# Department of Political Science and Public Administration Guidelines

# Promotion for Instructors

## Overview

 Guidelines for Promotion of Instructors go in to effect as of the start of the Fall 2016 semester.

 Collective Bargaining Agreement (CBA) Article 22 presents the definition, policies, and basic expectations for promotions for instructors. CBA footnotes as well as text are illustrative. Faculty should refer to the CBA for full information, including what is to be submitted in the promotion dossier.

 The expectation for promotion from Instructor to Associate Instructor is “a consistent record of excellence” and for promotion from Associate Instructor to University Instructor, it is “a consistent record of outstanding performance.

The Department of Political Science and Public Administration will use the teaching and service expectations that are outlined for tenure-track promotion candidates (to Associate Professor and Full Professor) when assessing instructors who are candidates for promotion to Associate Instructor or University Instructor.

## Promotion to Associate Instructor

### Teaching

Excellence in teaching is judged based on the candidate’s record, narrative, and evidence of quality instruction. Basic activities such as meeting classes as scheduled, holding required office hours, and providing organized syllabi are taken as given. Evidence of the breadth and depth of a candidate’s teaching in Political Science and Public Administration may include the following. 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.

* + Required and optional student evaluations, including ISQs. Faculty are encouraged to report a range of ISQ questions as appropriate, including but not solely the overall rating of instructor.
	+ Effective use of innovative techniques in presenting knowledge (technological or otherwise).
	+ Demonstrated continued excellence in teaching through documentation of student learning.
	+ Creation of a new course or substantial revision of an existing course (with a demonstrated need or justification for the new course or revision).
	+ Completion of workshops that aim to improve teaching (faculty must document how improvements from workshops have been effectively integrated into their courses).
	+ Working on Department or Program Assessment Activities.
	+ Recognition of outstanding teaching through teaching awards or other types of acknowledgement.
	+ 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 provide evidence of the need for and impact on student learning of these alternative methods of teaching in their self-evaluation).
	+ Supervision of Honors theses, independent studies, internships, grant-funded faculty/undergraduate research projects, or Masters and Doctoral theses (if appropriate).
	+ Peer review of teaching, with evidence of improvements of teaching activities based upon suggestions.

### Service

 To be promoted to Associate Instructor in the Department of Political Science and Public Administration, a candidate must provide evidence that he/she meets 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 following three areas: university service, public service, and professional service. These activities may include, but are not limited to, the following:

* University service includes participation in the governance process of the institution by serving on departmental, college, school, and University-wide committees and councils.
* Reviewing manuscripts for professional journals or presses.
* Serving as chair, moderator, or discussant for a panel at a professional conference.
* Serving as an elected officer for a professional association or organized section within it.
* Activities in support of K-12 education.
* Activities in support of government agencies and departments.
* Political commentary for media.
* Giving discipline-related talks to local or regional organizations, groups, or schools.
* Reviewing proposals for external granting agencies or organizations.
* Reviewing applications for external scholarship agencies or organizations.
* Service for the UFF

## Promotion to University Instructor

### Teaching

Evidence of the breadth and depth of a candidate’s teaching in Political Science and Public Administration may include the following. 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 Instructor, 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.

* + Required and optional student evaluations, including ISQs. Faculty are encouraged to report a range of ISQ questions as appropriate, including but not solely the overall rating of instructor.
	+ Effective use of innovative techniques in presenting knowledge (technological or otherwise).
	+ Demonstrated continued excellence in teaching through documentation of student learning.
	+ Creation of a new course or substantial revision of an existing course (with a demonstrated need or justification for the new course or revision).
	+ Completion of workshops that aim to improve teaching (faculty must document how improvements from workshops have been effectively integrated into their courses).
	+ Working on Department or Program Assessment Activities.
	+ Recognition of outstanding teaching through teaching awards or other types of acknowledgement.
	+ 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 provide evidence of the need for and impact on student learning of these alternative methods of teaching in their self-evaluation).
	+ Supervision of Honors theses, independent studies, internships, grant-funded faculty/undergraduate research projects, or Masters and Doctoral theses (if appropriate).
	+ Peer review of teaching, with evidence of improvements of teaching activities based upon suggestions.

### Service

 The successful candidate for promotion to University Instructor in the Department of Political Science and Public Administration will have undertaken service that includes leadership, initiative, or other significant component 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 leadership in 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.

 In addition to leadership, continuing meaningful contributions can include but are not limited to:

* University service includes participation in the governance process of the institution by serving on departmental, college, school, and University-wide committees and councils.
* Reviewing manuscripts for professional journals or presses.
* Serving as chair, moderator, or discussant for a panel at a professional conference.
* Serving as an elected officer for a professional association or organized section within it.
* Activities in support of K-12 education.
* Activities in support of governmental, nongovernmental, and nonprofit agencies, departments and organizations.
* Political commentary for media.
* Giving discipline-related talks to local or regional organizations, groups, or schools.
* Reviewing proposals for external granting agencies or organizations.
* Reviewing applications for external scholarship agencies or organizations.
* Service for the UFF

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