**Department of Political Science and Public Administration Guidelines**

**Tenure and Promotion to Associate Professor**

**Overview**

 Guidelines for Tenure and Promotion to Associate Professor go into effect as of the start of the Fall 2016 semester.

 Collective Bargaining Agreement (CBA) Article 19 presents the definition, policies, and basic expectations for Tenure and Promotion to Associate Professor. CBA footnotes as well as text are illustrative. Faculty should refer to the CBA for full information, including what is to be submitted in the tenure dossier.

 The expectations for promotion are ratings of “excellent” for teaching and scholarship and continuing meaningful contributions in service.

 In these Guidelines, we present clarifications and additions, as suit our discipline.

**Teaching**

Excellence in teaching is judged based on the candidate’s record, narrative, and evidence of quality instruction. Basic activities such as meeting classes as scheduled, holding required office hours, and providing organized syllabi are taken as given. In order to demonstrate high quality teaching as defined in Article 19.5(b)(1) of the CBA, evidence of the breadth and depth of a candidate’s teaching in Political Science and Public Administration may include the following. It is understood that not every item on the list must necessarily be included, nor is the list itself exhaustive, but the overall effect of the discussion and supporting materials must be to clearly demonstrate the excellence and effectiveness of the candidate's teaching.

* + Required and optional student evaluations, including ISQs. Faculty are encouraged to report a range of ISQ questions as appropriate, including but not solely the overall rating of instructor.
	+ Effective use of innovative techniques in presenting knowledge (technological or otherwise).
	+ Demonstrated continued excellence in teaching through documentation of student learning.
	+ Creation of a new course or substantial revision of an existing course (with a demonstrated need or justification for the new course or revision).
	+ Completion of workshops that aim to improve teaching (faculty must document how improvements from workshops have been effectively integrated into their courses).
	+ Working on Department or Program Assessment Activities.
	+ Recognition of outstanding teaching through teaching awards or other types of acknowledgement.
	+ Significant contributions to development or revision of Department's curriculum or program of study.
	+ Offering alternative or transformational learning opportunities including but not limited to: experiential learning, study-related domestic or international travel, and laboratory exercises (faculty must provide evidence of the need for and impact on student learning of these alternative methods of teaching in their self-evaluation).
	+ Supervision of Honors theses, independent studies, internships, grant-funded faculty/undergraduate research projects, or Masters and Doctoral theses (if appropriate).
	+ Peer review of teaching, with evidence of improvements of teaching activities based upon suggestions.

**Scholarship**

 Evidence of the breadth and depth of a candidate’s scholarship will be judged on the basis of the candidate’s publication record, narrative, and evidence of quality provided. In order to demonstrate high quality scholarship as defined in Article 19.5(b)(2) of the CBA, Political Science and Public Administration supplies this hierarchical list of publications and scholarly products common to our discipline.

Higher value:

* Publication of a research book or monograph
* Publication of a textbook
* Publication of a journal article (Peer reviewed)
* A major external grant, research grant, or fellowship
* Edited book of essays or journal symposium (as sole or as co-author)

Other:

* Publication of a chapter in a book/edited volume
* Publication of a law review article
* Publication of journal article (Non-peer reviewed)
* Completion of gov’t/public sector or other technical research report
* Lengthy academic encyclopedia article
* Publications in Trade/Commercial Journals (e.g., *PA Times*)

 Quality is the overall determining factor, per Article 9.2(c)(2) of the CBA. It is understood that the external letters of evaluation of the candidate's research and scholarly activity are significant indicators of the quality of the work. However, a candidate can and should include in his/her narrative additional information about quality, including journal acceptance rates, impact factor, and citation analysis.

 In the Department of Political Science and Public Administration, a candidate will normally qualify for tenure in terms of research/scholarship with a combination of accomplishments as indicated below. The number of contributions required is a function of the quality of the contributions. The ranges provided reflect the number of contributions that have led to successful bids for tenure and promotion to Associate Professor in the past.

 **Two or more books** published with an academic or an otherwise academically­ recognized press, "book" being defined as a solely authored volume of original research, a monograph, a co-authored volume of original research, or a textbook (solely or co-authored) would fulfill the requirements for excellence in scholarship. OR

* **One book**  and **one-two higher value publications** (with candidate providing evidence of quality), with the book published with an academic, or an otherwise academically-recognized press; "book" being defined as a solely authored volume of original research, a monograph, a co-authored volume of original research, or a textbook (solely or co­ authored), OR
* Without a book (as defined above), **four-six** items from the above list, with at least **two-four** of those being higher value items such as articles published in peer-reviewed academic journals.

 All candidates must demonstrate an **active research agenda**, such as regular presentations at professional meetings and/or works under review.

 For purposes of tenure, any of the accomplishments above may be counted if there is clear proof of future publication or grant disbursal, such as a formal letter of acceptance from the journal editor, publisher, or granting agency.

 It is understood that faculty may undertake other legitimate scholarly activities that indicate engagement in the profession, including but not limited to: co-authored publication in student journal, publications in non-peer reviewed national PSPA newsletters, op-ed pieces in commercial newspapers, and book reviews. However, they cannot substitute for lengthier and more substantial activities and publications such as peer-reviewed articles for the purposes of tenure.

**Service**

 According to Article 19.5(b)(3) of the CBA, candidates for tenure and promotion to Associate Professor must "demonstrate continuing meaningful contributions in service." To be tenured and/or promoted to Associate Professor in the Department of Political Science and Public Administration, a candidate must provide evidence that he/she meets the minimum service requirements of regularly attending department meetings and making contributions to the general work of the department. A candidate must further provide evidence of meaningful contributions to service in the following three areas: university service, public service, and professional service. These activities may include, but are not limited to, the following:

* University service includes participation in the governance process of the institution by serving on departmental, college, school, and University-wide committees and councils.
* Reviewing manuscripts for professional journals or presses.
* Serving as chair, moderator, or discussant for a panel at a professional conference.
* Serving as an elected officer for a professional association or organized section within it.
* Activities in support of K-12 education.
* Activities in support of governmental, nongovernmental, and nonprofit agencies, departments and organizations.
* Political commentary for media.
* Giving discipline-related talks to local or regional organizations, groups, or schools.
* Reviewing proposals for external granting agencies or organizations.
* Reviewing applications for external scholarship agencies or organizations.
* Service for the UFF

11/24/15