

DEPARTMENTAL HANDBOOK

DEPARTMENT OF POLITICAL SCIENCE

KENT STATE UNIVERSITY

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SECTION ONE: Matters of Department Governance and Related Procedures

ARTICLE I
PREAMBLE

This department handbook contains the operational policies and procedures for the Department of Political Science (hereinafter “Department”) within the College of Arts and Sciences (hereinafter “College”). The policies and procedures contained in this Handbook shall not conflict with any University Administrative or Operational Policy of Kent State University, any applicable *Collective Bargaining Agreement*, or any federal, state, or local law.

ARTICLE II GOALS AND MISSION OF THE DEPARTMENT

The primary objectives of the Department are to:

1. Create an academic environment that promotes the intellectual and professional development of students and faculty;
2. Develop and maintain a commitment to scholarly activity in research, graduate education, and undergraduate education that is commensurate with the goals and mission of a public university;
3. Provide programs for all students that meet the educational and technological demands of the disciplines represented in the Department;
 - ☐ Help students gain critical awareness of the ways in which people organize political communities to pursue order, justice, and virtue.
 - ☐ Offer a B.A. program in political science that provides both a survey of political institutions and processes within governments and societies and a set of analytical skills to promote employment and quality of life.
 - ☐ Offer internship programs in Columbus and Washington, D.C., that combine specialized, policy-related coursework and exposure to government agencies along with practical experience in a professional setting.
 - ☐ Offer an M.A. program that trains students for teaching, research, and public service and that provides opportunities for programmatic research and the building of analytical skills in quantitative and qualitative techniques that are applicable to both professional and academic development.
 - ☐ Offer a Ph.D. program that prepares students for teaching, research and public service. Knowledge and skills in analysis are developed through core and elective courses that build analytic skills in quantitative and qualitative techniques along with detailed knowledge of theoretical traditions and concepts.
 - ☐ Offer an MPA program that seeks to increase the management capacity of governmental and not-for-profit agencies through courses that focus on training in specific managerial competencies as well as a broader professional approach to public administration concerns and institution building.
 - ☐ Offer courses for students in related academic disciplines and professional fields that provide a necessary base for their career goals.
4. Provide the public with service commensurate with an academic unit focusing on political science and public policy. Service to the University and to the general

public unifies and clarifies the role of the Department and is valued within the College and the University.

Implicit in these objectives is our responsibility as teachers, which includes but is not limited to, educating undergraduate and graduate students and providing continuing education while promoting and clarifying the role and philosophy of education.

A strong commitment to research means creating and maintaining a significant intellectual environment and achieving our broader commitments to the advancement of knowledge and service to the public.

ARTICLE III STRUCTURE AND ORGANIZATION OF THE DEPARTMENT

A. **Definition of the Faculty**

The terms “*Faculty*,” “*members of the Faculty*,” and “*Faculty members*” used in this handbook are defined as full-time faculty of academic rank who hold tenured or tenure-track appointments at the University and who, therefore, are members of the bargaining unit as defined in the current Collective Bargaining Agreement (CBA). Unless otherwise specified, voting rights on departmental matters are restricted to the Faculty.

Regional campus faculty in tenured, tenure-track, and non-tenure track (NTT) positions are voting members of the faculty.

Full-time NTT faculty members are voting members of the faculty and may serve on departmental committees except for the Faculty Evaluation Committee (FEC).

Faculty status may, at the discretion of the faculty, be extended to those with professional administrative appointments as Center directors and who hold graduate faculty rank in the Department.

B. **Administrative and Service Positions**

1. **Department Chair**

The Department Chair (hereinafter “Chair”) reports directly to and is accountable to the Dean of the College (hereinafter “Dean”) and to the Faculty of the Department. The Chair is responsible for recording, maintaining, and implementing the policies and procedures stated in this Handbook through regular and thorough consultation with the Department faculty and the Department’s various committees as provided in the *Collective Bargaining Agreement* (CBA). The Chair represents the Department in Collegiate and University matters, except as specified otherwise in the Handbook.

The Chair is an *ex officio*, non-voting member of all Department committees, and may make appointments as necessary and permitted to Department committees and to the various administrative and service positions in the Department.

The Chair shall also use the resources of the office to create an atmosphere in which all faculty members can most effectively realize their capabilities for teaching, research, and service, and fulfill their professional duties and obligations; make annual reports to the Faculty on the state of the Department; this shall include an annual financial report to the Department Faculty Meeting, an income, expenditures, and resources, and a budget for the new

academic year; initiate periodic reviews of the departmental curricula; assemble and distribute annually to faculty all relevant information concerning faculty salaries; and select and supervise secretaries and maintain effective office organization. These responsibilities are exercised in consultation with the FAC and in accordance with the University Civil Service regulations.

Procedures for the selection, review and reappointment of the Chair are included in the applicable *Collective Bargaining Agreement*.

2. Assistant to the Chair

The Department may have an Assistant to the Chair. The Assistant to the Chair is appointed by the Chair after consultation with the Faculty Advisory Committee (FAC). The term of service is established by the Chair in consultation with the FAC, but it may be terminated by the Chair at their sole discretion. The duties and responsibilities of the Assistant to the Chair are determined by the Chair in consultation with the FAC. The duties shall be specified in a letter of appointment and departmental operating procedures document and referenced in the description of workload equivalents (see *ARTICLE VI.E Faculty Workload and Workload Equivalents*) contained in this Handbook.

3. Graduate Coordinator

The Graduate Coordinator is appointed by the Chair after consultation with the Graduate Faculty and the FAC and approved by the Faculty Meeting. The Graduate Coordinator should, whenever possible, be an F-4 member of the Graduate Faculty holding the rank of TT Associate Professor or TT Professor. The term of service is established by the Chair in consultation with the FAC, but may be terminated by the Chair, in consultation with FAC and the Graduate Studies Committee (GSC). The Graduate Coordinator chairs the GSC and oversees the operation and development of the Department's MA/PhD program.

4. Undergraduate Coordinator

The Undergraduate Coordinator is appointed by the Chair after consultation with the faculty and the FAC and approved by the Faculty Meeting. The term of service is established by the Chair in consultation with the FAC, but may be terminated by the Chair, in consultation with FAC and the Undergraduate Studies Committee (USC). The Undergraduate Coordinator chairs the USC, oversees the operation and development of the Department's POL undergraduate degree programs, and serves as the Department's representative to the A&S College Curriculum Committee.

5. Master of Public Administration (MPA) Coordinator

The MPA Coordinator is elected by the MPA committee and approved by the Chair and the Faculty Meeting. The term of service is established by the Chair in consultation with the FAC, but may be terminated by the Chair, in consultation with FAC and the MPA Committee. The MPA Coordinator chairs the MPA Committee and oversees the operation and development of the MPA program.

The MPA Coordinator's responsibilities include the following: (a) serving as the official NASPAA (National Association of Schools of Public Affairs and Administration) representative; (b) advertising and promoting the MPA program externally; (c) facilitating the research needs of junior, full-time MPA faculty; (d) bringing issues affecting the MPA program to the attention of the MPA Committee for resolution; (e) coordinating the MPA program decisions with the other formal departmental committees, when relevant; (f) coordinating MPA program decisions between the MPA Committee and the Chair of the Department; and (g) convening the MPA Committee regularly.

6. Additional Administrative Appointments

Appointments to other departmental administrative positions are made by the Chair after consultation with the FAC. Appointments will be dependent upon the specific requirements of the position and the individual's qualifications for the position. Duties, terms of office, and workload equivalencies shall be specified by the Chair in consultation with FAC.

7. Non-Academic Staff

The Department's non-academic staff includes all classified and unclassified staff positions within the Department including but not limited to the secretarial staff. Each position has specific duties as defined in the applicable position description.

C. Department Committees

All Department committees are advisory and recommendatory to the Chair. The membership, structure, and function of the Department's committees are governed by the University Policy Register and the *Collective Bargaining Agreement*, where applicable. The Chair may establish other departmental standing and ad hoc committees in consultation with the FAC. The Chair will solicit requests from faculty members for positions on the Department's various committees. The Chair, when making appointments to Department committees, will be mindful of the diversity of disciplines within the Department and will consider the expertise and

interests necessary for the effective functioning of specific committees. The chair's recommendations shall be submitted to the Faculty Meeting for approval.

The committees have the obligation to make Faculty Meetings (ARTICLE III.D) vital and the center of Departmental policy making. The committee shall initiate and guide policy to maintain a broad consultation with the entire faculty through the timely provision of minutes and reports and through engagement of the faculty in discussion and decision on written reports within the Faculty Meeting.

Department committees should publish a notice of major policy initiatives, policy changes, and new rules that are under consideration by any given department committee. A department committee should allow for a comment period of at least one week whereby faculty may submit questions and comments to the committee about published proposals. Department committees should consider the feedback submitted by faculty during the notice and comment period during committee deliberations regarding new proposals and before voting on sending new proposals to the full faculty.

Committees shall hold regular meetings, scheduled and notified by the committee's Chair or upon request of a majority of the committee's members at the beginning of each semester and as the need arises throughout the academic year.

A simple majority of the members of a committee constitutes a quorum. Committee meetings shall be conducted in accordance with the current edition of *Robert's Rules of Order Newly Revised*. A committee may recommend to place a matter on the agenda of the Faculty Meeting or FAC.

Committee meetings are open to Department faculty unless a closed meeting for an entire session or for a specific item of business is requested by consensus or a simple majority of the members present and voting. The reason for the closed meeting must be stated in the resolution ordering closure.

Because of the size and complexity of the Department, the Department does not maintain a separate Curriculum Committee, but the functions of the Curriculum Committee are divided between the three degree-granting programmatic committees: the GSC, the USC, and the MPA Committee.

1. The Faculty Advisory Committee (FAC)

The FAC shall be concerned with all aspects of the operation of the Department consistent with the CBA and University policies and may make recommendations on any matter not assigned to another committee by this Handbook, but its primary responsibility shall be faculty governance and the strategic planning and development of departmental policy in cooperation with the Chair. Like other committees, the FAC has the obligation to contribute to the vitality of Faculty Meetings by referring to it important

matters for discussion, including curriculum development, the recruitment and hiring of faculty, and proposals for policy change or new directions of substantial impact on the Department as a whole.

The meetings of the FAC are chaired by the Department Chair. The FAC is structured and operates as described in the applicable *Collective Bargaining Agreement*.

The FAC is elected directly by the full-time Faculty as defined in section 3.1: Definition of the Faculty above. FAC terms are for one (1) year, and no Faculty member shall serve for more than three (3) consecutive years. Elections are conducted in the Spring Semester and the FAC members assume office at the beginning of the Fall Semester. The FAC shall consist of at least four (4) tenured and tenure-track faculty members. If not elected to FAC, the Assistant Chair, Graduate Coordinator, MPA Coordinator, and Undergraduate Coordinator are non-voting ex-officio members.

The FAC is convened and chaired at least once per term by the Chair who, in consultation with the FAC, sets the agenda for its meetings. Faculty members may request that items be added to the agenda. Additional meetings of the FAC may be called by the Chair, as needed, or upon a request by at least one-half of the members of the FAC. The FAC elects one (1) member to act as the Department representative to the College Advisory Committee (hereinafter “CAC”).

The agenda and any resolutions for a meeting of the FAC shall be distributed beforehand to faculty members and, aside from personnel matters, student representatives. No recommendation will be made on any matter which is not on the announced agenda or on any resolution not circulated beforehand unless the FAC, by consensus or by a simple majority of the members present and voting, recommends the suspension of this rule for the particular meeting.

Voting rules described in III.D. below (“Faculty Meeting”) shall apply in FAC meetings, as well.

2. The Graduate Studies Committee (GSC)

The GSC is composed of at least four members of the graduate faculty. The Department Chair solicits self-nominations in the Spring semester for terms beginning the Fall. The Chair may also nominate members, keeping in mind issues including, but not limited to, representativeness and equity. Faculty membership is confirmed at the first Fall Faculty Meeting. The committee also includes one graduate student representative plus an alternate recommended by the Graduate Coordinator to the Chair and appointed by the Chair. The student representative may participate in the

meetings of the GSC without the right to vote.

The GSC assists the Graduate Coordinator, who serves as the GSC chair, with the oversight and development of the Department's MA/PhD program. The GSC reviews proposals for new graduate courses, changes in course content and related curricular matters, and conducts periodic reviews of the Department's MA/PhD program as a whole. The GSC is responsible for recruiting, evaluating applications for admission, evaluating and recommending candidates for graduate appointments, monitoring the progress and academic performance of graduate students in the Department, separation of graduate students, placement, and such other duties as may be assigned to it by the Department Chair.

Recommendations on significant matters of curriculum and policy are to be forwarded from GSC to FAC or the Faculty Meeting.

The GSC will oversee the Teaching Assistant and Fellowship programs and cooperate with the Teaching Fellow Coordinator to insure quality teaching and enhance the professional development of Teaching Fellows.

The graduate student representative shall not participate in decisions relative to faculty and the admission of present Kent State University graduate students to a new degree program (i.e., M.A. to Ph.D.) and separation of graduate students, financial aid for graduate students, or other questions relating to the programs or progress of individual graduate students.

3. Undergraduate Studies Committee (USC)

The USC is composed of at least four members of the Faculty. The Department Chair solicits self-nominations in the Spring semester for terms beginning the Fall. The Chair may also nominate members, keeping in mind issues including, but not limited to, representativeness and equity. Faculty membership is confirmed at the first Fall Faculty Meeting. The committee also includes two undergraduate student representative recommended by the USC Chair. The student representatives may participate in the meetings of the USC without the right to vote. One of the faculty members may be a member of the Regional Campus faculty.

The USC performs the functions of an undergraduate curriculum committee. Recommendations on significant matters of curriculum and policy are to be forwarded from USC to FAC or the Faculty Meeting. Student representatives will not participate in personnel matters.

The USC Chair serves on the College Curriculum Committee (CCC).

4. The Masters in Public Administration (MPA) Committee

The Masters in Public Administration (MPA) Committee shall consist of at least four members of the Faculty. The Department Chair solicits self-nominations in the Spring semester for terms beginning the Fall. The Chair may also nominate members, keeping in mind issues including, but not limited to, representativeness and equity. Faculty membership is confirmed at the first Fall Faculty Meeting.

The committee shall be concerned with administration of the M.P.A. program, including the recruitment, admission, and separation of graduate students; financial aid; graduate curriculum; graduate program procedures and policies; and such other duties as may be assigned to it by Department Chair. Accreditation and professional liaison will also be a primary responsibility of the committee, under the direction of the coordinator.

Responsibilities of the MPA Coordinator are described in ARTICLE III.B.5 of the Faculty Handbook.

Recommendations on significant matters of curriculum and policy are to be forwarded from the MPA Committee to FAC or the Faculty Meeting.

5. Graduate Faculty Committee (GFC)

Members of the Faculty of the Department of Political Science who have attained Full Graduate Status comprise a Graduate Faculty Committee (GFC) whose mission is to designate the level of Graduate Faculty Status (GFS) held by members of the department. This process involves a review of the faculty member's academic record based upon criteria approved by the Department of Political Science. When a new faculty member has joined the department, or an outside KSU faculty member applies for GFS within the department, the GFC will designate an appropriate level of GFS (Full or Associate). Regular meetings in the spring semester will provide the GFC an opportunity to raise the GFS of faculty members. Every five years, the GFC will undertake a comprehensive review of each faculty member's academic record and may then raise or reduce their GFS. Faculty members may appeal these decisions directly to the GFC, and if unsuccessful at this level, to the Chair of Political Science.

6. Student Academic Complaint Committee (SACC)

The Student Academic Complaint Committee (SACC) shall consist of the Department's Faculty Advisory Committee, an undergraduate POL major, and a POL graduate student, both in good standing in the Department. The Chair of the SACC is elected by the SACC at the beginning of each academic

year. The policies and procedures of this committee are governed by University Policy 3342-4-02.3. The policy provides for only one SACC in each department.

In the event that a member of the Student Academic Complaint Committee is the subject of or may otherwise be involved with a student complaint, the FAC will select a replacement from the full-time tenured and tenure-track faculty. If the Chair of the SACC is the subject of or may otherwise be involved with a student complaint, the Chair will appoint a member of the Student Academic Complaint Committee to chair the committee and the FAC will appoint an additional member to the committee from the full-time tenured and tenure-track faculty.

7. **Reappointment, Tenure, and Promotion Committee**

The policies and procedures which govern the Department's Ad Hoc Reappointment, Tenure and Promotion (RTP) Committee are included in University Policy. The RTP Committee is a recurrent ad hoc committee whose membership and functions are assigned by university policies, including the CBA, the University Register, and guidelines from the Provost's office. Within these limits, the Committee applies more explicit Department-adopted criteria and standards for reappointment, tenure, and promotion as set forth in ARTICLE VII of this Handbook. The RTP committee reviews materials relevant to the professional performance of faculty who are candidates for reappointment, tenure, or promotion in rank, and to make recommendations to the Chair on each of these personnel decisions. The recommendations of this committee and the Chair, together with the materials assembled for the committees, are forwarded to the Dean of the College of Arts and Sciences.

8. **The Faculty Evaluation Committee (FEC)**

The Faculty Evaluation Committee (FEC) is elected directly by the full-time Faculty of the Department as defined in subhead *III.A Definition of the Faculty* above. Elections are conducted in the Spring Semester, and the membership is confirmed at the first fall Faculty Meeting. No person shall serve more than one term during any three-year period. During its first meeting, FEC shall elect one of its members to serve as Chair.

FEC rules and processes for assessing faculty performance shall be spelled out and promulgated among the faculty.

The FEC responsibilities include (see ARTICLE X for procedural details):

- a. Recommending to the FAC and the Chair ranking of faculty for merit increments based on university policy and the criteria approved at the

Faculty Meeting;

- b. Recommending to the Faculty Meeting the policies and guidelines which, upon approval, become the basis of awarding merit in the following year.

Changes to the FEC criteria are considered changes to the Faculty Handbook and therefore must follow the procedures for changing the Faculty Handbook.

9. Other Departmental Committees

The Chair may establish, charge, and appoint the membership of additional departmental standing or ad hoc committees as required by the Department. In establishing departmental committees, naming members and designating a committee chair, the Chair shall consult with the FAC. The Chair will solicit requests and preferences from the faculty before establishing and making appointments to departmental committees.

D. The Faculty Meeting

The meeting of the full-time faculty of the Department, including the Regional Campus faculty, shall be an advisory and recommendatory body to the Chair on academic matters central to the Department's mission, as set forth in the CBA and in this Handbook.

The Faculty Meeting consists of the full-time faculty as defined in ARTICLE III. A. above. The Faculty Meeting is chaired by the Department Chair.

Student representatives, graduate and undergraduate, may participate, consistent with CBA and University policy. The graduate student representative will be recommended by the Graduate Coordinator to the Chair and appointed by the Chair. The undergraduate student representative will be recommended by the Undergraduate Coordinator. Other persons may attend meetings unless a closed meeting is approved in accordance with the decision-making procedures elaborated below. Student representatives may also be excluded under the same procedure. Student representatives may participate in the Faculty Meeting without a right to vote. The closing of the Faculty Meetings must be in accordance with state law.

The agenda and any draft resolutions for the Faculty Meeting shall be distributed in time to reach all the faculty members and – if appropriate – student representatives at least two working days before the meeting. No recommendation may be made on any matter which is not on the announced agenda or on any draft resolution not circulated beforehand, unless the Faculty Meeting decides (in accordance with the decision-making procedures elaborated below) to suspend this rule for the particular meeting.

There shall be regularly scheduled Faculty Meetings held in the academic year. Special meetings may be called by the Chair and may be requested by the simple majority of the FAC or by one-fourth of the Faculty. In all cases consideration should be given to the teaching schedules of regional campus faculty.

A simple majority of the Kent Campus full-time faculty members shall constitute a quorum for the conduct of the Faculty Meeting. Faculty on leave or excused by the Chair are excluded for purpose of determination of a quorum.

There are five ways that the Faculty Meeting may make decisions. Two are “open” in nature, and three are “secret” in nature. Open voting is a norm in the department. With regard to open decision making:

1. The Faculty Meeting shall be conducted in accordance with the current edition of *Robert’s Rules of Order Newly Revised*.
2. In routine, non-controversial matters that must be decided before a Faculty Meeting is scheduled, the Chair may poll the faculty with electronic “ballots,” submitted directly to the Chair. Faculty members will have 2 full business days to cast their votes. If any Faculty member objects to the holding of an electronic vote during that period, a regular Faculty Meeting must be called instead.

In exceptional circumstances, a secret ballot may be used. With regard to secret ballots, there are three processes by which the Faculty may decide to cast a secret ballot. There are also three kinds of secret ballots.

The three processes that the Faculty may use to decide to cast a secret ballot are as follows:

1. A simple majority of the faculty present and voting at a Faculty Meeting may decide that a secret ballot in the meeting, a secret postal mail ballot, or a secret email ballot will occur on a particular item.
2. A faculty member may privately request of the chair, in advance of the Faculty Meeting at which a decision is expected on a particular item, that a secret ballot in the meeting, a secret postal mail ballot, or a secret email ballot will occur on a particular item. The chair will then poll the faculty by secret email on the request for a secret ballot. These secret ballots will be sent by email to the administrative secretary, who will count them and report the results (in anonymous form) to the chair and to the faculty. A simple majority of the members of the Faculty must send in positive votes in order for a request for a secret ballot to be approved.
3. The Department Chair may decide that a secret ballot in the meeting, a secret postal mail ballot, or a secret email ballot may be advantageous for a

specific item. The chair will then poll the faculty by secret email on the request for a secret ballot. These secret ballots will be sent by email to the administrative secretary, who will count them and report the results (in anonymous form) to the chair and to the faculty. A simple majority of the members of the Faculty must send in positive votes in order for a request for a secret ballot to be approved.

The three kinds of secret ballots are detailed below:

1. Secret ballot at the Faculty Meeting. When the faculty vote by secret ballot in meetings, the ballots shall be counted by at least two faculty members.
2. Secret postal mail ballot. When the faculty vote by postal mail ballot, the ballots shall be distributed a full calendar week before the deadline for submission so that all voting members of the faculty receive them in time to return them within the deadline, including those at the regional campuses. Postal mail ballots shall be delivered in sealed envelopes, signed by the faculty member on the outside of the envelope, and opened and counted by at least two faculty members.
3. Secret electronic mail ballot. These secret ballots will be sent by email to the administrative secretary, who will count them and report the results (in anonymous form) to the chair and to the faculty.

ARTICLE IV FACULTY GRIEVANCE AND APPEAL PROCEDURES

A. **Grievance Procedures**

Grievances are covered by respective CBA of tenure-track and non-tenure-track units. Complaints other than contractual CBA grievances should be referred to the Chair, who will consult as the Chair deems necessary with appropriate individuals, officials and/or committees. The Chair is the final departmental authority in dealing with grievances not covered by CBA, but the complaining faculty member has the right to take the grievance to the appropriate higher authority of the College or University. Resolution of disputes resulting from joint authorship is governed by appropriate University policy.

B. **Informal Procedure**

Any faculty member who believes that they may have a grievance is strongly encouraged, before initiating a formal grievance or appeal, to talk with the Chair about any issue(s) of concern. The Chair may seek the advice and recommendation of individual faculty members or faculty advisory groups in seeking informal resolution of a dispute or complaint.

C. **Formal Procedure**

Formal procedures for addressing grievances affecting the terms and conditions of employment of faculty are described in the applicable *Collective Bargaining Agreement*. Disputes involving substantive academic judgments are subject to a separate academic appeals process governed by the applicable *Collective Bargaining Agreement*.

Faculty grievances that are not directly related to the terms or conditions of employment and are not academic appeals are appropriately addressed within the Department, whenever possible. The Chair and/or faculty members will initiate an informal dialogue with all parties involved in a dispute and strive to reach a resolution agreeable to all parties.

ARTICLE V
HANDBOOK MODIFICATION, AMENDMENT AND REVISION

The implementation, modification, amendment, and revision of this Handbook are governed by the applicable *Collective Bargaining Agreement*.

Amendments to this Handbook can be proposed to the Faculty Meeting only by the Chair or by FAC. Committees or individual faculty members may propose amendments to the Chair or FAC. All amendments must be approved by a majority of the full-time faculty. They enter into effect upon approval by the Dean of the College, subject to the provisions in the relevant section of the CBA. Amendments shall be circulated electronically to the full-time faculty no later than one calendar week before the Faculty Meeting at which they will first be discussed. Amendments will be considered priority items at that meeting and should be addressed in a timely manner.

The Handbook shall be reviewed every five years by an Ad Hoc Handbook Review Committee chosen by FAC.

This Handbook shall enter into effect after its final approval by the Dean, subject to relevant provisions in the CBA.

SECTION TWO: Teaching Assignments and Workload, Including Workload
Equivalencies and Related Procedures

ARTICLE VI
APPOINTMENT AND EMPLOYMENT PROCEDURES AND REGULATIONS

A. Faculty Appointments

Normally, an earned doctoral degree in a related discipline is required for all faculty appointments to a tenure-track position in the Department.

B. Faculty Ranks

The basic definitions of faculty ranks are the following:

1. Instructor

This rank is intended for persons initially hired with a master's degree. Normally, the Department does not hire at the rank of Instructor except for full-time non-tenure track (NTT) faculty positions.

2. TT Assistant Professor

This rank is normally the entry level rank for tenure-track faculty holding the doctorate in an appropriate discipline.

3. TT Associate Professor

Hire to or promotion to this rank presumes prior service as an Assistant Professor, significant academic achievements, and possession of the doctorate in an appropriate discipline (*See*, ARTICLE VII of this Handbook).

4. TT Professor

Promotion to this rank requires credentials and significant academic achievements beyond those required for promotion to Associate Professor. (*See*, ARTICLE VII of this Handbook).

5. Full-Time Non-Tenure Track Faculty (NTT) Appointments

Full-time non-tenure track faculty (NTT) appointments are made on an annual basis (*See*, ARTICLE VIII of this Handbook). An NTT who has successfully completed three (3) consecutive years of employment and one (1) Full Performance Review becomes eligible for appointment to a three-year term of annually renewable appointments which are conditional from year to year only upon continued satisfaction with demonstrated performance, continued programmatic and staffing need within the academic unit, and continued

budgetary resources supporting the position. (*See* NTT CBA) NTT appointments are not included under the umbrella of the **University policy and procedures regarding faculty tenure** (*See*, relevant section of University Policy Register), and NTT faculty members are not entitled to any rights with regard to tenure.

6. Part-Time Faculty Appointments

When the Department cannot meet its teaching needs from the ranks of its full-time tenured and tenure-track faculty, full-time non-tenure track (NTT) faculty, and graduate students, part-time faculty appointments will be made from an established pool of qualified applicants not currently on regular appointment at the University.

7. Graduate Faculty Status

As a doctoral degree granting department, the Department normally requires that all faculty hired for tenure-track positions be eligible for appointment to the graduate faculty. The **Administrative policy regarding graduate faculty** is included in the University Policy Register. (*See*, relevant section of University Policy Register.) The status of Graduate faculty members shall be assigned by the F4 Committee (see ARTICLE III of this Handbook).

C. Recruiting TT Faculty

The Department supports the goals of equal opportunity and affirmative action in recruiting and in making appointments to the TT faculty. The Chair recommends initial appointments of new members of the TT faculty. Recommendations follow the selection procedure proposed by the FAC and approved by the Faculty Meeting. The Chair, in consultation with the FAC, recommends members of an ad hoc search committee to the Faculty Meeting. The committees conducting searches should include, whenever reasonably possible, graduate and undergraduate student representatives. Diversity will be taken into account in determining committee composition. The responsibility for organization of the search and for maintaining search records rests with the Department Chair.

The Search Committee, in consultation with the Chair, recommends to the Faculty Meeting job descriptions and candidates to be interviewed.

After the interviews have been concluded, the Faculty Meeting, chaired by the Search Committee Chair, shall recommend whether to offer a TT faculty appointment and to whom.

The Chair consults with the FAC on temporary positions in accordance with University regulations. A file of pool candidates for temporary positions shall be maintained by the Department Chair.

D. Faculty Code of Ethics

All members of the Department faculty are expected to maintain the highest ethical standards as teachers, scholars, university citizens and colleagues. The **University policy regarding faculty code of professional ethics** can be found in the University Policy Register. (*See*, University Policy Register 3342-6-17)

E. Faculty Workload and Workload Equivalents

All full-time tenured and tenure-track faculty of the department are expected to carry a maximum workload of twenty-four (24) credit hours per academic year. Full-time non-tenure track faculty members are expected to carry a maximum workload of thirty (30) credit hours per academic year. (*See*, relevant section of University Policy Register.) The workload for each individual faculty member is assigned by the Chair with the approval of the Dean. The FAC shall advise the Chair on issues related to teaching assignments, class schedules and the appropriate application of workload equivalents. The Chair shall provide each faculty member with a statement of the faculty member's workload. For AY 2010-11, the maximum teaching-load policy shall be carried over from the previous handbook.

The following table codifies mandatory workload equivalencies that the Chair will assign each year. The Chair may also, in consultation with FAC, assign workload equivalencies for other specific duties that are considered essential to the academic mission of the Department.

Table 1. Workload Equivalents Table

Title / Name of Assignment	Load Equivalent (Range)	Frequency	Brief Description of Duties
Assistant to Chair	3-6	Year	The assistant to the chair carries out a wide range of functions assigned by the chair, e.g., assisting FEC, taking minutes at FAC and the Faculty Meeting, etc.
Graduate Studies Coordinator	6	Year	Overall coordination of graduate studies, including issues associated with: recruitment, retention, advising, funding, curriculum, course scheduling, etc.

Undergraduate Studies Coordinator	6	Year	Overall coordination of undergraduate studies, including issues associated with: recruitment, retention, advising, curriculum, course scheduling, etc.
MPA Coordinator	6	Year	Overall coordination of MPA degree, including issues associated with: recruitment, retention, advising, curriculum, course scheduling, assigning and communicating with adjunct faculty, developing and holding regular meetings with the MPA Advisory Board, coordinating and communicating with Everspring, reporting to NASPAA and maintaining records for accreditation, etc.
Washington Program in National Issues	9	Year	Overall coordination of WPNI, including issues associated with: recruitment, advising, curriculum, internships, setting up briefings, etc.
Columbus Program in State Issues	9	Year	Overall coordination of CPSI, including issues associated with: recruitment, advising, curriculum, internships, setting up briefings, etc.

Productive research agenda	12	Year	<p>Tenured, graduate faculty who have:</p> <ol style="list-style-type: none"> 1. Satisfied 2 of the following 4 requirements: <ol style="list-style-type: none"> a. Served as a member (not Graduate Faculty Representative) of at least two KSU MA thesis or PhD dissertation committees (not necessarily to completion) in the past three years; b. Graded at least two qualifying examinations or field examinations during the past three years; c. Taught at least one graduate course (includes MPA courses) during the past three years (recognizing that 2 Independent Study sections or 5 Independent Study students will count as a graduate course for this requirement (and <i>only</i> for this requirement)); d. Participated in annual assessment of MPA Capstone projects at least twice in the past three years 2. Earned at least 30 FEC published research points (Section I.A of FEC Form) during the previous four years and nine months (<i>See Appendix 1</i>).
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Productive research agenda	6	Year	<p>Tenured, graduate faculty who have:</p> <ol style="list-style-type: none"> 1. Satisfied 2 of the following 4 requirements: <ol style="list-style-type: none"> a. Served as a member (not Graduate Faculty Representative) of one KSU MA thesis or PhD dissertation committees (not necessarily to completion) in the past three years; b. Graded at least one field examination during the past three years; c. Taught at least one graduate course (includes MPA courses) during the past three years (recognizing that 2 Independent Study sections or 5 Independent Study students will count as a graduate course for this requirement (and <i>only</i> for this requirement)); d. Participated in annual assessment of MPA Capstone projects at least once in the past three years 2. Earned at least 20 FEC published research points (Section I.A of FEC Form) during the previous four years and nine months (<i>See</i> Appendix 1).
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In the interest of maintaining a high standard of teaching and the desirability of faculty involvement in research and service activities, overload assignments are strongly discouraged. Overload assignments (i.e. workload assignments which total more than twenty-four (24) credit hours per academic year for tenured and tenure-track faculty and which total more than thirty (30) credit hours for full-time non-tenure-track faculty) will be made only in unusual circumstances. Such assignments require the agreement of the faculty member, and the approval of the Chair, following consultation with the FAC, and the Dean.

F. Teaching Assignments and Class Schedules

Teaching assignments are made through the following process:

- First, annual course models are developed by the appropriate committees (GSC, USC, CACM, and MPA).
- Second, prior to the distribution of the various course models, a meeting of the Department Chair and the four coordinators shall be held.
- Third, the models are distributed to faculty who are invited to indicate their course preferences.
- Fourth, the chairs of the respective degree program committees, in consultation and with the approval of the department chair, develops the teaching assignments.

The primary considerations for course assignments are prior teaching experience, subject expertise, and shared responsibility among the faculty for service, and for teaching graduate, undergraduate, and introductory courses. Questions regarding teaching assignments should be addressed to the chairs of the respective committees and to the Department Chair. In the case of a dispute or request for reassignment, the faculty member may request review by the FAC which will make a recommendation to the Chair. Scheduling of classes is the responsibility of the chairs of the respective degree program committees with approval of the Chair.

G. Summer Teaching Assignments

The Chair solicits requests for summer teaching assignments from all full-time faculty members. Summer teaching cannot be guaranteed to any faculty member, and most summer teaching assignments are for a partial load. The size, content, and staffing of summer courses are dictated by budgetary constraints and curricular needs. Within these requirements faculty members are offered summer teaching assignments. The Chair, in consultation with FAC and the Chairs of the GSC, MPA Committee, USC, and CACM committees, determines the list of course offerings which meet the objective of sound curriculum planning and an effective response to student demand. Based upon this list of courses, the Chair secures from each member of the faculty requests for summer teaching. Names of graduate students whose dissertations and theses are expected to be directed to conclusion during the summer will also be obtained by the Chair in order to compensate faculty for dissertation/thesis direction during the summer (*See* relevant section in the tenure-track CBA). All regular members of the Department requesting summer appointments will be given fair and equitable treatment without regard to faculty rank regarding the assignment of summer teaching. Faculty members may elect not to accept a summer assignment. See also relevant section in CBA.

H. Other Faculty Duties

1. Advising

TT faculty are required to advise undergraduate and graduate students on academic matters. Individual faculty members are responsible for providing academic counseling to undergraduate students assigned to them and to other undergraduate students who seek such advice, as needed. MA student advising is conducted by the student's MA Committee, in consultation with the graduate coordinator. Ph.D. student advising is conducted initially by a student's Ph.D. Committee and then by the student's dissertation committee, also in consultation with the graduate coordinator. In order to assist in student advising, TT faculty members should maintain current knowledge of University, College, and Department programs and requirements.

2. Final examinations

In accordance with University Policy as described on the final exam schedules, final examinations or class meetings during final examination week must be held at the time and place listed for each course in the Final Examination Schedule. All classes are expected to have some instructional or evaluative activity during the final examination time. If an examination is given, with the department chairperson or school director and dean's permission, at some time other than scheduled, then it must still be available to one or more students at the officially scheduled time.

3. Grades and Student Records

All faculty members must inform students of their progress throughout the semester. Grades are a faculty member's responsibility and should be assigned fairly and objectively. Submission of final grades must comply with University Policy, including but not limited to the deadline for the timely submission of grades. Repeated failure of faculty members to provide grades in compliance with University Policy will be taken into consideration in reappointment, promotion, tenure and merit decisions. Students have a right to inspect the written work performed during a course and discuss the grade with the faculty member.

All members of the Department must comply with all laws and University Policies which govern the privacy of student education records, including but not limited to the Family Educational Rights and Privacy Act (FERPA). These regulations require, among other things, that faculty members keep thorough academic records and forbid the posting of grades by name, social security number, or any other system which might identify a student with their education record.

4. Office Hours

All faculty members are expected to schedule and attend at least five (5) office hours per week (*See, University Policy Register*). The office hours shall be

posted on the faculty member's office door and communicated to the Department office as well as to the faculty member's students. If a student, for a legitimate reason or reasons, is unable to meet during the faculty member's scheduled office hours, the faculty member shall make appointments to meet with the student at an alternate time.

5. Participation in University Activities

TT faculty members are expected on an equitable basis to participate in recruitment programs, graduation ceremonies, and other activities that are appropriate to their role as a faculty member in the Department.

6. Student and Peer Evaluation

A Student Survey of Instruction (hereinafter "SSI") is required in each course in each semester and will be conducted under the auspices of the Chair pursuant to applicable University policies and procedures (*See*, ARTICLE V of this Handbook).

Probationary TT faculty members are required to undergo peer review of teaching during each year of the probationary period.

7. Syllabi

All faculty members are expected to provide students with a syllabus which includes the subject matter to be covered in a course, a listing of assignments and/or reports, approximate dates of examinations, grading standards, attendance requirements, and other pertinent details of the conduct of the class.

I. Sanctions

A sanction is a documented corrective action in response to a faculty member's unsatisfactory performance of their duties and responsibilities as a member of the faculty. (*See*, relevant section of CBA).

J. Workload Summary Reports

Each continuing tenured Faculty member may be asked by the Chair to prepare and submit an annual workload summary report for the previous academic year. (See relevant section of CBA). The annual workload summary report submitted by the Faculty member shall be in the form of an annual updated curriculum vitae, a brief summary of the previous year's professional activities, and the course syllabi for each course or section of course taught by the Faculty member during the previous academic year. The Chair shall add to the report copies of the summaries of course evaluations for each course taught during the previous academic year. If necessary,

the Chair may request additional information from the Faculty member to clarify summary information and the Faculty member shall respond in a timely fashion.

The purpose of this report is to document the workload, including utilization of specified workload equivalencies, for that academic year. This report may be used in planning future workload equivalencies. Any other use of the report requires consent of the Faculty member. Modification or revision of the specification and/or application of workload equivalents listed above (ARTICLE IV.E.) require the approval of the full Faculty of the department.

K. Faculty Leaves

All leaves, sponsored or unsupported, personal or professional, are subject to the approval of the Chair, the Dean and the Provost.

University leaves include but are not limited to:

1. Research leaves (*See* UPR 3342-6-11.8).
2. Leaves of absence without pay (*See* UPR 3342-6-11.9).
3. Faculty professional improvement leaves (*See* UPR 3342-6-12).
4. Research/Creative Activity appointments (*See* UPR 3342-6-15.3).

L. Faculty Absence and Travel Policy

Faculty members who will be absent from campus for professional or personal reasons must submit a **Request for Absence Form** with the Chair. The request should be made at least one day prior to the planned absence and is subject to the approval of the Chair and the Dean. Arrangements for any classes to be missed during the absence must be addressed to the satisfaction of the Chair before approval will be granted.

Attendance at professional meetings is encouraged, and approved travel expenses incurred in attending such meetings will be reimbursed when approved prior to travel according to the University's travel policies..

M. Faculty Sick Leave

The Chair is responsible for keeping complete records of faculty sick leave; however, faculty members are also required to submit the appropriate sick leave forms to the Chair. Sick leave forms should be completed and submitted to the Chair within forty-eight (48) hours after an absence. (*See* UPR 3342-6-11.1)

N. Outside Employment and Other Outside Activities

Faculty members may engage in professional activities outside the university provided the activities do not interfere with the faculty member's teaching, research, or service responsibilities to the Department, Campus, College or University (*See*, relevant section of University Policy Register). These activities must not compete with University activity or the faculty member's employment with the University. Continuing employment for remuneration must be approved in advance by the Chair and the Dean. Each academic year, each faculty member must disclose and seek approval for all continuing outside employment on the form provided by the University. Any outside employment or other outside activities are subject to the Faculty Code of Ethics and the University's conflict of interest policies. (*See*, relevant section/s of University Policy Register)

O. Copyright Restrictions

All faculty members should be aware of current copyright laws which restrict the copying of published materials. For further information, contact the University's Office of Legal Affairs.

P. Academic Misconduct

The University policy regarding misconduct in research and scholarship and the Administrative policy and procedures regarding allegations and instances of misconduct in research and scholarship is included in the University Policy Register. (*See*, relevant section of University Policy Register)

SECTION THREE: Reappointment, Tenure and Promotion Criteria and the Criteria and Processes Relating To Other Faculty Personnel Actions

ARTICLE VII
TENURE TRACK REAPPOINTMENT, TENURE, AND PROMOTION

A. Reappointment

The policies and procedures for reappointment are included in the **University policy and procedures regarding faculty reappointment** (*See*, relevant section of University Policy Register). Each academic year, reappointment guidelines for Kent and Regional Campus faculty are distributed by the Office of the Provost. Probationary tenure-track (TT) faculty members are reviewed by the Department's Ad Hoc RTP Committee (*See*, ARTICLE VII of this Handbook).

The FAC, in consultation with the Chair, assigns two (2) tenured faculty members to visit the classes of each probationary TT faculty member, interview students in the classes, and generally evaluate the faculty member's teaching performance. A written report of the evaluation is submitted to the Chair for placement in the TT faculty member's reappointment file.

Reappointment is a formal judgment—based upon the candidate's performance in scholarship, teaching, and university citizenship—made annually as to whether a tenure-track faculty member should be appointed for an additional year. This process occurs in the Spring Semester of the first year of appointment for a new faculty member and in the Fall Semester in each subsequent year until a decision is made regarding tenure. The reappointment process is intended to assess and guide tenure-track faculty members in their development as they move toward the tenure and promotion decisions. Each year's reappointment review should take into account the candidate's previous reappointment evaluations and should be a candid analysis of the extent to which the candidate is meeting the Department's expectations.

Because reappointment is closely related to the tenure and promotion decisions, each tenure-track faculty member undergoing an annual reappointment review should consult sections C.1. ("Tenure") and C.2. ("Promotion") below for specific guidelines on the criteria to be utilized by the Ad Hoc Reappointment Committee and the format for compiling a reappointment file.

In the event that concerns about a candidate's performance are raised during the reappointment process, the Ad Hoc RTP Committee and the Chair shall provide detailed, prescriptive comments to serve as constructive feedback.

From time to time, personal and/or family circumstances may arise that require an untenured faculty member to request that their probationary period be extended. Upon request, a faculty member may be granted an extension of the probationary

period. The **University policy and procedures governing modification of the faculty probationary period** is included in the University Policy Register. (*See*, relevant section of University Policy Register)

B. Tenure and Promotion

The policies and procedures for tenure are included in the **University policy and procedures regarding faculty tenure** (*See*, relevant section of University Policy Register) and the policies and procedures for promotion are included in the **University policy and procedures regarding faculty promotion** (*See*, relevant section of University Policy Register). Each academic year, tenure and promotion guidelines for Kent and Regional Campus faculty are distributed by the Office of the Provost.

Tenure is the formal granting of continuous appointment as a faculty member in the Political Science Department. The awarding of tenure will be based on evidence that the faculty member (a) has achieved a significant body of scholarship, served as an effective teacher, and provided adequate service; and (b) can be expected to continue such a program.

Promotion is the advancement in academic rank based upon sustained and distinguished service to the Department, the College, and the University. Higher standards exist regarding promotion to TT Full Professor than to TT Associate Professor. Both ranks require a strong record of accomplishment in research and teaching, but promotion to TT Full Professor requires evidence of significant and sustained achievement.

Promotion to TT Associate Professor will be based on evidence that the faculty member has achieved a significant body of scholarship, served as an effective teacher, and provided adequate service.

Promotion to TT Full Professor will require evidence of significant and sustained achievement in research and teaching, as well as continuing service to the department, university, and profession.

C. Criteria for Tenure and Promotion

1. Tenure

a. Academic Credentials and University Experience

- i. A candidate for tenure must have the doctoral degree in political science or cognate field.

ii. A candidate for tenure will normally be reviewed during the sixth year of service, although years of credit toward tenure may be granted at the time of the initial appointment and specifically stated in the letter of appointment. A faculty member may apply for early tenure consideration, but the faculty member should be able to meet the criteria for promotion to the next rank.

iii. Presentation of Supporting Materials

- (a) Candidates for tenure are responsible for presenting the necessary documents for consideration by the Ad Hoc Tenure Committee.
- (b) Specific guidelines for the tenure file are provided at the end of this tenure section of the Department Handbook.
- (c) Materials reviewed for tenure for persons hired at the instructor or TT assistant professor rank shall consist primarily of those items generated since the initial hiring. The vitae submitted in applying for the position should be used as a baseline, with materials already published or listed as forthcoming being given less weight than those produced after the submitted vitae. Exceptions will be made when incoming faculty are explicitly given credit toward tenure for prior experience.

iv. Regional Campus Application

- (a) These criteria for tenure apply to Political Science Department faculty at both the Kent campus and the regional campuses. The Department's Ad Hoc Tenure Committee makes recommendations for all members of the Department, regional campuses as well as the Kent campus.
- (b) Application of the same set of criteria does not imply, however, that the criteria must be given the same weights for the two situations. In particular, it may be expected that in evaluating regional campus faculty for tenure, greater weight may be accorded to teaching and university citizenship.

b. Scholarship

i. The value of scholarship

While all members of the Political Science Department are expected to maintain a record of effective undergraduate and graduate teaching, it is recognized by the Department that for purposes of achieving tenure a strong record of accomplishment in the area of research is essential. This policy is consistent with our belief that a university must be a place which generates knowledge as well as disseminates it. Further, this policy is consistent with our belief that active involvement in research activities enhances the quality of classroom performance and other instruction-related activities.

ii. Evidence of Scholarship

(a) Only documented evidence of scholarship will be used to assess a faculty member's eligibility for tenure.

(b) Evidence

A general note on quality: with respect to the professional activities of the candidate in scholarship, it is important for both candidate and reviewing bodies to note that not all activities are equally meritorious. In keeping with the standards of a Ph.D. granting department, both quantity and quality of scholarly activities shall figure into the evaluation of the candidate's record.

With respect to scholarship, published research carries greater weight than non-published. Further, some published materials carry greater value than others. In general, quality will be evaluated as a combination of the nature of the scholarship (e.g., theoretically informed work); the stringency of the review process to which that work of scholarship has been submitted (e.g., journals with strict refereeing processes and low acceptance rates as opposed to those with less rigorous procedures and higher rates of acceptance); and the prestige/visibility of the medium in which the work appears.

With respect to scholarship, published research within the discipline of political science, across its sub-disciplines, and across disciplines is valued. It is expected that candidates for tenure demonstrate a range of publication outlets, publishing articles not only in specialized journals read only within their community of expertise but also articles in broader journals in their subfields broadly defined.

Unpublished research or technical reports that are distributed locally or informally are not to be considered “publications.”

With respect to jointly authored works of scholarship, the degree of the candidate’s contribution will be considered. Thus, candidates should indicate the degree and nature of their contributions to co-authored works.

With respect to applications for extramural funding, the department expects applications for external funding from faculty members receiving start-up funds and encourages applications from all faculty members. Applications to the National Science Foundation and other highly prestigious funding sources are encouraged, but all extramural applications are considered meritorious.

Primary evidence of scholarship may include:

- (1) peer-reviewed (refereed) books, articles, book chapters, and monographs;
- (2) seeking and/or securing grants, especially extramural funding.

Additional evidence of scholarship may include:

- (3) recognition of outstanding achievement, such as awards;
- (4) presentation of papers at professional meetings;
- (5) textbooks;
- (6) book reviews
- (7) research and technical reports which are distributed locally or informally;

- (8) organizing, conducting, and participating in workshops and panels;
- (9) reviewing manuscripts for journals and/or publishers;
- (10) reviewing grant proposals and/or reports for external granting agencies and foundations;
- (11) consulting contracts with governmental, non-profit, or private sector organizations;
- (12) on-going involvement, based upon professional expertise, in community-based or professional organizations;
- (13) publishing of op-eds and articles in newspapers and similar non-academic publications;
- (14) instructor's manuals and instructional software.

c. Teaching

i. Acceptable evidence of effective teaching may include:

- (a) peer review and evaluation of teaching;
- (b) course syllabi, examinations, and handouts;
- (c) student evaluations;
- (d) supervision and mentorship of graduate student teaching;
- (e) direction of and participation in thesis and dissertation committees;
- (f) recognition of outstanding achievement, such as awards;
- (g) seeking and securing professionally reviewed, instruction-related grants, especially extramural funding;
- (h) significant creative activity such as publications on the act of teaching or the development of new methods and materials for instruction;
- (i) advising.

ii. Note that simply teaching classes is not, by itself, a credential toward tenure. The candidate should provide evidence bearing on the quality and extent of the pedagogical effort. Poor teaching may result in the denial of tenure to a candidate who otherwise might meet the criteria for tenure. By contrast, a record of somewhat limited scholarship may be partially offset by evidence of exceptional teaching.

- iii. Finally, because we are a Ph.D. granting department, candidates for tenure on the Kent Campus are expected to demonstrate regular participation of high quality in the graduate program through teaching graduate courses, serving on Ph.D. examination committees, serving on thesis and dissertation committees, MPA capstone research projects, and directing M.A. theses and Ph.D. dissertations once appropriate graduate faculty status has been received.

d. University Citizenship

- i. Acceptable evidence of university citizenship may include:
 - (a) membership on University, College, or Department committees and councils;
 - (b) service to the community beyond the University but in which service is representative of the University, College, or Department.
- ii. Note that simply holding a position as a committee/task force member or as a consultant is not, by itself, a particularly strong credential toward tenure. The candidate also should provide evidence bearing on the quality and extent of the contributions which have been made to the organization in question.

e. Tenure Files

- i. The candidate's file for tenure is the primary means for conveying the activity and productivity of the candidate to the Ad Hoc Tenure Committee and to subsequent review bodies. The primary purpose underlying a well structured tenure file is to provide a continuum of development throughout all reappointment review periods. Thus, the candidate is encouraged to build and maintain a file structured so as to allow a simple updating with each new annual review procedure.
- ii. File contents
 - (a) Statement of Accomplishments

The candidate shall provide a written overview of their career, highlighting their accomplishments

during the period under review. This is the first item in the file.

(b) Curriculum Vitae

This is the second item in the file.

The CV should provide full information on each publication and should clearly differentiate between peer-reviewed publications and non-peer-reviewed publications.

(c) Supporting Documentation

(1) Scholarship

Publications, presentations (copies of papers; abstracts with dates, announcements, etc.), grant proposals (transmittal form with budget and abstract, evidence of submission (such as signature page), and reviewers' comments if available), any additional documentation deemed necessary.

(2) Teaching

Student evaluations (including scores for norming group for each course); copies of course syllabi, examinations, and handouts; peer reviews of teaching; evidence concerning supervision of theses and dissertations; evidence of service on student committees; evidence of extraordinary advising; any additional documentation deemed necessary.

(3) University Citizenship

Service contributions (appointment notices to committees, task forces, etc.), any additional documentation deemed necessary.

(d) Supplementary Materials

The candidate may add any documentation or evidence of additional activities which they may want the relevant reviewing bodies to view.

(e) Letters of Reference

Outside letters of reference are required for tenure reviews. The specific means for acquiring these letters are detailed in the University Policy Register. The Chair is responsible for meeting this requirement and for placing these letters in the candidate's file.

(f) List of citations of the candidate's works.

(g) Published reviews of the candidate's books in scholarly journals.

(h) The file should be submitted electronically, using the format and interface in use at the university at the time the file is submitted.

(i) The candidate's file is reviewed with the Chair for completeness and accuracy prior to acceptance for review.

2. Promotion

a. The University Policy Register (*See*, relevant section) dictates that promotion is based on two major sets of criteria: (1) academic credentials and university experience and (2) academic performance and service.

b. Academic Credentials and University Experience

i. Minimal Requirements. Departmental requirements as to credentials and experience are as follows:

(a) TT Assistant Professor: must have the doctoral degree in political science or cognate field.

(b) TT Associate Professor: must have the doctoral degree in political science or cognate field and normally have served four years at the Assistant Professor rank before they are eligible for promotion to Associate Professor;

- (c) TT Professor: must have the doctoral degree in political science or cognate field and normally must have served five years at the TT Associate Professor rank before they are eligible for promotion to TT Full Professor.

ii. General Principles

- (a) The above-listed requirements are understood to be necessary but not sufficient conditions for promotion in rank.
- (b) While the general criteria for promotion to TT Associate Professor and to TT Full Professor are the same for both, promotion to the latter rank is understood to involve a more stringent application of those criteria.

iii. Presentation of Supporting Material

- (a) Candidates for promotion are primarily responsible for presenting the necessary documents for consideration by the Ad Hoc Promotion Committee.
- (b) Specific guidelines for the promotion file are provided at the end of this section of the Department Handbook.
- (c) Materials reviewed for promotion for persons hired at the instructor or TT Assistant Professor rank shall consist primarily of those items generated since the initial hiring. The vitae submitted in applying for the position should be used as a baseline, with materials already published or listed as forthcoming being given less weight than those produced after the submitted vitae. Exceptions will be made when incoming TT faculty are explicitly given credit toward promotion for prior experience. For promotion from TT Associate to TT Full Professor, materials reviewed for promotion shall consist primarily of those items generated since promotion to TT Associate Professor.

iv. Regional Campus Application

- (a) These criteria for promotion apply to political science TT faculty at both the Kent campus and the regional campuses. The Department's Ad Hoc Promotion Committee makes recommendations for all members of the Department, regional campuses as well as the Kent campus.
 - (b) Application of the same set of criteria does not imply, however, that the criteria must be given identical weights for the two situations. In particular, it may be expected that in evaluating regional campus TT faculty for promotion, greater weight may be accorded the scholarship of teaching and university service.
- c. Academic performance and service
 - i. For promotion to TT Associate Professor:
 - (a) Documented evidence of suitable achievement in scholarship and teaching appropriate for the rank of TT Associate Professor is required.
 - (b) Documented evidence of suitable achievement in university citizenship is required. This shall be understood to mean contributions beyond minimal participation in departmental service functions, such as mere attendance at departmental meetings.
 - ii. For promotion to TT Full Professor
 - (a) Documented evidence of significant, sustained achievement in scholarship and teaching appropriate for the rank of TT Professor is required.
 - (b) Documented evidence of suitable achievement in university citizenship is required. This shall be understood to mean contributions beyond minimal participation in departmental service functions, such as mere attendance at departmental meetings. In addition, extra-departmental service to the University and/or College generally shall be expected as well as service to the profession in the candidate's field of expertise.

- iii. For the types of evidence appropriate in making a case for promotion, see sections C.1.b. (“Scholarship”), C.1.c. (“Teaching”), and C.1.d. (“University Citizenship”) above.
- iv. Files for promotion should follow the same guidelines as files for tenure, which are described in section C.1.e. (“Tenure files”) above.

ARTICLE VIII
RENEWAL OF APPOINTMENT AND THIRD-YEAR FULL PERFORMANCE
REVIEWS OF FULL-TIME NON-TENURE TRACK (NTT) FACULTY

A. Renewal of Appointment

Appointments for full-time non-tenure track (NTT) faculty are governed by the applicable *Collective Bargaining Agreement* and are made annually. Renewal of appointment is contingent upon programmatic need, satisfactory performance of previously assigned responsibilities, and budgeted resources to support the position.

B. Third-Year Full Performance Review

The Collective Bargaining Agreement (CBA) for the non-tenure track faculty (NTT), provides for a ***Full Performance Review*** of full-time NTT faculty who are in their third year and the sixth year of consecutive employment. In keeping with the ***Full*** designation, this review requires that each faculty member submit a file, the contents of which are described in Addendum B to the CBA. The CBA also provides for a “simplified” ***Performance Review*** for faculty who are in their ninth year of consecutive employment or in the third year of a three-year term of annual appointment beyond the ninth year. This “simplified” ***Performance Review*** requires submission of the documents described in the relevant section of the CBA.

ARTICLE IX
POLICY ON CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIPS
BETWEEN FACULTY AND STUDENTS¹

A. Terminology

For the purposes of this policy, the term “faculty,” “faculty member,” or “teaching faculty” refers to all those who teach and/or do research at the University including (but not limited to) tenured and tenure-track faculty, non-tenure-track faculty, part-time instructors, lecturers, holders of research appointments, graduate students with teaching responsibilities, visiting faculty, and advisors.

The term “student” refers to a person enrolled at Kent State University in any capacity, including (but not limited to) full-time or part-time; undergraduate or graduate; for-credit or not-for-credit; or degree or non-degree.

B. Policy

The Department’s educational mission is promoted by professionalism in faculty/student relationships, and professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and students that harm this atmosphere—which occurs when those in positions of authority abuse or appear to abuse their authority—undermine professionalism and hinder fulfillment of the Department’s educational mission.

The Department strongly believes that a romantic and/or sexual relationship between a student and a faculty member—even if such a relationship appears consensual—undermines the Department’s academic mission and should be avoided. In addition, the Department imposes the following formal restrictions:

Romantic and/or sexual relationships, and the pursuit thereof, between faculty members and graduate or undergraduate students are prohibited whenever the faculty member has direct professional responsibility for or authority over the student. Positions of professional responsibility or authority include course instructor; formal advisor; independent study director; internship coordinator; dissertation, MA, or Honors Thesis committee member; MA or PhD Advisory Committee member; Graduate or Undergraduate Coordinator; TA/RA supervisor; or similar formal hierarchical relationship.

Furthermore, no faculty member may pressure, cajole, or otherwise coerce an undergraduate student to avoid a hierarchical professional relationship (e.g.,

¹ The language and ideas of this policy draw heavily on the similar, successful policies at the University of Wisconsin, Indiana University, Georgetown University, and Ohio State University.

taking a faculty member's course) in order to pursue a romantic and/or sexual relationship.

Finally, while the Department does not expressly forbid them, romantic and/or sexual relationships between faculty and graduate or undergraduate students at Kent State are also discouraged when no clear professional, hierarchical relationship between the faculty and student exists.

C. Sanctions

Failure to comply with this policy may result in discipline or dismissal according to the rules appropriate to the individuals involved.

SECTION FOUR: Criteria, Performance Expectations, and Department Procedures
Relating to Faculty Excellence Awards

**ARTICLE X
MERIT AWARDS**

Merit Awards are established pursuant to the applicable tenure-track *Collective Bargaining Agreement* (CBA).

In ranking the faculty, the FEC follows the recommendations of the faculty under the guidance and practice of the previous FEC. FEC will make a preliminary determination of the points to be awarded each faculty member. This shall be completed no later than one month after the Faculty Information Forms are due. All faculty members will be informed about these point allocations and will have the opportunity to appeal the FEC point allocations either in writing or in person. When this appeals process is completed, FEC will forward its final point allocations to FAC. FAC will review the materials provided by FEC and make a determination as to the merit increases to be awarded each faculty member. These recommendations will then be provided to the Chair who will make a preliminary determination of merit awards and will notify all faculty members of the preliminary determination. A faculty member will have the right to appeal the Chair's preliminary determination. This appeal will be considered by FAC, which will make a recommendation on the merits of the appeal to the Chair. The final determination on merit awards will be made by the Chair, and these determinations will be forwarded to the Dean.

The departmental Chair shall be ranked and listed in accordance with the same standards as other members of the faculty.

FEC criteria and forms are contained below.

FACULTY EVALUATION COMMITTEE (FEC) CRITERIA AND FORMS

The following form shall be used for submissions:

FACULTY MEMBER SUBMISSION FORM

Name: _____

ASSESSMENT CRITERIA FOR DEPARTMENT OF POLITICAL SCIENCE

Merit Awards

[Semester] (Due: [Due Date])

	- This Box for FEC Use Only – Points Granted by FEC		
	Initially	On Appeal	Total
Scholarship of Discovery, Integration and Application	_____	_____	_____
Scholarship of Teaching	_____	_____	_____
Service	_____	_____	_____

General Information:

- All faculty members shall be encouraged to submit a Faculty Member Submission Form.
- Research will be 50% of the pool. Research merit points will be totaled at the end of the merit period specified in the CBA. Each person's percentage of that total will determine their percentage of the 50% research merit pool.

- Teaching will be 30% of the pool. Teaching merit points will be totaled at the end of the merit period specified in the CBA. Each person's percentage of that total will determine their percentage of the 30% teaching merit pool.
- Service will be 20% of the pool. Service merit points will be totaled at the end of the merit period specified in the CBA.. Each person's percentage of that total will determine their percentage of the 20% service merit pool.
- Any changes for calculating merit shall not be implemented during the given merit period specified in the CBA, but shall take effect in the next merit period.
- Regional Campus faculty will be evaluated as a group separately from the Kent Campus faculty.
- Completed forms should be received by **[appropriate person]** **no later than [due date]**. Forms received after that date will be considered only if received *prior* to the FEC meeting to evaluate this material. An effort will be made to provide faculty with prior notice, but this may be limited (assuming there is any time) to a day or two. Appeals may be made only over matters submitted on the original form; new items may not be added on appeal.

I am applying for merit in:

Teaching _____
 Service _____
 (Time period is **[calendar year]**)
 Research _____

In order to be considered for merit, the faculty member must submit a Faculty Member Submission Form with Research, Teaching, and Service sections completed.

	Max. Points Per Item Submitted	Number of Items Submitted	FEC Award	On Appeal
I. RESEARCH				
(Provide here full citations for each item listed and provide a copy of each item upon submission of the form.)				

A. Publications Only materials published in the fiscal year (April-March) will be considered except for the new faculty members whose publications will also be counted from the prior year providing such publications were not considered in determining incoming salary.				
1. Books				
a. Scholarly books (not edited)	40			
b. Edited scholarly books (generally includes introduction and concluding chapter): original manuscripts	15			
c. Textbooks (books primarily designed for classroom use)	25			
d. Edited textbooks (generally includes introduction and concluding chapter): original manuscripts	10			
e. Subsequent editions	Half Orig. Pts.			
f. Trade books	10			
g. Edited scholarly books (generally includes intro-duction and concluding chapter): previously published manuscripts.	10			

h. Edited textbooks (generally includes introduction and concluding chapter): previously published manuscripts.	7			
2. Journal Articles (Peer-reviewed print and electronic journals: includes major review essays; for electronic journals, provide copies of all referee letters. Peer-reviewed means anonymously reviewed by one's scholarly peers.)				
a. First Tier Journals (see Note One)	15			
b. Second Tier Journals (see Note One)	10			
c. Third Tier Journals (see Note One)	5			
3. Book Chapters				
a. Original book chapters	10			
a. Book chapters which originally appeared independently as journal articles	5			
a. Revised book chapters	5			
4. Reprints of Unrevised Book Chapters and Journal Articles	2			

5. Monographs (These are publications that are not peer-reviewed, but printed and/or distributed by a governmental or nongovernmental agency or organization. Does not include research reports to funding agencies. Amount of points awarded is based upon prestige of agency, size of the press run, and other factors deemed appropriate by FEC.)	5			
6. Non Peer-Reviewed Journals	3			
7. Book Reviews (Points partly dependent upon number of books reviewed)	2			
8. Articles and Op-Eds in newspapers and magazines	1			
9. Extended articles in magazines	3			
10. Other				
B. Presentations (Includes bona fide papers. Does not include outlines, talking points, or a series of notes, even if the presentation was made at a “papers panel” at a professional association meeting.)	Max. of 15 points			
1. Paper at a major Political Science or other major disciplinary or interdisciplinary meeting (including but not limited to APSA, MWPSA, ISA, ASA, UAA, ASPA, APPAM, AHA)	6			
2. Paper at specialty meeting, area studies, most regional meetings, invited papers at a symposium.	5			

3. Paper at a minor Political Science or other minor disciplinary or interdisciplinary meetings (e.g. state association meetings)	3			
4. External Colloquium	2			
5. KSU Colloquium	1			
6. Other				
7. Round Table Participant or Panel Discussant	1			
8. Community Presentations, Workshops, Training Sessions (10 hours equals 1 point)	Max. of 5 points			
9. Written Government Testimony (10 hours equals 1 point)	Max. of 5 points			
10. Other				
C. Grants (See Note Two)				
D. Awards for Scholarly, Professional, or Scientific Achievement				
1. Winner of KSU Distinguished Scholar Award	8			

2. Finalist for KSU Distinguished Scholar Award	5			
3. Other(e.g. book award, dissertation award, lifetime achievement award, etc.)	7			
Total for Section I				
II. TEACHING				
A. Teaching Development and Enrichment Activities				
(For each activity listed, provide the appropriate documentation, including syllabus, evidence of integration, and use of innovations)				
1. Development and teaching of new course. This is a course not previously taught by that individual anywhere.	1 point per course			
2. Innovation in Teaching (This includes, but is not limited to, the following innovations: technological [course web sites; on-line discussion groups; distance learning; video; audio; teleconferencing]; service learning; community outreach projects; and others).	5 hours equals 1 point Max of 5 points			

3. Self-Development Activities for Improving Teaching (This includes internal [KSU-based] or external activities that involve a significant commitment of time [minimum of five hours] and that are focused primarily upon the acquisition of new teaching skills. Examples include: mini-courses at professional association meetings, summer institutes, conferences on teaching, collegial development of teaching activities, or auditing a course. Examples of activities not covered include two-hour long Moulton Hall presentation or training event, panels or paper sessions at professional meetings, attending lectures, etc.)	5 hours equals 1 point Max. of 5 points			
B. Teaching Activities Other than Coursework				
1. Dissertation Supervision: Advisor or Co-Advisor	5			
2. Dissertation Committee Member (includes internal and external committees; does not include Graduate Faculty Representative or Defense Moderator)	1			
3. Masters Thesis Advisor or Co-Advisor (includes M.L.S.)	3			
4. MPA Internship and M.A. Essay, advisor only (M.A. Essay: 1 point per essay, advisor only)	1			
5. Senior Honors Thesis Advisor or Co-Advisor	2			

6. Interdisciplinary Program Senior Thesis Advisor (e.g. Women's Studies)	1			
7. Graduate Comprehensive Exams Committee Member	1			
8. Independent Study or Internship Supervision (include documentation)	1 point per student; Max. of 4 points			
C. Professional Presentations on Teaching (Provide a copy of each item upon submission of form)				
1. Paper on teaching at a major Political Science or other major disciplinary or interdisciplinary meeting (including but not limited to APSA, MWPSA, ISA, ASA, UAA, APPAM, AHA)	6			
2. Paper on teaching at specialty meeting, area studies, most regional meetings, invited papers at a symposium.	5			
3. Paper on teaching at a minor Political Science or other minor disciplinary or interdisciplinary meetings (e.g. state association meetings)	3			
4. Round Table Participant or Panel Discussant on teaching.	1			
5. External Colloquium on teaching	2			

6. KSU Colloquium on teaching	1			
D. Teaching Awards				
1. Ohio Professor of the Year	15			
2. Winner of Alumni Teaching Award	10			
3. Winner of College of A & S Student Advisory Council Award	10			
4. Winner of Honors College Award	10			
5. Finalist for Alumni Teaching Award	5			
6. New Student Orientation Award	3			
7. Other University, State, or National Teaching Awards as determined by FEC.	Max. 10			
E. Internal grants or awards for Teaching				
1. UTC Summer Development Award or Arts & Sciences Summer Development Award	5			
2. Other	2			
Total for Section II				

III. Service				
Service points shall be field-related. List semesters of service. In all cases, release from teaching duties and financial remuneration shall be taken into account in assigning points. Services for which there are special administrative awards by the Dean, Academic Vice-President, or the President will not be included in the Faculty Evaluation Committee calculations.				
A. Service to the Department				
1. Committee Chairperson or Coordinator				
a. Department Chairperson	15			
a. Chairperson of Graduate Studies, Undergraduate Studies, MPA Program, CACM	7			
a. Chairperson of FEC, Search, or major Ad Hoc Committee, e.g., Handbook, FEC Reform	5			
a. Coordinator of Teaching Fellows; Chairperson of Retention; Coordinator of Computer Lab	3			
a. Chairperson of Library	2			
a. Chairperson of minor Ad Hoc Committee, e.g., Retreat	2			

2. Committee Member				
a. FAC	3			
b. Graduate Studies, Undergraduate Studies	3			
c. FEC, Search, and major Ad Hoc Committees	3			
d. MPA, CACM	2			
e. Library	1			
f. Other				
3. Administrative Accomplishments Exceeding Normal Expectations And Usual Compensations	Max. of 5 points			
<p>B. Service to College and University (This includes, but is not limited to, College Advisory Committee, University Budget Committee, Provost Tenure and Promotion Committees, AAUP Council, Faculty Senate, etc. Provide details on relative degree of committee activity and on your participation levels. As a general guide, 10 hours of service equals 1 point.)</p> <p>NOTE: No points awarded for service on the Ad-Hoc Tenure, Promotion and Reappointment Committee.</p>	Max. of 10 points			

C. Community Service Related to Professional Experience (e.g., active participation, based on professional expertise, in community-based or government organizations; extensive media activity; etc.) Provide information on involvement and time expended. 10 hours equals 1 point.	Max. of 10 points			
D. Contributions to the Academic Community				
1. Journal Editor	12			
2. Guest Journal Editor	3			
3. Journal Editorial Board	1			
4. Officer: Professional, Scholarly, Scientific Organization	1			
5. Professional Committee, Panel, Task Force, Conference Section Organizer (e.g., organizer of multiple panel sessions). Specify number of hours. (10 hours equals 1 point)	Max. of 3 points			
6. Reviewer for Funding Agency or Government Agency (list)	1			
7. Reviewer for Publisher (list)	1			
8. Referee for Journal Article (list journal and number of articles; do not report articles reviewed as editor or associate editor of journal)	1			

Total for Section III				

Note One: Journal Rankings

First tier includes: *American Political Science Review*, *International Organization*, *International Security*, *World Politics*, *Signs*, *American Journal of Political Science*, *Political Theory*, *Social Forces*, *Public Opinion Quarterly*, *Journal of Politics*, *British Journal of Political Science*.

Second tier includes all those peer-reviewed journals listed in the Institute for Scientific Information (ISI) Citation Index Databases that are peer-reviewed, and others, according to the criteria below.

Third tier journals are peer-reviewed journals published by state professional associations or academic departments.

If a peer-reviewed journal is not listed in the ISI Citation Indexes, it could still be placed in any of the three categories, pending submission of relevant data bolstering its claim. With regard to criteria for placement in the second category, the faculty member submitting the form should provide FEC with information on the following factors. FEC should consider some combination of these factors when determining whether the journal should be ranked as second tier or third tier.

- ☐ Whether the journal is listed in abstract indexes relevant to its field, i.e. Urban Abstracts, Peace Research Abstracts, International Political Science Abstracts, Historical Abstracts, Social Science Abstracts, etc.
- ☐ Whether the journal is published or sponsored by an established publishing company or a national or regional professional association. If not, e.g., if it is published or sponsored by an academic department, a center at a university, or a state professional association, it probably belongs in the third tier.
- ☐ Whether the journal has a consistent record of regular publication.
- ☐ The Carnegie research levels assigned to the affiliated institutions of the journal's editorial board.
- ☐ Other sources of possibly relevant data include the journal's acceptance rate and its ranking in reputational studies.

Note Two: Grants Formula

All grant proposals must be submitted. Two points awarded for University Academic Year and Summer Research Leaves.

Number of Grants in Academic Year	Sub-Total Points
1 st Grant	4 Points

2 nd Grant	2 Points
3 rd Grant	1 Point
4 th Grant	0.5 Point
5 th Grant	0.5 point

In respect to magnitude of external grants, add to the subtotal:

1/10th of a point (.10) for each \$1,000 for the first \$25,000 received.
1/25th of a point (.04) for each \$1,000 received thereafter.