

## **Political Science**

*[Revised and Submitted on February 9, 2016]*

This document represents a set of performance standards the achievement of which renders one eligible for retention, tenure, or promotion, but is not a guarantee of the outcome being sought.

### **I. Faculty Retention, Years 1-3**

#### **A. Effectiveness in Academic Assignment**

##### **1. Teaching Effectiveness (APSU Policy 5:060.IV.A.1)**

- a.** Student evaluations of instruction every semester (Required). Student evaluations must not have a Global Score below a 4.0. Faculty member under review must show evidence of increasing averages by the end of the third year (Required).
- b.** Chair/Peer review of instruction. (Policy 5:060) At least one peer review per year of teaching instruction is required of all faculty members undergoing personnel review during each review cycle leading to tenure. At a minimum, peer reviews should contain some narrative statements that comment on the teaching effectiveness of the candidate. (Required).
- c.** Course and curricular development or improvements when appropriate by third year.
- d.** After their first year at APSU, faculty are expected to share the load of effective student advisement as measured by the percentage of majors advised each year to ensure that there is an equitable distribution of advisees for each of the permanent faculty members in the Department of Political Science (Required).
- e.** Work effectively with department members on academic issues as measured by regular attendance at department meetings and acceptance of requested assignments within the department (Required).
- f.** Develop and/or teach online courses as necessary (Required).
- g.** Office hours – each faculty member is expected to maintain appropriate office hours consistent with college practices and department faculty. (Required).

**2. Non-Teaching Assignments (APSU Policy 5:060.IV.A.2)**

- a. Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or special activities for which reassigned time is given, if applicable.
- b. Completed Ph.D. in political science from an accredited institution by second year review (Required).
- c. Engaging in activities that meet or exceed high impact practices as outlined in APSU's E<sup>3</sup> Explore, Experience, Excel program (Optional)

**B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)**

1. Publications and Papers Presented

- a. No publications are required by the third year, though progress should be well underway as faculty member prepares for review(s) in projected tenure and/or promotion year(s).
- b. Fulfillment of the requirements for any *one* of three options (A, B, or C) in the Table for Research/Scholarship/Creative Activities in the Appendix (Required).
- c. Directing undergraduate research, resulting in conference presentations and /or joint publications. Cannot be done in place of a. or b. (Optional)
- d. Participation in high-impact practices (such as Service Learning, Supervising Internships). (Optional)

2. Other Items

- a. Apply for grants for personal, departmental or university funding to support research endeavors in political science (optional).
- b. Participation in the writing of the five-year academic audit self-study and the preparatory meetings (Required).

**C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)**

1. Service to Campus

At least three of the options listed below, one of which must be (a).

- a. Committee work of other administrative service.
- b. Service on Faculty Senate or special task forces.

- c. Other participation or leadership in the university's governing and policy-making process.
- d. Advisor to student organizations, if asked.
- e. engaging in activities that meet or exceed high impact practices as outlined in APSU's E<sup>3</sup> Explore, Experience, Excel program.
- f. Other campus services.

## 2. Service to One's Discipline

- a. Membership (required) and leadership (optional) in professional organizations
- b. Professional service as session chair, discussant, paper reviewer, other (Optional).

## 3. Service to the Community

- a. Discipline-related presentations to a community group (Optional).
- b. Discipline-related advice and consultations to community groups (Optional).
- c. Other discipline-related service to the local community or larger society (Optional).

## **II. Faculty Retention, Years 4-5**

### **A. Effectiveness in Academic Assignment**

#### 1. Teaching Effectiveness (APSU Policy 5:060.IV.A.1)

- a. Student evaluations must not have a Global Score below a 4.0 Faculty member under review must show evidence of increasing averages by the end of the fifth year (Required).
- b. Same as I.A.1.b.
- c. Same as I.A.1.c.
- d. Same as I.A.1.d.
- e. Same as I.A.1.e.
- f. Same as I.A.1.f.

## **2. Non-Teaching Assignments (APSU Policy IV.A.2)**

- a.** Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or special activities for which reassigned time is given, if applicable.
- b.** Participate in department curriculum development, as needed.
- c.** Strong participation in department, college, and university committees as defined by the willingness to accept requests to participate and to follow through by attending requisite meetings and activities (Required).

## **B. Research/Scholarship/Creative Activities (APSU Policy 5:060.IV.B)**

### **1. Publications and Paper Presentations**

- a.** No publications are required by the fifth year, though progress should be well underway as faculty prepares for review(s) in projected tenure and/or promotion year(s).
- b.** Fulfillment of the requirements for any *two* of three options (A, B, or C) in the Table for Research/Scholarship/Creative Activities in the Appendix (Required).

### **2. Other Items**

- a.** A substantial grant proposal funded or unfunded (of at least \$60,000) related to the faculty member's academic interests and/or expertise to an external funding source (outside of the university) can count for *one* of the paper presentations required under Option B in the Table for Research/Scholarship/Creative Activities in the Appendix, provided that the following documentation is included in the dossier:

- 1)** A copy of the faculty member's complete written proposal as submitted
- 2)** Evidence of the proposal's receipt and review by the grant-making body to which it was submitted
- 3)** Evidence of the grant proposal's receipt and review by the grant-making body to which it was submitted

## **C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)**

### **1. Service to Campus**

- a. Same as I.C.1.a.
- b. Same as I.C.1.b.
- c. Same as I.C.1.c.
- d. Same as I.C.1.d.
- e. Same as I.C.1.e.

### **2. Service to One's Discipline**

- a. Same as I.C.2.a.
- b. Same as I.C.2.b.

### **3. Service to the Community**

Two from any of the following three options are required by the end of the fifth year  
(Required):

- a. Discipline-related presentation(s) to a community group.
- b. Discipline-related advice and consultations to a community group.
- c. Other discipline-related service to the local community or larger society.

## **III. Tenure**

### **A. Effectiveness in Academic Assignment**

#### **1. Teaching Effectiveness (APSU Policy 5:060.IV.A.1)**

- a. Same as II.A.a.
- b. Same as II.A.b.
- c. Same as II.A.c.
- d. Same as II.A.d.
- e. Same as II.A.e.
- f. Same as II.A.f.

#### **2. Non-Teaching Assignments (APSU Policy 5:060.IV.A.2)**

- a. Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or special activities for which reassigned time is given, if applicable.

- b. Same as II.A.2.a.
- c. Same as II.A.2.b.

**B. Research/Scholarship/Creative Activities (APSU Policy 5:060.IV.B)**

1. Fulfillment of all requirements for Options A, B, and C in the Table for Research/Scholarship/Creative Activities in the Appendix (Required by the end of the sixth year).

2. Other Items

- a. Same as II.B.2.a.

**C. Professional Contributions and Activities (APS Policy 5:060.IV.C)**

1. Service to Campus

- a. Same as I.C.1.a.
- b. Same as I.C.1.b.
- c. Same as I.C.1.c.
- d. Same as I.C.1.d.
- e. Same as I.C.1.e.

2. Service to One's Discipline

- a. Same as I.C.2.a.
- b. Same as I.C.2.b.

3. Service to the Community

- a. Same as I.C.3.a.
- b. Same as I.C.3.b.

**\*Note: Faculty may gain credit in Areas 1, 2, and/or 3 of RTP process for engaging in activities that meet or exceed high impact practices as outlined in APSU's E<sup>3</sup> Explore, Experience, Excel program.**

#### **IV. Promotion from Assistant Professor to Associate Professor**

Same requirements as those for tenure of a faculty member who, at the time of submitting dossier for said promotion, holds the rank of Assistant Professor.

#### **V. Promotion to Full Professor**

The requirements for promotion from Associate to Full Professor are essentially the same as those outlined above for promotion from Assistant to Associate Professor, with the proviso that promotion requirements must be met by the faculty member during the period since holding the rank of Associate Professor at Austin Peay State University. That is, accomplishments made and requirements met during the years leading up to promotion to the rank of Associate Professor cannot be counted a second time for consideration of promotion from Associate to Full Professor.

#### **VI. Expectations for Tenured Faculty not being reviewed for Promotion**

*This section applies to all tenured faculty members, including Full Professors.*

Same outline as found in Section I., with strong leadership and participation in non-teaching activities and maintenance of familiarity with current political science literature in faculty member's areas of expertise. Furthermore, tenured faculty members are strongly encouraged to continue to make scholarly contributions to their discipline.

***\*Special Note: "At any point along the path to tenure or promotion, the department chair and department RTP committee are free to comment on job-related concerns, or a pattern of performance, not specifically enumerated in these guidelines. Should such commentary be offered, these factors must be addressed by the candidate in all subsequent dossier submissions until such time as the concern has been alleviated to the satisfaction of the department committee and/or the department chair. Those job-related factors so identified in one review may play a significant role in future retention, tenure, or promotion decisions."***

**Appendix: Table for Research/Scholarship/Creative Activities**

OPTIONS	REQUIREMENTS OF EACH OPTION
Option A	Two peer-reviewed papers presented at local, state, regional, national, or international scholarly meetings after beginning a tenure-track position at Austin Peay State University. None of the paper presentations listed under Option B can be claimed a second time for the purposes of fulfilling this requirement. (Years 1-3)
Option B	Two peer-reviewed papers presented at local, state, regional, national, or international scholarly meetings after beginning a tenure-track position at Austin Peay State University; at least one must be at a regional, national, or international meeting. These presentations must be based upon a completed academic-quality paper. None of the paper presentations listed under Option A can be claimed a second time for the purposes of fulfilling this requirement. As indicated in II.B.2.a. grant proposal meeting stated requirements can count as one Option B paper. (Years 4-5)
Option C	<p>One article in a refereed journal <i>or</i> one scholarly book <i>or</i> one chapter in a scholarly book after beginning a tenure-track position at Austin Peay State University (By Year 6). A scholarly book is one with the following features:</p> <ul style="list-style-type: none"> <li>• Demonstrated contribution to the author’s academic area(s) of expertise that is original while at the same time building upon (as it acknowledges) previous academic work as contained in other scholarly books and academic journals.</li> <li>• Inclusion of a bibliography or list of references that clearly identifies previous academic work as contained in other scholarly books and academic journals <i>in addition to</i> any non- academic or non-scholarly sources consulted.</li> </ul> <p>Use of footnotes or endnotes.          Academic audience is main target of the book, be it other scholars and researchers, policy analysts, or undergraduate and graduate students in political science and related disciplines in the social sciences or humanities.          A standardized format, such as APA, MLA, or Chicago Manual of Style, is used. Text is written in a manner consistent in terms of style, terminology or jargon, and professionalism with other works in the field.</p> <ul style="list-style-type: none"> <li>• Publisher is either a university press or a press known for high academic quality and standards in the social sciences. Presses that are considered “vanity” or “self-publishing” are not appropriate outlets for scholarly books as constructed herein.</li> </ul>



## **Academic Ranks – Instructor**

Instructors are faculty members who have been appointed to tenure-track positions, but who have not yet attained the Ph.D. or its equivalent. Time spent in the rank of instructor does not count toward the probationary period to tenure. Like full-time faculty, instructors are expected to participate in all three areas of activity, teaching and advising, scholarship, and university service.

A. The following are criteria that distinguish between academic ranks.

1. Instructor:

- a.** Demonstrated ability in instruction/student development.
- b.** Master's degree from an accredited institution in the instructional discipline, or related area.
- c.** Evidence of good character, mature attitude, and professional integrity.

2. Senior Instructor (5 years teaching experience):

- a.** Documented evidence of high quality teaching and contribution to student development.
- b.** Master's degree from an accredited institution in the instructional discipline, or related area.
- c.** Evidence of good character, mature attitude, and professional integrity.

3. Master Instructor (10 years teaching experience):

- a.** Documented evidence of high quality teaching and contribution to student development.
- b.** Master's degree from an accredited institution in the instructional discipline or related area.
- c.** Evidence of good character, mature attitude, and professional integrity – demonstrated excellence in teaching.

**d.** Service to campus through Committee work and a Peer-reviewed paper presentation at a local, state, regional scholarly meeting or article publication in a referred journal.