



**PROVOST AND ACADEMIC VICE PRESIDENT**

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April 20, 2018

Dr. Mindy Peden  
Dept. of Political Science  
John Carroll University

Dear Dr. Peden,

I have received the department's Criteria for Promotion to Rank of Professor updated on December 15, 2017, and I am in agreement with Dr. Margaret Farrar that the department has responded carefully to the issues.

I hereby approve the Department of Political Science's Criteria for Promotion to Rank of Professor, (copy attached.) They will be in effect for any faculty members hired after August 24, 2018.

Thank you for your careful attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Nicholas R. Santilli".

Nicholas R. Santilli, Ph.D.  
Interim Provost and Academic Vice President

Attachment

cc: Dr. Margaret Farrar  
Dr. Al Miciak  
Dr. James Krukones

CRITERIA FOR PROMOTION TO THE RANK OF PROFESSOR  
Department of Political Science  
John Carroll University  
December 15, 2017

**Preamble**

Appointment to the rank of full professor in the Department of Political Science at John Carroll University recognizes a record of outstanding professional achievement and leadership to the academic community, and acknowledges the candidate's expertise in her/his discipline. The professorship is reserved for a person who has attained this stature nationally or internationally, and whose presence on the faculty adds to the prestige of the university. This document sets out the procedures and a set of common criteria by which a candidate for full professor can demonstrate that s/he is qualified to achieve this rank.

**Composition of the Promotion Committee**

The promotion to the rank of professor committee in the Department of Political Science is composed of all full professors in the department. As stated in the JCU Faculty Handbook, if no full professors are in the department, then the department chair will act as the committee.

**Procedure**

In the academic year a faculty member wishes to be considered for promotion, s/he must inform the department chairperson by September 1<sup>st</sup>. *Within 2 weeks*, the department chairperson will form the promotion committee, which will be comprised of all full professors in the department, and will notify COAD and the Provost as required. At the first meeting, the committee will meet to select its chairperson. In addition to the information requested for the promotion dossier prepared by the Provost's office, the applicant may also submit to the committee any other documentation which s/he considers relevant to her/his application. These materials must be submitted to the committee chairperson by October 1<sup>st</sup>. The committee will meet with the candidate and evaluate the application before November 1<sup>st</sup>. The committee chairperson will inform COAD and the Provost in writing of the committee's decision; the chairperson will also inform the applicant in writing of their recommendation. The committee will either recommend the applicant for promotion or decline to recommend; a fifty percent vote of all committee members is required for a recommendation. The committee chairperson must inform the applicant, COAD, and the Provost of the reason for the decision in writing. Normally this will be included in the letters informing the applicant, COAD, and the Provost of the committee's decision.

## Criteria

### Scholarship

Conducting research and making available its results and scholarly interpretive writing are activities at the core of the profession. A candidate for promotion to full professor in the Department of Political Science will demonstrate a continued commitment to conduct and disseminate original and meaningful research and writing in the form of peer-reviewed scholarship leading to the expansion of knowledge. The knowledge of the political world runs the gamut from the classical emphasis on politics as ethics, to the more contemporary emphasis on who gets what, when, where and how; we also recognize the importance of interdisciplinary and applied scholarship. It is assumed that scholarship leading to promotion will do at least one of the following: contribute original thinking to this body of knowledge; provide sophisticated syntheses of existing work, past and present; contribute significant substantive findings or further understanding (investigation) of qualitative or quantitative methodology.

Evidence that strongly supports this commitment should be included in faculty specific dossiers, examples of which include the following: published peer-reviewed journal articles; original published monographs; textbooks; reports for governmental and non-governmental organizations; academic, program and curricular grants; book reviews; reference articles; chapters in edited volumes; and peer-reviewed conference proceedings. Typically, a full professor will show evidence of at least three peer-reviewed articles or a peer-reviewed book above the requirements for obtaining the rank of Associate Professor. We encourage both co-authored and single-authored works and especially encourage scholarship with students.

In an application for promotion to Professor, a candidate will demonstrate scholarship by submitting:

- 1) A copy of all scholarly work published since achievement of the rank of Associate Professor.
- 2) A list of all conference participation, including panels chaired, convened, discussed, or organized, since obtaining the rank of Associate Professor.
- 3) A copy of all non-classified reports prepared for government or non-government agencies since achievement of the rank of Associate Professor.
- 4) A copy of all grant applications since the achievement of the rank of Associate Professor.

## **Teaching**

The Department of Political Science regards high levels of effective teaching and contributions to student learning as crucial elements of a faculty member's responsibilities at John Carroll University. Effective teaching takes place not only in the classroom, but extends beyond those walls to include academic advising and working with individual students on research projects and independent studies.

In an application for Full Professor, a candidate will demonstrate teaching effectiveness by submitting documentation, which may include:

- 1) A list of all courses taught since tenure and promotion to Associate Professor.
- 2) Evidence of teaching effectiveness in courses including explanations of how students meet learning outcomes over time.
- 3) A summary of innovations in curricular or programmatic development, including development of courses for the major and core curriculum.
- 4) A report on participation in the academic advising of majors, minors, concentrations, tracks, first year students, and graduate students.
- 5) Record of leadership positions held or presentations given related to pedagogy or student learning at conferences or workshops.
- 6) A listing of Independent Studies, Honors Theses, Department Theses, and Graduate degree committees.
- 7) Other supportive documentation of the candidate's choice.

## **Service**

In the Department of Political Science, a Full Professor demonstrates exemplary service by her/his involvement in positions demonstrating leadership. In addition to continued service to the department, s/he also takes leadership roles in the university and professional communities. In an application for Full Professor, a candidate will demonstrate exemplary service by submitting information related to having done some of the following:

- 1) Serving as a peer reviewer of manuscripts for scholarly journals and books.
- 2) Serving as an outside reviewer for the tenure and promotion applications of colleagues at other universities.
- 3) Editing a journal or serving on the editorial board of a journal.
- 4) Leadership roles on university governance, planning, curriculum and other university committees.
- 5) Serving in an academic administrative position.
- 6) Developing and/or directing academic programs.
- 7) Serving as chairperson or other leadership of the department.
- 8) Acting as an officer in a professional organization.
- 9) Serving on a nonprofit board or other similar leadership position.
- 10) Other supportive documentation of the candidate's choice.

## **Dossier**

As evidence of achieving this senior stature within the university, the applicant for Full Professor is required to submit a narrative citing and appending evidence to support the achievement of the above criteria, as well as a CV, and two letters from colleagues outside of the department: /

- 1) One letter must be from a colleague discussing the applicant's contributions to the JCU community.
- 2) One letter must be from a scholar outside the university in the faculty member's area of expertise.

APPROVED APR 20, 2018