

Department of Justice Studies

Promotion and Tenure Evaluation Guidelines

Justice Studies
Tenure and Promotion Policies

1. Faculty must meet the achievement levels specified in the Faculty Handbook in Section III.E.a

Assistant Professor: Satisfactory ratings in all areas are required for promotion to assistant professor

Associate Professor: An excellent rating in one area and satisfactory ratings in the others and satisfactory ratings in the other areas are required for promotion to associate professor

Professor: Excellent ratings in two areas and a satisfactory rating in the other are required for promotion to professor.

2. The starting point for making a determination of what constitutes excellent, satisfactory, and unsatisfactory achievement are the activities specified in the Center's Benchmark document that is used for annual evaluation of the faculty. They are elaborated upon as follows:

Teaching: Faculty applying for promotion and/or tenure should prepare a teaching portfolio in support of their application. While the exact make up of the teaching portfolio is up to the discretion of the individual applicant the following items must be included:

- a statement of overall pedagogic philosophy and how it is manifest in different courses as well as mentoring and instruction outside of the classroom when relevant
- statement of advising philosophy
- a history of course rotation and load
- latest course syllabi along with a statement of how the course has changed over time
- examples of tests and assignments
- the distribution of grades
- use of technology, if relevant
- student teaching evaluations and a critical reflection on them

Scholarship: Scholarly activity is presented in two broad categories --a Primary Category and a Secondary Category. Individuals are to arrange items in level of importance in each category in their application. A case for promotion and tenure is based heavily on items in the Primary Category, with Secondary Category items as support. No distinction is made between coauthored and singled authored pieces of scholarship although there is an expectation that by the time an individual seeks promotion to professor they should have demonstrated the ability to carry out sole authored research. A satisfactory evaluation cannot be achieved automatically by having a piece of scholarship in the Primary Category.

Primary Category

- authored books published by established presses. Textbooks count in this category but not as much as book length pieces of original research written while at JMU. Manuals and workbooks do not count as books.

- journal articles published in refereed periodicals. In addition to where it is published attention also will be given to the importance of the article within a subdiscipline or related field.
- edited books
- chapters in books published by an established press
- major externally funded grants and fellowships
- review essays of sufficient length and importance to be considered equal to a research note or short article

Secondary Category

- papers or posters delivered at academic and professional meetings
- published working papers or reports
- internally funded grants and fellowships
- book reviews published in professional journals

Service

Service: More is considered than simply counting the number of committees on which a faculty member has served or the formal responsibilities they have held in evaluating service activities for promotion and/or tenure. Attention is also given to the time demands and importance of these committee assignments and positions along with the leadership that has been displayed. Service may be done in a variety of venues. Service commitments to the profession and community can not come at the expense of service commitments to the department, college, or university.

- Professional Service is service to an academic discipline. Holding office in a national, regional, or local professional organization is an example. Others examples include, but are not limited to, reviewing books and manuscripts, serving as a discussant at a professional meeting, and editing a professional journal.
- Service to the University, College, or Department includes but is not limited to serving in or on search committees, the faculty senate, curriculum and instruction committees, honors and awards committees, advisory committees, and other special and standing committees established by the James Madison University.
- Service to the Community may be international, national, state or local. Community service may involve work with governmental or nongovernmental organizations. It may also take the form of helping the public understand important issues through contacts with the media, speaking engagements, and public lectures.

3. Since the evaluation reached as to the level of performance in each category (teaching, scholarship, service) is not a summation of the annual evaluations but represents an independent holistic judgment of a faculty member's activity in each category that spans the entire period under review it is possible that:

a) a faculty member will achieve a satisfactory rating in the majority of years under review in a category and receive an unsatisfactory rating for the entire period because the cumulative body of work in the evaluation period does not merit a satisfactory rating.

b) a faculty member will achieve a satisfactory rating in the majority of years under review in a category and receive an excellent rating for the entire period because the cumulative body of work in the evaluation period merits an excellent rating.

4. Performance expectations in each category will be communicated to the faculty members a) during their interview prior to appointment b) at the time of their first year review and c) at the time of their third year review.