

**Margaret Chase Smith Policy Center
Criteria for Re-Appointment, Promotion, Tenure, and Peer Review
of Staff with Faculty Appointments**

PREFACE

The following criteria guide the Policy Center's Peer Committee and should not prevent hiring or promoting an exceptional individual who possesses unusual talents that contribute to the Policy Center's mission. When such cases are made, the nature of the exception and any variation in the following criteria will be carefully evaluated and documented prior to forwarding a recommendation.

These review processes will be jointly conducted by a four-person Joint Peer Committee. The Joint Peer Committee shall consist of two members selected by the individual's home department and two members of the Policy Center or other appropriate department or unit agreed upon by the individual, Center, and home department. Other members of the Policy Center and home department may participate in the deliberations of the Joint Peer Committee but cannot vote.

I. EMPLOYMENT POLICY

Under normal circumstances, a candidate must have earned the terminal academic degree appropriate to the position to be hired at the Assistant Professor or Assistant Research Professor level or higher. In exceptional cases, significant professional or academic experience may substitute for the terminal degree.

II. GENERAL GUIDELINES

The Policy Center will generally emphasize three broad categories for performance evaluation: (A) Research, Publication, and Professional Activity; (B) Public, Professional, and University Service; and (C) External Funding. These categories will be used for reappointment, promotion, and tenure, and in conducting reviews as mandated by the union contract. Ideally, research, public service, and external funding would represent an integrated set of activities, with each informing and improving the other. Working cooperatively and productively with colleagues is expected.

A. RESEARCH, PUBLICATION, AND PROFESSIONAL ACTIVITY

This category includes the following: articles in refereed professional journals; articles in refereed scholarly books and monographs; grants and contracts; texts and non-refereed books; invited articles in journals and chapters in monographs or other professional literature; refereed comments, notes, and replies in professional journals and encyclopedia entries; editorship of monographs; book reviews in professional journals; grant reports; scholarly participation in professional meetings, including presenting papers, organizing and/or chairing sessions, and serving as a discussant; submission of grant applications; unpublished papers; invited presentations at other institutions; and

professional/creative activity appropriate to the faculty member's duties within the Policy Center.

In evaluating these items prime consideration must be given to qualitative differences. The evaluation of the qualitative content by the Policy Center is necessarily an imprecise task. However, there are some objective criteria which are important to the evaluation process. There are two guiding criteria in this evaluation process: informing public policy debate and decision making; and the creation of professional status within the faculty member's field. Given the Center's public policy mission, work that informs important public policy issues should tend to be viewed more favorably than work without a public policy emphasis. Work which has been subjected to external evaluation, such as refereed journal articles should tend to be weighed more heavily than non-refereed publications. Similarly, the wider the circulation of a publication should represent a greater contribution, all else the equal. Somewhat greater emphasis should be placed on original scholarly work than upon texts or editorships of collections of readings. Jointly conducted research and co-authored publications should count somewhat less than sole work, *ceteris paribus*. Publication in more selective and prestigious outlets in the profession should represent a greater contribution.

B. PUBLIC, PROFESSIONAL, AND UNIVERSITY SERVICE

As in University teaching units, faculty in the Policy Center are expected to provide service to the profession, the Center, and the University. Such activities carried are an extension of the University's mission to the community and the State. Faculty members are expected to demonstrate a willingness and ability to work constructively and cooperatively in matters related to Center and University service.

Given the Center's public-policy mission, faculty are also particularly encouraged to provide public service. These activities should be directly related to the professional expertise of the faculty member.

Service to the public is through activities such as: membership in state and federal committees and task forces; advising or consulting with state and federal agencies/officials and with non-profit organizations; testifying at public hearings; arranging or participating in public-policy conferences and events; publication of analyses of public policy issues; publication of articles, columns, and op-eds in newspapers and magazines; and interviews with the news media. Although the Policy Center does not have a direct teaching mission, mentoring and training students and junior staff in public policy research is considered an important type of public service for the Center. Coordinating public-policy research within the University is also an important public service of the Center.

Service to the Policy Center and University may include, but not be limited to, faculty governance activities, student advising, membership on thesis and dissertation committees, activities with student or faculty associations, arranging seminars and workshops, and professional consulting services within the University.

Service to the profession consists of such activities as: leadership positions in professional associations; membership on editorial boards of professional journals; service on federal grant review committees and boards, and editorial work for journals or publishers.

C. EXTERNAL FUNDING

Faculty in the Policy Center are expected to seek external funding to help support their research and to help support the activities of the Policy Center.

III. CRITERIA FOR RANKS

A. ASSISTANT PROFESSOR/ASSISTANT RESEARCH PROFESSOR

An assistant should normally hold the doctoral degree in the appropriate field or possess equivalent experience as a professional.

To be recommended for second-year reappointment, the faculty member must provide evidence of:

- a. progress toward earning the terminal degree if hired while still ABD;
- b. a developed program of scholarly activity (see II. A.);
- c. some public, university, or professional service (see II. B.);

To be recommended for reappointment in the third through sixth years, the faculty member must provide evidence of:

- a. completion of the terminal degree, or possess the requisite professional experience to be considered for this rank;
- b. active research and professional activity (see II. A.) and that the faculty member's work has begun to achieve recognition at the state, regional, national, or international level;
- c. an established record of public, university, and professional service (see II. B.);
- d. efforts to secure external funding support of their applied public policy activities.

B. ASSOCIATE PROFESSOR/ASSOCIATE RESEARCH PROFESSOR

To be recommended for promotion to Associate Professor with tenure or Associate Research Professor, the faculty member must provide evidence of:

- a. demonstrated ability as a scholar through significant research publication in the five years preceding consideration for this rank (peer-reviewed publications are expected as part of one's overall research productivity). Such activity must be supported by substantial recognition from either scholars or professionals such that the faculty member is seen as obtaining recognition over time for work completed;
- b. a substantial record of public and university service appropriate to the faculty member's role. As part of this role, it is expected that the faculty member will have

indicated willingness and ability to participate in Center and University governance, to be active in appropriate state, regional, and/or national associations, and to maintain professional relationships with colleagues in the Center, the University, and beyond;

c. demonstrated ability to secure external funding support of their applied public policy research and outreach.

C. PROFESSOR/RESEARCH PROFESSOR

To be recommended for promotion to Professor, the faculty member must demonstrate high-quality research and service as detailed in the requirements for Assistant and Associate Professor. In particular, the faculty member must demonstrate:

a. continuing commitment to scholarly or professional activities since the last promotion;

b. a leadership role within the University as part of an overall response to public, university, and professional service;

c. continuing commitment to secure external funding.

The establishment of a state, national, or international reputation as a scholar (and as appropriate, a practicing professional) is of primary importance in considering promotion to this level.