Department Criteria for Retention, Third-Year Review, Promotion, & Tenure
Department of Criminal Justice, Social and Political Science
Armstrong Atlantic State University
Savannah, Georgia 31419-1997
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I. Introduction

The Department of Criminal Justice, Social and Political Science is a unit of the College of Liberal Arts (COLA). Our mission is to provide excellent educational opportunities for students majoring in criminal justice, law and society, or political science, as well as those taking criminal justice, political science, sociology, and anthropology courses as a required component of another program of study, and for students who are taking any combination of those courses to fulfill a general education requirement.

This document establishes the department guidelines for evaluation of tenure, promotion, and third-year review. Consistent with the broader framework of institutional policies (especially the Article of Regulations of the Faculty Handbook), the Department of Criminal Justice, Social and Political Science bases decisions concerning tenure, promotion, and the third year review of faculty on effective teaching, scholarship, and service. The Board of Regents policies and the regulations of Armstrong Atlantic State University govern these guidelines and take precedence in all matters of interpretation.

The expectations of the University, College and Department of Criminal Justice, Social and Political Science should be clearly delineated at the time of initial employment and should be subject to review as part of the annual evaluation process. All forms related to evaluation and peer review will be given to new faculty as part of their orientation process by the department head. The definition of the terminal degree for the Department of Criminal Justice, Social & Political Science is the doctorate (Ph.D) in the appropriate academic area of specialization.

II. Definitions and Guidelines for the Evaluation of Teaching, Scholarship, and Service

1. Definitions

AFE- Annual Faculty Evaluation. The faculty evaluation is completed each spring by the faculty member’s department head.

APAR- Annual Professional Activity Report. A report completed by the faculty member and submitted to the department head at the end of the reporting cycle outlining a faculty’s professional and scholarly activities for a calendar year (January-December). A copy of this report must be attached as an appendix to the Annual Faculty Evaluation of the faculty member.
eFace- Electronic Faculty and Course Evaluation. The student evaluation system used by Armstrong Atlantic State University.

2. Teaching
a. Scope and Definition of Teaching

The Department of Criminal Justice, Social and Political Science is committed to providing our students a quality education. Faculty is expected to provide quality learning opportunities for students in the classroom and/or educational environments. Teaching may include traditional lecturing in the classroom, as well as supervision and guidance of students’ independent study and research. The following criteria will be used to determine teaching effectiveness: quality of course preparation, adherence to professional standards in class management, current innovative pedagogy in the discipline, sound methods of student evaluation, and professional teacher-student relationships.

In general, faculty evaluations should not only identify weaknesses but also give special attention to the strengths of a faculty’s teaching as it meets the needs of the department. The Department of Criminal Justice, Social and Political Science should consider both quantitative and qualitative data when evaluations a candidate’s teaching. Qualitative assessments include, but are not limited to, the candidate’s self-reflective statement, peer review, signed students’ comments, and the department head’s evaluation. Quantitative measurements include, but are not limited to, student evaluations and teaching assignments, including variety, levels, contact hours, and size of courses.

b. Guidelines for Evaluation:

i) Teaching assignment: The Department of Criminal Justice, Social & Political Science serves two primary teaching missions within the university: 1) teaching the core curriculum required of all students; and 2) teaching lower level undergraduate, upper level undergraduate, and graduate courses. When evaluating a candidate’s portfolio, consideration should be given to the types of courses that the faculty member teaches, including interdisciplinary courses, and how that assignment serves the mission of the department and the college.

ii) Teaching and testing methods: Basic faculty teaching responsibility involves being prepared for classes and meeting classes as scheduled. In the education of its students, the Department of Criminal Justice, Social and Political Science particularly stresses the development of academic skills in critical thinking, problem solving, research, writing, and oral communication. In general, the methods of teaching, testing, and grading used by a particular faculty member should be deemed by the department as appropriate to the discipline and to the level of instruction and grading.

iii) Continuing attention to courses and teaching: Excellence in teaching requires continuing involvement in activities appropriate to the teaching assignment. Evidence of continuing engagement may include course preparation, development of new courses, revision of old courses, attention to pedagogical
development in the discipline and consequent use of new teaching materials or techniques, and assessment of teaching and learning effectiveness.

iv) Professional Teacher-Student relationship: This relationship includes being available to students for conferences and academic counseling, especially during office hours. It may also include supervision of individual student work such as independent study, directed readings, honors projects, or student research.

c. Methods of Evaluation

i) Evaluation by students: Student evaluations of faculty are produced using Electronic Faculty and Course Evaluation (eFACE) data and signed students’ comments. Evaluators should bear in mind the course level and size of courses being evaluated, as well as the response rate of students in the class. They should note patterns evident in an overview of student evaluation. Student evaluations provide important data but should never be the sole means of evaluating teaching.

ii) Evaluation by peers: The method of peer review will vary. Peer review includes review of course materials and syllabi, as well as classroom visitation. When used, peer review of instruction should allow for multiple sets of data to be collected. The faculty member shall have input on the review process, in consultation with the department head. Peer evaluation should culminate in a final statement of evaluation to which the faculty member has an opportunity to respond.

iii) Self-evaluation: A reflective, personal assessment of teaching, scholarship, and services to the University shall be included as part of the third year review, promotion, and/or tenure application process. This assessment should address how student, peer, and department head evaluations and feedback were used to improve teaching. It may also include documents such as course syllabi, tests, assignments, or other material deemed appropriate.

iv) Evaluation by department head: The department head shall consider all submitted material and any other factual data relevant to the performance of teaching duties.

3. Scholarship

a. Expectations, Scope, and Definition of Scholarship

Scholarship is an obligation of all tenure-track and tenured faculty in Department of Criminal Justice, Social & Political Science in support of the university’s mission. The term “scholarship” is used in a broad sense to encompass professional achievements that include research and publication. The object of scholarship is to ensure that the faculty member is active professionally in the discipline and that the faculty member has the knowledge and expertise not only to convey the work of others to students but to judge work in the field, engage in that work productively, and continue to develop intellectually.
b. Standards

Although the department values and encourages these modes of scholarly activities, they will be necessary but not sufficient to warrant promotion and tenure. They will be recognized in evaluations for annual merit raises. In matters related to Retention, Third-year Review, Promotion, and/or Tenure, only tenured faculty members of the Department of Criminal Justice, Social & Political Science shall vote. Evidence of both major and minor requirements must be presented by the candidate as he or she applies for promotion and/or tenure. Candidates are evaluated on the basis of activity accomplished during their current rank for each level of progression.

Assistant Professor to Associate Professor

1. Major Scholarship (one required from one of the following categories):
   - Peer reviewed publications in journals appropriate to the discipline;
   - Review essay in peer reviewed publications;
   - Editing a publication that is peer reviewed;
   - Book(s) that are peer reviewed;
   - Book chapter(s) that is/are peer reviewed;
   - Receipt of a major grant.

2. Minor Scholarship (two required from one or more of the following categories):
   - Development of new courses or innovative materials or modes of delivery for existing courses;
   - Supervising student work that results in local, regional, or national presentations or publications;
   - Serving as a panelist, or offering critiques at meetings of learned societies and professional organizations;
   - Presenting at the University Lecture Series;
   - Invited addresses either Local, Regional, National, or International;
   - Local, Regional, National, or International Presentations.
   - Reviewing and/or refereeing a publication that is peer reviewed.

Associate Professor to Full Professor

1. Major Scholarship (two required from one or more of the following categories):
   - Peer reviewed publications in journals appropriate to the discipline;
   - Review essay in peer reviewed publications;
   - Editing a publication that is peer reviewed;
   - Book(s) that are peer reviewed;
   - Book chapter(s) that is/are peer reviewed;
   - Receipt of a major grant.

2. Minor Scholarship (four required from one or more of the following categories):
   - Development of new courses or innovative materials or modes of delivery for existing course;
   - Serving as a panelist or offering critiques at meetings of learned societies and professional organizations;
Presenting at the University Lecture Series;
Invited addresses either Local, Regional, National, or International;
Local, Regional, National, or International Presentations.
Reviewing and/or refereeing a publication that is peer reviewed

4. Service
Service includes work that involves the use of a faculty member’s academic status or professional expertise to benefit the university, the community, the department, and/or the profession. Unless otherwise stipulated, service is considered a responsibility of employment and consequently subject to evaluation. The department head should communicate clearly to the faculty member the importance of service in the evaluation process and provide guidelines for appropriate forms of service. Each faculty member’s Annual Professional Activities Report (APAR) will include a summary description of all appropriate service activities engaged in during the evaluation period in question.

a) Service to the University: Service to the university includes contributions to the department, college, university, and/or university system; work with students or faculty on extracurricular activities; active involvement on department, college and/or university committees and participation in public services, or recruitment programs of the department.

b) Service to the Profession: Service to the profession can be demonstrated in a variety of ways. Such service often arises through membership in and participation in projects of local, regional, national, or international professional organizations, lecture series, editorial boards, governing boards, and conferences.

c) Service to the Community: Service to the community will vary according to each faculty member’s expertise. Evidence of service to the community may include, but need not be limited to, service to public agencies; service to the K-12 educational sector; professional consultation; public interviews reflecting the discipline and profession of a faculty member or reflecting the results of scholarship; and involvement and participation in civic organizations, charitable projects, and community service. In all cases, however, linkages to the faculty member’s professional role within the university must be evident.

III. General Guidelines for Retention, Third-year Review, Promotion, and/or Tenure

Candidates for retention, third-year review, promotion, and tenure will be judged by the merits of the candidate’s total professional history with emphasis on accomplishments at Armstrong Atlantic State University. Candidates will be evaluated according to the criteria of the Board of Regents, the University, the College, and the Department.

For issues related to third-year review, tenure and/or promotion, the department head shall convene a committee of all tenured faculty members from the department. At its first meeting, the committee shall elect a chair from among its members. If there are fewer than three eligible faculty members, then additional tenured faculty from the
College of Liberal Arts faculty will be appointed by the department head in consultation with the dean to serve as voting members of the committee.

1. Third-year Review
   At the end of the fifth semester of eligibility for tenure and promotion, faculty in tenure-track positions shall undergo an in-depth review of progress by the department. The review by the tenured faculty will be provided to the department head. The results of the review process at the department level, including the record of the vote, will be forwarded to the College Promotion and Tenure Committee by the department head.

2. Promotion
   Candidates for promotion must possess a terminal degree in an academic area of specialization. The terminal degree for most faculty members in the College of Liberal Arts is the Ph. D from an accredited institution in the faculty member’s discipline or a closely related field. Candidates for promotion will be judged by their total professional history with emphasis on accomplishments at Armstrong Atlantic State University:

   a) Promotion to the Rank of Associate Professor
      A candidate for promotion to the rank of associate professor must document a minimum of six years of college-level teaching, or eight years total teaching and/or related experience, which includes five years at the rank of assistant professor with four of the five years at Armstrong Atlantic State University. At a minimum, the candidate must document an overall performance of satisfactory in teaching, service, and scholarship.

   b) Promotion to the Rank of Professor
      "Related experience" is defined as full-time teaching at a pre-university level or other full-time experience relevance to the faculty member’s teaching field; each such year to be included must be certified as “related experience” by the Provost and Vice-President for Academic Affairs with the concurrence of the appropriate department head and dean, at the time of the faculty member’s initial appointment or promotion to the rank of assistant professor.

      A candidate for promotion to the rank of professor must document a minimum of twelve years of college-level teaching experience, or fourteen years total teaching and/or related experience, which includes five years at the rank of associate professor at Armstrong Atlantic State University. At a minimum, the candidate must demonstrate a strong and ongoing record of scholarly activity, in addition to a satisfactory record of teaching and service.

      When a department head with faculty appointment applies for promotion, the dean or assistant dean of the college shall convene the department review committee, which is composed of all tenured members of the department at the appropriate rank, and attend the meeting at which the department head's application materials are reviewed. If there are fewer than three eligible faculty members within the department, then additional tenured faculty at appropriate rank will be chosen by the dean in consultation with eligible faculty members. The dean or assistant dean of the College of Liberal Arts shall conduct the department vote and report the
proceedings, including an explicit record of the department vote, to the College Promotion and Tenure Committee. The department representative on the College Promotion and Tenure Committee shall be present for the review but shall be recused from the voting process. Evaluation shall follow the parameters established for teaching, scholarship, and service for faculty members within the department.

3. Tenure
In order to be considered for tenure, a faculty member must have completed a satisfactory probationary period of at least 5 years of full-time service at the rank of assistant professor or higher. The five-year period must be continuous except that a maximum of two years’ interruption may be permitted because of leave of absence or part-time service. No probationary credit, however, for the period of an interruption shall be allowed. A maximum of three years’ credit toward the minimum probationary period may be allowed for service at other institutions in tenure-track positions. Such credit for prior service shall be requested by the individual and shall be defined in writing by the President or Provost and Vice President for Academic Affairs only at the time of the initial appointment at the rank of assistant professor or higher.

Candidates for tenure must satisfy the criteria for promotion to associate professor except that tenure may be granted prior to the fulfillment of the necessary five years of service at Armstrong Atlantic State University. Candidates for tenure will be evaluated via the Annual Faculty Evaluation (AFE) in areas of teaching, scholarship, and service. Because Armstrong Atlantic State University considers quality teaching as an essential element that must be demonstrated in each faculty member’s record, a candidate’s teaching performance shall be the first consideration in any recommendation regarding tenure. A recommendation for the award of denial of tenure should take into account the candidate’s cumulative performance in the sense that the candidate should not automatically be denied tenure because of isolated or anomalous unsatisfactory evaluations in any one of the three areas. However, no faculty member shall be awarded tenure without demonstrating at least an overall performance of satisfactory in each of these areas.

IV. Procedures for Third-year Review, Promotion, and/or Tenure

A. Application, Department Action, Deadlines, and Appeal

1. Application: a faculty member must participate in the third-year review process in the fifth semester of employment and should meet with the department head at the beginning of the academic year to discuss the process. A faculty member seeking promotion and/or tenure who believes that he/she has met all criteria of the department, the college, and the university as they appear in the Faculty Handbook, and the Board of Regents should meet with the department head to discuss the application. Candidates may apply for promotion and/or tenure during the academic year in which they will complete the minimum time requirement. Faculty in tenure-track positions have two years in which to apply for tenure: the year in which the fifth year of credit toward tenure is completed and again in the sixth year. All tenure-track faculty in the sixth year of service must be reviewed for tenure. Faculty
members not awarded tenure during the final year review will not be offered a contract for service in a tenure-track position past the next academic year.

2. Departmental Recommendations: The departmental recommendation consists of two components: 1) the vote of the tenured faculty members at appropriate rank (excluding the department head) and 2) the recommendation of the department head. In the case of third-year review, tenure and promotion to associate professor, tenured faculty at or above the rank of associate professor may vote. In the case of promotion to full professor, tenured full professors may vote. Where appropriate, as when the faculty member has a dual appointment, the program coordinator/director must also be consulted. The department head’s recommendation, the department recommendation and record of the vote from the appropriate members of the candidate’s committee, and the candidate’s application materials shall be forwarded to the college dean.

3. Deadlines

   a) Third-Year Review:
   
   1) Review materials to Department Head—January 20th
   2) Results of Department Committee vote to the College Promotion and Tenure Committee—February 20th
   3) College Promotion and Tenure Committee report and recommendation to the Dean, Department Head, and candidate—March 20th

   c) Promotion and/or Tenure:
   
   1) Review materials to Department Head—September 8th
   2) Results of Department Committee vote to the College Promotion and Tenure Committee—October 8th
   3) College Promotion and Tenure Committee report and recommendation to the Dean, Department Head, and candidate—December 1st
   4) Appeals—Candidates whose applications are denied may appeal through the appropriate University procedures.

* The deadline will shift to the next business day when a date falls on a weekend or university holiday.

B. Portfolio Contents

The application for promotion and/or tenure must include a portfolio containing the following items. The materials should be organized with a small, 1” to 1.5”, master binder and one or more larger binders with the contents as follow:

   Master binder contains:

   a) Letter requesting third-year review, promotion and/or tenure;
   b) Up-to-date Curriculum Vitae;
   c) 1-2 page summary of eFACE documents;
d) Reflective statements about teaching, scholarship, and service;
e) Documentation of teaching: syllabi, course materials, tests and exams, and peer review evaluations;
f) Annual Faculty Evaluations (copies of the Annual Faculty Evaluation (AFE), the Annual Professional Activities Report (APAR), and eFACE annual statistical summaries for at least the previous three years;
g) Explicit record of the vote and recommendation of tenured faculty members and department head (included by department head); and
h) Table of Contents for the other binder(s)

Other binder(s) contains:
a) At least five years of eFACE results;
b) Documentation of scholarship and creative work: copies of publications and presentations, noting which are refereed, as well as the role of each joint author when relevant. Performances should be documented by programs and review where available; grants that are counted toward scholarship should indicate the amount of funding.
c) Other materials required by the department;
d) Other materials that the candidate wishes to include.

Candidates should be judicious in their selection of materials, making sure to tell a complete story as succinctly as possible. Candidates should minimize the use of plastic sheaths since they increase bulk without increasing information.

V. Department of Criminal Justice, Social & Political Science Committee on Promotion and Tenure

A. Composition of Committee
   1. The committee will be composed of all tenured faculty members from the department.
   2. In the case of third-year review, tenure and/or promotion to associate professor, tenured faculty at or above the rank of associate professor may vote; in case of promotion to full professor, tenured full professors may vote.

B. Functions of Committee
   1. The committee will review a candidate’s portfolio for third-year review, tenure and/or promotion at the request of the department head.
   2. The committee will review the departmental criteria for tenure and promotion at the request of the department head when any change(s) has/have been implemented regarding third-year review, tenure and/or promotion.

C. Vote of the Committee**
   1. Votes are by secret ballot.
   2. Prior to vote by secret ballot of all tenured faculty at appropriate rank (excluding the Department Head), open discussion of the candidate will take place by the eligible members of the department. In cases of joint appointments, all appropriate department heads and program directors will have input on the candidates’ evaluation.
3. The vote will be included in the report to the dean of the college, the department head, and the candidate.

**All committee members should be aware that some provisions of the Georgia Open Records Act might apply to the proceedings of the committee.**