

Department of Political Science Criteria and Procedure for Promotion and Tenure

Adopted by the Department December 1, 2017

Approved by Provost – Summer 2018

I. General Policy

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

All tenured and tenure-track faculty have similar teaching assignments.

Tenured and tenure-track faculty with more than 50% of time assigned to the department are eligible to vote on promotion and tenure. Only Tenured Associate Professors and Professors are eligible to vote on promotion to Associate Professor and tenure. Only Professors are eligible to vote on promotion to Professor. The Department Chair does not vote on promotion or tenure.

Candidates should consult the current issue of the University Promotion and Tenure Guidelines for guidance on promotion and tenure procedures and expectations. Tenure shall be considered during the sixth year of continuous service as an Assistant Professor, unless the candidate's letter of offer includes credit toward tenure or the Provost approves the candidate's written request for earlier consideration.

II. Third Year Review

A faculty member appointed without tenure shall be formally reviewed by an ad hoc Third-year Tenure Review Committee to evaluate the faculty member's progress toward tenure. The Third-year Review will occur during the Spring term of the faculty member's third year of employment. It will occur during the Spring term of the first year of employment for those who are granted two years toward tenure when hired, and the Spring term of the second year for those who are granted one year when hired. The Third-year portfolio will be prepared by the candidate. The portfolio will include everything required in the University "Tenure Portfolio Guidelines" except the letters of evaluation. The portfolio will be submitted to the department Chair. A committee consisting of those eligible to vote in tenure decisions will provide the faculty member with a clear evaluation of progress toward tenure and promotion to Associate Professor, including strengths and weaknesses and any specific recommendations for improvement (if any), but no faculty vote will be taken. The assessment will include peer evaluation of teaching as required for tenure and promotion to Associate Professor. If the conclusion is that progress is unsatisfactory, the record should indicate what the candidate should do to improve tenure prospects or a recommendation that the Chair non-renew the contract. The department Chair shall write a letter evaluating the candidate's progress based on the candidate's assignment, record, departmental criteria, and the faculty evaluation. The candidate may respond to the Chair's letter within five business days and have the response included in the portfolio. The department Chair forwards the portfolio to the college promotion and tenure committee. The Chair will monitor subsequent progress through the annual evaluation and other processes, and may convene a meeting of the review committee at any time following the third-year review if further evaluation is deemed useful. Any such further evaluation is internal to the department and does not involve the college promotion and tenure committee.

III. TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

A. General Policy

University policy requires that the tenure decision be made at the same time as the decision about promotion to Associate Professor, but the two decisions are based on different criteria. The decisions to recommend tenure and promotion to Associate Professor recognize that the candidate's record merits a long-term commitment to the faculty member as a member of the discipline.

B. Promotion to Associate Professor

Evaluation of a faculty member's performance must be based on the faculty member's assignment. The typical Assistant Professor will have significant assignments to teaching and scholarly work and a modest assignment to service. Expectations about teaching, research and service shall be adjusted to reflect changes in assignments. Annual evaluations are part of a faculty member's record to be considered for promotion.

1. Teaching Criteria. The evaluation of teaching is primarily based on the course assignment. Teaching also includes directed independent studies; serving on or chairing thesis committees; advising students about the program and careers in the discipline; developing and revising courses and curricula; and serving on committees that are concerned with curricular and instructional issues. Indicators of achievement include measures of student response to classes, demonstrating that students evaluate the Professor favorably; favorable peer evaluations of classes, which will include evaluation of course materials and may, at the faculty member's request, include classroom observation; teaching awards; the range of classes the candidate has prepared, with particular attention to those instances in which the candidate has met department or college needs by extending his or her teaching competencies beyond his/her fields of graduate study; evidence of efforts to improve classroom skills or teaching scope; evidence of participation in departmental or university curricular development; effective academic and career advisement; effective mentoring of students, especially through involvement in faculty research; successful supervision of M.A. theses, senior papers, honors theses, Ph.D dissertations, and similar independent student activities; evidence of undergraduate research curricular instruction, and community engaged curricular instruction.

Student assessments and peer review of teaching will be used to evaluate teaching. Student assessments must include the standardized forms adopted by the SUS, the university and the college and/or department.

Peer review of teaching will be conducted by an ad hoc faculty committee elected by the department. The peer review must include classroom observation and consideration of the materials of the course being observed. The faculty member being reviewed selects the evaluator(s) from the committee.

The teaching criteria for promotion to Associate Professor include Above Satisfactory performance based upon the indicators of teaching achievement and Above Satisfactory

annual evaluations of teaching.

2. Research and creative activities. Indicators of scholarly achievement include publishing scholarly work in peer-reviewed journals, authored or edited books, chapters in edited collections, and textbooks or other teaching-related publications of demonstrable originality and value to the discipline; writing grant applications and/or receiving grants; research funded by public or non-profit agencies and the preparation of reports for those agencies; presenting papers at professional or other conferences; evidence of community engaged research, supervising undergraduate research, and receiving fellowships. Grants should be identified as national or international, state and local, or internal FAU grants.

Indicators of creative activities include organizing panels at professional or other appropriate conferences; serving as elected or appointed officer in a professional association or on the editorial boards of a journal; reviewing manuscripts or writing book reviews; participating in workshops and courses to enhance and maintain disciplinary or professional knowledge; invited testimony before legislative bodies or other organizations; invited speaker at universities or professional organizations.

The pattern of accomplishments that merits promotion will vary but it must include published, peer-evaluated work. The required accomplishments may include the standards established by previous promotions in the department or a record of publications that merits at least three “excellent” ratings as defined in departmental annual evaluation criteria. The department recognizes that high-quality work requires greater time to develop, and candidates may present evidence of such work (e.g., a publication by a prestigious press, an article in a highly regarded journal) to counterbalance a lower quantity publication record. A candidate should submit summaries of research and creative activities in progress as part of the portfolio because the department considers works in progress when evaluating candidates.

“Peer reviewed” work is broadly understood to mean work evaluated by anonymous reviewers or by respected members of the discipline who have no stake in the candidate’s work or career.

The department recognizes three journal ranks: Rank one is peer-reviewed, nationally or internationally distributed; rank two is peer-reviewed, regional or other specialized distribution (e.g., through an institute); rank three is non-peer reviewed. Work appearing in the second and third ranks is typically considered less significant than work appearing in the first rank. The quality of an article is not always indicated by the journal category and a faculty member may provide other evidence such as the comments of external reviewers, citations, requests for a piece’s inclusion in edited collections, references to the work in others’ work, and the like.

Chapters in edited books should be evaluated as to the quality of the collection. If the work has been reviewed, those reviews should be provided as part of the portfolio.

Evidence of a book’s quality includes factors such as the quality of the press, the academic editors, and reviews.

The Research Criteria is Above Satisfactory performance based upon indicators of research

and creative activities achievement and Above Satisfactory annual evaluations of research.

3. Service: An Assistant Professor may develop a satisfactory service record in a variety of ways, but the typical pattern will focus heavily on service to the department and at least one university or college committee or task force. If the candidate's service record cannot be accurately described by a narrative, letters of evaluation from those qualified to document the service should be provided.

Service to the institution, profession, community and public schools, and the application of one's expertise to community-engaged activities and undergraduate research that support the mission and strategic goals of the university and the community, and address community needs, shall also be considered.

The Service Criteria include conscientious participation in service activities and Above Satisfactory annual evaluations of service.

C. Tenure

In order to be tenured, an assistant professor must meet the criteria for promotion to Associate Professor, and the following criteria for tenure. Tenure is granted when a faculty member has demonstrated a strong commitment to a high level of performance in teaching, research, and service; is likely to maintain a high level of performance in teaching, research, and service; and can be expected to continue contributing to the development of the department, college and university.

1. Teaching.

Evidence of a lifelong commitment to teaching at the university level includes consistently successful teaching as evaluated by peers and/or students; efforts to improve teaching (when needed); course development to meet departmental and other university needs; consistent commitment to providing quality academic and, if assigned, career advising to students; consistent improvement (if needed) in advising and mentoring; willingness to engage in appropriate professional development (e.g., to seek the advice of experienced colleagues at FAU and in the discipline, when necessary and appropriate) and efforts to engage in undergraduate research curricular instruction, and community engaged curricular instruction.

The department will evaluate the candidate's ability and willingness to improve teaching skills. The successful candidate will provide evidence of such professional development, bringing teaching to the level of performance typical of Associate Professors in the department and the college, and commitment to course and program development. Candidates for tenure will not earn a positive recommendation if they have ignored problems in their instructional performance, demonstrated indifference to the demands of instruction and advising, or remained uninterested in developing a high-quality program.

Teaching Criteria for tenure include meeting the criteria for promotion to Associate Professor. The candidate must show evidence of continued commitment to teaching.

2. Research. The research and other creative activities requirements for tenure are described in the section on Promotion to Associate Professor.

3. Service: A candidate must participate in collegial decision-making, abide by their outcomes, and be involved in faculty governance and related activities. Conscientious participation in departmental and, if appropriate, college or university level decision-making and implementation of decisions is expected. The service criteria for tenure include meeting the criteria for promotion to Associate Professor.

IV. PROMOTION TO PROFESSOR

The typical candidate promoted to Full Professor will demonstrate a record of excellence in research over the span of the academic career, teaching that is positively evaluated by peers and students, and responsible service. This research record will include, since promotion to Associate Professor, a reasonable number of significant pieces (specified below), a larger number of related pieces in lesser outlets and/or, possibly, leadership in the discipline's and other appropriate associations. The teaching record will earn generally favorable evaluations by both peers and students. The candidate will also have a record of conscientious and consistent participation in college and university committee work, typically increased in breadth and responsibility beyond that appropriate to the junior rank.

Other, less typical patterns of achievement may also earn promotion to Full Professor. A faculty member with an outstanding and distinguished research record developed since promotion to Associate Professor, one that involves a large number of outstanding journal articles or a book or books of acknowledged and unusual significance to the discipline, may receive a positive recommendation for promotion with a satisfactory record in teaching, advising and service.

A faculty member with a truly outstanding and distinguished record in teaching or assigned university, community or professional service, may receive a positive recommendation for promotion with an Above Satisfactory record of scholarship. A distinguished record as a teacher involves more than good peer and student evaluations in the classroom. It also involves documentation of outstanding accomplishment in some of the following areas: curricular leadership, program development, mentoring junior faculty in their teaching role, and activities aimed at improving the quality of teaching at the university and in the discipline. A distinguished record in service requires the documentation of successful, continuous, and important institutional service beyond that of the typical senior faculty member. It may include ad hoc administrative positions, e.g., special service on a task force, as well as elected governance positions. The University Principles for Creating Criteria and Standards for Promotion & Tenure describe the non-traditional routes to Professor.

While the candidate can choose a route of distinction in teaching or service, the candidate must provide evidence of significant accomplishments and achievements since promotion to Associate Professor.

In the decision for promotion to Professor, annual evaluations should be considered as one element of the entire record.

1. Teaching. To be promoted, most faculty members will need to demonstrate that they have improved their teaching beyond the level attained at the time of promotion to Associate. In addition, the faculty member should have broadened his or her teaching through at least some of the following: the development of new courses and revision of old ones; participation in curricular initiatives; significant contributions to the development of the university's programs (e.g., working on university committees or projects related to instruction, working in interdisciplinary 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 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 and Creative Activity. A favorable recommendation for promotion to Full Professor requires a sustained record of excellence in research and scholarly activity that is recognized as a significant contribution to one or more areas of inquiry. If a candidate bases the case for promotion largely on scholarship, the research record must reflect a record of excellent productivity and quality.

The research record should include a significant number of peer-reviewed publications; a continuous pattern of less significant but continuous contributions (e.g., presentations at professional meetings, active involvement in professional associations, writing grants). The major work is expected to appear in Category One journals, to be well-reviewed or part of a well-reviewed edited collection, or to have been selected for inclusion in an edited book by a distinguished member of the discipline who has no personal ties to the candidate or professional stake in his or her success. When available, reviews should be included in the promotion portfolio. In addition, consideration will be given to evidence of other productive research activities including, but not limited to, invited lectures, on-going research, community engaged research, and the supervision of undergraduate research.

Candidates may establish the quality of their contributions on the basis of a record of publication and presentation or, in place of some portion of the lesser publications and presentations expected of the typical candidate, they may provide evidence of other forms of substantial contribution and achievement: the organization of scholarly conferences, service on national commissions of professional associations or federal agencies that fund the discipline, and the like. Each such case should be examined on its merits, carefully considering the candidate's annual assignments.

A favorable recommendation for promotion requires that outside evaluators who are experts in

the candidate's field(s) write strongly positive letters about the quality and significance of the candidate's research and contributions to the discipline. Five letters are required.

No candidate will be recommended for promotion that does not have at least a satisfactory research record, regardless of accomplishments in other areas. A satisfactory research record must include some work which would merit an "excellent" evaluation for research as defined by the departmental criteria for annual evaluation.

3. Service. A candidate for promotion to Professor must demonstrate broader and more significant service than a candidate for Associate Professor. A candidate is expected to have an Above Satisfactory record of service. A candidate who bases the case for promotion primarily on service to the university in a range of capacities (department chair, program head, institutional leadership) must provide valid evidence of the quality of the service: an appropriate and wide range of internal evaluative letters should be solicited.

V. PROCEDURES FOR PROMOTION AND TENURE

The promotion and tenure process is a multi-layered procedure that begins with the individual and ends with the Board of Trustees (BOT). The candidate prepares a portfolio according to the University timeline and guidelines (<http://www.fau.edu/provost/facultyinfo.php>), submits it to the department for decision, after which it travels through the following levels for further decision: the College Promotion and Tenure Committee, the College Dean, the University Promotion and Tenure Committee, the Provost, the President, and the BOT. The initial portfolio is submitted to the department at the beginning of the academic year and the candidate will receive notification of the final decision late in the spring semester.

For cases of tenure and promotion to Associate Professor:

1. During the spring semester prior to submitting the application for promotion and tenure, the candidate should consult with the department chair regarding potential outside reviewers. The candidate can suggest as external reviewers individuals of sufficient stature from within the profession of political science (or related discipline) to the chair. The chair develops an external reviewer list of at least five 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 five 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 and the vote is recorded. One faculty member volunteers to write a summary of the discussion and to provide an official tally for the separate tenure and promotion votes to the chair.

3. The chair receives the portfolio and the department committee's letter and writes an independent review of the candidate's application, taking into account the portfolio, department faculty commentary, the faculty vote, external and internal letters, and departmental guidelines. The chair's 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.

For cases of promotion to Professor:

1. During the spring semester prior to submitting the application for promotion to Professor, the candidate should consult with the department chair regarding potential outside reviewers. The candidate can suggest as external reviewers individuals of sufficient stature from within the profession of political science (or related discipline) to the chair. The chair develops an external reviewer list of at least five 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 of professor rank. External reviewers should hold the rank of professor or the equivalent. 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 five 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 promotion which is to be determined by departmental criteria.

2. Upon submission of the promotion portfolio, the department's professors meet to discuss and to decide on the application. Three professors constitute a quorum. Should the department not have three such persons, outside members from related disciplines within the university may be chosen by the chair. The faculty members discuss the candidate's qualifications for promotion in light of departmental guidelines. A secret ballot is taken for promotion and the vote is recorded. One faculty member volunteers to write a summary of the discussion and to provide an official tally of the promotion vote to the chair.

3. The chair receives the portfolio and the department committee's letter and writes an independent review of the candidate's application, taking into account the portfolio, department faculty commentary, the faculty vote, external and internal letters, and departmental guidelines. The chair's 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.