

Department of Political Science
Tenured Faculty Review
Adopted October 22, 1982
Amended January 21, 1983, September 22, 1983,
November 29, 1984, August 20, 2001

Recognizing the importance of regularly and periodically assessing the career development and professional contributions of each member of its faculty, the Department of Political Science provides for a Tenured Faculty Review (TFR). The purposes of the TFR are to enhance the utilization of the talents and skills of the tenured faculty members toward the improvement of departmental programs and the realization of departmental goals; to assist faculty members in the achievement of their own professional objectives; and to help individual faculty members, the Department and the University in a better utilization of the University's resources.

The TFR is a positive process intended to function in a manner that is fully cognizant of, and in accordance with, both the letter and the spirit of the provisions for academic freedom stipulated in the University Regulations.

All tenured faculty will be reviewed at five-year intervals. The TFR is distinct from the decision-making process as to retention, tenure and promotion (RPT). But individuals reviewed in the RPT process will be regarded as having received the equivalent of TFR.

Faculty members will be reviewed successively in the order of the date of their attainment of their current rank or the date of their most recent TFR. It is anticipated that no more than four persons will be reviewed per year. A TFR on a particular faculty member may be postponed for up to two years for valid reasons, such as severe illness or absence from campus on a sabbatical leave or other leave of absence. The TFR will occur during the months of January-April, specifically disassociating it from separate salary considerations for that year.

The TFR Committee (TFRC) for each faculty member to be considered will consist of two tenured members of the Department, selected by the Department Chair, with one member serving as the TFRC Chair and the other as TFRC Secretary and one additional tenured faculty member appointed by the reviewee; the latter need not be from the Political Science Department. Faculty members scheduled for TFR in a given year are not eligible for election to the TFR Committee for that year.

Each TFRC will have the responsibility for conducting a thorough, comprehensive, penetrating and confidential review of the tenured faculty as scheduled. This responsibility includes: conducting outside reviews of the member's publication record and current research agenda, gathering pertinent data; consulting periodically with the faculty member concerned; providing access to the gathered data for tenured faculty for their review, comments and suggestions; the submission of a Summary Report and Recommendations to the Department Chair; and the filing of an Abstract of the Summary Report and Recommendations for the tenured faculty.

Areas considered in the TFR are the same as those in the RPT process: (1) teaching; (2) research; and (3) departmental, college, university, professional and community service. Faculty members' strengths in and contributions to these areas will be reviewed on an individual basis, with the explicit recognition that individuals possess and display talents, skills and strengths in and among these areas in different degrees and in discrete combinations, and will be reviewed without any implication

that these areas must be in some kind of balance. Each area is recognized as being important in the professional development and contributions of each faculty member.

The Tenured Faculty Review process is as follows:

1. In the on-going effort to provide a penetrating, thorough and comprehensive assessment of the faculty member's projected professional plans, each TFR Committee will meet with the faculty member concerned to determine the nature and extent of pertinent data to be included in the file. Such data will include, but not be limited to: a current vita; a personal statement by the faculty member; copies of scholarly work deemed appropriate for inclusion; course syllabi and examinations; and a comprehensive and balanced evaluation of the faculty member's teaching (including graduate and undergraduate SAC reports) and counseling (if applicable) at both the undergraduate and graduate levels. Outside reviews of a faculty member's published and refereed work will be solicited in the TFR process, but the Committee will not seek such reviews in those instances where the TFR is conducted on a faculty member who is designated non-research track.

2. Each TFR Committee will assure that all pertinent data is gathered together in a convenient and manageable form.

3. Each TFR Committee will make available, for a predetermined period of time, the file of the pertinent data on the faculty member for the remainder of the tenured faculty. Each tenured faculty member in the Department is encouraged to review this data and, if he or she desires, submit a confidential written statement to the TFR Committee on any aspect of the reviewee's record.

4. Each TFR Committee will take all relevant statements, both written and oral, into consideration in drafting a preliminary Summary Report and Recommendations.

5. Each TFR Committee will then discuss with the faculty member concerned, a preliminary draft of its Summary Report and Recommendations. After such discussion, each TFR Committee will complete the final Summary Report and Recommendations and, together with the file of pertinent data, and with the faculty member's response (if any), forward the same to the Department Chair.

6. Each TFR Committee will also discuss with the faculty member concerned the Abstract of the Summary Report and Recommendations. Following this, each TFR Committee will complete such an Abstract and make it available to all tenured faculty.

7. The Departmental Chairperson, after receipt of the Summary Report and Recommendations, will meet with the faculty member concerned and, after a full discussion with the faculty member, determine appropriate action, if any, to be taken.

8. The Departmental Chairperson will then forward the TFR Committee's Summary Report and Recommendations along with the Chair's own letter, together with the faculty member's response (if any), to the Dean of the College by May 1.

9. The Departmental Chairperson shall furnish to the faculty member concerned and the TFR Committee any responses that may be forthcoming from the Dean.