

**REQUIREMENTS FOR  
TENURE AND PROMOTION  
TO ASSOCIATE PROFESSOR**

(Revised and Adopted 3/24/21; **Revised Language Adopted 2/16/2024**)

Proposal to the Department, October 28th, 2020 from *ad hoc* committee members: Edward Behrend-Martinez, Andrea Burns, Anthony Carey, Allison Fredette, and Bruce Stewart.

*None of the guidelines in this document supersede guidelines in the Appalachian State University Faculty Handbook, the policies of the Appalachian State University College of Arts & Sciences, The Code of the Board of Governors of the University of North Carolina, or the University of North Carolina Policy Manual. Prior to any decisions on tenure and promotion, applicants and Department **Appointment, Promotion, and Tenure Committee (APT)** members are reminded to refer to the Faculty Handbook regarding conferral of tenure and promotion.*

**I. TEACHING**

In consonance with the mission of this University, the primary responsibility of the faculty of the Department of History is instruction. Consequently, the Department is committed to developing and maintaining high quality in teaching both in and outside the classroom. Faculty are expected to contribute to this mission through:

A. Classroom Teaching. Effective delivery and articulation of course contents that promote appropriate skills among students.

B. Non-Classroom Teaching. Active work with students outside the classroom. This may be demonstrated by availability to students through maintenance of office hours, formal and informal advising, and by working with students on special academic projects, which may include supervising internships, honors theses, or MA theses.

C. Curriculum Development. Active participation in curriculum, program, and teaching skills development.

For Tenure and Promotion successful candidates must:

1. Engage and challenge students intellectually at all levels of instruction.
2. Provide clear, carefully written course objectives, requirements, formats, procedures, instructional materials, grading procedures, and evaluation materials for students.
3. Provide evidence of self-evaluation and improvement in pedagogy.
4. Maintain course requirements consistent with Department standards, as specified in adopted guidelines for each class level. Some indication that the candidate has assessed the efficacy of the course and revised it as needed is also required.

5. Advise and consult with students regarding course work, program choices, and career planning.
6. Participate in Department discussions regarding curriculum and program development, as well as in workshops, seminars, conferences, or other projects designed to enhance personal teaching skills in the form of improving existing courses or establishing new courses that have proven to attract students.
7. Take an active role in the achievement of overall program goals of the Department.
8. Address student and peer reviews of teaching. In cases where problems are indicated, the successful candidate should demonstrate having addressed them.

## **II. SCHOLARSHIP**

The persistent search for advancing the knowledge of history through research and scholarship is a necessary component of teaching history at the university level. While the fruits of this research and scholarship can be demonstrated in many ways that deserve recognition, the essential feature of recognized research and scholarship within the department is the dissemination of new knowledge, or interpretation or revision of existing knowledge, through scholarly publications that are peer reviewed. With that goal in mind the candidate for tenure and promotion will meet the following requirements:

A. Published Research based upon consistent standards of inquiry or examination of original source material aimed at the advancement of knowledge. It is generally expected that a candidate for tenure and promotion will have published a book or a comparable body of journal articles, book chapters, essay collections, or other peer-reviewed products. It is expected that a substantial part of the scholarly/creative work submitted as evidence of qualifications for promotion and tenure shall have been completed following the candidate's assumption of a full-time, tenure-track appointment at Appalachian. It is incumbent on the candidate to demonstrate in their application for promotion how their published work is equivalent to a book. If a book or other scholarly products have not yet been published, the candidate must provide evidence of firm acceptance indicated by: for articles, a formal letter from the press or journal's editorial board; for books, a final contract and a completed draft manuscript; for other comparable scholarly products, clear evidence of completion and acceptance. Published scholarly products typically fall under the following categories:

- a peer-reviewed monograph

or

- a combination of three peer-reviewed products from the following list that are judged to be at least the equivalent in terms of scholarly contribution to the profession:

journal articles

successful grant proposals to an external agency  
textbooks  
book chapters published in edited collections  
review and interpretive essays  
editing of scholarly editions, multi-volume works, or scholarly journals  
applied research and scholarship, including but not limited to, curated exhibitions and museum display development and management, historic sites research, or other preservation work, oral history collections, digital history projects.  
educational or pedagogical materials  
translations with scholarly and critical additions

While the following products have an important purpose in scholarly or creative endeavors and are routinely part of an active research agenda, they would not be classified on their own as having met the scholarly criteria for promotion.

conference presentations  
book reviews  
encyclopedia and other reference text entries

B. Continuing evidence of an active research agenda. In addition to meeting the published research standards in section A, it is expected that a successful candidate will provide evidence of an ongoing research agenda that may include the following: additional journal articles, a book contract, a completed draft of a manuscript or a number of chapters, a prospectus for publishers, successful grant applications, editorship of a collection of essays, conference papers, contributions to scholarly encyclopedias or dictionaries, book reviews, and other projects considered appropriate by the department that attract or require peer review. An active research agenda may also include applied research and the integration and transmission of research and scholarship.

1. Applied research and scholarship based upon application of professional practice other than traditional research. This form of scholarly activity leads to the dissemination of new knowledge or the interpretation and transmission of knowledge through the employment of professional expertise in recognized areas of applied work such as museum display development and management, historic sites research development or other preservation work, editorship of a scholarly journal, creation of educational or pedagogical materials, professional consultation, and contract research.

2. Integration and transmission of research and scholarship based upon the exercise of a type of scholarship that builds upon, but is distinct from, original or applied research. This form of scholarly activity leads to the successful dissemination of new and existing knowledge and interpretation to students and colleagues from diverse backgrounds and interests. It requires expertise in the nature of learning, the ability to show how scholarship is developed, what it means, and how it is used and is important in contemporary society. Evaluation of the transmission of knowledge is based upon peer review and other recognized means of assessment.

C. Each applicant for tenure and promotion must provide to the Department Chair a list of ten names of scholars in the applicant's field of expertise that may be contacted to secure confidential outside letters of evaluation of their research and scholarship. The department chair will secure commitment to provide this service from at least three of these referees and will be responsible for providing referees with the candidate's curriculum vitae and appropriate evidence of his or her scholarship.

### **III. PROFESSIONAL SERVICE**

Professional service is a necessary part of faculty performance that may take several forms. In addition to expected participation on department, College or University committees, other professional service will be considered significant if it brings widespread distinction to the faculty member, University, and the Department.

The successful candidate for tenure and promotion must have a demonstrated willingness to undertake and accept responsibility for service contributions, which may include:

A. Department – Participation in Department committee work and special assignments from the chair. Special assignments within the Department, such as initiating and/or directing workshops or seminars, directing special studies and writing important papers related to departmental evaluation or planning, and assuming administrative responsibility for student advertisement, laboratories, or other ongoing departmental programs.

B. College and University – Participation in College and University committees and assignments. Special assignments within the University, such as chairing or directing University projects, undertaking administrative responsibility, task force leadership, and Faculty Senate membership are valuable forms of service within the University.

C. Community – Participation in activities beyond the University that are directly related to the faculty member's professional interests.

D. Profession – Election to officer status of professional societies as recognition of significant achievement or other widely valued service that is essential to the operation of professional societies, such as active roles on executive committees of national and international agencies, organizing programs, and participation on award committees, are all parts of service to the professional world beyond the Department and University.