

DEPARTMENT OF HISTORY
Faculty Appointments, Evaluations, Promotion, Tenure, and Qualification for Rank
(as revised, December 2007)
Approved by CLAS February 2008

In its procedures for appointment, evaluations, promotion, tenure, and qualification for rank, the Department of History abides by the basic policies of the University of Iowa as set forth in the following documents:

[The University Operations Manual](#)

<http://www.uiowa.edu/%7Eour/opmanual/>

[The Faculty Review Procedures of the College of Liberal Arts & Sciences](#)

<http://www.clas.uiowa.edu/faculty/review/index.shtml>

[The College of Liberal Arts & Sciences Administrative Help Pages](#)

http://www.clas.uiowa.edu/deos/admin_manual/faculty_appt/

[The University and Collegiate Criteria for Faculty Rank](#)

http://www.clas.uiowa.edu/faculty/promotion_tenure/criteria.shtml

[The University/Collegiate Procedures for Promotion and Tenure Decision-making](#)

http://www.clas.uiowa.edu/faculty/promotion_tenure/index2.shtml

The Department implements these regulations in accordance with the policies described below. A copy of this document is given to all newly appointed regular members of the Department. In accordance with the University Operations Manual (10.5(a), a candidate for tenure, promotion, or reappointment shall be evaluated “under the relevant, clearly defined standards of the Department and College that were 1) in effect at the time of the faculty member's initial appointment or promotion to the rank currently held; 2) any such standards in effect since that time; or 3) any such standards in effect at the time of the evaluation, whichever of these the candidate elects. Absent such election, the standards for evaluation shall be those standards in effect at the end of the academic year before the academic year in which the candidate is considered for tenure and/or promotion or reappointment.

I. Initial appointments.

A. The Department's role in appointments. The Department has the primary responsibility for finding and retaining or replacing people who will teach history at the University of Iowa and will advance learning in their several fields of knowledge. In carrying out this responsibility the Department above all seeks to achieve and maintain academic excellence throughout its ranks.

B. Procedures for tenure-track appointments. The Department's three- to five-year hiring plan, formulated in meetings of the Department's tenured and tenure-track faculty, specifies the fields in which the Department expects to propose new tenure-track searches. Upon receiving authorization from the Dean of the College to conduct a proposed search, the faculty meet in general session to decide upon the qualifications for the position. The DEO appoints a search committee (including a voting graduate student) to advertise the position and evaluate the candidates. The Department as a whole takes appropriate action on the committee's reports, and a decision is reached by consensus. The resulting recommendation is conveyed by the DEO to the Dean of the College of Liberal Arts & Sciences for further action. Throughout its appointment procedures, the Department follows the University's Affirmation Action policies and the recruitment process for tenure-track positions described in the College's Administrative Help Pages.

C. Other faculty appointments. The Department may make adjunct, visiting, or joint faculty appointments, and lecturer appointments, with the authorization and approval of the College and University. In conducting searches for these positions, the Department follows the College's recruitment processes, as described in the College's Administrative Help Pages.

II. Evaluation.

A. Procedures for Evaluation. In accordance with university policy that requires an annual review of every probationary faculty member, this review will be made early in the spring semester at a meeting of all tenured members of the department. At this time the performance of all probationary faculty members will be evaluated with particular reference to publication, teaching, service, and progress toward tenure. The DEO will report the results of the first-, second-, fourth-, and fifth-year reviews to each probationary faculty member. During the third year of the probationary appointment, the tenured faculty will conduct during the fall and beginning of spring semesters a full faculty review of probationary faculty, following a process modeled on that used in promotion and tenure reviews and described on the College's website, in order to make recommendations about reappointment. During the sixth year of the probationary appointment, a review for promotion and tenure will be conducted, following the Collegiate, University, and Departmental Procedures for Promotion and Tenure Decision-making.

B. Criteria for Evaluation. The criteria for promotions consist principally of successful teaching, innovative scholarship resulting in substantial publication, and service to the Department, to the College and/or University, and to the profession. In any deliberation on promotion, the quality of the candidate's scholarship is considered more important than mere quantity. In any deliberation on reappointment or promotion, the candidate's success as a teacher is judged on the basis of student evaluations of the candidate's teaching (collected in each course taught), the candidate's teaching materials, and evaluations by tenured faculty members who visit the candidate's classes, as well as on the candidate's own statement of accomplishments and future plans in teaching. The University Qualifications for Rank and the Collegiate Criteria for Rank are available on web-links above. The Department's additional qualifications for rank are in part III of this document, below.

C. Faculty Rights. Any faculty member, whether probationary or tenured, has a right to file a response to any official reviews of performance. (This includes annual reviews of probationary faculty and periodic reviews of senior faculty.) Any such response becomes a part of the review file. Any faculty member also has the right to see the material in his or her departmental file, subject to redaction according to Collegiate and University Procedures for Promotion and Tenure Decision-making relating to materials written in expectation of confidence.

III. Considerations pertaining to the several ranks.

A. Instructor. Under exceptional circumstances, the Department may recommend appointment at the rank of Instructor for persons nearing completion of the requirements for the Ph.D. degree.

B. Assistant Professor. Appointments at the rank of Assistant Professor must meet both the University Qualifications and the Collegiate Criteria for that rank. The Department recommends initial appointment at the rank of Assistant Professor for persons who have earned the Ph.D., but do not qualify for a higher rank. The term may be renewed for as many as three years, on the recommendation of the Department, with the endorsement of the College and approval of the University. Those appointed as Assistant Professor are reviewed for promotion and tenure by the Department, College, and University no later than the end of the sixth year of service. Exceptions to the six-year timetable are described at the CLAS web-page on Faculty Reviews. Renewal as Assistant Professor after an initial three-year appointment will be recommended only upon the determination of the tenured members that the candidate has fulfilled the following requirements: skillful and conscientious teaching, progress toward publication of scholarship that gives hope of fruition in time to justify a recommendation of promotion to tenure, and service to the Department (e.g., in advising or committee work) and the University.

C. Associate Professor. The Department applies the University's Qualifications for Rank and the College's Criteria for Tenure-track Faculty Rank. In addition, the Department applies the following criteria, with the approval of the College. The candidate for promotion must have a major body of peer-reviewed scholarship either published or under final contract to be published. Normally a book, this scholarship must be evaluated as original and of high quality by the tenured members of the Department and by the external evaluators. The candidate must also be launched on another project of research. The candidate's record must include service on one major departmental committee, as well as constructive service to the University and the profession.

Initial appointments as Associate Professor are recommended occasionally. Those recommended for such appointments must meet the same qualifications as those promoted to the rank, though evaluation of teaching and service at another institution necessarily involve procedures different from those used in the Department's own deliberations on promotion. Initial appointments as Associate Professor may be for a term of three years rather than with tenure.

D. Professors. The Department applies the University's Qualifications for Rank and the College's Criteria for Tenure-track Faculty Rank. In order to promote the highest standards of scholarly excellence, the Department preserves the freedom of the tenured members to undertake research projects of great magnitude or high risk. A candidate is normally ready for promotion to full professor if a second major scholarly project is complete. This may take the form of a book published; a book project with final revisions finished and with a contract for publication; or an equivalent body of research published as a series of articles in peer-reviewed journals or as chapters in books published through a peer-review process..

A candidate requests a review for promotion to professor when he or she has met the College's expectation of having "established a record since promotion to associate professor that demonstrates a pattern of sustained development and substantial growth in achievement and productivity in the areas of teaching; of research, scholarship, and creative work; and of service."

Initial appointments as Professor may be recommended occasionally. Those recommended for such appointments must meet the same qualifications as those promoted to that rank, though evaluation of teaching and service at another institution necessarily involve procedures different from those used in deliberations on promotion. Initial appointments as Professor may be for a term of three years rather than with tenure.