

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-track faculty have similar teaching assignments. Tenured 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 version of the University Promotion and Tenure Guidelines document 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.

B. Promotion to Assistant Professor:

Promotion to Assistant Professor is automatic upon the completion of the Ph.D., and it is the policy of the Department that tenure-track faculty hired without the Ph.D. will be required to complete all of the requirements for the degree within two years of the date of their initial appointment. Failure to do so normally results in a terminal contract.

C. Third Year Review:

A faculty member appointed without tenure shall be formally reviewed by an *ad hoc* Third Year Tenure Review Committee (TYTRC) consisting of those eligible to vote in tenure decisions 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 TYTRC's review will evaluate the candidate's teaching, research and service at FAU. In the area of teaching, the candidate's record should include evidence of competence and commitment to teaching, with the candidate showing promise of making significant contributions to teaching as defined in the Department, College and University guidelines. A weak performance in teaching may be indicated by student evaluations, peer evaluations or other factors as determined by the Department. In the area of research, the candidate's record should include evidence of success in conducting research as well as promise of continuing development towards the department's research guidelines for successful promotion and tenure. In the area of service, the candidate's record should indicate a reasonable contribution of service to the Department and University. While the Department does not expect assistant professors to engage in substantial amounts of service, especially in their first three years, the expectation grows for a modest increase in service duties going into tenure and promotion. The timeline and procedures for the reappointment review shall be consistent with College and University guidelines.

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. The Third-year Tenure Review Committee will provide the faculty member with a clear evaluation of progress toward tenure and promotion to Associate Professor, including strengths and weaknesses and specific recommendations for improvement (if any), but no faculty vote will be taken. The assessment will include a peer evaluation of teaching as required for tenure and promotion to Associate Professor. If the conclusion is that progress is unsatisfactory, the evaluation should indicate what the candidate should do to improve tenure prospects or a recommendation that the Chair not 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 *ad hoc* 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.

ARTICLE 2. PROMOTION AND TENURE 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 course assignments and will include the following:

A. Data on student perceptions of teaching. Student assessments must include the standardized forms adopted by the SUS, the University and the College and Department where applicable.

B. Peer review: The review will be based on syllabi and other appropriate teaching materials and include classroom observations. The observations must be scheduled ahead of time. Peer review of teaching will be conducted by a member of the *ad hoc* faculty committee chosen by the faculty member under review. Barring extraordinary circumstances, classroom evaluations will be performed in the first year of appointment, during mid-probation review, and in the year prior to tenure evaluation.

C. Course syllabi, tests and other course materials.

D. Advising.

E. Participation in professional development activities relating to pedagogy.

F. Chairing and/or serving on thesis and/or dissertation committees; supervising enrolled

students in research papers or projects.

Indicators of achievement include the following: Measures of student evaluations of classes, peer evaluations of classes (which will include evaluation of course materials and in-class 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, mentoring of students (especially through involvement in faculty research) and evidence of undergraduate research curricular instruction and community engaged curricular instruction.

2. Research Criteria. Indicators of scholarly achievement include:

- A. Publication or acceptance of an authored book, edited book or textbook
- B. Publication of a peer reviewed article or book chapter with national or international distribution.
- C. Edits a special issue of a journal.
- D. Publication of a peer reviewed book chapter.
- E. Publication in a peer reviewed conference proceeding.
- F. Submission/receives an external grant(s). Grants should be identified as national or international, state and local or internal FAU grants.
- G. Publication of an encyclopedia entry.
- H. Publication of a book review.
- I. Publication of an op-ed piece.
- J. Presentation of paper(s) at conference(s).
- K. Community-engaged research projects.

The expectations for research and scholarship are that the individual has produced research and publications that are regarded by others in the field to be of good quality and to have made a contribution to the field. However, judgments are not made simply on the basis of the number of publications. A smaller number of high-quality articles may be considered superior to a larger number of lower quality articles. In addition, the Department recognizes various forms of scholarship including community-engaged scholarship which is a legitimate form of research and such research is characterized by collaborative efforts with local organizations or agencies.

In political science, co-authorship is common. Moreover, co-authorship in this discipline normally means that each co-author contributes substantially to the publication. We do not regard co-authorship as undesirable, nor do we discourage individuals from collaborative research work. Therefore, we do not expect that individuals have a publication record that consists largely of single-authored items; although, some colleagues may choose to do so. The same principles apply to co-edited work. Individuals who engage in collaborative research should be prepared to describe their contribution to the collaborative project. In addition, interdisciplinary work has long been recognized as legitimate political science research. The Department gives full consideration to interdisciplinary and/or multidisciplinary research.

A candidate should submit summaries of research in progress as part of the portfolio because the Department considers works in progress when evaluating candidates.

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 and/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.

C. Tenure

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

ARTICLE 3. PROMOTION TO PROFESSOR

A. General Policy:

While demonstrated merit, not years of service, shall be the primary factor in determining the case for promotion to Professor, no earlier than five years completed in rank from the year that the promotion became effective, may be considered the norm for promotion from Associate to Professor. Years in rank and sustained productivity at FAU are particularly important.

B. 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 students and peers and substantial service. The research record will include, since promotion to Associate Professor, a reasonable number of significant pieces. 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 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.

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

1. Teaching Criteria. 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 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 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 usual research expectations for promotion to professor include a record of sustained work that is of high quality and has received good peer review. The individual needs to have a substantial publication record since having been promoted to Associate Professor. We define a substantial record as one that exceeds, in quantity and impact, the record that the Department expects one to compile for promotion to Associate Professor. In evaluating the research record, both quantity and quality are important. A smaller number of high-quality articles may be considered superior to a larger number of lower quality articles. The publications should be recognized as good contributions to the field. Furthermore, the individual should have a sustained record of research that indicates that the individual will continue to actively conduct research and publish after promotion.

3. Service. A candidate for promotion to Professor must demonstrate broader and more significant service than a candidate for Associate Professor. The scope and specific mix of service contributions will vary commensurate with the needs of the Department, College and University as well as the professional and community service opportunities available to the faculty member.

ARTICLE 4. PROCEDURES FOR PROMOTION AND TENURE

The promotion and tenure process are 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 the portfolio continues 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.

A. 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 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, 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.

B. 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 who 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.