

# Department of Political Science

## Criteria for Tenure & Promotion

Revised and adopted January 2019

Approved by FEC Spring 2019

The Political Science Department endorses the General Criteria of the College as stated in Article VIII, Section B: *The education of students is the primary mission of Rollins College. To that end the role of the faculty involves teaching, research and scholarship, and service as interrelated components that serve this mission. Rollins values teaching excellence above all. We see scholarship and service as concomitant to good teaching. We expect candidates for tenure and promotion to demonstrate scholarly interest and give evidence of an active scholarly life. We expect candidates for tenure and promotion to engage in service within the College and to demonstrate how service outside the College is connected to the mission of the College.*

It is the responsibility of faculty candidates to make their case that they merit tenure and/or promotion. Candidates will be evaluated on the basis of the evidentiary case that is presented to the Candidate Evaluation Committee (CEC).

### Teaching

The Political Science Department supports the general criteria discussed in the College of Liberal Arts By-Laws, Article VIII, Section B, Subsection *Teaching*. Since the primary mission of Rollins College and its academic units is undergraduate education, we regard this criterion as the most important of the three and we expect candidates to achieve teaching excellence. Specifically, we expect candidates for tenure and/or promotion to demonstrate that they do an excellent job of teaching and promoting student learning. Candidates may not receive tenure unless they achieve excellence in teaching. We also recognize that the field of Political Science is constantly changing and that excellent teaching will reflect the dynamic nature of our discipline and current events. We furthermore recognize that the discipline examines controversial issues from a range of intellectual perspectives.

The following table shows the factors the CEC will consider in evaluating teaching. With reference to the candidate, “mandatory” means that the candidate must present evidence in these areas, while “optional” means that the candidate may present evidence in these areas at their discretion. With reference to the

CEC, “mandatory” means that the CEC must utilize these sources of information in making its judgments, while “optional” means that CEC may consider these sources of information if available.

Candidates should provide the following kinds of evidence:	CEC should consider the following sources of information:
<p><b>MANDATORY</b></p> <ul style="list-style-type: none"> <li>⊙ Courses have high expectations and standards as evidenced by incorporating the theoretical and conceptual elements of political science.</li> <li>⊙ Evidence of consistent student satisfaction with the courses taught by the candidate</li> <li>⊙ Evidence of current, up-to-date, academic competence in her/his discipline</li> <li>⊙ Evidence of the ability to organize clear, coherent and useful courses</li> <li>⊙ Evidence that new knowledge, new perspectives, new methods, &amp; new materials are regularly incorporated into current courses</li> <li>⊙ Courses are rigorous</li> <li>⊙ Develop new courses and revise old courses in response to student demands and concerns, developments in the field, and innovative ideas.</li> <li>⊙ Teaching and courses must respond to evolving political events</li> <li>⊙ Evidence that teaching is relevant to the mission of Rollins College</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>⊙ Evidence that the candidate has/is engaged in activities leading to teaching improvements</li> <li>⊙ Evidence that the candidate has/is using innovative teaching methods</li> <li>⊙ Evidence of the ability to communicate the important cognitive, affective, and behavioral dimensions of his/her discipline to students</li> <li>⊙ Evidence of the ability to motivate student learning &amp; performance</li> <li>⊙ Evidence of student abilities to apply what they learned</li> <li>⊙ Evidence of student abilities to perform independently, based on what they learned</li> <li>⊙ Evidence of realistic, but demanding, expectations of student performance</li> <li>⊙ Evidence of the scholarship of teaching</li> </ul>	<p><b>MANDATORY</b></p> <ul style="list-style-type: none"> <li>⊙ Conversations with the candidate</li> <li>⊙ The candidate’s vita</li> <li>⊙ The candidate’s self-assessment</li> <li>⊙ Course syllabi</li> <li>⊙ Student evaluations</li> <li>⊙ Classroom visits</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>⊙ Articles/papers written by the candidate about teaching issues</li> <li>⊙ Participation by the candidate in teaching improvement workshops</li> <li>⊙ New courses developed &amp; taught</li> <li>⊙ Course handouts</li> <li>⊙ Course assignments</li> <li>⊙ Course exams &amp; quizzes</li> <li>⊙ Testimonials</li> <li>⊙ New teaching methods/pedagogy</li> <li>⊙ New teaching technology</li> <li>⊙ Teaching awards</li> <li>⊙ Any other information the candidate wants CEC to consider</li> </ul>

In assessing the candidate the CEC will consider (1) the quality of the evidence presented, (2) the relevance of the evidence to the mission of Rollins College, and (3) the sufficiency of the evidence to establish that the candidate is an excellent teacher.

We expect candidates for promotion to Full Professor to present evidence of a continuing pattern of excellence and growth in these categories. She/he should demonstrate a willingness to develop courses in new areas, to apply new methods and approaches in their courses, to respond to different student learning needs, and in general, to provide evidence of a level of pedagogical sophistication appropriate to the candidate’s rank and years of service.

## Research and Scholarship

The Political Science Department supports the general criteria discussed in the College of Liberal Arts By-Laws, Article VIII, Section B, Subsection *Research and Scholarship*. Specifically, we expect candidates for tenure and/or promotion to make the case that their research, scholarship, and intellectual contributions represent a pattern of professional development, suggesting an intellectual life that will continue after the awarding of tenure or promotion.

The Political Science Department recognizes the importance of interdisciplinary scholarship. Furthermore, we value the various forms of intellectual contributions (basic, applied, & pedagogical) presented to various audiences (academic and professional) in various formats (publication, professional presentation, discussion, electronic media, etc.). The following table shows the factors that the CEC will consider in evaluating intellectual contributions.

Candidates should provide the following kinds of evidence:	CEC should consider the following sources of information:
<p><b>MANDATORY</b></p> <ul style="list-style-type: none"> <li>• Evidence of a pattern of intellectual growth</li> <li>• Evidence of peer review of contributions by academic peers</li> <li>• Evidence of research</li> <li>• Evidence of publication(s) is recognized in a variety of forms, including: academic journal or press, electronic journal, learning &amp; instructional development, creation of data sets and/or instructional modules or simulations.</li> <li>• Evidence of a planned research agenda that</li> </ul>	<p><b>MANDATORY</b></p> <ul style="list-style-type: none"> <li>• Conversations with the candidate</li> <li>• The candidate’s vita</li> <li>• The candidate’s self-assessment</li> <li>• Candidate’s publications</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>• External letters</li> <li>• Testimonials from conference organizers</li> <li>• Testimonials from outside academic reviewers</li> <li>• Awards for intellectual contributions</li> </ul>

<p>guides the next stage of professional development for the candidate.</p> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>• Evidence of conference presentations</li> <li>• Evidence of organizing a scholarly or professional conference</li> <li>• Evidence of participation in continuing professional education</li> <li>• Evidence of participation in educational programs to develop new research skills</li> <li>• Evidence of intellectual contribution as a session organizer, chair, participant, or discussant at scholarly or professional conferences</li> <li>• Evidence of intellectual contribution as workshop or seminar leader at scholarly or professional conferences</li> <li>• Evidence of intellectual contribution as manuscript reviewer for scholarly or professional conferences</li> <li>• Evidence of published articles in scholarly or professional newsletters</li> </ul>	<ul style="list-style-type: none"> <li>• Recognitions for intellectual contributions</li> <li>• Conference participants' evaluations</li> <li>• Any other information the candidate wants CEC to consider</li> </ul>
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In evaluating the candidate's research and scholarship, the CEC will consider the nature and quality of its contribution to the candidate's field, the Political Science discipline, and the mission of the College. We expect candidates for tenure and/or promotion to Associate Professor to present evidence of a continuing pattern of intellectual contributions covering their years of service at Rollins College. At a minimum, the Department expects the candidate to produce scholarship that earns a total of 5 points from the table below. Furthermore, the Department expects that at least 3 of the 5 points are achieved through a peer-reviewed publication, excluding 1 point publications. Finally, at least 3 points must be earned while the candidate is at Rollins, including at least one publication from the two, three or five point categories, and we will only accept peer-reviewed publications within two years prior to the candidate coming to Rollins.

Rollins College has higher expectations for candidates for promotion to Full Professor. The rank of Professor should be bestowed only on those individuals with an established reputation of scholarly excellence as evidenced through a continuing record of publication, and who appear likely to maintain that reputation in the future. It is necessary, but not sufficient, that candidates for promotion to Full Professor present evidence of scholarly excellence by earning at least ten more equivalent points from the table below, beyond those

presented for the tenure review. At least six of the six points must accrue from the two, three or five point categories. In the case of candidates appointed with advanced standing, they must earn at least 10 points from the table below, six of which are from the two, three and five point categories and including at least six points earned while at Rollins, four of which are from the two, three and five point categories.

CEC recognizes that some professional publications and e-media are more significant, more valuable, or more difficult to produce. Using the following table for guidance, we expect candidates to justify the value of their publications, research, and scholarship.

1 Point Publication Equivalent	2 Point Publication Equivalents
<ul style="list-style-type: none"> <li>• Published book review (peer-reviewed)</li> <li>• Invited scholarly lecture or presentation at academic institution</li> <li>• Peer reviewed presentation at scholarly or professional conference</li> <li>• Article published in journal, newsmagazine, or other appropriate forum</li> </ul>	<ul style="list-style-type: none"> <li>⊙ Chapter in scholarly book</li> <li>⊙ Peer reviewed article in academic journal. (In the case of multiple authorships, the candidate should explain why the work warrants granting the full 2 points).</li> <li>⊙ Peer /editorially reviewed article in professional journal</li> <li>⊙ Edited case book</li> <li>⊙ Edited readings book</li> <li>⊙ Instructors' manual (peer-reviewed)</li> <li>⊙ Student study guide (peer-reviewed)</li> <li>⊙ Published software or data set that is also part of an instructional module, simulation, or other accompanying scholarly materials</li> </ul>

3 Point Publication Equivalents	5 Point Publication Equivalents
<ul style="list-style-type: none"> <li>• Edited/Co-edited* Book</li> </ul> <p>* In the case of a co-edited book the candidate must demonstrate that the work warrants granting the full 3 points.</p>	<ul style="list-style-type: none"> <li>• Scholarly Book</li> <li>• College Level Text Book</li> </ul>

## College Service

The Political Science Department supports the general criteria discussed in the College of Liberal Arts By-Laws, Article VIII, Section B, Subsection *College Service*. We expect faculty members to contribute to the curricular and co-curricular goals of the College and the Political Science Department. We expect faculty members to make contributions beyond their teaching and scholarship. Specifically, college- wide and departmental service are important and required expectations for tenure and promotion. Moreover, we expect that a faculty member is committed to ethical professional behavior.

One of the core values of Rollins College is community. Therefore, we expect all candidates for tenure and/or promotion to be actively and meaningfully involved in service to the Department and the College. We recognize that service can take many forms including student advising, service to student organizations, service to the Political Science Department, service to student programs and organizations within the Department, service on College committees/taskforces, service to interdepartmental programs, service to the academic discipline, service to the profession, and participation in the cultural and intellectual life of the College.

The following table shows the factors CEC will consider in evaluating College service.

<b>Candidates should provide the following kinds of evidence:</b>	<b>CEC should consider the following sources of information:</b>
<p><b>MANDATORY</b></p> <ul style="list-style-type: none"> <li>• Evidence of student advising</li> <li>• Evidence of service to the Political Science Department, its curriculum, and its co-curricular activities</li> <li>• Evidence of service to Rollins College</li> <li>• Regularly attending College and Departmental faculty meetings</li> <li>• Collegial participation in the activities and responsibilities of the Department</li> <li>• Evidence of service on College committees/taskforces</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>• Evidence of service to the profession</li> <li>• Evidence of service to the candidate's academic</li> </ul>	<p><b>MANDATORY</b></p> <ul style="list-style-type: none"> <li>• Conversations with the candidate</li> <li>• Observations of the candidate</li> <li>• The candidate's vita</li> <li>• The candidate's self-assessment</li> <li>• Participation in Political Science activities</li> <li>• Participation in Rollins activities</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>• Testimonials</li> <li>• Participation in student activities</li> <li>• Participation in professional activities</li> <li>• Participation in community activities (in professional capacities)</li> <li>• Any other information the candidate wants CEC to consider</li> </ul>

disciplines <ul style="list-style-type: none"> <li>• Evidence of service to student organizations</li> <li>• Evidence of service to interdepartmental/interdisciplinary programs</li> <li>• Evidence of professional service to Central Florida organizations</li> <li>• Evidence of professional service to the Central Florida community</li> <li>• Evidence of program development that enriches the life of the College</li> <li>• Evidence of participation in the cultural and intellectual life of the College.</li> </ul>	
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In applying the criteria above the CEC will consider (1) the nature of the service activities, (2) the appropriateness of these activities to the missions of Rollins and Political Science, and (3) the impact of the activities on the Political Science Department. At the minimum, we expect candidates for tenure and/or promotion to Associate Professor to present evidence of a pattern of meaningful participation in Department and College service activities.

Again, we have higher expectations for candidates for promotion to Full Professor. We expect candidates for promotion to Full Professor to present evidence of a continuing pattern of Department and College service activities, including service in at least one faculty leadership role on campus. Community or Professional service activities, including a leadership role in a professional association, are also valued. Some examples of leadership roles could include but are not limited to the following: chairing a College committee or task force, an Officer of the Faculty Governance System, the President of the Faculty, a Program Director, officer of a professional association, membership on an editorial board, a conference program chair or organizer, or an officer of a higher education association.

### **The Candidate Evaluation Committee (CEC)**

The department CEC is composed of those faculty members who, according to the College of Liberal Arts By-Laws, are entitled to vote on a particular recommendation. The CEC is charged with the responsibility of reviewing the evidence presented by the candidate, evaluating the evidence in light of the College and Department criteria, and making recommendations according to its interpretations. Faculty Evaluation meetings will be open to all members of the Political Science faculty.