Standards for Tenure and Promotion in the International Relations Department
Approved by the Provost September 2008

I. Documentation: The candidate should prepare a CV and submit supplementary information (publications, reviews, grants/awards, etc and course materials) for the use of the Retention, Promotion and Tenure committee (RTPC) each probationary year. (Faculty sharing appointments should submit material concerning their work in the second department).

II. Teaching: The primary mission of the California State University is teaching. To be considered for tenure or promotion, regardless of qualifications in other categories, candidates must meet standards of excellence in teaching which are normally expected of faculty and which are required by the University. The criteria for evaluating teaching are:

1. Course Materials: Syllabi, bibliographies, reading lists, and examinations are used by the committee as evidence of course and class organization, the level at which the course is taught, and the expectation of student learning. Information should also be included about the design or development of new courses. Examples of excellent student work done under the supervision of the faculty member may also be submitted, but this is not mandatory.

2. Student Evaluations: Probationary faculty are required to submit evaluation questionnaires to the students for all courses each semester. Although the committee does not regard these surveys as dispositive, they are useful because they provide a large representative sample of student opinions. Generally, scores between 1.0 and 2.0 on the critical questions of the survey instrument suggests a strong teaching. Scores of 2.0 or higher suggest a need for improvement.

3. Peer class visitations: Class visitations by fellow faculty members are vital for assessing the level of the professor’s presentation and expectations. They serve as a check on student evaluations. Probationary faculty should receive at least one visitation each year. At least one visitation per year should be from a Full Professor or Chair.

4. Advising: The candidate must engage in advising and maintain regularly scheduled office hours. There is also the expectation that faculty will supervise and/or serve on thesis and internship committees and sponsor independent studies in their areas of specialization.

Promotion to Full Professor requires at least strong teaching by the criteria above in the rank of Associate Professor. It also entails the expectation of pedagogical strength outside classroom formats, in areas like MA thesis supervision, undergraduate independent study supervision, or in teaching courses that require students to engage beyond the classroom, library, and internet downloading. Quality can be demonstrated through excellent student work and peer review.
III. **Professional Achievement and Growth:** Candidates for tenure and promotion to associate and full professor are expected to maintain a significant and continuing record of professional achievement and growth. Evidence of professional achievement and growth in the department include the following:

2. Articles in refereed journals relevant to international relations.
3. Other articles (such as anthologies, chapters of books, articles for popular audiences derived from one’s specialization). Articles for popular audiences refer to publications in quality magazines such as the *Atlantic, Nation, New Republic*, etc.
4. Edited and translated works.
5. Applied Research, such as studies or reports prepared for public or private entities.
6. Unpublished manuscripts that may be reviewed and commented on by appropriate authorities in the field.
7. Presentations of research at professional meetings.
8. Book reviews.
9. Recognition of professional achievement in the form of honors, appointments, and grants.

The following **quantitative record** of activities will be necessary for tenure and for promotion to Associate Professor, with appropriate quality:

- 2-3 articles published in refereed journals.
- Or 3-4 chapters in edited volumes published by a reputable publisher or a suitable combination of articles and chapters.
- Or a book published by a reputable publisher.

To qualify for promotion to Full Professor, a candidate must demonstrate a stronger research record. The following quantitative record of activities in the rank of Associate Professor will be necessary for promotion to Full Professor:

- 3-4 articles published in refereed journals.
- Or 4-5 chapters in edited volumes published by a reputable publisher or a suitable combination of articles and chapters,
- Or a book published by a reputable publisher and 1 article in refereed journal or 2 chapters in edited volumes published by a reputable publisher.

In addition, the RTPC must evaluate the **quality** of published work of candidates applying for tenure or promotion. The RTPC may determine that in some cases, an exceptional quality of research warrants tenure or promotion even if quantitative record is not as strong as expected. Evidence of such exceptional quality may include a high citation rate.

As journal quality and the ability to publish in different fields vary considerably, the RTPC may adjust the number of works published. If substitution or a different number of works is used for awarding tenure or promotion, the department will make explicit the substitution and the reasoning behind the substitution.
Publications or other achievements in excess of the required record will be considered by the RTPC outstanding, or more than sufficient to merit tenure or promotion.

IV. **Service:** Service is vital to the department's capacity to carry out its mission; to university governance; to the growth and development of the profession, and to the broader mission of the university to use knowledge in service to humanity. Candidates for promotion are **required** to serve on appropriate departmental committees, and are encouraged to serve on college and university wide committees. Service on committees of the various professional associations, and reviewing books and manuscripts for presses and journals is generally expected of academics. Service might also be provided by serving as faculty advisor for student clubs or journals as well as working in various civic or political groups and by providing expert commentary to the news media and by public lectures.

Priority is given to service within the department, including attending faculty meetings, service on committees and assistance in various administrative tasks. Promotion to Full Professor entails the expectation of service at higher levels of responsibility.

VI. **Qualifications for tenure and promotion:** Tenure or promotion shall normally be considered at the beginning of the sixth year after appointment to candidate’s current academic rank. To be awarded tenure and promotion, faculty must meet the above criteria of excellence in at least two categories, one of which is teaching.

VII. **Early tenure and promotion:** A faculty member may apply for tenure and promotion prior to having satisfied the time-bound service requirement, as described above. To be awarded early tenure or promotion, faculty must demonstrate excellence in all three tenure and promotion, this standard is higher because a candidate applies for tenure or promotion with fewer number of courses taught and fewer semesters of service. In the category of professional growth, early tenure or promotion would require two additional refereed articles, or equivalent, as determined by RTPC. In the category of service, there should be some exceptional service that engages the world outside SFSU and enhances the reputation of the department and the university.