

COLLEGE OF NATUARAL BEHAVIORAL SCIENCES  
DEPARTMENT OF POLITICAL SCIENCE  
DEFINITIONS AND STANDARDS  
FOR REAPPOINTMENT, PROMOTION, AND TENURE  
April 3, 2013

**DEFINITIONS OF TEACHING, SCHOLARSHIP, AND SERVICE**

**INTRODUCTION**

The Political Science Department has developed this policy in compliance with the campus requirement that each discipline have a current policy for use in the reappointment, tenure and promotion process.

Following the CSUDH Faculty Handbook RTP policies, a faculty member in Political Science is expected to demonstrate contributions in three areas: Teaching, Scholarly and Creative Activities and Service to the university community. The purpose of this document is to establish departmental standards for faculty for the RTP process.

**TEACHING**

Probationary faculty members are now required to have a departmental peer-based observation of their teaching practice in one course each semester. These informal classroom observations should result in some written feedback from the faculty observer to the faculty member under review. Areas for feedback include:

- organization of material presented,
- currency of material presented,
- efforts to engage students in class activity (e.g. questions, discussion, group work),
- receptivity to student queries,
- modeling of good instructional practices,
- any specific requests for evaluation topics submitted by the faculty member under review.

Other important factors that will be used in the evaluation of teaching effectiveness include:

- an extensive and detailed self-evaluation by the candidate of his/her teaching philosophy and practice combined with evidence that teaching materials and practices are consistent with the philosophy;

- quantitative PTE scores when the response rate exceeds 50%;
- the frequency and ratio of positive and negative comments on the narrative part of the PTE forms;
- evidence of responsiveness to feedback on teaching performance from students, faculty peers, and prior RTP reviews;
- evidence from course materials that university and department standards for writing, critical thinking, student learning outcomes assessment, grading and other important pedagogical criteria are being followed;
- efforts by the instructor to apply innovative and/or creative pedagogical methods to their teaching. These methods include traditional face-to-face, hybrid, and on-line courses, and student involved research;
- evidence of teaching effectiveness represents a consistent pattern over time.

#### **SCHOLARSHIP**

The campus scholarly and creative activity RTP component is based on the premise that faculty must engage in such activities in order to maintain currency in their discipline as an essential requisite to be effective teachers. The contributions of scholarly activity to effective pedagogy are complemented with the contributions of scholarship to the advance of knowledge in the discipline. While publication of scholarly work enhances the professional reputation of the individual within the discipline and enhances the academic standing of the program and the institution, the primary beneficiaries of such activity are intended to be the students of CSUDH.

Scholarly work published by a prestigious journal or publisher or published as a result of a peer review process (refereed) will be assigned the higher value in each of the following categories. The list below indicates the range of numerical values that different faculty publications shall be given in the RTP evaluation process by the department RTP Committee.

- Article in Scholarly, Professional or Pedagogy Journal published by a recognized and reputable publisher (value of .5 to 1.0)
- Scholarly Book published by a recognized and reputable publisher (value of 1.0 to 2.0)
- Textbook in the discipline published by a recognizable and reputable publisher (1.0)
- Paper in Published Conference Proceedings (value of .5 to 1.0)
- Chapter in Scholarly Book published by a recognizable and reputable publisher (value of .5 to 1.0)
- Editor of Scholarly Book, Textbook or Reader (value of .5 to 1.0)

-Article in Policy-Oriented Periodical (value of .5 to 1.0)

-Authorship of Government Report (value of .5 to 1.0)

-Major Research Monograph (value of 1.0 to 2.0)

-Articles or opinion pieces (including columns) published or broadcast on a regular basis by non-professional publications intended for broad public dissemination (newspapers, magazines, Internet blogs, TV and Radio public affairs programs) (value of .5 to 1.0)

-Published Instructional Software (value of .5 to 1.0)

-Published Book Review or Field Essay in Scholarly, Professional or Pedagogy

Journal (value of .5 to 1.0)

-Primary Investigator (responsibility for writing and administering the grant) on a research or pedagogical grant from an organization external to CSUDH (value from .5 to 2.0)

-A scholarly research product that does not fit well into one of the accepted categories above can be submitted for evaluation upon prior approval of the department RTP committee and the department chair. This approval would designate the weight that the product would be assigned.

## **SERVICE**

Probationary and tenured faculty members are expected to shoulder their share of the responsibility for shared governance, institutional maintenance, and outreach to the broader community. The departmental RTP committee should evaluate both the quantity and quality of the faculty member's service contributions. Important factors may include the following:

-consistent and documented contributions to departmental, college or university committees (e.g. Academic Senate, curriculum, RTP, General Education, search committees, interdepartmental program committees, or other ad hoc committees). Mere committee membership is not sufficient without some evidence of the individual's contribution to the work of the committee (e.g. leadership role, authorship of committee documents or reports, etc.);

-documented involvement in activities to link the university with its broader community through lectures, consultancies, or leadership in community organizations ;

-documented involvement with students and student groups where the activities provide opportunities for student educational enrichment (e.g. service learning and civic engagement activities, APSS, Research Day, campus lectures and

presentations);

-documented involvement with professional or disciplinary organizations;

-documented involvement in student advising beyond that expected of all permanent faculty members (e.g. the campus pre-law advisor designated to the Law School Admissions Council).

## STANDARDS FOR REAPPOINTMENT

### INTRODUCTION

Reappointment is based on evidence presented in the file that the faculty member is making adequate progress toward tenure in all three evaluation areas. The review by the department RTP Committee should include guidance or suggestions for improvement in any identified area of weakness.

### TEACHING

Perceived Teaching Effectiveness data will be evaluated when there is a minimum 50% response rate by students enrolled in the class. The department considers 75% of responses in the top two evaluation categories to represent satisfactory teaching. Satisfactory teaching performance is measured by a positive assessment of teaching using the different factors listed in the Teaching Definitions section above.

### SCHOLARSHIP

Probationary Political Science faculty are expected to produce three qualifying publications (or their equivalent based on the weighting factors described above in Scholarship Definitions section) during the probationary period prior to consideration for tenure and promotion. For reappointment a probationary faculty member should show progress toward the standard required for tenure. The department RTP committee or Department chair should use the formal review document to inform the probationary faculty member if their level of scholarly activity is deficient.

The department RTP Committee is responsible for evaluating the quality of a faculty member's scholarly work and the quality of the source in which the scholarly work is published for dissemination to members of the discipline and to members of the informed public. The Committee will assign a numerical value ranging from .5 to 2.0 for each publication. The faculty member will be deemed to have met the departmental standard for scholarship if the combined value of the faculty member's publications is equal to 3.0 or higher and includes at least two publications in refereed journals or equivalent publications by respected publishers. Scholarly work published by a prestigious journal or publisher or published as a result of a peer review process (refereed) will be assigned a higher value. Given the rapidly changing technology for

information dissemination to both professional and general audiences, the definition of “publication” must be broad enough to include traditional hard-copy modes as well as newer Internet, CD and other electronic modes by recognized and reputable publisher.

**SERVICE**

Newly appointed faculty members may require some period for settling in and gaining familiarity with the campus governance structure and the opportunities for service at the university level. As a result assessment of service in the first two years toward tenure will be focused on activity at the department and college level.

The faculty member should have at least one departmentally based committee or activity (e.g. departmental curriculum committee) and at least one college or university level committee or activity each year.

**STANDARDS FOR TENURE**

**INTRODUCTION**

The decision to recommend tenure for a probationary faculty member is based on the general standards in the CSUDH Faculty Handbook. Specifically, the performance should be good in teaching and one of the other areas (e.g. Scholarship) and acceptable performance in the third area (e.g. Service).

**TEACHING**

The standard is the same as that for reappointment. Perceived Teaching Effectiveness data will be evaluated when there is a minimum 50% response rate by students enrolled in the class. The department considers 80% of responses in the top two evaluation categories to represent good teaching. Satisfactory teaching performance is reflected in a positive assessment of teaching using the different factors listed in the Teaching Definitions section above.

The cumulative evidence presented indicates a growing mastery of the teaching process that includes: reflection about ones strengths and weaknesses as a teacher, responsiveness to suggestions made in prior RTP reviews, and a commitment to use active learning strategies to enhance student learning outcomes.

**SCHOLARSHIP**

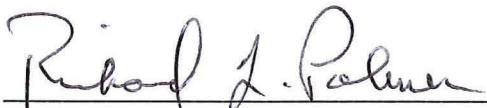
A probationary Political Science faculty member seeking tenure is expected to produce three qualifying publications (or their equivalent based on the weighting factors described above in Scholarship Definitions section) during the probationary period prior to consideration for tenure

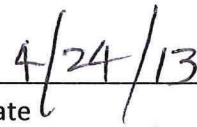
and promotion. Scholarly work published by a prestigious journal or publisher or published as a result of a peer review process (refereed) will be assigned a higher value in each of the acceptable categories.

The department RTP Committee is responsible for evaluating the quality of a faculty member's scholarly work and the quality of the source in which the scholarly work is published for dissemination to members of the discipline and to members of the informed public. The Committee will assign a numerical value ranging from .5 to 2.0 for each publication. The faculty member will be deemed to have met the departmental standard for scholarship if the combined value of the faculty member's publications is equal to 3.0 or higher and includes at least two publications in refereed journals or equivalent publications by respected publishers. Scholarly work published by a prestigious journal or publisher or published as a result of a peer review process (refereed) will be assigned a higher value. Given the rapidly changing technology for information dissemination to both professional and general audiences, the definition of "publication" must be broad enough to include traditional hard-copy modes as well as newer Internet, CD and other electronic modes by recognized and reputable publisher.

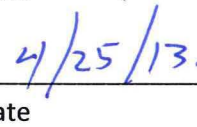
**SERVICE**

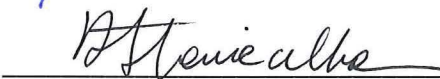
The faculty member has a record of continuing and positive engagement with the department, college, university community and the broader community. The faculty member should have at least one departmentally based committee or activity (e.g. departmental curriculum committee) and at least one college or university level committee or activity each year.

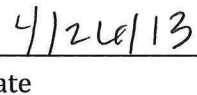
  
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Department Chair

  
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Date

  
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Dean

  
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Date

  
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Provost and Vice President of Academic Affairs

  
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