

## DEPARTMENT OF POLITICAL SCIENCE

### EVALUATION CRITERIA AND STANDARDS FOR ANNUAL REVIEW, REAPPOINTMENT, & PROMOTION OF LECTURERS

*Approved by Department Vote on May 12, 2017.*

*Revised and Approved by Department Vote on April 17, 2020.*

*Revised and Approved by Department Vote on February 9, 2024.*

*Revised and Approved by Department Vote on November 17, 2024.*

#### CHAPTER I. GENERAL GUIDELINES & DEFINITIONS

##### Section 1. General Guidelines

1. All Lecturers, including Senior Lecturers, 3-Year Lecturers, and 1-Year Lecturers shall be evaluated annually in accordance with the Department of Political Science *Evaluation Criteria and Standards for Annual Review, Reappointment, & Promotion of Lecturers* and according to the schedule established each year in the UTRGV Provost/VPAA's *Pathways Document*.
2. For Lecturers with multi-year appointments (i.e., 2 to 3 years), each subsequent annual evaluation shall be cumulative in nature, i.e., all relevant achievements and activities since the faculty member's last major review (e.g., reappointment or promotion) will be included in the faculty member's dossier.
3. The candidate's annual evaluation dossier shall include a current curriculum vita, copies of teaching evaluations, syllabi, and testing instruments, and proof of service, as well as any other materials the candidate considers relevant to documenting their academic performance. The dossier shall include a grid documenting the requisite number of points in various categories. The organization of materials in the dossier shall be in the same format as required for tenure and promotion evaluation folders.<sup>1</sup>
4. Each faculty member is required to maintain a cumulative and annual total of activity points awarded to them each year in each category of evaluation and to include this information in their dossier.
5. Each annual evaluation shall describe, quantitatively and qualitatively, the candidate's annual yearly progress<sup>2</sup> (see Definition 2) toward meeting the criteria for reappoint and/or

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<sup>1</sup> Available at [http://www.utrgv.edu/\\_files/documents/Executive Vice-President for Academic Affairs/faculty-resources/UTRGV-Format-for-Faculty-Review-Dossier.pdf](http://www.utrgv.edu/_files/documents/Executive Vice-President for Academic Affairs/faculty-resources/UTRGV-Format-for-Faculty-Review-Dossier.pdf)

<sup>2</sup> See, Guidelines for Implementation of Annual Yearly Progress, included as Appendix A.1 of this document.

promotion in the two areas of teaching effectiveness and service (see Appendix A.1).

6. A lecturer may submit evidence of research, publication, and other professional achievements, which the Annual Review Committee<sup>3</sup> may take into consideration, although Lecturers are not required to be active in this category of evaluation.
7. A Lecturer who receives an evaluative rating of unsatisfactory, does not meet expectations, meets expectations, or exceeds expectations for annual yearly progress shall automatically receive the same evaluative rating for purposes of merit pay in that year.<sup>4</sup>
8. Lecturers shall be informed in writing of their evaluation based on their performance as reflected in their dossier, in accordance with the *Pathways* document. Each level of review (i.e., committee and chair) must include a written narrative highlighting strengths of the faculty member's performance, as well as recommendations for improvement, if deemed necessary, by the committee.
9. Lecturers can request a reconsideration on the results of the annual review in writing at each level of department review. If the faculty member requesting a reconsideration is not satisfied with the department committee or chair level evaluation after an appeal, the faculty member may request a further reconsideration/appeal with UTRGV's Handbook of Operating Procedures ADM 06-502.
10. All Lecturers seeking reappointment and/or promotion must meet the minimum approved requirements in teaching effectiveness and professional service.
11. It is the responsibility of the candidate to provide a complete annual review dossier adhering to University and Departmental requirements. Department mentors and the Department Chair should provide guidance in this process. Additional documentation may be requested by the Committee and/or Department Chair in the course of the evaluation process.
12. Lecturers are required to maintain a minimum summary rating of meets expectations for the duration of their contract to be considered for reappointment and promotion to the next rank as a Lecturer.

## **Section 2. Definitions**

1. All references to quantitative "student evaluation ratings" shall be on a 5 point scale with 1.0 being the lowest possible rating and 5.0 being the highest possible rating.
2. The specific requirements for exceeds expectations, meets expectations, does not meet expectations, and unsatisfactory in a category of evaluation are defined in "Guidelines

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<sup>3</sup> The composition of the Annual Review Committee and the process for electing the Annual Review Committee (as with all department committees) is established in the [\*Department of Political Science By-Laws\*](#) (Article IV.E.1)

<sup>4</sup> UTRGV HOP ADM 06-502.D.8.a: "The outcome of each faculty member's annual performance evaluation will be used in determining the amount of merit awarded to the faculty member, should merit pay be available."

Toward Annual Yearly Progress,” which is incorporated into this document as Appendix A.1).

3. For a Summary Rating of Exceeds Expectations in an Annual, Reappointment, or Promotion Review, a Lecturer must exceed expectations in Teaching Effectiveness and at least meet expectations in Professional Service.
4. For a Summary Rating of Meets Expectations in an Annual, Reappointment, or Promotion Review, a Lecturer must at least meet expectations in both Teaching Effectiveness and Professional Service.
5. For a Summary Rating of Does Not Meet expectations in an Annual, Reappointment, or Promotion Review, a Lecturer must meet expectations in Teaching Effectiveness and not meet expectations in Professional Service.
6. For a Summary Rating of Unsatisfactory in an Annual, Reappointment, or Promotion Review, a Lecturer must not meet expectations in Teaching Effectiveness.

## **CHAPTER II. MINIMUM REQUIREMENTS FOR REAPPOINTMENT AND PROMOTION**

### **Section 1. Teaching Effectiveness**

The minimum teaching requirements to meet expectations for Annual Review, Reappointment, and Promotion for Lecturers are:

- (1) no more than 10% of the average of responses to the student evaluations for the evaluation period as a whole fall below the neutral category (i.e., below 3),
- (2) an overall student evaluation rating of 3.8-4.49,
- (3) the accumulation of at least 2.5 points per year from the Teaching Activities listed in Chapter III, Section 1 (see Appendix A.1), and
- (4) evidence of peer observation of teaching (annually for Lecturers I-III and once every 3 years for Senior Lecturers).

The minimum teaching requirements to exceed expectations for Annual Review, Reappointment, and Promotion for Lecturers are:

- (1) no more than 10% of the average of responses to the student evaluations for the evaluation period as a whole fall below the neutral category (i.e., below 3),
- (2) an overall student evaluation rating of 4.5 or higher,
- (3) the accumulation of at least 3.5 activity points per year from the Teaching Activities listed in Chapter 3, Section 1 (see Appendix A.1), and
- (4) evidence of peer observation of teaching (annually for Lecturers I-III and once every 3 years for Senior Lecturers).

The Department Annual Review Committee and the Chair shall also be responsible for evaluating the quality of each teaching activity, including but not limited to. verifying that each activity was accomplished as claimed by the applicant.

### **Section 2. Research and Publication**

Lecturers are not required to do research and publication and the absence of publications shall not count against a Lecturer in the evaluation process.

A Lecturer may include publications in their evaluation dossier and the Annual Review Committee and the Chair may consider publications in their summative evaluation.

### **Section 3. Service**

The minimum service requirement to meet expectations for Annual Review, Reappointment, and Promotion for Lecturers is the accumulation of an average of at least 1.0 point per year from the Service Activities listed in Chapter III, Section 2.

The minimum service requirement to exceed expectations for Annual Review, Reappointment, and Promotion for Lecturers is the accumulation of an average of at least 2.0 points per year from the Service Activities listed in Chapter III, Section 2.

The Department Annual Review Committee and the Chair shall evaluate the quality as well as the quantity of service activities.

## CHAPTER III. LIST OF TEACHING, RESEARCH & PUBLICATION, AND SERVICE ACTIVITIES

### Section 1. Teaching Activities

1. A faculty member shall be awarded activity points for teaching as follows:

“70% to 79% of all responses on the student evaluation forms, for each semester of the evaluation period, falling in the Agree and/or Strongly Agree categories (0.5 points for each semester).

“80% to 89% of all responses on the student evaluation forms, for each semester of the evaluation period, falling in the Agree and/or Strongly Agree categories (1.0 points for each semester).

“90% to 100% of all responses on the student evaluation forms, for each semester of the evaluation period, falling in the Agree and/or Strongly Agree categories (1.5 points for each semester).

The assessment of teaching effectiveness is likely to be most reliable when it is based on multiple sources of evidence or methods of collecting information in addition to student evaluations. The relevant review committee and the Department Chair will also take into account the following considerations in evaluating teaching effectiveness, where applicable:

- The quality and rigor of course tools, such as examinations, syllabi, written assignments (e.g., papers, white papers), oral presentations in the class, and other course assignments,
- Clarity of classroom materials and presentations (e.g., PowerPoints),
- The use of teaching strategies appropriate to the students and course content,
- The clarity and specificity of course goals and learning objectives,
- The fostering of an appreciation for different points of view,
- The complexity of the subject matter and its level of difficulty for students,
- Whether the course is required or elective,
- Whether the course provides a service to non-majors.

Individual faculty are responsible for providing a narrative and supporting documentation, if applicable, that will allow the relevant review committee to incorporate these considerations into its evaluation of the faculty member’s teaching effectiveness.

2. Attendance at teaching workshops and/or seminars sponsored by the UTRGV Center for Teaching Excellence (CTE) or Center for Online Teaching & Training (COLTT), including: (up to a maximum of 10 points):<sup>5</sup>
  - a. Basic Blackboard training (2.0 points),

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<sup>5</sup> Unless noted otherwise in the document, the maximum points allowed for an activity throughout this document is the maximum allowed during each six year review period (i.e., promotion from Assistant Professor to Associate Professor, promotion from Associate Professor to Full Professor, or Post-Tenure Review).

- b. other Blackboard trainings such as Panopto, Bb Collaborate, Grading Center, etc. (0.5 points),
  - c. Quality Matters certification (2.0 points),
  - d. Quality Matters updates (0.5 points),
  - e. Center for Teaching Excellence Learning Communities with 3 or more sessions on one topic (2.0 points),
  - f. New Faculty Orientation (2.0 points if attended at least 75% of activities),
  - g. Zoom training (0.5 point),
  - h. Other teaching training activities to be calculated as:
    - i. less than 2 hours (0.5 points)
    - ii. more than 2 hours (2.0 points)
- 3. Development of teaching materials, such as banks of test questions, computer exercises, workbooks, etc. (1 point each up to a maximum of 4 points).
- 4. Development of new undergraduate courses (1 point each up to a maximum of 3 points with credit awarded only after course has been approved by the department curriculum committee and taught for the first time by the faculty member who developed the course).
- 5. Development of new graduate courses (1 point up to a maximum of 3 points with credit awarded only after course has been approved by the department curriculum committee and taught for the first time by the faculty member who developed the course).
- 6. New course preparations, i.e., teaching a previously existing course for the first time (1.0 point per course up to a maximum of 3 points).
- 7. Teaching Related Activities (up to a combined maximum of 4.0 points per academic year):
  - a. supervising an Independent study (1.0 point),
  - b. supervising student research for academic presentation (1.0 point),
  - c. chairing an undergraduate Honors project (1.0 point),
  - d. chairing a Master's thesis committee (or equivalent) (1.0 point),
  - e. serving on a doctoral dissertation committee at UTRGV or elsewhere (1.0 point each per year),
  - f. serving on a Master's thesis committee (0.5 points),
  - g. supervising a research intern (0.25 points per year)
- 8. Recognitions, honors, and awards (up to a maximum of 6 points per 6-year review cycle):
  - a. by The University of Texas Rio Grande Valley (1.0 point each),
  - b. by The University of Texas System (2.0 points each),
  - c. by statewide (3.0 points each) or national private or non-profit entities (4.0 points each).
- 9. Incorporation of experiential learning pedagogy(ies) into classes, including but not limited to service learning, community engagement, etc. (0.5 points per semester up to a maximum of 4 points, if approved by the UTRGV Office of Student Engagement; otherwise at the discretion of the Annual Review Committee).
- 10. Teaching abroad (1.0 points per semester up to a maximum of 4 points in each 6-year review cycle).

11. Teaching an online class during a regular semester session (0.25 points per class per semester up to a maximum of 4 points in each 6-year review cycle).
12. Teaching a course during a regular semester via Interactive Television (ITV) that involves holding at least five (5) regular classes on a campus that is not the faculty member's assigned home campus (0.5 points per course per semester).
13. Teaching a face-to-face course during a regular semester at a site or campus that is not the faculty member's assigned home campus (1.0 points per course per semester).

## **Section 2. Service Activities**

1. Chair of the Faculty Senate, Associate Dean, Center Director (4.0 points per year).
2. For the following positions and activities (3.0 points per activity per year):
  - Associate Chair,
  - Graduate Program Director,
  - Chair of the Annual Review Committee,
  - Chairs of Search & Screen Committees,
  - Chair, Program Evaluation & Assessment Committee,
  - Other committee chairs at the discretion of the Annual Review Committee based on annual workload.
3. For the following positions and activities (2.0 points per activity per year):
  - Member of the Annual Review Committee,
  - Member of a Search & Screen Committee,
  - Other committee memberships at the discretion of the Annual Review Committee based on annual workload,
  - Secretary to the Department.
4. For the following positions and activities (1.5 points per activity per year):
  - Chair of a Department committee (other than Annual Review Committee and Search and Screen Committees, see No. 2 above),
  - Department Library Liaison,
  - Department Web Liaison,
  - Department Social Media Liaison,
  - Program Coordinator/Director,
  - Member of the Faculty Senate,
  - Sponsor/Advisor of a student organization,
  - Officer (below the rank of chair/president) of a professional organization or a professionally related community organization,
  - Chair of a College or University committee,
  - Member of the Executive Committee of the Faculty Senate,
  - Chair of a University-wide initiative or organization,
  - Conference Organizer,



- Chair or President of a professional organization or a professionally related community organization,
  - Member of an external review committee for a department or academic program at a university other than UTRGV,
  - External reviewer for a tenure and/or promotion case at a university other than UTRGV.
5. Member of a Department committee, including committees in other departments and degree programs (other than Annual Review Committee and Search and Screen Committees, see No. 3 above), College level committees, and University level committees (1.0 point per committee per year).
  6. Referee for scholarly journal article or grant/research proposal (0.50 points per article/proposal).
  7. Referee for a complete book manuscript (1.00 points).
  8. Referee for a book proposal (0.25 points).
  9. Editor or managing editor of an academic journal (4.0 points); Guest editor of an academic journal (1.0 points per issue); Associate editor or book review editor of an academic journal (0.5 points per year); editorial board member (0.25 points per year).
  10. Discipline-related presentations to a unit of UTRGV or community organizations (0.25 points per presentation up to a maximum of 4 points annually).
  11. Serving as panel chair (0.25 points per activity) or discussant (0.50 points per activity) at a professional or scholarly conference (up to a maximum of 1 point per year).
  12. Writing an opinion piece or editorial for a newspaper (0.25 points per activity up to an annual maximum of 1 point).
  13. 10 hours of student advisement in an academic year. Advisement refers to developmental advising and not meeting with students about coursework, etc. Student advising will be awarded points only if relevant to teaching and research in Political Science (1.0 point per year up to a maximum of 4.0 points for the evaluation period).
  14. On-going partnership (meetings, consultations) with community-based organization(s) to be documented via written report of activity and letters of acknowledgment from the organizations involved. Community involvement will be awarded points only if it is professionally relevant to teaching and research in Political Science (1.0 point per 10 hours of engagement, maximum 2.0 points per year and 4.0 points for the evaluation period).
  15. Testimony before governmental panels, including legislative committees, administrative organizations, and judicial bodies (2 points per activity).
  16. Author of an applied policy report or research-based 'white paper' that is sponsored, prepared for, or funded by a governmental, private, or non-profit organization (2.0 points per activity).
  17. Media citations and interviews (e.g., quotes in newspaper, radio, television) (0.1 points each not to exceed 5 points per year).

18. Official Faculty Mentor to a faculty member at UTRGV (provide evidence of mentorship in the narrative) (1.0 point per mentee per year).
19. Official supervisor and instructor of record for a department teaching assistant (0.5 points per teaching assistant per semester up to a maximum of 2.0 points per academic year).
20. Summer teaching (1.0 point per course taught).
21. Attendance at trainings provided by the Center for Diversity and Inclusion, which promote cultural diversity and cultural competence to support students at UTRGV:
  - a. Ally Safe Zone Advocate training (1.0 point),
  - b. Dream Zone Advocate training (1.0 point),
  - c. Other training or workshops (0.5 points).

<b>APPENDIX A.1. GUIDELINES FOR ANNUAL YEARLY PROGRESS TOWARD REAPPOINTMENT AND/OR PROMOTION FOR LECTURERS</b>		
	<b>Per Year</b>	<b>Summary Evaluation</b>
<b>TEACHING EFFECTIVENESS</b>		
Minimum Requirement - Student Evaluations	<10% below neutral	
Student Evaluation Rating*	3.5 to 4.4	
Minimum Activity Points (cumulative)***	2.5	<b>Meets Expectations</b>
Minimum Requirement - Student Evaluations	<10% below neutral	
Student Evaluation Rating*	4.5 to 5.0	
Minimum Activity Points (cumulative)***	3.5	<b>Exceeds Expectations</b>
<b>PROFESSIONAL SERVICE</b>		
Minimum Activity Points (cumulative)***	1	<b>Meets Expectations</b>
Minimum Activity Points (cumulative)***	2	<b>Exceeds Expectations</b>
<p>*The Annual Review Committee has flexibility to deviate from this guideline based on factors such as teaching load, class size , type of class (e.g., required statistics), quality of syllabi and testing instruments, rigor of grading, and peer observation.</p> <p>***Faculty are required to maintain a cumulative total of activity points awarded to them each year in each category of evaluation and include this information in their dossier for purposes of contract renewal and promotion.</p>		