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DATE:

TO: W. Michael Sherman
Senior Vice President, Provost and Chief Operating Officer

FROM: Chand Midha
Dean

SUBJECT: Reappointment, Tenure, and Promotion Guidelines and Criteria

The attached guidelines have been approved by the faculty of the Department of Political Science on March 19, 2012.

I have approved all attached guidelines and criteria.

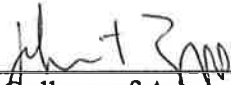
If you concur, we ask that you also approve the guidelines and criteria.



Department Chair or Faculty Representative

3/19/12

Date



Dean, Buchtel College of Arts and Sciences

3/19/12

Date



Senior Vice President, Provost and Chief Operating Officer

4.6.12

Date

Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in the Department of Political Science, Buchtel College of Arts & Sciences.

Date: 10 November 2011

Introduction

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the Retention, Tenure and Promotion (RTP) of Bargaining Unit members, and should be referred to for such matters. This document serves to enumerate the minimum criteria for tenure/promotion relevant to the discipline(s) represented in the academic unit listed above. These criteria may include quantitative and/or qualitative measures, and meeting these minimum criteria does not guarantee a positive recommendation. Nothing contained in this document can conflict with the CBA or University rules.

1. Annual Reappointment:

Standards for Reappointment: All department faculty reappointments shall conform to the Political Science Department guidelines. In the case of assistant professors, the criteria shall be progress toward meeting the guidelines for tenure and promotion to associate professor within the remaining probationary period.

2. Indefinite Tenure and Promotion to Associate Professor

Clear and specific minimum criteria that a candidate must meet to be recommended for promotion to Associate Professor

- A. Teaching: All candidates recommended for tenure and promotion to Associate Professor must have demonstrated excellent teaching skills. Excellence in teaching will be determined by a strong judgment of the committee that the candidate's record demonstrates excellence in at least three of the following five categories:
 - a. Assessment of validated mandatory departmental teaching evaluations;
 - b. Evidence of special teaching innovations and techniques;
 - c. Evidence of new course preparation or unusual course and student loads;
 - d. Peer review reports of the senior faculty;
 - e. Receipt of teaching awards or grants.

It is fully recognized that there will be reasonable tradeoffs among the items listed above for a judgment of the committee of excellent teaching performance.

- B. Research/Scholarly Activity: All candidates recommended for tenure and promotion to Associate Professor shall have demonstrated evidence of scholarly productivity and high quality scholarship in the area of expertise.

- a. Minimum evidence of scholarly productivity for the purposes of tenure and promotion to Associate Professor will be approximately two scholarly productions per academic year.
- b. An acceptable scholarly record must include high quality work such as scholarly monographs and articles in refereed periodicals in combination with conference presentations and non-refereed publications. However, there may be reasonable trade-offs between the quantity and quality of scholarly productions. General expectations of the acceptable combinations of the quantity and quality of scholarly work are found in the following scenarios for tenure and promotion. For purposes of these scenarios, scholarly productions are defined as follows, listed in order of their relative quality:
 - i. Scholarly monographs published with reputable publishers;
 - ii. Articles in refereed periodicals (including regular scholarly journals, semi-annual and annual research publications);
 - iii. Substantive publications in non-refereed forums (such as substantive text books, articles published in edited volumes, editing a volume of original essays in which the editor has made a substantive written contribution, or editing a volume of readings in which the editor has made a substantive written contribution);
 - iv. Minor non-refereed publications (such as articles in practitioner's journals, news publications, or research reports prepared for outside clients). Other non-refereed publications, such as book reviews, may be considered on a case-by-case basis;
 - v. Papers presented at major international, national, special, or regional professional meetings. Papers presented at state professional meetings may be considered on a case-by-case basis.
- c. For purposes of recommendation for tenure and promotion to Associate Professor, scholarly work produced prior to arriving at The University of Akron may be included to meet the quality and quantity standards. However, all candidates recommended for tenure and promotion must have demonstrated at least minimal scholarly productivity as defined above since arriving at The University of Akron.
- d. For purposes of recommendation for tenure and promotion to Associate Professor, scholarly productions should be independent of each other within the same kind of production, but need not be independent of each other across types of productions. For example, the same paper delivered at two different conferences should not count as two productions, but a revised and updated conference paper that is later published in a journal or book of readings should count as two productions at different levels of importance.
- e. Because of the substantive diversity of the political science faculty, scholarly productions in a variety of fields are acceptable so long as they conform to the other standards in these guidelines. For example, an article in a referred

periodical is equally valid if it is in international relations, comparative politics, criminal justice, applied politics, American politics, the scholarship of teaching, or any other area in which a faculty member has professional expertise.

- f. The following scenarios are examples of the minimum quality and quantity of scholarship expected for a recommendation for tenure and promotion to Associate Professor. These scenarios are not exhaustive and reflect guidelines for the typical paths to tenure and promotion in the Political Science Department. It is recognized that the opportunities for scholarly work and the forms of publication vary with area of expertise, and thus, promotion may occur through various career paths.

- i. Scenario One:

- 1. One scholarly monograph with a reputable publisher (should be in print at the time of the recommendation); and
 - 2. Two articles in a refereed periodical (must be accepted for publication at the time of the recommendation); and
 - 3. One substantive publication in a non-refereed forum (must be accepted for publication at the time of the recommendation); and
 - 4. Four papers presented at major international, national, special, or regional professional meetings. Papers presented at state professional meetings may be considered on a case-by-case basis; and
 - 5. Other scholarly productions demonstrating the minimum level of productivity.

- ii. Scenario Two:

- 1. Four articles in refereed periodicals (at least two should be in print at the time of the recommendation; if not in print, articles must be accepted for publication at the time of the recommendation); and
 - 2. Three substantive publications in non-refereed forums (one should be in print and one must be accepted for publication at the time of the recommendation); and
 - 3. Four papers presented at major international, national, special, or regional professional meetings. Papers presented at state professional meetings may be considered on a case-by case basis; and
 - 4. Other scholarly productions demonstrating the minimum level of productivity.

- g. Tenure and promotion committees may make reasonable and modest trade-offs between the quantity and quality of scholarly productions. In making

such trade-offs, the committee shall document and support with evidence those factors supporting such a trade-off. By the same token, the Committee should not ignore weaknesses in the individual's scholarly record.

- h. External reviews are required for all applications for tenure and promotion. The tenure and promotion committees shall consider these reviews when assessing the quality of a candidate's record.
- C. Service: All candidates recommended for tenure and promotion to Associate Professor must have demonstrated appropriate levels of departmental, college, university, and public service
 - a. Such service is revealed by active participation in:
 - i. Department committees;
 - ii. College committees;
 - iii. University committees;
 - iv. Other administrative tasks that may be defined by the Chair; or
 - v. Service outside of the university. Such service may derive from appointment, election or volunteering.
 - b. It is expected that candidates seeking promotion to Associate Professor and tenure will serve annually on at least two departmental committees and over a six year period service on at least two college or university level committees. Evidence of service will be provided in the faculty member's annual report to the Chair.
 - c. Given the varied expertise of the department faculty, the type and level of public service will vary greatly, ranging from public speeches to consulting with the news media to serving in community organizations. Candidates seeking tenure and promotion are expected to engage in at least two public service activities annually. Evidence of service will be provided in the faculty member's annual report to the Chair.
- D. All candidates recommended for tenure and promotion to Associate Professor shall exhibit high ethical and professional standards. Evidence of the lack of such standards is a documented violation of any of the following university policies:
 - a. Sexual harassment policy 3359-11-13
 - b. Conflict of Interest, Conflict of Commitment, Scholarly Misconduct and Ethical Conduct – Policies and Procedures 3359-11-17
 - c. Affirmative Action Policy 3359-38-01
 - d. Alcohol Policy 3359-47-01
 - e. Drug-free Workplace Policy 3359-47-02
 - f. "Statement on Professional Ethics" as published by the American Association of University Professors
 - g. Disseminated codes of conduct as defined by relevant professional disciplines

- h. Professional Responsibilities as defined by 3359-20-04-H
 - i. The Professional Standards of the American Political Science Association or other professional social science association to which the faculty is a member
- E. All candidates recommended for tenure and promotion to Associate Professor shall exhibit high levels of collegiality. Evidence of lack of collegiality is documented cases of uncooperative, abusive, or irresponsible behavior within the normal operation of the Political Science Department.
- F. In addition, all candidates for tenure and promotion to Associate Professor are expected to be active members of professional associations in their area of expertise. Evidence of significant professional activities, professional development, and professional honors may be considered as evidence of public service and minimum productivity.

3. Promotion to Professor

Clear and specific minimum criteria that a candidate must meet to be recommended for promotion to Professor.

Candidates recommended for promotion to Full Professor must, as a minimum level of achievement, demonstrate a consistent and steadily improving satisfaction of the same professional standards expected of associate professors, including appropriate professional credentials, excellence in teaching, high levels of department, college, university, and public service, high levels of ethical and professional standards, and high levels of collegiality.

- A. All candidates recommended for promotion to Full Professor must have demonstrated evidence of scholarly productivity and high quality scholarship in their area of expertise.
- B. In evaluating candidates seeking promotion to Full Professor, we will begin with the same annual productivity expectations, use the same relative values for various scholarly productions and the same definitions of scholarly productions used for all ranks.
- C. The following scenarios are examples of the minimum quality and quantity of scholarship expected for a recommendation for promotion to Full Professor. These scenarios are hardly exhaustive. It is recognized that the opportunities for scholarly work and the forms of publication may vary with area of expertise, and thus, promotion may occur through various career paths.
- D. All publications must be substantial in length. Research or editorial notes less than ten pages in length must be critically reviewed by the promotion committee to determine their applicability. This work must be completed since the time of the last promotion.
 - a. Scenario One:

- i. One scholarly monograph published with a reputable publisher (must be in print at the time of recommendation); and
 - ii. Four articles in refereed periodicals (must be in print at the time of recommendation); and
 - iii. Four substantive publications in non-refereed forums (must be in print at the time of recommendation); and
 - iv. Four papers presented at major international, national, or regional professional meetings; and
 - v. Other scholarly productions demonstrating the minimum level of productivity.
- b. Scenario Two:
 - i. Six articles in refereed periodicals (must be in print at the time of recommendation); and
 - ii. Seven substantive publications in non-refereed forums (must be in print at the time of recommendation); and
 - iii. Seven papers presented at major international, national, or regional professional meetings; and
 - iv. Other scholarly productions demonstrating the minimum level of productivity; and
 - v. A record of exceptional contribution to the scholarly community or the university through means other than publication.
- c. The promotion committee considering a candidate for promotion to Full Professor may make reasonable and modest trade-offs between the quantity and quality of scholarly productions. In making such trade-offs, the committee shall document and support with evidence those factors supporting such a trade-off.
- d. For purposes of recommendation for tenure and promotion to Full Professor, scholarly productions should be independent of each other within the same kind of production, but need not be independent of each other across types of productions. For example, the same paper delivered at two different conferences should not count as two productions, but a revised and updated conference paper that is later published in a journal or a book of readings should count as two productions.
- e. External reviews are required for all applications for promotion. The committee shall consider these reviews when assessing the candidate's record.

4. Materials for External Review

To maintain a quality standard relative to comparable universities and colleges, external review is required for the granting of tenure and promotion in the Department of Political Science.

- A. A candidate shall provide the department chair with a list of at least three potential external reviewers.
- B. The external reviewers will be sent a file of the candidate's supporting material that will constitute the basis of assessment for the external reviewer in rendering their expert opinion upon the suitability of the candidate for tenure and promotion.
 - a. The file will include a letter of instruction from the committee chair to the external reviewer, requesting the review, explaining the department criteria for tenure and promotion, and identifying a date by which the assessment should be completed and returned.
 - b. The file for the external reviewers also will include copies of the following materials from the RTP file:
 - i. The current vita;
 - ii. The narrative statement by the candidate addressing the meeting of University-wide and Department of Political Science criteria;
 - iii. Samples of scholarship, which may include copies of peer-reviewed articles, book chapters, specific material from published books and other monographs, and other scholarly work. Although all the reviewers shall receive the same material, depending upon the specific expertise of the respective reviewer, s/he may only need to comment on areas in which they believe are appropriate. The scope and extent of the scholarly materials that will be sent to the reviewers will be determined and agreed, jointly, by the candidate and the committee and may include a partial sample or the total body of scholarly materials from the candidate's RTP file.