

**Department of Political Science**  
**Reappointment, Tenure and Promotion Criteria**  
**Approved April 28, 2009**

**General Framework for Evaluation**

The Department of Political Science is committed to providing clear and consistent criteria to assist candidates for reappointment, tenure and promotion as they move through the evaluation process. Candidates will be evaluated based upon their contribution in the areas of teaching, scholarship, research and creative achievements, and university service and community service. The department places primary emphasis on teaching, with the additional expectation of scholarly contribution to the discipline, and service to the university and community. In all areas, the evaluation criteria of the July 2008 University-wide Reappointment, Tenure and Promotion (RTP) policy will be followed as a baseline. Expectations of performance in all areas are set forth as guidelines. At the department's discretion, equivalent substitutions for requirements may be made. The Department's discretion will not conflict with established campus-wide evaluation criteria; it merely invites consideration of alternatives to fulfill those criteria. The Department recognizes that a candidate's ability to engage in scholarly activity may be impeded by inadequate funding and unreasonable workload.

**Evidence of Performance**

Candidates being reviewed for reappointment, tenure or promotion will be responsible for presenting to the Department RTP Committee evidence that demonstrates that the candidate has satisfied university and department criteria sufficiently to merit a positive recommendation. Consistent with Sonoma State University's July 2008 University-wide Reappointment, Tenure and Promotion Policy, the primary documents used for the evaluation will be the candidate's current curriculum vitae and Self-assessment of teaching and professional Activities, as well as peer observations of teaching, student evaluation of teaching effectiveness, and additional evidence the candidate submits to document growth and contribution in the area of scholarship and evidence to support quality of service to the University and the public.

Candidates are expected in their Self-Assessment of teaching and professional activities, to describe their plan for teaching, scholarship, research and professional development, and university and community service. Candidates with prior service credit are expected to establish how their past record of performance will inform their fulfillment of this plan. Each succeeding Self-Assessment of teaching and professional activities should include a consideration of the status of the elements described in previous Self-Assessments of teaching and professional activities, and consider any necessary revisions of the plan. In the second and succeeding years, the Self-Assessment of teaching and professional activities should also consider how any deficiencies noted in previous RTP evaluations at any level will be remedied. The Department RTP evaluation document completed in the year prior to the year of an anticipated tenure recommendation will be clear in identifying any deficiencies that would be an impediment to a positive recommendation for tenure. Candidates are expected to demonstrate an increasing

contribution in all areas, and to emphasize diversity in one of the areas of evaluation in order to merit tenure and promotion to Associate Professor.

### **Teaching Effectiveness**

A candidate's Self-Assessment of teaching and professional activities, peer observations, and the qualitative and quantitative responses from student evaluations are the basis for evaluating teaching effectiveness. Because student evaluations, particularly quantitative evaluations, can be affected by many factors other than teaching effectiveness, the Department gives significant weight to qualitative evaluations, particularly if they are supported by peer evaluations.

In all stages of review at Sonoma State, candidates are expected to provide in their Self Assessment of Teaching how they meet each of the criteria for evaluation of teaching effectiveness in the University Reappointment, Tenure and Promotion Policy (II.B.1.). Candidates are also expected to address how their research goals are integrated with their teaching, and how they use peer evaluations and student evaluations to improve their teaching.

In all stages of review, candidates are expected to engage in professional development activities directly related to teaching. Examples include pedagogy or diversity workshops, teaching and learning conferences, or activities focused on how to integrate research and teaching.

In all stages of review, candidates will demonstrate pedagogical skills which foster active student learning, and the critical thinking and research skills necessary to achieve department student learning objectives.

### **Scholarship, Research and Creative Activities**

Candidates are expected to maintain an active agenda of research, scholarship, and professional development that demonstrates consistent progress toward scholarly contribution to the Political Science Discipline.

In their first year at Sonoma State, candidates will provide in their Self Assessment of Teaching and Professional Activities a viable, coherent research strategy that will result in a completed product presented in a venue where it is capable of being evaluated by academic peers outside of the Sonoma State scholarly community, such as paper presentation at professional conferences, publication in peer reviewed journals, or a creative project that demonstrates scholarly merit.

Probationary candidates in their second and following years are expected to demonstrate appropriate progress in achieving their scholarship and research goals.

Candidates for tenure and promotion are expected to have demonstrated a significant contribution to their discipline through the culmination of the research strategy outlined in their first year at SSU.

**University Service**

Candidates are expected to be active in the life of the university.

In their first year, candidates are expected to concentrate their university service at the department level through such activities as committee membership, program coordination or website development.

In their second and following years, candidates are expected to broaden the scope of their service to include activities at the school and university level.

Candidates for tenure and promotion are expected to provide evidence of leadership in promoting student organizations or programs which encourage a wide variety of political or cultural perspectives.

**Community Service**

Engagement in the life of the community is a particular responsibility of a public university. At all states of review, candidates are expected to foster links between the university and community through civic engagement in a variety of political, cultural and social activities/programs that emphasize the professional role and expertise of Political Science.