

DEPARTMENT OF POLITICAL SCIENCE  
ARKANSAS STATE UNIVERSITY

CRITERIA FOR PROMOTION, RETENTION, AND TENURE

ACADEMIC YEAR 2023-2024  
(Last Revised 01/2011)

**DEPARTMENT OF POLITICAL SCIENCE  
CRITERIA FOR PROMOTION, RETENTION, AND TENURE**

- I. Composition of the Department of Political Science Promotion, Retention, and Tenure Committee:
1. The PRT Committee will have five members elected by the faculty at-large from among the tenured faculty in the Department.
  2. The term shall be three years with the possibility of reelection.
  3. The terms shall be staggered so no more than two members are replaced in any year.
  4. The committee shall elect its chair for the academic year as soon as its membership is constituted.

**II. Review of Non-Tenured Faculty**

The Department of Political Science PRT Committee will annually review tenure-track faculty in the areas of teaching, research, and service. The committee may recommend non retention of a faculty member who in the opinion of the committee manifests an inability to meet, during the normally allotted period of time, departmental standards for tenure. Any such recommendation shall be issued by letter to the chair and the candidate.

Pre-tenure faculty will be evaluated for tenure and promotion based on the department, college, and university criteria in place during their third year of employment on a pre-tenure appointment, regardless of rank. This review will require that all third-year pre-tenure faculty members submit documentation of performance in the areas of teaching, scholarly activities, and service using the tenure application format. The Department PRT Committee, the Department Chair, and the Dean will formally review this documentation and provide appropriate feedback to each third-year, pre-tenure faculty member regarding their progress toward tenure.

**III. Recommendation for Tenure**

1. Earned doctoral degree.
2. Review of total professional record shows evidence of a potential for continued contributions to the university and to the scholarly community through teaching, research, and service.
3. Except in unusual cases, the full six-year period in a pre-tenure status is needed to conduct an adequate review, and requests for early tenure will not be approved. In referring to a "year", it is the policy of the university that a full semester of service under pre-tenure-status contract which begins on or before the first day of the spring semester in an academic year counts as a full year.

Since it is unusual for a faculty member to amass a record of performance that reflects exemplary productivity in less time than the standard probationary period, accelerated tenure is rare. However, any faculty member has the right to submit an application seeking tenure during any application period in which they can clearly demonstrate meeting the performance criteria that would be expected during the mandatory review. If a faculty member fails to earn tenure in this accelerated review cycle, he/she may apply for tenure again after two years or in the sixth year of the pre tenure cycle.

A prospective faculty member may negotiate the terms of initial employment with regard to tenure status and academic rank based on the professional productivity earned in previous employment settings. Any such terms must be approved by the Executive Vice-Chancellor and Provost of the University and be based on the thorough review and positive recommendation of the Departmental PRT committee within the academic unit in which tenure and rank will be held. Any potential adjustments to the standard PRT schedule will be in consultation with the Dean of CHSS and written copies of the agreement will be maintained in both the Dean's office and the faculty member's personnel file. Documentation of negotiated terms must be included with the application for tenure and/ or promotion.

#### **IV. Promotion From Instructor to Assistant Professor**

Faculty at the instructor rank who complete requirements for the terminal degree should provide their department chair with evidence of completion. In this case, it is not necessary to apply for promotion. Upon favorable recommendations by the Chair and Dean and approval by the EVCP, promotion to the rank of assistant professor will be granted, effective immediately.

#### **V. Promotion from Assistant Professor to Associate Professor**

1. Earned Doctoral Degree.
2. Demonstrated ability as an effective teacher based on long term, regular, and current student evaluations and other criteria such as peer review of syllabi and course materials.
3. Evidence of scholarly achievement, particularly by substantial publication in significant refereed professional journals and by delivery of papers before professional organizations.
4. Accomplished record of effective service to the university and to the community (committee assignments, student advising, professionally based assistance to governmental and community groups, service to professional organizations, etc.).
5. Promotion to associate professor will be awarded only after six years as assistant professor except in outstanding cases that are clearly apparent to peers within the discipline.

## **VI. Promotion from Associate Professor to Professor**

1. Earned doctoral degree.
2. Demonstrated ability as an effective teacher based on long term, regular, and current student evaluations and other criteria such as peer review of syllabi and course materials.
3. Distinguished record of consistent scholarly achievement, as evidenced particularly by publication in significant refereed professional journals or books, and by regular delivery of papers before professional organizations.
4. Established record of effective service to the university and to the community (committee assignments, student advising, professionally based assistance to governmental and community groups, service to professional organizations, etc.).
5. Evidence of a professional reputation of distinction; for example, by letters of reference from peers in the academic community outside Arkansas State University,
6. Promotion to professor will be awarded only after five years as associate professor except in outstanding cases that are clearly apparent to peers within the discipline.

## **VII. The Role of Grant Activity in Tenure and All Promotion Decisions**

A successful grant may be counted as a refereed publication under the research requirements for tenure and/or promotion if:: (1) It is a research grant that will result in an advancement of knowledge in the discipline; (2) It is funded externally; and (3) The process of awarding the grant included peer-review. Other external grants may be accorded a significant status determined by the purpose of the grant. For example, a grant to enhance instruction will be counted under the "teaching" heading while a grant to acquire equipment would be counted under the "service" heading.

## **VIII. Addenda on the Research Requirements for Tenure and All Promotions**

Editing a scholarly book, contributing a chapter(s) to an edited scholarly book, and scholarly on-line publications that advance knowledge in the discipline are appropriate ways to meet the research requirements for promotion and tenure, The PRT Committee may accord such work appropriate weight provided that the work has undergone outside peer-review or its functional equivalent (e.g., acceptance by a publisher or an editor). Additionally, due to the growing lag time between the acceptance of an article/book and its actual publication, verified "in press" items of the appropriate nature will count as publications.