

DEPARTMENT OF POLITICAL SCIENCE
UNIVERSITY OF OKLAHOMA
Revised Spring 2009

FACULTY MERIT EVALUATION POLICY

Evaluation of Merit shall be in accordance with the following:

- I. A faculty member may be in one of three categories for merit evaluations. The research option is mandatory for all junior faculty. For senior faculty, the research option is considered the normal case; but faculty wishing to be considered for the teaching option may, with the consent of Committee A, be assigned to it for a stated period of time. Committee A may assign an individual faculty member to the teaching option based on past performance.
 - A. Research option: The normal semester teaching load will be six hours (two courses) and the merit evaluation weighting will be 45% for teaching, 45% for research and 10% for service.
 - B. Teaching option: The normal semester teaching load will be nine hours (three courses) and the merit evaluation will be 67.5% for teaching, 22.5% for research, and 10% for service.
 - C. Administrative option: Those faculty members with administrative duties in the department or other units within the University shall negotiate directly with Committee A for an appropriate merit evaluation scheme which will reflect that person's teaching, research, administrative and service obligations.
- II. Both teaching and research shall be judged on the basis of quality and quantity. Normal teaching load may be reduced (a) for research, or (b) for significant service contribution to the Department or the University. Teaching load will not be reduced below six hours unless specified by contract or under special or unusual circumstances approved by Committee A.
- III. Annual evaluations are to be based on work during a single calendar year. For purpose of salary increases and other evaluations, Committee A shall judge merit over a period of three years. Appropriate accommodation will be made for those who have not accumulated a full period of three years on which to be judged.
- IV. Each year, Committee A will request that members of the faculty submit evaluation material to include a complete and current curriculum vitae, a one-page mini-vita, and a teaching portfolio that addresses the content and rigor of courses. Faculty are also asked to submit statements addressing teaching, research, and service. In assessing teaching, Committee A considers student response, peer review of teaching portfolios, and the nature and extent of other teaching-related activities such as service on student committees, direction of internships and independent studies, mentoring activities, and so forth. In assessing research, Committee A considers the nature and quality of publications as suggested by quality of journal or publisher and/or by peer assessment. Grant and contract activity and work in progress are also considered. Evaluation of service is based on peer assessment of the nature and range of activities.

CRITERIA FOR PROMOTION AND TENURE

I. PROCEDURES

The Department of Political Science adheres to the procedures specified in the University of Oklahoma Faculty Handbook in making promotion and tenure decisions. The Department adheres to timetables and procedures specified by the Provost and the Dean of the College of Arts and Sciences. Normally, the process of assembling a dossier for tenure-track faculty or for tenured faculty seeking promotion begins during the Spring prior to the year in which the promotion and/or tenure decision will be made. Materials available at that time will be submitted to external evaluators. These may include all or a representative sample of publications, manuscripts accepted for publication or presentation, or other draft materials at the discretion of the Department.

II. CRITERIA

Evaluation for promotion and granting of tenure will be based upon the criteria of performance in teaching, research, and service (university and professional) as outlined in the University's Personnel Policy and stated in the Faculty Handbook. Demonstrated competence and promise in these areas will also be major considerations for the employment of new faculty members.

Each year upon notification by the University administration that recommendations for promotion and tenure are due, the Chairman shall notify faculty of this fact and request that anyone who is eligible for promotion or tenure prepare a justification that addresses itself to each of the detailed criteria set out below.

Promotion to the Associate Professor rank and the granting of tenure are essentially similar and will normally be based upon the same criteria. Promotion to Professor will require significant publications and the attainment of recognized professional reputation. Elaboration of these criteria appears below.

Faculty performance will be evaluated against norms of performance obtaining in departments of political science at comparable institutions, as indicated by the evaluation of external reviewers.

A. TEACHING

The criteria and indicators listed below apply to all cases of tenure, promotion from Assistant to Associate Professor, and promotion from Associate Professor to Professor.

1. Faculty are expected to maintain a high standard of scholarship for themselves and for their students. This will ordinarily be reflected by:

- a. a thorough and up-to-date knowledge of his/her field of specialty;
 - b. good skills in the planning, organization, and presentation of the course material;
 - c. ability to stimulate participation, thought, and inquiry by students;
 - d. ability to provide effective advisement and direction of students in their academic work and especially in their research tasks, including active involvement on doctoral and master's committees.
2. Evaluation of teaching performance will be based upon indicators such as:
- a. student evaluations conducted in Political Science Department classes both on main campus and through the Oklahoma Center for Continuing Education each semester (these should not be used singly but only in conjunction with other evaluative methods);
 - b. peer evaluations through the process of faculty visitations;
 - c. annual evaluations of teaching performance prepared by Committee A of the department in accordance with department standards and procedures on annual evaluation;
 - d. student comments in the form of committee interviews or written statements (informal feedback which approaches the level of gossip should not be used).

B. RESEARCH

All faculty are expected to contribute to the development of their discipline through research and publication. The quality, quantity, and intellectual contribution of all research efforts will be considered.

1. Tenure and Promotion from Assistant professor to Associate professor.

a. Standards and Expectations. Recommendations for tenure and for promotion to Associate Professor will be based on the judgment of the tenured faculty regarding the candidate's performance in the following areas:

- i. Continuity of Research. The candidate should have demonstrated a continuous and sustained record of productivity beyond the doctoral dissertation, over the probationary period.
- ii. Promise of continued intellectual development. His/her record should indicate a strong likelihood that research productivity will continue or increase, and that the quality and dissemination and contribution of her/his scholarship to the discipline will continue to develop.

iii. Quality of Research. The candidate's scholarly contributions should be recognized by his/her peers. He/she should be judged by peers to have the capacity to make an ongoing, substantial contribution to his/her field or sub-field.

iv. Favorable peer evaluation of scholarly work by recognized scholars outside the University, who have not been closely associated with the candidate, and also favorable satisfaction of the judgment of the tenured faculty. The department of political science places a premium on strong affirmative external review and these reviewer responses weigh heavily in promotion and tenure recommendations.

b. Minimum Requirements. In order to be considered for full evaluation on the above standards, it is expected that the candidate will satisfy the following minimum requirements. Satisfaction of the minimum quantitative publication requirements does not alone constitute sufficient evidence to support a successful tenure or promotion review.

i. Candidates for promotion to associate professor and tenure will establish an independent intellectual identity through the pursuit and dissemination of scholarly work.

ii. To meet the minimum quantitative publication requirement to be considered for recommendation for tenure, candidates will publish six journal articles and book chapters that have received favorable external peer review; or a scholarly book published by a recognized publisher and also subject to a peer review process, and four journal articles and book chapters that have received favorable external peer review. The minimum publications must include at least three peer-reviewed scholarly journal articles if one takes the 'articles' track; or one scholarly book and one peer-reviewed scholarly journal article or additional book if one takes the 'book' track. "Peer-reviewed publication" is inferred by the peer review process in journal publication or as indicated by other evidence such as review by recognized scholars or by published commentary. Evaluation of quality of scholarly books includes the reputation of the press in the area of study; the use of a peer-review process by the press; and also subsequent evaluation of the book by the profession through peer mechanisms such as reviews of the book. In assessing the publication record appropriate emphasis will be given to the scope and quality of the individual publications and the field of specialty of the candidate. In extraordinary cases, the scope and exceptional quality of individual publications may justify an exception to the minimum number.

iii. Collaboration with others is valuable to performing quality research in many subfields in Political Science. All coauthored work will be evaluated based on the quality of the venue in which it is published and the contribution of the candidate. There must be evidence that candidates are capable of conducting a quality independent research program. It is incumbent on the candidate to demonstrate

the scope and quality of their contribution to multiauthored work.

iv. Affirmative information regarding the appropriateness and excellence of the candidate's publication outlets, as provided by the candidate. Such evidence includes journal rankings, ratings, and impact scores; citation record of the candidate's publication; prestige indicators of presses and journals; and journal acceptance rates. The importance and impact of field-appropriate publications in the form of book chapters and monographs should also be established, especially if such products constitute part of the minimum record for consideration for promotion and tenure.

2. Promotion from Associate Professor to Professor.

a. Additional major publication in the form of a scholarly book or several additional articles beyond the requirements for promotion to Associate Professor; furthermore, the significance and extent of the entire body of research accomplished by a candidate during his/her career will be evaluated, toward a successful attainment of a national or international reputation in the faculty member's area of interest. .

b. Indicators of quality and excellence including measures used to assess promotion from assistant to associate professor, but with the understanding that a higher reputational standard is required for promotion to full professor.

c. Favorable peer evaluation of scholarly work by nationally and internationally recognized scholars outside the University, who have not been closely associated with the candidate. As with promotion decisions to Associate Professor, the department of political science places a premium on strong affirmative external review and these reviewer responses weigh heavily in promotion and tenure recommendations.

d. In addition, evidence of institutional and professional leadership will be considered, though these factors cannot substitute for a lack of an ongoing and visible research agenda.

3. Accomplishments that may be taken into account for tenure or for promotion to Associate Professor or Professor include the following:

a. Scholarly books published by recognized presses and subject to peer review;

b. Refereed journal articles in general interest and field appropriate specialty journals;

The department of political science places a premium on these first two accomplishments. In addition, the following scholarly products will also be weighed and considered:

c. Published scholarly monographs, with greater credence given to monographs that have

been subject to peer review and published through a recognized press or outlet;

d. Chapters in scholarly books edited by others, original contributions to books edited by the candidate, with greater credence given to chapters that have been subject to peer review or which have a demonstrated impact comparable to peer reviewed journal publications;

e. Studies from research grants, with greater credence given to studies that were subject to peer review;

f. Review essays and book reviews;

g. The presentation of conference papers at national, international, or regional symposia;

The quality or impact of scholarly products can be established or enhanced through a variety of mechanisms, including but not limited to:

h. the citation of the faculty member's published works by other investigators in the field;

i. the ability to obtain competitive peer-reviewed grants and support for research independently and through university affiliated organized research programs; and, the ability to further translate such competitive funding opportunities into broadly-disseminated, peer-reviewed scholarly publications or other intellectual property (such as patents, software, or other licensed products).

And, recognizing the nexus between scholarship, pedagogy, and collegiality, faculty research evaluation will also consider the candidate's ability to:

j. Attract high quality graduate students to his/her field of specialization;

f. Involve other faculty and students in research.

g. Engage in interdisciplinary collaboration. Such activity is encouraged by the University and Department and faculty will be rewarded for their collaborative efforts.

C. UNIVERSITY, PROFESSIONAL AND COMMUNITY SERVICE

The following evidence of and criteria for evaluating service apply to all candidates for tenure and promotion. Higher levels of participation and responsibility in professional and University affairs will be required for promotion to Professor than are required for promotion to Associate Professor.

1. In evaluating the contribution of a faculty member to the profession, the following criteria will be used:

a. active participation in scholarly and professional societies such as service as an

- officer, editorial board member, or major committee member;
 - b. serving as a manuscript evaluator for scholarly journals or publishers;
 - c. service as consultant to national, state, or local agencies or other public bodies, where that consultation contributes to the goals and purposes of the Department and University.
 - d. the ability to contribute to the professional community through grant-funded research that results in the publication of non-peer reviewed final research studies,
 - e. engagement in inter-disciplinary research and other similar community service collaboration activities with our academic and professional colleagues inside and outside of the University ,
 - f. interaction with the media to comment on public policy matters that relate to our fields of expertise,
 - g. public speaking engagements to external constituencies and stakeholders, including participation in the University's Speakers Bureau and Mornings with the Professors, and
 - h. serving as an expert consultant or testifying as a subject-matter expert in proceedings conducted by public organizations in the legislative, executive, regulatory, or judicial branches.
2. In evaluating the contribution of a faculty member to University governance, the following criteria will be used:
 - a. active participation in University-wide or college councils, boards, and committees;
 - b. service to the department by participation in Committee "A" and/or other departmental committees, and departmental student activities;
 - c. other professional activities undertaken on behalf of the university.
 3. Service outside the university or academic community will be considered, but not in lieu of service to the university or profession.
 4. Evidence of good teaching and scholarly productivity are necessary for all cases of promotion and tenure. University, professional and community service cannot be used to offset a deficiency in either of the other categories.

III. RELATED CONSIDERATIONS

A. ADMINISTRATIVE RESPONSIBILITIES

Some faculty members have administrative responsibilities for academic programs that place a great demand on their time. Persons holding administrative appointments are expected to satisfy minimum standards in teaching and research, and administrative performance may not offset deficiencies in either area. Those persons holding administrative positions and satisfying minimum standards in teaching and research may expect the performance of their administrative duties to be assessed by the department in granting tenure and promotion to the rank of Associate Professor and in granting promotion to Professor.

B. JOINT APPOINTMENTS/INTERDISCIPLINARY ACTIVITIES

The Department will give appropriate recognition to interdisciplinary activities consistent with the Department's mission and the performance of contractual responsibilities. In cases of formal, ongoing interdisciplinary involvement (affecting appointment status and/or load distribution), the faculty member and the Department will develop a memorandum of understanding outlining the evaluation process and delineating the expectations of each party. The Department will consider joint appointments with the understanding that jointly appointed faculty are expected to satisfy departmental standards and expectations as stated in ii.B. Work in political science and cognate fields will be considered for promotion and tenure. Any exceptions will be approved by the tenured faculty and stated in writing at the time of initial appointment.

C. ANNUAL EVALUATION OF PROBATIONARY FACULTY

Performance of faculty members on probationary appointment shall be reviewed annually by Committee "A," in conformity with requirements of the Faculty Handbook. It includes both the regular merit review process and a separate progress towards tenure review. During the first three years of the probationary period, there is also an annual reappointment review. Annual evaluations by Committee A are not binding on the department or any members of it at the time of tenure decision.

D. THIRD YEAR REVIEW OF PROBATIONARY FACULTY

During the third probationary year (or, for candidates who join the faculty with prior service, at a time specified by the Chair in writing at the time of hiring), performance of faculty members on probationary appointment shall be reviewed by the tenured faculty of the department. This evaluation of progress toward meeting tenure requirements shall be advisory to Committee A. The evaluation shall take the form of one of the following recommendations:

- Recommend reappointment
- Recommend reappointment with reservations
- Recommend against reappointment

If a tenure-track faculty member is reappointed with a reservation, the reservation will be stated in writing; the faculty member will be reconsidered by the tenured faculty the following year. Normally, a faculty member will be reappointed with a reservation only once.

Any recommendation made at the time of the third year review shall not be construed as binding upon the Department or any members of it at the time of the tenure decision. A recommendation against reappointment made after may 31 of any probationary year qualifies the faculty member for an additional year, according to the Faculty Handbook, SEC. 3.5.6.

E. WRITTEN EXPLANATION

The evaluation of teaching, research, and service has two primary goals:(1) rendering judgment about an individual's effectiveness, contribution, and progress; and (2) improving effectiveness and the quality of professional contribution. Since the first is not an end in itself and since the due process rights of faculty are vital, the chair will provide all candidates for tenure or promotion a written explanation and justification of the recommendation of Committee A, and in all cases of denial, an explicit criteria-based evaluation that may serve to improve teaching, research, and service effectiveness.

IV. RULES FOR SELECTING EXTERNAL REFEREES FOR THE TENURE PROCESS

For tenure consideration, the Department will require the candidate's research be evaluated by 5-10 scholars from institutions other than the University of Oklahoma. Referees will be selected by the Chair in consultation with Committee A and approved in advance of contacting them by the Dean. The candidate will be invited to submit a list of five scholars he or she considers qualified to review his or her work. Committee A will also provide a list of potential external referees. The Chair and Committee A will choose at least two but no more than half of the total number of external referees from among those suggested by the candidate. Neither the candidate's nor the Department's list of referees will include friends, former professors, or co-authors of the candidate's publications. Selection of and contact with reviewers must be approved by the Dean, and is subject to guidance with written comments from the Dean.

All referees sought by the Chair or suggested by the candidate will be tenured faculty members with distinguished records of publication and preferably scholars with experience of evaluating the work of others, such as journal editors or board members or chairs of departments. In addition, referees will be sought from the ranking political science departments in the country or from departments that academically excel in areas of research in which the candidate for tenure is engaged. If appropriate, some referees will be sought from prominent political science departments in the region.

In cases where a candidate holds a joint appointment with another unit, the final list of referees will be selected in coordination with that unit, according to the terms of the original agreement establishing the unit. Both units will assist the candidate in compiling an appropriate dossier fully reflective of the candidate's contributions to both units.

Approved by the faculty on April 27, 2009, and by the Provost on July 6, 2010.



The University of Oklahoma

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

TO: Greg Russell, Chair Department of Political Science
FROM: Nancy L. Mergler, Senior Vice President and Provost
DATE: July 6, 2010
SUBJECT: Department of Political Science
Faculty Merit Evaluation Policy

A handwritten signature in black ink, appearing to be "N. Mergler", written over the date and subject lines.

I am pleased to approve your proposed Faculty Merit Evaluation Policy for the Department of Political Science as submitted to my office on June 3, 2010.

Development of these policies is an arduous but important task. I extend thanks to everyone in the department who contributed to the process.

NLM:mrg

cc: Paul B. Bell Jr., Dean, College of Arts and Science





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<http://www.ou.edu/cas>

TO: Nancy L. Mergler
Senior Vice President and Provost

FROM: Paul B. Bell, Jr.
Dean

DATE: June 3, 2010

SUBJ: Department of Political Science
Faculty Merit Evaluation Policy

I have reviewed the attached Faculty Merit Evaluation Policy for the Department of Political Science. I am forwarding it to you with the recommendation that it be approved as an amendment to their departmental personnel policies. Please feel free to contact me should you have any questions.

PBB:so

Attachment

cc: Edward Sankowski
Greg Russell