

Promotion Policy: Department of History
College of Arts & Sciences
Baylor University

Revisions Approved by the Office of the Provost, June 9, 2022—James Bennighof

This document serves as a description of expectations regarding teaching, research, service and interpersonal relationships for candidates for promotion to the rank of Professor in the Department of History.

Teaching: The department expects its full professors to be accomplished classroom teachers with a history of success in undergraduate instruction and/or graduate mentoring. The **procedures** for evaluating teaching performance will include:

- review of the candidate's teaching load, course distribution (including graduate and independent study courses, supervision of honors theses, master's theses and dissertations) and student enrollments as compared to other members of the department;
- review of the candidate's self-assessment of her/his teaching performance;
- review of written student course evaluations;
- review of peer evaluations;
- consideration of teaching awards the candidate has won;
- review of teaching-related activities outside the traditional classroom.

Research: To qualify for promotion to the rank of Professor, candidates are expected to have established a record of scholarship in their field comparable to that of peers at R1 universities. They should be able to document that they have achieved a national or international reputation in their research area. The quality of a candidate's scholarly work and his or her standing in the profession can be measured by the reputation of the presses that have published the candidate's books, the journals that have reviewed those books, citations of the candidate's published work, and scholarly awards the candidate may have won. Evidence of work in progress and a strong trajectory for future scholarship are also essential criteria for consideration for promotion. Additionally, the candidate for promotion will have pursued external research funding in ways appropriate for Professors in Departments of History at R1 universities.

Service: All candidates for promotion to Professor must have demonstrated through service their support for the mission of the university: "integrating academic excellence and Christian commitment within a caring community." Types of service considered for promotion include:

- assuming a fair share of departmental responsibilities, including the mentoring of students outside the classroom;
- serving on university as well as departmental committees and providing leadership in campus activities;
- contributing in a significant way to the academic community of the College of Arts and Sciences and the University; to the quality of life of students and faculty; as well as to professional and civic organizations in the community;
- Candidates are expected to be active members of a church or synagogue.

Interpersonal Relationships: Successful candidates for promotion will have reflected throughout their careers the highest sense of professionalism, integrity, and collegiality at all times in matters related to scholarship, teaching, and service in the department.

University Policies and Procedures Governing Promotion: The Provost's website includes a page devoted to *Policies related to employment with Baylor*, <https://www.baylor.edu/provost/index.php?id=948441>, which contains useful links related to promotion. Specific policies regarding the promotion process are governed by *BU-PP 702* <https://www.baylor.edu/content/services/document.php?id=42355>.

College of Arts & Sciences Policies and Procedures Governing Promotion: Beyond the university policies governing promotion in rank, the College of Arts and Sciences stipulates the following.

1. **External Letters:** At least five external evaluation letters will be provided for each promotion candidate. The external evaluators will be faculty holding the rank of Professor at peer or aspirant *research universities*. These letters will address the *research stature* of the candidate. No more than one of these evaluators should be emeritus. None of the external evaluators should have been a collaborator or mentor of the candidate. The external evaluators will be instructed to specifically address the question of quality and impact of the candidate's work.
2. **Pre-promotion review:** Each faculty member interested in applying for promotion will arrange with the department to participate in a pre-promotion review three years before the year in which she or he intends to apply for promotion. (In rare instances, the Dean of the College of Arts & Sciences may grant an exception to the three-year lead time.) Pre-promotion reviews should include all of the Professors in the department and a representative from the A&S Dean's office. The candidate should provide a current CV and a brief letter indicating progress made towards promotion in the areas of teaching, research and service in light of the expectations indicated above. Following the review the department chair will provide a letter summarizing the Professors' evaluations to the candidate and the A&S Dean's office.