

**College of Natural and Behavioral Sciences  
Department of Political Science**

**Definitions of Teaching, Scholarship, and Service  
Current Date: March 11, 2024**

**DEFINITIONS OF TEACHING, SCHOLARSHIP, AND SERVICE**

**INTRODUCTION**

The departmental definitions of teaching, scholarship, and service are given below.

**TEACHING**

We define teaching as a cluster of activities including effective teaching inside the classroom, mentorship of students, working with students, and involvement in teaching-related organizations.

- Ways of Demonstrating Teaching Effectiveness. Effectiveness is measured through a variety of means including PTEs, using up-to-date materials and acceptable pedagogical approaches, and showing concern and interest in student learning.. Course evaluations must be included in accordance with academic affairs requirements. Satisfactory teaching evaluations may be an aggregate of 80% in the two positive categories, Strongly Agree or Agree, across all courses; however, evidence of effectiveness is not judged solely on this number, and in particular the ratings may be lower if there is other evidence of effectiveness in or out of the classroom context. Reviewers will also consider whether the response rate for teaching evaluations is sufficient to make an informed judgment.
- Awards or grants related to teaching
- Teaching courses that serve the needs of the department in terms of days and times, in terms of areas of expertise, or in terms of benefits to majors
- Evidence of mentorship of students, including, but not limited to student testimonials, participation in campus mentoring programs, placement of students into graduate programs, co-authorship of students on presentations at conferences, co-authorship of students on publications in peer-reviewed publications, co-authorship of students on extramural grants, advising student clubs and organizations that involve opportunities for student mentorship
- Involvement in teaching-related organizations at the local, national, or international level

- Effective demonstration of in-class or online teaching skills through observation by a tenure-track or tenured faculty member or review committee member

The quality and professional significance of the evidence presented will be assessed by members of the Department RTP committee.

## **SCHOLARSHIP**

In developing its criteria for scholarship, the Political Science Department first will give its views on the general nature of scholarship. We define scholarship as the active commitment to learning and exploring ideas over and above that necessary to maintain one's general competence as a teacher. Scholars are individuals who are actively interested in the exploration and creation of knowledge and use their scholarship to enhance their teaching.

With this general definition in mind, the department distinguishes between the processes of scholarship and the products of scholarship. The processes of scholarship include exploring new material, discussing ideas, writing, engaging in research, and engaging in other learning activities. Specific examples of the processes of scholarship include attending workshops, seminars, and conferences; systematic library research; writing manuscripts; organizing a research team; conducting research; having scholarly discussions with colleagues; and participating in organizations that promote scholarly thought.

The products of scholarship include, but are not limited to:

- Publication of books and book chapters by reputable and recognized publishers
- Peer-reviewed articles in professional journals
- Presentation of addresses and talks, papers, and online presentations at professional conferences
- Attainment of a research grant
- Development of contributions to informational brochures or other public educational materials that emanate out of research endeavors with regard to the individual's specialty or area of interest

Additional items can be considered the products of scholarship with prior mutual consent of the department and a faculty member.

In general, the Political Science Department values both evidence of engagement in the processes of scholarship and the products of scholarship in assessing the scholarly activities of its members. Clearly defined products of scholarship, such as published books and peer-reviewed articles, are ipso facto evidence of an engagement in the processes of scholarship and are therefore highly valued. When there is no such clear product it is incumbent on the faculty member to provide demonstrable evidence of his or her engagement in the processes of

scholarship. The quality and professional significance of the evidence presented will be assessed by members of the Department RTP committee.

### **SERVICE**

We define service as a demonstrated commitment to the University community that includes:

- Service at the University, CSU, and community levels Participation in service-related programs
- Time spent on service assignments
- Involvement in service in the Department
- Involvement in service activities within scholarly organizations
- Serving on department, college, or university-level committees
- Providing expert interviews to local, national, and international media
- Facilitating the practice of democracy (e.g. moderating a candidate forum, serving as a debate panelist, hosting panel discussions on campus)

**College of Natural and Behavioral Sciences  
Department of Political Science**

**Standards for Reappointment  
Current Date: March 11, 2024**

**STANDARDS FOR REAPPOINTMENT**

**INTRODUCTION**

For tenure-track faculty, the basic standard for reappointment is whether satisfactory progress is being made toward tenure. The standards for reappointment serve as basic guidelines that should lead to successful tenure and promotion in the course of six years. The annual reviews should be considered as contributing to faculty success. In general, such reviews should be consultative and supportive at the same time that strengths and weaknesses in performance are assessed.

Evaluation for reappointment will be based on a review of a) teaching, b) scholarship, and c) service. Based on this review, tenure-track faculty will receive a recommendation of a) highly recommend for reappointment, b) recommend for reappointment, c) recommend for reappointment with reservations, and d) do not recommend reappointment. Tenure-track probationary faculty have the right of rebuttal and to ask for clarification of their reviews by the Department's RTP committee and/or the Chair.

Professional Plan: The faculty member must adhere to the Policy for Reappointment, Tenure, and Promotion Procedures which states that a written Professional Plan must be developed in the first year of appointment that includes teaching, scholarship, and service. This plan and any subsequent revisions are one of the bases for review throughout the probationary period. The faculty member should refer to AA 2021-10 for details regarding

**TEACHING STANDARDS FOR REAPPOINTMENT**

Evidence of effectiveness in teaching should be evaluated as indicating progress toward tenure and/or promotion. This evidence should document that reasonable progress is being made toward completing the teaching standards for tenure and promotion (see standards for tenure and promotion below). Demonstration of satisfactory progress must be evidence-based and provide reviewers of the Supplemental Information File (SIF) and Working Personnel Action File (WPAF) with sufficient information and discussion of progress and corrective action, if needed, to make a valid assessment.

Teaching activities that will be evaluated include:

- A statement of formal educational philosophy that guides your teaching and enhances student learning in face-to-face, online, and hybrid modalities

- Incorporation of "high impact" pedagogical techniques. Examples of such methods include: 1) engagement of students in faculty research, 2) mentoring student research projects, and 3) service-learning activities, among others in accordance with the position description at the time of appointment
- Curriculum development as demonstrated by the creation of new courses or significant revisions of existing courses including face-to-face, online, and hybrid modalities
- Currency in the discipline of political science as demonstrated by class syllabi, courses that incorporate new topics and data, and the use of current texts and readings
- Listing of courses taught during the review period, course syllabi, teaching materials, teaching strategies, exams, and other evaluation strategies (e.g. term papers, presentations, grading rubrics, etc.)
- Course syllabi that are consistent with university-established standards
- Course learning goals and objectives and student learning outcomes are clearly stated, consistent with the content and level of the course, and approved by the faculty-at-large
- An established clearly defined and fair grading system
- Classes held at regularly scheduled times
- Adherence to reasonably scheduled office hours for meeting with students and being available to students by appointment
- Positive assessments of teaching through peer evaluations based on classroom visitations
- A demonstrated commitment to student advising
- A discussion of Perceived Teaching Effectiveness (PTE) numerical and narrative data
- Participation in campus, CSU system-wide, or national workshops on teaching effectiveness and/or integration of new instructional methods and/or technologies.

#### **SCHOLARSHIP STANDARDS FOR REAPPOINTMENT**

Evidence of scholarly activity should be evaluated as indicating progress toward tenure and promotion. This evidence should document that reasonable progress is being made toward completing the scholarship standards for tenure and promotion (see standards for tenure and promotion below). Demonstration of satisfactory progress must be evidence-based and provide reviewers of the SIF and WPAF with sufficient information and discussion of progress and corrective action, if needed, to make a valid assessment.

Scholarship activities which will be evaluated include one or more of the following:

- Professional manuscripts in progress; evidence of this includes draft articles as submitted for publication, acknowledgment of receipt and/or acceptance letters from editors, and publication contracts.
- Research activities at professional conferences, seminars, symposia, or colloquia
- Political Science research funded by extramural and on-campus competitive grants and contracts.
- Grant proposals, reports to granting agencies, and other documentation of research activities

### **SERVICE STANDARDS FOR REAPPOINTMENT**

Evidence of service should be evaluated as indicating progress toward tenure and/or promotion. This evidence should document that reasonable progress is being made toward completing the service standards for tenure and promotion. It is understood that newly hired faculty may have limited service requirements during their first two years of evaluation as they focus on teaching and scholarship. However, it is expected that two (2) or more of the following forms of service should be completed annually. Additionally, service at the department and university level is required for tenure. Demonstration of satisfactory progress must be evidence-based and provide reviewers of the SIF and WPAF with sufficient information and discussion of progress and corrective action, if needed, to make a valid assessment.

It is the responsibility of the faculty member to provide concrete proof of service, including documentation and discussion of significant roles, duties, accomplishments, etc. Evidence of service includes:

- Service at the departmental level, such as departmental representative to the CSU Academic Senate, advisor to the Political Science Student Association, membership on faculty search committees, department webpage coordinator, department curriculum committee coordinator, active participation in faculty meetings and events, etc
- Service at the College level as a member of standing committees (e.g., NBS Curriculum Committee), as a member of other departments' NBS committees, and other service outside of the Department of Political Science but within the College of Natural and Behavioral Sciences
- Service at the University level as a member of standing committees (e.g., Academic Senate Executive Committee, University Curriculum Committee, Budget Advisory Committee, GE Committee, Library Committee, etc.), as a faculty mentor (Student Research Day, McNair Scholar's Program, recognized student organizations), or as a member of university search committees

- Service at the system-wide level (e.g., representative to CSU Academic Senate, a member on committees addressing system-wide initiatives, etc.)
- Service to the field of Political Science and related fields. Evidence of this service includes participating as an elected officer in professional organizations, service on committees of professional organizations, service to professional publications as a member of editorial boards or as a regular reviewer of manuscripts for academic journals and/or publishers, recurrent service as a proposal reviewer, organization of scholarly meetings, or other significant effort in support of institutions within political science and related fields.
- Community Service: Speaking engagements; consulting work in areas of teaching, program development, or curriculum innovations for community groups related to Political Science; Offices or membership held in community organizations; Volunteer work in the community related to Political Science

**College of Natural and Behavioral Sciences  
Department of Political Science**

**Standards for Tenure and/or Promotion  
Current Date: March 11, 2024**

**STANDARDS FOR TENURE AND/OR PROMOTION**

**INTRODUCTION**

A faculty member in the Department of Political Science under consideration for tenure and/or promotion shall be evaluated based on a) teaching, b) scholarship, and c) service. Pre-tenure or probationary faculty must meet or exceed the following standards for tenure and promotion to Associate Professor. This review will thoroughly consider all evidence relating to the performance during the faculty's probationary appointment in the Department of Political Science, normally the preceding six (6) years.

**TEACHING STANDARDS FOR TENURE AND/OR PROMOTION**

In addition to the teaching activities outlined in “Standards for Reappointment” above, the evaluation of teaching by faculty in the Department of Political Science for tenure and/or promotion will be based on the following criteria:

- Successful teaching experience at CSUDH or other accredited universities for a sufficiently long period of time to judge the quality of the individual's instruction. Normally six years of teaching is considered sufficient for review.
- Consistently Positive Perceived Teaching Evaluations (PTEs) from students, normally 80% or more of the students rating the instructor in the top two rankings (Strongly Agree and Agree), and positive teaching narratives and in-class observations. However, evidence of effectiveness is not judged solely on this number, and in particular the ratings may be lower if there is other evidence of effectiveness in or out of the classroom context. Reviewers will also consider whether the response rate for teaching evaluations is sufficient to make an informed judgment.
- Consistently positive in-class observations. The observation will be conducted by a tenured faculty member. A good faith effort will be made to observe a variety of the instructor's courses and all modalities they choose to teach. The schedule for the observation will be agreed to in advance by both the instructor and the evaluator. Evaluations will be based on a standardized form, which will be available to the instructor. Evaluation results will be discussed in a face-to-face meeting between the evaluator and instructor
- Evidence of consistent application of “high-impact” pedagogical methods supplemented by evidence of positive learning outcomes.



### **SCHOLARSHIP STANDARDS FOR TENURE AND/OR PROMOTION**

Scholarly activities outlined in “Standards for Reappointment” above are held to indicate progress toward tenure and/or promotion and are used to evaluate reasonable progress toward tenure and/or promotion to Associate Professor. Evaluation of scholarship by faculty in the Department of Political Science under consideration for tenure and promotion will be based on the following criteria:

Achieving three (3) points for scholarship through publications. At least two (2) of these points must come from peer-reviewed publications. Points will be assigned to publications (and forthcoming publications) on the following basis:

- Scholarly articles in refereed journals or peer-reviewed volumes in political science or related academic fields; peer-reviewed research notes in refereed journals or peer-reviewed volumes in political science or related academic fields, and peer-reviewed book chapters are worth one (1) point each
- Publication of a peer-reviewed book based on the faculty's research and published by a university press or recognized academic publisher is worth two (2) points
- Non-peer-reviewed publications of scholarly relevance will receive one-half (0.5) point each. Such publications include, but are not limited to:
  - o Articles or opinion pieces published or broadcast by non-academic outlets for public consumption
  - o Academic book reviews
  - o Articles or opinion pieces published or broadcast by academic outlets such as The Chronicle of Higher Education, Times Higher Education, etc.
  - o Dissemination of research via podcasts and the like

A scholarly research product that does not fit well into one of the accepted categories above can be submitted for evaluation upon prior approval of the department RTP committee and the department chair. This approval would designate the weight that the product would be assigned.

### **SERVICE STANDARDS FOR TENURE AND/OR PROMOTION**

Evaluation of service by faculty in the Department of Political Science will be based on a consistent record of service during the period leading up to tenure. It is expected that at least twelve (12) service activities described in “Service Standards for Reappointment” above should be completed during the previous six (6) year period (an average of two (2) service activities annually), with one (1) of the two annual activities being performed at the departmental level.

**College of Natural and Behavioral Sciences  
Department of Political Science**

**Standards for Early Tenure and/or Promotion to Associate Professor  
Current Date: March 11, 2024**

<b>STANDARDS FOR EARLY TENURE AND/OR PROMOTION</b>
<b>INTRODUCTION</b>  A faculty member in the Department of Political Science may be considered for early tenure and promotion to Associate Professor after four (4) full years of teaching in the Department of Political Science if they can demonstrate outstanding performance in teaching and scholarship and/or service.
<b>TEACHING STANDARDS FOR EARLY TENURE AND/OR PROMOTION</b>  A faculty member applying for early tenure and/or early promotion should have a consistently positive Perceived Teaching Effectiveness (PTE) scores with 90% of the students rating the instructor in the top two rankings (Strongly Agree and Agree) and positive teaching narratives and in-class observations. However, evidence of effectiveness is not judged solely on this number, and in particular the ratings may be lower if there is other evidence of effectiveness in or out of the classroom context. Reviewers will also consider whether the response rate for teaching evaluations is sufficient to make an informed judgment.
<b>SCHOLARSHIP STANDARDS FOR EARLY TENURE AND/OR PROMOTION</b>  Unusually meritorious scholarship in political science or related academic fields is demonstrated by the following:  - Achieving four (4) points for scholarship, with at least three (3) points coming from peer-reviewed publications
<b>SERVICE STANDARDS FOR EARLY TENURE AND/OR PROMOTION</b>  Unusually meritorious service by faculty in the Department of Political Science will be based on a consistent record of service during the period leading up to tenure. On average, three (3) or more service activities described in “Service Standards Reappointment” above should be completed annually and service at the departmental and university level is required for early tenure and/or promotion.

**College of Natural and Behavioral Sciences  
Department of Political Science**

**Standards for Promotion to Full Professor  
Current Date: March 11, 2024**

**STANDARDS FOR PROMOTION TO FULL PROFESSOR**

**INTRODUCTION**

A faculty member in the Department of Political Science under consideration for promotion to Full Professor shall be evaluated based on a) teaching, b) scholarship, and c) service. Essentially, promotion to Full Professor must meet or exceed the standards applied for tenure and promotion to Associate Professor. This review will thoroughly consider all evidence relating to performance during the faculty's entire appointment in the Department of Political Science, normally the preceding four (4) years since tenure and promotion to Associate Professor.

**TEACHING STANDARDS FOR PROMOTION TO FULL PROFESSOR**

Evaluation of teaching by faculty for promotion to Full Professor will be based on evidence of satisfactory performance in the standards established for tenure and promotion to Associate Professor, normally the preceding four (4) years since tenure and promotion to Associate Professor.

**SCHOLARSHIP STANDARDS FOR PROMOTION TO FULL PROFESSOR**

Achieving three (3) points for scholarship through publications. At least two (2) of these points must come from peer-reviewed publications. Points will be assigned to publications (and forthcoming publications) on the following basis:

- Scholarly articles in refereed journals or peer-reviewed volumes in political science or related academic fields; peer-reviewed research notes in refereed journals or peer-reviewed volumes in political science or related academic fields, and peer-reviewed book chapters are worth one (1) point each
- Publication of a peer-reviewed book based on the faculty's research and published by a university press or recognized academic publisher is worth two (2) points

- Non-peer-reviewed publications of scholarly relevance will receive one-half (0.5) point each. Such publications include, but are not limited to:
  - Articles or opinion pieces published or broadcast by non-academic outlets for public consumption
  - Academic book reviews
  - Articles or opinion pieces published or broadcast by academic outlets such as The Chronicle of Higher Education, Times Higher Education, etc.
  - Dissemination of research via podcasts and the like

A scholarly research product that does not fit well into one of the accepted categories above can be submitted for evaluation upon prior approval of the department RTP committee and the department chair. This approval would designate the weight that the product would be assigned.

#### **SERVICE STANDARDS FOR PROMOTION TO FULL PROFESSOR**

Evaluation of service by faculty for promotion to Full Professor will be based on a consistent record of service during the period since tenure and promotion to Associate Professor. On average, two (2) or more service activities described in “Service Standards Reappointment” above should be completed annually and service at the departmental and university level is required for tenure and/or promotion.

**College of Natural and Behavioral Sciences  
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**Standards for Early Promotion to Full Professor  
Current Date: March 11, 2024**

<b>STANDARDS FOR EARLY PROMOTION TO FULL PROFESSOR</b>
<b>INTRODUCTION</b>  A faculty member in the Department of Political Science may be considered for early promotion to Full Professor after three (3) full years since the award of tenure and promotion to Associate Professor in the Department of Political Science if they can demonstrate unusually meritorious performance in teaching and scholarship and/or service.
<b>TEACHING STANDARDS FOR EARLY PROMOTION TO FULL PROFESSOR</b>  In addition to exceeding the teaching activities applied in “Standards for Reappointment” and “Standards for Tenure/Promotion to Associate Professor” above, a faculty member applying for early tenure and/or early promotion must have outstanding teaching performance using the same definition of outstanding as found in the standards for early tenure and promotion to associate professor.
<b>SCHOLARSHIP STANDARDS FOR EARLY TENURE AND/OR PROMOTION</b>  Unusually meritorious scholarship in Political Science is demonstrated by the following:  Achieving four (4) points for scholarship, with at least three (3) points coming from peer-reviewed publications
<b>SERVICE STANDARDS FOR EARLY TENURE AND/OR PROMOTION</b>  Unusually meritorious service by faculty in the Department of Political Science will be based on a consistent record of service during the period leading up to tenure. On average, three (3) or more service activities described in "Service Standards Reappointment" above should be completed annually and service at the departmental and college level is required for tenure and/or promotion.

Department of Political Science RTP Definitions and Standards  
March 2024

Approvals



5/2/2024

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Department Chair

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Date

  

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Dean

5/14/2024

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Date

***Philip LaPolt***

Philip LaPolt (Sep 23, 2024 16:50 PDT)

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Provost

09/23/2024

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Date