

OFFICIAL
Department of Political Science

Department Policy and Procedures Statement Effective: 11/16/18
Approved by PC: 11/16/18

Department Criteria for Tenure Promotion

PURPOSE

1. This Policy and Procedures Statement is to establish our departmental guidelines for tenure and/or promotion of tenure track and faculty of practice.
2. These criteria will be used by the departmental Personnel Committee and Chair in generating recommendations for tenure and/or promotion, and are intended to conform to the University and College of Liberal Arts criteria as well as to the policies in the current issue of the Faculty Handbook.

TEACHING AND SERVICE

3. In reviewing a tenure track and/or faculty of practice candidate's record of teaching and service, the department uses the College of Liberal Arts' criteria and procedures. Faculty of practice must actively engage in professional development and mentorship of students, and facilitate regular interactions between students and practitioners or, when practicable, engage in professional associations and facilitate regular interactions between students and practitioners.

CRITERIA FOR SCHOLARSHIP

4. As minimum criteria for tenure and/or promotion to Associate Professor or Associate Professor of Practice, the Department of Political Science requires five refereed articles or refereed book chapters, or a refereed book (in print or electronic format) or material counted as equivalent. Recognizing the diversity of specialties in the fields of Political Science, Public Administration and Law, the department deems other works as equivalents to traditional peer reviewed journal articles and/or book chapters. These include law review and bar journal articles. Refereed edited books in which the editor makes a substantial contribution are also to be counted as equivalent to book chapters and refereed articles. The extent to which an edited book counts as an equivalent to book chapters or journal articles depends on the extent the editor contributes to the work. Such contributions may include supplying a chapter or chapters to the book; substantive evaluative introductions and conclusions to the book; and the extent that the editor is responsible for the conceptual design, selection, evaluation and editing of the contributors' work.

5. The Personnel Committee may accept other publications or evidence of scholarship as substitutes for those specified in section 4 if the candidate has demonstrated that the substitutes are of exceptionally high quality. The candidate's claim of high quality should be supported by evidence showing one or more of the following:
 - that the work has been the subject of post publication reviews,
 - that the work has been frequently cited or cited in important publications,
 - that the candidate has been invited to submit the work on the basis of his or her standing in the field,
 - that the candidate has been invited or contracted to submit a report or analysis for any level of government, agency, professional association or non-profit organization that has had an impact on the field.
 - that the work has brought significant distinction to the author and to the University,
 - that the work has won a significant prize or award,
 - that the work has been widely distributed and has had a significant impact on the profession or discipline,
 - that the work has significantly contributed to the advancement of knowledge and affected the thinking and debate that occurs in the scholarly community or in the public or private sector.
6. In exceptional circumstances the committee may recommend tenure, notwithstanding the deficit in publications, based on its own qualitative review of the candidate and/or its own judgment of the candidate's standing in the broader or professional academic community. This provision is applicable to tenure track faculty, not faculty of practice.
7. Promotion to Professor requires roughly the same amount of material for promotion to Associate Professor. This material must be published subsequent to promotion to Associate Professor or Associate Professor of Practice.
8. Candidates for Professor are subject to an external review process outlined in the College of Liberal Arts' criteria found at
<https://www.liberalarts.txstate.edu/faculty/facultypolicies/tenure-and-promotion.html>.
9. Only refereed scholarship or creative work that is in print, or documented as forthcoming, will be counted as part of the Scholarly/ Creative record. The candidate must provide documentation, i.e., letters of acceptance from publishers or journal editors listing date of publication. Written work that is under review, under contract, or being revised or resubmitted will not count and should not be listed under Publications on the Curriculum Vita.

PREPARATION AND REVIEW OF THE PORTFOLIO

10. In preparing the portfolio, candidates should follow instructions established in the College of Liberal Arts' criteria found at <https://www.liberalarts.txstate.edu/faculty/facultypolicies/tenure-and-promotion.html>.
11. Candidates who wish to stand for tenure or promotion must submit all credentials (vita, Review Group Information Form, and supporting documents) to the department chair by 5 p.m., October 15.
12. A copy of the candidate's Vita and Review Group Information form will be placed in a separate folder. These documents and the candidate's supporting documents will be placed in a room designated by the Chair.
13. After reviewing a candidate's credentials, each Personnel Committee member will sign and date the signature sheet.
14. Personnel committee members in each division within the department (Political Science, Public Administration, Legal Studies) may meet prior to the department personnel committee for the purpose of assessing the quality of their respective candidate's scholarly and creative credentials. Division faculty may report their initial assessment as an advisory vote to the department personnel committee.