Department of Political Science  
Departmental Criteria for Tenure and Promotion  
_Revised by Department Evaluations, Procedures, and Standards Committee_ Hamann (chair), Fine, Handberg, Kiel, Knuckey, Pollock  
Criteria for Tenure and Promotion to Associate approved by vote of tenured faculty members, December 5, 2011  
Criteria for Promotion to Professor approved by vote of faculty members at the rank of Professor, December 5, 2011

I. The Review Process

The Political Science Department's tenure and promotion committee will consist of all tenured members of the department. For promotions to Professor, only professorial rank individuals of the department will participate. If the P&T committee is less than three members, professors from other departments will participate in order to constitute a minimum of three members. The Department Chair, the Department's current representative to the College Tenure and Promotion Committee, and the department’s representative to the University Tenure and Promotion Committee (if a person is elected to serve) will not cast a vote as part of the Departmental Tenure and Promotion Committee, since each has a vote in a separate venue.

Recommendations regarding tenure or promotion shall be based upon review of the entire professional record of the candidate. When the department is asked to make a recommendation regarding tenure or promotion, all Department Tenure and Promotion Committee members will read and review all relevant written materials contained in the tenure or promotion file. An otherwise eligible faculty member who does not review the written record will not be eligible to vote as a member of the department Tenure and Promotion Committee. In addition to other materials, the file will include annual evaluations and Cumulative Progress Evaluations. The Department Tenure and Promotion Committee will meet for evaluative discussions and deliberations before making a formal recommendation. The formal recommendation will be made in writing.

II. Tenure  
Promotion to the Rank of Associate Professor

Unless the person seeking tenure already holds the rank of Associate Professor or Professor, the process of seeking tenure and of seeking promotion to the rank of Associate Professor shall occur simultaneously. The Political Science Department will not ordinarily consider recommending tenure unless the candidate is also judged to be eligible for promotion to the rank of Associate Professor. If the tenure candidate already holds the rank of Associate Professor or Professor, the criteria for recommending tenure shall be the criteria for promotion to that rank.

Tenure and promotion to Associate rank require that the record of teaching, research, professional development and service, when taken together and viewed as a whole, demonstrates a pattern of substantial contributions, indicates that contributions will continue, and gives evidence of potential for substantial scholarly recognition in the future. The department evaluation will take into account the entire file including the outside review letters.
Guidance for promotion and tenure is provided through the annual Cumulative Progress Evaluation process. As part of this annual process, the Department’s tenured faculty will provide practical and precise directives to individual untenured faculty who must document the quality of their research outlets in their CPE dossier. These directives will clearly communicate the specific expectations that he/she must achieve in the reporting period and across the entire tenure-earning period. General expectations for candidates are the same across all candidates, but the advice each person receives each year as part of the annual Cumulative Progress Evaluation is commensurate with their individual situation.

All successful candidates for promotion and tenure will have demonstrated consistent scholarly productivity. A standard expectation for the successful candidate is five articles in high-quality peer-reviewed journals; journal quality must be documented. However, other combinations are also acceptable. For example, four articles in top-ranked discipline-wide peer-reviewed journals or three articles in peer-reviewed journals and a scholarly book from a major press (quality to be documented) also could meet expectations. Other possible acceptable combinations that could meet expectations can be ascertained from the above examples. Presentations at national professional conferences are also encouraged. The quality and importance of the research will be evaluated and will be given more weight than quantity. The achievement of grants in support of research will also be taken as an indicator of scholarly achievement. Book chapters and other types of publications are considered supplemental indicators of scholarly activity.

Demonstrated teaching effectiveness is a necessary condition for the granting of tenure. Judgment shall be made of the candidate's effectiveness in differing teaching settings and across various levels of the curriculum. Evaluation of teaching effectiveness will be based on the quality and integrity of course design, indication of ability to guide students' intellectual growth, and indication of ability to stimulate student's academic development. Patterns in the results of student evaluation of instruction will be taken into account but will not be the sole basis for judging teaching effectiveness. If there is evidence of a consistent failure to fulfill teaching responsibilities, tenure will not be recommended. It is appropriate that candidates for tenure and promotion to Associate Professor share in the service work of the department and participate in other appropriate professional and university service. However, substantial service contributions are not expected of junior faculty.

III. Promotion to Professor

Promotion to the rank of Professor shall be recommended in recognition of a pattern of documented sustained merit in research, enduring effectiveness in teaching, and continued contributions to service. The department expects that those moving to senior rank will have demonstrated a record of quality research, and that this research will have earned recognition within the appropriate national scholarly community. Faculty members must document indicators of quality of their research and research outlets, such as, but not limited to, journal impact factors, journal rankings, citation counts of published work, or acceptance rates. Faculty must document recognition in the discipline, such as awards or other indicators of national and/or international recognition.

In addition to effectiveness in teaching, the department expects contributions to program and curricular development and leadership in the teaching enterprise from its senior faculty members. The department also expects its senior faculty to take a leadership role in service to the department, university, the profession, and/or the community.