


[Department Name]
The College of New Jersey
Disciplinary Standards for Reappointment, Tenure, and Promotion

The attached disciplinary standards have been reviewed and approved by the Committee on Faculty Affairs, the Council of Deans, and the Provost.

To avoid creating a moving target for candidates for reappointment, the disciplinary standards in effect during a faculty member's first year of employment will be used for reappointment and tenure applications. Candidates for promotion will use the disciplinary standards in effect in the year in which they apply for promotion.



Department Chair

20 AUGUST, 2014
Date



Dean

21 August 2014
Date



Provost

22 Aug 2014
Date

The Political Science Department will next review its disciplinary standards in Academic Year 2021.

Statement of Disciplinary Standards for Scholarship
For Reappointment, Tenure and Promotion
Political Science Department
The College of New Jersey (TCNJ)

Revised: July 10, 2012
Revised April 28, 2014
Revised: August 18, 2014

I. Purpose:

This statement articulates disciplinary standards for the evaluation of Political Science candidates applying for reappointment (including tenure) and promotion. It serves as a Departmental guide to the performance standards for scholarship called for in the *TCNJ Promotions and Reappointment Document* of February 2011. In doing so, it attempts to take account of particular characteristics of the field of Political Science and of the Political Science Department at TCNJ. The disciplinary standards will be used to clarify the expectations of the Department's Promotion and Reappointment Committee (PRC) and other reviewers, help applicants make informed career decisions, guide the creation of a supportive environment within the Department, and bring as much specificity and transparency as possible to the reappointment and promotion processes. A separate document specifies Departmental expectations regarding teaching and service.

II. The Professional Framework:

The work of Political Science faculty members should be driven by a strong individual work ethic and by the professional standards articulated by the American Political Science Association and other appropriate professional groups. Those intending to apply for reappointment and promotion (hereafter referred to simply as "candidates" or "applicants"), like other Departmental faculty, operate within a complex professional framework. In addition to the expectations set forth in the *Promotions and Reappointment Document* (referenced below as *Document*) and this Statement, applicants should be guided by other formal documents and work to fulfill the mission statements of the College, School, and Department, the Goals and Objectives of the Political Science Department, the Department's Strategic Plan, and other relevant documents like MOA #62. The latter identifies special research-oriented courses that are potentially linked to a faculty member's scholarly activity.

Central to many of these documents is the College's embracing of the teacher-scholar model. The teacher-scholar model calls for faculty to excel in both teaching and scholarship and to intertwine these two aspects of their professional lives. The expectation is that faculty members are to be accomplished and engaged teacher-scholars, and students are to be accomplished and engaged learners. By appropriately infusing current scholarship in their teaching, faculty will foster in students the spirit of discovery, the acquiring of lifelong learning skills, critical inquiry, and the ability to disseminate knowledge. Adoption of this model grows out of the identity of TCNJ as a primarily undergraduate institution. More specific expectations regarding aspects of this professional framework are explored below.

III. Evaluating Scholarship

In addition to becoming excellent teachers, Political Science faculty members should be productive scholars and should develop and implement a coherent research plan aimed at meeting or

exceeding the standards for reappointment (including tenure) or promotion described in the current *Promotions and Reappointment Document*. The research plan should be aligned with the responsibilities outlined in the initial position description, approved modifications over time, and the faculty members' teaching responsibilities. The Department recognizes the merits of different types of scholarly/creative/and professional activity, while emphasizing traditional scholarship. In all respects the Department seeks to be flexible and supportive of its members in order to best help them contribute to the discipline and beyond it through theoretical, applied, or pedagogical work. Similarly, the Department supports the advancement of teacher-scholars since sound scholarship enhances the education of undergraduates. The Department can best achieve these objectives through mentoring newer faculty and providing tangible support appropriate to the candidate's rank and research needs. In assessing the scholarly work of applicants, the Department recognizes challenges from differing individual trajectories, the inherent cross-disciplinary nature of political science, and flaws in simple quantitative measures such as journal rankings, citation counts, and others. Also, the Department recognizes specific challenges for faculty members in the fields of comparative and international politics, whose scholarship may involve fieldwork and hence international travel. Nevertheless, it is important to be as specific as possible in clarifying the standards appropriately used in evaluating the scholarly record of our colleagues.

In the Political Science Department scholarship is defined as the discovery, creation and dissemination of knowledge with the ultimate goal of publication in appropriate peer-reviewed journals and books. One peer-reviewed article- or chapter-length manuscript accepted for publication every other year--on average--is the department's general expectation for all faculty members. A peer-reviewed book is considered the equivalent of several articles. There is no precise formula to weigh a book vs. articles, but generally a book would be considered the equivalent of two to four articles. The determination as to whether a book should be considered the equivalent of two, three, or four articles will be made by the Department's PRC based on the quality of the work, the length compared to standard articles, the complexity of the subject matter, and the nature and scope of the research involved. Given the current probationary period for tenure at TCNJ, the general expectation is that candidates applying for reappointment to a seventh year (or tenure) will have two peer-reviewed articles accepted for publication; however, these acceptances need not be achieved at any specific intervals within the probationary period, so long as the department is satisfied with the candidate's progress in implementing the research plan. This statement recognizes the need for new faculty to acclimate to our institution, the focus on work conducted while at The College of New Jersey, and the complexity and often slow moving nature of the acceptance process in the discipline. Nothing here precludes a candidate for reappointment from meeting the criteria for scholarly activity by the publication of a book; however, the PRC generally advises that non-tenured faculty publish two articles before turning all their attention towards publishing a book.

The quality and appropriateness of the journal is an important consideration in applying the above standard. The Department does not utilize a short list of preferred journals because of the diverse interests of the faculty, the large number of sub-disciplines in political science (many with respected journals), and the fact that several faculty teach in the interdisciplinary International Studies Program, thereby opening up further venues for suitable publication. In the absence of such a list, candidates for reappointment or promotion need to discuss the placement of their publications in their Professional Development Essay. Candidates should explain why the outlet was an appropriate one for the given manuscript by commenting on the journal's reputation, popularity, audience,

specialization, or other appropriate factors. While no one measure is always an accurate or reliable measure of impact, the explanation could refer to:

- Acceptance/rejection rates for the journal
- Sponsorship or affiliation of the journal
- Status of the journal in rankings of journals
- Inclusion in the Social Science Index
- Total circulation of the journal
- Citation frequency (for article or journal)

Placement in multidisciplinary journals or those outside the discipline of political science is accepted as long as the candidate adequately accounts for their choice of placement in the Professional Development Essay. That is partly why a broad range of indicators has been listed.

For chapters in a book, the candidate should provide information related to the review process, the names and status of other authors, the editors, the publisher, and other related information. For books (authored or edited) pertinent information would include the academic standing of the publisher, the acceptance process, published reviews, evidence of readership, and citation frequency. Conference papers published as part of a conference *Proceedings* (rare for our discipline) should be similarly explained and the extent of peer review must be clarified. Their weight will vary accordingly. Conference papers, which typically lack peer review, are an important type of scholarly activity, but are regarded primarily as evidence of ongoing scholarly activity and a precursor to journal submission and acceptance. Candidates are expected to be affiliated with at least one appropriate professional organization and participate periodically in its regional, national or international meetings, as travel funding permits. Although single-authored works are preferable, the Department gives recognition to co-authored pieces. The candidate should explain the individual contributions of each co-author in the Professional Development Essay and document said involvement. The Department recognizes that quantitative research involving large data sets is often co-authored. These standards are also flexible to allow for publication in new venues and genres (e.g. emerging online venues) again with the burden on the candidate to explain and justify the venue of choice and the value of the scholarly contribution.

While publication in peer-reviewed outlets is the ultimate goal of scholarship, the Department also expects candidates for reappointment and promotion to be active scholars who regularly contribute to the discipline and/or the community. Other scholarly contributions can take the form of: scholarly presentations; invited lectures; applying for scholarly, programmatic, or teaching-related grants; writing reviews or acting as a referee for a journal; applying scholarship in the community; providing policy advice or testimony to government or non-profit agencies; organizing conferences workshops and panels; using one's expertise by serving on a board or governmental entity; media appearances or citations in the media; or a combination of these activities. The candidate should provide information regarding the importance of the activity, the prestige of the organization, the level of expertise, and the extent of the commitment, information to be taken into account by the faculty reviewers in assessing the value of the scholarly contribution. External grants in political science are limited in number and very highly competitive; obtaining one is viewed as an indicator of exceptional merit rather than something that can be expected of a candidate for tenure or promotion.

While the logic of the teacher-scholar model has been explained above, application of this model is different in political science compared to the physical sciences, engineering, or psychology in that the Department does not make use of traditional labs. (The only assigned lab is in POL 200/Political Analysis.) Nor is the scholarship of political science faculty lab-based or project-based. In this respect, students cannot use such a controlled setting, in or out of class, to run experiments that dovetail with a faculty member's lab-based research. Nor do proposals for mentored research seem to attract the level of support obtained by projects in the physical sciences and psychology. Collaborative research efforts leading to joint authorship and publication with an undergraduate student, while praiseworthy, are rare events and not typically expected of political science faculty applying for reappointment and promotion because such publication venues are extremely limited. In a rare instance where a faculty member co-publishes an article or conference paper with a student, it would, of course, be regarded as a valued scholarly activity.

In sum, an applicant's Professional Development Essay should explain how and to what degree scholarly goals have been reached. Having a defined plan should not discourage the scholar from experimenting in new directions of research, despite the obvious tension that might result. The above expectations express supportive norms, not procedural limitations, and seek to expand, not limit scholarship opportunities. The Department's objective is to establish scholarship practices and assistance to empower its members to make significant contributions to the field, the College, and the Department in ways that best suit their individual strengths. Nevertheless, the gold standard remains one article- or chapter-length manuscript accepted for publication on average every other year, with the quality and the appropriateness of the journal or other venue taken into account. The broader range of scholarly activities identified above give further evidence of scholarly achievement and may occasionally be used to deviate from this norm—i.e., in their collective weight to substitute for, or serve as the equivalent of, an article. However, the candidate must make a strong case. Service as a Department chair or program director, as well as in another key administrative post, may also be cause for a downward adjustment in this standard, although the individual is still expected to pursue a research agenda. (See *Document*, p. 7.) Finally, as per the *Promotions and Reappointment Document*, candidates for reappointment and tenure are reminded that publications are considered as evidence for reappointment and tenure if they have been produced during the applicant's period as a member of the faculty at TCNJ (p. 31). While the entire body of a candidate's scholarly work provides evidence as to a pattern of continuing scholarship in support of promotion, works finished since appointment at the college or since the last promotion are required for promotion and carry greater weight (p. 5).

Keeping in mind the qualifying statements made above, brief summaries may be offered:

Untenured Faculty: Reappointment to a seventh (tenure) year requires sustained scholarly achievement since the initial appointment. This is defined as one article or chapter-length manuscript accepted for publication every other year, on average. Normally this would mean two publications accepted by the time of application for tenure with no pre-set interim deadlines so long as the department is satisfied with the candidate's progress in implementing the research plan. A peer-reviewed book is considered the equivalent of approximately two to four articles (determined by the PRC based on the quality of the work, the length compared to standard articles, the complexity of the subject matter, and the nature and scope of the research involved). Publications.

are considered as evidence for reappointment and tenure if they have been produced during the applicant's period as a member of the faculty at TCNJ (*Document*, p. 31).

Associate Professor: Promotion requires sustained scholarly achievement since the initial appointment. This is defined as one article- or chapter-length manuscript accepted for publication every other year, on average, with a peer-reviewed book considered the equivalent of approximately two to four articles (determined by the PRC based on the quality of the work, the length compared to standard articles, the complexity of the subject matter, and the nature and scope of the research involved). Candidates for promotion to Associate Professor are expected to meet the above standards required for tenure. In the case of a strong record of publication, other scholarly activities identified above may occasionally be substituted for a publication. The applicant's entire body of scholarly work provides evidence for the pattern of sustained scholarly achievement but works finished since appointment at the College or, if applicable, since the last promotion, are required for promotion and carry greater weight (*Document*, p. 5).

Professor: Promotion requires a sustained pattern of scholarly achievement since attaining the rank of Associate Professor, with evidence indicating the maturation of the scholarly record. A sustained pattern is defined as one article- or chapter-length manuscript accepted for publication every other year, on average, with a peer-reviewed book considered the equivalent of between two to four articles (determined by the PRC based on the quality of the work, the length compared to standard articles, the complexity of the subject matter, and the nature and scope of the research involved). At a minimum, since the time of promotion to Associate Professor the candidate for full Professor should have published at least two additional articles or their equivalent. Other scholarly activities of the types identified above may be substituted for a publication with more frequency than with the rank of Associate Professor, but a substantial record of publication is expected. The applicant's entire body of scholarly work provides evidence for the pattern of sustained scholarly achievement but works finished since the last promotion are required for promotion and carry greater weight (*Document*, p. 5).

V. Mentoring:

Both formal and informal mentoring will be provided to each faculty member through the tenure decision. New faculty will be assigned at least one formal mentor who will offer guidance regarding teaching, scholarship, and service. New faculty are invited to submit to their mentor or the Department Chair a preliminary or draft application for reappointment during the early fall of their second year, in anticipation of the first reappointment stage later that year. Extensive feedback should be provided. (The role of mentor does not restrict one from serving on the Departmental Promotions and Reappointment Committee.) It is expected that mentoring will continue in the next several years, though in a less structured manner.