

## **I. Teaching**

There should be evidence of genuine and sustained commitment of the individual to excellence in teaching, as well as evidence of a strong record of achievement in carrying out that commitment. To be consistent with the goals of both the University and the College of Liberal Arts, evaluation of teaching is weighted very heavily (50-75% of total workload) for applicants for tenure and promotion.

### **A) Definitions**

#### Effective Teaching Methods

Content and teaching methods will differ in the various subfields of Political Science and should be appropriate for the defined goals of each course offered.

#### Means of Evaluation:

- 1) Student evaluations will be used to determine the students' perspective on the effectiveness of teaching methods.
- 2) Classroom observation by the chair and peers (for promotion to Associate and tenure) or peers (for promotion to Full) will be used to evaluate teaching methods in practice.
- 3) Ongoing consultations with the P&T Committee about teaching methods, choice of texts, course syllabi, departmental expectations, and evaluation of student work will also be a means of evaluating effectiveness in teaching.

#### Current course content

Teaching must also demonstrate an approach to the subject matter that is consistent with current knowledge and practice in the various areas of the discipline.

#### Means of evaluation:

- 1) Regular attendance at national, regional, and state meetings in Political Science and cognate disciplines will demonstrate that the applicant is attempting to keep up with the current scholarship and methodology in the discipline.
- 2) Classroom observation by the chair and peers (for promotion to Associate and tenure) or peers (for promotion to Full) will be used to evaluate the use of current scholarship and methodology in the classroom.
- 3) Ongoing consultations with the P&T Committee about teaching methods, choice of texts, course syllabi, departmental expectations, and evaluation of student work will also be a means of evaluating the use of current scholarship and methodology.

## Departmental Advising

The advising of students in Political Science is critical for attracting and retaining majors, minors, and grad students in the department, and the applicant is expected to carry the standard departmental advising load and maintain a high standard of quality in academic advising.

### Means of Evaluation

- 1) Maintaining the departmental standard for regular office hours.
- 2) Meeting with students as scheduled.
- 3) Knowledge of current curriculum and graduation requirements, as well as information on career and postgraduate educational opportunities.

## **B) Promotion to Associate Professor/Tenure**

To claim “Exemplary” in Teaching, the candidate must provide evidence/documentation of effective teaching, current course content, and advising, plus provide evidence/documentation for two items from multiple categories below:

To claim “Professional” in Teaching, the candidate must provide evidence/documentation of effective teaching, current course content, and advising, plus provide evidence/documentation of one item below:

- Certification by the university or academic unit in specialized pedagogy such as First Year Seminar and Core I Curriculum, Writing Across the Curriculum (WAC), Service Learning, Multiculturalism/Internationalism, or other certification;
- Winning of teaching/course development grants;
- Development and delivery of e-courses;
- Development and delivery of capstone courses;
- Development and delivery Honors or Yeager seminars;
- Significant demonstrable redevelopment of existing courses;
- Contributions to curricular development through the creation of new courses, minors, majors, certificate programs, or graduate programs;
- Chairing or membership on thesis committees and comprehensive exam committees;

- Professional recognition as teacher and/or advisor including college, university, state, or national teaching or advising awards;
- Serving as primary graduate student advisor, pre law advisor, International Affairs Director, or other applicable position where advising is significant;
- Other teaching/advising activities as appropriate.

### **C) Promotion to Full Professor**

To claim “Exemplary” in Teaching, the candidate must provide evidence/documentation of effective teaching, current course content, and advising, plus provide evidence/documentation for three items from multiple categories below:

To claim “Professional” in Teaching, the candidate must provide evidence/documentation of effective teaching, current course content, and advising, plus provide evidence/documentation of two items from multiple categories below:

- Certification by the university or academic unit in specialized pedagogy such as First Year Seminar and Core I Curriculum, Writing Across the Curriculum (WAC), Service Learning, Multiculturalism/Internationalism, or other certification;
- Winning of teaching/course development grants;
- Development and delivery of e-courses;
- Development and delivery of capstone courses;
- Development and delivery Honors or Yeager seminars;
- Significant demonstrable redevelopment of existing courses;
- Contributions to curricular development through the creation of new courses, minors, majors, certificate programs, or graduate programs;
- Chairing or membership on thesis committees and comprehensive exam committees;
- Professional recognition as teacher and/or advisor including college, university, state, or national teaching or advising awards;
- Serving as primary graduate student advisor, pre law advisor, International Affairs Director, or other applicable position;
- Other appropriate teaching/advising activities as appropriate.

## II. Research/Scholarly Activity

Evaluation of research/scholarly activity is weighted second to teaching, given the heavy teaching responsibilities in the Department of Political Science (The normal course load is a 4/4 with 3 preparations). The Department of Political Science strictly adheres to all criteria for Scholarly Activity found in the official COLA Promotion and Tenure Guidelines. It is the candidate's responsibility to thoroughly familiarize him/herself with those guidelines.

### A) Definitions

Definitions of publication, presentations and other scholarly activity can be found in the COLA P&T Guidelines, available on the COLA website.

#### Additional means of evaluation for Scholarly Activity:

##### (1) Publications:

- Category 1 publications should be published in refereed journals in the discipline and/or cognate disciplines. Books must be published by refereed academic or commercial presses.
- Category 2 publications should be published in disciplinary or cognate venues.
- As specified in the COLA Promotion and Tenure Guidelines, candidates must provide evidence (reviewer comments, members of editorial boards, journal/press rankings, impact factors, etc.) documenting the quality of the publishing venue.

##### (2) Presentations:

- Papers presented at professional meetings will be ranked in importance according to professional organization (international, national, regional, state, etc.). Although the department expects that most conferences will be in the discipline of Political Science, relevant conferences in cognate disciplines and/or relevant interdisciplinary conferences are also acceptable.
- As specified in the COLA Promotion and Tenure Guidelines, the candidate must (1) provide evidence documenting the quality of the conference and (2) provide a copy of the program (photocopy of actual program or printout of online program) of the professional meeting at which the paper was presented with the candidate's name highlighted.

##### (3) Awards and Fellowships

- The receipt of awards and fellowships by the applicant will be considered as important evidence of scholarly activity. On a case by case basis, significant research awards and fellowships may be counted as other scholarly activities in Categories 1, 2, and 3 of the COLA Promotion and Tenure Guidelines. It

is the candidate's responsibility to provide evidence of the significance of the award and/or fellowship in his/her application.

- Awards and fellowships will be weighted according to the significance of the awarding body or organization; national organizations will be of greatest importance; regional next; local last.

## **B) Promotion to Associate Professor/Tenure**

To claim "Exemplary" on Scholarly Activity, the candidate must have

- (1) a minimum of two publications and one presentation in Category 1 of the COLA Promotion and Tenure Guidelines and
- (2) a minimum of two other scholarly activities as listed in the COLA Promotion and Tenure Guidelines in Categories 1, 2, and 3.

Only one of the two other scholarly activities can be a non-juried conference presentation.

To claim "Professional" on Scholarly Activity, the candidate must have

- (1) a minimum of one publication and one presentation in Category 1 of the COLA Promotion and Tenure Guidelines and
- (2) a minimum of two other scholarly activities as listed in the COLA Promotion and Tenure Guidelines in Categories 1, 2, and 3.

Only one of the two other scholarly activities can be a non-juried conference presentation.

## **C) Promotion to Full Professor**

Candidates seeking promotion to Full Professor must include only those materials that represent achievement since the candidate was last promoted.

To claim "Exemplary" on Scholarly Activity, the candidate must have

- (1) a minimum of two publications and one presentation in Category 1 of the COLA Promotion and Tenure Guidelines and
- (2) a minimum of three other scholarly activities as listed in the COLA Promotion and Tenure Guidelines in Categories 1, 2, and 3.

Only one of the three other scholarly activities can be a non-juried conference paper presentation.

To claim “Professional” on Scholarly Activity, the candidate must have

- (1) a minimum of one publication and one presentation in Category 1 of the COLA Promotion and Tenure Guidelines and
- (2) a minimum of three other scholarly activities as listed in the COLA Promotion and Tenure Guidelines in Categories 1, 2, and 3.

Only two of the three other scholarly activities can be a non-juried conference paper presentation.

### **III. Service:**

#### **A) Definitions**

##### University Service

Service to the department, college, university, and/or other tasks required by these institutions.

##### Means of Evaluation

Service to the department, college, university, and/or other tasks required by these institutions will be evaluated on the basis of the nature and importance of the committee and/or function. Letters indicating the faculty member’s service in the organization are expected. Candidates are also expected to detail their level of participation and involvement.

##### Professional Service

Offices or service in national, regional, or local organizations related to Political Science or cognate disciplines.

##### Means of Evaluation:

Offices or service held in professional organizations and other forms of professional service will be weighted according to the significance of the professional organization; national organizations within the discipline will be of greatest importance with regional organizations ranked next and state/local organizations ranked last. Letters indicating the faculty member’s service in the organization are expected. Candidates are also expected to detail their level of participation and involvement.

##### Community Service

The Department of Political Science adheres strictly to the College of Liberal Arts guidelines on Community Service.

##### Means of Evaluation:

Letters indicating the faculty member’s service in the organization are expected. Candidates are also expected to detail their level of participation and involvement.

**B) Promotion to Associate Professor/Tenure:**

To claim “Exemplary” in Service, the candidate must

- 1) demonstrate on-going service on a minimum of two departmental, college, or university committees or
- 2) perform two on-going departmental, college, and/or university functions (e.g., mentoring a department-related student organization, significant participation in assessment, organizing a department-related event, etc.).
- 3) or some combination thereof.

To claim “Professional” in Service the candidate must

- 1) demonstrate on-going service on a minimum of one departmental, college or university committee or
- 2) perform one on-going departmental function (e.g., mentoring a department-related student organization, significant participation in assessment, organizing a department-related event, etc.).

**C) Promotion to Full:**

To claim “Exemplary” in Service, the candidate must

- 1) demonstrate on-going service on a minimum of two committees or perform two on-going functions (e.g., mentoring a department-related student organization, significant participation in assessment, organizing a department-related event, etc.) at the departmental level and
- 2) demonstrate on-going service on a minimum of two committees or perform a minimum of two functions at the college or university level or
- 3) some combination thereof.

Professional and community service will also be favorably considered.

To claim “Professional” in Service the candidate must

- 1) demonstrate on-going service on a minimum of one committee or perform one on-going function (e.g., mentoring a department-related student organization, significant participation in assessment, organizing a department-related event, etc.) at the departmental level and
- 2) demonstrate on-going service on a minimum of one committee or perform a minimum of one function at the college or university level or
- 3) some combination thereof.

Professional and community service will also be favorably considered.

#### **IV) Candidates Bringing Years Toward Promotion and Tenure**

Candidates whose employment contracts indicate that they will bring one or more years toward promotion and/or tenure may be granted different tenure and promotion criteria on a case by case basis. Pursuant to reasonable claims by the candidate, criteria for both “exemplary” and “professional” expectations can be amended in writing in consultation with the Dean and Department Chair.

#### **V) Effective Dates**

These guidelines take effect upon adoption by the department. Current faculty may, at their discretion, apply for tenure and/or promotion under previous departmental guidelines until September 2012.