



**College of Arts and Sciences  
Lamar University  
History Department  
Guidelines for Tenure and Promotion**

The following guidelines were developed and reviewed by the History Department faculty. This list is not intended to be all-inclusive but represents common activities by category. Successful applications for tenure and promotion generally have one or more accomplishments to note under the categories of teaching, research, and service. University requirements and expectations for tenure and promotion are stated in Lamar University MAPP 02.02.27 (Tenure and Promotion of Tenure-track and Tenured Non-library Faculty). This document does not supersede the MAPP. Instead, it is intended to guide faculty with more specific information pertaining to the History Department and to the historical discipline. A faculty member with unusual talents and/or interests may make significant contributions worthy of credit toward tenure and promotion through accomplishments and activities that are not included here.

**Guidelines for Tenure and Promotion to Associate Professor**

**I. Degree Earned**

The successful candidate must hold a doctoral degree in history or closely related field from an accredited institution.

**II. Teaching Proficiency and Mentorship**

The successful candidate for promotion will

- A. demonstrate an ability to conduct classes in an orderly and informative manner.
- B. produce organized syllabi conforming to university standards.
- C. conduct instructional activities in an ethical and professional manner.
- D. stay current in the field, producing up-to-date and challenging courses.
- E. consider student evaluations and make adjustments where appropriate to improve the course and student learning.
- F. maintain a positive reputation among peers as an effective teacher.
- G. mentor undergraduate and graduate research.
- H. strive to improve teaching methods and practices over time, through teaching workshops, certifications, attendance at pedagogical conferences, and other educational or professional development endeavors.
- I. develop the department's curriculum through new courses and new programs when appropriate.

The successful candidate for promotion may also

- J. coordinate and teach study abroad courses.
- K. write for pedagogical publications.
- L. highlight teaching awards and/or certificates earned.

### III. Scholarly Activities

The successful candidate for promotion must

- A. publish a scholarly, peer-reviewed monograph *or equivalent quantity* of peer-reviewed research in journal articles, edited anthologies, and other printed formats.

Relevant publication types, in rough order of relative importance, are

1. monographs or book-length biographies.
2. articles in major (national or world) journals.
3. textbooks.
4. book-length edited translations.
5. anthologies or encyclopedias (editor of).
6. full book manuscripts peer-reviewed and accepted.
7. articles or book chapters in edited anthologies.
8. articles in regional or topical journals.
9. full book manuscripts under review.
10. articles in state journals.
11. articles in sub-state journals.
12. review essays.
13. book reviews.
14. encyclopedia articles.

The successful candidate for promotion also earns credit for

- B. other publication types, including
1. public-facing historical works in newspapers and magazines.
  2. advance book contracts.
  3. research formats not specifically listed.
- C. awards that recognize excellence in research.
- D. awards, fellowships, and grants to fund research, with external weighted more heavily than internal.
- E. professional service based on subject-matter expertise, such as
1. editor of professional journal, with weight based on prestige of the publication.
  2. keynote speaker.
  3. research presentations at conferences.
  4. other invited lectures.
- (2.-4. Weight based on scale of event; ranked low to high: campus, community groups or organizations, other academic institutions, state, regional, national and international.)

### IV. Participation in Departmental, College, University, Professional Service, and the Community

Although the History Department does not expect new hires to perform significant service in their first year, it does expect faculty to take on increasingly important service roles at multiple levels as time goes on.

- A. Department (in rough order of relative importance)
1. acting chair of the department
  2. graduate director
  3. graduate and undergraduate advisor

4. editor of *The Texas Gulf Historical and Biographical Record*
  5. chair of a search committee
  6. chair of other committees
  7. recognized leader in major departmental efforts and initiatives, such as assessment
  8. advisor to Phi Alpha Theta
  9. advisor to the History Club
  10. committee member
  11. writer of reference letters for students seeking jobs, applying for graduate school, and/or pursuing funding opportunities
  12. presenter or participant in brown bag and manuscript workshops
  13. departmental representative to events across campus
- B. College/University (in rough order of relative importance)
1. officer in Faculty Senate
  2. Director and Assistant Director of the Center for History and Culture
  3. editor of LU-affiliated journals and periodicals
  4. delegate to Faculty Senate
  5. organizer of on-campus conferences and panels
  6. chair of college/university committee or council
  7. member of college/university committee or council
  8. presenter, panelist, moderator, etc., at on-campus talks and workshops
  9. judge at on-campus exhibits and events
  10. liaison to other institutions, local public schools, or community or government organizations
  11. sponsor of college- or university-wide student organizations.
  12. recruiter
- C. Professional Service (in rough order of relative importance)
1. officer of professional organization
  2. committee chair within professional organization
  3. committee member within professional organization
  4. external reviewer of departments outside the university
  5. peer reviewer of book manuscript for university/commercial press
  6. chair, commentator, or discussant at professional conference
  7. editorial board member for professional journal
  8. invited keynote speaker or lecturer
  9. reviewer of T&P for candidates at other universities
  10. peer reviewer of article for professional journal
  11. advisory board member for professional organization
  12. professional evaluator of grant proposals, exhibits, etc.
  13. consultant
  14. writer of blurbs and endorsements for professional publications
  15. media appearances
  16. other activities that enhance a candidate's reputation and respect in one's field
- D. Community (non-profit, civic, religious, political)
1. chair or director of community organizations
  2. committee member or other service role

3. recipient of honors, awards, commendations; or inductee into a society
4. other forms of recognized excellence in professional service
5. lectures and talks
6. formal recognition from outside the university for accomplishments as leader

### **Requirements for Promotion to Full Professor**

1. twelve years of creditable experience.
2. six years of service as a full-time associate professor and at least three years as a full-time associate professor at Lamar University.

### **Guidelines for Promotion to Full Professor**

The successful candidate will have demonstrated sustained, high-quality performance in all three mission areas: teaching, research, and service.

#### **I. Teaching Proficiency and Mentorship**

- A. demonstration of sustained effective teaching as an associate professor.
- B. demonstration of ongoing improvement as a teacher, including the adoption of new instructional content, teaching methods, pedagogies, and/or professional development resulting in improved teaching effectiveness.
- C. demonstrated leadership in the improvement of teaching effectiveness, such as
  1. mentorship of new faculty and/or students.
  2. course and course material development beyond the first promotion.
  3. participation in the assessment of teaching effectiveness.

#### **II. Scholarly Activities**

- A. the publication of at least one, single-author, peer-reviewed, scholarly monograph since promotion to associate professor; plus
- B. other scholarly production at the associate professor level that contributes significantly to the candidate's historical field, including but not limited to such outcomes as
  1. publication in peer-reviewed journals, anthologies, and other venues.
  2. publication in public-facing newspapers and magazines.
  3. collaboration with and mentorship of new faculty in research.
  4. collaboration with students in research.
  5. external research funding.

#### **III. Service**

Evidence of excellence in service at the associate professor level, including but not limited to

- A. department chair.
- B. increased participation in service-related activities on College and University committees.
- C. leadership roles in College and University committees.
- D. leadership roles within professional organizations.
- E. leadership roles at professional journals.

- F. the organization/coordination of events for the historical profession, the university, and/or the community.
- G. awards and acknowledgments of faculty achievement in service.