



POLITICAL SCIENCE AND PUBLIC ADMINISTRATION DEPARTMENT
Disciplinary Guidelines for Tenure and Promotion
December 2017

Assess the Nature of the Discipline(s) in your Department in the realm of teaching

Because of the unique nature of some opportunities in this discipline, some actions may be listed in multiple sections. For instance, if we have a professor who is engaged in volunteer work to help a community develop an emergency management plan with supporting documentation, this effort may be big enough to have elements listed under service but also have elements listed in scholarship.

PSPA encourages faculty to pursue the career emphasis that fulfills them as individuals and plays to their own talents. This recognition means that there is not a one size fits all model.

Questions to Consider and Answer:

1. What elements of your department's discipline are classified as auxiliary teaching activities?

We recognize and embrace the reality that our institution has a heavy emphasis on teaching and that our evaluation model allows for faculty to make choices in how they weight their time auxiliary teaching activities can fall under a wide range of categories. However, PSPA places a number of specifics under this, including:

- Development of new courses
- Development of new teaching and evaluation models within courses

PSPA acknowledges and believes that effective teaching includes many ways to impart general and specific knowledge, develop skills, motivate students, set requirements and evaluate performance. These activities do not always occur within the classroom.

Additional topics to assess:

- What discipline specific note, addition, or deletion should accompany "imparting general knowledge?" **No additions.**



- What discipline specific note, addition, or deletion should accompany “imparting specific knowledge?” **No additions.**
- What discipline specific note, addition, or deletion should accompany “developing skills?” **No additions.**
- What discipline specific note, addition, or deletion should accompany “motivating students?” **No additions.**
- What discipline specific note, addition, or deletion should accompany “setting requirements and evaluating performance?” **No additions.**
- What discipline specific note, addition, or deletion should accompany “success with effective teaching practices?” **No additions.**

Assess the Nature of the Discipline(s) in your Department in the realm of *research and scholarship*

Questions to consider and answer:

1. What elements of your department’s discipline are critical to scholarship and may be unfamiliar to faculty in other disciplines.

Original research is important in the realm of political science and public administration; but the department recognizes that there are many examples of scholarship in our discipline. As such, PSPA has prioritized items, based on the **impact** that they have on the discipline, the reputation of the university, and the contribution to knowledge. Our system is as such:

High Impact: peer-reviewed books; articles in top-tier, peer-reviewed journals; external grants*; invited talks*.

Medium Impact: original textbooks; editing and contributing to original textbooks; articles in lower-tier, peer-reviewed journals; peer-reviewed book chapters; articles in law reviews; external grants*; internal grants*; technical reports and evaluations*; invited talks*.

Low Impact: external grants*; external grants*; book reviews; conference presentations or invited panels; encyclopedia entries; technical reports and evaluations*; op-ed articles; invited talks*.



Very low impact: op-ed articles; magazine articles; invited talks*.

Note that an asterisk (*) indicates that a particular endeavor could fall in more than one category, depending upon the scope, audience, dollar value, readership, or similarly tiered characteristic of an ultimate destination.

Our department values contributions to the discipline over contributions to higher education pedagogy. PSPA encourages collaborative research and scholarship both between the existing members of this particular department as well as work with other scholars at other universities, institutes, think tanks, or similar scholarly bodies.

2. What does peer review mean in your discipline? Describe any circumstances where peer review is not necessary for work product to be considered scholarship.

Peer review refers to blind, anonymous reviews by other experts in disciplines relevant to the topic at hand. These anonymous reviewers accept or reject submissions and provide feedback in the event of the necessity of additional revision. It is a method of quality control to ensure that a work contributes and adds to the existing body of knowledge.

There are many instances in which scholarship is not blindly reviewed by experts. This includes contributions to news articles, technical reports and evaluations, encyclopedia entries, books and textbooks (which in our discipline may go through an editorial process without being subject to a blind review process), invited lectures, and conference presentations (which are oftentimes not reviewed before being accepted but are critiqued during the course of the presentation).

3. What does and does not qualify as meaningful creative work in your discipline?
No addition.
4. Does “paid” work count as scholarship? Explain?

It is dependent upon the scholarly contribution that the work product provides. If it contributes to the body of knowledge, it counts as acceptable research.



5. How do 21st century forms of disseminating work product into the intellectual marketplace figure into accepted norms of scholarship in your department's discipline?

The discipline is constantly changing. However, peer-review remains the standard for higher-impact modes of scholarship. The department understands that online journals and related products are a norm in the 21st century, and as long as the integrity and credibility of these outlets are valued by the discipline, then it is acceptable to PSPA.

6. How does your department's discipline assess issues of quality of scholarship?
No additions.
7. How does your department's discipline assess issues of quantity of scholarship?
Fewer high-impact contributions might carry the same weight as a larger number of lower-impact contributions.

Additional topics to assess:

- What discipline specific note, addition, or deletion should accompany "Dissemination of Scholarship?" No additions.
- What discipline specific note, addition, or deletion should accompany "Creative Activities?" No additions.
- What discipline specific note, addition, or deletion should accompany "Editing?" No additions.
- What discipline specific note, addition, or deletion should accompany "Grants and Contracts?" No additions.
- What discipline specific note, addition, or deletion should accompany "Classroom based research projects—scholarship of teaching and learning?" No additions.
- What discipline specific note, addition, or deletion should accompany "Scholarship related to service or the use of professional expertise, Scholarship of Engagement or Application?" No additions.
- What discipline specific note, addition, or deletion should accompany "Other?" No additions.



**Assess the Nature of the Discipline(s) in your Department in the realm of
service**

Questions to consider and answer:

1. Within your department and discipline, what is the need, value, and expectation of department service?

PSPA puts particular emphasis on departmental service, given the complicated structure, multiple cohorts, and necessity for both a coordinated and independent graduate program. As such, PSPA values departmental committees highly and acknowledges the time intensive nature of such work.

Additionally, we recognize that since our MPA program is practitioner focused, service to the community is also valued. Our discipline often provides avenues for supporting our broader community. We do expect community service to draw from the special skills and knowledge our faculty hold as experts in their field.

2. Within your department and discipline, what is the need, value, and expectation of university service? **No additions.**
3. Within your department and discipline, what is the importance of service to profession? **No additions.**
4. Within your department and discipline, what is the importance of service to community? **No additions.**
5. How does your Department's discipline assess issues of quality of service?

PSPA values service of all types and at all levels, noting that there are varying degrees of service impact. The department encourages service that places faculty members in collaboration with the campus and community.

6. How does your Department's discipline assess issues of quantity of service?

As with scholarship, fewer high-impact contributions might carry the same weight as a larger number of lower-impact contributions, if not more.



Additional topics to assess:

- What discipline specific note, addition, or deletion should accompany department service? [No additions.](#)
- What discipline specific note, addition, or deletion should accompany university service? [No additions.](#)
- What discipline specific note, addition, or deletion should accompany service to profession? [No additions.](#)
- What discipline specific note, addition, or deletion should accompany service to the community?
[No additions](#)