

Department of
Politics, Philosophy and Public Administration
College of Letters and Sciences
Columbus State University

Standards of Excellence for Evaluation of Faculty Performance
Annual Review, Pre-Tenure, Tenure, Promotion, and Post-tenure
Spring 2022

The Department of Politics, Philosophy, and Public Administration is a multidisciplinary department that includes faculty members in each of those three areas. The goal of these departmental standards is to create an objective set of criteria, so that all faculty know exactly what is required in order to achieve tenure and/or promotion. These standards should be considered minimum criteria, as all faculty are expected to fully contribute to the success of the department, college, and university.

The primary responsibility of the department's faculty is teaching, and emphasis is placed on Teaching Effectiveness when evaluating faculty performance. However, the department also values professional development, especially when performed in conjunction with undergraduate and graduate education; therefore, faculty are also evaluated on Professional Development Activities. The department also recognizes the importance of faculty participation in departmental, college, university, professional, and community activities as a vital part of higher education, with Service making up the third component in evaluations of faculty performance

Those items listed under *Satisfactory Criteria* are considered minimum expectations that should be met by all faculty annually. Failure to meet all Satisfactory criteria, or accruing demerits- faculty will be notified of demerits either via email or in annual performance review , may result in an *Unsatisfactory* rating in Annual Performance Reviews or Tenure and Promotion consideration. Differences in faculty assignment (e.g. administrative roles) may justify deviations from Satisfactory Criteria, but will be agreed upon in advance by the faculty member and chair/dean. *Excellent Criteria* are those achievements that demonstrate excellence and advance the goals of the department, college, and university. It is important to note that "excellence" in these 3 areas is not simply a reflection of the number of Excellent Criteria met or not met, but may also reflect the nature of the activity which meets any given criterion. The relative weight of Excellent criteria in tenure and promotion considerations will be determined by the Political Science, Philosophy and Public Administration Departmental Personnel Committee in collaboration with the chair and/or colleagues with expertise in the activity under consideration.

Departmental Standards of Excellence are a critical aspect of all annual review, pre-tenure, tenure, promotion, and post-tenure review considerations. Faculty wishing to be considered for tenure and/or promotion to Associate Professor or Professor must exhibit Satisfactory performance in all three areas by meeting all Satisfactory Criteria, with demonstrated excellence (i.e., Excellent) in Teaching Effectiveness and one other area (Professional Development Activities or Service).

Annual Performance Reviews

Faculty members are responsible for documenting their specific accomplishments, and the quality and significance of those accomplishments, in a portfolio submitted to the department chair in February of each year or through faculty success. The department chair reviews accomplishments against the objectives established and approved by the faculty member and the department chair in the previous year's annual review meeting. Following review of the previous year's performance, the faculty member, in consultation with the department chair, will establish goals to serve as the basis for the following year's annual review.

The annual evaluation involves the creation of a portfolio by the faculty member under review, a scheduled meeting in the spring with the faculty member's department chair, a written response from the department chair as to the faculty member's performance in the three areas of review—teaching, research, and service—and the faculty member's signature on a statement indicating acknowledgement of the evaluation. The document outlines specific contents required in the portfolio, including teaching evaluations, sample syllabi and other course documents, and self-evaluation narratives written by the faculty member.

For annual review, considerations of tenure and promotion, and post-tenure review, candidates will be reviewed in the three areas and by the standards identified in the table that follows. In the annual review process the department chair will evaluate each faculty member's performance in each of the three areas as either unsatisfactory, satisfactory, or excellent (3-point scale). If neither satisfactory nor excellent is achieved, then unsatisfactory is the default ranking.

Pre-Tenure Review

The department utilizes the Pre-Tenure Review Policy established by Columbus State University (see CSU's Faculty Handbook). All tenure-track faculty will undergo a pre-tenure review no later than the end of March of the third year of employment at CSU (or second for those with probationary credit). Faculty should submit all relevant documents/portfolios by the established deadline. The pre-tenure review process is not only to ensure that faculty members are maintaining academic qualifications and continuing to improve, but also to provide guidance on developmental opportunities to faculty members leading up to promotion and/or tenure applications.

Promotion and Tenure Procedures

The tenure and promotion policies for the College of Letters and Sciences details approved university policies and procedures for applying for tenure and promotion. Faculty members should familiarize themselves with the details, and must submit all relevant documents/portfolios by the established deadline.

Post-Tenure Review

The department utilizes the Post-Tenure Review Policy published by Columbus State University ([see CSU's Faculty Handbook](#)).

Requirements for Promotion for Full-time, non-tenure track faculty

Teaching activities are the primary duties of lecturers in the department. Their teaching performance will be evaluated on the same departmental standards as tenure-track faculty. Lecturers are not eligible for the award of tenure. Lecturers who have served for a period of at least six (6) years at Columbus State University may be considered for promotion to senior lecturer. To receive the department's recommendation for promotion to senior lecturer, a lecturer must have demonstrated exceptional teaching ability and extraordinary value to the university. Lecturers seeking promotion will be evaluated using the criteria listed under the "Teaching Effectiveness" category below; and should provide evidence of having met such criteria. Lecturers are also encouraged to submit evidence of service contributions that benefit the students and the university at large (including CSU day of service, assisting with student clubs, mentoring students, etc.).

Promotion Criteria

To receive the department's recommendation for promotion, a candidate for associate or full professor must meet the minimum criteria as established by the University System of Georgia.

Associate Professor– Actual performance as well as demonstrated potential for further development serve as the bases for promotion to this rank.

Professor – As the highest academic rank, the title of professor implies recognition of the individual by peers and associates as an outstanding teacher and an accomplished, productive, and respected scholar or creative artist, both within and outside the university, since attaining the rank of associate professor. Candidates must also demonstrate, through scholarly publications, applied research, and/or artistic work, the ability to communicate to professional peers the knowledge and insights gained from the exploration of their area of specialization. They will need to have made important contributions in research or creative activity; university, public or professional service; and/or administrative service to professional societies. Peer review is critical, but the nature of the candidate's discipline will determine the mode of scholarly or creative product CSU Statutes, 2018

Description of Levels

- *Unsatisfactory*: A faculty member may be rated Unsatisfactory if they fail to meet all criteria listed in the Satisfactory level, or if there are significant other demerits as determined by the Chair, Dean, or Provost.
- *Satisfactory*: A faculty member must achieve all criteria listed within the Satisfactory level, or otherwise have written exemptions from their Chair, Dean, or Provost.
- *Excellent*: A faculty member must perform substantially above the Satisfactory level to be awarded a rating of Excellent. The criteria listed for Excellence are suggestive of some of the activities that would be included in excellent performance.

A. Teaching Effectiveness

Teaching is the core mission of this institution. Columbus State University has a long history of excellence in teaching. The continued pursuit of excellence in this area is the primary goal of CSU; namely, achieving excellence in undergraduate and graduate education to meet both student and community needs. Therefore, standards in this area are focused on the continued pursuit of excellence in teaching.

Satisfactory Criteria

1. Complying with university policies as outlined in the Faculty Handbook, including regular attendance at classes; impartiality and uniformity in grading; prompt return of graded exams, papers, and other work; an open disclosure and inspection policy regarding a student's own work; and clear and early statements of policy on matters such as pop quizzes, term papers, absences, make-up exams, office hours, and general course expectations.
2. Availability to students outside class meeting time, including posting, and keeping a minimum of 4 office hours per week either virtual or in person.
3. Creating a classroom environment that is professional and courteous, and which creates an ideal environment for student learning.
4. Submitting syllabi for all courses taught to the department and prior to the beginning of the semester that meet all syllabus requirements as outlined in the faculty handbook.
5. Devoting significant time and thought to teaching and demonstrating a dedication to creating courses that maximize benefits for students. Examples of this include, but are not limited to, keeping abreast of new scholarly work in the discipline, relevant contemporary events, and preparing carefully for classes.
6. Using course evaluations from previous semesters to revise or reaffirm teaching efforts in future semesters.
7. Receiving a positive peer evaluation from a faculty colleague(s) and using critical feedback from a peer evaluation to improve one's teaching.
8. Attend at least one teaching and learning session per year.

Excellent Criteria For excellent criteria at least four of the below criteria must be met.

1. Receiving exemplary evaluations from students.
2. Implementing innovative teaching techniques including incorporation of new technology, pedagogy, assessment, and/or other techniques.
3. Being nominated for or receiving a teaching award.
4. Submitting or receiving grants to improve teaching instruction and curriculum development.
5. Developing a new course or modality.
6. Attending workshops and conferences directly related to teaching and curriculum development.
7. Implementing and documenting high impact instructional practices.
8. Receiving multiple positive peer evaluations during an academic year.
9. Direction or development of international education initiatives.
10. Directing an undergraduate or interdisciplinary research project.
11. Serving on an Honors Thesis project or Honors Contract project.
12. Serving on Masters or Dissertation Committees.
13. Serving as a primary Graduate Research advisor.
14. Demonstrating other meritorious teaching activities not described above (as determined and approved by Department Chair).

B. Professional Development Activities

Professional Development Activities are a vital and necessary activity for the continued success of all faculty. Therefore, faculty members are required to demonstrate an ongoing commitment to this area, performing the activities necessary to stay current and connected to the discipline. Columbus State University places emphasis on peer-reviewed conferences and publications as a component of research and scholarship. The below standards are to be used for Annual Performance Evaluations. For promotion to any rank and tenure, the Department of Criminal Justice and Sociology will consider two criteria from the Excellent Criteria to be “Satisfactory”, and three criteria from the Excellent Criteria to be “Excellent”. For either “Satisfactory” or “Excellent”, at least one of the criteria must be a peer reviewed academic publication.

Satisfactory Criteria

1. Demonstrating progress on a relevant research project. “Progress” can be demonstrated by any of the following
 - i. Presenting at local, regional, international, or national meetings (in any format).
 - ii. Submitting research for publication
 - iii. Submitting documentation and copies of ongoing research for review on the merits of work in progress.
 - iv. Submitting and/or receiving research grants
 - v. Presentation and discussion with the Department Chair to validate that research has been conducted
2. A minimum of one publication will be required for promotion and tenure.

Excellent Criteria-For excellent criteria at least two of the below criteria must be met.

1. Publication of a peer reviewed journal article-higher weight will be given for single authored publications. For publications with multiple authors, please provide contribution description and evidence. Also, please provide evidence that the journal, book, or book chapter is peer reviewed and please provide a list of the journal editorial board members. Note: For post-tenure review, this should be provided for the preceding five years.
2. Presenting research at a national or international conference.
3. Publishing a book or book chapters in a university press.
4. Receiving competitively awarded funding or grants for scholarly work.
5. Publishing a white paper, government paper, or technical reports.
6. Three or more book reviews in peer-reviewed journals
7. Three or more entries of 500 words or more in a peer-reviewed encyclopedia.
8. Mentoring students in undergraduate or graduate research that results in a student publication or presentation at a conference.
9. Serving as a reviewer of textbooks for publishers.
10. Serving as a peer reviewer for journals.
11. Editing conference proceedings.
12. Performing other excellent/meritorious professional development activities not described above (as determined and approved by Department Chair).

C. Service

Service activities by faculty play a vital role in the continuing operation and success of the department, university, and community. Therefore, service activities are considered as a key element of faculty performance.

Satisfactory Criteria

1. Actively contributing to the needs of the department.
2. Actively participating in university, college, or departmental committees, and/or actively participating in professional or community organizations related to the discipline.
3. Engaging in departmental recruiting efforts, including ROAR and Discovery days.
4. Academic Advising as assigned. Additional office hours will be required during advising.
5. Participating in the Columbus Model UN
6. Meaningful participation in faculty meetings, department events, and committees.

Excellent Criteria-For excellent criteria at least three of the below criteria must be met.

1. Actively participating in multiple college, university, community, and/or USG committees annually.
2. Chairing a department, college, university, and/or USG committee.
3. Exemplary performance in academic advising either in quality or quantity.
4. Serving as an officer in a discipline-related professional organization.
5. Serving as a panel chair or discussant in a discipline-related professional organization's conference.
6. Acting as a formally assigned mentor to a faculty colleague.
7. Actively engaging in student success by writing letters of recommendation.
8. Participating in university visitation and/or orientation events.
9. Serving as a faculty advisor for an active student organization.
10. Serving as a grant reviewer.
11. Actively participating in community outreach effort, including CSU Day of Service
12. Media presenter, commentator, or liaison.
13. Fulfilling an organizational role for the Annual Muscogee County Model UN
14. Teaching a dual enrollment course at a local high school.
15. Performing other meritorious professional development activities not described above (as determined and approved by Department Chair).

D. Professional Ethics:

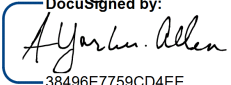
The Department of Politics, Philosophy is committed to the highest ethical and professional standards of conduct in pursuit of the university's missions—excellence, engagement, creativity, servant leadership, inclusion, and sustainability. Accomplishing these missions demands integrity, good judgment, and dedication to public service from all members of the department. The department recognizes that the shared enterprises require ethical conduct to which each member of the department must be held accountable. For further information about professional ethics, see the USG' Board of Regents' ethics policy.

https://www.usg.edu/organizational_effectiveness/ethics_compliance/ethics_pol

E. Collegiality:

All members of the Department of Criminal Justice and Sociology will be respectful, productive, constructive, encouraging, and professional in their relationships with other faculty members.

All members will be committed to upholding CSU values: Excellence, Engagement, Creativity, Servant Leadership, and Sustainability. All members will foster and promote a learning and working environment that embraces diverse people, ideas, views, and practices.

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Dr. Annice Yarber-Allen, Dean of COLS

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Dr. Kimberly Gill, Chair

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Dr. Nicholas Bolden

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Dr. Jacob Holt

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Dr. Saerim Kim

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Dr. Daewoo Lee

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Dr. Masako Okura

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Dr. Dan Van Kley

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Dr. Markus Weidler