

**DEPARTMENT OF POLITICS AND GOVERNMENT  
DFSC GUIDELINES FOR THE 2019 CALENDAR YEAR**

(Approved by the Department, January 29, 2018)

(Approved by the Department, October 1, 2018)

(Approved by the Department, December 3, 2018)

*The Mission of the Department of Politics and Government is to contribute to the University's mission by providing high quality, student centered education in Political Science at the undergraduate and Masters' level as well as high quality, student centered education in Legal Studies at the undergraduate level. In addition to providing B.A., B.S., M.A. and M.S. degrees in Political Science, the Department offers B.A. and B.S. degrees in Legal Studies as well as minors in Political Science and Legal Studies, and strongly supports the general education program of the University. As part of this mission, the Department seeks to:*

- *Attract and retain high quality faculty who are committed to teaching, research, and service as mutually supportive activities.*
- *Attract and retain a theoretically and methodologically diverse faculty representing all major approaches to the discipline.*
- *Offer a diverse and comprehensive undergraduate curriculum that covers all major subfields within the discipline.*
- *Offer a Masters' program that prepares graduates for employment in governmental agencies, government related positions in business and nonprofit organizations as well as for further graduate study at advanced levels.*
- *Offer general education courses that help fulfill the University's mission to provide students with cross-cultural and transnational perspectives and prepare them to make responsible choices as members of a democratic society.*
- *Offer non-traditional and interdisciplinary programs, in areas such as applied community development and paralegal studies, when those programs utilize expertise within the department to prepare students for meeting workforce needs.*
- *Develop students' normative, analytical, research, and communications skills as well as their substantive knowledge of politics.*
- *Produce nationally and/or internationally recognized scholarship in Political Science (including works on effective teaching and learning within the discipline).*
- *Provide public service and consulting services to governmental agencies, nonprofit organizations, and businesses.*
- *Exercise University citizenship by substantial faculty and student participation in University governance.*

## I. SELECTION, ORGANIZATION, AND RESPONSIBILITIES OF DFSC

### A. Composition & Term

1. The Department shall have a Department Faculty Status Committee (DFSC). The DFSC shall consist of four probationary tenure or tenured faculty and the Department Chairperson who shall chair the DFSC and have full voting rights. Faculty members on the DFSC shall be elected for two-year staggered terms by Department faculty members who are tenured or on probationary tenure. The majority of DFSC, not including the Chairperson, must be tenured and no member can serve in a year where they will be recommended for tenure or promotion to the rank of associate or full professor. All DFSC members except the Chairperson must have their locus of tenure in the Department.
2. The DFSC shall act in accordance with the current University and College Appointment, Salary, Promotion and Tenure Guidelines.

### B. Procedures for Selection of Members

1. Eligibility to Vote for DFSC Members
  - a. For election of faculty members to the DFSC: all full-time probationary tenure or tenured members of the department.
  - b. A faculty member on leave shall have voting privileges, provided he/she is at the meeting when such voting takes place or picks up a ballot from his/her university mailbox in the case of a mail ballot, or returns a fax or e-mail by the time of the elections.
2. Election Process
  - a. Each year the chairperson shall determine in advance of the election the required qualifications of the candidates for replacement to the DFSC, taking into account the University requirement that the majority of the members of the DFSC be tenured and the prohibition of membership to those whose membership may coincide with their tenure year.
  - b. Election of representatives to the DFSC shall be held prior to the close of the spring semester and shall be by secret ballot.
  - c. In any DFSC election in which no person receives a majority of the votes cast for a particular position, there shall be a run-off election of the two highest vote-getters consistent with eligibility requirements. As in all other issues, should there be a tied vote; the chairperson shall break the tie.
  - d. Elected representatives to the DFSC will serve two-year staggered terms beginning on July 1 of the year they are elected. Members may not serve more than five consecutive years. A representative on leave for semester or longer shall relinquish his/her position. Vacancies shall be filled at a department meeting within one month of their occurrence.

### C. DFSC Responsibilities

1. The DFSC shall be responsible for conducting pre-tenure reappointment reviews and summative reviews of each faculty's activities and performance for purposes of determining performance-evaluated salary increments, formulating recommendations for promotion and tenure, completion of post-tenure review and dismissal.
2. The DFSC shall be responsible for making recommendations regarding faculty contracts and appointments, reappointment and non-reappointment, performance evaluation, salary adjustments and promotion, tenure and dismissal.
3. In cases of tenure and promotion, the DFSC shall notify the candidate of its intended recommendation and rationale at least 10 working days prior to submitting the

recommendations to the CFSC and shall provide opportunity for the candidate to meet with the DFSC in accordance with University policies.

4. Members of the DFSC shall not participate in deliberations concerning their own performance. In such cases, each member whose performance is being evaluated shall leave the meeting while such deliberations take place.
5. The DFSC will review the ASPT policy annually by March 31<sup>st</sup> of each year.
6. Every five years beginning in 2017 the DFSC shall review department ASPT policies and invite input from the department faculty. The DFSC shall present to the department faculty the revisions that it endorses for approval.

D. DFSC Reporting Requirements

1. The DFSC shall inform Departmental faculty members in writing of its recommendations and the Chairperson's recommendations (if required by University policies) pertaining to their rank, tenure status, and salary increments within the University established calendar for such purposes.
2. If the candidate wishes to request a formal meeting to discuss the DFSC recommendation on tenure and/or promotion, then the candidate must request a meeting in writing with the DFSC within 5 working days of the DFSC's recommendation being made available to the candidate.
3. The DFSC shall report its recommendations regarding performance evaluations, promotions, and tenure to the CFSC in accordance with the University ASPT policies.

II. APPOINTMENT POLICIES

- A. Tenure and tenure-track faculty appointments shall have the approval of the majority of all DFSC members.
- B. Search Committees will be appointed by the Chairperson. The search committee makes recommendations to the Chairperson after giving all tenure and tenure-track faculty an opportunity to evaluate interviewed candidates.
- C. The Chairperson, with the approval of the majority of the DFSC, shall make recommendations to the College Dean in accordance to current ASPT policies.
- D. A letter of intent should issue from the Department upon final approval setting forth all of the essential terms of employment for the prospective faculty member and providing the candidate with information regarding the department, college and university policies. The letter of intent should be approved by the college dean and the Provost. Employment will not begin until an appointment contract is issued by the University.

III. FACULTY ASSIGNMENTS

- A. The Chairperson shall communicate to all faculty members in writing their assignments for the year. Such assignments are integral to the mission of the Department, College and University. Because the Department expects consistent high-quality performance from all faculty in areas of teaching, scholarship and service, faculty assignments shall be designed to enhance faculty contributions in any or all of these three areas. The Chairperson may provide one course release time per semester to faculty members who

are appointed as Distinguished Professor or University Professor. This does not preclude additional release time for other reasons.

#### IV. PROMOTION AND TENURE POLICIES

- A. Faculty meeting the required time in rank (according to University ASPT policies) wishing to become a candidate for promotion need to inform the DFSC in writing within the University established deadline. Faculty meeting the required time for tenure will be considered automatically. A description of scholarly, teaching, and service activities must be submitted at the same time.
- B. To qualify for promotion or tenure, a faculty member must exhibit sustained and consistent high quality performance in all roles.
  1. Each candidate for promotion or tenure must present evidence of high quality achievements in teaching, validated by careful peer reviews by tenure-line faculty within the Department. In addition, for tenure and promotion to Associate Professor, classroom visitations and evaluations of the candidate's teaching performance are required. Barring extraordinary circumstances, classroom evaluations will be performed in the first year of appointment, during mid-probation review, and in the year prior to tenure evaluation. Additionally, the DFSC may perform other class evaluations at its discretion. At least one of the classroom visitations and evaluations must be conducted by a member of the DFSC appointed to the task by the Chairperson. A second faculty member of the Department can be selected by the probationary faculty member. The two aforementioned teaching evaluations are conducted during the first year and during the mid-probation review. Under no circumstances will a faculty member be recommended for promotion or tenure if their teaching performance is deemed to be weak by the DFSC. A weak performance in teaching may be found when: a) student evaluations are consistently below departmental average; b) peer evaluations uniformly determine it; c) classes often fail to attract and keep students; or d) other factors as determined by the DFSC.
  2. A candidate for promotion or tenure must present a consistent record of high-quality publications in journals or books that have been subject to external peer review or, for candidates hired as full-time Legal Studies faculty, in journals or books that have been subject to external peer review or in law reviews published by ABA-accredited law schools. The quality of a publication is a significant factor. Successful scholarly records normally include evidence of other activities such as conference papers, funded external grants or other forms of external recognition. Under no circumstances will a faculty member be recommended for promotion or tenure if their scholarship is deemed to be weak by the DFSC. A weak performance in scholarship may be determined when: a) there are no publications in peer reviewed outlets or, for faculty members hired full-time as Legal Studies faculty, no publications in peer reviewed outlets or in law reviews published by ABA-accredited law schools; b) there is no evidence of active involvement in one's field of expertise such as conference papers, editorships or similar activities; c) other factors as determined by the DFSC.
  3. A candidate for promotion or tenure must also present evidence of appropriate-level service activities.
  4. The scholarship of each candidate for promotion or tenure will be evaluated by at least three and no more than six scholars from his or her discipline. All evaluators must be external to Illinois State University. To facilitate the external evaluation process, a candidate for promotion or tenure shall provide a list of 5-6 names of possible evaluators to the Department Chair by 1 May. The Chair will submit this list of potential reviewers to the DFSC for approval before soliciting any review letters for the candidate. The DFSC can ask the candidate for additional names of potential

evaluators. The candidate must provide additional names if asked. Letters shall be solicited from a minimum of 3 external scholars. Letters from external evaluators will not be available for the candidate to review unless a Waiver of Confidentiality is on file pursuant to laws of the State of Illinois and Illinois State University policies.

## V. PRE-TENURE REVIEW

- A. The DFSC shall conduct a pre-tenure review of all tenure-track faculty at the beginning of their fourth year for faculty on a full seven year probationary period, at the beginning of the third year for those with a six year probationary period, and at the beginning of the second year for those with a probationary period of five years or less.
- B. The faculty member being evaluated is responsible for assembling his/her own tenure materials in the format specified in College and University guidelines, and submitting these materials to the DFSC by a specified due date.
- C. In addition to the materials required in College and University guidelines, the faculty member being evaluated must submit a statement of future research and teaching plans to the DFSC. This statement should explain how future plans relate to current activities and illustrate the faculty member's preparedness for continuing professional development both in the years prior and subsequent to earning tenure.
- D. After reviewing the materials submitted by the faculty member and other relevant departmental materials such as student evaluations, annual evaluation letters, etc., the Chair or the DFSC shall meet with the faculty member to discuss his/her performance and provide guidance as to what the individual should do to improve their chances of getting tenure.

## VI. POST-TENURE REVIEW

- A. The post-tenure review process will be satisfied with the annual review letters. If a faculty member receives an overall unsatisfactory two of three consecutive years he/she must undergo a post-tenure review.

## VII. PERFORMANCE EVALUATION

- A. Annual assessment of teaching, research, and service is required. Annual performance review shall be conducted by the DFSC of each faculty member. In doing so, the DFSC shall conduct such reviews in light of the annual assignment letters provided to each faculty member by the Chairperson. The DFSC shall review faculty performance in both the short term and long term. Anonymous communications (aside from student evaluations) shall not be considered in any evaluative activities.
- B. Criteria and Standards of Performance
  1. In order to facilitate the DFSC's assessment of faculty performance, all faculty must turn in an Faculty Productivity Report as specified by College and University guidelines. Faculty should provide supporting documentation regarding their research, teaching and service activities, as well as a current CV, when they turn in their annual performance report. Additionally, all faculty must obtain teaching evaluations from students for all courses they teach. These evaluations must be obtained without the faculty member present in the class when the evaluations are administered, and student anonymity must be preserved. Evaluations must use the departmentally approved form.
  2. In addition to the annual performance report, all faculty must provide a narrative of no

more than three single-spaced pages, using normal fonts and margins, explaining and assessing their activities in the areas of research, teaching and service.

- a. In the area of research, faculty should explain how these accomplishments fit into their broader research agenda. Typical research activities to be addressed include, but are not limited to: articles in refereed journals; peer-reviewed book chapters in edited books; earned external grants and contracts; scholarly books; internal grants; edited books; textbooks; papers delivered at scholarly conferences; invited research presentations. If faculty have engaged in scholarly activities not represented in this list, they are encouraged to explain the significance of this other work. Faculty may also use this explanation as an opportunity to update the DFSC on the status of on-going projects, including any updates of the previous years.
  - b. In the area of teaching, faculty should address any factors that they believe will help the DFSC interpret and assess their performance for the year. These may include, but are not limited to: any particularly successful or challenging class activities and experiences, as well as any lessons drawn from these occurrences; whether the course is new to the faculty; whether a course has been substantially redesigned in content or pedagogy; undergraduate and graduate thesis directing or committee membership; in class honors; guest lectures. If faculty have engaged in teaching activities not represented in this list, they are encouraged to explain the significance of this other work.
  - c. In the area of service, faculty should address their service activities and how they have enhanced both the work of the group being served, and the faculty member's own career. Typical service activities to be addressed may include, but are not limited to: active participation in university, college or department committees; active membership in local, regional, national and international organizations, both profession-related and public service; and speaking engagements outside the classroom setting. If faculty have engaged in service activities not represented in this list, they are encouraged to explain the significance of this other work.
3. In order to determine a faculty's rating of "satisfactory" or "unsatisfactory," the DFSC will assess the information collected pursuant to VII.B.1 and VII.B.2. It will also assess additional information available to it, such as student teaching evaluations, teaching observations (if available), etc. Normally, faculty will be termed "satisfactory" when they demonstrate active and successful engagement in research, teaching and service activities as documented in VII.B.1 and described in VII.B.2.a, VII.B.2.b, and VII.B.2.c. They will normally be assessed as "unsatisfactory" when they fail to demonstrate active and successful engagement in research, teaching and service activities as documented in VII.B.1 and described in VII.B.2.a, VII.B.2.b, and VII.B.2.c. Ratings will be provided to all faculty in their annual letters of evaluation. Letters of evaluation will also include an assessment of progress towards tenure and/or promotion.
  4. Members of the DFSC shall not participate in the deliberations concerning their own performance. In such cases, each member whose performance is being evaluated shall leave the meeting while such deliberations take place.

## VIII. SALARY REVIEW

- A. The DFSC shall conduct an annual salary review for all faculty members.
  1. Annual salary review shall be directed toward ensuring that faculty salaries are

consistent with performance and contributions to the Department, in both the short term and long term.

2. Salary increases will first be determined on a 0-4 scale in research, teaching, and service by the DFSC (with 4 being the highest rating). The salary increases will be determined by these scores from the previous year(s) with research accounting for 40%, teaching 30%, service 15% and equity 15%.
3. The Chairperson shall present to the DFSC a set of recommendations regarding the distribution of equity funds based on such factors as salary compression and under-awarded merits.
4. Members of the DFSC shall not participate in the deliberations concerning their own salary increments. In such cases, each member whose salary increment is under discussion shall be asked to leave the meeting while such deliberations take place.

IX. Termination of Employment Policies and Disciplinary Actions

A. The Department will follow the policies specified in University ASPT policies.

X. ETHICAL OBLIGATIONS

Faculty are expected to be cognizant of the ethical standards for faculty at the University as set forth in the Faculty Handbook and the University Code of Ethics. Merit evaluations and recommendations for reappointment, promotion and tenure will take account of violations of professional ethics, as indicated by formal, written negative rulings that are a consequence of the ethics and grievance procedures of Illinois State University.