

**Dept. of Political Science and Public Administration
UNF-UFF Contract-Required Bylaws**

Article VII Promotion from Associate Professor to Professor

Article VII.i Overview

1. According to Articles 20.3 and 20.1(a) of the Contract, “The decision to award promotion to a faculty member shall be a result of his/her meritorious performance and shall be consistent with the University’s promotion criteria and the department’s interpretations/clarifications of those criteria.” The decision to promote faculty members “shall reflect assessments that are not merely a totaling of a faculty member’s annual performance evaluations but an assessment of the faculty member’s performance since his/her last promotion or since his/her hiring (if there is no previous promotion). In addition, such decisions shall reflect a demonstration of the faculty member’s potential for growth and scholarly contributions by means of the faculty member’s written statement articulating an agenda for continuing research/scholarship/creative activity. If there has been no previous UNF promotion, the promotion decision shall also include an assessment of the faculty member’s applicable accomplishments at other institutions.”
2. According to Article 20.3(b) of the Contract, “Promotion from Associate Professor to Professor requires that the candidate be an outstanding teacher, be an outstanding scholar, and demonstrate continuing meaningful contributions in service.”
3. According to Article 20.3(c) of the Contract, “Judgments of academic performance are complex. They cannot easily be reduced to a quantitative formula, nor can the considerations that must be applied in each individual case be completely described in general terms or by numbers alone, separate from necessary qualitative assessments. On the other hand, faculty members seeking promotion must have available to them a description of what tangible accomplishments would normally qualify a candidate for promotion, assuming that the accomplishments are of the quality described in the criteria noted above [i.e. outstanding].”

Article VII.ii Teaching

1. According to Article 20.3(b)(2)a. of the Contract, “Outstanding teaching is evidenced by an overall record of high quality teaching. High quality teaching is demonstrated by evidence of effectiveness in presenting knowledge and skills, in stimulating students’ critical thinking and/or creative abilities, and the development or revision of curriculum and course structure.”
2. According to Article 20.6 of the Contract (which directs the candidate to section 19.8(e)i), the candidate for promotion to Professor shall write “a summary and discussion . . . of significant teaching and curriculum efforts, including but not limited to a summary of evaluations of his/her teaching by students and academic colleagues through University-sanctioned methods such as survey instruments, questionnaires, and in-class visitations, observations, and interviews.” The narrative (placed in the main binder of the dossier) and the supporting documents (syllabi and other instructional materials placed in the supplementary binders) should address and take into account the items in the list below, which are annual evaluation criteria for above satisfactory and exemplary. It is assumed that a candidate’s dossier will provide evidence that over time he/she has exceeded the annual

evaluation criteria for satisfactory. It is understood that not every item on the list must necessarily be included, nor is the list itself exhaustive, but the overall effect of the discussion and supporting materials must be to demonstrate that the candidate is an outstanding teacher. It is also understood that while the list may not differ from that for tenure and promotion to Associate Professor, the depth of the accomplishments should be greater, and the candidate normally will have exhibited more leadership in departmental and/or college-level curricular and program development matters.

- Student evaluations at or above the College mean
- Effective use of innovative techniques in presenting knowledge
- Demonstration of student scholarly achievement or significant student scholarly achievement through exams, papers, presentations, or other assignments that demonstrate mastery of course content
- Creation of a new course or substantial revision of an existing course (with a demonstrated need or justification for the new course or revision)
- Effective utilization of teaching technology, including but not limited to enhanced syllabi and course resources available on-line
- Completion of workshops that aim to improve teaching (faculty must document how improvements from workshops have been effectively integrated into the course curriculum)
- Supervision of independent studies or internships
- Recognition of outstanding teaching through teaching awards or other types of recognition (teaching conferences, etc.)
- Significant contributions to development or revision of Department's curriculum or program of study
- Offering alternative or transformational learning opportunities including but not limited to: experiential learning, study-related domestic or international travel, and laboratory exercises (faculty must assess the need and the impact of these alternative methods of teaching and present this information in their self-evaluation)
- Supervision of Honors theses or grant-funded faculty/undergraduate research projects

Article VII.iii Scholarship

1. According to Article 20.3(b)(2)b. of the Contract, "Outstanding scholarship is evidenced by an ongoing agenda of inquiry that has resulted in a body of published scholarly or creative works of high quality. This body of works must be significantly greater than the body of works that resulted in the faculty member's promotion from Assistant Professor to Associate Professor."
2. According to Article 20.6 of the Contract (which directs the candidate to section 19.8(e)i), the candidate for promotion to Professor shall write "a summary and discussion by the candidate of his/her research/scholarship/creative activity, publication record, and agenda for continuing research/scholarship/creative activity." This narrative in the main binder of the dossier will be supported by documents in the supplementary binders (copies of books, articles, letters of acceptance from journals and/or publishers, published reviews, etc.). Per Article 20.3(c)(1)d.2., the dossier will also contain a minimum of two (2) letters of external evaluation of the candidate's research and scholarly/creative activity. The overall effect of

the discussion and supporting materials clearly demonstrate that the candidate is an outstanding scholar.

3. The following list of publications and equivalencies is a guideline for determining achievement of excellence in research/scholarship/creative activity. It is understood that quality is the overall determining factor, per Article 20.3(c)(1)b.2. of the Contract: “It should be understood that merely having accomplishments within the qualifying general range without the required standard of “outstanding” shall not guarantee that the faculty member will receive promotion. Conversely, a faculty member may qualify for promotion with accomplishments that fall below the qualifying general range but are of extraordinary quality.” It is understood that the letters of external evaluation of the candidate’s research and scholarly/creative activity are significant indicators of the quality of the work.
4. A candidate will normally qualify for promotion to Professor in terms of research/scholarship/creative activity with a combination of accomplishments as indicated in sections (a) through (e) below produced since the previous promotion to Associate Professor:
 - a. **Two or more books** published with an academic or an otherwise academically-recognized press, “book” being defined as a solely authored volume of original research, a monograph, a co-authored volume of original research, a co-authored volume of original research, or a textbook (solely or co-authored) **plus at least two** presentations at professional meetings would fulfill the requirements for “outstanding.”
 - b. **One book** published with an academic or an otherwise academically-recognized press, “book” being defined as a solely authored volume of original research, a monograph, a co-authored volume of original research, or a textbook (solely or co-authored), **and one** of the following:
 1. an article in a peer-reviewed academic journal,
 2. a book chapter in an edited volume published by an academic or an otherwise academically-recognized press,
 3. a law review article
 4. an edited volume of essays (as sole or as co-editor),
 5. an article in a non-refereed conference proceedings journal,
 6. a review article/essay in a peer-reviewed academic journal,
 7. an encyclopedia article,
 8. primary editor of an academic journal,
 9. two or more technical reports resulting from applied community research contracts or grants,
 10. major grant from NSF, Carnegie, Ford Foundation, etc.,**and at least three** conference papers/presentations at professional meetings.
 - c. Without a book (as defined above), at least **four articles** in a peer-reviewed academic journal **plus at least two** of items 1 through 10 above will normally qualify for promotion to professor combined with at least **three** conference papers/presentations at professional meetings.
 - d. In all cases, the candidate’s dossier shall indicate clearly the candidate’s research agenda, both present and future.

- e. For purposes of promotion to Professor, any of the accomplishments above may be counted if there is clear proof of future publication or grant disbursement, such as a formal letter of acceptance from the journal editor, publisher, or granting agency.
5. It is understood that faculty may undertake other legitimate scholarly activities that indicate engagement in the profession. However, they cannot substitute for lengthier and more substantial activities and publications such as peer-reviewed articles for the purposes of promotion to Professor.
6. External letters of evaluation of the candidate's research and scholarly/creative activity. The outside evaluators shall be chosen in accordance with the procedures stipulated in the Article 19.5(d)(2) of the Contract. Letters from external reviewers are intended to be unbiased evaluations from recognized scholars in the field. External reviewers for candidates for promotion to Professor should hold the rank of Professor. External reviewers should be sent the candidate's curriculum vitae and copies of those scholarly and/or creative works along with any other materials or information that the candidate and his/her department chair have agreed upon sending. The department chair shall indicate in a letter to external reviewers the timeline for the candidate's dossier review process, and shall request that the reviewer address the quality of the candidate's work, such as its importance as a contribution to the field. It should be made clear to the reviewer that he/she is not to address the issue of quantity, as the quantity required at the reviewer's home institution for tenure and promotion may be significantly different from that at UNF.

Article VII.iv Service

1. According to Article 20.3(b) of the Contract, promotion from Associate Professor to Professor requires that the candidate "demonstrate continuing meaningful contributions in service." This will be "evidenced by a record of active participation in University governance through committees and otherwise, as well as a record of active service to one's professional discipline and the broader public which may occur at the local, state, national, and international levels."
2. The successful candidate for promotion to Professor will have taken on a leadership role in service to the department, college, university, community-at-large, and/or in the service of his/her specific discipline. Examples of leadership roles might include but are not limited to chairing a committee, serving as an officer of the UNF Faculty Association, the United Faculty of Florida, the COAS Faculty Association, or scholarly and professional organizations related to one's field. Meaningful service to the profession can also take the form of serving on the editorial board of a scholarly review, or serving as an outside reviewer for a tenure and promotion case.

03/23/07