UNITSTANDARDS REVIEW
SIGNATURE FORM

Department of: ________________________________

Political Science

Year: ________________________________

2019

1) Department Chair:

Signature ________________________________

Date ________________________________

10/21/2019

2) Dean:

Signature ________________________________

Date ________________________________

10/24/19

3) Chair, UM Unit Standards Committee:

Signature ________________________________

Date ________________________________

10/5/20

4) Provost and Vice President for Academic Affairs:

Signature ________________________________

Date ________________________________

10/5/2020
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
submit documentation of the previous year(s) as appropriate. (CBA 10.210)

C. The Student Evaluation Committee (SEC) shall include one (1) faculty observer who shall enjoy all rights of full participation and access to information except voting. The faculty observer shall be chosen from among the tenured or tenurable (i.e. tenure-track) members of the bargaining unit in the department or unit. The members shall be appointed by the department chairperson by September 15. The committee shall elect a chair from among its voting members. (CBA 10.220)

1. The SEC will review each faculty member’s teaching using the PSCI department’s evaluation forms from all courses with 3 or more students.

2. The SEC shall prepare a written evaluation of the teaching of each faculty member whose performance is reviewed. Each written evaluation shall be signed by the chairperson of the Student Evaluation Committee and the faculty member being evaluated by October 15. The SEC recommendation shall be signed by the faculty member indicating he/she has reviewed it. A faculty member may append a response to the SEC report. The absence of Student Evaluation Committee participation shall not be regarded as a defect in the evaluation process. (CBA 10.220)

D. The Faculty Evaluation Committee (FEC) shall be comprised of all tenure-track faculty, excluding the department chairperson. The FEC annually shall make tenure, promotion, retention, and salary increment recommendations at a special meeting called for that purpose. Only tenured or tenure-track faculty are able to vote on tenure and promotion decisions. Faculty members shall have the option of abstaining from voting. (CBA 10.230)

1. The FEC shall select a chairperson from among its members, with preference given to rotating the position among those who are newly tenured and/or have not served in that capacity for the longest time. The FEC chairperson will appoint a student observer from among the political science majors and/or graduate students. The student observer has the right to attend and participate in the discussion of the FEC meeting but does not have a right to vote.

2. The Faculty Evaluation Committee meetings in which the committee discusses individual faculty evaluations shall be closed to the faculty member being evaluated and to anyone else not a member of the committee, except for any individual whom the committee may wish to interview in connection with the evaluation of an individual faculty member. Upon request by the FEC or faculty member, a faculty member
being evaluated shall be permitted to personally address the committee regarding his/her evaluation. (CBA 10.230)

E. To assist the FEC in preparing their recommendation in tenure cases, the FEC chair will include, at least, 2-3 letters from colleagues at other institutions evaluating the quality of the applicant's research (see CBA 10.240). The candidate shall make a list of five potential reviewers available to the Department Chair by the end of the spring semester prior to the tenure application date. The Department Chair, in consultation with the FEC, shall solicit three letters from the faculty candidate’s list of five potential reviewers. These letters shall be submitted by October 15th; if the letters are unavailable then the FEC deliberations will continue. All letters received will become a part of the FEC record and, hence, not anonymous. Any material solicited at this, or subsequent steps, must be made available to the individual being evaluated within five (5) working days of its inclusion. The individual is given ten (10) working days to prepare a written response, which becomes part of the evaluation record. (CBA 10.240)

F. The FEC shall prepare separate recommendations on each faculty member (including those tenured, tenure track, and non-tenure track) and transmit them, along with the IPRs, according to the procedures outlined in the CBA. The FEC recommendations shall be signed by the faculty member indicating he/she has reviewed it. Within ten (10) days of receipt of the recommendation from the Faculty Evaluation Committee, the faculty member may submit a written appeal to the Faculty Evaluation Committee regarding any aspect of the Faculty Evaluation Committee's recommendation or process. (CBA 10.230)

G. The Political Science Department Chairperson shall prepare a signed written evaluation for each faculty member based on the approved unit standards, on the CBA, and on consideration of the evidence submitted by the faculty member, the Student Evaluation Committee recommendation, the Faculty Evaluation Committee recommendation, and any additional evidence solicited or received and placed in the evaluation report which, where appropriate, shall specifically address: (1) retention, (2) salary increment, (3) promotion, and (4) tenure. The chairperson may append a written statement of his/her professional opinion and recommendation regarding any matters which he/she may deem to be relevant to the performance or advancement of the individual evaluated. (CBA 10.240)

1. The chairperson shall prepare and append a summary list of those the chairperson has recommended for promotion, merit increase, or tenure, respectively. The names on the list of recommendations for merit increase will be ranked in order of priority by the chairperson across the three areas of evaluation. (CBA 10.240)
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.
c. Other above-normal teaching activities indicated by, but not limited to advising a number of interns, thesis, independent study, honors, and/or graduate papers above the departmental average; participating in supervising GLI capstone projects or UMCUR student research projects; or attending and/or teaching faculty development programs related to pedagogy.

3. Outstanding performance in teaching can be demonstrated by any two of the following:

a. Teaching more than the standard number of courses per AY and a total number of student credit hours above the departmental average.

b. Receiving an average of 90 to 100% A and B grades (5 and 4 on a 5-point scale) on student evaluation of overall teaching effectiveness.

c. Advising a number of interns, thesis, independent study, honors, GLI capstone projects, and/or graduate papers well above the department average.

d. Developing and teaching two new face-to-face or online courses that enhance the political science curriculum and/or options.

e. Receiving a teaching and/or advising award.

f. Receiving a teaching and/or advising grant.

B. Standards for Performance in Scholarship

The Department expects each faculty member to be engaged in an ongoing and maturing research program that ultimately leads to refereed publication. This expectation shall be consistent with resources available for faculty development and travel, but the Department expects each faculty member to pursue an active research agenda as well as be diligent in seeking outside assistance when needed to support that person’s research agenda.

1. The Department has divided scholarly products into three levels according to importance. Scholarly products within levels are not ranked or exhaustive and provide only examples of scholarly activity.

   a. First Level
     3. Editing or co-editing a peer-reviewed book of readings in the discipline containing one or more significant self-authored chapters.

   b. Second Level
     1. Editing or co-editing a peer-reviewed book of readings in the discipline (not containing one or more significant self-authored chapters).
2. Authorship or co-authorship of an article in a peer-reviewed journal.
3. Authorship or co-authorship of a chapter in a peer-reviewed edited work.
4. Major regional, national, or international awards and/or grants (e.g., Social Science Research Council, National Endowment for the Humanities) for scholarly work based on competitiveness and prestige.

C. Third Level
1. Non-peer-reviewed books, articles, and chapters.
2. Book reviews in professional journals.
3. Reprinting of scholarly works previously published.
4. Papers presented at professional meetings.
5. Consulting or advisory reports.
6. Invitations to speak on one’s research at conferences or other academic institutions.
7. Non-major awards and/or grants for scholarly work.

2. Normal performance in scholarship is defined as having, on average, one scholarly product per year when a tenured/tenure-track faculty member is teaching a standard course load.

3. Above normal performance in scholarship is demonstrated by having, at least, one scholarly product at the Second Level in addition to the requirements of normal performance for scholarship.

4. Outstanding performance in scholarship is demonstrated by having at least, one scholarly product at the First Level, or more than one Second Level product, in addition to the requirements of normal performance for scholarship.

5. In addition to providing a summary statement of on-going research activity and an accompanying narrative that indicates the timeframe for completion of project(s), the faculty record must show evidence of scholarly activity. Evidence of substantive progress towards completion of the project(s): includes, but is not limited to: a letter requesting a revise and resubmit of the article/manuscript. A letter accepting an article, chapter, or book manuscript for publication is considered evidence of publication, but the final published work cannot be counted a second time.

C. Standards for Performance in Service
The Department stresses the importance of professional service as a component of faculty responsibilities. As evidence of service the following categories apply. No ranking is implied by their arrangement.

1. The Department expects that each faculty member will be engaged in
professional service. The four categories of service include service to the 
Department, University, community/government, and the profession.

2. **Normal performance in service** is defined as participation each year, 
on average, in at least two of the service activities from the categories 
listed above.

3. **Above normal performance in service** is demonstrated by 
participation each year in, at least, three service activities from the 
categories listed above.

4. **Outstanding performance in service** is demonstrated by extraordinary 
participation each year on average in service from the categories listed 
above. Examples of extraordinary service include, but are not limited to 
department chair, president of Faculty Senate, president of the UFA, 
chairing the ASCRC, or chairing another university committee with a 
substantial workload, editing a major journal and/or leading a major 
voltne effort.

D. Promotion to Associate Professor

1. Except in unusual circumstances, four or more years of full-time service in 
rank as Assistant Professor are required prior to the date of promotion to 
Associate Professor. Application may be made during the fourth year in rank. 
Completion of the required number of years in rank shall not by itself be 
grounds for promotion. (CBA 10.110 1b)

2. A merit is not required for attaining promotion or tenure; however, consistent 
normal performance in scholarship during the period of years under review 
shall not be sufficient for promotion or tenure.

3. Promotion to Associate 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 years in 
rank, defined as at least one scholarly product per year on average. At 
least one scholarly product must be First Level or two must be Second 
Level (as defined in Section II.B.1)."

   b. At least above normal performance in either teaching or service on 
average over the time in rank as explained in Sections II.A and IIC 
above.

   c. At least normal performance in the other area (teaching or service) 
over the time in rank.
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)

E. The Tenure Decision

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.

F. Promotion to Professor

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.
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.
IV. AMENDMENT

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

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

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

V. EVALUATION OF DEPARTMENT CHAIRPERSON

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

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

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

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

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

VI. PROVISIONS RELATING TO NON-TENURABLE ACADEMIC APPOINTMENTS

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

All non-tenurable faculty that are eligible must be evaluated annually in accordance with the procedures for faculty evaluation outlined in the PSCI Unit Standards and the CBA.
Non-tenurable faculty that are eligible for evaluation and merit consideration are defined as adjunct, instructor, lecturer, clinical faculty, research faculty, and visiting faculty at any rank that are 0.5 FTE or greater for the previous evaluation year. For non-tenure-track faculty, an Outstanding Performance Award would qualify for a merit recommendation.

A. Categories of Non-tenurable Appointments

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

2. Adjunct Faculty. Persons appointed as ranked members of the faculty primarily to provide classroom teaching supported by instructional program funding. Adjunct Faculty appointments at .5 FTE and above are authorized to enable the Program: a) to fulfill course obligations on a temporary basis replacing absent faculty, or b) to meet temporary and unanticipated enrollment growth. Adjunct Faculty members holding appointments of .5 FTE and above can be reappointed at the University's discretion. These Adjuncts typically carry research and service responsibilities proportional to their FTE, subject to negotiation at time of hire. Adjunct Part-Time Faculty appointments at less than .5 FTE primarily are assigned teaching duties (as opposed to research and service). They enable the program to fulfill course obligations in special or specialized areas on a part-time basis. Whether part-time or not, aggregated Adjunct Faculty appointments shall not exceed 25 percent of total faculty FTE within the Program.

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

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

B. Appointment Procedures, Appointing Authority and Conditions
Policies pertaining to the appointments listed in section B. can be found in The University's Policy on Non-tenurable Academic Appointments (policy 350 143.0).

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

PSCI must comply with applicable Board of Regents policy and University policies and procedures in order to terminate non-tenurable faculty members for cause or to discontinue non-tenurable faculty members before contracts expire. Rights of non-tenurable faculty members are detailed in 2017-21 CBA Section 9.110. Non-tenurable faculty members covered by the Collective Bargaining Agreement have recourse to the Grievance Procedure to redress violations of University policies. Faculty not covered by the CBA can seek corrective action from the appropriate Dean, with right of appeal to the Provost and President.

D. **Rank and Appointments**

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