



UNIT STANDARDS REVIEW SIGNATURE FORM

Department of:

Political Science

Year:

2019

1) Department Chair:

Ronora Stoyt

10/21/2019

Signature

Date

2) Dean:

Jerry M. Nulty

10/24/19

Signature

Date

3) Chair, UM Unit Standards Committee:

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10/5/20

Signature

Date

4) Provost and Vice President for Academic Affairs:

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10/5/2020

Signature

Date

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UNIT PROCEDURES AND STANDARDS FOR
FACULTY TENURE, PROMOTION, AND SALARY DETERMINATION

DEPARTMENT OF POLITICAL SCIENCE

The Department is guided by standards and procedures set forth in the Collective Bargaining Agreement (CBA) as a general statement of policy on promotion, tenure, retention, and salary decisions. These unit standards and procedures are intended to be in addition to and consistent with those provided in the current CBA. In the event of any omission or inconsistency the CBA shall apply, but these unit standards shall prevail when its provisions are more rigorous than those of the CBA. A faculty member should consult the CBA for procedures relative to the evaluation process beyond those in this document, especially requirements for appeal.

I. PROCEDURES FOR TENURE, PROMOTION, RETENTION, AND SALARY
EVALUATION

A. All tenurable faculty appointed at the level of an Assistant Professor must have attained the requisite terminal Ph.D. in Political Science or closely related degree.

B. Tenured faculty members who have achieved the rank of full professor shall be reviewed every third year, and tenured faculty members who have achieved the rank of associate professor shall be reviewed every second year. All other faculty will be evaluated annually. Any faculty member may request to be evaluated in any year. (CBA 10.340)

1. Faculty shall maintain a current and complete Individual Performance Record (IPR) of their teaching effectiveness and research and service activities. The IPR shall include any material deemed pertinent to the faculty evaluation with respect to tenure, promotion, retention, and salary determination.

2. Faculty applying for promotion shall include in the IPR all years of service in the current rank or since the documentation was prepared for the last promotion, or the most recent seven (7) sequential years, whichever is less. Faculty applying for tenure shall include in the IPR the entire probationary period including credited prior service. Faculty applying for a merit salary increment shall cover in the IPR the period since the last granted merit or promotion or the most recent seven (7) sequential years, whichever is less. Faculty applying for normal salary increment shall

- 48 submit documentation of the previous year(s) as appropriate. (CBA
49 10.210)
50
- 51 C. The Student Evaluation Committee (SEC) shall include one (1) faculty
52 observer who shall enjoy all rights of full participation and access to
53 information except voting. The faculty observer shall be chosen from
54 among the tenured or tenurable (i.e. tenure-track) members of the
55 bargaining unit in the department or unit. The members shall be appointed
56 by the department chairperson by September 15. The committee shall elect
57 a chair from among its voting members. (CBA 10.220)
58
- 59 1. The SEC will review each faculty member's teaching using the PSCI
60 department's evaluation forms from all courses with 3 or more students.
61
- 62 2. The SEC shall prepare a written evaluation of the teaching of each
63 faculty member whose performance is reviewed. Each written evaluation
64 shall be signed by the chairperson of the Student Evaluation Committee
65 and the faculty member being evaluated by October 15. The SEC
66 recommendation shall be signed by the faculty member indicating he/she
67 has reviewed it. A faculty member may append a response to the SEC
68 report. The absence of Student Evaluation Committee participation shall
69 not be regarded as a defect in the evaluation process. (CBA 10.220)
70
- 71 D. The Faculty Evaluation Committee (FEC) shall be comprised of all tenure-
72 track faculty, excluding the department chairperson. The FEC annually
73 shall make tenure, promotion, retention, and salary increment
74 recommendations at a special meeting called for that purpose. Only
75 tenured or tenure-track faculty are able to vote on tenure and promotion
76 decisions. Faculty members shall have the option of abstaining from
77 voting. (CBA 10.230)
78
- 79 1. The FEC shall select a chairperson from among its members, with
80 preference given to rotating the position among those who are newly
81 tenured and/or have not served in that capacity for the longest time.
82 The FEC chairperson will appoint a student observer from among the
83 political science majors and/or graduate students. The student observer
84 has the right to attend and participate in the discussion of the FEC
85 meeting but does not have a right to vote.
86
- 87 2. The Faculty Evaluation Committee meetings in which the committee
88 discusses individual faculty evaluations shall be closed to the faculty
89 member being evaluated and to anyone else not a member of the
90 committee, except for any individual whom the committee may wish to
91 interview in connection with the evaluation of an individual faculty
92 member. Upon request by the FEC or faculty member, a faculty member

- 93 being evaluated shall be permitted to personally address the committee
94 regarding his/her evaluation. (CBA 10.230)
95
- 96 E. To assist the FEC in preparing their recommendation in tenure cases, the
97 FEC chair will include, at least, 2-3 letters from colleagues at other
98 institutions evaluating the quality of the applicant's research (see CBA
99 10.240). The candidate shall make a list of five potential reviewers
100 available to the Department Chair by the end of the spring semester prior
101 to the tenure application date. The Department Chair, in consultation with
102 the FEC, shall solicit three letters from the faculty candidate's list of five
103 potential reviewers. These letters shall be submitted by October 15th; if
104 the letters are unavailable then the FEC deliberations will continue. All
105 letters received will become a part of the FEC record and, hence, not
106 anonymous. Any material solicited at this, or subsequent steps, must be
107 made available to the individual being evaluated within five (5) working
108 days of its inclusion. The individual is given ten (10) working days to
109 prepare a written response, which becomes part of the evaluation record.
110 (CBA 10.240)
111
- 112 F. The FEC shall prepare separate recommendations on each faculty member
113 (including those tenured, tenure track, and non-tenure track) and transmit
114 them, along with the IPRs, according to the procedures outlined in the
115 CBA. The FEC recommendations shall be signed by the faculty member
116 indicating he/she has reviewed it. Within ten (10) days of receipt of the
117 recommendation from the Faculty Evaluation Committee, the faculty
118 member may submit a written appeal to the Faculty Evaluation Committee
119 regarding any aspect of the Faculty Evaluation Committee's
120 recommendation or process. (CBA 10.230)
121
- 122 G. The Political Science Department Chairperson shall prepare a signed
123 written evaluation for each faculty member based on the approved unit
124 standards, on the CBA, and on consideration of the evidence submitted by
125 the faculty member, the Student Evaluation Committee recommendation,
126 the Faculty Evaluation Committee recommendation, and any additional
127 evidence solicited or received and placed in the evaluation report which,
128 where appropriate, shall specifically address: (1) retention, (2) salary
129 increment, (3) promotion, and (4) tenure. The chairperson may append a
130 written statement of his/her professional opinion and recommendation
131 regarding any matters which he/she may deem to be relevant to the
132 performance or advancement of the individual evaluated. (CBA 10.240)
133
- 134 1. The chairperson shall prepare and append a summary list of those the
135 chairperson has recommended for promotion, merit increase, or tenure,
136 respectively. The names on the list of recommendations for merit increase
137 will be ranked in order of priority by the chairperson across the three areas
138 of evaluation. (CBA 10.240)

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2. The chairperson’s recommendation shall be signed by the faculty member to indicate having reviewed it. Within ten (10) days of receipt of the department chairperson's recommendation, the faculty member may submit a written appeal to the department chairperson regarding any aspect of the chairperson's recommendation or process. (CBA 10.240)

II. TEACHING, SCHOLARSHIP, AND SERVICE STANDARDS FOR PROMOTION, TENURE, AND SALARY-DETERMINATION DECISIONS

A. Standards for Performance in Teaching

Good teaching is the primary obligation of all members of the faculty, and quality of teaching must be evaluated rigorously. Faculty members shall ask their students in every course taught to evaluate their teaching using the Department approved evaluation form.

1. **Normal performance in teaching** includes but is not limited to:

- a. Teaching a standard course load per AY
- b. Mentoring students
- c. Other teaching responsibilities include, but are not limited to advising student interns, participating in honors exams, supervising thesis, independent study, and/or graduate papers.
- d. Being available to students during office hours and by appointment
- e. Receiving a plurality (>50%) of A and B grades (5 and 4 on a 5-point scale) on student evaluations of “overall teaching effectiveness” on the PSCI department’s evaluation form for all courses under review
- f. Revising and updating courses periodically as needed to reflect any substantive and/or pedagogical changes to class material.
- g. Teaching both upper and lower division classes, including general education or Global Leadership classes
- h. Participating in the Department’s graduate MA program, which can include teaching a graduate level course and/or supervising student research and completion of professional paper(s), unless other undergraduate duties have been assigned by the Department Chair

2. **Above normal performance in teaching** can be demonstrated by any two of the following:

- a. Receiving an average of 75 to 89% A and B grades (5 and 4 on a 5-point scale) on the student evaluation of “overall teaching effectiveness” on the PSCI department’s form for all courses under review
- b. Developing and teaching a new face-to-face or online course that enhances the political science curriculum and/or options.

- 184 c. Other above-normal teaching activities indicated by, but not limited to
- 185 advising a number of interns, thesis, independent study, honors, and/or
- 186 graduate papers above the departmental average; participating in
- 187 supervising GLI capstone projects or UMCUR student research projects;
- 188 or attending and/or teaching faculty development programs related to
- 189 pedagogy.
- 190 be
- 191 3. **Outstanding performance in teaching** can be demonstrated by any two of the
- 192 following:
- 193
- 194 a. Teaching more than the standard number of courses per AY and a total
- 195 number of student credit hours above the departmental average.
- 196 b. Receiving an average of 90 to 100% A and B grades (5 and 4 on a 5-point
- 197 scale) on student evaluation of overall teaching effectiveness.
- 198 c. Advising a number of interns, thesis, independent study, honors, GLI
- 199 capstone projects, and/or graduate papers well above the department
- 200 average.
- 201 d. Developing and teaching two new face-to-face or online courses that
- 202 enhance the political science curriculum and/or options.
- 203 e. Receiving a teaching and/or advising award.
- 204 f. Receiving a teaching and/or advising grant.
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206 **B. Standards for Performance in Scholarship**

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208 The Department expects each faculty member to be engaged in an ongoing and

209 maturing research program that ultimately leads to refereed publication. This

210 expectation shall be consistent with resources available for faculty development

211 and travel, but the Department expects each faculty member to pursue an active

212 research agenda as well as be diligent in seeking outside assistance when needed

213 to support that person's research agenda.

214

- 215 1. The Department has divided scholarly products into three levels according to
- 216 importance. Scholarly products within levels are not ranked or exhaustive and
- 217 provide only examples of scholarly activity.
- 218
- 219 a. First Level
- 220 1. Authorship of a peer-reviewed book.
- 221 2. Co-authorship of a peer-reviewed book.
- 222 3. Editing or co-editing a peer-reviewed book of readings in the
- 223 discipline containing one or more significant self-authored
- 224 chapters.
- 225 b. Second Level
- 226 1. Editing or co-editing a peer-reviewed book of readings in the
- 227 discipline (not containing one or more significant self-
- 228 authored chapters).

- 229 2. Authorship or co-authorship of an article in a peer-reviewed
 230 journal.
 231 3. Authorship or co-authorship of a chapter in a peer-reviewed
 232 edited work.
 233 4. Major regional, national, or international awards and/or grants
 234 (e.g., Social Science Research Council, National Endowment for
 235 the Humanities) for scholarly work based on competitiveness and
 236 prestige.

237 c. Third Level

- 238 1. Non-peer-reviewed books, articles, and chapters.
 239 2. Book reviews in professional journals.
 240 3. Reprinting of scholarly works previously published.
 241 4. Papers presented at professional meetings.
 242 5. Consulting or advisory reports.
 243 6. Invitations to speak on one's research at conferences or other
 244 academic institutions.
 245 7. Non-major awards and/or grants for scholarly work.
 246
 247 2. **Normal performance in scholarship** is defined as having, on average, one
 248 scholarly product per year when a tenured/tenure-track faculty member is
 249 teaching a standard course load.
 250
 251 3. **Above normal performance in scholarship** is demonstrated by having, at least,
 252 one scholarly product at the Second Level in addition to the requirements of
 253 normal performance for scholarship.
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 255 4. **Outstanding performance in scholarship** is demonstrated by having at least,
 256 one scholarly product at the First Level, or more than one Second Level product,
 257 in addition to the requirements of normal performance for scholarship.
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 259 5. In addition to providing a summary statement of on-going research activity and an
 260 accompanying narrative that indicates the timeframe for completion of project(s),
 261 the faculty record must show evidence of scholarly activity. Evidence of
 262 substantive progress towards completion of the project(s): includes, but is not
 263 limited to: a letter requesting a revise and resubmit of the article/manuscript. A
 264 letter accepting an article, chapter, or book manuscript for publication is
 265 considered evidence of publication, but the final published work cannot be
 266 counted a second time.
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268 C. Standards for Performance in Service

269 The Department stresses the importance of professional service as a component of
 270 faculty responsibilities. As evidence of service the following categories apply. No
 271 ranking is implied by their arrangement.
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- 273 1. The Department expects that each faculty member will be engaged in

274 professional service. The four categories of service include service to the
275 Department, University, community/government, and the profession.

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- 277 2. **Normal performance in service** is defined as participation each year,
278 on average, in at least two of the service activities from the categories
279 listed above.
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- 281 3. **Above normal performance in service** is demonstrated by
282 participation each year in, at least, three service activities from the
283 categories listed above.
- 284
- 285 4. **Outstanding performance in service** is demonstrated by extraordinary
286 participation each year on average in service from the categories listed
287 above. Examples of extraordinary service include, but are not limited to
288 department chair, president of Faculty Senate, president of the UFA,
289 chairing the ASCRC, or chairing another university committee with a
290 substantial workload, editing a major journal and/or leading a major
291 volunteer effort.

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293 D. Promotion to Associate Professor

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- 295 1. Except in unusual circumstances, four or more years of full-time service in
296 rank as Assistant Professor are required prior to the date of promotion to
297 Associate Professor. Application may be made during the fourth year in rank.
298 Completion of the required number of years in rank shall not by itself be
299 grounds for promotion. (CBA 10.110 1b)
- 300
- 301 2. A merit is not required for attaining promotion or tenure; however, consistent
302 normal performance in scholarship during the period of years under review
303 shall not be sufficient for promotion or tenure.
- 304
- 305 3. Promotion to Associate Professor shall be recommended by the FEC and
306 departmental chairperson if the faculty member has:
- 307
- 308 a. At least above normal performance in scholarship over the years in
309 rank, defined as at least one scholarly product per year on average. At
310 least one scholarly product must be First Level or two must be Second
311 Level (as defined in Section II.B.1)."
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- 313 b. At least above normal performance in either teaching or service on
314 average over the time in rank as explained in Sections II.A and II.C
315 above.
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- 317 c. At least normal performance in the other area (teaching or service)
318 over the time in rank.
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4. The review period shall cover the applicant's cumulative performance during his/her years in rank. Particular attention will be given to the most recent four years of the faculty's record looking for evidence of demonstrated growth in the areas of teaching, scholarship, and service.
 5. Documentation in the IPR for promotion to Associate Professor shall cover service, including credited service, in the current rank, if applicable, or since the documentation was prepared for the last promotion, or the most recent seven (7) sequential years. (CBA 10.210)

330 E. The Tenure Decision

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1. Faculty members who possess five years of credit toward tenure (no more than three years of which may be credited from another institution), a terminal degree (see IA above), and the academic rank of Associate Professor may apply for tenure in the sixth probationary year. A faculty member may seek tenure and promotion to Associate Professor simultaneously.
 2. Tenure shall be recommended by the FEC and departmental chairperson if the faculty member has:
 - a. At least above normal performance in scholarship over the probationary period, defined as at least one scholarly product per year on average. At least one scholarly product must be Second Level. Alternatively, one First Level product also is sufficient for tenure.
 - b. At least above normal performance in either teaching or service over the entire probationary period.
 - c. At least normal performance in the other area (teaching or service) over the probationary period.

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353 F. Promotion to Professor

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1. Except in unusual circumstances, five or more years of full-time service in rank as an Associate Professor are required prior to the date of promotion to Professor (application may be made during the fifth year). The character of the service in rank shall be such that there is a clear demonstration of professional growth and an increasingly valuable contribution to the University. Completion of the required number of years in rank shall not by itself be grounds for promotion.
 2. The review period and documentation shall cover the applicant's cumulative performance during his/her years in rank, or since the documentation was prepared for the last promotion, or the most recent seven sequential years.

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3. Promotion to Professor shall be recommended by the FEC and departmental chairperson if the faculty member has:

- a. At least above normal performance in scholarship over the review period, defined as at least one scholarly product per year on average. Three products must be at least Second Level (as defined in Section II.B.1), or one First-Level product (as defined in Section II.B.4).
- b. At least above normal performance on average in either teaching or service over the entire time in rank or the most recent five years, as explained in Sections II.A and C above.
- c. At least normal performance on average in the other area (teaching or service) over the time in rank or the most recent five years.

G. The Merit Decision

- 1. A merit recommendation shall be based on an above normal performance in at least two (2) of the three (3) areas: teaching, research/creative activity, or public service; or outstanding performance or special recognition in at least one (1) of these areas, and normal performance in the remaining area or areas of assigned duties (CBA 10.110), using the procedures and with reference to the teaching, scholarship, and service standards set out above. For non-tenure-track faculty, an Outstanding Performance Award would qualify for a merit recommendation.
- 2. Documentation shall be as prescribed in the CBA.

H. The Less-Than-Normal Decision

- 1. A recommendation for a less-than-normal salary increase is appropriate for unsatisfactory performance in one or more of the three categories of teaching, scholarship, and service using the above procedures and standards, if performance in the other category or categories is normal.
- 2. Documentation shall be as prescribed in the CBA.
- 3. Failure to submit an IPR for evaluation by a faculty member, when required (see CBA 10.210, 10.220), is grounds for a less-than-normal increment.

III. NON-RETENTION RECOMMENDATION

Non-retention recommendation for probationary appointees shall be made pursuant to the procedures presented above and pursuant to the CBA 9.230 9.340.

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413 **IV. AMENDMENT**

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415 A. Any tenured or tenure-track faculty of the Department of Political Science
416 may request a meeting of the Department to consider changing these standards
417 and procedures.

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419 B. Prior to their use in the evaluation process, amendments require majority
420 approval of the full-time, tenured and tenured-track faculty of the Department
421 and approval of the University Unit Standards Committee, the Dean of the
422 College of Humanities and Sciences, and the Provost.

423

424 C. The FEC and Department Chairperson view the standards elucidated above as
425 guidelines for evaluating faculty performance designed, above all, to
426 encourage meaningful professional creativity and growth of all individual
427 faculty.

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429 **V. EVALUATION OF DEPARTMENT CHAIRPERSON**

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431 A. The FEC shall review annually the effectiveness of the performance of the
432 Department chairperson. The results of their evaluation will be included in
433 the chairperson's next regular evaluation.

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435 B. Views of all other Departmental faculty members shall be solicited and
436 considered in the evaluation of the chairperson. The chairperson shall have a
437 right of response.

438

439 C. The chair of the FEC shall prepare an evaluation that represents the consensus
440 of the FEC and transmit it to the dean.

441

442 D. Criteria for evaluation of the chairperson shall include leadership,
443 encouragement and support of faculty efforts, openness in communications
444 and decision making, and administrative competence and efficiency.

445

446 E. The administrative performance of the departmental chairperson is subject to
447 review at any time by the H&S dean.

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449 **VI. PROVISIONS RELATING TO NON-TENURABLE ACADEMIC**
450 **APPOINTMENTS**

451 The Political Science Department intends to fulfill its mission through reliance upon
452 persons duly appointed as members of the regular faculty who engage in the full range of
453 traditional faculty activities, namely, teaching, research and creative activity, and service.
454 Accordingly, the PSCI Department will make use of non-tenurable appointments only for
455 special or specialized purposes and/or limited periods.

456

457 All non-tenurable faculty that are eligible must be evaluated annually in accordance with
458 the procedures for faculty evaluation outlined in the PSCI Unit Standards and the CBA.

459 Non-tenurable faculty that are eligible for evaluation and merit consideration are defined
460 as adjunct, instructor, lecturer, clinical faculty, research faculty, and visiting faculty at
461 any rank that are 0.5 FTE or greater for the previous evaluation year. For non-tenure-
462 track faculty, an Outstanding Performance Award would qualify for a merit
463 recommendation.

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465 **A. Categories of Non-tenurable Appointments**

466 1. Lecturers. Persons appointed as members of the faculty with duties devoted
467 primarily to teaching, subject to reappointment annually at the University's discretion.
468 Lecturers can qualify for salary increases on the basis of performance. On occasion,
469 Lecturers may engage in service activities as part of assigned duties. Lecturers may or
470 may not have a terminal degree, depending upon assignment and background. Lecturers
471 are subject to annual reappointment at the University's discretion, with one semester's
472 advance notice of intent not to reappoint.

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474 2. Adjunct Faculty. Persons appointed as ranked members of the faculty primarily to
475 provide classroom teaching supported by instructional program funding. Adjunct Faculty
476 appointments at .5 FTE and above are authorized to enable the Program: a) to fulfill
477 course obligations on a temporary basis replacing absent faculty, or b) to meet temporary
478 and unanticipated enrollment growth. Adjunct Faculty members holding appointments of
479 .5 FTE and above can be reappointed at the University's discretion. These Adjuncts
480 typically carry research and service responsibilities proportional to their FTE, subject to
481 negotiation at time of hire.

482

483 Adjunct Part-Time Faculty appointments at less than .5 FTE primarily are assigned
484 teaching duties (as opposed to research and service). They enable the program to fulfill
485 course obligations in special or specialized areas on a part-time basis. Whether part-time
486 or not, aggregated Adjunct Faculty appointments shall not exceed 25 percent of total
487 faculty FTE within the Program.

488

489 3. Faculty Affiliates. Persons not principally employed by the University, or
490 principally employed by the University in other than an academic capacity, but who
491 nominally contribute to the instructional, research and creative activity, or service
492 functions of the University, usually with no or minimal compensation, who hold courtesy
493 appointments as Faculty Affiliates. The Program may recommend renewal of these
494 appointments annually to the Provost.

495

496 4. International Visiting Scholars. International visitors typically under approved
497 exchange agreements, but who lack the credentials for appointment as Visiting Faculty,
498 who hold appointments as International Visiting Scholars in recognition of their
499 participation in the University's functions. Such appointees typically receive
500 compensation from their home institutions and come to the University by invitation and
501 under an IAP-66 form in compliance with the University's policies.

502

503 **B. Appointment Procedures, Appointing Authority and Conditions**

504 Policies pertaining to the appointments listed in section B. can be found in The
505 University's Policy on Non-tenurable Academic Appointments (policy 350 143.0).

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507 **C. Termination, Remedies, and Student Complaints**

508 PSCI must comply with applicable Board of Regents policy and University policies and
509 procedures in order to terminate non-tenurable faculty members for cause or to
510 discontinue non-tenurable faculty members before contracts expire.

511 Rights of non-tenurable faculty members are detailed in 2017-21 CBA Section 9.110.

512 Non-tenurable faculty members covered by the Collective Bargaining Agreement have
513 recourse to the Grievance Procedure to redress violations of University policies. Faculty
514 not covered by the CBA can seek corrective action from the appropriate Dean, with right
515 of appeal to the Provost and President.

516

517 **D. Rank and Appointments**

518 At the time of the appointment or reappointment, the employer shall provide each faculty
519 member with a written agreement that specifies rank, salary, and other terms and
520 conditions of employment.