

**Department of History and Government**  
**Criteria for Tenure and Promotion**

Approved by the departmental Faculty on November 21, 2005

The criteria for tenure and promotion in the University of Maryland System are: 1. Teaching effectiveness, including student advising, if applicable; 2. Research and scholarship in appropriate areas; and 3. Relevant service to the community, profession, and the institution. The relative weight of these criteria is determined by the mission of the Bowie State University and the School of Arts and Sciences.

The qualification for faculty rank which follow incorporate those criteria and include the University of Maryland System qualifications for appointments. For consideration for promotion to any rank, an applicant must fulfill the requirement for promotion to that rank during the years in the rank immediately preceding.

I. Assistant Professor

A. The appointee ordinarily shall hold the doctorate or recognized terminal degree in the field of specialization. The appointee should also show potential for superior teaching, service, and research, and scholarship. Faculty seeking promotion to the rank of Assistant Professor must satisfy the following requirements:

- 1) Excellence in teaching as shown through a rating of at least good in the following areas:
  - a) Student evaluations;
  - b) Peer evaluations, signed by the evaluatee; and
  - c) Chairperson evaluation, signed by the evaluatee.

Evaluations will measure the following performances: effectiveness of classroom management, planning and development of classroom materials, employment of appropriate instructional strategies, evaluation of instructional outcomes, quality of course syllabi, responsible professional behavior, quality of student advisement (if applicable), and acceptance and timely execution of departmental work assignments.

- 2) Evidence of scholarly contribution and growth in the area of specialization or related field through such activities as research, publication, or participation in the programs of professional societies. The applicant must demonstrate participation in a total of two (2) scholarly activities in any combination of the following:
  - a) Development of new courses and/or programs;
  - b) Delivery of papers at national and regional meetings of professional societies;
  - c) Publication of scholarly work;
  - d) Receiving of national or regional awards in areas of teaching, research, and community service.

- e) Holding of offices in professional organizations;
- f) Presentation of invitational lectures;
- g) Participation in panels/workshops at the regional or national meetings of professional organizations;
- h) Acquisition of grants;
- i) Editing and/or refereeing of professional journals;
- j) Completion of additional graduate and/or professional training;
- k) Contribution to the scholarly growth of peers.

3) Applicants must demonstrate participation in at least two (2) of the following service activities:

- a) Conducting of faculty workshops/seminars/colloquia;
- b) Advisement of student organizations;
- c) Service on University-wide committees;
- d) Organizing of conferences;
- e) Writing of grants;
- f) Participation in University-wide projects;
- g) Community service external to the University.

## II. Associate Professor:

A. In addition to having the qualifications of an assistant professor, the applicant ordinarily shall have had scholarship. There shall also be evidence of relevant and effective service to the School of Arts & Sciences, the community and the profession. Faculty seeking promotion to the rank of Associate Professor must satisfy the following requirements during the period of appointment as Assistant Professor.

1) Excellence in teaching as shown through a rating of at least good in the following areas:

- a) Student evaluations;
- b) Peer evaluations, signed by the evaluatee; and
- c) Chairperson evaluation, signed by the evaluatee.

Evaluations will measure the following performances: effectiveness of classroom management, planning and development of classroom materials, employment of appropriate instructional strategies, evaluation of instruction outcomes, responsible professional behavior, quality of course syllabi, quality of student advisement (if applicable), and acceptance and timely execution of departmental work assignments.

2) Evidence of scholarly contribution and growth in the area of specialization or related field through such activities as research, publication, or participation in the programs of professional societies.

- a) Minimum requirements for publication are that the applicant should have completed at least one (1) of the following:
  - i. Two (2) in any combination of the following:
    - article in refereed academic journal or periodical;
    - chapter or essay in book published with scholarly press;
    - article in refereed online journal;
    - encyclopedia article;
    - record of book reviews;
    - edited academic volume; OR
  - ii. One (1) authored book published by a scholarly press; OR
  - iii. One (1) book-length translation of foreign-language text published by a scholarly press; OR
  - iv. One (1) textbook in area of specialization published by a reputable press.
  
- b) The applicant must demonstrate participation in a total of three (3) scholarly activities from at least two (2) of the following:
  - i. Development of new courses and/or programs;
  - ii. Delivery of papers at national or regional meetings of professional societies;
  - iii. Receiving of national or regional awards in areas of teaching, research or community service;
  - iv. Holding of offices in professional organizations;
  - v. Presentation of invitational lectures;
  - vi. Participation in panels/workshops at the regional or national meeting of professional organizations;
  - vii. Acquisition of grants;
  - viii. Editing and/or refereeing of professional journals;
  - ix. Completion of additional graduate work and/professional training;
  - x. Contribution to scholarly growth of peers.
  
- 3) Applicant must demonstrate participation in at least two (2) of the following service activities:
  - a) Conducting of faculty workshops/seminars/colloquia;
  - b) Advisement of student organizations;
  - c) Service on University-wide committees;
  - d) Organizing of conferences;
  - e) Writing of grants;
  - f) Participation in University-wide projects;
  - g) Community service external to the University;

III. Professor:

A. In addition to having the qualifications of an Associate Professor, there shall be continuing evidence of substantial publication, as well as relevant and effective service to the community, profession and institution. Appointment or promotion to this rank carries immediate tenure. Faculty seeking promotion to the rank of professor must satisfy the following requirements during the period of appointment as Associate Professor.

1) Excellence in teaching as shown through a rating of at least good in the following areas:

- a) Student evaluations;
- b) Peer evaluations, signed by the evaluatee; and
- c) Chairperson evaluation, signed by the evaluatee.

Evaluations will measure the following performances: effectiveness of classroom management, planning and development of classroom materials, employment of appropriate instructional strategies, evaluation of instruction outcomes, responsible professional behavior, quality of course syllabi, quality of student advisement (if applicable), and acceptance and timely execution of departmental work assignments.

2) Evidence of scholarly contribution and growth in the area of specialization or related field through such activities as research, publication, or participation in the programs or professional societies.

a) Minimum requirements for publication are that the applicant should have completed at least one (1) of the following:

i. Three (3) in any combination of the following:

- Article in refereed academic journal or periodical;
- Chapter or essay in book published with scholarly press;
- Article in refereed online journals;
- Encyclopedia article;
- Record of book reviews;
- Edited academic volume; OR

ii. One (1) authored book published by a scholarly press; OR

iii. One (1) book-length translation of foreign-language text published by a scholarly press; OR

iv. One (1) textbook in area of specialization published by a reputable press.

b) The applicant must demonstrate participation in a total of four (4) scholarly activities from at least two (2) of the following:

i. Development of new courses and/or programs;

- ii. Delivery of papers at national or regional meetings of professional societies;
- iii. Receiving of national or regional awards in areas of teaching, research, or community service;
- iv. Holding of offices in professional organizations;
- v. Presentation of invitational lectures;
- vi. Participation in panels/workshops at the regional or national meeting of professional organizations;
- vii. Acquisition of grants;
- viii. Editing and/or refereeing of professional journals;
- ix. Completion of additional graduate work and/or professional training;
- x. Contribution to the scholarly growth of peers.

3) Applicant must demonstrate participation in at least three (3) of the following service activities:

- a) Conducting of faculty workshops/seminars/colloquia;
- b) Advisement of student organizations;
- c) Service on University-wide committees;
- d) Organizing of conferences;
- e) Writing of grants
- f) Participation in University-wide projects;
- g) Community service external to the University;