

**UNIVERSITY OF SOUTH CAROLINA
DEPARTMENT OF HISTORY**

Revised August, 2004

PREAMBLE

THE GUIDELINES FOR HISTORIANS INVOLVED IN THE TENURE AND PROMOTION PROCESS FOLLOW THE MODEL DISSEMINATED IN 1994 BY THE AMERICAN HISTORICAL ASSOCIATION AND THE ORGANIZATION OF AMERICAN HISTORIANS, NATIONAL. ORGANIZATIONS CONCERNED WITH THE WORK, STANDARDS, AND GOALS OF MEMBERS OF THE HISTORICAL PROFESSION.

AS HISTORIANS WE ARE CONCERNED WITH ADVANCING AND DISSEMINATING HISTORICAL KNOWLEDGE AND INTERPRETATIONS. WE SEEK TO INTEGRATE NEW FINDINGS WITH WHAT IS ALREADY KNOWN, TO APPLY OUR EXPERTISE TO PROBLEMS IN THE SOCIETY. AND TO CONVEY OUR UNDERSTANDING TO FUTURE GENERATIONS. AS DEFINED BY A COMMITTEE OF THE AMERICAN HISTORICAL ASSOCIATION, THE ADVANCEMENT OF KNOWLEDGE INVOLVES THE DISCOVERY OF NEW HISTORICAL KNOWLEDGE THROUGH ORIGINAL RESEARCH. THE INTEGRATION OF KNOWLEDGE RELATES TO THE HISTORIANS WORK IN FORMING SYNTHESSES OF HISTORICAL KNOWLEDGE. THE APPLICATION OF KNOWLEDGE CONCERNS PROFESSIONAL ACTIVITIES RELATED TO AN INDIVIDUALS FIELD OF SCHOLARSHIP. THE TRANSFER OF KNOWLEDGE ADDRESSES THE ROLE OF THE HISTORIAN IN TEACHING HISTORY TO COLLEGE AND UNIVERSITY STUDENTS.

PROCEDURES

I. TENURE AND PROMOTION COMMITTEE

A. THE TENURE AND PROMOTION COMMITTEE (TPC) OF THE DEPARTMENT OF HISTORY SHALL ADVISE THE CHAIR ON QUESTIONS CONCERNING PERSONNEL EVALUATIONS AND ON TENURE AND PROMOTION, IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE UNIVERSITY AND THE COLLEGE OF LIBERAL ARTS.

B. THE TPC SHALL CONSIST OF EIGHT ELECTED MEMBERS AND THE DEPARTMENT CHAIR EX OFFICIO. OF THE EIGHT ELECTED MEMBERS, FIVE SHALL BE TENURED PROFESSORS AND THREE SHALL BE TENURED ASSOCIATE PROFESSORS. THE TERM OF SERVICE ON THE TPC ORDINARILY SHALL BE TWO YEARS. MEMBERSHIP ON THE TPC SHALL BE OPEN TO ALL TENURED VOTING FACULTY MEMBERS AT THOSE RANKS. THE DEPARTMENT CHAIR SHALL BE CHARGED WITH FURNISHING RELEVANT PERSONNEL INFORMATION TO THE TPC, BUT SHALL NOT BE A VOTING MEMBER OF THE COMMITTEE.

C. A YEAR OF SERVICE ON THE TPC SHALL EXTEND FROM JUNE 1 TO MAY 31. AS SOON AS POSSIBLE AFTER THE ANNUAL ELECTION OF NEW MEMBERS, THE COMMITTEE SHALL MEET AND SELECT A CHAIR FOR THE ENSUING YEAR. THE CHAIR OF THE TPC SHALL ATTEND THE ORIENTATION SESSION ORGANIZED BY THE UNIVERSITY COMMITTEE ON TENURE AND PROMOTION AND PRESIDE OVER THE COMMITTEE AND OVER THE TENURE AND PROMOTION MEETINGS OF THE QUALIFIED VOTING FACULTY.

D. THE TPC SHALL CONDUCT AN ANNUAL REVIEW OF ALL MEMBERS OF THE FACULTY BELOW THE RANK OF PROFESSOR IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE UNIVERSITY, INCLUDING A MANDATED, FORMAL THIRD-YEAR REVIEW FOR ALL TENURE TRACK ASSISTANT PROFESSORS. ASSOCIATE PROFESSORS ON THE COMMITTEE SHALL NOT PARTICIPATE IN REVIEW OF FACULTY AT THE SAME OR HIGHER RANK. THE CHAIR SHALL BE RESPONSIBLE FOR THE ANNUAL REVIEW OF PROFESSORS.

E. THE TPC SHALL ALSO CONDUCT, AT APPROPRIATE TIMES DURING THE ACADEMIC YEAR AND IN ACCORDANCE WITH THE RULES OF THE UNIVERSITY AND THE DIRECTIVES AND TIMETABLES OF THE UNIVERSITY COMMITTEE ON TENURE AND PROMOTIONS. REVIEWS FOR THE PURPOSE OF MAKING RECOMMENDATIONS TO THE QUALIFIED VOTING FACULTY FOR PROMOTION AND/OR TENURE OF FACULTY MEMBERS. ASSOCIATE PROFESSORS ON THE COMMITTEE SHALL NOT PARTICIPATE IN PROMOTION REVIEWS OF FACULTY AT THE SAME OR HIGHER RANK.

F. IT IS PRIMARILY THE RESPONSIBILITY OF THE CANDIDATE TO CONSTRUCT THE FILE THAT IS USED BY THE TPC IN EVALUATING THE CANDIDATES APPLICATION. ALL DATA RELEVANT TO THE T&P CRITERIA AS SET FORTH IN THIS DOCUMENT AND THE FACULTY MANUAL SHOULD BE INCLUDED IN THE FILE. CANDIDATES SHOULD CONSULT WITH THE CHAIR OF THE TPC REGARDING THE FORMAT AND CONTENTS OF THE FILE. FAILURE OF A POTENTIAL CANDIDATE TO SUBMIT A FILE BY THE DATE THAT IT IS DUE IN THE HANDS OF THE TPC SHALL BE INTERPRETED AS A REQUEST BY THE POTENTIAL CANDIDATE NOT TO BE CONSIDERED.

G. AS PART OF TENURE AND PROMOTION REVIEWS, THE TPC WILL:

--SOLICIT THE OPINIONS OF NO LESS THAN FIVE AUTHORITIES, RESPECTED IN THEIR FIELD, OUTSIDE THE DEPARTMENT AND THE UNIVERSITY. THESE SCHOLARS WILL BE CHOSEN BY THE DEPARTMENT CHAIR IN CONSULTATION WITH THE TPC. THEY WILL BE ASKED TO IDENTIFY THEIR RELATIONSHIP TO THE CANDIDATE AND TO EVALUATE THE CANDIDATES ACHIEVEMENTS WITHIN THE CONTEXT OF THEIR FIELDS, BUT WILL NOT BE ASKED WHETHER HE OR SHE MEETS THE DEPARTMENT'S CRITERIA FOR PROMOTION AND TENURE. THAT DETERMINATION IS THE RESPONSIBILITY OF QUALIFIED VOTING MEMBERS OF THE DEPARTMENT. AT LEAST THREE MONTHS PRIOR TO THE BEGINNING OF THE REVIEW, THE CANDIDATE WILL MEET WITH THE CHAIR OF THE DEPARTMENT AND THE CHAIR OF THE TPC TO DISCUSS THE PROCESS OF SELECTION.

--ARRANGE FOR VISITS BY MEMBERS OF THE COMMITTEE TO CANDIDATES' CLASSES, WITH REPORTS OF THESE PEER EVALUATIONS TO BECOME PART OF THE CANDIDATES' FILES.

--ARRANGE FOR A FACULTY COMMITTEE TO BE APPOINTED BY THE DEPARTMENT CHAIR IN CONSULTATION WITH THE CHAIR OF THE TPC TO PREPARE COMPREHENSIVE SUMMARIES OF AT LEAST THE LAST THREE YEARS OF STUDENT EVALUATIONS OF CANDIDATES' CLASSES, WITH THOSE SUMMARIES TO BECOME PART OF THE CANDIDATES' FILES.

H. NOT LESS THAN ONE WEEK IN ADVANCE OF A DEPARTMENTAL MEETING TO DISCUSS CANDIDATES FOR TENURE AND PROMOTION, THE TPC SHALL ANNOUNCE TO THE FACULTY THE NAMES OF CANDIDATES TO BE CONSIDERED AND SHALL MAKE AVAILABLE TO THE FACULTY THE FILES OF THE CANDIDATES, EXCEPT THAT THE CONFIDENTIAL FILES CONTAINING LETTERS OF RECOMMENDATION SHALL BE OPEN ONLY TO QUALIFIED VOTING MEMBERS OF THE FACULTY. THE VOTE OF THE TPC SHALL BE ANNOUNCED TO VOTING MEMBERS OF THE FACULTY AT THE DEPARTMENTAL MEETING, OR IN WRITING TO VOTING FACULTY UNABLE TO ATTEND THE MEETING. ALL FACULTY, WHETHER ENTITLED TO VOTE OR NOT, ARE INVITED TO EXAMINE THE OPEN FILES AND TO WRITE LETTERS TO THE CHAIR, DEAN, OR OTHER APPROPRIATE UNIVERSITY OFFICER EVALUATING THE PERFORMANCE OF THE CANDIDATES ACCORDING TO THE DEPARTMENTAL PROMOTION MID TENURE POLICIES AND PROCEDURES. MATERIALS IN A CANDIDATES TENURE- AND-PROMOTION FILE AND ALL DISCUSSIONS IN THE DEPARTMENT'S TENURE-AND-PROMOTION MEETINGS ARE CONFIDENTIAL, AS ARE THE NUMERICAL RESULTS OF THE VOTING, AND ARE NOT TO BE DIVULGED TO CANDIDATES. SECRET POSTAL-BALLOTS SHALL BE DISTRIBUTED TO ALL QUALIFIED VOTING MEMBERS OF THE DEPARTMENT ON THE DAY FOLLOWING A TENURE-AND-PROMOTION MEETING AND ARE TO BE RETURNED WITHIN TWO WORKING DAYS TO THE CHAIR OF THE TPC. THE VOTES WILL BE TABULATED BY A TELLER COMMITTEE CONSISTING OF THE CHAIR OF THE TPC AND AT LEAST TWO OTHER MEMBERS OF THE TPC. THE CHAIR OF THE TPC WILL DELIVER THE BALLOTS, WITH A WRITTEN TABULATION, TO THE DEPARTMENT CHAIR AND SHALL THEN IMMEDIATELY NOTIFY THE QUALIFIED VOTING FACULTY MEMBERS OF THE NUMERICAL VOTING RESULTS.

II. THE ROLE OF THE TENURED FACULTY

A. DEPARTMENTAL RECOMMENDATION FOR PROMOTION SHALL BE BY VOTE OF TENURED FACULTY AT HIGHER RANK. DEPARTMENTAL RECOMMENDATION FOR TENURE SEPARATE FROM PROMOTION SHALL BE BY TENURED FACULTY AT THE SAME OR HIGHER RANK.

B. TENURED FACULTY ON LEAVE SHALL RETAIN THE RIGHT TO VOTE DURING THEIR ABSENCE, PROVIDED THAT THEY HAVE NOTIFIED THE UNIT CHAIR OF A DESIRE TO DO SO BEFORE BEGINNING THE LEAVE, HAVE BEEN APPRISED, PRIOR TO VOTING, OF THE RECOMMENDATIONS OF THE TPC AND ARE FAMILIAR WITH THE EVIDENCE PRESENTED TO THE TENURE-AND-PROMOTION MEETINGS OF THE FACULTY. THE DEPARTMENT CHAIR SHALL MAKE EVERY REASONABLE EFFORT TO PROVIDE INFORMATION TO FACULTY ON LEAVE.

C. VOTING OPTIONS SHALL BE YES, NO AND ABSTAIN; AND ABSTENTION SHALL BE ONLY BY VOTE TO ABSTAIN. NOT BY FAILURE TO VOTE. DECISIONS SHALL BE BY MAJORITY VOTE OF THE QUALIFIED VOTING FACULTY. ABSTENTIONS SHALL NOT BE COUNTED IN CALCULATING THE MAJORITY NECESSARY FOR A DECISION. IN ACCORDANCE WITH UNIVERSITY RULES AND REGULATIONS, A WRITTEN RATIONALE SHALL ACCOMPANY A VOTE AT THE TIME IT IS CAST. ADDITIONAL WRITTEN STATEMENTS MAY BE SUBMITTED TO THE DEPARTMENT CHAIR OR THE DEAN IN ACCORDANCE WITH UNIVERSITY TENURE AND PROMOTIONS REGULATIONS. ANY CANDIDATE DISSATISFIED WITH THE DEPARTMENTS RECOMMENDATION MAY APPEAL THE DECISION, IN WRITING, TO THE TPC SIN ACCORDANCE WITH THE UNIVERSITY TIMETABLE FOR SUCH APPEALS), WHICH SHALL THEREUPON FOLLOW ALL UNIVERSITY REGULATIONS REGARDING APPEALS.

D. FAILURE BY THE TPC OR THE QUALIFIED VOTING FACULTY MEMBERS OF THE DEPARTMENT, TO RECOMMEND FAVORABLY AT A PARTICULAR TIME SHALL BE WITHOUT PREJUDICE WITH RESPECT TO FUTURE CONSIDERATION, EXCEPT IN THE FINAL DECISION YEAR ON TENURE.

E. THE CHAIR OF THE DEPARTMENT, THE CHAIR AND RELEVANT SUBCOMMITTEE MEMBERS OF THE SELECT COMMITTEE ON TENURE AND PROMOTION, AND THE CANDIDATE'S MENTOR, AS WELL AS OTHER VOTING TENURED MEMBERS IN THE DEPARTMENT. SHOULD BE PREPARED TO ASSIST THE CANDIDATE WITH ADVICE AND COMMENTS REGARDING THE TENURE AND PROMOTION PROCESS AND ITS REQUIREMENTS, WHEN CALLED UPON TO DO SO BY THE CANDIDATE. WITH RELEVANT MODIFICATION, THE SAME HOLDS TRUE FOR CANDIDATES SEEKING PROMOTION TO THE RANK OF PROFESSOR.

F. IN ORDER TO MAKE KNOWLEDGEABLE DECISIONS CONCERNING PROMOTION AND TENURE, ALL MEMBERS OF THE VOTING FACULTY ARE RESPONSIBLE FOR MAKING THEMSELVES FULLY ACQUAINTED WITH THE WORK OF THE NON-TENURED FACULTY.

G. IT IS THE RESPONSIBILITY OF THE TENURED FACULTY TO ADHERE TO THESE POLICIES AND PROCEDURES IN VOTING ON THE RECOMMENDATIONS OF THE TPC IN QUESTIONS OF PROMOTION AND TENURE.

CRITERIA FOR PROMOTION AND TENURE

I. RESPONSIBILITIES OF THE CANDIDATES

A. CANDIDATES FOR PROMOTION AND/OR TENURE MUST PROVIDE EVIDENCE OF SCHOLARSHIP IN THE ADVANCEMENT, INTEGRATION, AND/OR APPLICATION OF KNOWLEDGE, AND THAT THEY HAVE BEEN SUCCESSFUL IN TRANSFERRING THIS KNOWLEDGE THROUGH TEACHING. THE DEPARTMENT RECOGNIZES THAT SCHOLARLY WORK CAN BE DEMONSTRATED IN DIFFERENT WAYS, AND IT IS COMMITTED TO THE SUPPORT OF SCHOLARSHIP IN THE VARIOUS FORMS IN WHICH IT CAN BE MANIFESTED.

B. IT IS THE RESPONSIBILITY OF CANDIDATES TO ASSEMBLE RELEVANT EVIDENCE TO DEMONSTRATE THE SCHOLARLY CONTENT AND IMPORTANCE OF THEIR WORK, AND TO MAKE CLEAR THE RELATIONSHIP OF THAT WORK TO OTHER ASPECTS OF SCHOLARSHIP. NORMALLY, INDIVIDUAL CANDIDATES ARE BEST QUALIFIED TO EXPLAIN THE MEANING AND PURPOSE OF THEIR WORK, BUT OTHERS IN THE FIELD MUST JUDGE THE DEGREE TO WHICH THEY HAVE SUCCEEDED IN ACHIEVING THOSE GOALS.

C. CANDIDATES FOR PROMOTION AND/OR TENURE SHOULD PROVIDE EVIDENCE OF CONSTRUCTIVE SERVICE TO THE DEPARTMENT, INSTITUTION, AND PROFESSION. WHILE SIGNIFICANT, SUCH SERVICE MAY BE CONSIDERED OF LESS IMPORTANCE THAN SCHOLARSHIP OR TEACHING.

II. CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR

A. LENGTH OF SERVICE. THE MAXIMUM PROBATIONARY PERIOD FOR FACULTY APPOINTED AT THE RANK OF ASSISTANT PROFESSOR IS SERVICE FOR SEVEN YEARS IN THE DEPARTMENT OF HISTORY. THE LENGTH OF SERVICE WHICH A FACULTY MEMBER HAS COMPLETED IN A GIVEN RANK IS A VALID CONSIDERATION IN FORMULATING A TENURE RECOMMENDATION: THEREFORE, FACULTY MEMBERS APPOINTED AT THE RANK OF ASSISTANT PROFESSOR NORMALLY WILL NOT BE RECOMMENDED FOR TENURE BEFORE THEY ARE IN THEIR FOURTH YEAR IN THE DEPARTMENT OF HISTORY. IN CASES WHERE INDIVIDUALS DEMONSTRATE EXCEPTIONAL SCHOLARLY MERIT OR WHERE THERE MAY BE COMPETITIVE DEMAND FOR THEIR SERVICES, THE DEPARTMENT MAY VOTE

TO TENURE AND PROMOTE AN INDIVIDUAL WHO HAS NOT SERVED THE MAXIMUM PROBATIONARY PERIOD, PROVIDED THE INDIVIDUAL ADEQUATELY FULFILLS ALL CRITERIA FOR PROMOTION AND TENURE. THERE WILL BE NO DISTINCTION IN THE APPLICATION OF CRITERIA TO CANDIDATES FOR TENURE IN THEIR LAST YEAR OF ELIGIBILITY AND THOSE IN ANY YEAR PRIOR TO THEIR LAST YEAR OF ELIGIBILITY.

B. CRITERIA FOR PROMOTION AND TENURE. APPLICANTS FOR PROMOTION TO ASSOCIATE PROFESSOR WITH TENURE NORMALLY MUST DEMONSTRATE THAT THEY HAVE MADE SIGNIFICANT CONTRIBUTIONS TO THE ADVANCEMENT, INTEGRATION, AND/OR APPLICATION OF KNOWLEDGE, AND THAT THEY HAVE BEEN SUCCESSFUL IN TRANSFERRING THIS KNOWLEDGE THROUGH TEACHING. SIGNIFICANT CONTRIBUTION IN THESE AREAS REQUIRES THAT THE CANDIDATE PROVIDE A RECORD OF HIGH QUALITY TEACHING AND REGIONAL OR NATIONAL RECOGNITION IN RESEARCH. THE DEPARTMENT WILL WEIGH THE CANDIDATES WHOLE RECORD IN REACHING ITS DECISION, NOT MERELY THE RECORD SINCE HIS/HER APPOINTMENT OR LAST PROMOTION. THE DEPARTMENT RECOGNIZES THAT CANDIDATES WILL BE STRONGER IN SOME AREAS THAN IN OTHERS. THESE CRITERIA WILL APPLY TO BOTH PROMOTION AND TENURE, EXCLUDING THOSE EXCEPTIONAL CASES SPECIFIED BELOW IN IV. B. I.

THE QUALITY AND IMPACT OF ONE'S WORK, NOT ITS EVIDENTIAL CATEGORY, ARE THE DECISIVE FACTORS. CANDIDATES MAY WISH TO PRESENT A BOOK AND/OR SCHOLARLY ARTICLES IN REFEREED JOURNALS AS EXAMPLES OF THEIR ACHIEVEMENTS. OR CANDIDATES MAY MAKE EQUALLY STRONG CASES BASED UPON THE VARIOUS KINDS OF EVIDENCE LISTED IN II.A. BELOW. ANY CANDIDATE SEEKING PROMOTION ON THE BASIS OF EXCEPTIONAL SPECIALIZATION IN ONE AREA MUST ASSUME THE BURDEN OF PROVING THAT SUCH SPECIALIZATION BENEFITS THE DEPARTMENT AND THE UNIVERSITY. EVALUATION OF CANDIDATES ACTIVITIES WILL DEPEND LESS UPON QUANTITY OF MATERIAL SUBMITTED THAN UPON A DEMONSTRATION OF THE ORIGINALITY AND IMPORTANCE OF THE ACTIVITIES UNDERTAKEN. THE DIFFICULTY AND IMPORTANCE OF THE TASKS UNDERTAKEN, AND THE DEGREE OF SUCCESS IN ACCOMPLISHING THEM, SHOULD ALSO BE PART OF THIS DEMONSTRATION. ALL CANDIDATES MUST PROVIDE EVIDENCE SATISFACTORY TO THE VOTING FACULTY OF CONTINUING SCHOLARLY ACTIVITY, INCLUDING WORK IN PROGRESS, THAT SEEMS LIKELY TO RESULT IN APPROPRIATE SCHOLARLY PRODUCTION. CANDIDATES FOR PROMOTION ARE ALSO EXPECTED TO HAVE CARRIED OUT RESPONSIBLY SUCH SERVICE TASKS AS THEY WERE ASKED TO PERFORM.

III. CRITERIA FOR PROMOTION TO PROFESSOR

CRITERIA FOR PROMOTION AND/OR TENURE. TO BE ELIGIBLE FOR THE RANK OF PROFESSOR, OR TO SECURE TENURE AS A PROFESSOR IF APPOINTED AT THAT RANK WITHOUT TENURE, A FACULTY MEMBER MUST HAVE A RECORD OF OUTSTANDING PERFORMANCE IN PRODUCTIVE SCHOLARSHIP. OUTSTANDING PERFORMANCE MEANS THAT SINCE THEIR LAST PROMOTION, APPLICANTS FOR PROMOTION TO PROFESSOR WILL HAVE MADE SUBSTANTIAL ADDITIONAL CONTRIBUTIONS TO THE ADVANCEMENT, INTEGRATION, AND/OR APPLICATION OF HISTORICAL KNOWLEDGE, RESULTING IN A NATIONAL OR INTERNATIONAL REPUTATION. THEY MUST ALSO SHOW EVIDENCE OF CONTINUING SUCCESS IN TRANSFERRING THIS KNOWLEDGE THROUGH TEACHING. THE QUALITY AND IMPACT OF ONE'S WORK, NOT ITS EVIDENTIAL CATEGORY, ARE THE DECISIVE FACTORS. CANDIDATES MAY WISH TO PRESENT A BOOK AND/OR SCHOLARLY ARTICLES IN REFEREED JOURNALS AS EXAMPLES OF THEIR ACHIEVEMENTS. OR CANDIDATES MAY MAKE EQUALLY STRONG CASES BASED UPON THE VARIOUS KINDS OF EVIDENCE LISTED IN II.A. BELOW.

THE DEPARTMENT WILL WEIGH THE CANDIDATES WHOLE RECORD IN REACHING ITS DECISION, NOT MERELY THE RECORD SINCE THE APPOINTMENT OR LAST PROMOTION. IT IS ALSO IMPORTANT FOR CANDIDATES AT THIS LEVEL TO DEMONSTRATE GROWING MATURITY, BREADTH OF JUDGMENT, AND REPUTATION AMONG QUALIFIED EXPERTS. ALL CANDIDATES MUST PROVIDE SATISFACTORY EVIDENCE TO THE VOTING FACULTY OF CONTINUING SCHOLARLY ACTIVITY, INCLUDING WORK IN PROGRESS, THAT SEEMS LIKELY TO RESULT IN APPROPRIATE SCHOLARLY PRODUCTION. APPLICANTS FOR PROMOTION TO PROFESSOR ARE ALSO EXPECTED TO DEMONSTRATE A RECORD OF CONSTRUCTIVE 'SERVICE TO THE DEPARTMENT, COLLEGE, UNIVERSITY, AND PROFESSION BEYOND THAT EXPECTED OF CANDIDATES FOR PROMOTION TO ASSOCIATE PROFESSOR.

IV. MISCELLANEOUS CRITERIA RELATING TO PROMOTION AND TENURE

PROMOTION WITHOUT TENURE. IF AN ASSISTANT PROFESSOR DEMONSTRATES EXCEPTIONAL SCHOLARLY MERIT OR IF THERE IS COMPETITIVE DEMAND FOR HIS OR HER SERVICES, THE TPC MAY RECOMMEND AN EARLY PROMOTION WITHOUT A GRANT OF TENURE PROVIDED THE CANDIDATE ADEQUATELY FULFILLS ALL CRITERIA FOR PROMOTION. IN SUCH CASES, USING THE SAME CRITERIA, THE GRANTING OF TENURE MAY REQUIRE A LONGER PERIOD FOR EVALUATION. THE TPC SHALL MAKE A FULL WRITTEN EXPLANATION AND JUSTIFICATION OF ITS RECOMMENDATION A PART OF THE CANDIDATE'S FILE.

V. EVIDENCE

I. ADVICE TO CANDIDATES

A. RESPONSIBILITIES OF CANDIDATES. CANDIDATES ARE PRIMARILY RESPONSIBLE FOR ASSEMBLING EVIDENCE TO DEMONSTRATE THEIR ELIGIBILITY FOR PROMOTION AND TENURE EXPLANATIONS SHOULD BE PROVIDED TO ENABLE READERS OF THE FILE WHO MAY BE UNFAMILIAR WITH THE TYPES OF WORK BEING DONE BY A CANDIDATE TO UNDERSTAND THE IMPORTANCE OF EVIDENCE AND ITS PLACE IN THE CANDIDATES PROFESSIONAL DEVELOPMENT.

2. EXAMPLES OF EVIDENCE

A. CANDIDATES ARE NORMALLY EXPECTED TO PRESENT EVIDENCE OF ACHIEVEMENT DRAWN FROM CATEGORIES A-1, A-2, AND A-3.

A-1. EVIDENCE RELATED TO THE ADVANCEMENT, INTEGRATION, AND APPLICATION OF KNOWLEDGE. COPIES OF ANY OF THE FOLLOWING THAT THE CANDIDATE WISHES TO HAVE CONSIDERED MUST BE INCLUDED IN THE FILE. SOME EVIDENCE IS REQUIRED OF ALL CANDIDATES AND IS IDENTIFIED AS SUCH BELOW; OTHER ITEMS ARE LISTED AS EXAMPLES OF ADDITIONAL EVIDENCE CANDIDATES MAY CHOOSE TO PRESENT:

- EVALUATIONS BY EXTERNAL REFEREES CHOSEN BY THE CHAIR OF THE DEPARTMENT AND THE TPC COMMITTEE (REQUIRED OF ALL CANDIDATES).

- ORIGINAL RESEARCH BASED ON MANUSCRIPT AND PRINTED SOURCES. MATERIAL CULTURE, ORAL INTERVIEWS, OR OTHER SOURCE MATERIALS, AND PUBLISHED IN BOOKS, MONOGRAPHS OR REFEREED ARTICLES; DELIVERED IN PAPERS OR LECTURES TO MEETINGS OR CONFERENCES; OR EMBODIED IN A CONTRACT RESEARCH REPORT, POLICY PAPER. OR SIMILAR STUDY.

-DOCUMENTARY OR CRITICAL EDITIONS, PUBLISHED COLLECTIONS OF ORIGINAL HISTORICAL DOCUMENTS. GATHERED FROM APPROPRIATE ARCHIVAL SOURCES, AND EDITED WITH APPROPRIATE SCHOLARLY HEADNOTES. FOOTNOTES, AND INTRODUCTORY MATERIALS.

-REVIEW ARTICLES EVALUATING SCHOLARSHIP IN A SPECIFIC FIELD. AS WELL AS ESSAYS ON HISTORIOGRAPHY AND RELATED SUBJECTS

-SYNTHESES OF SCHOLARSHIP PUBLISHED IN REVIEW ESSAYS, PUBLICATIONS DESIGNED SPECIFICALLY FOR CLASSROOM USE, NEWSLETTERS. BOOKS AND MAGAZINE ARTICLES INTENDED FOR BROAD AUDIENCES, OR ENCYCLOPEDIAS.

-INTERPRETATIONS OF SCHOLARSHIP DELIVERED THROUGH PAPERS OR REPORTS TO PUBLIC MEETINGS OR CONFERENCES, THROUGH MUSEUM EXHIBITS, THROUGH FILMS OR TELEVISION PROGRAMS, OR THROUGH CONTRACT RESEARCH PAPERS, POLICY STATEMENTS, OR OTHER COMMISSIONED STUDIES; COMMENTARIES BY OTHER SCHOLARS ON SUCH WORK.

-EDITED ANTHOLOGIES, JOURNALS, OR SERIES OF VOLUMES COMPRISED OF THE WORK OF OTHER SCHOLARS. TRANSLATIONS OF WORKS OF SCHOLARSHIP OR IMPORTANT SOURCE MATERIALS FROM OTHER LANGUAGES.

-VIDEOTAPES. CATALOGS, OR OTHER EVIDENCE OF PUBLIC PROGRAMMING (EXHIBITS, TOURS, ETC.) IN MUSEUMS AND OTHER CULTURAL AND EDUCATIONAL INSTITUTIONS.

-EXPERT TESTIMONY OR CONSULTING ON PUBLIC POLICY ISSUES.

-REVIEWS OF MANUSCRIPTS, COPIES OF ADVICE AS A CONSULTANT OR SCRIPTS OR OTHER CONTRIBUTIONS TO FILM AND OTHER MEDIA PROJECTS.

-BOOK REVIEWS

-HISTORIC PRESERVATION AND CULTURAL RESOURCE MANAGEMENT PROJECTS.

-EXAMPLES OF ARCHIVAL ADMINISTRATION, AND THE CREATION OF BIBLIOGRAPHIES AND DATABASES.

-COPIES OF WORK IN PROGRESS THAT THE CANDIDATE IS WILLING TO HAVE THE TPC PERUSE AND EVALUATE.

-SUCCESSFUL GRANT APPLICATIONS AND REPORTS ON SUCH GRANTS.

-HONORS AND AWARDS FOR SCHOLARLY ACTIVITY.

A-2. EVIDENCE RELATED TO THE TRANSFER OF KNOWLEDGE. SOME EVIDENCE IS REQUIRED OF ALL CANDIDATES AND IS IDENTIFIED AS SUCH BELOW; OTHER ITEMS ARE LISTED AS EXAMPLES OF ADDITIONAL EVIDENCE CANDIDATES MAY CHOOSE TO PRESENT:

-STUDENT AND PEER EVALUATIONS (REQUIRED OF ALL CANDIDATES).

-SCHEDULES OF CLASSES TAUGHT AT USC, WITH ENROLLMENT FIGURES (REQUIRED OF ALL CANDIDATES).

-REPRESENTATIVE EXAMPLES OF CLASS SYLLABI AND PROSPECTUSES (REQUIRED OF ALL, CANDIDATES).

-REPRESENTATIVE EXAMPLES OF EXAMINATIONS GIVEN AT USC (REQUIRED OF ALL CANDIDATES).

-GRADING STATISTICS FOR ALL COURSES IN THE PREVIOUS THREE YEARS (REQUIRED OF ALL CANDIDATES).

-LISTS AND RESUMES OF THESES AND DISSERTATIONS DIRECTED AT USC (REQUIRED OF ALL CANDIDATES).

-EXAMPLES. WHERE POSSIBLE, OF SEMINAR AND TERM PAPERS AND SENIOR THESES WITH COMMENTS AND FINAL GRADES TEACHING PORTFOLIOS OR SIMILAR COMPILATIONS OF MATERIALS DESIGNED TO ILLUSTRATE TEACHING METHODS AND RESULTS.

-DOCUMENTATION ON ADVISING AND MENTORING STUDENTS, OR SUPERVISING INTERNS.

-RECOGNITION FROM STUDENTS, COLLEAGUES, OR OTHERS FOR SKILL AND DEDICATION IN TEACHING.

-EVIDENCE OF THE INTEGRATION OF THE MOST IMPORTANT NEW SCHOLARLY WORK INTO CLASSROOM PRESENTATIONS.

-RESEARCH, WRITING, AND CONSULTING IN HISTORY EDUCATION.

-DEVELOPMENT AND IMPLEMENTATION OF NEW COURSES AND CURRICULA. OR OF NEW CLASSROOM MATERIALS (INCLUDING EDITED ANTHOLOGIES, TEXTBOOKS. AND SOFTWARE); DISSEMINATION OF SUCH MATERIALS THROUGH BOOKS, ARTICLES, PROFESSIONAL NEWSLETTERS, MEETINGS, WORKSHOPS, SEMINARS, ETC.

--ORGANIZATION AND PARTICIPATION IN FORUMS TO DEVELOP, EVALUATE, AND PUBLICIZE NEW APPROACHES TO TEACHING HISTORY.

-ORGANIZATION AND PARTICIPATION IN COLLABORATIVE CONTENT-BASED PROGRAMS WITH SCHOOLS.

-PARTICIPATION IN DEVELOPING AND EVALUATING ADVANCED PLACEMENT AND OTHER FORMS OF ASSESSMENT OF STUDENTS.

-MUSEUM EXHIBITS, CATALOGUES, LECTURES, FILMS, TELEVISION OR RADIO PROGRAMS (PUBLIC PROGRAMS AS FORMS OF TEACHING).

-LETTERS FROM STUDENTS, CLEARLY IDENTIFIED AS EITHER VOLUNTEERED OR SOLICITED BY THE CANDIDATE. IN CONJUNCTION WITH THIS MATERIAL, CANDIDATES MUST INDICATE THE GRADING RANGE IN THE COURSES MENTIONED.

-EVALUATIONS OF INTERNSHIP PROGRAMS BY STUDENTS, EMPLOYERS, AND OUTSIDE EVALUATORS.

-LISTS OF STUDENTS PLACED IN INTERNSHIPS AND OF AGENCIES AND ORGANIZATIONS TAKING INTERNS.

-LISTS OF PAID INTERNSHIPS.

-A LOG OR OTHER RECORD OF TIME SPENT IN TRAVEL AND SUPERVISION OF INTERNSHIPS.

-EVALUATIONS OF THE TEACHING PROGRAM BY PROFESSIONALS IN THE CANDIDATES FIELD.

-PROGRAM DESIGNS OR PROSPECTUSES.

-EVIDENCE OF GRANTS OR CONTRACTS SECURED WITH AND FOR STUDENTS.

-RECORDS OF COLLABORATIVE PROJECTS CARRIED OUT WITH STUDENTS.

A-3. EVIDENCE RELATED TO SERVICE. THE DEPARTMENT ACKNOWLEDGES THAT SERVICE OFTEN FACILITATES THE ADVANCEMENT, APPLICATION, AND TRANSFER OF KNOWLEDGE. ALL MEMBERS OF THE DEPARTMENT ARE EXPECTED TO SHARE IN THE GOVERNANCE OF THE DEPARTMENT, COLLEGE, UNIVERSITY, AND PROFESSION. CANDIDATES MUST PROVIDE EVIDENCE OF HOW THEIR SERVICE ACTIVITIES HAVE CONTRIBUTED TO THEIR PROGRAM, DEPARTMENT, COLLEGE, UNIVERSITY, AND PROFESSION. CANDIDATES WHO BELIEVE THAT THEIR SERVICE ACTIVITIES HAVE SUBSTANTIALLY ADVANCED SCHOLARSHIP AS DEFINED ABOVE SHOULD DEMONSTRATE THAT CONNECTION. SOME EVIDENCE IS REQUIRED OF ALL CANDIDATES AND IS IDENTIFIED AS SUCH BELOW; OTHER ITEMS ARE LISTED AS EXAMPLES OF ADDITIONAL EVIDENCE CANDIDATES MAY CHOOSE TO PRESENT:

-LISTS OF DEPARTMENTAL, COLLEGE, AND UNIVERSITY COMMITTEES UPON WHICH THE CANDIDATE HAS SERVED, WITH DATES AND POSITIONS AS CHAIR (REQUIRED OF ALL CANDIDATES).

-LISTS OF SERVICE ACTIVITIES IN PROFESSIONAL ORGANIZATIONS (REQUIRED OF ALL CANDIDATES).

-SUPPORTING INFORMATION INDICATING THE NATURE AND SIGNIFICANCE OF SERVICE.

-EVIDENCE OF SERVICE ACTIVITIES OUTSIDE THE UNIVERSITY AND THE PROFESSION THAT THE CANDIDATE DEEMS RELEVANT TO THE PROMOTION AND TENURE DECISION.

B. *CURRICULUM VITAE*. THE CANDIDATE MUST SUBMIT A *CURRICULUM VITAE* WITH CONTENTS AS MANDATED BY THE FACULTY MANUAL. BUT THIS DOCUMENT MAY CONTAIN ADDITIONAL INFORMATION SELECTED BY THE CANDIDATE. THE *C. V.* SHOULD CONTAIN THE FOLLOWING (AS APPROPRIATE):

- EDUCATION
- PROFESSIONAL EXPERIENCE
- MILITARY AND OTHER EXPERIENCE NOT RELATED TO CANDIDATES PRESENT POSITION
- PROFESSIONAL AWARDS
- FELLOWSHIPS AND GRANTS (WITH PARTICULARS AS TO SOURCE. MONETARY VALUE TYPE, DURATION, OBJECTIVES, ACHIEVEMENTS)
- ORIGINAL RESEARCH PUBLISHED IN BOOKS, MONOGRAPHS, REFEREED JOURNALS, OR IN CONTRACT REPORTS, POLICY PAPERS, OR SIMILAR STUDIES
- DOCUMENTARY OR CRITICAL EDITIONS
- ORIGINAL RESEARCH PUBLISHED IN UNREFEREED JOURNALS, DELIVERED AS CONFERENCE PAPERS, OR PRESENTED TO THE PUBLIC THROUGH MUSEUM EXHIBITS, FILMS OR TELEVISION PROGRAMS, CONTRACT RESEARCH PAPERS, POPULAR MAGAZINES, AND NEWSPAPERS.
- SYNTHESES OF SCHOLARSHIP DELIVERED THROUGH REVIEW ESSAYS. PUBLICATIONS INTENDED FOR CLASSROOM USE, POPULAR MAGAZINES, AND ENCYCLOPEDIAS.
- EDITED ANTHOLOGIES, JOURNALS. OR SERIES OF VOLUMES COMPRISED MAINLY OF THE WORK OF OTHER SCHOLARS
- TRANSLATIONS OF SCHOLARLY WORK FROM OTHER LANGUAGES
- RESEARCH IN PROGRESS (WITH PRECISE INFORMATION AS TO CURRENT STATUS)
- PARTICIPATION IN SCHOLARLY PROGRAMS (WITH EXACT ROLE SPECIFIED)
- MEMBERSHIP IN LEARNED SOCIETIES
- PROFESSIONAL CONSULTING
- COMMITTEE AND ADMINISTRATIVE SERVICE
- A. IN THE DEPARTMENT
- B. IN THE UNIVERSITY
- C. IN THE PROFESSION
- SERVICE TO THE COMMUNITY OF BENEFIT TO THE DEPARTMENT
- PROFESSIONAL LISTINGS (WHO'S WHO, ETC.)
- HONORS AND AWARDS