The Department of Political Science’s criteria and procedures shall be identical to those of the College of Liberal Arts (as applicable), with the following modifications.

Note: Section numbering refers to the CLA Policies and Procedures document dated October 2013. However, the department’s intention is that the department policy continue to parallel the college policy through future revisions, even if section numbers change.

Section 6(A)(2)(b)(2) / 6(B)(2)(b)(2)—Appointment Procedure
With the Dean’s permission, given on a search-by-search basis, the search committee will develop a ranked list of candidates the committee recommends for interviews, and the decisions of which candidates to interview and which to recommend to the Dean for hiring will be made by a vote of the entire tenured and tenure-track faculty.

Sections 6(A)(3)(a) / 6(B)(3)(a) / 6(C)(3)(a)—Appropriate Terminal Degree
For tenure-track positions, a Ph.D. in Political Science or a cognate discipline is required. For non-tenure-track positions, a Ph.D. in Political Science or a cognate discipline is preferred, but an M.A. in those fields, or a J.D., is acceptable.

Section 8(B)(1)(a)(3)(f)—Review of lecturers
Other part-time lecturers appointed for only one or two of the three academic quarters may be reviewed at the discretion of department chair and dean or at the request of the candidate.

In any academic year in which a lecturer teaches for only one or two of the three academic quarters, during the first quarter in which the lecturer teaches in that year, the department chair (or the chair’s designee) will conduct an informal classroom observation of, and follow-up consultation with, these lecturers. Sample course materials (e.g., syllabus, assignments) may also be requested as part of this informal review.

During the second quarter of instruction of every third year, these lecturers will undergo a periodic review by the department chair. The lecturer must submit a working personnel action file (WPAF) that contains at minimum the candidate’s curriculum vitae, statement of teaching philosophy, sample teaching materials (e.g., syllabus, assignments, graded student work) and
evidence of teaching effectiveness to the department chair by the appropriate WPAF submission date. This does not preclude additional reviews, including review by a PRC, as set forth in the first sentence of this section.

Section 8(E)(2)(b)(2)(c)(iv)(a)—Professional Achievement (Scholarship)
The CLA Criteria say: “A positive recommendation for promotion to associate professor shall require evidence of scholarship equivalent to at least two articles published in well-respected and rigorously peer-reviewed scholarly journals in the relevant area.” The duty to establish the equivalency of other scholarly work products to peer-reviewed articles rests with the candidate and should be well established in the WPAF and AP 109s over the course of the probationary period. Candidates must state explicitly their claim of equivalency, and the various levels of review have an obligation to respond explicitly to those claims, so that the candidate is clearly informed about how their work products will be counted. Candidates also bear the responsibility for establishing the equivalency of co-authored work.

Section 8(F)(2)(a)—Constitution and Operation of a Department Peer Review Committee
The first level of review is done by a department Peer Review Committee (PRC); there will be a single PRC for all candidates of the same rank subject to performance evaluation or periodic review in a given academic year. Since candidates must be evaluated by faculty of higher rank, in the event that there are candidates both for promotion to associate professor and for promotion to full professor, there will be different PRCs for the two groups of candidates.

The process for choosing a PRC is as follows. First, at a Tenured Committee meeting, the RPT Committee chair will compile a list of all tenured faculty members of higher rank than the candidates (other than the Department chair and the Department’s representative to the College PRC) who wish to serve on a PRC. All tenured members not on leave during the Fall quarter are typically expected to stand for election to a PRC, to the extent that they are rank-eligible to do so. Members on leave during the fall term may stand for election or not at their own discretion. Second, at a subsequent Department meeting, all tenured and tenure-track members of the Department will vote, by secret ballot, on whether to approve the list as a Peer Review Committee. Faculty with the rank of full professor may serve on more than one PRC simultaneously.

If any PRC member believes that there is a potential conflict of interest with a particular tenured member reviewing a particular probationary member, they may pursue that concern through existing university procedures, for example by contacting Academic Personnel to determine if a conflict of interest exists.

All members of a PRC must review and sign each candidate’s PAF and WPAF. A PRC may create sub-committees for individual candidates; if it does so, each member of a candidate’s sub-committee should conduct a classroom observation, consult with the candidate regarding the observation, and write a memo to the Department chair regarding the observation (the memo should be cc’d to the candidate and to other PRC members). If, in a case of periodic review, a PRC creates a single-person subcommittee, the candidate has the right to request additional reviewers (but not specific individuals); such requests should be directed toward
the PRC’s chair, and decided upon by that PRC as a whole.

Sub-committee members will also write the initial draft of the PRC Report, which will be circulated to other PRC members. If there is disagreement about what should be in the Report, the PRC chair will try to seek a consensus. If no consensus can be reached, a Report draft supported by at least a majority of the PRC will become the PRC Report; all PRC members must sign the PRC Report or submit a signed minority report.

Once the Report is complete and has been signed by all PRC members, the PRC chair will give a printed copy of the Report to the candidate. The Department Chair shall submit a separate evaluation and recommendation.
DATE: May 6, 2016

TO: Kathleen Enz Finken, Provost
    Academic Affairs

FROM: Elizabeth Lowham
    Political Science Department

SUBJECT: Updates to the Criteria and Procedures for Appointment, Reappointment, Promotion and Tenure Document for the Political Science Department

On 3 May 2016, the faculty of the Political Science Department unanimously approved changes to the Criteria and Procedures for Appointment, Reappointment, Promotion and Tenure Document for the Political Science Department. These changes are to Section 8(b)(1)(a)(3)(f) – Review of lecturers. In particular, the Political Science Department faculty wanted to provide more predictability and structure to our review of lecturers who teach fewer than three quarters in an academic year. The faculty have approved an informal classroom observation and discussion during the first quarter of teaching in each academic year for our part time lecturers as well as a third year periodic review. Many of our lecturers are part time, meaning they teach fewer than three quarters in an academic year. They are thus, not required to undergo regular review as laid out in the College of Liberal Arts policy. While the CLA policy does allow for review at discretion of the Dean or Department Chair, the faculty believe that a policy that specifies informal and formal reviews allows for predictability in the review process as well as regular review and evaluation of our part time lecturers.

Department Faculty Date approved: May 3, 2016

Department Chair Approval

[Signature]

Elizabeth Lowham, Chair, Political Science Department

The subject document, approved by the Political Science Department faculty May 2016, is approved for immediate implementation. Please provide the Political Science Department faculty access to the document as soon as possible.

[Signature]

Douglas L. Epperson, Dean, College of Liberal Arts
The subject document, approved by the Political Science Department faculty in May 2016, is approved for immediate implementation. Please provide the Political Science Department faculty access to the document as soon as possible.