

GUIDELINES FOR PROMOTION AND TENURE
Political Science Department
Adopted Fall 2008

In addition to the standards provided in the CSU-AAUP contract, the Political Science Department has adopted the following policy guidelines for Promotion and Tenure:

1. **LOAD CREDIT ACTIVITY:** We expect members of our department to be good, if not excellent, teachers. Tenure and promotion reviews have included, and will continue to include, classroom observations, as well as reviews of student evaluations and written peer evaluations of teaching. While we understand that not all of us will be well received by all students, and that some courses will attract non-majors and others may be limited to majors or minors, we expect that faculty will generally have strong student evaluations in upper division courses, and positive student evaluations in lower division courses. We also expect that there will be few if any legitimate student complaints about teaching. Faculty will meet all the standard departmental expectations: providing syllabi; setting standards for student performance; fair, consistent and timely grading; and maintaining decorum in the classroom. We expect that most classes will include significant writing assignments. We will also review and evaluate non-teaching load credit activity, such as chairing the department or reassigned time for research.

Faculty who receive nominations for Teaching Excellence Awards, or whose classroom work is innovative, particularly engaging to students, or who engage students in civic participation, will be rewarded for this excellence in recommendations.

2. **CREATIVE ACTIVITY:** Faculty members are required to make ongoing contributions to the dialogue in their profession through conference presentations and published papers, book chapters or monographs. Demonstration of an active intellectual life in political science and/or related fields and disciplines, and a research program that has some national significance, are necessary for tenure and promotion for both associate and full professor ranks. While we recognize that the initial stages of project development will involve local or regional conference presentations and attendance, publication in a peer reviewed journal or of parts of books, are necessary for tenure and promotion. The focus is on the dialogue within the profession, and on an ongoing commitment to the field. A faculty member who undertakes a study of teaching and learning with political science will have that work recognized, if it is at the level of the profession. In addition, work done on a grant or contract, even if that work is not published, will be reviewed based on its quality, not just on its readership. Promotion to full professor will require demonstration of continued intellectual growth, and significant contributions to the dialogue in the profession. While setting numerical standards is counterproductive, it is probably helpful to say that in the quest for tenure, a single article is insufficient. It may have contributed to the dialogue, but

does not demonstrate an active intellectual life. In promotion to full professor, a single book may be acceptable, but demonstration of continuing activity in the field is generally required.

The focus on the continuing intellectual life is particularly important at an institution such as ours, where we are unlikely to be fully challenged by the abilities and achievements of our students. Continuing research will contribute not only to our classrooms, but will help keep us challenged and stimulated as faculty members.

3. **PROFESSIONAL ACTIVITY:** The department values and will give weight to continuing involvement in professional associations, including service in association boards, work with professional journals, and similar activity. Letters of reference documenting such activity will contribute to a member's evaluation.
4. **SERVICE:** All faculty members are expected to provide service to the department, the university and the community. Departmental service includes committee work or acceptance of various ad hoc administrative responsibilities. University service includes service on university or school committees, interdepartmental programs, developing panels, speaker series or other public presentations, and occasional administrative responsibilities. Community service would include working with governmental, public or other community groups. The Political Science Department believes that this is an important part of our mission, and we value and encourage this aspect of our professional lives.
5. **MENTORING:** The Department is dedicated to active mentoring of those pursuing promotion and tenure. While we have always closely communicated advice and ideas to our entering colleagues, we are in the process of developing a formal structure which will include the assignment of a specific mentor to each faculty member who has yet to be tenured.