

MISSOURI STATE UNIVERSITY

PERIODIC REVIEW OF REAPPOINTMENT (OR RENEWAL OF CONTRACT),
TENURE, PROMOTION GUIDELINES

ACADEMIC UNIT:

Political Science + Philosophy

COLLEGE:

RCASH

SEMESTER/YEAR OF CURRENT REVIEW:

Spring 2025

SEMESTER/YEAR OF NEXT REQUIRED REVIEW:

Spring 2029

ACADEMIC UNIT ADOPTION SIGNATURES:

Mark Eulich
Academic Unit Personnel Committee Chair

1-6-26
Date

Christopher Lynch
Academic Unit Leader

1/6/2026
Date

APPROVAL SIGNATURES:

Shawn Wolf
Dean

1/7/26
Date

Dr. Ken Brown
Provost

1/13/2026
Date

THIS PLAN IS IN EFFECT FROM 2025 , THROUGH 2028 .

Political Science and Philosophy Department

Tenure and Promotion Guidelines

Updated in 8/20/2025

The Political Science and Philosophy Department recognizes that individual faculty members have unique strengths. Nevertheless, all faculty members are expected to contribute to the Department, College, and the University in the areas of teaching, research, and service. Senior faculty should provide leadership in these areas.

The Department comprises two distinct disciplines, each with distinct sub-disciplines, that vary substantially from one another. Given this variation, the Department recognizes that a one-size-fits-all approach does not serve the Department well. More specifically:

- Teaching contributions may look different from member to member, given variations in teaching load, number of course preparations per semester, class sizes, class level (i.e., introductory vs. upper-level and undergraduate vs. graduate level), workload per student based on best practices for teaching in the discipline/sub-discipline (i.e., best practices for evaluation of student learning vary substantially from discipline to discipline), course modality and type (online vs. in-person, full-semester vs. block schedule), and involvement in both formal advising and informal advising/mentoring.
- Scholarly activity may look different from member to member, given variations in acceptance rates for journals/publishers, review time for journals/publishers in one's research area, the process for collecting and analyzing data in one's discipline/sub-discipline, one's contribution to the scholarly product (e.g., sole vs. co-authorship), and the contribution made to one's field.
- Service contributions may look different depending on the needs of the discipline with which one is primarily affiliated, and seniority.

At the same time, the Department aims to provide criteria that can be useful to evaluate faculty performance in a way that is sensitive to how the interplay of the factors above determines it while providing faculty members with clear guidance for setting their own goals.

I. TENURE

Tenure is defined in the Faculty Handbook (3.7) as a status granted by the University to a ranked faculty member, protecting them from arbitrary dismissal.

Normally, candidates apply in their sixth year. Exceptions may apply in particular cases (e.g., the candidate's tenure clock was stopped or years were credited at the time of the initial appointment).

Tenure procedures can be found in the Faculty handbook (4.6.2).

For a list of the typical documents candidates must submit for tenure, see the Appendix at the end of this document.

Positive recommendations for tenure by the Political Science and Philosophy Department are based on sustained, rank-appropriate teaching, service, and research effectiveness.

A. Research

In the area of research, the Department expects candidates to produce peer-reviewed research subject to the following considerations:

1. Given the differences between disciplines (e.g., turnaround times for publications), the normal standard for candidates in Philosophy is four peer-reviewed articles in scholarly journals or edited books, and the normal standard for candidates in Political Science is five peer-reviewed articles in scholarly journals or edited books. A peer-reviewed scholarly monograph would be considered as equivalent for candidates in either discipline.
2. Candidates can get credit for one article based on peer-reviewed publications prior to initial appointment. Exceptions may be made for candidates who have held prior academic appointments and are hired with the expectation of applying early for tenure. The number of articles granted in such cases will be specified at the time of the initial appointment.
3. Candidates must demonstrate a unique research program through sustained scholarship over their probationary period. For example, a record of publication showing activity only in the first year, or a record showing no first- or solo-authorship throughout the probationary period, would be considered insufficient.

In addition, the Department strongly encourages candidates to present conference papers, submit research grant applications, engage in public scholarship, or generate technical and policy reports. These are no substitute for refereed scholarly publications but indicate active research engagement with the discipline and the community.

B. Teaching

In the area of teaching, the Department expects candidates to be effective teachers. Teaching effectiveness is a holistic measure that includes a combination of expectations such as:

1. High quality, up-to-date, course content
2. Thoughtful assignments
3. Clear course organization
4. Rigorous grading standards and policies
5. Advising and mentoring
6. Professional behavior

The Department will appraise such expectations through a combination of indicators: syllabi, faculty narratives, class observations (when available), student evaluation scores and comments, and grade distributions for all classes. No single indicator is to be weighted more than the others. Additionally, the

Department will take into consideration the number of class preparations, new course development (for instructor or faculty), individualized courses, and additional teaching responsibilities freely assumed by the candidate.

C. Service

In the area of service, the Department expects candidates to be involved in the work of Missouri State University. The Department will appraise this involvement as a holistic measure that includes consideration of participation on committees and initiatives at all three levels (Department, College, and University).

In addition, the Department considers service to the discipline and the community. Indicators of the latter include

1. Serving as a peer reviewer/editor
2. Actively participating in professional organizations
3. Organizing or participating in talks and professional panels
4. Chairing conference panels
5. Contributing expertise to the media
6. Participating in community organization activities related to academic expertise

II. PROMOTION

A. From Instructor to Senior Instructor

An Instructor is minimally qualified for consideration for promotion to the Senior Instructor rank at the end of five years of academic service at MSU, including at least three years in the rank of Instructor (Faculty Handbook 3.5.2.)

In addition to meeting years-of-service requirements, those seeking promotion to senior instructor must have demonstrated sustained excellence in teaching and service during their years as an Instructor. Teaching excellence will be appraised using the same indicators as used for tenure. Service will be considered as appropriate to rank.

B. From Assistant Professor to Associate Professor

An Assistant Professor with a terminal degree is minimally qualified for consideration for promotion to the Associate Professor the same year they become eligible to apply for tenure (Faculty Handbook 3.3.1.).

In addition, those seeking promotion must have demonstrated sustained effectiveness in teaching, research, and service during their years as an Assistant Professor. Sustained achievement in research, teaching, and service is demonstrated by the same criteria used for tenure.

Candidates are reminded that meeting the Department's minimal qualification for tenure does not necessarily guarantee a favorable promotion decision. Indeed, candidates are encouraged to exceed the

minimal teaching, research, and service requirements. Thus, awards, talk invitations, successful grant proposals, or other forms of public recognition may also be considered.

C. From Associate Professor to Professor

An Associate Professor with a terminal degree is minimally qualified for consideration for promotion to the Associate Professor during their fifth year of service in that rank (Faculty Handbook 3.3.2.).

In addition, those seeking promotion must have demonstrated sustained effectiveness and achievement in teaching, research, and service during their years as an Associate Professor. Effectiveness and achievement in research, teaching, and service will be appraised using the same expectations and indicators as promotion from Assistant to Associate rank. Effectiveness and achievement in service should include leadership roles in University, community, and professional committees and activities.

Candidates are encouraged to exceed the minimal teaching, research, and service requirements. Hence, awards, talk invitations, successful grant proposals, or other forms of public recognition may also be considered.

D. From Professor to Distinguished Professor

A Professor with a terminal degree is minimally eligible for consideration for promotion to Distinguished Professor during the fifth year in the rank of Professor, including at least three years at Missouri State University.

To be eligible for promotion to Distinguished Professor a candidate must have held Professor rank for a minimum of five years, with at least three years in the rank at Missouri State University; have a record of extraordinary performance in Research with a national or international reputation; and have a sustained record of excellence in both Teaching and Service (Faculty Handbook 3.3.3.).

III. EARLY TENURE AND PROMOTION

Faculty who significantly exceed normal teaching, research, and service criteria may, upon securing approval from the Department's Personnel Committee Chair and the Department Head, apply for early tenure and promotion (Faculty Handbook 4.8.5). Normally, candidates may apply for early tenure in their fifth year but, if stated in their initial appointment letter, candidates may apply as early as their third year (Faculty Handbook 4.6.4.1).

To be granted early tenure or promotion, accomplishments in both teaching and research must be, at a minimum, exemplary (Faculty Handbook 4.8.5). Exemplary accomplishments may include (but are not limited to):

- A. *Research*: Publication or acceptance of more than 4 (in the case of Philosophy) and 5 (in the case of Political Science) peer-reviewed solo articles or a monograph and a peer reviewed article AND a sustained record of conference presentations or a research award. Publications before a candidate's hire at Missouri State University may only count if

stipulated in their initial letter of appointment

- B. *Teaching*: Teaching awards at the college or university levels; external recognitions of teaching accomplishments from state, regional, or national organizations; major curricular or pedagogical innovations; or a sustained record of excellent departmental annual reviews in teaching.
- C. *Service*: Rank-appropriate leadership roles in professional and academic organizations, the university, or the larger community; or a sustained record of excellent departmental annual reviews in service.

IV. *PERSONNEL COMMITTEE*

Given that the Department comprises two distinct disciplines, there will be two Personnel Subcommittees, one for each discipline. These Subcommittees shall consist of all eligible tenured faculty members within the respective discipline, with the addition of one eligible tenured faculty member from the other discipline (chosen by the Department Head), and with the exclusion of the Department Head. Tenure and promotion recommendations shall be made by the respective Personnel Subcommittee whose faculty member is being considered, and shall be presented to the Personnel Committee for a vote. Members of the Personnel Committee shall consist of all eligible tenured faculty within the Department, excluding the Department Head. In the event of disagreement between the Personnel Committee and the Personnel Subcommittee, the Department Head shall weigh the Personnel Subcommittee's recommendation more than that of the Personnel Committee before advancing the recommendation to the Dean.

Recusal from the Personnel Committee and Personnel Subcommittee is the right and duty of parties who think they cannot or should not influence or sit in judgment of a particular party or circumstance. In such cases, faculty should respect acts of recusal at the discretion of recusing parties.

Appendix

Tenure and Promotion Documentation

I. Evaluation of Research for Tenure and Promotion

- A. Copies of all academic research work, including material published, accepted, under review, presented at conferences and seminars, and, where relevant, works in progress.
 - 1. In the case of coauthored pieces, explain your contribution to the work
 - 2. Explain the scope and academic relevance of the press or journal in which your work is published
- B. If applicable, copies of external and internal research grant applications, including those that were successful and those that were not
- C. If applicable, copies of public scholarship and technical and policy reports
- D. If applicable, copies of reviews of the candidate's published research
- E. If applicable, evidence of research honors and awards
- F. If applicable, evidence of application or invitations to post-docs, academic residencies at other institutions, etc.
- G. Self-Evaluation: This includes a narrative explaining the candidate's research agenda, a description of each material content and contributions to the discipline and the scope and relevance of the press or journal that published the material, as well as how the candidate will advance their research after tenure and/or promotion

II. Evaluation of Teaching for Tenure and Promotion

- A. Materials used in each class: syllabi, exam sheets, presentation materials, multimedia, handouts, assignments, simulations, etc.
- B. Student Evaluation Data: These data must include semester averages of numerical teaching evaluations, students' written comments on teaching evaluations, student rates of withdrawal from classes, and grade-assignment data for each course. Informal written comments to the professor can be included
- C. In-Class Visitation: If applicable, an individual visiting the professor's class will submit an evaluation report. Classroom visitation can be done by other tenured faculty in the Department, in a format agreeable to the parties involved, or by professionals (perhaps award-winning teachers) from a different Department or College if that is desired by the professor being evaluated

- D. If applicable, evidence of Teaching Awards and Honors
- E. If applicable, participation in teaching conferences
- F. If applicable, expert contributions to the University's Faculty Center for Teaching and Learning
- G. Self-Evaluation: This includes a narrative explaining the size, modality, and level of each course, as well as the goals, methods, improvements, and content updates relevant to each class

III. Evaluation of Service for Tenure and Promotion

- A. Evidence of Department, College, and University committee work and advising student organizations
- B. If applicable, anonymized copies of blind, peer-review reports
- C. If applicable, evidence of organizing or participating in professional talks or panels at conferences
- D. If applicable, copies of media materials that cite expert contributions of the candidate or the candidate's own expert written media contributions
- E. If applicable, pro-bono work related to the candidate's area of expertise
- F. If applicable, evidence of academic expertise contributions to community organizations
- G. Self-evaluation: This narrative includes a description of the goals, workload, activities, role, and expert contributions related to the University and non-University committees and organizations in which the candidate serves