

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

Article V Tenure and Promotion to Associate Professor

Article V.i Overview

1. According to Article 19.5(a) of the Contract, “The decision to award tenure to a faculty member shall be a result of meritorious performance and shall be consistent with the University’s tenure criteria and the department’s interpretations/clarifications of those criteria. The faculty member’s accomplishments elsewhere which are applicable to the UNF tenure criteria shall be considered in addition to his/her performance during his/her service at the University.”
2. According to Article 19.5(b) of the Contract, “in all cases to be awarded tenure, a candidate must be excellent in teaching, must be excellent in scholarship, and must demonstrate continuing meaningful contributions in service.”
3. According to Article 20.3(b) of the Contract, “The criteria for promotion from Assistant Professor to Associate Professor are the same as the criteria for tenure.”
4. According to Articles 20.3(c)(1) and 20.3(c)(2) of the Contract, “Judgments of academic excellence 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 tenure must have available to them a description of what tangible accomplishments would normally qualify a candidate for tenure, assuming that the accomplishments are of excellent quality.” Additionally, “In order to provide guidance to tenure-earning faculty members regarding the expectations for achieving tenure, each department shall adopt interpretations/clarifications of the University’s tenure criteria in terms more appropriate or specific to the department’s discipline(s).”

Article V.ii Teaching

1. According to Article 19.5(b)(1) of the Contract, “excellence in teaching is evidenced by a 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 19.8(e)(3)i. of the Contract, each candidate’s tenure dossier shall include 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 clearly demonstrate the excellence and effectiveness of the candidate's teaching.

- 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 V.iii Scholarship

1. According to Article 19.5(b)(2) of the Contract, "Excellence in scholarship is evidenced by an agenda of inquiry that has resulted in published scholarly or creative works of high quality. Excellence in scholarship is also evidenced by a record of works involving the scholarship of discovery, the scholarship of integration and interpretation, and the scholarship of application and artistic creativity."
2. According to Article 19.8(e)(3)j. of the Contract, each candidate's tenure dossier shall include "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 19.5(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 must be to clearly demonstrate the excellence of the candidate's research/scholarship/creative activity.
3. The list of publications and equivalencies below is a guideline for determining achievement of excellence in research/scholarship/creative activity. It is understood that quality is the overall determining factor, as per Article 19.5(c)(3)b. of the Contract: "It should be understood that merely having accomplishments within the qualifying general range without

the required standard of excellence shall not guarantee that the faculty member will receive tenure. Conversely, a faculty member may qualify for tenure 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 tenure in terms of research/scholarship/creative activity with a combination of accomplishments as indicated in sections (a) through (e) below:
 - 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 excellence in scholarship.
 - 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. an edited volume of essays (as sole or as co-editor),
 3. a law review article
 4. a book chapter in an edited volume published by an academic or an otherwise academically-recognized press,
 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. a major external grant, research grant, or fellowship (e.g., NSF, research Fulbright or similar),
 9. primary editor of an academic journal,
 10. two or more technical reports resulting from applied community research contracts or grants,,**and at least two** conference papers/presentations at professional meetings.
 - c. Without a book (as defined above), **four** articles in peer-reviewed academic journals **plus at least two** of items 1 through 10 above will normally qualify for tenure combined with **at least two** 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 tenure, 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 tenure.
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 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 tenure should hold the rank of Associate or Full 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 may be significantly different from that at UNF.

Article V.iv Service

1. According to Article 19.5(b)(3) of the Contract, "meaningful contributions in service is 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. According to Article 19.8(e)(3)k. of the Contract, a candidate's dossier shall include "a summary and discussion by the candidate of his/her professionally related service activities." This narrative (placed in the main binder) can be supplemented with letters and other evidence of service (placed in the supplementary binders).
3. To be tenured and/or promoted to Associate Professor in the Department of Political Science and Public Administration, a candidate must provide evidence that they meet the minimum service requirements of regularly attending department meetings and making contributions to the general work of the department. A candidate must further provide evidence of meaningful contributions to service in the three areas defined in PSPA Bylaws Article IV.iv Evaluation of Service: university service, public service, and professional service.

03/23/07