

## DEPARTMENT OF HISTORY

### Mission

The Department of History at Oklahoma State University promotes the preservation, advancement and dissemination of historical knowledge; trains students in academic, graduate, and professional programs; stimulates research and scholarship by its faculty; and serves the people of Oklahoma by fostering knowledge of the human experience and giving perspective and meaning to contemporary events.

### Vision

The faculty of the Department of History will maintain excellence in instruction and achieve national and international stature in scholarly research activities.

### Core Values

The Department of History is committed to:

**Excellence** - We seek excellence in all our endeavors, and we are committed to continuous improvement.

**Intellectual Freedom** - We believe in ethical and scholarly questioning in an environment that respects the rights of all to pursue freely knowledge.

**Service** - We believe that serving others is a noble and worthy endeavor.

**Integrity** - We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.

**Diversity** - We respect others and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

**Stewardship of Resources** - We are dedicated to the efficient and effective use of resources. We accept responsibility of the public's trust and are accountable for our actions.

## Goals, Critical Success Factors, Objectives, and Strategies

### Goal 1: The Retention and Promotion of Outstanding Faculty and Staff.

#### Critical Success Factors:

- Faculty salaries and benefits are at least at the average for the various ranks in Big 12 History Departments.
- Staff salaries and benefits are at least the average of similar positions within Big 12 History Departments.
- Outstanding faculty and staff are rewarded with above average raises.
- Formalized mentoring program exists for junior faculty, resulting in successful achievement of tenure.
- History faculty are regularly nominated for college- or university-wide teaching and research awards.
- Faculty and staff experience greater job satisfaction.

#### Objectives:

**Objective 1.1:** Implement to fullest possible extent merit-based raise programs for faculty and staff.

#### Strategies:

- Allocate pay raise funds in accordance with productivity and performance as determined in the annual appraisal process.
- Seek equity adjustments when they are available to address chronic salary compression issue.

**Objective 1.2:** Devise effective program for mentoring junior faculty.

#### Strategies:

- Identify tenured faculty member in affiliated field to serve as departmental mentor during a new faculty member's probationary period.
- Head will meet with new faculty member and mentor at end of each semester to discuss untenured faculty member's progress toward meeting requirements for promotion and tenure.

**Objective 1.3:** Implement departmental recognition program for outstanding faculty and staff.

#### Strategies:

- Establish program in which majors can identify an outstanding undergraduate teacher, to be recognized at annual awards banquet in spring.

- Provide announcement to University Communication Services whenever a faculty member publishes a monograph or other outstanding scholarly work.
- Nominate staff for Staff Advisory Council awards and recognitions when warranted.

**Objective 1.4:** Nominate worthy faculty members for college- or university-wide teaching and research awards.

Strategies:

- Identify faculty members eligible for specific teaching and research awards.
- Nominate at least one faculty member annually for Regent's Distinguished Teaching Award and Regent's Distinguished Research Award.
- Nominate qualified faculty for any other teaching and research awards that become known.
- Nominate qualified members of the History Department as Regent's Professors.

**Objective 1.5:** Review staff job descriptions and titles systematically, and revise when appropriate opportunities for research time for both junior and senior faculty members.

Strategies:

- Meet at least once a semester with staff to review tasks they have been assigned and undertaken in order to determine if any change in titles and job description are warranted.
- Adjust titles and pay ranges when appropriate.

**Goal 2: An Increase in the Number and Diversity of Tenure-track and Tenured Faculty.**

**Critical Success Factors:**

- Number of tenure-track and tenured History faculty increases to at least 25 by 2009.
- Number of tenure-track and tenured faculty from under-represented groups increases and at least reflects gender/race/ ethnic profile of the discipline as determined by Affirmative Action.
- History faculty are able to offer breadth of subject matter and expertise consistent with being a state-supported comprehensive university.

**Objectives:**

**Objective 2.1:** Define faculty positions needed to strengthen the Department and bring it to a size of 25 full time tenure-track/tenured members.

Strategies:

- Define fields for next five new hires (this does not include replacing existing faculty).
- Hire next five new faculties in the defined positions to enhance breadth of subject matter and expertise.

**Objective 2.2:** Actively recruit applicants from under-represented groups when filling tenure-track positions.

Strategies:

- Advertise vacant position in journals and other publications that specialize in targeting candidates from under-represented groups.
- Make personal contact with applicants from under-represented groups early in search process to encourage completion of application file.

**Objective 2.3:** Participate in any college- or university-wide incentive programs to attract a more diverse faculty.

Strategies:

- Consult with College Affirmative Action officer and University Vice-president for Institutional Diversity before any faculty search in order to ascertain if any existing incentive programs can facilitate the hiring of new faculty from an under-represented group.
- Utilize any appropriate incentive program identified to create a more diverse faculty, including target hiring.

**Goal 3: An Improved Environment that Attracts Qualified, Diverse Undergraduate and Graduate Students.**

**Critical Success Factors:**

- Number of majors and graduate students receiving scholarships increases.
- Undergraduates are provided the opportunity to add value to their degrees by engaging in research, participating in internships, and studying abroad.
- Number of undergraduate and graduate from under-represented groups increases at least 20% by 2009.
- Graduate assistants and associates receive pay, waivers, and benefits that are at least the average of other Big 12 institutions offering the Ph.D. in History.
- Accomplishments of undergraduate and graduate History students receive wide recognition.
- Undergraduate and graduate students benefit from job placement assistance offered by Department and coordinated with other career-oriented services offered by the College of Arts and Sciences and the University.

**Objectives:**

**Objective 3.1:** Create at least two additional endowed undergraduate and graduate scholarships by 2009.

Strategies:

- Work with College Development personnel during 2004-2005 academic year to identify potential scholarship donors.
- Meet with potential donors as necessary to create endowed scholarships.

**Objective 3.2:** Increase applications by undergraduate and graduate students for university, national, and international scholarships.

Strategies:

- Conduct meetings early each fall to inform majors and graduate students of scholarship opportunities.
- Follow-up meetings with timely e-mail and mailings reminding students of new scholarship opportunities and approaching application deadlines.

**Objective 3.3:** Expand existing opportunities for undergraduate and graduate students to enhance their degrees by engaging in research, serving internships, and studying abroad.

Strategies:

- Maintain file of internships, study abroad, and research opportunity announcements.
- Post these announcements in area of main office designated as the “History and American Studies Career Resource Center”.

**Objective 3.4:** Develop and implement programs to recruit undergraduate and graduate students from under-represented groups.

Strategies:

- Review “Request for Information” cards, scholarship applications accompanying admission forms, and ACT/SAT reports on prospective undergraduate students to attempt identifying those from under-represented groups.
- Make personal contact with undergraduate applicants from under-represented groups to encourage majoring in History at OSU.
- Review inquiries of interest in History graduate programs and other applicant information to attempt identifying those from under-represented groups.
- Make personal contact with graduate applicants from under-represented groups to encourage pursuing graduate studies at OSU.
- Initiate contact with Oklahoma tribal governments to explore possibility of recruiting Native American graduate students who might benefit from the Department’s strengths in Native American history and public history.

**Objective 3.5:** Work with college and university administration to fund graduate assistantships at a more competitive level.

Strategies:

- Conduct survey during 2004-2005 academic year of salary and responsibilities of graduate assistants at other Big 12 History Departments.
- Use resulting data to create a rationale for increasing graduate assistantship stipends to make them competitive in recruiting outstanding graduate students.

**Objective 3.6:** Publicize accomplishments of outstanding undergraduate and graduate students.

Strategies:

- Prepare press release and photographs for distribution to University Communication Services and other media-announcing winners of various awards presented at annual banquet in spring.
- Prepare press releases for distribution to University Communication Services and other media on special awards and recognition received by undergraduate and graduate students whenever warranted.
- Post on departmental web page and include in annual newsletter special awards, recognitions, and outstanding accomplishments of undergraduates and graduates.

**Objective 3.7:** Increase awareness of professional career opportunities, including those outside the academy, for majors and graduate students.

Strategies:

- Make available to every undergraduate major fact sheet and flow chart that addresses career options for History majors.
- Create a “History and American Studies Career Resource Center” within the History Department main office.
- Post-available jobs, internship, and professional education opportunities at the “Career Resource Center”.
- Provide computer with Internet access to various History-related career web sites in the “Career Resources Service”.
- Conduct annual workshop for Ph.D. students on applying for academic positions and the nature of a professorial career.

#### **Goal 4: An Improved Environment for Scholarship, Including Interdisciplinary Endeavors**

##### **Critical Success Factors:**

- Scholarly productivity---in the form of books, refereed articles, book chapters, and other recognized scholarly contributions---increases and is proportionately commensurate with other Big 12 History faculties
- Departmental guidelines regarding work-load and rewards accommodates research in interdisciplinary and innovative programs
- Faculty have greater access to resources necessary to conduct research

##### **Objectives:**

**Objective 4.1:** Develop internal and external sources of support for research and conference travel by faculty and graduate students.

##### Strategies:

- Work with College Development personnel during 2004-2005 academic year to identify potential donors who might support research travel for faculty and graduate students.
- Meet with potential donors as necessary to create endowed accounts that would support research travel.
- Expand pedagogically sound custom publishing efforts in History courses to generate revenue, a portion of which would be dedicated to supporting graduate student and faculty research travel.

**Objective 4.2:** Support greater participation of faculty in interdisciplinary and innovative scholarship, including through workload assignments and criteria for promotion and tenure.

##### Strategies:

- Revise departmental guidelines to allow work in developing and administering interdisciplinary programs to count toward promotion and tenure as contributions to meritorious scholarship.
- Seek College and University support to allow faculty to pursue and acquire editing positions of national and international journals.

**Objective 4.3:** Work with the College of Arts and Sciences and University to improve space, resources, and facilities for research.

##### Strategies:



- Conduct inventory of current space available within Department for research purposes.
- Survey space needed to support adequately research within the Department.
- Present any deficiency of research space to Arts and Sciences Dean's office for assistance in resolving any identified need.
- Conduct inventory of current facilities, especially computer hardware and software, available within Department for research purposes.
- Identify facilities needed, including computer hardware and software, to support research adequately.
- Present any deficiency in research facilities to Arts and Sciences Dean's office toward meeting any identified need.

**Goal 5: An Improved Environment for Teaching, Including Interdisciplinary Endeavors**

**Critical Success Factors:**

- Effectiveness of instruction increases as evidenced in increased average rubric scores for learning outcomes identified in annual departmental assessment report.
- History courses are taught using the best available pedagogy and technology.
- Faculty and students participate in interdisciplinary and innovative programs.
- Departmental guidelines regarding work-load and rewards accommodates teaching in interdisciplinary and innovative programs.

**Objectives:**

**Objective 5.1:** Create faculty seminar for discussion of common pedagogical issues.

Strategies:

- Conduct faculty seminar every fall to address common pedagogical concerns.
- Conduct, as needed, meetings of faculty within the three curriculum foci—U.S. history, European history, and World history—to discuss common teaching concerns.

**Objective 5.2:** Encourage effective and innovative pedagogy, especially by providing resources and training opportunities for the incorporation of new technologies into the classroom.

Strategies:

- Poll faculty to identify any pedagogically- related technological needs not being met.
- Work with College of Arts and Sciences, especially its Computer Support office, to rectify deficiencies.
- Distribute among faculty timely notice of training College- and University- offered training related to teaching technologies.

**Objective 5.3:** Enhance effectiveness of faculty instruction by implementing a more systematic teaching evaluation process that includes regularized observation of teaching.

Strategies:

- Create, under aegis of personnel committee, a system for evaluating teaching that includes classroom observation.
- Utilize University student evaluation form in conjunction with departmental student evaluation instrument.
- Utilize senior faculty to mentor untenured faculty to make instruction more effective.

**Objective 5.4:** Enhance effectiveness of graduate student instruction by expanding existing preparation for teaching and monitoring of classroom performance.

Strategies:

- Schedule monthly meeting between survey coordinators and graduate student instructors to discuss concerns and share experiences.
- Arrange for graduate studies committee representatives to observe classes taught by graduate instructors at least once a semester.

**Objective 5.5:** Develop and be active partners in innovative and interdisciplinary programs.

Strategies:

- Establish a department policy to allow faculty to credit portions of course team-taught as overload in interdisciplinary programs toward future release time.

**Goal 6: Promotion of Greater Understanding of the Department's Contributions to Its Communities**

**Critical Success Factors:**

- Departmental web page offers timely and accurate information about the History Department generally, its programs, its faculty and students, and its accomplishments.
- History alumni, friends, and emeriti receive an annual newsletter highlighting the activities and accomplishments of the Department during the past year.
- Both the campus and off-campus communities have an enhanced understanding and appreciation for the discipline of History.

**Objectives:**

**Objective 6.1:** Maintain an attractive, informative web page.

Strategies:

- Provide training to at least one staff member necessary for maintenance of web page.
- Review current content of web page.
- Make necessary additions and revisions to information presented on web page.
- Review contents of web page at least once every semester and make necessary revisions and deletions to assure information is accurate and timely.

**Objective 6.2:** Prepare an annual newsletter detailing accomplishments of faculty, students, and alumni.

Strategies:

- Collect from faculty at end of every spring semester a summary of their publications, awards, and other achievements for inclusion in the newsletter.
- Solicit alumni for updates on their current activities and accomplishments during the fall semester for inclusion in the newsletter.
- Contact majors and graduate students during the spring semester for any special recognitions they may have received for inclusion in the newsletter.
- Prepare annually article on departmental awards banquet that includes the names of the various awards and scholarships and the people receiving them.

**Objective 6.3:** Participate in opportunities to inform others of the History Department's activities and accomplishments, including engaging in outreach outside the University.

Strategies:

- Establish internal database of faculty expertise and interests to be used in responding to public requests for information and programs.
- Provide list of faculty expertise and interests to agencies sponsoring History-related public programming, including the Oklahoma Humanities Council, Oklahoma Historical Society, local humanities councils, and museums.
- Provide copy of annual newsletter and information on departmental web page to agencies sponsoring History-related public programming, including the Oklahoma Humanities Council, Oklahoma Historical Society, local humanities councils, and museums.

**Objective 6.4:** Institute a program for bringing notable historians to campus to present public programs and interact with faculty and students.

Strategies:

- Seek Norris Foundation and other College and University support to bring at least one notable historian to campus annually.
- Raise funds, if necessary, to underwrite an annual lectureship program.
- Host at least one visit annually from a notable historian who will give a public program and visit classes.