

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE  
PERSONNEL PROCEDURES**

CS+BS  
COLLEGE

Political Science  
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

**FORMAT:** Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

**BACKGROUND INFORMATION:**

- Are proposed changes those of College  or Department  procedures? (check one)
- Date that current proposed changes were sent forward 5/12/08
- Department or College initiating proposed changes Political Science
- Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").

*Changes are being made at PP&R's request.  
Major changes:  
1. Section 6.2.5.2(2)(b)ii from the Blue Book replace the old Student Evaluation statement I.C.  
2. Section II.C.2 states and new review panel will be selected*

- The proposed changes have been approved by the faculty of the College  or Department . (check one)

*FOR DEPARTMENT PERSONNEL PROCEDURES:  
3. New section I.D imposed as a sentence moved from another section of the document*

Signature on file. \_\_\_\_\_

Chair, Department Personnel Committee

Signature on file. \_\_\_\_\_

Department Chair

5/9/08  
Date  
5/12/08  
Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

Signature on file. \_\_\_\_\_

Chair, College Personnel Committee

5/12/08  
Date

Signature on file. \_\_\_\_\_

College Dean

5-12-08  
Date

Signature on file. \_\_\_\_\_

Chair, Personnel Planning and Review Committee

8/1/08  
Date

(for PP&R use only)		
<u>8/08</u>	<u>F'08</u>	<u>F'12</u>
Approval Date	Effective Date (see attached)	Date of Next Review

The Department of Political Science, in evaluating faculty for retention, tenure, and promotion, is guided by the criteria outlined in the *Administrative Manual* (Section 600). At each level of evaluation, we look for evidence of excellence in areas of 1) teaching effectiveness; 2) professional preparation; 3) contribution to the field of study and continued academic growth in the form of publications or equivalencies; and 4) other contributions to the University, College, Department, and the community as well as professional and personal responsibilities.

#### **I. Teaching Effectiveness and Competence**

Three methods are used to evaluate teaching effectiveness and competence: self evaluation, peer evaluation, and student evaluation.

- A. **Self Evaluation:** All probationary faculty are encouraged to formulate their own teaching goals and their on-going methods of fulfilling these goals in ways that will clarify and facilitate assessment of their teaching effectiveness at various levels of review. They also are urged to describe any innovations in teaching and the development of curriculum materials, special projects or other self-improvements, and their response to issues raised in student and peer evaluations.
- B. **Peer Evaluation:** Peer evaluations are based on observation of classroom teaching. Lectures can include PowerPoint presentations, DVD/videos, video clips, simulations, and other appropriate instructional methods/devices. Preferably before the classroom evaluation, the candidate being evaluated and the reviewer should meet to discuss the syllabus, the topic for discussion in the class being reviewed, and any other issues related to the classroom dynamic.
- C. **Student Evaluation:** The Department of Political Science requires that written student questionnaire evaluations shall be completed for all faculty members who teach. A minimum of two (2) classes annually for each faculty member shall have such written student evaluations. Student evaluations shall be conducted in classes representative of the faculty member's teaching assignment. The classes to be evaluated shall be jointly determined in consultation between the faculty member being evaluated and his or her Department Chair. In the event of disagreement, each party shall select 50 percent of the total courses to be evaluated. Student evaluations of at least two classes of probationary faculty members in their first year of service at this University shall be administered in both Fall and Spring semesters.

The Personnel Committee of the Department will follow the procedures described below for student consultation in retention, tenure, and promotion decisions.

1. The Department Personnel Committee will schedule a time and place when they will be available to confer with students concerning faculty who are being considered for retention, tenure, and promotion.
  2. Approximately two weeks prior to the meeting date, a notice listing the faculty under consideration and the place and time of the meeting will be posted on the Department bulletin board. This notice also will be distributed to full-time faculty.
  3. On the day and during the announced hours for the meeting, students will meet individually with the Committee. Students' comments are used in the Committee's evaluations according to the procedures described in the *Administrative Manual* in the section "Written and Oral Comments about Faculty".
- D. Also to be considered under teaching effectiveness are such activities as supervising graduate thesis research; organization and supervision of field work; and development of field and service learning opportunities for students.

## II. Contributions to the Discipline, Publications, and Publication Equivalencies

The Department of Political Science uses the following definitions:

- A. **Definition of Contributions to the Discipline:** University faculty are expected to not only convey information, but they also are obligated to contribute to the body of information within the purview of their disciplines. Such activity can be evidenced in several ways: actual or accepted publications; book reviews; active commitment to an ongoing research project (evidenced by research proposals and/or documents generated by such research); presentation of completed research at professional organizations such as the American Political Science Association or the Western Political Science Association; professional honors (e.g., invited addresses, membership on outside granting and review committees). In evaluating a candidate's professional commitment, the personnel committee will be more

concerned with the quality of the contributions rather than the quantity.

**B. Definition of Publication:** The Department of Political Science follows the definition of publication as stated in Section 600.

**C. Publication Equivalencies:** In addition to the stipulations in Section 600, the Department of Political Science adheres to the following criteria as equivalent to publication:

1. Artistic, creative, and scholarly works and presentation such as documentaries, video projects, television, films, or radio productions that contribute to the growth of political science knowledge.
2. The characteristics of scholarly work include such features as originality, evidence of research, and critical assessments. To be considered scholarly, works must be evaluated by the author's professional peers. Normally this evaluation consists of a review by an editorial board or selected outside referees. If such a review is not available, the work should be submitted with three accompanying external peer evaluations of the work in order to be considered equivalent to publication. External peer review shall consist of reviews by three peers from outside the Department, one chosen by the Department Chair, one by the Department Personnel Committee Chair, and one by the candidate.
3. A written work is considered published when it has been printed or when all revisions have been made and accepted. A film is considered "published" when it has been accepted for distribution.

### **III. Contributions to the University and Community**

Candidates in the Department of Political Science will follow the criteria for assessing contributions to the University and community, as stipulated in Section 600. These include: active committee work at departmental or other levels; sponsorship of student organizations and/or activities outside the classroom; active student advisement; participating on any level of University governance; service on student committees outside the University (such as master's thesis or dissertation committees); media contributions; work with community groups and organizations; participation in the Faculty Mentor Training program; conferences and symposia; and participation in teacher preparation.

**This list is not meant to be exclusive of other activities that contribute to the mission of the Department and University.**

**Faculty members being considered for retention, tenure, and promotion must meet with the Department's Personnel Committee to discuss their Professional Information File (PIF). The purpose of the meeting is to improve the content and presentation of the materials in the PIF. Prior to the meeting with the candidate, the Personnel Committee will read, review, and discuss each PIF.**