

Department of Political Science

McCausland College of Arts and Sciences
University of South Carolina

Professional-Track Faculty Promotion Criteria and Procedures

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See final page for faculty revision and approvals history

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1. Preamble

The Department of Political Science intends that the procedures and criteria set forth below shall conform to the policies of the University of South Carolina, as set forth in the Faculty Manual, ACAF 1.06 and 1.16, and the McCausland College of Arts and Sciences Policy on Appointment, Review and Promotion of FTE Professional-Track Faculty. These policies serve as the ultimate authority governing promotion and evaluation for Professional-Track Faculty. The following procedures and criteria are meant to detail how the basic principles of university policy are understood and applied within the Department of Political Science. These departmental procedures and criteria are aimed at several audiences: candidates for promotion, voting faculty, administrators and any faculty outside the department who will be involved in the process.

2. Criteria for Promotion

A. Overview

- a. Professional-track faculty will be evaluated only on the areas of professional responsibility in relation to teaching, mentoring, research, and service that are defined in their appointments and workload allocations.
- b. The weight of the evaluation in each area should be commensurate with the allocation of duties, keeping in mind that workload allocation may vary from year to year as professional responsibilities change.
- c. The promotion review will take into consideration the shifting allocation of effort over the full review period.
- d. All candidates for promotion should demonstrate a record of accomplishment indicative of continuing development of the faculty member in the areas of responsibility defined in their appointments and workload allocations.

B. Current and Future Titles

- a. The Department recognizes the following professional-track faculty titles and minimum eligibility for appointment and promotion:
 - i. Teaching Assistant Professor: An individual appointed as a Teaching Assistant Professor must have strong potential for development as an instructor and student mentor. A terminal degree is required, usually an earned doctorate.
 - ii. Teaching Associate Professor: An individual appointed as a Teaching Associate Professor must have a record of effective professional performance as defined by the academic unit, have at least five years of effective, relevant experience, and have strong potential for further development as an instructor and student mentor. A terminal degree is required, usually an earned doctorate.
 - iii. Teaching Professor: An individual appointed as a Teaching Professor must have a record of excellent instruction and student mentorship as defined by the academic unit and at least nine years of effective, relevant experience. This rank is reserved for individuals with proven stature in instructional roles. A terminal degree is required, usually an earned doctorate.

- iv. Instructor: To be eligible for appointment at the rank of instructor, a faculty member normally is expected to possess a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- v. Senior Instructor: An individual appointed as or promoted to the rank of Senior Instructor must have the equivalent of five years of full-time teaching experience in higher education and evidence of effective instruction as defined by the unit. A master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline) is required.
- vi. Principal Instructor: Promotion to principal instructor requires the equivalent of nine years of full-time teaching experience and a record of excellent instruction as defined by the academic unit. A master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline) is required.

C. Workload Allocations

- a.) Professional-track faculty may be assigned by the Dean, in consultation with the Department Chair, to engage in various teaching, scholarship, and service activities, to be specified by individual appointment letters and contracts. The focus of the professional-track faculty member's contribution (percentage of effort) will ordinarily be delineated in the letter of appointment, but follow the general guidelines outlined below.
- b.) The ordinary teaching load for a professional-track faculty member in the Department of Political Science is 4:4 or equivalent and should be distributed accordingly:
 - i. for the instructor track: teaching (90%) and service (10%);
 - ii. for the teaching professor track: teaching and mentoring (90%) and service (10%).
- c.) In rare cases, professional track faculty appointments may contain additional research or service obligations with a reduction in assigned teaching load. A one class reduction in teaching load shall correspond to a 10% increase in the corresponding workload allocation. For example, the workload of a faculty member with a 3:3 teaching load and research written into their contract will be teaching (and mentoring, as appropriate) (70%), service (10%), and research (20%).
- d.) Faculty members with increased research or service loads must meet the requirements of excellent in that area for consideration for promotion.

D. Criteria for Promotion by Track and Rank for Instructors and Teaching Professors

- a.) The criteria for promotion of Professional-Track Faculty is as follows. Research or service activities beyond what is required by the terms of appointment may be used as evidence for a positive review. Absence of these activities cannot be used as evidence for a negative review.

- b.) Promotion Criteria at the Standard 4:4 Teaching load with an allocation of duties at 90% Teaching and 10% Service.
 - 1. For promotion to Senior Instructor, candidates should be considered at least Excellent in the area of Teaching and at least Good in service using the criteria outlined below.
 - 2. For promotion to Principal Instructor, candidates should be considered at least Excellent in the area of Teaching and at least Good in service using the criteria outlined below.
 - 3. For promotion to Teaching Associate Professor, candidates should be considered at least Excellent in the area of Teaching and Mentorship and at least Good in service using the criteria outlined below.
 - 4. For promotion to Teaching Professor, candidates should be considered Excellent in all areas using the criteria below.
- c.) Promotion Criteria when appointments by Dean entail a reduced teaching load for Research:
 - 1. For promotion to Senior Instructor, candidates should be considered at least Excellent in the area of Teaching and Research and at least Good in service using the criteria outlined below.
 - 2. For promotion to Principal Instructor, candidates should be considered at least Excellent in the area of Teaching and Research and at least Good in service using the criteria outlined below.
 - 3. For promotion to Teaching Associate Professor, candidates should be considered at least Excellent in the area of Teaching, Mentorship, and Research and at least Good in service using the criteria outlined below.
 - 4. For promotion to Teaching Professor, candidates should be considered Excellent in all areas, using the criteria outlined below.
- d.) Promotion Criteria when appointments by Dean entail a reduced teaching load for Service:
 - 1. For promotion to Senior Instructor, candidates should be considered at least Excellent in the area of Teaching and Service using the criteria outlined below.
 - 2. For promotion to Principal Instructor, candidates should be considered at least Excellent in the area of Teaching and Service using the criteria outlined below.
 - 3. For promotion to Teaching Associate Professor, candidates should be considered at least Excellent in the area of Teaching, Mentoring, and Service using the criteria outlined below.
 - 4. For promotion to Teaching Professor, candidates should be considered Excellent in all areas using the criteria outlined below.
- e.) Professional-track faculty shall not be required, expected, or pressured to participate in activities that are not included as compensated responsibilities under the terms and conditions of their employment. However, where a departmental service requirement does not exist in a contract, its absence shall not be used to exclude professional-track faculty from voluntarily serving in governance.

3. Criteria for Evaluation of Instructors and Teaching Professors

A. Teaching:

For promotion, all professional track faculty must rank at least excellent in the area of teaching. Teaching professors must also show strong examples of mentorship.

- a. Unacceptable: Teaching performance falls below the level of teaching competence. Evidence of unacceptable teaching includes a pattern of failing in one's basic teaching duties, such as failing to attend class without notice, failing to grade and return student work when required, consistently failing to respond to emails from students and/or Department administrators within a reasonable time, and inappropriate and unprofessional behavior toward students.
- b. Fair: Fair performance meets the minimum required level of teaching competence for completing the requisite teaching responsibilities of the department. This is limited to within-classroom performance.
- c. Good: To be ranked as Good, faculty should average positive student teaching evaluations and peer evaluations relative to the department mean in similar courses.
- d. Excellent: For an excellent rating, faculty must complete the requirements for a Good rating and show higher levels of excellence in teaching. In addition, Teaching professors must engage in mentorship. To demonstrate this excellence, professional-track faculty must complete three additional teaching activities or mentoring and teaching professors must complete three teaching and/or mentorship activities over a typical five-year evaluation period. The number of additional teaching activities that must be completed would be adjusted upward or downward for longer or shorter evaluation periods, proportional to the length of the evaluation period. Examples of excellent teaching and mentorship activities include, but are not limited to:
 - Develop a new syllabus for a course.
 - Attend one teaching seminar sponsored by the Center for Teaching Excellence.
 - Revise courses and pedagogical practices in response to assessment.
 - Submit a teaching grant proposal to internal/external organization. This can include the McCausland College of Arts and Sciences, the University, Center for Teaching Excellence, or any other outside organization so long as the proposal is directly related to instructional goals.
 - Teach a course registered as a GLD course.
 - Teach a course registered as an Experiential Learning Opportunity through the BTCM office.
 - Mentorship Activity: Serve on an undergraduate or graduate thesis/dissertation committee
 - Mentorship Activity: Significantly mentor undergraduate or graduate students
 - Mentorship Activity: Writing letters of recommendation for students.
- e. Outstanding: For an Outstanding rating, faculty must complete the requirements for an Excellent rating and establish a regional or national reputation in their field. To demonstrate this, faculty must accomplish two additional activities demonstrating outstanding teaching over the typical five

year evaluation period. As above, the number of activities would be larger or smaller, proportional to longer or shorter evaluation periods. Examples of outstanding teaching include, but are not limited to:

- Have teaching-related article accepted for publication.
- Receive teaching grant from internal/external organization.
- Win teaching awards or honors.
- Significantly revise a course to incorporate innovative teaching techniques, including, but not limited to, experiential learning, flipped classrooms, simulations, and community engagement.
- Receive a Certificate of Excellence through CTE.
- Develop or make significant changes to an undergraduate curriculum.

B. Research:

Only professional track faculty with a reduction in teaching load and a contractual workload allocation in research are obligated to be rated on research performance. For promotion, professional track faculty with a reduced teaching load due to research expectations must be ranked at least excellent in the area of research.

- a. Unacceptable: Research performance falls below the level of research competence. Evidence of unacceptable research includes a pattern of failing in one's basic research duties, for instance, an inability to convey relevant research in the classroom.
- b. Fair: A fair rating will indicate that the faculty is aware of research at the department level. This includes the ability to engage and participate in discussions concerning research and clearly convey research within the classroom.
- c. Good: A good rating will indicate that the faculty maintains a research program and remains actively engaged in the research community more broadly. This can include, but is not limited to, attending department seminars and engaging with speakers and incorporating current research into course curriculum.
- d. Excellent: An excellent rating will indicate that the faculty member exceeds expectations in research productivity. Faculty at the excellent rank must satisfy the Good rating and complete three additional activities demonstrating excellent research over a typical five-year evaluation period. The number of additional research activities that must be completed would be adjusted upward or downward for longer or shorter evaluation periods, proportional to the length of the evaluation period. Examples of excellent research activities include, but are not limited to:
 - Present research at a department seminar at USC or another Department.
 - Present research paper at a professional conference
 - Have an article accepted at a peer reviewed journal.
 - Submit grant proposal to external agency/foundation
 - Submit book proposal to university press or reputable commercial press
 - Mentorship: If not included in teaching, mentor a graduate or undergraduate student in a research project, including receiving an

Honor's College Grant, or presenting a joint presentation at DiscoverUSC.

- Mentorship: Submit a manuscript coauthored with an undergraduate or graduate student.
- e. Outstanding: An outstanding rating will indicate that the faculty member far exceeds expectations in research productivity, beyond the ranking of excellent. To demonstrate this, professional-track faculty must satisfy the rank of excellent and complete two additional activities demonstrating outstanding research over a typical five-year evaluation period. (The number of additional research activities that must be completed would be adjusted upward or downward for longer or shorter evaluation periods, proportional to the length of the evaluation period.) Examples of outstanding research include but are not limited to:
- Have multiple peer-reviewed journal articles accepted for publication
 - Have an article accepted for publication in the American Political Science Review, the American Journal of Political Science, the Journal of Politics, or any of the identified top sub-field journals, per the department standards.
 - Receive grant award from external agency/foundation
 - Have book manuscript accepted for publication with university press or reputable commercial press

C. Service:

For promotion, all professional track faculty must rank good in the area of service. Professional track faculty with a teaching reduction for service must rank at least excellent in service.

- a. Unacceptable: Service performance falls below the level of department requirements. Evidence of incompetent service includes a pattern of failing in one's basic service duties, for instance, failing to attend mandatory service meetings or failure to participate in any key assigned activities.
- b. Fair: A fair rating will indicate that the faculty participates in basic department governance, including regularly attending faculty meetings.
- c. Good: A good rating will indicate that the faculty maintains a service presence within the department and/or college broadly. This must include at least one activity from the Excellent service criteria below.
- d. Excellent: An excellent rating indicates that the faculty goes beyond expectations for department service. Faculty at the excellent rank must satisfy the Good rating and complete three additional activities demonstrating excellence in service over a typical five-year evaluation period. (The number of additional service activities that must be completed would be adjusted upward or downward for longer or shorter evaluation periods, proportional to the length of the evaluation period). Examples of excellent service activities include but are not limited to:
 - Complete an average of one manuscript review per year for professional journals.

- Participate in an average of one interview per year with the media regarding field of expertise.
 - Serve as chair or discussant at a professional conference during the majority of years under evaluation.
 - Serve as a reviewer for a department-level scholarship or award during the majority of years under evaluation.
 - Serve on a departmental committee during the majority of years under evaluation.
 - Serve as a reviewer for a university level scholarship or award, including GLD, Magellan grants, and other college-level grants.
 - Serve as a CIEL Fellow, reviewing GLD portfolios.
 - Serve as the faculty mentor for a student club or organization during the majority of years under evaluation.
 - Serve as a poster reviewer for DiscoverUSC during the majority of years under evaluation.
 - Organize and coordinate an event on campus, including visiting speakers.
 - Serve on a college or university committee.
- e. Outstanding: An outstanding rank indicates extensive service to the university or to the field broadly. To achieve an outstanding rating, faculty must satisfy the excellent rating and complete one additional activity. Examples of outstanding service activities include, but are not limited to:
- Serve on Editorial Board or as an Editor for professional journal
 - Serve as Section/Program Chair for professional conference
 - Serve in a leadership capacity for a professional association
 - Successfully serve in a departmental leadership/administrative capacity
 - Serve in a leadership role on a college or university committee.

4. Procedures for Promotion

A.) Professional Track Faculty Committee

- a) The Department will establish a Professional Track Faculty Promotion Committee (PTFPC). This committee will serve as the promotions committee for professional track faculty advancement.
- b) The committee will be composed of three members elected by the full faculty. Members must be at least one rank higher than the current rank of the faculty member under consideration for promotion, and can include tenured faculty and professional track faculty. Membership must include one member from the ranks of the professional track faculty. In cases where there are no Professional-Track Faculty of appropriate rank, the Department Chair, in consultation with the Dean's Office, may work to appoint at least one PTFPC member from professional track faculty outside the department.
- c) Any professional track faculty shall notify the Department Chair of their eligibility for promotion at the beginning of each academic year per university and Dean's Office deadlines.

- d) By April 15 of each year, the PTFPC shall elect a chair for the upcoming year.
- e) No member of the PTFPC shall evaluate or vote on a candidate with whom they have a conflict of interest. A conflict of interest will be deemed to exist between the candidate and a faculty member if either of the following conditions exists:
 - The committee member was a master's, doctoral or postdoctoral advisor of the candidate.
 - The committee member is or has been a member of the candidate's immediate family or lives or has lived in the same household.

B.) Process for Promotion

- a) Promotional Packet
 - 1. Each professional-track faculty member pursuing promotion will submit to the Department Chair a promotion file by the date indicated by the Office of the Dean's schedule for promotion of professional-track faculty. The materials of the promotion file should be assembled in accordance with the policies of the Office of the Dean and the Office of the Provost as appropriate to position type and rank.
 - 2. The PTFPC Chair will write a summary of the promotional packet, including:
 - a comprehensive review of teaching activity over the promotion period
 - a review of the service contribution over the promotion period
 - a review of any research activity as appropriate for the workload allocations as specified in the contract
 - the committee's recommendation for promotion.
- b) Unit Vote and Recommendation
 - 1. The PTFPC Chair will provide copies of the complete file, including the summary and committee recommendation, to the department's voting faculty for review, along with the Unit Promotion Ballot.
 - 2. All tenured faculty and all professional track faculty at or above the corresponding rank under consideration will be eligible to vote for the promotion of professional track faculty. Each faculty member eligible to vote shall vote "yes" or "no" or "abstain," and include justification for how the candidate meets or does not meet the unit's criteria. Abstains do not count in the vote totals.
 - 3. The unit recommendation for promotion will be based on a simple majority of votes submitted by unit faculty.
 - 4. In the cases where promotion is recommended, the Department Chair will add the Vote Summary Form to the file and then submit the complete file to the Dean.
 - 5. Notification Requirement: A candidate will be notified in writing of the unit's recommendation.
- c) Appeals

Negative Recommendations at the Unit Level. Appeals of negative decisions follow the procedures and processes outlined in the current edition of the Faculty Manual. A candidate dissatisfied with a negative decision must notify the unit chair in writing of the request for the file to move forward within ten business days following notification of decision.

Faculty Revision and Approvals History

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