

Department of Political Science
Procedures and Standards for Tenure and Promotion
(Amended October 2011)

The Tenure Committee of the Political Science Department consists of all tenured members of the Department who have voting rights as defined in the Faculty Handbook. The members of the Tenure Committee will elect a chair. The elections for chair will be early in the fall semester.

The Department and the Tenure Committee will follow the procedures established by the University in making tenure decisions. A copy of these procedures is attached to this document. At the time the tenure decision is to be made, the Committee's recommendation for tenure will be determined by secret ballot with at least two-thirds vote needed for a favorable recommendation.

The recommendation on tenure by the Tenure Committee is based on an evaluation of teaching, research, and service. A strong record of excellence is needed in all three. In relative importance in the tenure decision, teaching is first, research is second, and service is last. While a strong record of achievement in service is necessary, teaching and research are more important in the overall evaluation.

The consideration for promotion to Associate Professor is based on an evaluation of teaching, research, and service. The standards used to evaluate a candidate's application for Associate Professor are the same as the standards used to evaluate an application for tenure. The Committee will make its decisions based on majority vote. Because the standards are the same, the Departments cannot recommend a candidate for promotion if she/he does not meet the standards for tenure.

Teaching

To receive tenure, a professor must have a strong record of excellent achievement in teaching. Such a professor is knowledgeable about the subject areas of the courses, is well prepared and well organized, effectively communicates the learning objectives and direction of courses to the students, fairly evaluates students' performance, and continually attempts to improve. In addition, she/he is successful at stimulating student interest, increasing students' knowledge and understanding of the subject, and improving students' research, writing, and analytical skills.

For the annual tenure review and the tenure decision, the evaluation of teaching will be based on an examination of syllabi and a sample of other course materials (e.g., assignments and handouts), a statement on learning objectives and teaching methods (e.g., lectures, small group discussions, and stimulations), student course evaluations, and reports of classroom observations by peers. Along with the syllabi and course materials, the professor should include a discussion of why particular topics are being studied in the course and why certain readings are assigned. In the statement on teaching, she/he should explain how the teaching methods being used are related to learning objectives in the course.

For example, the professor could describe how the assignment of short papers in which students summarize and critique journal articles is used to increase student discussion, improve writing and analytical skills, and expand knowledge of the subject.

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As part of the demonstration of teaching excellence, candidates must participate in and reflect on advising in at least two areas to be chosen from pre-major, major, and graduate advising. The Tenure Committee will evaluate this commitment by examining numbers of advisees by year and the candidate's own discussion of advising effectiveness.

The student course evaluations will occur at the end of each semester. A student in each class will collect the evaluation forms and take them to the Department Chair. After the grades have been assigned in the courses, the Department Chair will give the evaluated forms to the professor. In reports, the professor should include the evaluation forms, a table listing a summary of all these numerical responses from all of the questions in the questionnaires, and an analysis of the written responses. Finally, on the peer evaluations, the Chair of the Tenure Committee should arrange for two members of the Committee to observe classes of the tenure candidate each semester. (So there should be four peer observation reports available each year for the Committee's tenure review meeting.) Copies of the peer evaluations should be given to the tenure candidate, the Committee Chair, and the Department Chair. The tenure candidate may also ask other professors at the University to observe her/his classes and have the reports included in the candidate's file. (These are not weighted the same by COAD as they are solicited by the candidate.)

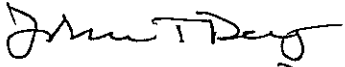
Research

A strong record of excellent achievement in research must be shown by meeting each of the following requirements: (1) evidence of an ongoing research program; (2) publication of one article in a refereed journal or one book which was published after peer review;* (3) additional evidence of excellence in research which may include journal articles, books, book chapters, book review essays (but not regular book reviews), papers in conference proceedings (these are weighted less than other scholarly work). Of these, the greatest weight will be given to articles in refereed journals and books published after a peer review; and (4) a favorable evaluation of the quality of the candidate's research by the Tenure Committee.

*JCU must be listed as the university affiliation of the author for publications to meet this requirement.

Service

Service involves participation in activities of the Department and University, and beginning to show leadership. Participating in departmental programs (such as directing the Internship Program, directing Pi Sigma Alpha, and so on), and serving on faculty and University committees are examples of service. Community service activities are not required for favorable evaluations on service. However, these activities will be considered as positive additions to a tenure candidate's service record.


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