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| **College** | **Public Service and Community Solutions** |
| **Unit** | **School of Public Affairs** |
| **Document** | **Promotion and Tenure Guidelines** |
| **Approved by the faculty** | **Date: April 6, 2016** |
| **Approved by the dean** | **Date: June 7, 2016** |

# \*Sent to Provost office June 2016 and under review. Provost office approval

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| **Vice Provost for Academic Personnel** | **Date** |

**Assistant to Associate Professor**

These guidelines supplement the College of Public Service and Community Solutions guidelines on tenure and promotion and recognize the interdisciplinary nature of the School of Public Affairs and its programs. The contributions of individuals to the programs of the School vary in the kinds of publications and activities depending on their disciplinary backgrounds. These guidelines provide general expectations for tenure and promotion decisions and are not rigid requirements.

The Director, in consultation with the Personnel Committee, will incorporate in the annual review of each untenured faculty member an assessment of performance in terms of current university and peer institution standards for promotion and tenure.

# Research

Individuals seeking tenure and promotion need to provide evidence of a strong and ongoing research agenda resulting in publication of articles and/or books. The number of publications will vary depending upon the type of publication. Quality and impact rather than quantity are the primary considerations in evaluating research publication productivity. Evidence of a continuing research agenda is essential. Research may be published either in journals and chapters or in books. Other forms of creative expression and other outlets for dissemination of research and creative work may be utilized if appropriate to the discipline of the individual faculty member. All publications will be considered in the tenure and promotion decision, but publication after joining the School faculty will be emphasized.

Quality Indicators:

Indicators of quality would include:

1. It is published mostly in top, selective, refereed journals in the individual's disciplinary field including broad-based, core journals in

public administration, public policy, or urban affairs,1 or by academic or

academically-oriented presses.

1. It makes original contributions to theory, empirical understanding, or methodology and generates cutting edge insights for the field.

1 Each faculty member will develop, in consultation withthe director and advice from the personnel committee, a list ofjournals that he or she will target for publication. The list will indicate the relative qualityofjournals and breadth ofreadership. The School expects and supports publication inhigher quality journals andthosewithbroader readership.

1. Ithas coherence and demonstrates substantial mastery of important research topics.
2. It leads to external funding.
3. It provides evidence of a promising trajectory of future publication and promotion.
4. There is evidence of impact on the field.

Impact Indicators

Indicators of impact would include:

1. The published work is sufficient in quantity and uses appropriate outlets to reach intended audiences.
2. Citations and other indicators that research is recognized by other scholars, affecting the work of other scholars, or is utilized by other scholars.
3. Evidence that the work is meaningful to other users; e.g., research contributions are applied in practice or provide the basis for training or technical assistance.

Authorship

Collaborative work is considered valuable in the School of Public Affairs. Thus, joint authorship is common. The relative weight of coauthored publications will be evaluated on an individual basis depending on the contribution of the authors. Solo or lead-authored publications will be given the most weight unless other conventions apply. The School also values publishing with students.

External Funding

Availability of external funding varies depending upon the specialty of the individual. Individuals specializing in areas where funding is available are expected to apply for external funding. The application for and receipt of external funding is an indicator of research effort. The weight of the contribution of the individual will be assessed in each case. Securing grants is not a requirement for promotion and tenure.

Conference Presentations

Presentation of papers at academic and professional conferences is an important indicator of recognition and involvement in the individual's disciplines. Thus, presentations at international, national, regional, and other conferences will be considered in evaluation for tenure and promotion.

# Teaching

School of Public Affairs faculty are expected to be excellent teachers. Individuals seeking tenure and promotion are evaluated on their contributions in the classroom, mentoring students, serving on program of study, and dissertation committees. School policy prohibits assistant professors from serving as dissertation committee chairs.

Teaching quality will be evaluated in a number of ways, including student evaluations, peer/senior evaluation of teaching, curriculum materials, development of new courses, and teaching and mentoring awards. The School recognizes research indicating that women and racial and ethnic minorities are often disadvantaged in student evaluations of teaching and will consider that when using student evaluations.

Mentoring of students in independent study (readings and conference) and in research efforts are also important indicators of teaching quality.

# Service

The School of Public Affairs expects faculty to engage in university, professional, and community service. At the same time, untenured faculty members are encouraged to limit their service commitments so as to focus on their research agendas. Service that leads to publication is considered most positively in the tenure and promotion decisions.

# Collegiality

Collegiality is an important factor in any tenure and promotion decision. The candidate is expected to act as a responsible member of the School and College.