I. DEPARTMENT MISSION STATEMENT

A. The Department of History is committed to excellence in teaching, production of original scholarship and creative work, and service to the department, college, university, academic profession and wider community. History faculty members publish scholarly books, articles, essays and book reviews; they present papers at national and international conferences and edit scholarly journals. They are teachers committed to increasing the knowledge and skills of their students, and they support the wider programs of the university by their commitment to service and governance. These criteria remain consistent across the department yet are met somewhat differently depending on a faculty member’s assignment and area of specialization.

The History Department offers the B.A. and M.A. degrees. The department contributes significantly to the University’s core curriculum as well as to interdisciplinary certificate undergraduate programs in the College. In its upper-division classes, the department offers specialized courses for majors and minors and for other interested students. Our graduate curriculum offers a wide variety of graduate seminars that represent a diversity of interests. Serious and sustained efforts are made to place our graduate students in Ph.D. programs and other appropriate professional programs relating to the study of History.

II. PROCEDURES OF APPOINTMENT FOR HISTORY FACULTY

A. Search Process

1. When it is determined that a new faculty appointment shall be made in History, the department shall meet and determine, by majority vote, the general outlines of the position description for the appointment.

2. After the faculty determines the field and area of specialization of the position to be filled, the chair shall appoint a search committee of not fewer than three members. The chair serves as an ex officio member of the committee. Whenever possible, the composition of the search committee shall reflect the expertise of acuity in the proposed subject area as well as the diversity of the faculty as a whole.

3. All faculty searches shall be conducted in accordance with policies of The D.F. Schmidt College and Florida Atlantic University and with accepted Affirmative Action/ Equal Opportunity principles.

4. The search committee shall propose to the department faculty a list of those to be invited for on-campus interviews. Only those candidates approved by a majority of the members voting
shall be invited for on-campus interviews.

5. Following on-campus interviews and after securing necessary approvals from the Office of Equal Opportunity, the search committee shall present its recommendations for appointment to the History faculty for approval. In order to vote, faculty must have attended at least one of the interviewees' presentations (classroom lecture or research presentation to faculty) and be present to vote. In order to be recommended to the Dean for appointment, a candidate must receive the support of at least two-thirds of the department members voting.

B. Determination of Rank and Tenure Status

1. Recommendation of rank for a new faculty appointee must be agreed to by a majority of the department members voting. The same criteria shall apply for appointment to any rank as apply to promotion to that rank, as described in Section IV.A, below.

2. Recommendation to award tenure to a new faculty appointee must be agreed to by a majority of tenured faculty members voting, in accordance with criteria described in Section III, below.

C. Mentoring of Untenured Faculty Appointees

1. The Department Faculty Evaluation Committee (see II.A.1, below) shall meet with each new untenured faculty appointee within one month of the beginning of the faculty member's appointment, to discuss with the appointee the department's criteria and procedures for promotion and tenure, and to answer any questions the appointee may have.

2. The Faculty Evaluation Committee will meet in the spring with all faculty members who will be undergoing Third Year Review, tenure and/or promotion. The purpose of the meeting will be to provide guidance in assembly of portfolios.

3. Each year, untenured faculty will undergo peer evaluation of his/her teaching. The tenured peer evaluator is selected by the department chair in consultation with the candidate. The evaluator notifies the candidate well in advance of his/her visitation to the class that the evaluation will take place. The candidate will give the evaluator pertinent class materials (course syllabus, handouts, etc) to the evaluator prior to the visitation.

4. After the visitation, the evaluator writes the evaluation based on his/her class visitation and review of class materials. He/she meets with the candidate to discuss the evaluation. A copy of the evaluation is placed in the candidate’s personnel file.

III. PERFORMANCE EVALUATIONS

A. Faculty Evaluation Committee

1. The Faculty Evaluation Committee shall consist of five tenured faculty members: the department chair and four others appointed by the chair. The deliberations of the Faculty Evaluation Committee shall be advisory to the chair of the Department.

2. The Chair of the Faculty Evaluation Committee: a full professor will represent the Department on the College Promotion and Tenure Committee. The department representative to the College P and T committee must acquaint him/her self extremely well with current department criteria for promotion and tenure, along with college and university guidelines for promotion and tenure. The outgoing FEC chair is responsible for briefing his/her successor before they begin service as committee chair.
B. Annual Evaluations

1. Consistent with Florida Atlantic University policies and the BOT/UFF Collective Bargaining Agreement, each year the department chair shall be responsible for completing a written appraisal of each faculty member's performance during the preceding year. Faculty members in the department of History are evaluated in terms of three general categories: (A) teaching; (B) research and creative activity, and (C) service.

The Chair will evaluate tenured faculty. Tenure-track faculty will be reviewed by a committee made up of the Chairperson and the Department Faculty Evaluation Committee. This performance appraisal shall be discussed with and signed by the faculty member being evaluated before being forwarded to the Dean.

*Excellent:* Excellent in two of the three categories (A, B, and C)
*Above Satisfactory:* Excellent in one category, Above Satisfactory in another
*Satisfactory:* Above Satisfactory in two categories.
*Below Satisfactory:* Excellent in no category, Above Satisfactory in no more than one

To be recommended for merit increase, a faculty member must be evaluated as *Above Satisfactory* or *Excellent*

2. Please see Section IV for specific criteria for faculty evaluation.

3. Consistent with university policies, a faculty member's annual evaluations must be considered in evaluating progress toward promotion and/or (if appropriate) toward tenure. However, all achievements utilized for these annual evaluations will be examined and re-assessed at the time of candidacy for promotion and/or tenure.

C. Appraisal of Progress toward Tenure

1. Consistent with Florida Atlantic University policies and the BOT/UFF Collective Bargaining Agreement, each year the department chair, in consultation with the department's Faculty Evaluation Committee shall be responsible for completing a recommendation concerning each untenured faculty member's progress toward tenure.

2. This evaluation shall be discussed with, and signed by, the faculty member being evaluated before being forwarded to the Dean.

D. Third Year Review

1. A faculty member appointed without tenure shall, in the year set by College policy (normally during the spring semester of the contractual third year)—be formally reviewed by the department Faculty Evaluation Committee for the purpose of evaluating that member's progress toward tenure in the areas of scholarship, teaching, and service. This review will be done as described in the letter of appointment for those granted years towards tenure.

2. This review shall be in addition to the nominal annual review by the chair in that year, and is advisory to the chair in evaluating the member's progress toward tenure. This review will not result in a vote by the tenured faculty of the department; rather, its primary purpose shall be to provide the faculty member with an evaluation of progress made and constructive advice as to areas in need of improvement, if any.

3. The faculty member under review shall submit a portfolio to the chair of the department
Faculty Evaluation Committee. The date will be established in accordance with the College Promotion and Tenure Committee's timeframe.

4. The Third Year Review-the portfolio must follow the exact format as specified in current university guidelines and include everything required in the University's Promotion and Tenure Portfolio Guidelines except for letters of reference. It will include the following:

a. a curriculum vitae that follows the format of the template provided

b. copies of book contacts and/or letters from journal editors for published and forthcoming works.

c. For creative activity the section will describe the status of the work, (e.g., completed, in progress) and its significance to the discipline and professional development of the faculty member.

n.b.: Candidates are responsible for presenting a “clean” dossier that adheres to department, college and university guidelines for third year review. The dossier should not be presented to the Faculty Evaluation Committee as a draft of a work in progress. Any questions regarding composition of the dossier should be directed to the chair of the Faculty Evaluation Committee well in advance of the deadline for submission of the portfolio.

d. After reviewing the materials submitted, the Faculty Evaluation Committee shall meet with the faculty member under review in order to discuss issues relevant to the review. In this meeting, the candidate shall be invited to discuss with the committee any consideration, which he or she feels may need special explanation or may not otherwise be adequately addressed in the review process.

5. Following the interview, the committee shall submit a report to the department chair which evaluates the faculty member's performance in each of the three areas of scholarship, teaching, and service. The committee's report shall include a summary assessment of the progress the faculty member is making toward tenure. A copy of this report shall be provided to the faculty member under review and signed by the faculty member and chair. The report shall be made available to those holding tenure in the Department of History in The Schmidt College.

6. The chair shall write a letter evaluating the candidate's progress toward tenure, considering the candidate's record, the departmental evaluation, and the relevant criteria. The Third Year Review portfolio with the department and chairs letters added to them will be forwarded to the college P&T committee. The third year review report will be distributed to tenured faculty members in the department.