



TENURE UNIT STANDARD ROUTING SHEET

In support of the following academic policy statements, tenure unit performance standards will be maintained and made publicly available by the Office of the Provost's Faculty Records Team. Per policy, each of these sets of standards will be reviewed every five (5) years, submitted to the Office of the Provost using this routing form for all signatures.

- APS [900417](#), Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty
- APS [980204](#), Performance Evaluation of Tenured Faculty (Post-Tenure Review)
- APS [820317](#), The Faculty Evaluation System of Tenured and Tenure-Track Faculty

Please note the following:

- Use a separate routing sheet for each set of tenure unit standards.
- Submit files in portable document format (PDF) only.
- Ensure the set of standards being submitted ***have been approved*** by the tenure unit ***and*** college dean.

Tenure Unit: Political Science

College/Unit:

- | | | | | |
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| <input type="checkbox"/> CAM | <input type="checkbox"/> COCJ | <input checked="" type="checkbox"/> CHSS | <input type="checkbox"/> COM | <input type="checkbox"/> NGL |
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Standard:

- Promotion and Tenure
 Post-Tenure Review
 Faculty Evaluation System (FES)

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 College Dean

Provost & Sr. VP for Academic Affairs

**PROMOTION AND TENURE POLICIES,
PROCEDURES AND PERFORMANCE GUIDELINES**

DEPARTMENT OF POLITICAL SCIENCE

**College of Humanities and Social Sciences
Sam Houston State University**

(Revised and Passed November 2022)

1 OVERVIEW

One of the most important decisions made by the Department of Political Science is the tenure and promotion of faculty. This decision has a direct impact on the careers of individual faculty members, and the pedagogical standards, strategic goals, and productivity of the department, college, and university. Thus, tenure and promotion decisions must be made with great care, deliberation, fairness, and transparency. The policies and procedures set forth in this document are designed to work toward these ends. All faculty members – both tenured and tenure track – should read this policy carefully and follow its provisions.

Recommendations for promotion and/or tenure are first made at the departmental level by the Departmental Promotion and Tenure Advisory Committee (DPTAC) and the Department Chair. The Department of Political Science's Promotion and Tenure Policies, Procedures and Performance Guidelines are guided by the College of Humanities and Social Sciences' Promotion and Tenure Policies, Procedures, and Performance Guidelines, a document which reflects the policies of Sam Houston State University (see Academic Policy Statement 900417) and The Texas State University System. Policies concerning reappointment, tenure, and promotion in The Texas State University System are set forth in the Rules and Regulations of the Board of Regents, The Texas State University System (see Chapter V, 4.2).

2 PROMOTION AND TENURE PROCESS

2.1 Promotion and Tenure Portfolio

All candidates for promotion and/or tenure will prepare and submit a promotion and tenure portfolio that contains a detailed and comprehensive record of their teaching achievements (including all IDEA scores and qualitative comments), research achievements (published works, published reviews of work, and information regarding the nature and terms of any funded research), and service to the department, college, university, profession and discipline, and community (see Academic Policy Statement 900417, Sec 6 and Sec 6 below).

2.2 Tenured Candidates Applying for Promotion

Candidates must submit all work done since their initial appointments or since the completion of the portfolios used in the reviews that led to promotion to their current rank at Sam Houston State University, whichever is relevant (See Academic Policy Statement 900417).

2.3 Probationary Credit

Candidates for promotion and tenure who are granted probationary credit for work done at another institution and apply this credit toward promotion and tenure must submit all work done during the period for which probationary credit is given, including work done at other institutions. These requests will be reviewed by DPTAC and the Department Chair. Generally, any such agreement appears in the offer letter and initial contract of the faculty member at the discretion of the Dean and Provost (see Academic Policy Statement 900417, 4.05).

2.4 Tenure Clock Tolling (Suspension of the Probationary Period)

Information about tenure clock tolling can be found in Academic Policy Statement 900417, Sec 4.07 and TSUS Rules and Regulations, Chapter V, 4.241 – 4.247.

3 MANDATORY CUMULATIVE REVIEW FOR TENURE TRACK FACULTY

3.1 Third-Year Review

According to Academic Policy Statement 900417, Sec. 7.05, an extensive review of the cumulative progress made by tenure track faculty toward promotion and tenure will be performed by the DPTAC, the Department Chair, and dean during the spring semester of a faculty member's third academic year of probationary service. The third-year review provides the DPTAC the opportunity to review the teaching, research, and service activities and accomplishments of a tenure track faculty member. The third-year review is inclusive of any credit for prior service. Therefore, if a faculty member is hired and brings in two years of experience, the third-year review will occur at the end of the first year. If a candidate wishes to bring in three years, the DPTAC and Department Chair shall review the candidate's record prior to hire and ensure that the record is consistent with what the department would expect of a tenure-track faculty making adequate progress toward tenure and promotion in a third-year review.

This review shall indicate the degree of consensus of the DPTAC, in the form of an anonymous *preview vote*, regarding the tenure track faculty member's progress toward promotion and tenure. The third-year review process provides the tenure track faculty member a comprehensive assessment of the adequacy of progress toward promotion and tenure, and if necessary, time to adjust teaching, research, and service activities. The third-year review complements the department's junior faculty mentoring program and is separate from the annual review and merit review processes.

The third-year review must be based upon a portfolio submitted by the tenure track faculty member via the document management system used by College of Humanities and Social Sciences and/or Sam Houston State University. The portfolio will comprise of a curriculum vitae, a written narrative, and a collection of relevant documentation.

- The *curriculum vitae* must be up-to-date and include the faculty member's academic training, summary of work experience, peer-reviewed and non-peer reviewed publication, funded and unfunded grants, conference presentations, honors, awards, and other special recognitions, and any other pertinent professional information.
- The *written narratives* should explain the faculty member's progress to date and plans with respect to teaching, research, and service activities. Additionally, the written narrative can be used to explain unique situations, for instance, varying IDEA scores for two sections of the same course offered during the same semester.
- The collection of *relevant documents* can include, but is not limited to, annual performance reports, peer evaluations of teaching, quantitative and qualitative IDEA evaluations of teaching, course syllabi and instructional materials, peer-reviewed publications, awards and certificates, evidence of research accomplishments and activities, evidence of conference participation, grant applications and awards, evidence of student mentoring and advising, evidence of professional development, and evidence of departmental, college, university, professional, and/or community service.

4 TENURE AND PROMOTION STANDARDS

Candidates for promotion and/or tenure in the Department of Political Science will demonstrate a sustained pattern of professional competence and effectiveness in three areas: (1) teaching; (2) research; and (3) service. In accordance with CHSS guidelines, a sustained pattern of professional competence and effectiveness is defined as "continuous or uninterrupted activity, contribution, production, or progress that is supported by annually documented evidence."

4.1 For Award of Tenure and Promotion to Associate Professor

Candidates for tenure and promotion to Associate Professor must possess the appropriate terminal degree and normally must have served at least five and one-half years as an Assistant Professor. Candidates for tenure and promotion must demonstrate a sustained pattern of professional competence and effectiveness in their teaching, research, and service. Candidates for tenure and promotion must also demonstrate a likelihood of continued excellence in their teaching, research, and service.

The guidelines for consideration for tenure and promotion to Associate Professor include:

4.1.1 Teaching

Each year, each faculty member's teaching will be subject to peer review by the Political Science Department and the Chair of the Political Science Department as part of the university's Faculty Evaluation System (FES) procedures. (See Academic Policy Statement 820317). The Personnel Committee of the Political Science Department will offer a recommendation based upon each faculty member's FES document for the preceding year, and the Chair of the Department will then issue a final evaluation. See "FES Policies and Procedures – Department of Political Science."

The department expects candidates for the rank of Associate Professor to demonstrate a sustained pattern of professional competence and effectiveness in teaching. Evidence of competence and effectiveness must be documented and may include:

- Fulfillment of the minimum requirements consisting of teaching assigned courses including core service courses and upper-level courses in his or her field of specialization, holding appropriate office hours, adhering to grading policies and submitting grades by the due date, posting syllabi on the learning management system (LMS), and providing syllabi and curriculum vitae to administrators as required by state statute.
- IDEA measures, which include the quantitative scores and qualitative comments.
- Uncompensated teaching activities such as teaching honor or EWCAT courses, independent study courses, ACE courses, and/or Writing Enhanced courses; supervising honors contracts; supervising thesis; substantially revising syllabi or courses, creating, and developing new courses; receiving grants or funding for teaching; receiving teaching awards; or engaging in professional development activities related to teaching.

It is the expectation of the department that probationary faculty are working toward IDEA summary scores above 4.0 and annual evaluations of teaching at Level 4 or higher. (See "FES Policies and Procedures – Department of Political Science.") However, the department recognizes a variety of factors may affect IDEA summary scores and these factors may have little do to with the quality of a faculty member's teaching. As such, the DPTAC and Department Chair reserve the right to exercise discretion based on the context of any specific IDEA summary score or set of summary scores as well as the individual narratives supplied by faculty in their annual FES documents and their promotion and tenure portfolio. In addition, the department recognizes that IDEA summary scores and annual evaluations may be varied throughout the probationary period and might be lower than expected in a faculty member's first year at SHSU. In these cases, the department will value evidence of improvement throughout the probationary period. The department will also value evidence of professional development around teaching, including but not limited to completion of teaching training programs and/or attendance at pedagogy related workshops. In cases where faculty members begin the probationary period with IDEA summary scores and teaching evaluations above expectations, the department will value evidence of sustained performance throughout the probationary period.

4.1.2 Research

The department expects candidates for the rank of Associate Professor to demonstrate a sustained pattern of professional competence and effectiveness in research and promise for continued growth in their research activities. The phrase “sustained pattern” is understood to imply research productivity equivalent to one peer-reviewed publication per year while a probationary faculty member. However, the department recognizes that variance in project scope and publication outlet may result in a non-annual distribution of publications. Additionally, the department reserves the right to lend greater weight to publications in more prestigious outlets where the acceptance rate is likely to be lower. Above all, the department expects probationary faculty members to demonstrate a clear research agenda with regular progress as projects move through the pipeline toward publication and new projects are initiated.

Annual evaluations will be consulted as evidence of a sustained pattern of professional competence and effectiveness. The department recognizes that publications may occur toward or at the end of the probationary period, but productivity must nevertheless be sustained and continue during each year of the candidate’s probationary period, as defined above. Proficiency in research must be documented by a set of achievements that include:

- A record of sustained publication of articles in peer-reviewed academic or professional journals, peer-reviewed book chapters or peer-reviewed books in respected academic, professional, or popular presses, and/or community engaged research, which we define as the publication or documented submission of solicited government and non-governmental reports. Candidates are encouraged to explain the quality and impact of publications.
 - A candidate must demonstrate a contribution to the scholarly questions/issues in his/her respective discipline or field of study.
 - The department welcomes both single authored and co-authored publications in respected peer-reviewed academic or professional journals.
 - The department welcomes both single authored and co-authored peer-reviewed books, book chapters, as well as edited and co-edited peer-reviewed books, published in respected academic, professional, or popular presses.
 - The department welcomes the publication of pedagogical research, provided it is methodologically rigorous and published in respected peer-reviewed academic or professional journals.
 - While the department will accept a mixture of theoretical, empirical, methodological, pedagogical, and/or community engaged research, a candidate for tenure and promotion cannot rely solely on pedagogical and/or community engaged research.

- The department welcomes peer-reviewed publications published in languages other than English. In these circumstances, the faculty member may be asked for additional documentation to clarify peer-review, publication quality, and/or impact.
- A sustained record of presentation of scholarly papers and other forms of research at external professional forums, such as national, regional, and international conferences.
- While not an expectation for promotion and tenure, securing externally funded support for research activities (if applicable to the discipline or field of study) is an indicator of excellence.

4.1.3 Service

The department expects candidates for the rank of Associate Professor to acquire sustained and meaningful service experience, working toward activities that positively impact the department, college, university, profession, or discipline-related community. During the first years of a candidate's probationary period, his/her service load must not impede his/her ability to become an established teacher and/or researcher. As such, during the first three years, the department expects probationary faculty are working toward annual evaluations of service at Level 3 or higher. (See "FES Policies and Procedures – Department of Political Science.") Sustained and meaningful service experience must be documented by a set of achievements that may include:

- Appropriate service on departmental and programmatic committees.
- Collaboration with colleagues in departmental and programmatic functions.
- Participation, where appropriate, in departmental and programmatic decision-making.
- A commitment to currency on issues and best practices in one's discipline.
- Engaging in the peer-review of academic and professional manuscripts.
- Membership in appropriate professional organizations.

Upon the successful completion of their third-year reviews, the department expects Assistant Professors to gradually expand their service loads working toward annual evaluations of service at Level 4 or higher. (See "FES Policies and Procedures – Department of Political Science.")

While the following is not an exhaustive list, at no time does the department expect Assistant Professors to:

- Chair a departmental committee until after they receive a positive third-year review.
- Chair a faculty search committee until after they receive a positive third-year review.

- Accept demanding professional and/or community service responsibilities (e.g., journal editorships, board memberships, organizing conferences, etc.) until after they receive a positive third-year review.
- Serve as the chair of a staff search committee.
- Serve as the director of an undergraduate or graduate program.
- Serve as the chair of the department.

4.2 For Promotion from Associate Professor to Professor

The rank of Professor is the most prestigious rank at the university. For promotion to Professor, an Associate Professor must possess the appropriate terminal degree and normally must have served at least five and one-half years at the rank of Associate Professor, including the year in which promotion is considered. After five and one-half years at the rank of Associate Professor, Associate Professors are allowed to self-nominate for promotion to Professor once every three years.

Candidates for promotion to Professor must demonstrate a sustained pattern of professional competence and effectiveness in their teaching, research, and service. Candidates for promotion to Professor must also demonstrate a likelihood of continued excellence in their teaching, research, and service.

As specified below, the department expects candidates for promotion to Professor to demonstrate a sustained pattern of professional competence and effectiveness in their teaching, research, and service. While the department acknowledges that some Associate Professors have agreed to increased teaching (four-course) loads and service loads, the department also expects Associate Professors who have agreed to increased teaching (four-course) loads and service loads to demonstrate a sustained pattern of professional competence and effectiveness in their teaching, research, and service.

The guidelines for consideration for promotion to Professor include:

4.2.1 Teaching

The department expects Associate Professors seeking promotion to Professor to demonstrate a sustained pattern of professional competence and effectiveness in teaching, as evidenced by evaluations by both the chair and the DPTAC using the criteria for tenure and promotion to Associate Professor stated above in section 4.1.1 of this document.

It is the expectation of the department that Associate Professors seeking promotion to Professor are working toward IDEA summary scores above 4.0 and annual evaluations of teaching at Level 4 or higher. (See “FES Policies and Procedures – Department of Political Science.”) However, the department recognizes a variety of factors may affect IDEA summary

scores and these factors may have little to do with the quality of a faculty member's teaching. As such, the DPTAC and Department Chair reserve the right to exercise discretion based on the context of any specific IDEA summary score or set of summary scores as well as the individual narratives supplied by faculty in their annual FES documents and their promotion portfolio.

4.2.2 Research

The department expects Associate Professors seeking promotion to Professor to demonstrate a sustained pattern of professional competence and effectiveness in research and promise for continued growth in their research activities. The phrase "sustained pattern" is understood to imply research productivity equivalent to one peer-reviewed publication per year during the candidate's review period. However, the department recognizes that variance in project scope and publication outlet may result in a non-annual distribution of publications. Additionally, the department reserves the right to lend greater weight to publications in more prestigious outlets where the acceptance rate is likely to be lower. Above all, the department expects Associate Professors seeking promotion to Professor to demonstrate a clear research agenda with regular progress as projects move through the pipeline toward publication and new projects are initiated.

Proficiency in research must be documented by a set of achievements that include:

- A record of sustained publication of articles in peer-reviewed academic or professional journals, peer-reviewed book chapters or peer-reviewed books in academic, professional, or popular presses, and/or community engaged research, which we define as the publication or documented submission of solicited government and non-governmental reports. Candidates are encouraged to explain the quality and impact of publication.
 - A candidate must demonstrate a contribution to the scholarly questions/issues in his/her respective discipline or field of study.
 - The department welcomes both single authored and co-authored publications in respected peer-reviewed academic or professional journals.
 - The department welcomes both single authored and co-authored peer-reviewed books, book chapters, as well as edited and co-edited peer-reviewed books, published in respected academic, professional, or popular presses.
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 - While the department will accept a mixture of theoretical, empirical, methodological, pedagogical, and/or community engaged research, a candidate for tenure and promotion cannot rely solely on pedagogical and/or community engaged research.

- The department welcomes peer-reviewed publications published in languages other than English. In these circumstances, the faculty member may be asked for additional documentation to clarify peer-review, publication quality, and/or impact.
- A sustained record of presentation of scholarly papers and other forms of research at external professional forums, such as national, regional, and international conferences.
- While not an expectation for promotion, securing externally funded support for research activities (if applicable to the discipline or field of study) is an indicator of excellence.

4.2.3 Service

The department expects Associate Professors seeking promotion to Professor to demonstrate service and leadership that is reflective of their ranks and years of service. The department defines service and leadership as sustained and meaningful departmental service in, but not limited to, department and program support and administration, policy and program development, program marketing, student recruitment and retention, student advising and mentoring, curriculum and instructional development, faculty and program assessment, the mentoring of junior faculty, staff and faculty hiring, and the organization of student activities. The department also expects Associate Professors to engage in service activities that positively impact the department, college, university, profession, or discipline-related community. The department expects Associate Professors seeking promotion to Professor to work toward annual evaluations of service at Level 4 or higher. (See “FES Policies and Procedures – Department of Political Science.”).

Sustained and meaningful service and leadership experience must be documented by a set of achievements that may include:

- The mentorship of junior faculty in teaching, research, and service.
- Appropriate service on departmental and programmatic committees.
- Collaboration with colleagues in departmental and programmatic functions.
- Participation in departmental and programmatic decision-making.
- Service as the director of an undergraduate or graduate program.
- Service as the director of a departmental, college, or university center.
- Service as the chair of a faculty search committee.
- Service as the chair of a staff search committee.
- The organization of student activities and events.
- Appropriate service on college and university committees.

- Collaboration with colleagues in college and university functions.
- Participation in college and university decision-making.
- Service as a member of faculty senate.
- Uncompensated contributions to the profession, e.g., serving on editorial boards, organizing conferences and symposia, or accepting a governance role in a professional organization.
- Uncompensated contributions to the community, e.g., by serving on board of directors, organizing community events, or community volunteering.

While the department expects both Associate Professors and Professors to demonstrate service and leadership, the department does not expect Associate Professors who document sustained progress toward promotion to undertake service and leadership loads that impede their advancement toward the rank of Professor.

5 TENURE / PROMOTION RECOMMENDATION VOTE PROCESS

The DPTAC Chair will direct all committee members to carefully review the portfolios of the candidates and then convene a meeting(s) for discussion and vote.

According to Academic Policy Statement 900417, 7.04, each DPTAC member will vote for or against a candidate seeking tenure (or a DPTAC member may submit a recusal or abstention). A second vote for promotion will be conducted among DPTAC members holding the rank of Associate and Full Professor. For tenured candidates seeking promotion, a vote will be conducted by members of the DPTAC holding at least the rank for which the candidate is being considered for promotion.

All votes by the committee shall be by secret ballot. DPTAC members must be present to vote unless on faculty development leave or other approved leave. In addition, all DPTAC discussions during the process shall remain confidential, unless precluded by law, court order, or TSUS Rules and Regulations. Electronic recording of the process is also prohibited.

Upon completion, the DPTAC written recommendation summary including formative feedback, and the results of the DPTAC votes shall be the only records created by the committee. The DPTAC will provide the summary, feedback, and the result of the DPTAC vote to the Department Chair.

6 FACULTY REVIEW PORTFOLIO

According to Academic Policy Statement 900417, Sec 6, a faculty member up for tenure and/or promotion must prepare a Faculty Review Portfolio. The department requires Faculty Review Portfolios to consists of:

- A. A *curriculum vitae* that is up-to-date and includes the faculty member's academic training, summary of work experience, peer-reviewed and non-peer reviewed publication, funded and unfunded grants, conference presentations, honors, awards, and other special recognition, and any other pertinent professional information.
- B. A *narrative* of the activities (consistent with those used for the FES) that pertain to the period of review, divided into the following sections:
 - i. Teaching
 - ii. Research
 - iii. Service
- C. All relevant *documents* (consistent with those used for the FES) that pertain to the period of review, divided into the following sections:
 - i. Teaching
 - ii. Research
 - iii. Service
- D. The department will provide guidance regarding items in Parts A to C through mentorship, consultation, and the provision of illustrative examples.