

To: Dr. Melinda Mueller, Chair, Department of Political Science

From: Ryan C. Hendrickson, Provost

Date: May 1, 2024

Cc: Brad Tolpannen, AVPAA

Barbara Bonnekessen, Dean, College of Liberal Arts and Sciences

I am writing to thank the Department of Political Science for submitting the 2024 revisions to the Departmental Application of Criteria. As required by the EIU-UPI agreement, I have reviewed the materials and am pleased to approve the revised DAC..

Please note that with this approval the revised DAC is now in effect. Unit A faculty members who elect to be evaluated under the previous Departmental Application of Criteria must give notice to the Chair, Dean, and Provost prior to October 1, 2024 (Article 8.7.f.3).

The current Departmental Application of Criterias are available at: <https://www.eiu.edu/acaffair/DACnew.php>

**POLITICAL SCIENCE
DEPARTMENTAL APPLICATION OF CRITERIA
2023-2026**

This document outlines evaluation procedures for tenure-track, tenured and annually contracted members of the department of Political Science seeking retention, tenure, and/or promotion. Teaching is of primary importance; research/creative activity and service are of equal, secondary importance. Items contained under the following categories of activities and general statements of the methods to be used for evaluation shall be considered illustrative and not exhaustive.

TEACHING AND PRIMARY DUTIES:

A. Teaching: Items a-c below are equally weighted and, as a whole, are first in importance in the evaluation of teaching.

a. Teaching Observations:

i. Teaching Observations for Unit A Faculty

1. Tenure track faculty members must be evaluated every evaluation period by the department chair and by a Unit A faculty member or Unit B senior instructor in the department. Additionally, the faculty member chosen to conduct the evaluation shall not be the same in back-to-back evaluation periods.
2. Unit A faculty applying for a promotion or a full portfolio Professional Advancement Increase must have evaluations by the department chair and by at least two different Unit A faculty over two or more semesters of the evaluation period.

ii. Teaching Observations for Unit B Faculty:

1. All annually contracted faculty members with an appointment of 50% or more for the academic year must be evaluated annually by the department chair or a Unit A faculty member, with the department chair observing them at least every other evaluation period.
2. Annually contracted faculty members may arrange additional teaching observations by Unit A faculty members in the Department of Political Science.

iii. Procedures

1. Arrangements for visits must involve consultation with the faculty member.
2. For on-line courses, the instructor and evaluator will coordinate the

day of the evaluation and the focus of the evaluation (section, unit, discussion, etc). The evaluator will be added to the course on the agreed upon day for a period no less than 12 hours and no more than 24 hours.

3. All evaluations must be written with a copy provided to the faculty member within 5 working days of the classroom visit.
 4. The DPC will use the written reports of the classroom visits by faculty and the department chair in assessing performance in areas to include command of the subject matter or discipline; oral English proficiency as mandated by Illinois statute; ability to organize, analyze and present knowledge or material; and ability to encourage and interest students in the learning process.
- b. Course Materials: Instructors shall submit a representative sample of their most recent copies of course syllabi. In addition, the instructor shall submit a representative sample of most recent other course materials for courses such as examinations, reading lists, paper, and project assignments.
- c. Recent and Systematic Student Evaluations:
- i. Unit B and Unit A faculty applying for retention, tenure, promotion, or Professional Advancement Increases must submit evaluations of all classes taught each semester. Exceptions where evaluations are not required include:
 1. Individualized classes, such as independent studies, internships, theses, and graduate capstones.
 2. Evaluations of team-taught and summer classes.
 - ii. Procedures:
 1. All course evaluation forms must include university and department core items; they may include additional questions from the instructor. Faculty wanting to use additional evaluation instruments from students may submit data from these instruments, but not as a substitute for the standard course evaluation forms.
 2. Summary statistics are required for portfolios. Faculty decide whether to submit the written comments from students.
 3. Faculty who taught course(s) with exceptionally low response rates or sample sizes can make a note of this in their evaluation, which will be taken into consideration by the DPC.
 4. Faculty teaching face to face courses may choose to do student evaluations electronically or in class. Faculty shall arrange for either

student assistants or graduate assistants to administer and collect the questionnaires for in-class evaluations. Evaluations for on-line courses will be administered electronically.

5. Within 2 working days after the chairperson receives summaries of course evaluations, one copy will be distributed to the faculty member.
 - iii. The DPC is directed to consider the impact of differences in subject matter when analyzing the results of these evaluations. Relevant questions on the class evaluation will be used to assess performance in accordance with contractual standards.
 - iv. Course evaluations are a necessary opportunity for students to communicate with the University about their experience in classes. Nonetheless, substantial research demonstrates that student evaluations are often influenced by factors other than the quality of instruction, notably the race, gender, and sexual orientation of the instructor; the perceived level of difficulty of the course; and the mandatory or elective nature of the course. In addition, online courses typically receive a low rate of return on evaluations, for reasons unrelated to the quality of instruction. Thus, in using student evaluations to assess the performance of faculty, the Department considers student ratings holistically and with care, mindful of their potential shortcomings.
- B. Additional Documentation: Other documentation where appropriate includes, but is not limited to, receiving teaching awards, attendance at relevant academic conferences and special workshops, completing additional coursework, OCDI training, FDIC workshops and developing, significantly revising and/or teaching a new course, leading a study abroad experience, developing or significantly revising department majors, minors, options or certificates.
- C. Mentoring & Student Research: Acceptable documentation includes, but is not limited to, directing an independent study, mentoring an undergraduate honors thesis, an honors research grant, any mentoring award, overseeing student research that leads to student awards, grants, conference presentations or publications, serving as a graduate thesis or capstone advisor, or participation on graduate thesis committees. If the instructor prefers, co-authorships with students and joint conference presentations may be included in this category instead of “Research/Creative Activity.”
- D. Non-Teaching Duties with CUs Awarded:
 - a. Examples include graduate and undergraduate advisor, pre-law advisor, honors coordinator, and internship coordinator.
 - b. Research and service functions associated with these non-classroom duties may be submitted as fulfilling contract requirements in the areas of research or service, if appropriate, as well as in the teaching/primary duties category. It is appropriate for candidates to determine the area placement of an activity that is part of non-classroom primary duties. A particular activity that is part of non-classroom duties cannot be

counted for more than one area, and the candidate must provide an explanation of why an activity should be counted for research or service rather than in the teaching/primary duties area.

- c. The candidate is advised to consult in advance with the DPC to assist with appropriate placement of such activities. The faculty member will provide the DPC a summary of activities during the evaluation period. The faculty member is responsible for providing materials which demonstrate productivity in these non-teaching areas. Documentation of performance may also include student evaluations, informational packets, memos, letters, and other pertinent material.

RESEARCH/CREATIVE ACTIVITIES:

A. Categories: Research activities are listed below in their relative order of importance from most important to least important. Additional activities not mentioned on this list may be considered by the DPC based upon their professional judgment of the relative importance of those activities.

a. Category A:

- i. Publication of professional books, textbooks, monographs, articles, including but not limited to refereed journal articles, research notes and chapters in edited books, extended encyclopedia essays, literature review essays, or editing of a professional book.
- ii. Editing a professional journal.
- iii. Receiving a significant external research grant or research award, as determined by the DPC.
- iv. Organizing a section for a state, regional, national or international conference.
- v. Organizing a local/campus conference.

b. Category B:

- i. Presentation of papers or posters at conferences.
- ii. Submission of a book or article for publication.
- iii. Publication of a book review or brief encyclopedia entry.
- iv. Receiving a significant internal research grant, as determined by DPC.
- v. Applying for a significant external research grant, as determined by DPC.
- vi. Receiving an internal research award.
- vii. Significant public scholarship, including writing for a major national publication or appearing in national media outlet/podcast.

c. Category C:

- i. Serving as a discussant or roundtable participant at a conference
- ii. Serving as a panel chair at a conference.
- iii. Receiving a small internal or external grant, as determined by the DPC.
- iv. Public scholarship including writing for a regional or local newspaper/website or appearing in regional media/podcast

- v. Reviewing manuscripts for peer-reviewed journals, publishers, and other scholarly publications, as determined by the DPC.
- B. Methods of Evaluation: The DPC is primarily responsible for evaluating research in light of existing professional standards. Authorship and co-authorship are considered to be of equal merit. Publications in journals may be counted as soon as a letter of final acceptance from the editor has been received, but an initial book contract is not sufficient evidence of publication. The DPC will evaluate performance using the following standards:
- a. Appropriate accomplishment is indicated by effort in any of the activities. The appropriate category is available only in probationary year one.
 - b. Satisfactory accomplishment is performance of an activity from Category C on the above list.
 - c. Significant accomplishment on an annual basis is performance of an activity from Category B. For tenure, promotion and PAIs significant accomplishments must include one activity from category A and multiple other activities.
 - d. Superior accomplishment on an annual basis is performance of an activity in Category A. Superior accomplishment for tenure, promotion and PAIs, is performance of one activity in Category A and additional activities from Category B and Category C.
 - e. Category A activities above and beyond performance necessary for Significant or Superior ratings for tenure, promotion and PAIs may be substituted in the documentation of additional activities from Categories B or C.

SERVICE:

- A. Categories: Departmental members may fulfill service requirements in the following areas:
- Service to the Department
 - Service to College or University
 - Service to Community
 - Professionally Related Public Service
- B. Relative Importance of the Categories: Categories of materials and activities appropriate for the evaluation of service are grouped below in levels demonstrating the order of their relative importance in the fulfillment of the service requirements. All of the service activities are equally important within each category below.
- a. Appropriate performance will be assessed by evidence of effort shown in any of the activities listed below.
 - b. Satisfactory service may be documented by, but is not limited to the following
 - i. Attending department meetings and events sponsored by the department.
 - ii. Attending events sponsored by student groups associated with the department.

- iii. Attending undergraduate capstone presentations and graduate internship presentations.
- iv. Serving on graduate capstone committees.
- v. Serving on department committees or as a coordinator/advisor for which CUs are not assigned.

c. Significant service may be documented by, but is not limited to the following:

- i. Making presentations to community or campus groups.
- ii. Recruiting students.
- iii. Bringing speakers to campus.
- iv. Serving on a college or university committee or program.
- v. Testifying by invitation at public hearings
- vi. Serving as an elected or appointed officer in a labor union or lobbying organization.
- vii. Serving on public, quasi-public, community or non-profit organization.
- viii. Serving on special assignments commissioned by the departmental chairperson, or the college or university.
- ix. Organizing campus or community panels, events, or symposiums
- x. Advising Registered Student Organizations.
- xi. Chairing a departmental committee
- xii. Being a consultant
- xiii. Obtaining an internal grant which department shares.
- xiv. Receiving a service award.

*For tenure, promotion and PAIs, significant accomplishments must include service on at least two different department committees (including service as a program coordinator or advisor to a group).

d. Superior service may be documented by, but is not limited to the following:

- i. Recruiting students at secondary schools and community colleges.
- ii. Organizing national, state-wide, or regional conferences or workshops.
- iii. Being an officer in a professional association.
- iv. Serving as chair for departmental screening committee.
- v. Chairing 2 or more department committees or coordinator roles for which CUs are not assigned.
- vi. Serving in public office, a public sector board, or commission.
- vii. Serving on a professional board.
- viii. Chairing a college or university committee or program.
- ix. Serving on two or more college or university committees or programs.
- x. A substantial record of superior performance in the significant service category, particularly in service activities that contribute to the mission and effective functioning of the department and its programs

*For tenure, promotion and PAIs, superior accomplishments must include service on at least two different department committees (including service as a program coordinator or advisor to a group) and one college or university level committee.