



# UNC GREENSBORO

## Department of Political Science

Revised March 31, 2023

### **Department of Political Science Reappointment, Promotion and Tenure Guidelines**

The Department of Political Science follows College and University practices and guidelines. The procedures, criteria, and considerations outlined in the relevant College and University documents should be consulted for details on these practices and guidelines.

The department expects faculty to engage in teaching, research, and service. Adequate accomplishment in all three areas is expected for promotion and/or tenure. While some faculty may be relatively better in one of these areas, promotion and/or tenure is not granted on the basis of performance in one area alone.

The department evaluates all tenured and tenure-track faculty annually. The department head, following consultation with other department faculty, provides written feedback annually on each faculty member's teaching, research, and service contributions. The head also meets individually with the faculty members annually to review their activities, to discuss their future goals, and, for those in ranks below professor, to provide feedback about progress to promotion. The policies regarding annual evaluations are in the two attached documents.

#### ***Reappointment of Assistant Professors***

Reappointment review for tenure-track faculty, consistent with the College and University guidelines, will take place in the third year of the initial four-year probationary term. The purpose of the review is to evaluate the candidate's record and progress towards promotion and tenure and to determine whether or not the faculty member's appointment should be renewed for a second three-year probationary term. The reappointment review will evaluate the candidate's teaching, research and service at UNCG. In the area of teaching, the candidate's record should include evidence of competence and commitment to teaching, with the candidate showing promise of making significant contributions to teaching as defined in the department, College, and University guidelines. In the area of research, the candidate's record should include evidence of success in conducting research as well as promise of continuing development towards the department's research guidelines for successful promotion and tenure. In the area of service, the candidate's record should indicate a reasonable contribution of service to the department and university. The department does not expect assistant professors to engage in substantial amounts of service, especially in their first three years. The timeline and procedures for the reappointment review shall be consistent with College and University guidelines.

### ***Promotion of Assistant Professors***

Promotion of assistant professors to the rank of associate professor with tenure normally occurs in the sixth year of service, although an individual may be recommended for promotion and tenure prior to the sixth year, if the individual's record so warrants. An early recommendation for promotion or tenure is unusual and occurs only when the individual's record is truly excellent. The one exception to this guideline occurs in the case of an individual who comes in with prior service as an assistant professor and with the understanding that he or she will be considered for promotion prior to the sixth year; such understandings should be spelled out in writing at the time of the initial appointment at UNCG, consistent with the University and College guidelines and regulations.

Because recommendations for promotion are due relatively early in the fall semester, the department normally will initially consider assistant professors for promotion in the spring of their fifth year. At this time, the department head and the candidate will establish a timetable for the review of the individual's file for promotion and create a list of possible external reviewers, following the guidelines established by the College and the University. The expectation is that the external reviews should be received by the department in early August. The narrative sections on teaching, research, and service, which the candidate must write, also must be completed by early August, as specified in the College regulations. After the narrative statements have been completed and the external reviews have been received, the department faculty will meet early in the fall semester, in a manner consistent with College and University regulations and guidelines, to consider the candidate for promotion. Consistent with College and University guidelines, an individual will be recommended for promotion by the department to the College if either (or both) the department head or a majority of the other members of the department senior in rank to the individual favor doing so. If neither the department head nor a majority of the other relevant department members favor recommendation, the individual will not be recommended by the department. Regardless of the decision of the department, the candidate's file will be sent forward, as specified in the College and University guidelines and regulations.

The department expects assistant professors to have a good record of teaching and research in order to be recommended for promotion and tenure. Expectations for teaching performance are spelled out in the department document that deals with the evaluation of teaching. As that document indicates, quality teaching is important to the department, and evaluations of teaching performance are taken seriously.

The expectations for research and scholarship are that the individual has produced research and publications that are regarded by others in the field to be of good quality and to have made a contribution to the field. Our normal expectation is that an assistant professor will have published the equivalent of about one peer reviewed journal article per year, which would amount to about five peer reviewed journal articles if a person is brought up in his or her sixth year. However, judgments are not made simply on the basis of the number of publications. A smaller number of high quality articles may be considered superior to a larger number of lower quality articles. Therefore, an assistant professor who has published fewer than five peer reviewed journal articles nevertheless may be considered to have a more than adequate research record, and one who has published more than five such articles could be considered to have an inadequate record. The publication of a book is not expected for promotion to associate professor, and the absence of a book in no way indicates an inadequate research record on the part of the individual. However, if an assistant professor publishes a scholarly book, that would be considered a significant accomplishment. The expectation also is that the individual's research performance indicates that he or she will continue to engage in significant research and to produce quality publications after promotion.

The expectations for service are that the individual has contributed to the department mission in a reasonable manner, which usually would include such activities as academic advising, serving on department committees, and working with student organizations. We do not expect assistant professors to engage in significant service activities outside the department, as we believe that they need to concentrate on their teaching and research, but we do expect them to have some service beyond that provided to the department. Naturally, some assistant professors engage in more than the minimal amount of service, including having service to the community or the profession, and such contributions will be recognized when individuals are considered for promotion.

### *Promotion of Associate Professors*

For promotion from associate professor to professor, the normal expectations are that the individual has demonstrated good teaching, has a research record that has resulted in the individual having national recognition in his or her field, and has a substantial service record, normally including both external and university service.

The usual research expectations for promotion to professor include a record of sustained work that is of high quality and has received good peer review. An individual needs to have a substantial publication record since having been promoted to associate professor. We define a substantial record as one that exceeds, in quantity and impact, the record that the department expects one to compile for promotion to associate professor. In evaluating the research record, both quantity and quality are important. A smaller number of high quality articles may be considered superior to a larger number of lower quality articles. The publications should be recognized as good contributions to the field. Furthermore, the individual should have a sustained record of research that indicates that the individual will continue to actively conduct research and publish after promotion.

Individuals also may be brought up for promotion to professor under alternative profiles, such as the distinguished teaching profile, consistent with the College and University guidelines. Under these alternative profiles, the individual would not be expected to have the amount of traditional scholarly research that is expected under the standard profile, but the individual would be expected to have other scholarship and service activities that would be substantial in nature and appropriate for the profile. Furthermore, an individual may be brought up for promotion under a blended profile, in which the combination of accomplishments in several areas are considered, as specified in College documents.

The annual evaluation procedures of the department provide that the department head meet with the professors in the department to evaluate the associate professors. During these consultations, the department head and other professors shall discuss the progress toward promotion of the associate professors, especially those who have been in rank for some time, and the department head shall communicate the assessment of such progress to the respective faculty members.

As specified in the College regulations, an associate professor should be considered by the department for promotion no later than his or her seventh year as a tenured associate professor, if the faculty member requests such a review. Consideration after first being considered for promotion may be requested by the faculty member every three years following the previous consideration, in which case the department must formally consider the individual for promotion. The department always may consider an associate professor for promotion sooner than the above required reviews.

While there is no specified amount of time that an individual must serve as an associate professor before being recommended for promotion, it normally takes a significant period of time to accumulate the record needed for promotion. This is especially true for research and service activities, as the department expects that an individual will have a sustained and substantial amount of research and service accomplishments before promotion to professor.

The timetable and procedures for considering associate professors for promotion will follow the guidelines outlined for assistant professors and will be conducted in a manner consistent with the College and University guidelines and regulations.

***Post Tenure Review*** When the department has too few faculty of appropriate rank to form a peer review committee of at least three tenured faculty members of equal or senior rank to the person being reviewed, appropriate outside members will be selected by the tenured faculty in consultation with the department head.

### ***Additional Comments on Standards for Evaluating Research***

In political science, appropriate publications include peer reviewed articles in scholarly journals, contributions to edited books, and scholarly books, including both authored and edited books. Which of these are the most appropriate publication outlets vary with the subfield, and an individual's set of publications must be judged from this perspective. We have no requirement that an individual publish in a specific format. In particular, there is no general expectation that a book is required for promotion, either to associate professor or to professor. In some fields, peer reviewed articles are the most prevalent way of communicating research findings, and the absence of a book would not indicate any lack of scholarly accomplishment.

Grant seeking activity and success is also considered in evaluating research activity, but there are no specific expectations regarding such activity for promotion, as grant opportunities vary widely across subfields in the discipline. Some individuals are able to publish substantial contributions to the field without external funding.

In political science, coauthorship is common. Moreover, coauthorship in this discipline normally means that each coauthor contributed substantially to the publication. We do not regard coauthorship as undesirable, nor do we discourage individuals from collaborative research work. Therefore, we do not expect that individuals have a publication record that consists largely of single-authored items, although some choose to do so. The same principles apply to co-edited work. Individuals who engage in collaborative research should be prepared to describe their contribution to the collaborative project.

Interdisciplinary work has long been recognized as legitimate political science research. Consistent with College guidelines, this department gives full consideration to interdisciplinary or multidisciplinary research.

Community-engaged scholarship is a legitimate form of research, as indicated in the College guidelines. Such research is characterized by collaborative efforts with local organizations or agencies. As specified in the College guidelines, community-engaged research should be grounded in theory and should be methodologically sound. Furthermore, it should produce research products, such as publications or reports, that can be evaluated by external reviewers. The quantity and quality of such research should be consistent with the standards set out for scholarship in the department's Promotion and Tenure Guidelines.

Whether or not a candidate for promotion and/or tenure includes community –engaged research in his or her research package, that candidate would be expected to have produced some traditional scholarly works. These traditional scholarly publications might be directly related to or part of the individual’s community-engaged research, but they might be in a different research area.

Applied research is another form of research that faculty may engage in. While applied research involves less ongoing collaboration with members of the community than does community-engaged research, the two often share many features. We regard applied research as a legitimate form of research, and we would apply similar standards to applied research that we would apply to community-engaged scholarship. Thus, the criteria outlined above for the evaluation of community-engaged scholarship will apply equally to applied research.

Consistent with university and college practices, the department uses external reviewers to evaluate the research records of any individual who is being considered for promotion. The views of the external reviewers regarding the scholarly significance of the individual’s research is an important factor in the overall evaluation of the individual’s record, but it is not the only factor considered by the department.

### ***Promotion of Professional Track Faculty***

The department expects professional track faculty to have a good record of teaching in order to be recommended for promotion. Expectations for teaching performance are spelled out in the department document that addresses with the evaluation of teaching, “PSC Evaluation of Teaching”(available on department storage space). As that document indicates, quality teaching is important to the department, and evaluations of teaching performance are taken seriously.

#### **Criteria for Promotion**

##### **A. Promotion from Lecturer to Senior Lecturer**

- (1) At least **five years\*** of service in position to UNCG.  
Years of service can be consecutive or non-consecutive (at  $\geq 0.75$  FTE).
- (2) Evidence of **effective teaching**.

##### **B. Promotion from Senior Lecturer to Distinguished Lecturer**

- (1) At least **five years\*** of service since last promotion at UNCG.  
Years of service can be consecutive or non-consecutive (at  $\geq 0.75$  FTE).
- (2) Evidence of **sustained excellence in teaching** and/ or **outstanding** contributions to student learning and development.
- (3) Evidence of **engagement** beyond the classroom with students, department, college, UNCG, or Greensboro community(ies).

\* Faculty can request, within the first year of employment OR at the time of hire, for years of experience in comparable appointments to be recognized, which would shorten the timeline for promotion consideration. This request must be approved by the Department Head/Program Director, Dean, and Provost.

## **Application for Promotion**

### **Required Materials**

An Application for Promotion to either level must include the following:

- (1) A **narrative** written by the faculty member that describes the accomplishments in each area of the candidate's workload assignment. Candidates who also engage in additional non-required activities (such as research, service, or community engagement, if not specifically articulated in the faculty member's workload assignment) may also elect to address these contributions in the narrative. The narrative (and supporting evidence, described below) will cover the period since initial appointment or the last promotion, whichever is more recent.
- (2) An up-to-date **curriculum vitae**.
- (3) **Workload** agreement(s)
- (4) **Annual reports** and **reviews** since the initial appointment or last promotion (whichever is more recent)
- (5) Representative **student evaluation**
- (6) Two or more **Peer Evaluations** or **other documentation of teaching effectiveness**

### **Optional Materials**

Candidates may also submit other relevant information or evidence including *but not limited to*:

- Continuing professional development, such as attending campus, national, or international meetings directed at improving instruction
- Developing new courses or revising existing courses
- Incorporating innovative course materials or instructional techniques
- Awards, nominations, or other recognitions for teaching
- Successful Honors projects, independent/ directed studies, undergraduate research/ scholarship/ creative work, community-engaged activities
- Research/ scholarship/ creative activity within the instructional discipline
- Serving on instructional, curricular, and related committees
- Research and/or scholarship (including presentations) on teaching, instruction, curricular development, student success strategies
- Contributions to the university's instructional mission (*see above*)
- Response to Departmental and/or Head/ Program Director's review

The evaluation of candidates for promotion will follow the process described by the CAS policies articulated in the document, "Professional Track Faculty Positions – Full-Time Lecturers." These include an application for review in the Fall semester, separate reviews by a faculty committee and the department head, and recommendations to the Dean regarding the promotion.