

History Department's Criteria and Guidelines for Promotion to Full Professor

(Approved by the department's full professors, February 11, 2025)

The Bylaws of the University of Pittsburgh set the following criteria for promotion to full professor:

"The rank of professor recognizes the attainment of authoritative knowledge and reputation in a recognized field of learning and the achievement of effective teaching skill. The professor should have attained superior stature in his or her field through research, writing, professional practice, or leadership in professional and learned organizations, as well as having exceeded the standards described for ranks shown above." (Article IV: Full-Time Tenured or Tenure-Stream Faculty, Section 4.5: Criteria for Professor)

In addition, the language included in the template used for request of external letters of evaluation for promotion to full professor reads:

It may be helpful for you to know that the Bylaws of the Dietrich School of Arts and Sciences set the criteria for promotion to full professor as *"... the attainment of authoritative knowledge and reputation in a recognized field of learning and the achievement of effective teaching skill. The professor should have attained superior stature in his or her field through research, writing, professional practice, or leadership in professional and learned organizations..."* In judging authoritative knowledge in research, we place great weight on the candidate's accomplishments to date, the intellectual power and originality that are revealed by those accomplishments, and the impact that these accomplishments have had on the discipline. And for those candidates whose work is interdisciplinary, collaborative, multidisciplinary or translational in character, or whose intellectual contributions and innovation are registered in part through significant societal impact, we ask that special care be taken to establish achievement. We are, of course, keenly interested in the candidate's promise of future growth and productivity.

The Department of History follows the University Bylaws and applies them using the following process:

- Promotion to full professor will not occur at a set time but rather the candidate will be put forward when it is determined they have met the standard to be promoted. This determination will be made by the department's full professors.
- A candidate may initiate consideration for promotion by providing to the Chair their CV and a document explaining how their record warrants promotion to the rank of full professor. The Chair will call a meeting of the full professors to conduct a preliminary review of these materials and to consider whether the candidate meets the promotion criteria. If the full professors decline to move the case forward, the candidate will receive written feedback regarding what achievements would make the case appropriate to move forward.

- When the full professors recommend proceeding with promotion, the Chair will appoint an ad-hoc committee of 3 full professors. This committee, in consultation with the Chair, selects external letter writers and, after letters are received, prepares a recommendation report.
- The dossier for promotion is assembled following the guidelines set by the Dietrich School. The full dossier and the ad-hoc committee report are circulated among the full professors, who review the documentation, meet to discuss the merits of the case, and vote.
- Assessment of progress towards promotion includes the following aspects:
 - In the area of research, the department's long-standing requirement for promotion to full professor has been the final acceptance for publication of a second book-length historical monograph or the equivalent judged on a case-by-case basis.
 - Evidence of continued teaching excellence. Teaching excellence is demonstrated through courses that are well-designed and well-executed, through student evaluations, and through peer evaluations by departmental colleagues. It is advised that the promotion file include a minimum of three peer evaluations written in different academic years.
 - Evidence of continuing service involvement in the department, the university, and the profession.