

2005

Political Science and International Studies: Appointment, Promotion, and Tenure Documentation

The College at Brockport

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Department of Political Science and International Studies
SUNY College at Brockport

POLICIES AND PROCEDURES

June 1980

Updated March 1997

Revised April 1999

Revised November, 2000

Revised, February 2005

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Department of Political Science and International Studies
SUNY College at Brockport

DEPARTMENTAL BY-LAWS

Adopted March 5 & March 26, 1975

Revised April 1999

Revised November 2000

Revised February 2005

- I. Robert's Rules of Order (Newly Revised Edition), shall govern proceedings at Departmental meetings, unless in conflict with Departmental By-Laws. In that event, the latter shall prevail.
 - A. Adoption of Robert's Rules shall be suspended by a simple majority of all regular members of the Department.
 - B. A motion to suspend the Rules is debatable.
 - C. At all times, points of order and personal privilege shall have precedence over motions to adjourn.
- II. Departmental members shall include only full-time faculty with continuing or term appointments in the Department of Political Science and International Studies, full-time faculty with half-time or more status with the Department, and duly elected student representatives.
- III. The normal expectation for all tenure-track and tenured faculty is a 3/3 course load and an active program of scholarship. The Department of Political Science encourages engagement in activities such as conference attendance (presenting papers, serving as a discussant or chair), serving on editorial boards, working on research with students, and other such activities. These activities demonstrate progress toward the expectation of peer reviewed articles. Faculty who fail to meet the expectation of an active program of scholarship will typically be assigned additional teaching responsibilities and/or substantial service.
- IV. For quorum purposes during the regular academic year, members on leave or pursuing their academic duties off campus shall be considered in the base number only if they are present. The same shall hold true for members holding administrative appointments above the position of Chairperson.
- V. Individuals holding visiting appointments or temporary appointments shall not have voting privileges on personnel matters or be counted for quorum. On other matters, their voting privilege shall be at the discretion of the Chair.
- VI. Decisions made at Departmental meetings during periods outside the regular academic year shall not bind absentees. Therefore, there shall be no required quorum. If matters arise during such periods which may affect the Department as a whole and which could not be dealt with during the regular academic year, decision shall be reached only by mail ballot (or, in the case of an extreme emergency, by phone ballot).
- VII. Departmental meetings shall be called only by the Chair, either on the Chair's initiative or by the Chair upon petition by at least three members of the Department.

- A. The call to the meeting shall be made no later than forty-eight hours prior to the time designated for the meeting, unless in the opinion of the Chair the meeting qualifies as an emergency. In that event, no action shall be taken at a meeting on personnel matters or on any other matter that may diminish or affect contractual rights of Department members.
 - B. If made no later than forty-eight hours prior to the meeting, the call for the meeting shall be made by e-mail. If made within less than forty-eight hours, the call for the meeting shall be made by telephone by the Department secretary, or by the Chair, or by both.
- VIII. A quorum for Departmental meetings shall be fifty-one percent (51%) of the regular membership of the Department. Once convened, the meeting shall proceed until formally adjourned, unless a quorum call, supported by at least three regular members is demanded.

IX. Minutes

Minutes of Departmental meetings shall include agenda items and announcements from the Chair, the wording of substantive motions, together with the names of members in attendance and of those absent, and shall bear the initials of the secretary

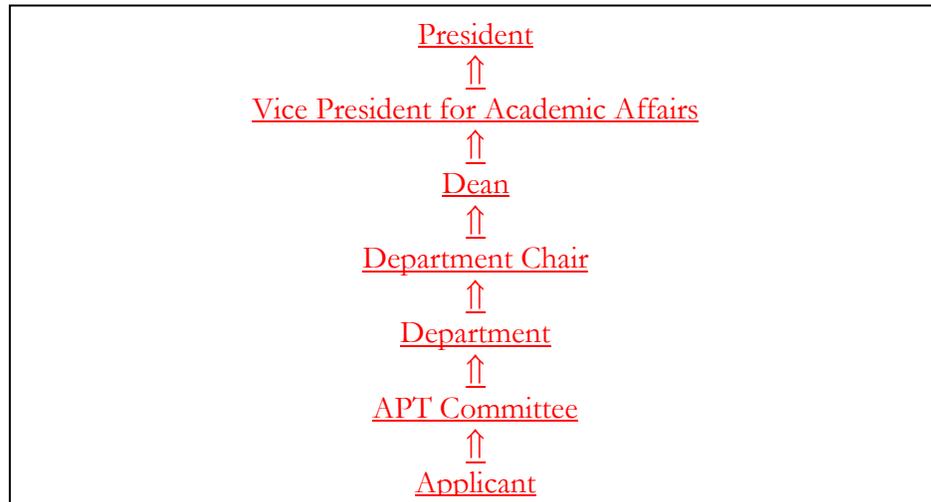
X. Personnel Matters

- A. In all personnel matters, debate shall not be terminated except by a two-thirds majority, and then only after the Chair has determined that no new and substantive points are to be raised and all pending questions of substance have been responded to.
- B. All personnel matters shall be voted on by secret ballot using standard procedures to safeguard secrecy and accuracy.
- C. In cases of reappointment, tenure or promotion, all tenure-track faculty vote on the APT recommendation.
- D. In cases of promotion, retention, or tenure, final deadlines, or if not available, tentative ones, shall be announced at a Departmental meeting prior to step (1) for:
 - 1. Completion of all steps preliminary to a final vote on a given case by the personnel committee, including final assembly and presentation to the governance committee of all supporting materials;
 - 2. Presentation to the Department of a final and complete governance committee report;
 - 3. Final Departmental vote;
 - 4. Forwarding of Departmental recommendation, including the Chair's recommendation, to the Dean;
 - 5. Forwarding of the Dean's recommendation, including the Departmental committee recommendation, where applicable, to the Vice President for Academic Affairs.
 - 6. The College President makes the final decision on the case.

None of the above shall mean that the Department may not, by appropriate action, waive a Departmental deadline, or re-examine and/or alter a Departmental personnel decision.

E. Procedures for Academic Personnel Decisions

1. Academic personnel decisions include the following:
 - a. Granting tenure
 - b. Promotions in rank (excluding promotion to Distinguished Professor)
 - c. Term renewals
2. Academic personnel decisions will proceed in the following steps for review and recommendation to the College President.



3. The composition of APT committees has been defined by Academic Council. (See “Revisions/Clarifications to Academic Policy/Practice on Department APT Committees,” approved by Academic Council on October 20, 1998 and referred to Faculty Senate on October 26, 1998.)
4. The responsibility of the APT committee is to evaluate the applicant. This involves not only a judgment, but the clear statement of a supporting rationale in the committee’s report.
5. Departments will establish a sign-out procedure to ensure that committee members have reviewed the appropriate documents in advance of consideration and voting.
6. At the request of faculty hired on or after August 1, 2001, for tenure, promotion to associate professor, or promotion to professor, the APT committee, in consultation with the faculty member may solicit three knowledgeable and respected scholars in the applicant’s field, who are not faculty members of SUNY Brockport, and solicit and obtain letters of recommendation regarding the applicant from each.
 - a. These referees must have achieved academic rank that is at least equivalent to the rank sought by the applicant.
 - b. To avoid appearance of conflict of interest, referees who have been dissertation or thesis advisors, co-authors, former colleagues, co-investigators, or who have or have had a personal relationship with the applicant must be excluded.
 - c. The review provided by the external referees should be limited in scope to an assessment of the applicant’s scholarship, scholarly attainment, and standing among colleagues in the discipline.

7. Unless required by SUNY Trustees policy or UUP agreement, or required by New York State personnel policy, or pursuant to legal action, recommendations and evaluations by reviewers solicited by the APT committee, in accordance with approved Departmental APT policy, will not be provided to the applicant.
8. The Departmental decision registers the Department's agreement or disagreement with the assessment of the APT committee and does not involve the creation of a separate report.
9. All probationary and tenured faculty may participate in Departmental discussions on academic personnel decisions referred to the Department by its APT committee, and all faculty may vote to register agreement or disagreement with the APT committee report as to tenure and promotion.
10. Adjunct, QAR and faculty members holding temporary appointments should be excluded from these deliberations.
11. A "favorable" outcome in APT committee votes or Departmental votes on academic personnel decisions is defined as a simple majority of those present and voting.
12. The Department chair, dean and Vice President for Academic Affairs make independent judgments on the applicant. They may find the opinions of lower levels useful in arriving at that judgment, but they are not bound by the recommendations of any lower level.
13. In all academic personnel actions, the applicant shall be:
 - a. Notified of the decision at each point in the process and
 - b. Allowed the opportunity to stop the consideration process at any point prior to the President's decision, if feasible.
14. Appropriate notice and information to applicants consists of copies of the following:
 - a. The APT committee report and recommendation (but not the vote tally itself),
 - b. The Department's decision (but not the vote tally itself),
 - c. The chair's letter,
 - d. The dean's letter, and
 - e. The Vice President for Academic Affairs' letter.
15. Numerical tallies recording the vote should be communicated to the chair, dean, Vice President for Academic Affairs, and President in a separate communication that will not be transmitted to the applicant.
16. In the event of a negative vote or recommendation, the application proceeds up the chain to the President, unless the candidate withdraws it.
17. The President's decision letter shall be transmitted to the applicant in accordance with notification dates determined by the Office of Human Resources.

F. REVISIONS/CLARIFICATIONS TO ACADEMIC POLICY/PRACTICE ON DEPARTMENT APT COMMITTEES

- *Purpose of policy:* To facilitate personnel actions and to assure both academic rigor and equity in review.
 - *Application:* This policy applies to APT Committees addressing actions on *continuing appointment, reappointments, promotions, and sabbatical leaves*. It does not apply to APT Committees addressing DSI recommendations.
1. Academic credentials and performance should be reviewed by those with similar knowledge and experience; therefore (with the exception of the Faculty Senate Observer/Consultant), only teaching faculty should review teaching faculty, and only librarians should review librarians.
 2. All members of Departmental APT committees should have continuing appointment (or, in the case of professional staff, permanent appointment).
 3. In the case of promotion, only those who have attained the rank of associate professor or higher may serve on the committee. In the case of promotion to full professor, the APT committee must include at least one full professor. If a full professor is not available amongst the members of the Department, the dean, after consulting the chair and members of the faculty in the Department, will appoint a full professor from another Department, or an emeritus full professor from the Department, to the APT committee for the purpose of reviewing the promotion to professor.
 4. APT committees consist of at least three (3) members. If the Department cannot constitute an APT committee of at least three members in accordance with these policies, the dean, in consultation with the chair of the Department, shall appoint additional members from other Departments within the school to the Departmental APT committee to constitute a committee of at least three members.
 5. When circumstances necessitate that a Department depart from these policies, the chair and members of the Department shall consult with the dean to implement Department specific policies or membership that best serves the needs of the Department.
 6. If a Department decides that professional staff members assigned to the Department should also serve on the APT committee, the Department chair will request approval of these members from the school dean, in accordance with #5, above.

APPROVED BY ACADEMIC COUNCIL: October 20, 1998

REFERRED TO FACULTY SENATE: October 26, 1998

Timothy J. Flanagan, Ph.D., Vice President for Academic Affairs

PROMOTION STANDARDS

- I. Faculty who are hired on a tenure track line will undergo two reappointments before their review for promotion and continuing appointment. At the time of first reappointment (typically during the second year), the Department expects that the candidate will have made substantial progress toward the publication of at least one article. At the time of second reappointment (typically during the fifth year), the Department expects that the candidate will have made substantial progress toward fulfilling the scholarship requirements for continuing appointment. Ideally, candidates will have already published at least three of the minimum requirement of 4 articles. Untenured faculty choosing to write a book should be able to provide a contract for publication as well as three of the four required substantive chapters by the time of the second reappointment. Faculty will have also received teaching evaluations before their first and second reappointments. It is expected that faculty will demonstrate competency in teaching by their first reappointment and that they will be mastering their teaching by the time of the second reappointment.

II. Granting of Continuing Appointment and Promotion to the rank of Associate Professor

- A. The following are the duly adopted standards of the Department of Political Science and International Studies, State University of New York, College at Brockport, for the granting of continuing appointment and promotion to the rank of Associate Professor. They detail the Department's promotion criteria in the areas, respectively, of teaching, scholarship, and governance.
- B. It is Departmental policy that only those faculty members who are qualified for promotion to Associate Professor should receive continuing appointment.
- C. In evaluating faculty members' credentials for appointment, continuing appointment, and promotion, the Department will base its decision on the following statement from the Roles and Rewards Committee's Final Report.

Teaching is our most important function. In our role as college professors we strive to create high quality learning opportunities for our students. Excellence in teaching is our first and foremost responsibility. This excellence is demonstrated, among other ways, by the quality of instruction and student learning outcomes.

Sustained scholarship is essential to quality teaching. It adds to the body of knowledge within the discipline, keeps us current in our fields, exemplifies for our students the intellectual skills we want them to learn, and provides them with opportunities to participate in intellectual discovery as they prepare for the world of work and advanced studies.

Service within the Department, the College, the university, the community, and the profession supports the advancement of learning and the enrichment of campus culture.

Through teaching, scholarship, and service, the faculty shape and achieve the goals of the College. (Final Report, December 7, 1998, pp. 3-4)

It is expected that faculty will continue to meet these expectations throughout their careers at Brockport.

D. The Department has established a target profile of percentages for Teaching/Research/Service in evaluations for reappointment, promotion and tenure at: Teaching 50%, Research 40%, and Service 10%.

1. Teaching Standards

- a. Criteria: The following criteria may be taken into consideration when evaluating a candidate for promotion:
 - i. coherence of presentation and arguments
 - ii. rational organization of material
 - iii. willingness to entertain divergent views and discussion
 - iv. ability to maintain student interest
 - v. accessibility to students
 - vi. courtesy to students, including the ability to listen
 - vii. fulfillment of scheduled class and other teaching obligations without excessive or unnecessary absenteeism
 - viii. clarity and fulfillment of his/her own teaching goals, as outlined in course objectives
 - ix. effectiveness in fulfilling his/her own teaching goals
 - x. course goals should be explained in relation to student requirements, student evaluation devices, etc. specification and explanation of course goals, requirements, and teaching methods (including evaluation devices) to students
 - xi. record of “. . .creating and adapting learning environments inside and outside the classroom that stimulate students to learn, to be curious, to be critical thinkers, effective writers and speakers, and creative problem solvers.” (Faculty Roles & Rewards Committee, Final Report, December 7, 1998, p 1)
 - xii. utilization of “. . . a variety of teaching techniques and designing and revising curriculum to produce student learning outcomes.” (Faculty Roles & Rewards Committee, Final Report, December 7, 1998, p. 2)
 - xiii. “. . .teaching-related activities of independent study and thesis supervision, field supervision, mentoring of students, and student involvement in research.” (Faculty Roles & Rewards Committee, Final Report, December 7, 1998, p. 3)
- b. These criteria shall apply to all ranks, but greater skill in goal specification, greater coherence in course structure, and more effective performance shall be expected of those in higher ranks. The Department also recognizes that future candidates for promotion may take exception to one or more of the above criteria and that such persons have a right to express such objections, with rationale, to the Governance Committee, which may, or may not agree with them.

Departmental Methods of Evaluating Teaching

- a. The Department of Political Science and International Studies is committed to multiple philosophies and sets of objectives. In the absence of orthodoxy, it is inappropriate to impose uniformity through the Department's evaluation procedures. This view does not necessarily imply that all goals are equally legitimate, but the Department has concluded that no complete or definitive principles can be produced in the abstract.

- b. The starting point for evaluation is the goals of the individual teacher. An instructor should have clear in his/her mind what the objectives of each course are, and why these objectives are worth pursuing. Evaluation can then proceed relative to these objectives.
- c. The Department of Political Science and International Studies will carry out one of two methods of evaluation for persons teaching within the Department. Choice of method depends upon said person's job description, rank within the Department, and tenure status. Those persons serving as adjunct lecturer or professor with Qualified Academic Rank (QAR) will be given a condensed version of the TET evaluation (mini TET). For persons of qualified rank (usually a 1-2 year appointment), the evaluation process will begin in their first semester and end in the second. This will include a visit to his/her classes by a permanent member of the Department; a brief discussion with students regarding the instructor's teaching methods and a review of the written student assessments. The Chair will then proceed to synthesize these three evaluative methods and report back to the Governance Committee his/her findings in a memo. This memo will serve two purposes; first, to provide the instructor with valuable feedback on his/her teaching, and second, to help determine whether or not the Department wishes to extend the employment of the person.

i. TET Process

All persons hired for a tenure track position in the Department with term renewal, will be subject to the following, more comprehensive evaluation

- Step one in the Department's review process will involve a discussion with each candidate regarding his/her "education philosophy," that is, the goals he/she seeks to achieve in the classroom. No goals will be ruled a priori as illegitimate. However, the Department shall expect each person to have thought out what he/she is doing and to have considered the rationale behind his/her particular choices. One aspect of the overall evaluation of the candidates will concern the intellectual adequacy and thoughtfulness of this presentation.
- Granted that teachers have the right (within broad limits) to choose their own instructional goals, it seems reasonable to demand that their courses be structured to maximize the attainment of these goals. Step Two in the Department's procedure, therefore, will be an investigation of the manner in which each candidate goes about producing the results he/she desires. In this area, the Department will be looking at the course syllabus, assigned readings, teaching methods, grading devices, and so on, with an eye to the connection between these items and the stated course objectives.

The need for a variety of teaching techniques will naturally vary with the content and organization of the course. This must be determined by each instructor. Thus, the Department's evaluation will concentrate on the relationship between techniques and goals rather than on techniques in isolation.

- Step Three of the evaluation procedure will center on the quality of performance of the teacher. Having already determined what the instructor is trying to do and how he/she is trying to do it, it is incumbent upon the Department to seek to provide an independent measure of the degree to which the stated goals are being achieved. To this end, questionnaires, interviews with students, review of examination papers, classroom observation, and other similar methods will be utilized to gather information.

2. Minimal Expectations for Promotion to the rank of Associate Professor and Continuing Appointment

- a. The Department of Political Science and International Studies recognizes several forms of scholarship. Products may be the result of discovery (creation of new knowledge within the discipline); integration (synthesis of existing knowledge or creative work within the discipline); or the application of discipline-based knowledge. (Language taken from Roles and Rewards Committee, Final Report, December 7, 1998, p. 2)
- b. To achieve the rank of Associate Professor, a member of the Department of Political Science and International Studies should have advanced significantly in the area of scholarship beyond the level of Assistant Professor.
 - i. The candidate's scholarly record is at least equivalent to the work and effort involved in a doctoral dissertation. The Department defines such accomplishment as equivalent to four full-fledged articles in refereed scholarly journals. Revision of a faculty member's dissertation is an important accomplishment. However, while the subject of the four articles may be derived from the candidate's dissertation they must demonstrate material or analysis that is qualitatively different from what is found within the dissertation. The Department of Political Science also accepts a book published by a university press or other equivalent scholarly press if the end product is at least equal to four separate articles. This will require that the book be original research and have a minimum of four substantive chapters. An edited volume will not be considered equivalent to the four articles.
 - ii. The Department has determined that scholarly research completed at other institutions should be considered in tenure/promotion decisions. However, at least two of the required articles must be completed while at SUNY Brockport.
 - iii. Recognition of the quality of the publications may, but is not required to, be made evident and available in the form of reviews, comments and citations in the works of others, direct letters of assessment by recognized authorities off-campus solicited by the Department and by the candidate, and invitations from leaders in the field to contribute to publications and conferences, to serve on editorial boards, to review books, etc. Reputation of the journals or book publishers will be an important consideration.
 - iv. Significant research conducted but not yet published can also be provided at this stage of professional development. The significance of the research should be attested to by reputable and established individuals in the field. It is important in these cases to attain a number of objective evaluations that testify to the quality and the value of the research product or performance.
 - v. Invitations (particularly if unsolicited) to make presentations at major conferences, institutes, or universities should also be included.
 - vi. Grants, awards, and particularly the quality of the works resulting from them, may also be considered for tenure and promotion to Associate Professor.

3. Governance

- a. Each faculty member, as a condition for employment in the Department, has the responsibility of meeting an administrative load deemed equitable by his/her peers and the Chair. These responsibilities encompass governance of the Department, the school, the university, or the profession, as well as discipline-based or College mission oriented contributions to the community that are not included in scholarship. No one should be considered for promotion or tenure who consistently refuses to assume such responsibilities.
- b. Basic responsibilities include the following
 - i. Regular attendance at Department meetings
 - ii. Service on Departmental committees
 - iii. A commitment to student advisement
 - iv. Participation in registration, and Admissions Open Houses
 - v. Peer review
- c. Such activities extend to the greater campus, with such involvement in: grade appeals, Dean's committees, Faculty Senate, College-wide committees, College-wide student organizations, University Faculty Senate, SUNY Ad Hoc committees, and other such activities.
- d. Service responsibilities under the heading "effectiveness and value of university service" include the following
 - i. School - grade appeals, Deans' committees
 - ii. College - Faculty Senate, college-wide committees, college-wide student organizations
University -University Faculty Senate, SUNY Ad Hoc Committees
Profession - leadership in discipline-based organizations at local, state, national, or international levels
 - iii. Community - work related to faculty member's area of professional expertise or to the mission of the College.
- e. A written assessment of the range and quality of a person's governance responsibilities shall be included in the Department's review process. This assessment shall include letters of appraisal and recommendation from the candidate's peers.

III. Minimal Expectations for Promotion to the rank of Full Professor

A. Teaching

The criteria are the same as those utilized for promotion to the rank of Associate Professor (see pages 10-12 above) plus the following:

1. evidence of increasing mastery of subject matter
2. the development of new courses and/or the revision of old ones
3. professional development processes of attending workshops and conferences and efforts necessary to maintain mastery of subject matter and teaching methodologies.

Faculty Roles & Rewards Committee, Final Report, December 7, 1998, p. 3)

A. B.Scholarship

1. To achieve promotion to the rank of Full Professor, a member of the Department of Political Science and International Studies should have advanced significantly in the area of scholarship beyond what was expected to achieve the rank of Associate Professor. There should be evidence of new and more sophisticated levels of achievement. After achieving tenure and

promotion to the rank of Associate Professor, the candidate should produce additional research at least equivalent to the effort involved in a doctoral dissertation, which the Department defines as four full-fledged articles in refereed scholarly journals or a scholarly monograph or book.

2. Recognition of the quality of the publications may, but is not required to, be made evident and available in the form of reviews, comments and citations in the works of others, direct letters of assessment by recognized authorities off-campus solicited by the Department and by the candidate, and invitations from leaders in the field to contribute to publications and conferences, to serve on editorial boards, to review books, etc. Scholarship should be national in scope, preferably international. Reputation of the journals or book publishers will be an important consideration.
3. Honors or awards serve to recognize the candidate's contributions for long-term work in the field and/or new interpretations and applications of research.
4. Invitations to chair professional meetings, serve as editor of a journal or present at a major national or international conference shall be considered in appraising the candidate's scholarship.
5. Grants and awards are another indication of scholarship merit in promotion to Full Professor.

C Governance

1. Accomplishments in this area should be significantly greater than those expected to achieve the rank of Associate Professor. Not only has the candidate played consistently a constructive role in Departmental meetings, committees, academic advisement and College-wide faculty governance since the last promotion, he or she is now an acknowledged leader in the Department, the College, and the profession. This may be demonstrated by providing the following evidence:
2. Increased complexity in administrative duties; (for example, chairing a variety of committees, both inside and outside the Department); and
3. Excellence of contributions to committees is testified to by colleagues and can be illustrated in tangible ways; and
4. The work/product of the committees is exemplary and significant to the College or organization.

Department of Political Science and International Studies
SUNY College at Brockport
Teaching Evaluation Procedure

The evaluation is framed to collect the information needed to "evaluate" the teacher in the terms spelled out on the attached statement: in brief, given the teacher's goals for his/her courses, are the courses designed to achieve these goals and, in practice, are the goals achieved.

For each teacher to be evaluated, a 3-person Teaching Evaluation Team (TET) is appointed--consisting of 2 faculty members and one student Departmental representative.

TET data collection procedures:

- Step 1. Interview with the teacher
 - a. What are the teacher's general educational goals?
 - b. What are his/her goals for specific courses?
 - c. How is the particular course designed to realize these goals? (see a, b)
 - d. Ask to review candidate's teaching portfolio (syllabi, test and exam questions, papers handed in by students, etc.)

- Step 2. Classroom observation
 - a. Each team member is to observe at least two classes.
 - b. All courses currently being taught should be observed.

- Step 3. Student assessment of teacher
 - a. Teacher evaluation questionnaires are administered in each current course.
 - b. The TET Committee will interview a representative sample of all the students in each course.

- Step 4. Interview faculty members who have had opportunities to observe the "evaluee's" teaching--if any exist.

TET members, having collected the assorted data described above, meet and draw up a report on the TET's assessment of the teacher's success in meeting his/her goals.

Department of Political Science and International Studies
SUNY College at Brockport
DEPARTMENTAL MERIT AWARD CRITERIA AND PROCEDURES
Adopted February 1979

PREAMBLE

- A. The Department views Merit awards as incentives for professional performance above and beyond the level deemed normal by the Department. To be considered, performance must demonstrably be supportive of the mission of the College/University as reflected in the Trustees Policies, namely:
 - 1. Teaching and related services, such as advising and guidance.
 - 2. Research and/or other forms of scholarly endeavor.
 - 3. Academic Governance
 - 4. Professional University-related services to county, state, nation and world.
- B. A member may be declared meritorious on the basis of performance in fewer than all four areas. However, none shall be declared meritorious whose performance shall be considered below normal in any area.

I. NORMAL PERFORMANCE OF DUTIES

A. Teaching and related services

The Department, recognizing the need for absence from the campus, nevertheless expects, as a normal level of performance in the area of teaching and related services, professional performance that might include, but is not limited to:

- 1. Maintaining a teaching load considered normal by the Department, unless adjusted by appropriate Departmental action.
- 2. Conducting courses competently, including as appropriate, such activities as meeting with students during regular office hours on days and at times that are broadly convenient to students who take the instructor's course; reading journals and books relevant to lectures or class preparation; developing, updating, and/or significantly revising courses; preparing and distributing comprehensive course syllabi to students (a copy to be filed in the Department office); being available for guest lectures.

B. Research, Scholarship and Professional Development

The Department expects research and other forms of scholarship as part of normal professional performance. This might include but is not limited to:

1. Ongoing research -- as distinct from keeping abreast of the field, or compiling work by others, or similar activities not involving research procedures as professionally defined.
2. Attending professional meetings in the United States or abroad.
3. Publishing book reviews in professional outlets (other than lengthy book review articles).
4. Publishing book reviews in a local newspaper, letters to a local community paper, radio or TV interviews locally, (including the Rochester area).
5. Travel to gather research material.
6. Invitations to serve as discussant at a major regional, national, or international professional meeting, provided letter of invitation reflected professional recognition.

C. Governance.

Considered as normal performance of duties under this rubric are:

1. Ordinary service on one major and minor Department committee.
2. Participation in each of the Department student services; e.g., admission, advisement, and registration.
3. Acceptance of membership on College and/or University committees.

D. University-related Services.

Considered as normal performance of duties under this heading are activities that a member of the Department is requested to perform as a result of subject matter expertise and affiliation with the College. Examples of such activity would include the following: soliciting reviews of books or newspaper articles; working with groups in a professional capacity, including unpaid consulting at all levels of government; special events or activities. Civic service that is not University-related is considered normal. Such service might include routine participation in the political party process, memberships in interest groups, campaign activities, etc.

II. MERITORIOUS PERFORMANCE OF DUTIES

A. Teaching and Related Services.

To be considered meritorious, a member of the Department is expected to perform at a level above I/A/1-2, and there must be verified achievement in one or more of the following:

1. Offering courses of high quality with high standards of student performance.
2. Course enrollment above the Department mean, with consideration given to subject matter, grading standards, and workloads.
3. Demonstrable efforts to increase Departmental enrollments in a professional manner, including development of a genuinely innovative, educationally sound course or program offering.
4. Other demonstrable improvements supporting the teaching mission and objectives of the Department, College, and the University, e.g., significant improvements in delivery or student-faculty relations.

B. Research, Scholarship and Professional Development.

1. To be considered meritorious members of the Department are expected to perform at a level above I/B/1 through 6, and there must be verified achievement in one or more of the following respects:
 - a. Completion of research or scholarship consisting of significant contributions to knowledge, as distinct from re-arranging existing knowledge, preparing collections of readings for publication, or preparing anthologies, unless the latter two activities contain significant contributions to knowledge by the faculty member in question. Reproduction of work by others, without the stipulated significant contribution by the candidate for Merit award, is not considered eligible for consideration.
 - b. Publication of research product in professionally acceptable outlet, quality of outlet to be verified by reference to outside opinion--unless beyond dispute, as for example, publication by a University Press or in a distinguished professional journal. Presentation of significant and substantial paper to a professional meeting or audience. Merit credit will be given for the product only once, unless evidence is presented to the appropriate Department committee that previously considered product was subjected to substantial and significant revision.
 - c. Service as reviewer of manuscripts for professional journal or publishing house, services as an editor or member of an editorial board, and other similar recognition of professional accomplishment.

- d. Other demonstrated achievement towards professional development or re-development.

2. Applicants wishing to have their research project considered for merit award are required to submit an adequately informative written statement covering the following points, among others:
 - a. How and in what respect does the research contribute to the discipline or to the knowledge relevant to the discipline? What gaps in existing knowledge are filled?
 - b. How is knowledge in the discipline and/or subject matter advanced?
 - c. What conceptual, theoretical, methodological advances are expected?
 - d. Why, in other words, was the research undertaken, why should it be given special recognition?
 - e. Difficulty of research undertaken, including scope, extent to which relevant data universe, including relevant literature, is used, methods and/or techniques required, degree of conceptual, theoretical, or methodological rigor.
 - f. Was publication refereed? If so, by whom?
 - g. Quality of reviews.
 - h. Professional reputation of journal or outlet, of professional meeting or audience where research was presented.
3. Grant applications are encouraged and should be eligible for consideration as meritorious, provided an abstract of the application is submitted. (Applications may delete information which, if made public prematurely, might result in competitive disadvantage.)

C. Governance

1. Governance is to be considered deserving of merit award only on the basis of documented evidence of productivity beyond I/C/1-3 and may include:
 - a. Chairmanship of active, productive committee.
 - b. Presentation of a major Departmental project program, or curricular offering.
 - c. Sponsoring of Political Science Club, assuming a special advisement role, e.g., pre-law, organizing special Department student affairs such as symposia.
 - d. Verified College and/or University service, such as active and contributing service in the College and/or University Faculty Senate, significant participation in campus and/or University task forces and committees.

2. Applicants are required to submit a written statement providing details on the following points:
 - a. Work performed by the applicant specifically while serving on a committee, team, or similar governance unit;
 - b. Significance of that work;
 - c. Number of hours spent per week, over a semester on the tasks described above;
 - d. Name of the Committee Chairperson or leader or other appropriate reference.

D. University-related Services

1. To be considered meritorious:
 - a. Service must be verified and must contribute in an outstanding way to the prestige of the College and/or University and must be supportive of or otherwise reflect the educational mission of the institution.
 - b. Both the quality and the volume of the service activities will be considered in evaluating merit.
 - c. In this category, the appropriate Department committee, on the basis of documentation submitted by the candidate, will determine differentiation between normal and meritorious performance.
2. Applicants are required to submit a written statement providing details on the following points:
 - a. Work performed by the applicant specifically while performing the University-related service;
 - b. Significance of that work;
 - c. Specifics on why and how the service relates to the mission of the University;
 - d. Names of persons who may serve as references in this respect.
3. At Departmental level, all recommendations must be supported by accompanying documentation, such as letters from professional associations or conference panel chairpersons, copies of reviews of books published, reprints of articles published, other verification of scholarly achievement, governance or service, or teaching.

E. Procedures

1. A point count system is to be used to evaluate and rank nominees for merit awards. The point count is to be based on a scale ranging from 0-10, progressing in .5 steps. The appropriate Department committee will rank nominees in accordance with their respective point count total. Zero points will be allocated if performance does not exceed levels deemed normal by a majority of the members of the appropriate Departmental committee.
2. The Governance Committee of the Department will be the committee charged with the evaluation and ranking tasks.
3. The Departmental committee will share with each member of the Department evaluated, and then with the Department as a whole, the recommendation that will be submitted to the Department Chair. Each person evaluated may request the committee to re-evaluate its recommendation in his or her case.
4. Upon receipt of the committee's recommendations, the Department Chair will add the Chair's comments in each case. The Chair will then discuss these comments and recommendations in each case with the faculty member.
5. In the event Department Chair and Governance Committee are unable to arrive at a consensus with respect to Departmental DSI List, Rankings, and Evaluations in general, each shall comment, in writing, on the other's. List, Rankings and Evaluations shall be forwarded to Dean and beyond. The comments by each, i.e., by the Chair of the Department, and by the Governance Committee, shall be made available to the other and to applicants, and shall address specifically any and all points of disagreement and the reasons for same. (Added by Departmental action April 23, 1980)
6. The Chair should use the same criteria as the Governance Committee in recommending persons for discretionary salary increases. (Added by Departmental action April 23, 1980)
7. Faculty members who are unable to accept the Department committee's or the Chair's recommendations concerning their individual merit status, are free to avail themselves of any recourse open to them under existing College rules and regulations.
8. Each member of the Department will have a "Merit Award File." This file will contain a current Vita. In addition, items relevant to the appropriate categories, as found in the "Merit Award Criteria and Procedures" policy shall be properly identified and filed: Teaching, Research, Scholarship and Professional Development, Governance, University Related Service. It will be the responsibility of each faculty member to keep his/her Merit File current.

9. When the Department receives SUNY/College guidelines for merit consideration, it will be the responsibility of the Governance Committee to see that each member of the Department has a copy of the appropriate materials, and to arrange a meeting of the Department to discuss interpretation of these guidelines.

10. Following the Department meeting, those faculty members wishing to be considered for merit increase will determine whether their files are ready for review by the Governance Committee and whether they have met the mandated requirements as reported in the guidelines. They will indicate this to the Committee within appropriate deadline dates. Those faculty not wishing to be considered will notify the committee to this effect in writing. All claims or submissions for merit and/or inequity adjustment should be accompanied by appropriate documentation. With that understanding, all members of the Department, including the Chair, should be included in the Department's list. (Added by Departmental action April 23, 1980).

FACULTY RETENTION PLAN
Adopted 1/2000

In an effort to retain capable faculty, the Department of Political Science and International Studies commits itself:

1. to provide to junior faculty, with the assistance of the administration, a state of the art computer wired to the university backbone and a printer;
2. to make senior faculty available to junior faculty for discussions of effective pedagogies;
3. to encourage junior faculty to work closely with the Center for Learning and Teaching;
4. to ensure that junior faculty teach a variety of under-class and upper-class courses;
5. to offer to junior faculty, with the assistance of the administration, financial support for travel and professional development;
6. to make senior faculty available for advice on research strategies and research projects;
7. to direct junior faculty to faculty in other Department who might be helpful to their research;
8. to circulate information about university research funding;
9. to assist junior faculty to tap into our Department's library dollars;
10. to support junior faculty's participation in professional organizations.