

Department of Political Science
Expectations for Tenure and Promotion

Tenure Expectations

Faculty members in the Department are expected to be effective teachers, engaged in research and scholarship, and provide service to the department, college, university, and community. Probationary faculty members must meet at least the following minimum criteria in order to achieve tenure consistent with university procedure [12.02.99.R0.03 Implementing Faculty Tenure and Promotion](#) and the College of Humanities, Social Sciences, and Arts (CHSSA) Expectations for Tenure and Promotion (see "[Faculty Links](#)").

Teaching

Candidates for tenure in the Department must demonstrate competency in teaching. The following materials should be submitted as part of the tenure candidate's portfolio.

- Syllabi for each course taught that demonstrate clear course goals and learning objectives in addition to appropriately challenging assignments and relevant readings.
- Evidence of on-going self-assessment with regard to pedagogy with modification to courses as appropriate.
- Demonstrated availability to students outside of the classroom through regular office hours, advising for students engaged in thesis work, and responsiveness to students in difficulty or who have concerns related to their coursework.
- Student Ratings of Teaching Effectiveness (SRTEs) may be considered in the evaluation of teaching effectiveness, however, SRTEs will not be dispositive in and of themselves. Faculty scores are expected to be within college and university norms for teaching and written comments should be generally positive.

Research and Scholarship

Tenured and tenure-track faculty members are expected to be actively engaged in scholarship. Candidates for tenure must meet the following expectations in each of the two categories in order to secure a positive tenure recommendation from the department.¹

• **Expectation I**

Either, the publication of at least one book (excluding self-published books or monographs) in the discipline, a cognate discipline, or an interdisciplinary work that requires significant expertise within the discipline.

OR, two items from the following list (in the case of collaborative scholarship, the candidate for tenure must be primary author of at least one of the items):

- Published article(s) in peer-reviewed journals appropriate to the discipline, a cognate discipline, or an interdisciplinary work that requires significant expertise within the discipline.
- Book chapter(s) in edited anthologies appropriate to the discipline, a cognate discipline, or an interdisciplinary work that requires significant expertise within the discipline.
- The acquisition of a substantial (as determined by the Department) external research grant.

¹ Academic publications "in press" shall be considered as fulfilling the requirements herein regardless of whether or not the publication is in print.

- One year of service as an editor of an academic journal appropriate to the discipline, a cognate discipline, or an interdisciplinary work that requires significant expertise within the discipline. The journal must be of sufficient rigor (as determined by the Department) to make meaningful contributions to the discipline.
- Serving as an editor of an academically oriented anthology in which the candidate also authors a chapter or chapters AND completion of any of the preceding items.

- **Expectation II**

To secure a positive recommendation for tenure, a candidate must complete four items from the following categories. (Any one item from Expectation I above may substitute for two items in Expectation II.)

- Brief publications appropriate to the discipline, a cognate discipline, or interdisciplinary work that requires significant expertise within the discipline such as book reviews, research notes, articles in reference works, essays in professional newsletters, works in non-refereed publications, etc. (This list is not exhaustive: the Department shall determine what shorter publications are appropriate to this category).
- Applications for substantial (as determined by the Department) externally-funded grants.
- Funded, substantial (as determined by the Department) internal grants.
- Presentations at three academic conferences (significant national or international conferences may be considered as two presentations as determined by the department).

- **External Letters**

In the semester prior to the tenure application, the candidate must supply the department head with contact information for at least six and no more than ten scholars in their area of specialization with whom they have not had either a personal or professional relationship who may serve to evaluate the quality of the candidate's scholarship. The department head will supply the external referees with examples of the candidate's scholarship for review. The candidate will not be penalized by the failure of external referees to respond to requests for review.

Service

Faculty members in the Department are expected to engage in service to the department, college, university, profession, and community. The Department expects evidence that a candidate for tenure (and faculty generally) has a willingness to volunteer for a reasonable share of service as required by the department, college, and university. Furthermore it is expected that faculty members diligently perform those service tasks for which they have either volunteered or have been assigned. Where applicable, candidates for tenure should secure letters from committee chairs or colleagues engaged in the same service activities recognizing the candidate's service and/or contribution.

Examples of service appropriate to faculty members include:

- Advising and program direction in the Department, College, and/or University.
- Committee service in the Department, College, and/or University.
- Committee leadership in the Department, College, and/or University.
- Membership and or leadership in the Faculty Senate.

- Presentations to campus organizations.
- Guest presentations in classes.
- Community service appropriate to faculty as educators and/or political scientists.
- Service and leadership in professional organizations.
- Other appropriate service activities.

Progress to tenure

University policies and procedures alluded to above lay out the steps to be taken by a candidate for tenure. The Annual Evaluation of Faculty (see university procedure [12.99.99.R0.13](#)) serves a measure of progress toward tenure. In particular, the annual evaluation quantifies teaching and service that shall be used for determining if a candidate has met the guidelines set forth above.

The faculty annual plan for those on tenure-track should be constructed by the faculty member and the Department Head with reference to the requirements for tenure in the Department as listed above.

Expectations for Promotion

Expectations for Promotion to Associate Professor

Assistant Professors who fulfill the requirements for tenure are considered to have fulfilled the requirements for promotion to Associate Professor.

Expectations for Promotion to Professor

The Department expects continuous activity and currency in the development of courses and course materials. Accomplishments in teaching will be documented according to the procedures delineated in our statement of Expectations for Candidates for Tenure and will be reviewed by the faculty of the Department and the Department Head to determine if the candidate for full professor meets the criteria for teaching established by the university for candidates for full professor.

The Department expects continuing scholarly activity with accomplishments broadly parallel to the accomplishments necessary for promotion to Associate Professor. Faculty members desiring promotion to full professor should establish a record of accomplishments comparable to the record necessary for an Associate Professorship after that promotion has taken place. Scholarly accomplishments will be reviewed by the faculty of the Department and the Department Head to determine if such accomplishments are consistent with university criteria with regard to scholarship for candidates going up for full professor.

The Department expects a record of sustained service that continues after the faculty member has achieved tenure and promotion to Associate Professor. Tenured faculty should be able to provide evidence of leadership in campus, professional, and community settings. Accomplishments in service will be documented according to the procedures delineated in our statement of Expectations for Candidates for Tenure and will be reviewed by the faculty of the Department and the Department Head for consistency with university guidelines for candidates for full professor.

Associate professors who meet the criteria based on the review of tenured faculty in the department will receive a positive recommendation for their application for promotion.

Department of Political Science
Tenure and Promotion Check List²

CV	_____
Teaching	
Syllabi	_____
SRTEs (summary of overall scores and sampling of written comments)	_____
Brief narrative of any changes to pedagogy and experience	_____
Scholarship	
I. BOOK from an academic press	_____
OR ANY TWO of THE FOLLOWING	
○ Published article(s) in peer-reviewed journals.	_____
○ Book chapter(s) in edited anthologies	_____
○ Substantial external research grant.	_____
○ One year of service as an editor of an academic journal	_____
○ Editor of an academically oriented anthology	_____
II. Four of any of the following (one item from Expectation I above may substitute for two items)	
○ Brief publications such as book reviews, research notes, etc.	_____
○ Applications for substantial externally-funded grants.	_____
○ Funded, substantial internal grants.	_____
○ Presentations at three academic conferences	_____
III. External Letters—contact information submitted	_____
Service	
List of service and significant contributions	_____
Letters of support	_____
Annual Evaluations and Plans	_____

² This list is to assist the candidate in preparing for tenure—it should not be considered as a factor in the determination of tenure or a tenure recommendation in itself.