Department of Political Science

Departmental Policies

Mission Statement

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Department members are eligible for one-course reassigned time for every 15
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This department will cap online courses at 25 depending on the wishes of the instructor and the difficulty of the course.

II.   Annual Evaluations

The Department of Political Science follows all policies and procedures in the Radford University Teaching and Research Faculty Handbook.

The Chair of the department will review all Faculty Annual Reports and assign rankings based on the Department's Annual Evaluation Criteria.

Annual evaluation and reappointment letters to department members who have not reached the rank of full professor must indicate whether the individual is making progress toward tenure and/or promotion.

Annual Evaluation Criteria

Teaching

The Department of Political Science is composed of teachers who seek to be engaged, active, and reflective. Annual evaluation of teaching will be based on the performance in the following areas. Evidence shall include some of the following:

- Courses current with field and regularly revised;

- Development of new classes, including online versions of courses;

- Student evaluations of faculty teaching;

- Contributing courses to offerings outside of the traditional fall and spring semesters (Maymester, Summer, Augustmester, Wintermester);

- Development or refinement of new engagement activities for students;

- Evidence that classes emphasize department priorities in critical thinking, oral and written communication, information literacy, ethical citizenship, problem solving, diversity/global issues, and collaboration;

- Evidence that the faculty member is willing to participate in high-impact student engagement opportunities (study abroad, domestic study away, mentoring internships and independent studies, or activities that foster university-community partnerships);

- Participation in UNIV 100, team teaching, or interdisciplinary teaching opportunities;

- Grants and fellowships related to teaching;

- Knowledgeable, devoted advising and student mentoring; and

- Special initiatives in teaching.

Teaching may be ranked Outstanding (4.5-5.0), Above Expectations (3.5-4.49), Meets Expectations (3.0-3.49), Below Expectations (2.0-2.49), and Poor (Below 2.0).

Professional Contributions

The Department of Political Science is composed of scholars who are active in their respective fields and seek to grow the field of knowledge through their scholarly activities.

Annual evaluation of faculty professional contributions will be based on performance in the following areas. Evidence shall include some of the following:

- Honors related to scholarship: best paper awards, for example;

- Preparation of articles, books (including edited volumes), and book chapters;

- Acceptance for publication in peer-reviewed journals;

- Book reviews;

- Involvement with organizations in your field;

- Preparation and receipt of grants (peer-reviewed especially favored);

- Working on gran6acP6amppti8a4ti8(o)-2 (f (av)1 (o)-2.1 (7.4 (ed)-8 ())-4 (;)]TJ 0 Tc 0 T7 12.73

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- Review or mentoring of theses or independent research projects, as well as joint research with students;

- Evidence of skill building in one's area of research (such as learning a new language or development of quantitative analysis skills);

- Additional activities as determined by the Department's Personnel Committee.

Professional contributions may be ranked Outstanding (4.5-5.0), Above Expectations (3.5-4.49), Meets Expectations (3.0-3.49), Below Expectations (2.0-2.49), and Poor (Below 2.0).

Service

The Department of Political Science is composed of faculty devoted to service to the department, university, community, and world. Service will be evaluated based on performance in the following areas. Evidence shall include some of the following:

- Department/college/university/professional association leadership;

- Department/college/university/professional association committee membership;

- Sharing in department duties;

- Advising university-sponsored clubs and organizations;

- Organizing campus speakers and panel presentations;

- Delivering public addresses on campus or in the community;

- Community service (including boards, offices, presentations, workshops, and newspaper articles for lay audiences);

- Faculty Senate membership;

- Development of relations with alumni;

- Participation in accreditation review activities; and

- Participation in programs like Quest/Highlander Days or Major and Minor Fairs.

Annual evaluation of faculty service may be ranked Outstanding (4.5-5.0), Above Expectations (3.5-4.49), Meets Expectations (3.0-3.49), Below Expectations (2.0-2.49), and Poor (Below 2.0).

III.   Tenure and Promotion Guidelines

The Department of Political Science seeks to hire and promote faculty members who are committed to teaching undergraduate political science within the context of a liberal arts education. This commitment will be strengthened, not diminished, by the scholarly activities chosen by faculty members.

The department expects its faculty members to be good colleagues within the department and citizens committed to the common good of the University and the communities in which they live.

There is no one model of a good college professor. Departments, like the classroom itself, are complicated small communities. Different people take on different roles and styles and emphasize different things in the classroom and in the rest of their professional lives. This diversity of styles, emphases, and interests is what keeps a department an interesting and exciting place in which to work. What holds a department together, however, is the unity of vision or purpose which provides the context for diversity. The conditions of that unity are what this and other documents created by the department seek to express and reinforce.

All tenure, promotion, and reappointment decisions are guided by the relevant sections of the Radford University Teaching and Research Faculty Handbook. Reappointment, tenure, and promotion may be denied in cases where the individual falls below 2.0 in any one category in any evaluation year. Development as a teacher, a scholar, and a willing, active, collegial, and collaborative contributor to the mission of the Department

Finally, we expect all members of the Department to be willing, active, collegial, and collaborative contributors to the Department's mission and to the mission of the University. The Department expects active service on working committees. It will be helpful to submit a letter of support from the chair of the committees on which you serve in addition to a list of committees and their accomplishments. Community service and service to the profession also will be valued and rewarded in this category.

Untenured tenure-track faculty will meet annually with the Department Chair to collaboratively develop a yearly work plan whose successful implementation will demonstrate progress toward tenure and/or promotion. At the end of three years there will be a mid-tenure review to ensure that the untenured faculty member knows where she/he stands with regard to tenure and promotion within the Department. Submiss ion of a full-range of materials related to teaching, research, and service is expected at that time.

Promotion to Assistant Professor

The Department considers these the necessary and sufficient criteria for promotion from the rank of Instructor to Assistant Professor.

1.   Completion of the Ph.D. or other appropriate terminal degree.

2.   Cumulative yearly performance reviews must average at least "above expectations" (3.5) in the area of teaching.

3.   Active, collaborative, and willing participation in service and advising. Annual evaluations of service must average at least "above expectations" (3.5).

4.   Scholarship ranked at least "above expectations" (3.5) with evidence of scholarship including some of the following:

- Honors related to scholarship: best paper awards, for example;

- Preparation of articles, books (including edited volumes), and book chapters;

- Acceptance for publication in peer-reviewed journals;

- Book reviews;

- Involvement with organizations in your field;

- Preparation and receipt of grants (peer-reviewed especially favored);

- Working on grant-funded activities;

- Presenting papers at conferences, seminars, and workshops in one's discipline;

- Acting as discu-6 (s)mas ips

- Consulting requiring research and/or resulting in a publication;

- Conducting workshops/seminars for professional peers or public, private, or not-for-profit groups;

- Serving as editor or reviewer for professional journals;

- Review or mentoring of theses or independent research projects, as well as joint research with students;

- Evidence of skill building in one's area of research (such as learning a new language or develo (k)-22t4pchh s (d)e oasu arkill bk •

- Acting as discussant or chair on a panel at a national or regional conference;

- Consulting requiring research and/or resulting in a publication;

- Conducting workshops/seminars for professional peers or public, private, or not-for-profit groups;

- Serving as editor or reviewer for professional journals;

- Review or mentoring of theses or independent research projects, as well as joint research with students;

- Evidence of skill building in one's area of research (such as learning a new language or development of quantitative analysis skills);

- Additional activities as determined by the Department's Personnel Committee.

- Acting as discussant or chair on a panel at a national or regional conference;

- Consulting requiring research and/or resulting in a publication;

- Obtaining faculty professional development leave and producing a research-related work product;

- Conducting workshops/seminars for professional peers or public, private, or not-for-profit groups;

- Serving as editor or reviewer for professional journals;

- Review or mentoring of theses or independent research projects, as well as joint research with students;

- Evidence of skill building in one's area of research (such as learning a new language or development of quantitative analysis skills);

- Additional activities as determined by the Department's Personnel Committee.

Peer-reviewed publications attained since promotion to associate professor and tenure are required for promotion to full professor. This can include peere-

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The Department offers a selection of courses during the summer sessions. Assignment of those classes depends on interest and seniority.

VI.   Grading Policy

The department recognizes the option for faculty to use +/ - grades.

X.   Absence

In case of a situation where a faculty member will requires miss a class, faculty members are expected to notify their classes, the Administrative Assistant, and the Department Chair in writing (email is acceptable). Two failures to notify the chair in writing constitute a handbook violation and the chair is required to write a letter so stating for inclusion in the faculty member's personnel file. Please reference the Teaching and Research Faculty Handbook for further information on policies on sick leave and family medical leave.

XI.   Administrative Assistance

Our Administrative Assistant is a colleague in the Department's work. S/he should be treated with the same respect we show one another. If there is a problem with his/her work, please speak to the Department Chair immediately. If s/he has gone out of the way to be helpful with some problem that needs immediate attention, please tell the
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