

September 22, 2014

## Political Science Guidelines for Promotion and Tenure

### I. GENERAL STATEMENT

Faculty members in the department of political science shall be awarded tenure and promoted to a higher academic rank based upon their performance in the areas of Teaching, Research, Professional/Community/Public service, as evaluated by their peers and appropriate administrative officials. In making the determination with regard to tenure and advancement: Teaching performance will constitute 50% of the decision; Research performance shall constitute 25%; and Service will constitute the remaining 25%. These ratios are to be used in tenure and all instances of promotion in academic rank.

#### **Requirements associated with tenure and/or promotion are described below:**

Over the 6 year period customarily required subsequent to the award of tenure and advancement to Associate rank the following consistent record is expected:

- A consistent record of Very Good to Excellent Teaching performance is expected as described below,
- A minimum level of “Good/Adequate” Research performance is required as described below, and
- A minimum level of “Good/Adequate” performance in Professional/Community/Public Service is expected.
- Performance in these areas at the designated level during employment at other colleges or universities will be credited on a case by case basis as stated in initial stipulations reached at the time of contractual agreement with Washburn University.
- Collegiality with regard to colleagues and students, and adherence to professional standards of ethics and professional behavior will figure into the evaluation recommendation of the Department Chair of each faculty member applying for Tenure and Promotion.

### II. SPECIFIC REQUIREMENTS

**TEACHING.** A consistent record of Very Good to Excellent Teaching performance is expected over the initial 6 year period. In general, a record of 80% of student evaluations at the first or second highest levels of performance on teaching assessment instruments meets this requirement.

However, the overall evaluation of Teaching performance should also include: (1) student evaluation written comments; (2) Department Chairs evaluations; (3) outside peer review when utilized; (4) content of course syllabus, exams and grading practices; (5) adherence to acceptable standards of professional behavior in meeting responsibilities to students by meeting classes, holding office hours, etc. and; (6) development of new methods, techniques and materials in instruction.

**RESEARCH ACTIVITY.** For the award of tenure and promotion to the rank of Associate, the individual should accomplish, over the initial 6 year period, three research achievements in the areas designated in Table 1 as Good/Adequate or better, plus one research achievement in the category of Excellent or better.

**SERVICE.** Good/Adequate performance is expected and defined as 25 activities over the tenure service period with at least one item in three of the four areas, for promotion and tenure to Associate rank. Failure to perform at this defined level of adequate service may constitute grounds for denial of promotion and tenure. Service alone does not constitute a sufficient basis for granting promotion.

Adequacy of service will be assessed in the following four general areas:

- A. Service to the Department (Examples: Advising, committee assignments, work with department clubs and organizations, written service grant proposals, supervision of student research etc.)
- B. Service to the College and University. (Examples: Service on committees, councils, etc.)
- C. Service to the Profession. (Examples: Service to the profession includes participation in state, regional, and national associations by serving on committees, holding office and editing publications.)
- D. Public Service. (Examples: Consultation with public or private agencies in a professional capacity, speaking to clubs and organizations in a professional capacity, radio and TV interviews, etc.)

The candidate is responsible for submitting appropriate records and evidence documenting his/her involvement in service activities of all types to the Department Chair.

### III. Promotion to Professor

For promotion to Professor, the following must be met:

1. **Research:** no time limit on this element, after the Associate Rank
  - a. 4 Achievements in the Good or Excellent Categories

OR

- a. 2 Achievements in the Exceptional Category
  - b. The publication of a “book” as defined in Table 1 as defined in the Exceptional categories 1 or 2, or the Excellent categories 3,4, or 8.
2. **Teaching:** Continued performance as outlined under the Teaching Section
3. **Service:** Continued performance as outlined under the Service Section such that the Applicant achieves a minimum level of 4 items per year over all the years applicable to the application for promotion.

**TABLE 1** Definition of Research Standards and Expectations Promotion and Tenure

Items below are rank-ordered from high (Exceptional) to acceptable (Good/Adequate). Each research activity submitted will be rated as shown below.

Exceptional (superior level of performance)

The following are representative of “Exceptional” but are not limited to these:

1. Book based on original research
2. Authored or co-authored book based on original research.
3. Article or Applied Research\* that appears in a recognized by not necessarily elite refereed regional, nation, or International journal.\*\*

Excellent (high level of performance)

The following are representative of “excellent” but are not limited to these:

1. Article or Applied Research\* in a refereed journal (co-authorship with peer colleagues or students is permitted)
2. Monograph based on original research
3. Co-authored book based on established research
4. Revised edition of a book or monograph incorporating substantial new research.
5. Textbook which breaks new ground, etc.
6. Editorship of an international, national or regional refereed journal
7. Chapter based on original research in a book (co-authorship with peer colleagues or students is permitted)
8. Chapter(s) written by yourself in a book (co-)edited or edited by yourself, or other, from a publisher that uses development reviews or screening
9. Applied research directed and performed by you or jointly with colleagues and students that is published in some professional outlet published primarily for professional audiences (such as a government agency publication, or trade, or professional publication).

Good/Adequate (skillful performance)

The following are representative of “Good” but are not limited to these:

1. Paper presented at a national or international meeting
2. Research not in a recognized but not necessarily elite refereed journal\*\*
3. Guest Editor of a recognized but not necessarily elite refereed international, national, or regional journal\*\*
4. Chair/Discussant at an international, national, or regional meeting
5. Solicited book review(s) in a refereed journal
6. Applied Research\* directed and performed by you or jointly with colleagues or students not published in a primarily professional outlet, but of professional quality, the decision of which is to be determined by a simple majority vote of the tenured relevant subfield faculty.

\*Applied Research is generally defined as the use of social science, quantitative or qualitative methods for research requests by government or non-profit entities or businesses for their uses, that may or may not, be published in professional outlets for professional audiences.

\*\*The decision about what constitutes such a journal (print or electronic) shall be made by a simple majority vote of the tenured relevant subfield faculty. (Subfields are American Politics, Public Administration/Policy, Political Theory, comparative Politics, and International Relations). In case a subfield “majority” does not exist (as with only one faculty member in a subfield) then the Applicant

applying for tenure or promotion must convince by a simple majority vote the Department Tenure or Promotion Committee.