

PERSONNEL DOCUMENT
ON
EVALUATION CRITERIA, PROCEDURES, AND GENERAL STANDARDS
FOR INITIAL APPOINTMENT, SUCCESSIVE APPOINTMENT,
PROMOTION, TENURE, AND ANNUAL REVIEW
OF FACULTY AND PROFESSIONAL STAFF
DEPARTMENT OF POLITICAL SCIENCE
J. WILLIAM FULBRIGHT COLLEGE OF ARTS AND SCIENCES
UNIVERSITY OF ARKANSAS

This document governs departmental procedures in the selection, retention, promotion, and evaluation of faculty and professional staff effective July 1, 1996. It has been approved by the Faculty and Chairperson of the department and approved by the Dean of the J. William Fulbright College of Arts and Sciences, the Vice Chancellor for Academic Affairs, the Chancellor, and the President of the University of Arkansas, as indicated by the signatures below.

These department policies are required to be consistent with and complementary to the policies and procedures of the College as set forth in the Fulbright College's *Evaluative Criteria, Procedures, and General Standards for Initial Appointment, Successive Appointments, Promotion, Tenure, and Annual Review of Faculty and Appointment and Annual Review of Professional Staff*; those of the institution, as set forth in three campus policy statements, those on (1) *University Professorships*, (2) *Distinguished Professorships*, and (3) *Evaluative Criteria, Procedures, and General Standards for Initial Appointment, Successive Appointment, Promotion and Tenure*; and a Board of Trustees Policy, 405.1. In case of conflict, the Board Policy, the campus policy, the College policy and the department policy will have authority in that order. Copies of the campus and board policy documents are published annually in the *Faculty Handbook*, but revisions occur regularly and care should be taken to consult the current document. A copy of the current *Faculty Review Checklist* is also printed in the *Faculty Handbook*.

Steven M. Neuse, Chair, Department of Political Science

Bernard L. Madison, Dean, Fulbright College

Donald O. Pederson, Vice Chancellor for Academic Affairs

John A. White, Chancellor

B. Alan Sugg, President

PERSONNEL DOCUMENT

FOR

DEPARTMENT OF POLITICAL SCIENCE

The Political Science Department exists to serve the people of Arkansas by providing sound undergraduate education in political science and to provide professional training in graduate programs approved by the University of Arkansas. To that end, and in conformity with the Board of Trustees, University and College policies, the Personnel Document of the Department of Political Science provides faculty members with this statement of personnel evaluation procedures operative in the Department. The Document furnishes an outline of criteria and procedures for initial appointment, for annual performance and reappointment reviews, and for tenure and promotion.

This document is intended to assist individuals in carrying forward their professional responsibilities while providing the department with a fair and consistent pattern of treatment and evaluation for individuals. It supersedes earlier editions and is written in conformity with, and is subordinate to Board of Trustees, University and College policies, and to the latest edition of the Faculty Handbook of the University of Arkansas. It is not an alternative to, nor a complete statement of, faculty rights, procedures, and responsibilities found in those documents which faculty members may consult at appropriate administrative offices.

Special note should be taken that the Department has long been and will continue to be committed to the practice of strong peer review in personnel evaluations. For most types of evaluations this is accomplished by the Department's Personnel Policy Committee (PPC) composed of a Chair and three members elected by and from the tenured and tenure-track faculty. The PPC Chair is required to be a tenured faculty member. The Department Chair serves ex officio (with full voting rights) on the Committee except for matters involving annual merit evaluations and promotion decisions for individual faculty members. Alternative mechanisms for peer review are utilized in some instances and are clearly described where pertinent in this document.

I. Criteria and Procedures for Initial Appointments

Only in the most exceptional circumstances will the Department recommend appointment of candidates who do not meet the following minimum qualifications as well as the highest standards of political science as an academic discipline. The criteria are given by rank for assistant professor, associate professor, and professor. For other ranks and positions that may be used by the Department from time to time, consult the College Personnel Document.

A. Criteria:

1. Assistant Professor:

- a. The Ph.D. in political science or equivalent degree in a closely related discipline.

b. Clear evidence of excellence in teaching and scholarly ability.

c. Clear evidence of strong potential for a significant program of research.

2. Associate Professor:

a. The Ph.D. in political science or equivalent degree in a closely related discipline.

b. Sufficient publication or creative work of high quality to indicate the beginning of a significant scholarly career.

c. Excellence in teaching, including some teaching at an advanced level in the candidate's area of expertise.

d. The beginning of competent work in one or more of the following: Departmental administration; College or University committees; community service; and professional organizations.

3. Professor:

a. The Ph.D. in political science or equivalent degree in a closely discipline.

b. Sufficient publications or creative work of high quality to bring the faculty member wide recognition in his or her field.

c. Excellence in teaching at all levels of appropriate degree programs.

d. Competent service in one or more of the following: Departmental administration; College or University committees; community service; and professional organizations.

B. Procedures:

1. Initial screening: When the Department has been authorized to fill a tenure-track position, the PPC will develop a description as to field specialties prior to publishing announcements of the vacancy. The PPC will subsequently serve as the screening committee.

2. Decision for recommendation: After a review of the candidate(s) to be considered, the Department Chair will convene a meeting of the tenured and tenure-track faculty to vote on recommending the candidate. The Department Chair will consider the recommendation of the majority of the voting faculty before making a recommendation to the Dean.

II. Criteria and Procedures for Annual Performance Reviews and Recommendations for Reappointment

A. Criteria:

The Department believes that it is important that an individual manifest a solid record of achievement in the discipline as a prerequisite to a positive annual performance review and recommendation for reappointment of those persons not yet tenured. The Department considers excellence and consistency in teaching, research, and service as essential for making decisions discussed in this section. Unless otherwise determined by mutual agreement between the Department Chair and the individual faculty and approved by the Dean, the weighing of yearly performance reviews shall be as described by the Fulbright College Personnel Document.

Teaching: There are certain identifiable elements which indicate good teaching. These may include but are not limited to, regular academic counseling beyond immediate course consultations, positive teacher evaluation by students, evidence of high standards in course content and assessment of student performance, peer review, and course innovations, and development of new courses.

Research: In evaluating research skills and accomplishments, the Department considers opinions from outside the university concerning the quality of research. This evaluation includes, but is not limited to, weighing the number and quality of refereed books and articles, professional convention papers which have been subject to peer commentary and grants obtained after competitive review.

Service: The major criteria concerning service excellence have external and internal dimensions. Externally, such activities are judged in terms of active participation at professional meetings, accepting normal professional responsibilities such as professional editorial work, membership on professional committees, and serving as officers of professional associations.

Internal excellence is to be judged in terms of active service on Department, College, and University committees. It is important for each person to cooperate with and contribute to all Departmental collegial activities: this does not imply agreement with existing conditions, but it does mean an honest effort to become involved in Departmental activities on a regular basis and in a professional manner. Moreover, each member should bear a proportionate share of the departmental workload.

Tenure-track faculty members are expected to maintain steady progress toward a positive recommendation for eventual tenure. Such progress shall be evaluated on the basis of consistent accomplishments in all three categories (teaching, research, and service), and in the case of a deficiency in any category, evidence of subsequent improvement.

B. Procedures:

1. Annual Review: The performance of each faculty member shall be evaluated annually by the Department Chair and members of the PPC. The committee's elected members review materials submitted by each faculty member and forward its evaluation to the faculty member and the Department Chair. Each faculty member has the right to appeal, through the Chair of the PPC, for a hearing before the full committee. Recommendations in appeals on annual merit evaluations shall be made by the PPC to the Department Chair. The Department Chair then makes a separate evaluation albeit based on the documentation provided through the PPC's review. After the annual review process is completed, the Chair shall schedule a meeting with each faculty member to discuss the resulting evaluation before transmitting it to the Dean. A record of such meetings will be kept.

2. Reappointment: In addition to the annual merit review, non-tenured, tenure-track faculty will meet jointly with the Department Chair and the PPC Chair each year to assess his/her current status with respect to reappointment and continuing progress toward a positive recommendation for the granting of tenure. At the request of any party to such review, the consultation of external evaluators may be sought, one each to be selected by the faculty member under review and the Department Chair. Subsequently, the Department Chair will prepare a written recommendation to the Dean regarding continued reappointment with a copy provided to the prospective candidate. When a recommendation for non-reappointment is made, the faculty member may appeal to the PPC for reconsideration before the Chair submits his/her recommendation to the Dean.

III. Criteria and Procedures for Promotion and Tenure

A. Criteria for Promotion: For all ranks and positions other than Assistant Professor, Associate Professor, and Professor, the College Personnel Document should be consulted. Generally, the criteria indicated above for initial appointments at the various ranks will be adhered to in promotion reviews. Promotions to the ranks of Associate Professor and Professor are recommended only upon the basis of a sustained record of superior performance. While the candidate's prior record of total accomplishments, and especially those accomplishments occurring since appointment or promotion to the present rank, provide the primary basis for promotion recommendations, a judgement about future performance is also necessary, hence the concern with sustained performance.

B. Criteria for Tenure: The primary criterion for positive recommendations for the granting of tenure is a sustained record of performance that indicates that the candidate will continue to make significant contributions in scholarship, teaching, and service.

C. Procedures for Promotion and Tenure:

1. Promotion procedures.

a. In consultation with the PPC, the Department Chair shall consider nominations for promotion at the beginning of each academic year. Any faculty member may request to be nominated for promotion.

b. The candidate will be evaluated by the elected members of the PPC and by the Department Chair independently. The written evaluation of both the PPC and the Department Chair will be provided to the candidate prior to forwarding these recommendations to the Dean.

c. If either or both recommendations are negative, the candidate may: 1) request that the promotion application be terminated without prejudice and not transmitted to the Dean, or, 2) appeal to the voting faculty (all tenure and tenure-track personnel) as a whole convened by the PPC Chair. In the latter case, the Department Chair is obligated to reassess the application in the light of the findings of the faculty as a whole and transmit that assessment to the Dean.

2. Tenure review procedures.

a. The PPC Chair will convene a meeting of all tenured faculty in the department after they have had an opportunity to review the tenure candidate's documented credentials, including the evaluations of three external evaluators within the political science discipline. The PPC Chair will provide a written report of the results of that meeting to the Department Chair. The Department Chair will make a separate, written assessment of the tenure candidate. Both reports will be transmitted to the Dean.

b. If either or both recommendations are negative, the candidate may 1) request that the tenure application be terminated (without prejudice if an early application) and not transmitted to the Dean, or, 2) appeal for a reconsideration by the tenured faculty. The PPC Chair will convene the meeting, and the candidate may provide such new evidence as he/she may feel pertinent, including an oral statement of appeal. In the latter case, the Department Chair is obligated to reassess the application in the light of the findings of the faculty as a whole and transmit that assessment to the Dean.