

## Political Science Annual Review Criteria - Tenure Track and IRC

Consistent with University of Colorado Regent Law and Policy and UCCS campus and college policies, the performance of faculty members in the UCCS Department of Political Science will be evaluated and rated annually (based on performance during each calendar year). This annual merit review process is completed for all regular faculty members ( $\geq 0.5$  FTE) in the department (see Regent Administrative Policy Statement APS 5008 <https://www.cu.edu/ope/aps/5008>). The department believes that the review process provides an important opportunity for considering the progress of faculty toward professional objectives. The department also recognizes that expectations can vary as faculty members progress through academic ranks. Faculty members are expected to treat each other with respect and civility as a minimum expectation.

### I. TEACHING

A. Criteria. Teaching will be evaluated using the following indicators:

1. Quantitative and qualitative evaluations from FCQ's
  2. Peer review. Faculty can choose to be evaluated by a tenure-track member of the department. These evaluations can be based on syllabi and other appropriate teaching materials as well in class observation.
  3. Development of new courses, curriculum, or programs, revisions of existing courses, and the development of new teaching methods
  4. Awards or other recognitions for teaching and advising
  5. Engaging in professional development activities on pedagogy, publishing on teaching, or formal presentations concerning teaching and learning
  6. Advising students and assisting with career development such as writing letters of recommendation
  7. Supervising internships
- \* (as faculty progress through the ranks they will be encouraged to take on more of these projects)
8. Supervising honors' theses and other student research
- \* (as faculty progress through the ranks they will be encouraged to take on more of these projects)

9. Teaching professional development seminars for secondary educators
10. Engaging in high-impact practices such as service-learning and teaching study-abroad courses.
11. Contributing to the department's mission by teaching required courses
12. Bringing guest speakers to class
13. Participating in new and different forms of dissemination and impact such as webinar development and Diversity, Equity, and Inclusion related activities
14. Coauthoring research with a student

#### B. Annual Evaluation Ratings For Teaching.

Ratings: There will be no rigid formula for ratings and faculty can demonstrate achievement by documenting success in multiple areas. However, evaluation for outstanding, exceeding expectations, and meeting expectations will be guided by the following framework. Both tenure-stream and IRC faculty have the same criteria for teaching.

Outstanding. Exceptional teaching demonstrated by 1) Strong FCQ's, quantitative and/or written; or 2) strong peer reviews; or 3) significant curriculum development, either by developing new courses or revising and/or updating currently offered courses; or 4) participating in pedagogy workshops; or 5) supervising honors theses and independent research projects or 6) other documented commitment to teaching excellence.

Rating: Exceeding Expectations. Quality teaching as indicated by 1) good scores and/or comments on student evaluations; or 2) good peer reviews; or 3) demonstrated commitment to curriculum development, either by developing new courses or revising and/or updating currently offered courses; or 4) participating in pedagogy workshops; or 5) supervising student research; or 6) other material submitted which demonstrates commitment to teaching.

Rating: Meeting expectations. Satisfactory teaching as indicated by FCQ evaluations; or 2) by peer review; or 3) on other teaching materials submitted for evaluation.

Rating: Below expectations. "Needs Improvement" as indicated by low scores on student perceptions of teaching form; or 2) peer reviews define teaching as below satisfactory; or 3) no evidence of efforts to improve teaching; or 4) no other teaching materials submitted for evaluation. The designation of "Needs Improvement" serves as an indication to the faculty member that future progress in this category is expected.

To merit a rating of "Fails to meet expectations" the faculty member must fail to improve the year after receiving a rating of "Below Expectations".

## II. RESEARCH

A. Policy. Because Political Science research often involve multi-year research projects these projects will be taken into consideration for the annual evaluation and books will be counted for two years of evaluation. Research will be evaluated using the following criteria.

1. Publishing a book
  2. Publishing a peer reviewed article
  3. Publishing an edited volume
  4. Publishing a book chapter
  5. Demonstrating advancement of a work in progress
  6. Delivering a conference paper presentation
  7. Serving as a discussant at professional conference
  8. Awards or other recognitions for research
  9. Successful grant applications
  9. Submitting grant proposals
  10. Research related press appearances, public presentations, or other formats such as podcasts
  11. Publishing a book review
  12. Publishing an op ed or article in other popular outlets
  13. Substantive reviews of a faculty member's book
  14. Professional research-based consulting
- \* The department does not distinguish between paid and unpaid consulting.
15. Coauthoring research with a student
  16. Participating in new and different forms of dissemination and impact such as participating in a major podcast; webinar development; community-based research, and Diversity, Equity, and Inclusion related activities

B. Annual Evaluation Ratings for Research Rating: There will be no rigid formula for ratings and faculty can demonstrate achievement by documenting success in multiple areas. However, evaluation for outstanding, exceeding expectations, meeting expectations, below expectations, and failing to meet expectations will be guided by following framework.

A ranking of “Outstanding” will generally require a peer-reviewed book, article, edited volume, or book chapter along with demonstrated achievements in the other criteria or some significant combination of the other criteria.

A rating of “Exceeding Expectations” can be demonstrated by progress toward peer reviewed publications along with demonstrated achievements in the other criteria or substantial contributions in the other criteria.

A rating of “Meeting Expectations” will generally require evidence of continuing research or creative activities or efforts to develop research projects.

To receive a rating of “Below Expectations” faculty will provide no evidence of continuing research or creative activities or efforts to develop research projects.

To receive a rating of “Fails to meet expectations” the faculty member must demonstrate no improvement the year after receiving a rating “Below Expectations.”

### III. SERVICE

Service will be evaluated using the following criteria:

1. Holding administrative positions such as Department Chair or Center Director
2. Chairing search committees
3. Serving on department, college, or university committees
4. Public presentations
5. Interviews with media outlets
6. Chairing a panel at a research conference
7. Editing a journal
8. Serving on a journal’s editorial board
9. Officer in a professional organization

10. Professional consulting

\* The department does not distinguish between paid and unpaid consulting.

11. Service to the discipline such serving as an article or manuscript reviewer

12. Organizing special events such as bringing a guest speaker to campus

13. Participating in new and different forms of service and Diversity, Equity, and Inclusion related activities

Ratings for tenure-stream faculty:

To receive a rating of “Outstanding” will generally require a significant leadership role such as chairing a major committee or another activity from the listed criteria which requires an unusual commitment of time along with contributions in other criteria. These criteria are for tenure-stream faculty.

To receive a rating of “Exceeding Expectations” faculty will need to show substantial contributions in several of the listed criteria.

To receive a rating of “Meeting Expectations” faculty must demonstrate participation in the regular operation and governance of the department through regular attendance and participation at departmental meetings and other events and activities.

To receive a rating of “Below Expectations” faculty will demonstrate limited contributions to departmental governance.

To receive a rating of “Fails to meet expectations” the faculty member will demonstrate failure to improve in the year after receiving a rating of “Below Expectations.”

Ratings for IRC faculty:

To receive a rating of “Outstanding” will generally require participating in one of the listed criteria which they are eligible to perform.

To receive a rating of “Exceeding Expectations” will require participating in departmental governance and advising on longterm departmental planning.

To receive a rating of “Meeting Expectations” requires regular participation in departmental governance.

To receive a rating of “Below Expectations” faculty will demonstrate limited contributions to departmental governance.

To receive a rating of “Fails to meet expectations” the faculty member will demonstrate failure to improve in the year after receiving a rating of “Below Expectations.”