

Criteria and Procedures for Appointment and Reappointment to the Graduate Program in History

A. PREAMBLE

1. All graduate programs are required by the Faculty of Graduate Studies ('FGS') to have their own appointment and reappointment procedures and criteria.
2. The Graduate Program in History's existing *Regulations for Appointment and Reappointment to the Graduate Faculty* were created in 1992 and no longer reflect the program's practice.
3. At its meeting on 13 November 2024 the Graduate History Executive Committee ('the Committee') decided to create a set of program-specific rules to replace the 1992 regulations. These rules were accepted, with minor revisions, at the Program's Annual General Meeting on 5 December 2024.

B. TYPES OF MEMBERSHIP

FGS regulations allow graduate programs to appoint several different types of members. The types of members appointed by the Graduate Program in History ('the Program') and the rights and duties they entail are as follows:

- **Full Members**, who are permitted to carry out all types of graduate teaching and supervision, and to serve on all program committees.
- **Associate Members**, whose entitlements are the same as those of Full Members, except they can only be the co-supervisors – not the sole supervisors – of doctoral dissertations. In the Program, there is a strong presumption that Associate Members, being junior faculty, will not be called upon to perform onerous committee work. They also are entitled to decline supervisory roles that they regard as likely to take time away from their research.
- **Members Emeriti**, who are former Full Members who have now retired. They may continue to perform all the functions of Full Members, including continuing to act as sole supervisors of the doctoral dissertations they were supervising at retirement. However, if Members Emeriti take on new doctoral supervisions, it will usually only be as co-supervisors. Members Emeriti in the Program are not called upon to serve on administrative committees.
- **Adjunct Members**, who are experts in History or a related discipline, and who hold an academic post at a university other than York. Generally, Adjunct Members are appointed for a period of a few years to serve on comprehensive examination and/or dissertation committees. It has not been the custom in the Program to have Adjunct Members co-supervise dissertations.

The Program has not in the past appointed **Independent Members** or **Instructor Members**, and does not anticipate doing so in the foreseeable future.

C. APPOINTMENT CRITERIA

1. Appointment of Full Members

At the minimum, for appointment as a Full Member, a colleague needs to be a tenure-stream York faculty member, to hold a PhD degree in History or a related discipline, and to have published or to have in press either:

- One scholarly, peer-reviewed monograph;
- Five peer-reviewed journal articles or book chapters; or
- The equivalent in other forms of peer-judged publications. Such publications could include: exhibition catalogues; collections of, translations of, and/or commentaries on primary sources; or bibliographical or archival guides. The Committee will decide what counts as equivalency, taking into account the publication standards and customs of the discipline of History.

For these purposes, ‘in press’ means that a publication has fully passed through the peer-review process and has received a final acceptance for publication by the journal or publishing house. The publications must be in History or a related discipline to be counted.

2. Appointment of Associate Members

At the minimum, for appointment as an Associate Member, a colleague needs to have a tenure-stream or contractually limited appointment at York, to hold a PhD degree in History or a related discipline, and to have published or to have in press either:

- Two scholarly, peer-reviewed journal articles or book chapters; or
- Two peer-judged publications equivalent to a scholarly journal article or book chapter.

To count for these purposes, the publications must be in History or a related discipline. For the adjudication of equivalency, see C.1 above.

3. Appointment of Members Emeriti

Upon retirement from York University, unless they express a wish to the contrary, all Full Members will automatically be appointed as Members Emeriti, initially for a period of five years.

4. Appointment of Adjunct Members

To be appointed as an Adjunct Member, a colleague needs to:

- Be appointed to a tenure-stream (or equivalent) position at a university other than York; and
- Meet the minimum requirements outlined for Full Members in C.1 above.

D. APPOINTMENT PROCEDURES

Faculty members at York University wishing to be appointed to the Program as Full or Associate Members may approach the Graduate Program Director in History ('the Director') requesting appointment. The Director may also invite applications for Full, Associate, or Adjunct membership.

When an application is received, the Director must present it to the Committee. The Committee shall decide whether the applicant has met the relevant standards and recommend that the application be accepted or rejected. The Committee may ask for additional information from the applicant. It may appoint the applicant to a different category of membership than the one applied for, provided that the applicant meets the requirements for that category. In accordance with the customs of the Program, the Committee will usually reach decisions by consensus. If, however, a consensus does not emerge, decisions shall be made by a simple majority vote.

If the Committee recommends appointment, the Director must forward the application to FGS for final approval.

E. REAPPOINTMENT CRITERIA AND PROCEDURES

Members of the Program shall be reappointed as part of the cyclical review process, which takes place every seven years. As part of the cyclical review process, each member must submit a research CV, which will almost always provide the evidence needed for the Director to recommend to FGS that the member be reappointed. However, the Committee must also ratify a reappointment if:

- The Program reviewers express concerns about a member's lack of research activity or the quality of their teaching and supervision; and/or
- The Director receives multiple formal complaints from students and/or colleagues about the quality of the member's teaching and supervision over the previous seven-year period.

If one or both of these circumstances exist(s), then the Committee must decide whether the member should be reappointed. In making this decision, the Committee shall consider two factors:

- Whether the member has demonstrated a continuing commitment to research and scholarship, the evidence for which will normally take the form of published monographs, edited volumes, journal articles, book chapters, and/or equivalent peer-judged publications. Members may, if they choose, submit scholarly manuscripts demonstrating substantial work-in-progress. To demonstrate a continuing commitment to research and scholarship, a member's research output from the previous seven years does not necessarily have to meet the minimum requirements for an initial appointment outlined in C.1–2 above.
- Whether the member can demonstrate continuing competence in graduate teaching and supervision. Evidence for this could take the form of student course evaluations, student testimonials relating to teaching and supervision, collegial assessments of teaching, statistical data relating to the completion rates of the member's supervisees, and/or a teaching dossier. This evidence should relate to the member's activities over the last seven years.

F. APPEALS

In the case of a decision not to appoint or reappoint, the individual faculty member may appeal the decision following FGS's procedures (<http://gradstudies.yorku.ca/faculty-staff/academic-affairs/faculty-membership/appointments-policy> §§3.2.5-3.2.7).

December 2024