teaching professor members of the Department, from among all tenured, tenure-track and teaching professor members of the appropriate rank. Election to the Advisory Committee requires a majority vote of the eligible faculty present at the meeting. Members will serve two-year terms, with election occurring at the beginning of the academic year. A majority of the committee will hold tenure.

Upon completing a two-year term, a faculty member will be ineligible to serve an additional term on the Advisory Committee until at least a year has lapsed since the completion of his/her term.

In the case of a vacancy, the department head will appoint a replacement from the same distribution to fill out the term.

B. Functions

1. The Committee will elect its own chair, who will be tenured, and the Committee will meet at the call of its elected chair, or at the request of an individual faculty member.
2. The Committee will keep the Head continuously apprised of its work.
3. The Committee will make recommendations to the Head on decisions regarding the appointment and renewal of non-tenure track faculty, composition of annual cumulative review ad hoc committees, workloads, research assignments, sabbatical requests, dispersal of research funds, dispersal of travel funds, faculty awards, and other matters of general departmental interest.
4. The Committee will assist the Head in forming ad hoc search Committees to fill vacancies within the faculty and will recommend to the Department new

faculty positions.

5. The Committee will act in a general advisory capacity to the Head.

IV. STANDING COMMITTEES AND COORDINATORS (adopted 12-3-2014)

A. The Head will appoint the following standing committees and coordinators of the Department, which will report to the full faculty at its regular meetings:

1. Graduate Committee (whose chair will be the Director of Graduate Studies)
2. Curriculum and Undergraduate Assessment Committee (which will include a chair, a designated American History Survey Coordinator and a designated Western Civilization Survey Coordinator)
3. Library and Technology Committee
4. Scholarship and Philanthropy Committee
5. Teaching Committee

B. Each academic year, a statement of the composition and responsibilities of each of the committees will be created and distributed to the entire faculty by the Department Head.

V. FACULTY MEETINGS (adopted 12-3-2014)

A. Frequency of Meetings

The Head will call a meeting of the faculty at least four times in each fall and spring semester.

B. Voting and Responsibilities

1. The entire voting faculty of the Department will consist of all tenured and tenure-track, and non-tenure track faculty, except that non-tenure track faculty may not vote in RPT decisions. In the excepted case, the entire voting faculty will consist of all tenured and tenure-track members of the Department.
2. Tenured, tenure-track and non-tenure track faculty in American Studies or other interdisciplinary programs whose University-designated home department is the Department of History shall have the same voting rights and service responsibilities as other tenured and tenure-track faculty in the Department.
3. At any meeting of the Department, a quorum will consist of a majority of the entire voting faculty.

C. Functions

1. Appointment of new faculty to tenure track positions will occur only with the consent of 2/3 of the entire voting faculty of the Department, excluding those on sabbatical or research leave who chose not to participate. Proxy votes will only be counted in cases when faculty members are absent due to professional travel, medical reasons, or emergencies. Proxy votes will only be counted during the first round of voting.
2. Approval of changes to governance documents, degree requirements, assessment plans and rubrics, and programs.
3. Act as general legislative body of the Department on issues of interest to the Department as a whole.

VI. THE FACULTY (adopted 12-2-2015)

VI.A. Definitions and Overall Faculty Composition

VI.A.1. Faculty Composition

The voting members of the Department of History shall be composed of assistant professors who are tenure-track, tenured and untenured associate professors, tenured professors, and teaching professors (who may be assistant professors, associate professors, or professors). Teaching Professors will have voting rights for hiring decisions and may be elected to the Advisory Committee, but will not serve on Department RPT Committees or vote on tenure decisions. The faculty may also contain non-voting members: lecturers and visiting assistant professors. The Head of the Department will be a History faculty member of the rank of associate professor or professor.

VI.A.2. Definitions

Ad Hoc RPT Committee. A Committee composed of all tenure-track and tenured members of the Department, the Head excluded, that shall advise the Personnel Committee on questions of tenure and promotion. See Section VI.C.2.f.

Advisory Committee. A committee composed of five faculty members, representing all ranks in the Department, who advise the Head on departmental matters and policies not relating to Reappointment, Promotion, and Tenure. (See III.)

Appraisal and Development Reports. The Head's yearly appraisal of a Department member's activities. Abbreviated as A&D.

Collegiality. Defined in University guidelines. In the History Department, its practical meaning is the willingness of members to carry out assigned tasks diligently, to cooperate with other members of the Department, and to avoid creating conflicts within the Department.

Curriculum Vitae. A listing of an individual's teaching fields, research fields, outreach/extension activities, public history activities, professional service activities, and peer-reviewed publications. Abbreviated as CV.

Peer-review letters. Letters of evaluation of a candidate from individuals at institutions comparable to Oklahoma State University, in the rank of associate professor or professor. Letters should be accompanied by a brief curriculum vitae.

Peer-reviewed scholarship. Scholarship of a Department member that has been

evaluated by outside reviewers who possess academic standing within the field of inquiry.

Personnel Committee. Defined under Section VI.C.2.

Public Presentation. Presentation of historical research and interpretation by a member of the Department to a non-academic audience.

RPT. Abbreviation for Reappointment, Promotion, and Tenure.

VI.B. Appraisal and Development

VI.B.1. General

In consultation with the Advisory Committee, the Department Head has the responsibility for assigning departmental funds and faculty to the areas of: a) research, b) teaching, c) general education, d) honors teaching, e) outreach teaching when appropriate, and f) service activities. Since it is unlikely that every faculty member will be able to serve in all the areas listed above, it is expected that the Head will work with all individual members of the faculty on a written annual agreement on workload. This workload will be predicated upon departmental priorities, needs, and policy. Faculty members shall be appraised on the basis of this written agreement. In the event that the Head believes that an individual faculty member's workload should be revised, he/she will consult with the Advisory Committee.

VI.B.2. Categories of Appraisal

VI.B.2a. General

i. Appraisal of the activities of the members of the History Department must take into account the different forms these activities take. These forms include monographs, edited volumes, survey texts, articles, book reviews, presentations at conferences, officers of scholarly organizations, members of panel discussions, production of exhibits, digitalization projects, consultation, preparation of guides, manuals, grants, and other material suitable for groups interested in pursuing a particular historical subject.

i. The Department of History at Oklahoma State University holds that all works of its members be peer-reviewed, that is, evaluated by members of the academic community. This means evaluation by academics who have produced scholarship in the field.

ii. All activities by members of the Department of History are evaluated at their conclusion, i.e., the acceptance for publication of a book or article, or the dissemination of an exhibition or digital project. Given below is the general outline for determining the relative rank of such

completed projects. All scholarly research in the Department shall be peer-reviewed, based on original sources, engage scholarly debates on their topics, and be publicly disseminated. In case of disputes about evaluation, see procedures in appeals (Section VI.B.4).

iv. Pre-appointment Scholarship (Approved November 30, 2016)

The department will consider peer-reviewed scholarship produced within 365 days prior to the official date of appointment, but previous scholarship will not fully satisfy the research requirement for tenure and promotion.

The department head in consultation with the Advisory Committee will determine the weight of the pre-appointment scholarship for purposes of tenure and promotion. That determination will be included in the first A&D. New faculty must demonstrate a continued dedication to research pursuant to departmental standards of tenure and promotion.

VI.B.2.b. Research

i. Peer-reviewed books published—either in print or digitally—by recognized university or commercial presses or other professional outlets, excluding vanity presses or self-published venues; and exhibits or digital history projects reflecting the same scholarly depth as a published book.

ii. Peer-reviewed edited volumes published—either in print or digitally—by recognized university or commercial presses or other professional outlets, excluding vanity presses or self-published venues.

iii. Refereed articles published—either in print or digitally—by scholarly journals or as chapters in collected works, and exhibits or digital history projects reflecting the same scholarly depth as a published article.

iv. Acquisition of grants to conduct research and/or writing, the Departmental evaluation of the grant depending upon the intellectual merits of the project.

v. Delivering scholarly papers or presentations at professional meetings.

vi. Acting as the Director of graduate students completing their M.A. or Ph.D. theses.

vii. Providing professional consultation services to groups outside of the academy (community organizations, historical societies, government agencies, historic preservation groups, businesses and corporations, primary and secondary school teachers, legal firms, archives, and so on).

viii. Authoring or producing government reports, project papers, films, visual presentations, historic preservation plans, oral histories, cultural resource management reports, and National Register of Historic Places nominations.

ix. Giving speeches, addresses, and talks at professional meetings.

x. Serving as members, not as directors, of completed M.A. and Ph.D. theses.

xi. Preparing and submitting grant proposals for (1) individual

- research, (2) applied and collaborative projects, or (3) digital scholarship.
- xii. Producing book reviews for scholarly journals.
 - xiii. Producing book reviews and articles in non-scholarly outlets.
 - xiv. Preparing and submitting manuscripts of books and articles but not accepted for publication.

VI.B.2.c. Teaching

i. Untenured faculty will be observed annually by the Teaching Committee. The committee's report will be submitted to the Head and be a consideration informing the faculty member's A&D.

ii. While admittedly difficult to measure quantitatively, certain distinguishing characteristics of teaching may be observed, including the following:

(a) The teacher consistently incorporates new material into lectures or discussions to remain attuned to current events, recent scholarly trends, and changing historical interpretations.

(b) The teacher attempts new means of engaging students by using new technologies, group projects, or other novel approaches.

(c) The teacher has high expectations of and respect for students.

(d) The teacher maintains regular office hours and is generally available for student consultation via email.

(e) The teacher makes use of feedback on his/her teaching performance, including peer review and student teaching evaluations.

(f) The teacher serves diligently on graduate advisory committees, comprehensive exam committees, and as director of theses/dissertations.

(g) The teacher demonstrates concern for the effectiveness of his/her teaching.

(h) The teacher maintains an interest in program and course development.

VI.B.2.d. Service and Outreach

i. Professional activities

This area concerns the relationship of the scholar to the historical profession. The following might be considered:

(a) editing of scholarly journals;

(b) office-holding and committee membership in professional groups;

(c) actions taken to preserve historical sites and manuscripts and

- the evaluation of manuscripts for journals and presses;
- (d) promotion of the profession, e.g., by activity connected with Phi Alpha Theta, local, state, regional, national, and international history groups;
- (e) attendance at professional meetings;
- (f) membership in professional organizations and societies

ii. Service

Evaluation in this area focuses on the faculty member's participation in activities and governance of the Department, College, and University. The following might be considered:

- (g) service on departmental committees, including regular attendance at committee meetings and with special recognition to committees that are the most active and time-consuming;
- (h) participation in departmental activities, including department meetings, departmental colloquia, special events such as lectures by invited speakers, activities connected to hiring searches, support for and participation in activities of student organizations sponsored by the Department;
- (i) service on committees and governing bodies of the College of Arts and Sciences;
- (j) service on committees and governing bodies of the University;
- (k) organization and sponsorship of special departmental activities, including visits by speakers, local conferences, film presentations, and/or series;
- (l) participation in activities connected to mandated assessment of undergraduate and graduate programs.

ii. Outreach

Evaluation in this area should be based upon demonstrated willingness of faculty members to participate in outreach programs that reach non-traditional audiences in non-traditional ways. Among the things to be considered are:

- (a) off-campus credit and non-credit courses;
- (b) on-campus credit and non-credit courses;
- (c) presentations requested by the Department or the media;
- (d) high school, junior college, and college visitations;
- (e) History Day activities;
- (f) engagement in other programs designed to relate the discipline of history to the non-professional community;
- (g) authorship of op-eds or giving interviews to the media, to documentary filmmakers, and others to reach a general audience.

VI.B.3. Procedures

- a. The Department Head will formally appraise all faculty annually at all ranks in accordance with University policy.

b. Each faculty member will prepare an annual Appraisal and Development report in anticipation of such review by the Head. Such statement will include a section on the faculty member's future research, teaching, and service plans.

c. After the Department Head has made his/her evaluation, he/she will confer with each faculty member within a reasonable time after the evaluation to review his/her work during the preceding year and to set goals and a workload for the ensuing year.

VI.B.4. Appeals

a. A faculty member who does not believe that his/her work has been fairly evaluated by the Department Head may contest the evaluation in a written appeal to the Advisory Committee. If the Advisory Committee sees fit, it may intercede with the Department Head on behalf of the faculty member requesting reevaluation, or it may direct a letter to the Dean, signed by all members, requesting a new evaluation.

b. Should the Department Head and the Advisory Committee concur on the appraisal, the faculty member may make further appeals as outlined in the OSU Faculty Handbook grievance procedures.

VI.C. Qualification Standards for Each Faculty Rank**VI.C.1. General.**

In making its recommendations, the Head as well as the appropriate Departmental Committees (defined in VI.D.2) will be governed by Reappointment, Promotion, and Tenure standards adopted by the Department on file in the office of the Dean, the College of Arts and Sciences Personnel Procedures, and the OSU Faculty Handbook.

VI.C.2. Qualification Standards for Teaching Professor*VI.C.2.a. General*

All Department policies and procedures regarding teaching professors will be in accordance with University policy and College of Arts and Sciences policy. This department policy applies to Department of History teaching professors.

VI.C.2.b. Recruitment

Recruitment to fill the position will be international in scope by advertising in appropriate venues. A person hired as a teaching professor of history will automatically be given the title of Teaching Assistant Professor of History unless hired at the rank of associate or professor. The Head will appoint a search

committee consisting of tenured and tenure-track members of the Department; in the case of immediate need and lack of time for faculty involvement, the Head may make a unilateral hiring decision.

VI.C.2.c. Requirements

A teaching professor of history must hold the Ph.D. in history or the equivalent from an accredited institution of higher learning, or from a comparable institution in another country. He/she must have strong and supportive recommendations from prior professional employers and/or other individuals qualified to assess the person's potential as a teacher, as a scholar/researcher, and as an effective participant in service. He/she must provide evidence of an active interest in the profession of history.

VI.C.2.d. Responsibilities

i. The teaching professor of history performs activities similar to tenure-track and tenured faculty including teaching undergraduate classes and graduate classes in the area of his/her specialization and may serve on masters and doctoral committees. The teaching professor of history shall also engage in publication and research at a pace jointly determined by the individual and the Head.

ii. The teaching professor of history will have voting privileges on all matters except those involving reappointment, promotion, tenure, and cumulative review of tenured and tenure-track faculty members. The teaching professor of history is entitled to research funding offered by the History Department and may apply as regulations allow for research funding from the University or the College of Arts and Sciences. The teaching professor of history has the same academic freedom as tenure-track and tenured members of the Department.

iii. Service contributions by the teaching professor may include scholarly activities related to the historical profession, participation in activities and governance of the Department, College and University and willingness to participate in Outreach activities.

VI.C.2.e. Term of Appointment and Continuing Employment

i. The teaching professor of history will be hired on a contract extending for three years; the contract must be reaffirmed at the end of each academic year. The teaching professor of history is a non-tenure track position, but individuals may be continually employed by accepting subsequent contracts.

[Approved November 18, 2020]

ii. The teaching professor of history will have annual performance evaluations (A&Ds) completed by the Department Head, and in the case of interdisciplinary teaching professors housed in the History Department, by the Department Head and the Director of the Interdisciplinary Program. As addressed in the College of Arts and Sciences Personnel Procedures document, in the final year of a multi-year contract the teaching professor will go through a formal reappointment process. In cases of a recommendation of non-reappointment, the teaching professor's term at OSU will end 12 months after notification of non-renewal of their contract, if they have already been employed for one year or more. If the teaching professor contests evaluations, denial of reappointment, and/or promotion, he/she has access to the grievance procedures outlined in Section VI.B.4, VI.D.3.c.ii.d, VI.D.3.d.iii.v, and VI.D.3.e.iii.v.

iii. A teaching professor of history may be continually employed by being offered subsequent three-year contracts at the assistant professor rank, and offered five-year contracts at the associate and professor rank. The teaching professor of history may, if he/she so chooses, stay at the same rank of teaching assistant professor, or may seek promotion to associate or professor. The teaching professor seeking promotion has to fulfil the requirements outlined in the sections detailing standards for associate professor and professor. Other requirements are outlined in the College of Arts and Sciences Personnel Procedures document.

VI.C.3. Qualification Standards for Assistant Professor

VI.C.3.a. Recruitment

Recruitment to fill the position will be international in scope by advertising in appropriate printed and digital venues.

VI.C.3.b. Requirements

An assistant professor of history must hold the Ph.D. in history or the equivalent from an accredited institution of higher learning, or from a comparable institution in another country. He/she must have strong and supportive recommendations from prior professional employers and/or other individuals qualified to assess the person's potential as a teacher, as a scholar/researcher, and as an effective participant in service. He/she must provide evidence of an active interest in the profession of history.

VI.C.3.c. Responsibilities

i. An assistant professor is responsible for conducting university classes for undergraduates and for participation in the graduate program. An assistant professor may have full responsibility for one or more courses; may supervise the efforts of undergraduate student assistants, graduate student assistants, and/or instructors; and may serve on graduate student

committees. Regulations established by the Graduate College will determine whether the person is permitted to direct graduate theses and dissertations.

ii. The assistant professor may advise students on curricular and career choices; may assist student organizations within the Department or College; may engage in Outreach activities; and will serve on faculty committees at the Department, College, and University level. Any assistant professor who joins the faculty after August 1, 2014 will begin developing scholarly maturity, as normally evidenced by publication of one scholarly monograph or book or four articles in refereed national or international journals or peer-reviewed edited collections. Professional achievement may also be enhanced by presenting papers before national or regional meetings of professional societies, public history scholarship and activities, and/or by significant participation in service.

VI.C.3.d. Term of Appointment and Tenure

i. The assistant professor is appointed for four years and may be reappointed; this criterion is not applicable to clinical assistant professors who have a three- year contract that is affirmed annually.

ii. The Head of the Department will provide him/her annually with a written appraisal of effectiveness as evidenced by the established University documents. All appraisals will conform to established University and College appraisal procedures.

iii. Reviews will be conducted as a part of decisions affecting reappointment, promotion, or tenure as stipulated in these departmental policies and procedures.

iv. If an assistant professor is to be denied reappointment, promotion, and/or tenure, written reasons based on objective criteria as reflected in earlier appraisal and development documents must be submitted to the faculty member.

VI.C.4. Qualification Standards for Associate Professor and Teaching Associate Professor

VI.C.4.a. General

The policies given here are for tenure-track faculty; qualification standards for teaching associate professor are given in section VI.C.4.f.

VI.C.4.b. Recruitment

Recruitment to fill the position will be international in scope by advertising in appropriate venues.

VI.C.4.c. Requirements.

- i. In addition to meeting the requirements for an assistant professor, the associate professor of history must have demonstrated skill in teaching undergraduate courses, participating in the graduate program, must have received favorable evaluations from students, peers, and departmental administrators, and must demonstrate a continuing interest in working with students.
- ii. Teaching competence will have been established by peer review of classroom presentations, course materials, and student evaluations. Normally, the associate professor of history must have at least five years teaching experience at the college level.
- iii. The associate professor of history must have a record of achievement in research and scholarship, and will ordinarily have published refereed and original research as a scholarly monograph or book or four peer-reviewed articles in national or international journals or peer-reviewed edited collections and/or publicly engaged and collaborative scholarship such as interdisciplinary and digital history projects and/or exhibitions. The basis for evaluating such publications and projects will be their quality and historical significance in comparison with the work of associate professors with the same field of specialization in comparable institutions. The associate professor of history will also have made service contributions to the Department.

VI.C.4.d. Responsibilities

- i. The associate professor of history is responsible for teaching undergraduate courses and participating in the graduate program through instruction, advising, serving on thesis or dissertation committees, and/or assessing comprehensive exams. The associate professor will also assist in course and curriculum development.
- ii. He/she demonstrates a high level of productivity in his/her field of historical specialization as reflected by the publication of peer-reviewed books and articles and/or publicly engaged and collaborative scholarship such as interdisciplinary and digital history projects and exhibitions.
- iii. The associate professor of history serves as an active member of Departmental, College, or University committees, and may engage in Outreach activities, may advise student organizations, or participate in appropriate

professional organizations at the local, state, regional, national, or international level.

VI.C.4.e. Term of Appointment and Review

- i. The associate professor has tenure if promoted from assistant professor to that rank, or if hired at that rank with tenure.
- ii. If the person is initially appointed as associate professor without tenure, the appointment is for four years, and if reappointed, tenure is conferred.
- iii. The professor will undergo periodic cumulative review.
- iv. The Head of the Department will provide him/her annually with a written appraisal of effectiveness as evidenced by the established University documents. All appraisals will conform to established University and College appraisal procedures.

VI.C.4.f. Qualification Standards for Teaching Associate Professor

i. Recruitment

Recruitment to fill the position will be international in scope by advertising in appropriate printed and digital venues.

ii. Requirements

- a. The teaching associate professor of history must have had at least five years' experience in the position of teaching professor; with duties performed at other institutions factored into the above time requirement of five years.
- b. Teaching: In addition to meeting the requirement for a teaching assistant professor, the teaching associate professor of history must have demonstrated skill in teaching undergraduate courses, participated in the graduate program, must have received favorable evaluations from departmental administrators, peers and students, and must demonstrate a continuing interest in working with students.

- c. Research: the teaching associate professor of history will have demonstrated a commitment to research by publication of two peer-reviewed scholarly articles in respected academic journals, or engage in other activities conforming to the RPT research guidelines listed in VI.B.2.b. The teaching associate professor of history may exceed this requirement by the publication of a monograph.

iii. Responsibilities

- a. The teaching associate professor of history is responsible for teaching undergraduate courses; he/she may participate in the graduate program through instruction, advising, serving on thesis or dissertation committees, and/or assessing comprehensive exams.
- b. The teaching associate professor will also assist in course and curriculum development, and serve on committees involving teaching.
- c. The teaching associate professor of history may serve on College or University committees and may engage in Outreach activities, to the extent allowed by University and College regulations.

iv. Term of Appointment and Review

- a. The teaching associate professor appointment is for five years, with annual renewal. The five-year contract may be renewed indefinitely given successful performance and budgetary considerations.
- b. The teaching associate professor will not undergo periodic cumulative review.
- c. The Head of the Department will provide him/her annually with a written appraisal of effectiveness as evidenced by the established University documents. All appraisals will conform to established University and College appraisal procedures.

VI.C.5. Qualification Standards for Professor and Teaching Professor

VI.C.5.a. General

The standards given here are for tenured professors. Standards for teaching professors of history are given in Section VI.C.5.f.

VI.C.5.b. Recruitment

Recruitment to fill the position will be international in scope by advertising in appropriate venues.

VI.C.5.c. Requirements.

- i. In addition to meeting the requirements for an associate professor, the professor of history will have established a highly meritorious record as a teacher, and will have been recognized nationally as an accomplished scholar. The professor of history will have established a record of sustained, original research and publication beyond that established for promotion to associate professor that will ordinarily include at least one additional scholarly monograph or book and/or four peer-reviewed articles in national or international journals or peer-reviewed edited collections and/or publicly engaged and collaborative scholarship such as interdisciplinary and digital history projects and exhibitions.
- ii. The basis for evaluating such publications and scholarship will be their quality and significance in comparison with the work of history professors with the same field of specialization in comparable institutions of higher learning.

VI.C.5.d. Responsibilities

- i. In addition to the duties of an associate professor, the professor of history is responsible for providing leadership in developing the instructional and research activities of the Department, particularly in his/her area of expertise, for attracting high-quality students to his/her teaching and research activities in a manner compatible with the general departmental program, and for maintaining academic standards.
- ii. The professor assumes major responsibility for discharging successfully the tasks assigned to Departmental, College, and/or University committees.
- iii. As a mature professional, the professor contributes significantly to regional and national professional organizations. In addition to exhibiting the highest caliber of instructional and scholarly skills, the professor is particularly

responsible for, and capable of, providing leadership for the overall development of the Department, the College, and the University. Likewise, the professor is responsible for using his/her skill and reputation to advance the profession generally and to seek ways in which the discipline of history can be used as a tool for community engagement.

VI.C.5.e. Review

- i. The professorship is a tenured appointment.
- ii. The professor will undergo periodic cumulative review.
- iii. The Head of the Department will provide him/her annually with a written appraisal of effectiveness as evidenced by the established University documents. All appraisals will conform to established University and College appraisal procedures.

VI.C.5.f. Qualification Standards for Teaching Professor

i. Recruitment

Recruitment to fill the position will be international in scope by advertising in appropriate venues.

ii. Requirements.

- a. Teaching: The teaching professor of history will be acknowledged as a superior teacher.
- b. Research: Beyond the publications that enabled the individual to become a teaching associate professor, the teaching professor of history will have additionally published two peer-reviewed articles or a monograph in respectable academic journals, or engaged in other activities conforming to the RPT research guidelines listed in VI.B.2.b. The teaching professor of history will have a well-known reputation for contribution in his/her area of expertise.

iii. Responsibilities

- a. The teaching professor appointment is for five years, with annual renewal. The five-year contract may be renewed indefinitely given successful performance and budgetary considerations.
- a. The teaching professor will not undergo periodic cumulative review.
- b. The Head of the Department will provide him/her annually with a written appraisal of effectiveness as evidenced by the established University

VI.D. General Procedures for Appointment, Reappointment, Promotion, and Tenure

VI.D.1. Appointment of New Faculty

a. The appointment of new faculty members will follow the guidelines set forth in the OSU Faculty Handbook. At the same time, appointment of new faculty to tenure-track positions will occur only with the consent of 2/3 of the entire voting faculty of the Department, excluding those on sabbatical or research leave who chose not to participate. Proxy votes will only be counted in cases when faculty members are absent due to sabbatical, research assignment, professional travel, medical reasons, or emergencies. Proxy votes will only be counted during the first round of voting.

b. Letters of initial appointment and reappointment will be explicit about the terms of appointment, and new faculty and the Department will be expected to adhere to those terms.

VI.D.2. The Personnel Committee for Reappointment, Promotion and Tenure

- a. The Personnel Committee will be formed on an as-needed basis and consist of five members complying with the University's regulations concerning faculty eligible to evaluate the candidate applying for reappointment, promotion, and/or tenure. These five members will be selected by a majority vote of the Department's voting faculty attending the meeting at which such an election is held. (By university regulation, all members of any Personnel Committee must be at or above the rank that the candidate hopes to obtain.)
- b. No faculty member applying for reappointment, promotion, or tenure will serve on any Personnel Committee in the year of their application.
- c. If five eligible members cannot be derived from the History Department faculty, the Advisory Committee, in consultation with the Head, will complete the Personnel Committee's requisite size with eligible faculty from similar departments or disciplines at the University. As stipulated in Oklahoma State University Policy and Procedures 2-0902, *Reappointment, Promotion and Tenure Process for Ranked Faculty*, the role of these non-departmental members will include making the Committee's recommendation to the Head.
- d. If an assistant professor is seeking promotion to associate professor with tenure at the same time an associate professor is seeking promotion to full professor, separate Personnel Committees for each action may be necessary to comply with University requirements. If this situation arises, each Personnel Committee will be comprised of five faculty members meeting these requirements and selected by a majority of the Department's voting faculty. Membership on multiple Personnel Committees is permissible, as long as the member is eligible to serve on each according to University requirements and is not applying for reappointment, promotion, and tenure that year.

- e. In cases involving the possible conferring of tenure, the Personnel Committee, prior to making its recommendation to the Head, will meet with and receive the advice of an Ad Hoc RPT Committee consisting of all tenured and tenure-track faculty except the Head. At this meeting, the Ad Hoc RPT Committee will take a vote by secret ballot on whether to recommend the candidate for tenure. The Personnel Committee will report the result of that vote, detailing the number favoring tenure and the number opposed, in its written recommendation to the Head.

[Approved, September 23, 2020]

- f. Personnel Committee will be formed as outlined above in the case of teaching professors seeking promotion with the *added requirement* that a Non-Tenure Track Faculty member at or above the rank the candidate hopes to achieve be added to the Personnel Committee for the sole purpose of evaluating the teaching professor seeking promotion. The Department Head has the authority to add a NTTF to the committee.
- g. If an eligible NTTF cannot be derived from the History Department faculty, the Head will appoint an eligible faculty from similar departments or disciplines at the University.

i. Reappointment, Promotion, and Tenure Guidelines

VI.D.3.a. Professionalism

To promote professionalism, every candidate for promotion and/or tenure must demonstrate meritorious achievement in research and teaching. Significant contributions in the mission area of service are also expected.

VI.D.3.b. Specific Factors

In most cases, specific factors on which decisions regarding promotion and reappointment will be based are:

- Research, publication, and scholarly activity (45 percent)
- Teaching effectiveness (45 percent)
- Contributions to Department, College, University, and Professional service activities, collegiality, and good departmental citizenship (10 percent).
- For teaching professors the distribution of duties is teaching, 75 percent; research, 15 percent; and service 10 percent

VI.D.3.c. Reappointment

i. Qualifications for Reappointment.

- a. An assistant professor is initially appointed to the faculty for a period of four years. The assistant professor is eligible for reappointment to a second, three-year, contract. The decision to reappoint will be based upon the assistant professor's demonstrable progress in meeting the criteria for promotion to associate professor as outlined in the Qualification Standards for Associate Professor. (Section VI.C.4.)

[Approved November 18, 2020]

- b. Teaching Assistant professors possess a three-year contract; during the final year of the contract, the Teaching Assistant Professor will go through a formal reappointment process, with review and recommendations made by the unit Personnel Committee, Department Head, and the Dean of the College of Arts and Sciences.

ii. Evaluation Procedures for Reappointment

a. General

1. A Personnel Committee shall be selected as outlined in Section VI.D.2.
2. In developing recommendations, the Personnel Committee will give the faculty members under consideration for reappointment the opportunity to submit all materials necessary for a full and fair evaluation.
3. All peer-reviewed scholarship included on the candidate's CV should have already appeared in print, either in paper or digitally, in a peer-reviewed scholarly venue; or should be accepted for publication, as verified by a statement from an editor or publisher.

b. Procedures

1. Classroom observation and evaluation of the candidate for reappointment is required. Members of the Personnel Committee charged with handling the candidate's reappointment will be responsible for such observation and evaluation. Classroom observation may take place at any time prior to the reappointment decision. The candidate for reappointment will also deposit with the Head samples of his/her course materials (syllabi and tests) and teaching evaluations.
2. At least ten weeks before the Head and Personnel Committee consider the reappointment of a particular faculty member, the candidate will be asked to prepare a CV and to gather evidence supporting the personnel action anticipated.
3. Following submission of the CV and supporting materials, the Department Head will confer with each faculty member under consideration for reappointment to review with him/her the CV and other items for the purpose of clarifying any matters which require interpretation.
4. The Head will supply the Personnel Committee with all past A&D evaluations.
5. At a joint meeting of the Personnel Committee and the Ad Hoc RPT Committee (excluding the Head), the matter of reappointment will be voted on by secret ballot. The results of this ballot will then be taken under advisement by the Personnel Committee, which then meets independently to decide by another secret ballot whether to recommend or not to recommend reappointment. The Chair of the Personnel Committee will inform the candidate under consideration in

writing of the vote total (including as well the advisory vote of the Ad Hoc RPT Committee) and the recommendation of the Personnel Committee with regard to the tenure decision. The Personnel Committee will prepare a similar letter, with majority and minority reports when appropriate, for the Head, who will transmit it to the Dean. The Head will as well prepare a recommendation concerning a member's reappointment to the Dean.

6. In the instance when the Head's recommendation is contrary to the judgment of the Personnel Committee, the Head will make his/her position known to both the faculty member and the Chair of the Personnel Committee in writing.

c. Preparation of Written Recommendations

The Department Head will be responsible for preparing and submitting to the Dean of the College of Arts and Sciences his/her own letter of recommendation, the Personnel Committee's recommendation, and all other written materials including the standard "Promotion and Reappointment Form." A copy of the Head's letter shall be provided to the Personnel Committee and the candidate.

d. Appeals

1. A faculty member may respond in writing (maximum 1000 words) to a negative recommendation of the Personnel Committee and/or Head within three working days of the initial notification. The response(s) should be submitted to the Head and included in the candidate's documentation file. The candidate may also submit any new relevant information with this response. Requests for reconsideration will be granted.
2. The faculty member may file an appeal with the Dean or other appropriate officials.

VI.D.3.d. Tenure and Promotion to Associate Professor

i. Recommending Authority.

Personnel decisions where promotion will confer tenure will be initiated automatically or by individual faculty members. The Personnel Committee will make recommendations to the Head of the Department to be forwarded to the Dean of the College of Arts and Sciences. In each case, however, the Personnel Committee will seek the advice of all tenure-track and tenured members of the Department (excluding the Head of the Department) in a meeting called

especially for that purpose. Constituted as an Ad Hoc RPT Committee, this meeting will be presided over by the elected Chair of the Personnel Committee. The matter of tenure will be voted on by secret ballot.

ii. Guidelines for Tenure

- a. In making its recommendations, the Personnel Committee, the Ad Hoc RPT Committee, and the Head will give consideration to the merit and potential growth of the candidate as well as to the projected academic needs of the Department.
- b. With reference to the merit and potential of the candidate, the committees and the Head will be governed by the "Qualification Standards" adopted by the Department (see section VI.C.4) and on file in the offices of the Head and the Dean.
- c. Assistant Professors will not be granted tenure in that rank.

iii. Evaluation Procedures for Tenure

- a. In developing recommendations, the Personnel and Ad Hoc RPT Committees will give the candidate the opportunity to submit all information necessary for a full and fair evaluation.
- b. Classroom observation and evaluation of the candidate for promotion and tenure is required. Members of the Personnel Committee charged with handling the candidate's tenure decision will be responsible for such observation and evaluation. Classroom observation may take place at any time prior to the promotion and tenure decision. The candidate for promotion and tenure will also deposit samples of his/her course materials (syllabi and tests) and teaching evaluations with the Head.
- c. At least ten weeks before the Ad Hoc RPT Committee and Personnel Committee consider the tenure decision for a particular faculty member, the candidate will be asked to prepare a CV and to gather evidence supporting the anticipated personnel action. The candidate and the Head shall provide a list of at least ten professional scholars capable of judging his/her work. Letters from OSU faculty, the candidate's graduate advisors or mentors, former students of the candidate, co-authors of the candidate, and reviewers from non-peer institutions are not acceptable. In consultation with the Personnel Committee, the Head shall select at least three external reviewers to write letters supporting the tenure request.
- d. Following submission of the CV and supporting materials, the

Department Head will confer with the candidate under consideration for tenure to review with him/her the CV and other items that require clarification.

- e. The Head will supply the Personnel Committee with all past A&D evaluations.
- f. At a joint meeting of the Personnel Committee and the Ad Hoc RPT Committee (excluding the Head), the matter of tenure will be voted on by secret ballot. The results of this ballot will then be taken under advisement by the Personnel Committee, which then meets independently to decide by another secret ballot whether to recommend or not to recommend tenure. The Chair of the Personnel Committee will inform the candidate under consideration in writing of the vote total (including as well the advisory vote of the Ad Hoc RPT Committee) and the recommendation of the Personnel Committee with regard to the tenure decision. The Personnel Committee will prepare a similar letter, with majority and minority reports when appropriate, for the Head, who will transmit it to the Dean. The Head will as well prepare a recommendation concerning a member's reappointment to the Dean.
- g. If the Head's recommendation is contrary to the judgment of the Personnel Committee, the Head will make the fact known to both the faculty member and the Chair of the Personnel Committee in writing. In any event, the Head will forward both his/her and the Personnel Committee's recommendations to the Dean.

iv. Preparation of Written Recommendations

The Department Head will be responsible for preparing and submitting to the Dean his/her own letter of recommendation relative to the tenure decision as well as all other written materials including the standard "Promotion and Reappointment Form." A copy of the letter shall be provided to the Personnel Committee and to the candidate.

v. Appeals

- a. A faculty member may respond in writing (maximum 1000 words) to a negative recommendation of the Personnel Committee and/or Head within three working days of the initial notification. The response(s) should be submitted to the Head and included in the candidate's documentation file. The candidate may also submit any new relevant information with this response. Requests for reconsideration will be granted.
- b. The faculty member may file an appeal with the Dean or other appropriate

officials.

VI.D.3.e. Promotion to Professor

i. Recommending Authority

Individual faculty members will initiate applications for promotion to the rank of Professor. The Personnel Committee, comprised of five Professors, will make a recommendation to the Head after receiving the advice of the Ad Hoc RPT Committee.

ii. Guidelines for Promotion to the Rank of Professor

- a. In making its recommendations, the Personnel Committee and the Head will assess the merit of the candidate.
- b. With reference to the merits of the candidate, the committee will be governed by the "Qualification Standards for Professor" outlined above in VI.C.5.

iii. Evaluation Procedures for Promotion to Professor

- a. In developing recommendations, the Personnel Committee will give the candidate for promotion to Professor the opportunity to submit all information necessary for a full and fair evaluation.
- b. Classroom observation and evaluation of the candidate for promotion to Professor is required. Members of the Personnel Committee will be required to perform the classroom observation prior to making its promotion decision. The candidate will also deposit samples of his/her course materials (syllabi and tests) and teaching evaluations with the Head.
- c. At least ten weeks before the Personnel Committee considers the promotion decision for a particular faculty member, the candidate will be asked to prepare a CV and to gather evidence supporting the anticipated personnel action. The candidate and the Head shall provide a list of at least ten professional scholars capable of judging his/her work. Letters from OSU faculty, the candidate's graduate advisors or mentors, former students of the candidate, co-authors of the candidate, and reviewers from non-peer institutions are not acceptable. In consultation with the Personnel Committee, the Head shall select at least three external reviewers to write letters supporting the promotion request.
- d. Following submission of the CV and supporting materials, the

Department Head will confer with the candidate to review with him/her the CV and other items for the purpose of supplying any necessary clarifications.

- e. The Head will supply the Personnel Committee with all past A&D evaluations.
- f. At a joint meeting of the Personnel Committee and the Ad Hoc RPT Committee (excluding the Head) the matter of promotion to Professor will be voted on by secret ballot. The results of this ballot will then be taken under advisement by the Personnel Committee, which will then meet independently to decide by another secret ballot whether to recommend or not to recommend promotion to Professor. The Chair of the Personnel Committee will inform the candidate under consideration in writing of the vote total (including as well the advisory vote of the Ad Hoc RPT Committee) and the recommendation of the Personnel Committee with regard to promotion to Professor. The Personnel Committee will prepare a similar letter, with majority and minority reports when appropriate, for the Head, who will transmit it to the Dean. The Head will as well compose a letter recommending or not recommending promotion to Professor.
- g. If the Head's recommendation is contrary to the judgment of the Personnel Committee, the Head will make his/her position known to both the faculty member and the Chair of the Personnel Committee in writing. In any event, the Head will forward both his/her and the Personnel Committee's recommendations to the Dean.

iv. Preparation of Written Recommendations

The Department Head will be responsible for preparing and submitting to the Dean his/her own letter of recommendation relative to the promotion to Professor as well as all other written materials including the standard "Promotion and Reappointment Form." A copy of the letter shall be provided to the Personnel Committee and to the candidate.

v. Appeals.

- a. A faculty member may respond in writing (maximum 1000 words) to a negative recommendation of the Personnel Committee and/or Head within three working days of the initial notification. The response(s) should be submitted to the Head and included in the candidate's documentation file. The candidate may also submit any new relevant information with this response. Requests for reconsideration will be granted.

- b. The faculty member may file an appeal with the Dean or other appropriate officials.

b. **Cumulative Review** (adapted 11-1-2017)

i. **Faculty Subject to Cumulative Review**

A Cumulative Review shall take place for each tenured faculty member every five years starting from the date of his/her formal review for tenure and promotion to associate professor or promotion to professor.

ii. **Cumulative Review Schedule**

Faculty members who are awarded tenure after implementation of this procedure will undergo their initial cumulative review during the fifth year following the year they were awarded tenure.

iii. **Cumulative Review Committee**

The Cumulative Review Committee will consist of three tenured members of the Department of History who serve on a rotational basis, the member's term being one year. Any committee member who is to undergo Cumulative Review during his or her period of assignment on the committee will be replaced by a new appointee designed by the Head in consultation with the Advisory Committee. Any committee member who is granted sabbatical or other leave will likewise be replaced.

iv. **Review Criteria**

The criteria for Cumulative Review shall be consistent with criteria established for successful promotion at earlier stages in the faculty member's career as found in *Department of History Policy and Procedures*. For Cumulative Review, faculty members will be assessed in terms of whether the materials they present for review attest to their continuing contribution to the Department's mission in accordance with the faculty's assigned work load. Specifically, faculty members will be reviewed in terms of their continuing contribution to research, teaching, and service, which compose the three-fold mission of the Department of History. Whereas assessment of advances in research may require additional information provided by the faculty, the assessment of service and teaching activities will be based entirely upon the faculty member's CV and A&Ds.

The Cumulative Review Committee will also determine whether the faculty member's graduate faculty status should be renewed.

v. **Documents and Information Submitted for the Review**

Faculty members under review will create a Cumulative Review file that includes the following documents, compiled with the assistance of the Department Head:

- A current curriculum vitae;
- A statement of the individual's teaching and research accomplishment in the past five years;
- Report of the Teaching Committee on the review of tenured faculty members (when available);
- The annual appraisal and development documents for the period under review, to be provided by the Department Head;
- A copy of the faculty member's last cumulative review report (when available);
- An individual development plan stating the faculty member's professional goals and objectives.

For the next review period, faculty members under review shall submit their materials to the Department Head by April 15. The review should be completed no later than May 1.

vi. Development and Disposition of the Cumulative Review Report

1. The Cumulative Review Committee shall prepare a report that assesses the faculty member's overall performance during the review period in terms of the criteria outlined above. If after reviewing all materials submitted, the committee determines that the progress of the faculty member under review is satisfactory, the committee will indicate its assessment by means of a simple checkmark in the appropriate box on a one-page appraisal sheet (hereinafter called "the report"), along with any other brief comments it deems necessary. If the committee determines that the faculty member's progress has been unsatisfactory, the committee will follow the procedure outlined in section VI.E.8) below. The committee will also indicate its assessment of the faculty member's graduate faculty status by means of a simple checkmark in the appropriate box. The committee shall submit its report to the faculty member under review and the Department Head. The faculty member and the Department Head shall be given ten working days to respond to the report in writing, and the committee may revise its report based on the faculty member's response and the unit administrator's response.
2. A final copy of the committee's report, along with the responses of the faculty member and the Department Head, if such responses are submitted, shall be provided to the faculty member and the Department Head. These documents along with those listed in VI.E. shall be included in the faculty member's personnel file.
3. The Department Head shall provide copies of the Cumulative Review

Reports to the Dean on an annual basis.

vii. Rewarding Faculty for Outstanding Performance

The Cumulative Review process should identify and recognize outstanding performance by faculty members. The report may be used by appropriate administrators as a basis for supporting faculty members in carrying out their professional goals and responsibilities and compensating those with outstanding performance.

viii. Corrective Development Plan

1. For faculty members whose overall performance reflects substantial deficiencies, the committee, in cooperation with the Head and the faculty member, shall develop a corrective plan to improve performance and address deficiencies. The plan should be individualized and flexible, taking into account the faculty member's duties and responsibilities as well as the needs of the unit and institution. The plan should establish clear performance goals, specify steps designed to achieve those goals, define indicators of goal attainment, establish a clear and reasonable time frame for the completion of goals, identify resources available for implementation of the plan, and state the consequences of failure to attain the goals.
2. The annual appraisal and development review should be used to assess progress towards goals specified in the plan.

ix. Dispute Resolution

1. If a faculty member believes that the committee report, the corrective plan, or administrative actions taken as a result of the Cumulative Review are unfair or that they fail to honor the legitimate exercise of academic freedom, he/she may request a review of the matter utilizing the policies and procedures outlined in the "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University" (June 2006) (hereinafter the "Policy Statement.")
2. Grounds for dispute may include unlawful discrimination, inadequate consideration, and others listed in Section 2.3 of the Dispute Resolution Policy. Dispute resolution procedures are outlined in the *Faculty Handbook*, Appendix E: Dispute Resolution Procedure.

x. Disciplinary Action

The purpose of cumulative review is to promote faculty development. Any disciplinary action that comes after Cumulative Review shall adhere to all prescribed procedures in the "Policy Statement."

xi. Cumulative Review Report Form

The Head will provide the Cumulative Review Committee the appropriate form to be used for the Cumulative Review report.

Section VII – Faculty Workload (Adopted 8-12-2015)

A. Six-Hour Teaching Load

The Oklahoma State University Department of History has a three-fold mission: (1) excellence in teaching at the graduate and undergraduate levels; (2) contribution to historical knowledge through the production of original and innovative scholarship; (3) service to the University and to the people of Oklahoma.

In order to meet the teaching and research responsibilities of the Department, the faculty has implemented a six-hour per semester teaching load. This policy explicitly states that all members of the history faculty are expected to achieve excellence in both teaching and scholarship.

The following conditions apply to the six-hour teaching load policy:

1. The Department Head will assign all faculty a six-hour teaching load. Teaching professors are assigned a nine-hour teaching load.
2. Depending on university enrollment demands, the teaching load may consist of a lower-division course at least once in the Fall and/or Spring semesters.
3. All individualized readings courses and sections of HIST 6100 and 6130 are left strictly to the discretion of the faculty member and are taught as overloads beyond a faculty member's standard teaching load.
4. A faculty member may elect to teach more than 6 hours a semester. The individual faculty member's evaluation criteria will be adjusted accordingly.

During the annual A&D process, the Head will consider research productivity, the number of thesis and dissertation committees chaired by a faculty member, teaching evaluations, and participation in service activities. If the Head concludes that an adjustment of a faculty member's workload is merited, he/she will consult with the Advisory Committee before any adjustment of a faculty member's workload is made.

Section VIII - Team Teaching (adopted 1-27-2016)

A. Purpose and Limitations

The purpose of this document is to outline the principles guiding professors who wish to team-teach courses, either with other history faculty or with professors from other disciplines. Approval of team teaching is always contingent on the needs of the Department to offer courses to its majors and the staffing available in a given semester (e.g., it may be affected by sabbaticals, leaves of absence, and other conditions.)

Should the professor wish to have a team-taught course be included as part of their normal teaching assignment and count in his/her A&D evaluation, the following rules will apply:

1. A professor may at any time elect to join a team-taught course as an overload.
2. The professor shall meet with the head and explain the proportion of the instructor's responsibilities for the course in attendance, lectures, class discussions, and grading compared to the workload of the faculty teaching classes singly. The Head and the professor will then come to an agreement as to what proportion of a full FTE class that the professor's activities comprise.
3. In unusual circumstances, the professor may submit that the teaching load she/he will be undergoing in a team-taught course will equal the average FTE of departmental offerings in either the category of survey course or upper-division course, and given that circumstance the professor should be allowed to count the team-taught course as equivalent to a regular course taught by one instructor (that is, the course load for the professor for the semester will consist of one regular course plus the team-taught course). If the Head disagrees, the professor may appeal to the Advisory Committee, whose decision, in conjunction with the Head's, will be final.
4. The Professor may then add up the FTE proportions over the semesters he/she engages in team teaching until the equivalent of a full FTE course is achieved. The professor then may elect, with the approval of the Head and in consideration of the needs of the Department, to teach one fewer class in an upcoming semester. It will not be permitted for a professor to accumulate FTE proportions to the extent that a professor would be able to teach no classes in a semester.

B. Evaluation of Team Teaching Instructors

It will be incumbent upon team-teaching instructors to submit syllabi to attest to their workload in a team-taught class. It will also be required that students be allowed to fill out an evaluation form (the History Department's form) in which students will evaluate only the History Professor(s) involved.

C. Evaluation of Overload Team Teaching

In the event the professor declines to use her/his overload FTE proportions to substitute for a normal course during a future semester, then the Head will factor into the professor's annual evaluation the additional contribution the faculty member has made to the teaching mission of the Department.

Section IX – Research Assignment (Adopted 8-12-2015)

The Oklahoma State University Department of History will implement a research assignment program to assist faculty members in research and publication. Research assignments exist solely for the purpose of research and publication. No other rationalization for a proposed research assignment will be countenanced.

The research assignment program will be governed by the criteria and procedures listed below:

A. General Policies

1. No more than 2 individuals will be allowed a research assignment in any one semester. In cases where 2 individuals have been approved for research assignments prior to additional faculty receiving University sabbaticals or external research or teaching opportunities, the Head will consult with the Advisory Committee on the best way to accommodate all concerned faculty.
2. Research assignments will be offered only during the fall and spring semesters of any given year. There are no summer research assignments.
3. If required by the need to meet enrollment demands, the Head may require faculty members who receive the release to commit to teaching one course over and above his or her usual load in the preceding, following, or same academic year in which the release is given.
4. Faculty who receive these releases will be required to sign a form committing to continue to serve on the History Department faculty **for one full academic year following the semester in which the leave is taken**. If a faculty member fails to return after the research leave, he or she will be required to return to the university the full amount of salary and benefits costs for the semester of the leave.

B. Procedures for Application for a Research Assignment

1. A faculty member desirous of obtaining a research assignment during the next academic year will submit to the Head the following materials by **November 1st**:
 - a.) CV
 - b.) A prospectus of the research project to be undertaken, detailing the subject of the project, the research already accomplished, a description of the state at which the faculty member feels he/she has arrived (writing, research, trips, etc.), the anticipated end product of

the research (articles, book, museum exhibit, or digital project), and an explanation of how the research project contributes to historical knowledge.

- c.) A copy of the report submitted to the Head upon completion of the faculty's last research assignment, if applicable.

C. *The Awarding of Research Assignments*

1. The decision to award a research assignment will be vested in the Head in consultation with the Advisory Committee.
2. The criteria by which research assignments are awarded are:
 - a. The record of publication of associate and full professors, but not for untenured assistant professors.
 - b. The Head and the Advisory Committee will rank research assignment requests based upon the anticipated scholarly contribution in the following order:
 - The publication of a book-length study, be it monographic or synthetic in nature or museum exhibits or digital projects deemed the equivalent.
 - The publication of articles in peer-reviewed national/international journals or museum exhibits or digital projects deemed the equivalent.
 - c. The Head and the Advisory Committee will then further rank requests for research assignments based upon the likelihood of significant publication.
 - d. Assistant Professors will be given preference for a research assignment in order to complete the requirements for tenure and promotion.
 - e. The Head and Advisory Committee will prioritize applications for research assignments and assign the research assignment for those whose research projects meet the criteria listed above.
3. Within two semesters after the completion of the research assignment, the recipient will give a public presentation to the Department summarizing his/her activities.

D. *The Awarding of Additional Research Assignments to an Individual*

1. A faculty member will not be granted a research assignment more than once every eight Fall and Spring semesters.
2. A research assignment is granted upon the expectation that significant publications will result. Each person obtaining a research assignment must

produce significant publications from that research assignment before he/she may be considered for future research assignments.

Section X – Summer Employment (adopted 1-25-2015)

- A. Given sufficient budgetary support, the Department will try to provide at least one summer course offered live or online for all faculty desiring employment.
- B. The Director of Graduate Studies will be given priority in the assignment of summer teaching as a means of compensating him/her for carrying additional duties throughout the 12-month academic calendar.
- C. Summer courses will be assigned on a rotational basis with those who have taught the preceding summer going to the bottom of the list. Similarly, those who have not taught for the longest time would go to the top of the list.
- D. In the event that all interested faculty receive a summer course and the budget permits some additional summer courses, the same rotational basis will be used in awarding additional summer courses.

Section XI – Allocation of Travel Money (adopted 1-25-2015)

The Department will allocate funds to encourage professional development.

At the beginning of each fiscal year, the Head will establish an annual travel budget and set annual levels of reimbursement for travel activities.

Members of the faculty will make application for travel funds **at least two weeks** prior to the expected date of departure **for domestic travel** and **at least four weeks** prior to the expected date of departure **for international travel** in order to permit adequate time for the request to be processed with the University.

The Head will allocate different levels of funding ranked according to the following criteria:

- Faculty reading a paper or making a conference presentation.
- Faculty serving as a commentator or as an elected officer.
- Faculty serving as chair of a session.
- Faculty serving as an appointed or elected member of an official committee.
- Faculty attending professional conventions for enlightenment purposes will be assisted to whatever degree the budget will allow.

XII. Curriculum and Testing

A. Testing (adopted 1-27-2016)

Examinations comprise significant parts of the evaluation of a student's mastery of the subject matter. According to the University's final examination policy, "The final examination for a class should be one of substance and should follow periodic evaluation during the semester" (2-0207 ACADEMIC AFFAIRS August 2014).

The Department of History requires that examinations consist of primarily essay questions, comprising of no less than sixty-five percent of the evaluation. Essays can take the form of either short or long answer essays, as long as they require students to argue and analyze. Objective forms of testing may be employed for the smaller part of an examination, as well as for quizzes separate from examinations.

B. Online Courses (adopted 2-24-2016)

1. Online courses in the History Department will be taught by faculty and graduate students on a voluntary, overload basis only.
2. Online courses cannot replace an in-load course.
3. All lower division courses will be taught only by graduate students who have successfully passed their doctoral exams or by faculty. Only faculty may teach upper division courses.
4. All lower and upper division courses will be unrestricted in number of sections, but each section will be restricted to no more than 45 students.
5. All instructors of online courses must demonstrate to the satisfaction of the Department Head the completion of training in online teaching either at OSU or at another institution before teaching an online course.
6. Any instructor of a new online course, any new instructor of an existing online course, or any new instructor of a new section of an existing course must submit for consideration by the Curriculum Committee and the Department Head a syllabus detailing the method of instructor presentation (i.e. video lectures, written lectures), accessory material (maps, charts, artwork, etc.), and readings assigned to the course. The instructor must explain writing assignments and the processes for classroom discussions.
7. Any proposed online course that duplicates a course given in a classroom at OSU-Stillwater or OSU-Tulsa will have to provide a rationale to the Department Head and the Curriculum committee explaining how the online course will not reduce enrollment in the classroom course.

8. Online courses must follow departmental and general education requirements concerning testing and writing.
9. Instructors must be available for online office hours 90 minutes per week per course.
10. All examinations must be administered either in accordance with the University's proctoring agreement, at a trusted testing center, or with the use of computer software that prevents cheating. All significant written work should be submitted through anti-plagiarism software.
11. Courses that blend online information with classroom activities are not included in this policy.
12. No graduate course shall be given online.

C. Guidelines for HIST 2013 (adopted 10-28-2015)

HIST 2013 is designed to give History majors an introduction to historical research. It is designed to serve as a prerequisite for HIST 4903 (the senior seminar capstone course). Final papers from the course provide some of the artifacts for the assessment of the department's learning outcomes.

In order to facilitate advance planning and to maximize enrollments, instructors should develop proposals for HIST 2013 in consultation with the undergraduate advisor, two semesters ahead of when the course will be taught.

Instructors can apply a variety of measures in their courses to meet the following content requirements:

1. About sixty percent of the course must consist of examining problems of historiography. The specific historiographical topic can be limited geographically or thematically. Essential is that the students are exposed to debates and differences in perspective in a specific body of professional historical scholarship.
2. About thirty percent of the course must consist of teaching research methods, in particular the search for and identification of historiography on a specific topic, the resources in the library, online sources, and proper conventions concerning writing and citation.
3. The course must address the application of skills acquired through a history degree to the job market and graduate study.
4. The final work product must be a historiographical essay of around 20-25 pages.
5. Students must be exposed to the process of writing papers that includes evaluation, rewriting, and oral presentation.

6. Papers should develop a clear thesis statement that carries the analysis of historiography throughout the final paper.
7. Papers must include accepted conventions of document citation and bibliography.

D. Guidelines for HIST 4903 (adopted 10-28-2015)

HIST 4903 (Senior Seminar) is the capstone course of History majors. In the form of a research paper, majors are asked to demonstrate the necessary skills for historical writing and research. Final papers from the course also provide artifacts for the assessment of the department's learning outcomes. Students frequently use their final papers as writing samples when applying for graduate school and jobs.

In order to facilitate advance planning and to maximize enrollments, instructors should develop proposals for HIST 4903 in consultation with the undergraduate advisor, two semesters ahead of when the course will be taught.

Instructors can apply a variety of measures in their courses to guide students to write final research papers in ways that meet the following requirements:

1. Students at the beginning of the course are taught basic historical research methods.
2. Students must be exposed to the process of writing papers that includes evaluation, rewriting, and oral presentation.
3. Papers should develop a clear thesis statement that carries the analysis of primary and secondary source material throughout the final paper.
4. Papers must have a critical analysis of the existing historiography.
5. Papers must rest on original research of primary source materials.
6. Papers must include accepted conventions of document citation and bibliography.
7. Final papers should range 25-30 pages in length.

E. Guidelines for HIST 6100 and 6130 (adopted 4-27-2016)

Guidelines for HIST 6100, Directed Readings in History

HIST 6100 is designed to give graduate students in History (or related disciplines) the opportunity to read on selected topics under faculty supervision. Ordinarily, the topics involved will not be covered by regular course offerings but will be

connected to specialized research or study. Directed readings courses may help to fill gaps in geographical, chronological, and thematic areas covered by reading seminars.

Faculty are not required to offer sections of HIST 6100; they may do as they deem appropriate. Ordinarily faculty will not offer more than two sections of HIST 6100 in one semester.

Graduate students may include no more than two HIST 6100 courses on the Plan of Study. Under unusual circumstances, students may appeal to the Graduate Studies Committee to be allowed additional HIST 6100 courses on the POS. Such an appeal must have the support of the student's advisory committee and be approved by the GSC.

The content of HIST 6100 courses will vary depending on the course objectives and topic covered, but the following are basic departmental expectations:

- Students will ordinarily be expected to read one book per week of the fifteen-week semester.
- Students may be asked to prepare weekly book reviews or a major synthetic paper (historiographical or research), roughly 20-25 pages in length, at the end of the semester.
- All papers, whether book reviews or a synthetic paper, should include evaluation and analysis as well as description. They should also include a substantial historiographical component.
- Papers must follow accepted guidelines for document citation and bibliography.

Guidelines for HIST 6130, Graduate Studies in History

HIST 6130 is designed to provide graduate students in History (or related disciplines) graduate-level work undertaken in association with upper-division courses. These courses are especially appropriate for students seeking instruction in their minor fields or in geographical, chronological, and thematic areas in which seminars are rarely offered.

Enrollment in HIST 6130 sections attached to upper-division courses is limited to five.

Graduate students may include no more than two HIST 6130 courses on the Plan of Study. Under unusual circumstances, students may appeal to the Graduate Studies Committee to be allowed additional HIST 6130 courses on the POS. Such an appeal must have the support of the student's advisory committee and be approved by the GSC.

Students enrolled in HIST 6130 are required to complete an added component of

graduate-level work. This may include a research paper, historiographical essay, or additional short assignments. All papers should require evaluation and analysis as well as description. Papers must comply with accepted conventions of document citation and bibliography.

Section XIII – Hiring (adopted 11-18-2015)

A. Procedure for Ranking Search Finalists

1. The Head will solicit feedback on each candidate before any formal voting begins.
2. Call for a motion on beginning the voting. Motion is made and seconded. Faculty vote by raising hands on whether to proceed. In the event of a majority vote, the faculty proceed to voting. If there is not a majority vote, discussion continues and this process repeats until there is a majority agreement.
3. First round of voting done by secret ballot on which faculty indicate their **top 3 candidates**. Proxy votes are accepted only for this round of vote. If no candidate gets two-thirds, the fifth-place finisher is eliminated. If there is a tie for last place, both of those candidates will be eliminated, but there will be a vote by secret ballot to determine which candidate should be ranked 4th.
4. Second round of voting done by secret ballot on which faculty indicate **their top candidate**. If nobody gets two-thirds, the last place finisher is eliminated. If two candidates are tied for last, there will be a second vote by secret ballot on which candidate to eliminate by majority vote.
5. Round of discussion concerning remaining two or three candidates.
6. Call for a motion on resuming the voting process. Motion is made and seconded. Faculty vote by raising hands on whether to proceed. In the event of a majority vote, the faculty proceed to voting. If there is not a majority vote, discussion continues and this process repeats until there is a majority agreement.
7. Third round of voting done by secret ballot on which faculty indicate **their top candidate**. If nobody gets two-thirds, the third-place finisher is eliminated.
8. Fourth round of voting done by secret ballot on which faculty indicate **their top candidate**. Voting repeats until there is a 2/3 vote for the final candidate.
9. We then have a ranking of candidates 1-5. The Head will ask for faculty to submit secret ballots indicating which candidate(s), if any, should be removed from this list. The faculty will then vote by secret ballot on each candidate nominated for removal. Any candidate receiving a 2/3 faculty vote of the faculty will be removed from the ranking and receive no additional consideration.
10. The faculty will vote by secret ballot on whether it is acceptable for the Head to proceed down the list of remaining ranked candidates until a successful hire is made. A majority vote will conclude the process.
11. Once a candidate has been ranked, all votes are final and no additional votes may be taken to alter that ranking.

Section XIV – Spousal Hiring (adopted 2-4-2015)

1) Spousal/Partner Hires

In keeping with the Department of History's commitment to recruiting and retaining talented faculty, the Department is willing to consider allocating resources (including a tenure-track faculty line) to hire the spouse or partner of a tenure-track or tenured faculty member in the Department of History or another University department or program.

The Department is willing to consider making a spousal/partner accommodation provided the following criteria are met:

- There are adequate funds in the Department budget and/or from other University revenue sources to allow such a provision.
- The Head and the Advisory Committee determine that the spouse/partner's areas of research and teaching fulfill a need in the Department.

The decision to extend the opportunity for a spouse/partner to compete for a position will be based on a majority vote of the entire faculty.

2. Consideration of Candidate for Spousal/Partner Hire

A candidate for spousal/partner consideration will be expected to go through the same hiring process used for all tenure-track and tenured searches.

The process will include the following:

- Candidate will provide the History faculty with a dossier including a CV, cover letter, transcript, and three letters of recommendation. Teaching evaluations are also desirable.
- Candidate will give a 90-minute, formal job presentation highlighting current research, future research agenda, and teaching.
- Candidate will meet with a representative from the Office of the Dean, College of Arts and Sciences.

The process may also include activities such as meet-and-greets, meals, and/or receptions.

The decision to hire the candidate will require affirmative votes from 2/3 of the tenure-track and tenured faculty.