

**Department of Government**  
**Tenure and Pre-Tenure Review Policy**  
**Adopted May 12, 2008**

**Addendum to Tenure Portfolio Guidelines**

All portfolios must follow the guidelines established by the College of Liberal and Applied Arts and the Provost and Vice President for Academic Affairs for tenure review. The department adds no additional items for inclusion in the portfolio.

**Standards for Tenure**

A successful candidate for tenure in the Department of Government must provide clear and documented evidence of effective teaching, an active program of research and scholarship, and service to the department, college, university and profession. Those who review the portfolio will use their professional judgment to evaluate the quality and significance of the contributions. Because of the university's commitment to teaching, effective teaching is the most important criterion for tenure evaluation, but active research and scholarship, and valuable service must also be demonstrated by the applicant.

The following standards apply:

A. Teaching effectiveness:

1. Responsiveness to students' educational needs
2. Evidence of contemporary course content and effective technique
3. Evidence of teaching effectiveness through student evaluations
4. Evidence of meeting course and program goals and objectives

B. Research and Scholarship:

- It is expected that a candidate will have carried out one or more of the following activities in four out of five probationary years:
  1. The publishing of a research paper in a refereed professional journal
  2. The publishing of a scholarly manuscript/monograph
  3. The publishing of a book
  4. The publishing of a chapter or an article in collections within a book
  5. The publishing of electronic publications (refereed)
  6. The presenting of a research paper at a professional conference
  7. The successful award of a substantial extramurally funded grant
  8. The writing of a technical research report and product
  9. The publishing of a book review
- Evaluation of the scholarly contributions must address the quality of the contribution and not just the quantity. Quality includes activities that are professional and appropriate to the discipline.
- To be recommended for tenure, a faculty member must have published substantial blind refereed works from items 1- 4 above.

C. Service: The reviewing faculty must determine that there is value to the department, college, university, and professional service rendered by the applicant. Items that typically have value are:

1. Committee assignments
2. Attendance at departmental meetings

3. Facilitating faculty development
4. Strengthening departmental programs
5. Advancing the mission of the Department, College, and University
6. Involvement with student organizations
7. Participation in academic and professional organizations at local, regional, state, national, international levels
8. Professional consulting
9. Professionally related community service
10. Student advising
11. The editing of scholarly collections
12. The reviewing of manuscripts
13. Study abroad or off-campus teaching initiatives

### **Pre-Tenure Review**

The Pre-Tenure Review Committee (PTRC) will be made up of all tenured faculty members in the Department, excluding the Department Chair, although the Chair may attend PTRC meetings. The committee will select a Chair who will preside over committee meetings.

The PTRC is responsible for providing constructive feedback to untenured faculty during their probationary period. The PTRC will follow guidelines and criteria established in Department, College, and University Policy.

The Department Chair will convene the PTRC, establish reporting deadlines as necessitated by college and university policy, and share with the PTRC information appropriate for a decision of the committee that may not be contained in the materials submitted by the candidate being evaluated.

The PTRC will make recommendations to the Department Chair to be forwarded to the Dean about tenure-track faculty. The Committee shall make one of three recommendations for each case:

1. The candidate is making good progress and should be retained.
2. The candidate has deficiencies that must be addressed before tenure can be granted, but is making sufficient progress to be retained.
3. The candidate has not made sufficient progress to be retained and should not be reappointed.

Decisions of the committee require a majority vote by the Committee except the recommendation not to reappoint which will require a 2/3 vote by the Committee. In all cases the Committee shall, if requested by the candidate within five working days of having received its recommendation, explain its decision and recommendation. If the candidate is retained with serious deficiencies the PTRC's recommendation shall list specific deficiencies the Committee has identified.

The Department Chair will make recommendations about tenure-track faculty that are forwarded to the Dean and made known to the PTRC.

Changes to the Pre-Tenure Review Policy must be ratified by the tenured faculty by a simple majority. At the end of its deliberations over individual cases, the Committee may consider recommending changes in this policy.