

**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 ~~person~~ Joint Peer Committee. The Joint Peer Committee shall ~~consist~~ of two members selected ~~by~~ 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~~.

I. EMPLOYMENT POLICY

terminal appropriate to the position to be hired at the Assistant Professor level or higher. In exceptional cases, significant professional experience may substitute for the terminal degree. academic

II. GENERAL GUIDELINES

The Policy Center will generally emphasize three broad categories for evaluation (A) Research, Publication, and Professional Activity; (B) Professional and University Service; and (C) External Funding. These categories are used for reappointment, promotion, and tenure, and conducting reviews by the union contract. Ideally, research, public service, and external funding 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; refereed scholarly books and monographs; grants and contracts; texts and monographs; invited articles in journals and chapters in monographs; other professional literature; refereed comments, notes, and replies in professional journals; encyclopedia entries; editorship of monographs; book reviews in professional journals; grant reports; scholarly participation in professional meetings, including presentations, papers, organizing and chairing sessions, and serving as a discussant.

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 greater contribution, all else the equal. Somewhat greater emphasis should be placed on original scholarly work than upon texts or editorships of collections of work.

Service to the profession consist of such activities as: leadership positions in

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