

DEPARTMENT OF POLITICAL SCIENCE

A Guide to Standards for Tenure and Promotion to Associate Professor in the Department of Political Science

Approved by the Provost September 2008

- I. **Academic Background:** A Ph.D. in political science is generally necessary for hiring and tenure or promotion in the Department. The department might consider a Ph.D. in another field or some equivalent to the Ph.D. if there is a demonstration of a background appropriate to the department's needs.
- II. **Documentation:** The candidate should prepare a CV and submit supplementary information (publications, reviews, grants/awards, etc and course materials) for the use of the Hiring, Retention, Promotion and Tenure committee (HRPT) each probationary year. (Faculty sharing appointments should submit material concerning their work in the second department).
- III. **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 standards 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.
 2. **Student Evaluations:** Probationary faculty is 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 suggest 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 receives at least two visitations each year, one from the chair and one from an HRTP committee member or designee. (Faculty will be given advanced notice in a timely fashion of the schedule for visits).
 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 committees and sponsor independent studies in their areas of specialization.

IV. **Professional Achievement and Growth:** Candidates for tenure and promotion to associate 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:

1. Books - including textbooks – published by reputable publishers.
2. Articles in refereed journals.
3. Other articles (such as anthologies, chapters of books, law review articles, 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, works in foreign languages (suitably reviewed)
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.
10. Other creative and scholarly works.

The following record of activities will be necessary for tenure:

- 2 articles published in refereed journals.
- Or a book published by a reputable publisher.

As journal quality and the ability to publish in different fields varies considerably, the H RTP committee may adjust the number of articles published. In addition, significant monographs, book chapters, texts in foreign languages, other articles such as law review articles, edited and translated work, applied research, grants, unpublished manuscripts, other scholarly and creative works and similarly significant scholarly activities may be substituted and if so considered equivalent to one of the journal articles. If substitution or a different number of articles is used for awarding tenure or promotion, the department will make explicit the substitution and the reasoning behind the substitution.

V. **Service to campus and community:** 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

working in various civic or political groups, 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.

- VI. **Shared Appointments:** Faculty holding joint appointments shall be reviewed by tenured faculty from each department in which the individual holds an appointment. The review shall be conducted by a single committee with representation from each department.

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