

APPROVED:

 2/14/10
Mānoa Chancellor's Office Date

**Departmental Expectations for Tenure and Promotion to Associate Professor
(Established March 2012; Revised February 2014 Vote 11-0)**

The following categories constitute the criteria used by the Department of Political Science to assess candidates for Tenure and Promotion to Associate Professor and to Full Professor.

A. Scholarship¹

The criteria for Instructional faculty regarding scholarship for tenure and promotion requires:

“The faculty member must have demonstrated a level of scholarly achievement appropriate to the rank at which tenure is sought in comparison with peers active in the same discipline. The comparison peer group consists not only of departmental colleagues but also of the whole of the appropriate community of scholars active at major research universities. For the Assistant Professor seeking tenure as an Associate Professor, the applicant should be well on the way to becoming an established scholar in his or her discipline. The Associate Professor seeking tenure should be an established scholar whose scholarly contributions and recognition during the probationary period reflect this stature. The full Professor must be among the leaders in the scholarly discipline. In general, publication in a form that involves review by independent referees is of first importance in establishing scholarly achievement. (Criteria and Guidelines for Faculty Tenure/Promotion Application, September 2011, p. 6-7).”

The Department expects its members to be actively engaged in scholarship in their areas of expertise. Publication in peer-reviewed sources and the presentation of research at professional conferences constitute an important means by which to determine the productivity of a faculty member.

The Department encourages its faculty to engage in innovative and critical areas of research. The Department emphasizes the importance of the *quality* of the work submitted and recognizes that each decision must balance the Department's assessment of quality with the standards expected in the candidate's field(s) more generally. Quality is to be assessed through the internal and external review of the scholarship submitted as part of the tenure and promotion file. It is expected that faculty up for tenure or promotion to Associate Professor should demonstrate consistent scholarly activity, as discussed below, resulting in a

¹ Authorship conventions in the field: According to a 2009 survey of political science departments in the United States with graduate programs, the two most important publication requirements for tenure were a single-authored monograph (a book) and a series of journal articles. While approximately 1/3 of programs required a book manuscript for tenure, most others required the book manuscript or its equivalent in journal articles. A review of the tenure and promotion criteria for our benchmark universities demonstrate that universities are flexible in their requirements regarding a book or the equivalent in journal articles depending upon subfields.

record of published work in peer-reviewed media such as print journals, electronic journals, or academic publishers.

For the purposes of tenure, the department expects the following in terms of scholarship:

- Publication of a single author monograph or a contract for publication based upon peer review.
- In exceptional cases a substantive body of peer-reviewed scholarly articles will be considered the equivalent.
- In all cases, high quality academic publishers that use external peer review are most valued.

In addition to this standard, the Department expects faculty to include some combination of or the following:

- Additional publications that demonstrate a clear contribution to the field during the probationary period are expected. These could include publications in peer-reviewed journals, special issues, book chapters, invited essays, co-edited or co-authored books, co-authored articles and other editorial projects. Conference presentations of work at relevant peer reviewed conferences in the field, including invited speaking events.
- A record of actively pursuing and obtaining external grants.
- Participation in the scholarship of engagement, meaning a direct connection between the scholar and larger communities.

Promotion to Full Professor

At the rank of Full Professor, a faculty member is expected to have developed a respected international reputation in their area of study. Consistent publication and engagement in the field remains vital in this regard and it is expected that throughout their career faculty will continue to publish in peer-reviewed formats.

For the purposes of promotion to Full Professor, the department expects the following in terms of scholarship:

- Publication of a second single author monograph or a contract for publication based upon peer review, or the equivalent in scholarly activity.
- Consistent publication over the period of review in peer-reviewed journals, special issues, book chapters, invited essays and other editorial projects.
- Continued participation in relevant conferences associated with scholarly output.
- Advancing research in the fields through leadership.

Post Tenure Review

Periodically, faculty must undergo post-tenure review. The same expectations discussed above will apply to all post-tenure reviews not leading to promotion. Specifically, all faculty members are expected to remain engaged in their fields of study by presenting their research at academic conferences and publishing their work in peer-reviewed formats. Additional book-length monographs are encouraged. Publication of approximately one scholarly piece a year is also expected. Failure to provide evidence of on-going engagement in the field will result in a negative post-tenure assessment.

B. Teaching

Instructional faculty are also expected to be excellent teachers and to maintain the highest quality of classroom instruction at all levels of tenure and promotion. According to the Criteria and Guidelines for Faculty Tenure/Promotion Application, September 2011:

The faculty member must have demonstrated a high level of competence as a teacher during the probationary period. In the rank of Assistant Professor, there should be evidence of increasing professional accomplishment as a teacher. For the Associate and full Professor ranks, there should be evidence of a mature level of performance and the versatility to contribute to all levels of the department's instructional program. In all cases, the evidence should include summaries of student evaluations, how your classes contribute to programmatic and institutional learning outcomes, or other objective assessments of a significant sample of the courses taught during the probationary period (Criteria and Guidelines for Faculty Tenure/Promotion Application, September 2011, p. 6.)

Faculty at all levels of the tenure and promotion process should submit evaluations for all courses taught in addition to other evidence of teaching effectiveness. The Department will accept a variety of sources as evidence of teaching excellence, including the college-mandated student evaluations, letters from faculty who have co-taught courses with the faculty up for review, evidence of ongoing professional development through the Center for Teaching Excellence, and assessments by the Department chair based upon a class visit that can be requested as part of the review process. We recognize that student evaluations are very important in assessing learning in the classroom, but that peer review of teaching is also an important element in understanding the value of the teaching environment.