

Department of Political Science Criteria and Procedure for Promotion and Tenure

Adopted by the Department

Approved by Provost, Spring 2021

ARTICLE 1. PRE-TENURE

A. General Policy:

The Department adopts the following criteria and procedures for promotion and tenure. All tenured and tenure-

contributions to the development of the University's programs (*e.g.*, working on University committees or projects related to instruction, working in inter-disciplinary programs, working on programs within the Department or discipline); working with students in the graduate program, particularly as a thesis advisor; participation in undergraduate research curricular instruction, and community engaged curricular instruction and similar activities. The candidate who is distinguished by his or her teaching accomplishments will have engaged in a broader range of teaching activities than the typical senior faculty member, as well as in other and innovative efforts to improve the quality of instruction at the university through, for example, helping junior faculty with their teaching or work in special programs (*e.g.*, honors). Peer evaluation of teaching material will also be used following the same procedures established for promotion to Associate Professor. Peers will evaluate the degree to which the candidate has provided evidence of improvement (if possible) in the quality of his/her classroom teaching and of increased breadth of instructional contribution.

2. Research Activity. A favorable recommendation for promotion to Professor requires a sustained record of excellence in research and scholarly activity that is recognized as a significant contribution to one

science (or related discipline) to the Chair who develops an external reviewer list of at least three acceptable persons, taking into account the candidate's suggestions, in a manner consistent with the University Provost's guidelines and shares that information with the Department's tenured faculty members. Reviewers may not be graduate advisors, coauthors or personal friends of the candidate. Their primary qualification should be their expertise and professional stature within the discipline. At least three reviewers will be contacted by the chair for agreement to review the candidate's materials. All letters will be included in the portfolio. The reviewers assess the quality of the work but do not make the recommendation for tenure and promotion which is to be determined by departmental criteria.

2. Upon submission of the tenure and promotion portfolio, the Department's tenured faculty meet to discuss and to decide on the application. The tenured faculty members discuss the candidate's qualifications for tenure and promotion in light of departmental guidelines. A secret ballot is taken for tenure and promotion separately,

letter is placed in the candidate's portfolio and provided to the candidate. The candidate may insert a written response to the Chair's letter as outlined in university regulations. The portfolio is then provided to the College's Promotion and Tenure Committee.