

**DEPARTMENT OF PUBLIC POLICY:
STANDARDS FOR ANNUAL EVALUATION, CONTRACT RENEWAL,
TENURE AND PROMOTION**

The Department of Public Policy is structured around a multi-disciplinary faculty with documented interdisciplinary skills, knowledge, and interests in public policy. The program emphasizes the development of policy analysis and research skills with a particular focus on policy issues that concern state, regional, and municipal officials in Massachusetts and New England. The Department of Public Policy was established to implement distinctive components of the UMass Dartmouth Vision Statement and the UMass System's strategic priorities. The University of Massachusetts has identified five strategic priorities that make it a distinctive public university serving citizens, government, and business throughout the state and within its identifiable regions.

The central objectives of the Department of Public Policy are defined in Strategic Priority No. 3:

“The University shall offer and promote distinctive forms of public service. The University of Massachusetts shall provide the state with policy research, programs, and leadership to address public needs...The University shall continue to promote the economic development of the state and its regions (*UMD Catalogue*, 2003-2004, 8, Strategic Priority No. 3).

The official UMass Dartmouth Vision Statement also emphasizes the importance of public service, such as improving the effectiveness of “municipalities through research and policy analysis, student internships, forums, training assistance, and community-based programs” (*UMD Catalogue*, 2003-2004, 9). The College of Arts and Sciences *Strategic Plan: 2002*, particularly Goal IV.A.6., also identifies “public policy studies” as a priority area that will enhance faculty-community collaboration. The Center for Policy Analysis *Mission Statement and By-Laws* (1992), which were approved by the Provost and Chancellor in 1992, also authorize the CFPA to conduct “university and community-based educational programming.”

The Policy Studies Faculty is committed individually and collectively to realizing and promoting these objectives through its teaching, research, university service, and public service. The curriculum and its delivery is intended to provide students with the ability to reason and analyze from both a normative and problem-solving perspective, to develop technical methodological skills, and to develop substantive policy expertise in different policy areas. The Policy Studies Faculty is committed to both theoretical and applied scholarship, as well as active involvement in the academic profession, and the performance of public service that benefits diverse communities in the region, state, nation, and the world.

The Policy Studies Faculty is committed to assisting each other in promoting these endeavors and to providing the mutual support necessary for each member of the

Program to succeed in fulfilling its mission and to meet its standards of professional achievement.

DEFINITION OF THE CATEGORIES OF EVALUATION

1. Teaching Effectiveness and Advising. The evaluation of teaching effectiveness and student advising is based on student evaluations of an instructor's performance and the judgment of the Faculty Evaluation Committee. Only academic advising of declared Policy Studies students (both minors and master's level) and the advisement of students enrolled in the faculty member's classes shall be considered in this category.

2. Scholarship and Professional Activities. *Scholarship* includes research and publication; applied policy research for government, educational, business, and non-profit organizations; manuscript review for scholarly journals and presses; consulting in one's area(s) of professional expertise; and grant proposals or funded grants that support theoretical or applied policy scholarship. Scholarship may also include the authorship of software if it is specific to one's area(s) of expertise, copyrighted, and commercialized by a *bona fide* software or learning materials publisher. *Professional activities* include the holding of office in scholarly or professional organizations; delivering papers at scholarly or professional conferences, seminars, or colloquia; serving on the editorial board of a scholarly journal or press; and professional development efforts that improve one's abilities as a scholar.

In the overall evaluation of a faculty member's performance in this category, peer-reviewed publications, as well as research and other professional activities leading to peer reviewed publications, will be given greater weight than other forms of scholarship and professional activity.

As an interdisciplinary department, Policy Studies recognizes and encourages peer-reviewed publications and other academic initiatives outside or beyond the disciplinary field of an individual's Ph.D. and such activity will also be required as an individual progresses through their career.

The University of Massachusetts Dartmouth is a regional public university with a land-grant heritage. It has a special obligation to conduct applied research that is relevant to the region, state, and nation and to perform public service that benefits the citizens who support the institution. The Department of Public Policy recognizes and encourages applied research and consulting that results in written policy reports for government, education, business, and non-profit organizations and such activity will also be required as an individual progresses through their career.

3. University Service. University Service includes service to the Policy Studies Department, College of Arts & Sciences, the University of Massachusetts Dartmouth, the University of Massachusetts System, and participation in structured programs such as freshman advising, transfer student advising, advising centers, and advising policy-oriented student organizations and clubs.

4. Public Service. Public Service includes participation in community affairs and consulting (both paid and unpaid) associated with one's area(s) of professional expertise. The Department of Public Policy defines public service as the application of academic expertise and professional skills in a way that provides documented service to a non-academic entity or non-academic community, including government agencies, K-12 educational institutions, businesses and corporations, and non-profit organizations. Consulting shall count as Public Service if it is done *pro bono* or below the individual's market wage. The context of the service may be local, regional, state, national, or international.

The activities that may count as public service include, but are not limited, to:

- newspaper quotes in one's area(s) of expertise or references to one's scholarship,
- television and radio appearances related to one's area(s) of expertise or scholarship,
- public presentations to non-academic audiences, groups, or organizations, including research findings from applied policy research conducted for such groups or organizations,
- expert testimony to courts, legislative hearings, government agencies, or special commissions,
- consulting activities in one's area(s) of expertise that result in a published or non-published research report,
- newspaper editorials, magazine, or trade publications (although some of these items may be counted as scholarship, rather than public service),
- membership on appointed government boards, commissions, and advisory committees,
- membership on non-academic professional boards, commissions, and advisory committees.

5. Other Definitions.

a. An individual may establish "expertise" or "professional competence" in an area by having taken graduate courses in that area, teaching an undergraduate or graduate course in the area, authoring a dissertation in the area, authoring a peer-reviewed book or article in the area, or presenting several conference papers in the area.

b. The term "interdisciplinary" refers to research, publications, conference presentations, and other academic activities that are wholly or partially outside the disciplinary field of an individual's Ph.D., although research, publications, conference presentations, and other academic initiatives in the "policy" area shall be considered *de facto* interdisciplinary. A publication, conference presentation, or other academic initiative shall also be considered interdisciplinary if it involves collaboration with scholars in other disciplines or fields outside the individual's Ph.D.

c. The term “international” refers to teaching, research, publications, conference presentations, and other academic activities that are based wholly or partly outside the United States. Although teaching, research, publications, conference presentations, and other academic initiatives conducted in foreign countries shall be considered *de facto* international, a publication, conference presentation, or other academic initiative may also be considered international if it involves collaboration with scholars or students whose primary residence is outside the United States.

d. The term “non-academic” refers to persons or audiences consisting primarily of professional practitioners or laymen, rather than college or university professors and students.

CRITERIA AND STANDARDS FOR ANNUAL EVALUATION

Each individual shall be evaluated in at least three categories, including categories one (1) and two (2) below:

1. Teaching Effectiveness and Advising. Teaching effectiveness in the Department of Public Policy shall be evaluated on the basis of many criteria, but great weight (50%) shall be given to student evaluations. The Program’s student evaluations will measure teaching performance on a scale of 1 to 5 with 1 being the highest possible rating and 5 being the lowest possible rating.

However, 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. The FEC and Program Director will also take into account the following considerations, where applicable:

- The quality and rigor of course tools, such as examinations, syllabi, written assignments (e.g., papers, white papers), oral components, and other assignments,
- Clarify of classroom materials and presentation,
- The use of teaching strategies appropriate to the students and course content,
- The specification of course goals,
- The fostering of an appreciation for different points of view,
- The demonstration of knowledge, competence, and currency in course presentations,
- Engages in professional development and/or research to enhance his/her teaching effectiveness,
- The incorporation of student research, field work, field trips, practicum, mock events, electronic and digital media, games and simulations, and invited guest speakers into the curriculum,
- The complexity of the subject matter and its level of difficulty for students,
- The importance of the course to the Department of Public Policy,
- The research and preparation for the classroom,
- The development of new course(s),
- Class size,

- Whether the course is required or elective,
- Service to non-minors,
- Course linkage with the instructor's research/publication and Center For Policy Analysis Projects,
- Instructor's availability to students,
- Student advising, both formal and informal, for all students (minor).

To be ranked Satisfactory, a faculty member must receive an overall student evaluation rating of 3.0 or higher *and* also demonstrate teaching effectiveness on the basis of other considerations taken into account by the FEC and Director (see above).

To be ranked Excellent, a faculty member must receive an overall student evaluation rating of 2.0 or higher *and* also demonstrate a high level of teaching effectiveness on the basis of other considerations taken into account by the FEC and Director (see above).

2. Scholarship and Professional Activities.

To be ranked Satisfactory, a faculty member must demonstrate research intended to result in the publication of *bona fide* books or peer-reviewed articles or research that results in a written product with a public policy impact.

To be ranked Excellent, a faculty member must produce at least one finished written project (e.g., book, article, policy report) *and* document multiple professional activities of finite duration (e.g., conference presentations, invited talks) or limited professional activities of high quality (i.e., with external recognition by academic peers, the media, or the public, expert roles in governmental media or non profit projects, academic/expert lectures).

Publication within a reasonable interval after research and writing has commenced will be considered a key standard for evaluation. Peer review and the prestige of the publishing outlet will be an important factor in judging quality and will be weighted more heavily than other types of research. Self published and vanity press or classroom (e.g., Kinkos) reproduction will have no value on the Program's qualitative scale.

3. University Service.

To be ranked Satisfactory, a faculty member must actively participate in at least one Department of Public Policy committee or other significant activity, including the further development of the minor and the building of a master's degree in Policy Studies. In addition, participation in one university activity beyond the Program must be documented by the individual.

To be ranked Excellent, a faculty member must make a significant contribution to the Department of Public Policy, the Center for Policy Analysis, or the University by

documenting participation in multiple activities of limited duration or participation in a second Department of Public Policy activity of extended duration, high intensity, or outstanding quality.

In general, involvement at the university level will be rated more highly than activities at the college level, if they are judged to be approximately equal in quality and quantity. However, affiliation with religious groups, social clubs, or university committees that do not maintain an active workload, or with committees that the faculty member never attends, are excluded from consideration under this category of evaluation. The individual shall be responsible for documenting that such committees met periodically, that the individual attended those meetings, and that the individual assumed a substantial workload or made a significant contribution to the university due to the committee's activity.

In addition, all activities undertaken as a member or officer of the University of Massachusetts Faculty Federation are excluded from consideration under this category of evaluation. The University of Massachusetts Faculty Federation is a private organization that is legally separate from the University of Massachusetts and therefore any activities undertaken as part of the Federation are private concerns and not university service.

4. Public Service.

To be ranked Satisfactory a faculty member must be involved in one sustained activity or multiple activities of limited duration.

To be ranked Excellent a faculty member must document sustained involvement in an activity or service with a demonstrable positive impact on an identifiable public or organization or multiple activities of shorter duration with similar impact. The quality and intensity of the service provided must be at a high level.

The Department of Public Policy recognizes that public service activities can overlap with scholarship and professional activities, but the standard of producing a defined service to a defined non-academic public will be the cornerstone of this category, in contrast to scholarly activities that may have no immediate or demonstrable public impact.

Excluded from this category are involvements and activities where the faculty member is merely a citizen participant or is acting in a role that does not derive from his/her expertise or professional skills (e.g., leading a church group, serving on a fundraising committee at a local library, or serving on a town committee, union committee, or political action committee). Consultantships or expert advice to religious or social groups will not count as public service, but is considered a private activity.

STANDARDS OF EVALUATION FOR TENURE & PROMOTION

Each individual shall be evaluated in at least three categories, including category one (1) Teaching Effectiveness and Advising and category two (2) Scholarship and Professional Activities. An individual is expected to document a level of professional achievement and professional development in at least three categories of evaluation appropriate to warrant their steady advancement through the professorial ranks. Hence, a rating of Recommended or Highly Recommended on annual evaluations alone is *not* sufficient for an award of tenure or promotion, since tenure and promotion are based on the cumulative accomplishments of the individual, which must be sufficient in their totality to warrant an award of tenure or promotion to the next rank. Meeting the *minimum* quantitative standards for tenure and promotion is not automatically sufficient for an award of tenure or promotion to the next rank, since the Faculty Evaluation Committee will also take into account the *quality* and *impact* of the individual's teaching, scholarship, and service.

Contract Renewals

Contract renewals (3rd & 4th year and 5th & 6th year) shall require evidence of professional achievement and professional development in at least three categories of evaluation. The individual must document a level of professional achievement and professional development in each contract renewal that demonstrates incremental advancement toward tenure and promotion sufficient to warrant a conclusion that the individual is likely to be awarded tenure and promotion to Associate Professor at the conclusion of their sixth year of service in the Department of Public Policy.

TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

DEPARTMENT OF PUBLIC POLICY: STANDARDS OF EVALUATION FOR TENURE & PROMOTION

Each individual shall be evaluated in at least three categories, including category one (1) Teaching Effectiveness and Advising and category two (2) Scholarship and Professional Activities. An individual is expected to document a level of professional achievement and professional development in at least three categories of evaluation appropriate to warrant their steady advancement through the professorial ranks. Hence, a rating of Recommended or Highly Recommended on annual evaluations alone is *not* sufficient for an award of tenure or promotion, since tenure and promotion are based on the cumulative accomplishments of the individual, which must be sufficient in their totality to warrant an award of tenure or promotion to the next rank. Meeting the *minimum* quantitative standards for tenure and promotion is not automatically sufficient for an award of tenure or promotion to the next rank, since the Faculty Evaluation Committee will also take into account the *quality* and *impact* of the individual's teaching, scholarship, and service.

TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

Any faculty member in the rank of Assistant Professor shall be promoted to the rank of Associate Professor upon achieving tenure at the University of Massachusetts Dartmouth. In addition to receiving a rating of Recommended or Highly Recommended on previous annual evaluations and contract renewals, an individual applying for tenure and promotion to associate professor shall ordinarily also meet the Department of Public Policy' minimum quantitative standards for tenure and promotion to Associate Professor as follows:

1. Teaching Effectiveness and Advising.

For tenure and promotion to Associate Professor, an individual will be ranked Excellent in Teaching Effectiveness and Advising by meeting the following minimum standard:

- maintaining a total overall minimum rating on student evaluations of 2.0 as measured on a scale of 1 to 5 with 1 being the highest possible rating and 5 being the lowest possible rating.
- teaching courses in the core (required) curriculum and specialized (policy areas) curriculum of the undergraduate minor in policy studies,
- teaching courses at both the lower-division and upper-division undergraduate levels,

- teaching at least one graduate course or section for the Master of Public Policy degree,
- contributing to the Department of Public Policy' curriculum development with a new course offering, the introduction of innovative curriculum, or the introduction of new teaching methods and/or technologies, including distance learning.

For tenure and promotion to Associate Professor, an individual will be ranked Satisfactory in teaching effectiveness and advising if they meet the following minimum standard:

- maintaining a total overall minimum rating on student evaluations of 3.0 as measured on a scale of 1 to 5 with 1 being the highest possible rating and 5 being the lowest possible rating.
- teaching courses in the core (required) curriculum and specialized (policy areas) curriculum of the undergraduate minor in policy studies,
- teaching courses at both the lower-division and upper-division undergraduate levels,

2. Scholarship and Professional Activities.

For tenure and promotion to Associate Professor, an individual will be ranked Excellent in Scholarship and Professional Activities if they meet the following minimum standard:

- publishing 5 peer reviewed journal articles or 1 book with a university press or a commercial press recognized for its scholarly publications, (but an edited book alone will not be sufficient to meet this standard),
- presenting 5 papers at academic conferences, or the equivalent,
- publishing 2 book reviews,
- authoring 1 externally funded applied policy report ,
- delivering 1 invited talk to an academic or professional audience.

For tenure and promotion to Associate Professor, an individual will be ranked Satisfactory in Scholarship and Professional Activities if they meet the following minimum standard:

- publishing 3 peer reviewed journal articles,

- presenting 3 papers at academic conferences, or the equivalent.

The Faculty Evaluation Committee will take into account the quantity and quality of the individual's scholarship and, may waive the minimum quantitative standards in recognition of the exceptional quality or impact of the individual's scholarship in a particular area.

3. University Service.

For tenure and promotion to Associate Professor, an individual will be ranked Excellent in University Service if they:

- make a significant contribution to sustaining, developing, or advancing the Department of Public Policy or the Center for Policy Analysis. This contribution may be a single activity with a significant impact on the Department or the Center or it may be in the cumulative impact of numerous activities.

For tenure and promotion to Associate Professor, an individual will be ranked Satisfactory in University Service if they:

- participate in sustaining, developing, or advancing the Department of Public Policy or the Center for Policy Analysis. This contribution may be a single activity with an identifiable impact on the Department or the Center or it may be in the cumulative impact of numerous activities.

4. Public Service

For tenure and promotion to Associate Professor, an individual will be ranked Excellent in Public Service if they meet the following minimum standard:

- make 3 invited talks or presentations to non-academic audiences,
- show evidence of at least 3 consultantships with government, business, educational, or non-profit organizations that apply academic and scholarly expertise to public policy and public management problems or issues,
- evidence of other forms of public service.

For tenure and promotion to Associate Professor, an individual will be ranked Satisfactory in Public Service if they meet the following minimum standard:

- make 1 invited talks or presentation to anon-academic audience,
- show evidence of at least 1 consultantship with government, business, educational, and non-profit organizations that apply academic and

scholarly expertise to public policy and public management problems and issues.

PROMOTION TO FULL PROFESSOR

In addition to receiving a rating of Recommended or Highly Recommended on previous annual evaluations, an individual applying for promotion to Full Professor shall ordinarily also meet the Department of Public Policy's minimum quantitative standards for tenure and promotion to Full Professor as follows:

1. Teaching Effectiveness and Advising.

For promotion to Full Professor, an individual will be ranked Excellent in Teaching Effectiveness and Advising by meeting the following minimum standard:

- maintaining a minimum overall total rating of 2.0 as measured on a scale of 1 to 5 with 1 being the highest possible rating and 5 being the lowest possible rating.
- teaching at least one course in the undergraduate Policy Studies minor on a regular basis,
- teaching at least two graduate courses for the Master of Public Policy degree on a regular basis,
- contributing to the Department of Public Policy's curriculum development with a new course offering, the introduction of innovative curriculum, a substantial revision/update of an existing course, or the introduction of new teaching methods and/or technologies, including distance learning
- participating in student recruitment or student orientation activities.

For promotion to Full Professor, an individual will be ranked Satisfactory in Teaching Effectiveness and Advising by meeting the following minimum standard:

- maintaining a minimum overall total rating of 3.0 as measured on a scale of 1 to 5 with 1 being the highest possible rating and 5 being the lowest possible rating.
- teaching at least one course in the undergraduate Policy Studies minor on a regular basis,
- teaching at least one graduate course for the Master of Public Policy degree on a regular basis,

2. Scholarship and Professional Activities.

For promotion to Full Professor, an individual will be ranked Excellent in scholarship and professional activity by meeting the following minimum standard:

- publishing at least 10 peer-reviewed articles (total), or the equivalent, although an individual is normally expected to have published 1 book for promotion to Full Professor (and an edited book alone will not be sufficient to meet this standard),
- publishing at least one interdisciplinary journal article or book,
- presenting 10 conference papers (total), or the equivalent, with at least 2 of the papers delivered at interdisciplinary conferences or other special conferences that bring the individual into contact with scholars from multiple disciplines,
- publishing 5 book reviews (total),
- making 5 invited talks to academic and/or professional audiences,
- authoring 4 externally funded applied policy reports,

For promotion to Full Professor, an individual will be ranked Satisfactory in scholarship and professional activity by meeting the following minimum standard:

- publishing at least 6 peer-reviewed articles (total), or the equivalent, although an individual is normally expected to have published 1 book for promotion to Full Professor (and an edited book alone will not be sufficient to meet this standard),
- publishing at least one interdisciplinary journal article or book,
- presenting 6 conference papers (total), or the equivalent, with at least 1 of the papers delivered at interdisciplinary conferences or other special conferences that bring the individual into contact with scholars from multiple disciplines,
- publishing 3 book reviews (total).

3. University Service.

For promotion to Full Professor, an individual will be ranked Excellent in University Service if they:

- make a significant and lasting contribution to sustaining, developing, or advancing the Department of Public Policy or the Center for Policy Analysis. This contribution may be a single activity with a significant impact on the Department of Public Policy or the Center for Policy Analysis or it may be in the cumulative impact of numerous activities.

For promotion to Full Professor, an individual will be ranked Satisfactory in University Service if they:

- participate in sustaining, developing, or advancing the Department of Public Policy or the Center for Policy Analysis. This participation may be a single activity with a significant impact on the Department of Public Policy or the Center for Policy Analysis or it may be in the cumulative impact of numerous activities.

4. Public Service

For promotion to Full Professor, an individual will be ranked Excellent in Public Service by meeting the following minimum standard:

- make 5 (total) invited talks or presentations to non-academic audiences,
- show evidence of at least 5 (total) consultantships with government, business, educational, and non-profit organizations that apply academic and scholarly expertise to policy problems and issues,
- show significant evidence of other forms of public service.

For promotion to Full Professor, an individual will be ranked Satisfactory by meeting the following minimum standard:

- make 3 invited talks or presentations to non-academic audiences,
- show evidence of at least 3 consultantships with government, business, educational, and non-profit organizations that apply academic and scholarly expertise to policy problems and issues,
- show evidence of some other form of public service.

PROMOTION TO CHANCELLOR PROFESSOR

In addition to receiving a rating of Recommended or Highly Recommended on the previous annual evaluations, an individual applying for promotion to Chancellor Professor shall ordinarily also meet the Department of Public Policy's minimum quantitative standards for promotion to Chancellor Professor as follows:

1. Teaching Effectiveness and Advising.

For promotion to Chancellor Professor, an individual will be ranked Excellent in Teaching Effectiveness and Advising by meeting the following minimum standard:

- maintaining a minimum overall total rating on student evaluations of 2.0 as measured on a scale of 1 to 5 with 1 being the highest possible rating and 5 being the lowest possible rating).
- teaching at least one in the undergraduate policy studies minor on a regular basis,
- teaching at least two graduate courses for the Master of Public Policy degree on a regular basis,
- contributing to the Department of Public Policy's curriculum development with a new course offering, the introduction of innovative curriculum, a substantial revision/update of an existing course, or the introduction of new teaching methods and/or technologies, including distance learning.

For promotion to Chancellor Professor, an individual will be ranked Excellent in Teaching Effectiveness and Advising by meeting the following minimum standard:

- maintaining a minimum overall total rating on student evaluations of 3.0 as measured on a scale of 1 to 5 with 1 being the highest possible rating and 5 being the lowest possible rating).
- teaching at least one in the undergraduate policy studies minor on a regular basis,
- teaching at least one graduate course for the Master of Public Policy degree on a regular basis,

2. Scholarship and Professional Activities.

For promotion to Chancellor Professor, an individual will be ranked Excellent in Scholarship and Professional Activities by meeting the following minimum standard:

- publishing 15 peer reviewed articles (total), or the equivalent, although an individual is required to have published at least 1 book for promotion to Chancellor Professor (and an edited book alone will not be sufficient to meet this standard),
- publishing at least 3 interdisciplinary journal articles, or the equivalent,
- publishing 15 book reviews (total),
- making 10 invited talks to academic and professional audiences,
- authoring 6 externally funded applied policy reports.

For promotion to Chancellor Professor, an individual will be ranked Satisfactory in Scholarship and Professional Activities by meeting the following minimum standard:

- publishing 10 peer reviewed articles (total), or the equivalent, although an individual is required to have published at least 1 book for promotion to Chancellor Professor (and an edited book alone will not be sufficient to meet this standard),
- publishing at least 2 (total) interdisciplinary journal articles, or the equivalent,
- publishing 10 book reviews (total),
- making 6 (total) invited talks to academic and professional audiences,
- authoring 5 (total) externally funded applied policy reports.

3. University Service.

For promotion to Chancellor Professor, an individual will be ranked Excellent in University Service by:

- making an outstanding contribution to sustaining, developing, or advancing the Department of Public Policy or the Center for Policy Analysis. This contribution may be a single activity with a significant impact on the Department of Public Policy or the Center for Policy Analysis or it may be in the cumulative impact of numerous activities.

For promotion to Chancellor Professor, an individual will be ranked Satisfactory in University Service by:

- making a lasting contribution to sustaining, developing, or advancing the Department of Public Policy or the Center for Policy Analysis. This

contribution may be a single activity with a significant impact on the Department of Public Policy or the Center for Policy Analysis or it may be in the cumulative impact of numerous activities.

4. Public Service

For promotion to Chancellor Professor, an individual will be ranked Excellent in Public Service by meeting the following minimum standard:

- making 8 (total) invited talks or presentations to non-academic audiences,
- showing substantial evidence of expert testimony or other presentations to government, business, educational, and non-profit organizations,
- showing evidence of significant consultantships at the local, state, or national level with government, business, educational, and non-profit organizations that apply academic and scholarly expertise to policy problems and issues.
- showing evidence of other forms of public service.

For promotion to Chancellor Professor, an individual will be ranked Satisfactory in Public Service by meeting the following minimum standard:

- making 5 (total) invited talks or presentations to non-academic audiences,
- showing some evidence of expert testimony or other presentations to government, business, educational, and non-profit organizations,
- showing some evidence of consultantships at the local, state, or national level with government, business, educational, and non-profit organizations that apply academic and scholarly expertise to policy problems and issues,
- showing evidence of other forms of public service.

ADDITIONAL CONSIDERATIONS FOR TENURE & PROMOTION

In evaluating an individual's teaching, scholarship, and public service, the Faculty Evaluation Committee and the Department Chair will also take into account the *quality* and *impact* of the individual's activities, *especially when considering promotion to Full Professor or Chancellor Professor*. There is also an expectation that an individual's teaching, scholarship, or public service will demonstrate increasing levels of impact or international engagement, *especially when considering promotion to Full Professor or Chancellor Professor*.

The documentation of quality may include, but is not limited to:

- a) whether a journal is peer-reviewed,
- b) a journal's rate of acceptance and rejection for submitted articles,
- c) disciplinary ratings of a journal's quality,
- d) the journal's status as an official publication of a scholarly or professional association,
- e) the number and quality of reviews and citations of an applicant's publications,
- f) whether a publication or conference is sponsored by a regional, national, or international scholarly or professional association,
- g) letters of support from recognized scholars, who are familiar with the individual's scholarship,
- h) scholarly or professional honors, prizes, or fellowships awarded on the basis on an individual's teaching, scholarship, or public service,
- i) the quality of media citations or appearances as defined by the size of audience, circulation, or quality of the media outlet.

The documentation of impact may include, but is not limited to:

- a) citations in the *Social Sciences Citation Index*, *Arts & Humanities Citation Index*, or comparable indices,
- b) the number and quality of reviews and citations of an applicant's publications,
- c) the number of requests for copies of article reprints and conference papers,
- d) book sales data, including course adoptions,
- e) number of listings on the world wide web,
- f) evidence documenting that an individual's work is being incorporated into course syllabi at other institutions of higher education,
- g) letters of support from recognized scholars, who are familiar with the individual's scholarship,
- h) letters of support from government officials, business executives, or other community leaders, who are familiar with the impact of the individual's applied policy scholarship, consulting activities, and public service,

- i) number of invited talks to professional and academic organizations,
- j) foreign translations of publications,
- k) number of media citations and appearances related to one's scholarship,

The documentation of international engagement or impact may include, but is not limited to:

- a) teaching at a foreign institution of higher education,
- b) foreign translations of publications,
- c) foreign or international media appearances or citations,
- d) invited talks in foreign countries,
- e) presentation of papers at conferences, seminars, or colloquia in foreign countries or at international conferences,
- f) publications with peer-reviewed journals, university presses, or commercial presses that are based in a foreign country or that have significant international circulation or distribution,
- g) serving on the editorial boards of peer-reviewed journals, university presses, or commercial presses that are based in a foreign country or that have significant international circulation or distribution,
- h) consultantships with international organizations.

The Faculty Evaluation Committee will take into account the quality of the publication outlet and the impact of the individual's scholarship and, may *in exceptional circumstances*, waive the minimum quantitative standards in recognition of the exceptional quality and impact of the individual's scholarship.

RULES OF COUNTING

The following rules of counting shall be applied in evaluating whether an individual meets the minimum quantitative standards for tenure, promotion, or contract renewal:

1. Article. An article must be published in a peer-reviewed scholarly journal. The individual under review must submit evidence documenting that the article manuscript was peer-reviewed. Articles will have quantitative value as follows:

- *Single Author* = 1 article
- *Co-author* = 2/3 article if the individual is the lead author and 1/3 if the individual is second author, unless evidence is submitted to document that both co-authors made an equal contribution to its research and authorship, in which case the coauthored article will equal 1/2 article.

- *Tri-author or more* = 1/3 article unless evidence submitted to document that an individual is the lead author with a substantially greater contribution than the other authors in which case a tri-authored article will = 1/2 article.

Note: The same rules of counting that apply to articles shall apply to books, edited books, book chapters, and conference papers (see below).

2. Book. A *bona fide* book must be peer-reviewed and published by a university press or by a commercial press recognized for its scholarly publications. The individual under review must submit evidence documenting that the book manuscript was peer-reviewed. A book equals 4 to 7 peer-reviewed articles depending on the length and number of chapters.

3. Book Chapter. A book chapter equals 1 peer-reviewed article if it is published in a *bona fide* edited book.

4. Edited Book. An edited book must be a *bona fide* book. An edited book shall receive credit as follows:

- 1 article for editing,
- 1 article for each authored chapter, including an introduction.

5. Article in a Trade or Popular Publication = 1/4 article.

6. Conference Paper. A conference paper must be delivered at a recognized regional, national, or international disciplinary association, interdisciplinary “studies” association, professional association, or at a special topics conference, seminar, or colloquium sponsored by a recognized academic or professional organization:

- Conference Panel Discussant = 1/2 conference paper.
- Conference Roundtable Panelist = 1/2 conference paper.
- Conference Panel Chair or Moderator = 1/4 conference paper.

Note: Mere attendance at a scholarly conference or professional meeting shall not carry credit toward annual evaluation, contract renewal, tenure, or promotion.

Galley Proofs. Galley proofs or copy-edited manuscripts from a journal or book publisher is considered sufficient proof of an imminent publication so long as they are received no later than May 15th for purposes of annual evaluation and no later than October 30th of the year that an individual applies for tenure or promotion.

GENERAL POLICIES

1. The Faculty Evaluation Committee and the Department Chair will not give credit to research or writing projects that seem inactive or that have been “in progress” for a long period of time with no observable advancement toward completion or publication. It is incumbent on faculty to clearly and convincingly demonstrate how and why a work/project is continuing for an extended period of time.
2. Newspaper editorials and similar articles will be counted as Public Service.
3. Short quotations in the print media that are unrelated to an individual’s areas(s) of expertise or professional competence will not be given credit in the evaluation. Interviews or media activities that draw upon or explain research findings or academic expertise will be given credit in the evaluation. Television sound bites will be given credit in the evaluation, but the involvement is judged by the length of appearance and the credibility of the outlet. Any media involvement where the person’s scholarship or expertise are not a factor will not be given credit in the evaluation.
4. It is recognized that major projects and activities may have components that fit into more than one category of evaluation (e.g., research and analysis as scholarship and impact or presentation as public service). Faculty must clearly delineate these boundaries when different components of the same project are counted in more than one category and it must be demonstrated that there is no “double counting” of the activities in more than one category.
5. In all collaborative research and publication, faculty must specify and document their particular contribution, tasks, or roles in the overall project. For example, simply listing a faculty member’s name on a text with two other authors is not sufficient to document genuine co-authorship and certainly cannot be assumed to automatically constitute one-third of the effort in the project.
6. Participation in research and consultancies through the Center for Policy Analysis are automatically considered legitimate activities under Scholarship/ Professional Activities and/or Public Service. If participation in the Center for Policy Analysis is used toward credit for Teaching Effectiveness/Advising or University Service, the burden of proof is on the faculty member to document this relationship.
7. All part-time lecturers in the Department of Public Policy will be evaluated on Teaching Effectiveness and Advising for each course taught during the academic year. The teaching evaluation will be a primary factor in the decision to rehire part-time lecturers and in future course assignments. The evaluations are particularly important since some part-time lecturers may apply for full-time and/or tenure- track positions.
8. No faculty member will be given credit in the evaluation for merely attending lectures or seminars, whether at the University of Massachusetts Dartmouth, another institution of higher education, or a scholarly conference.

9. Lectures or seminars delivered at UMass Dartmouth are considered University Service and will not be given credit in the evaluation as Scholarship/Professional Activities or as Public Service.

CHANGE OF STANDARDS

The standards and criteria of evaluation may be periodically updated, revised, or amended, but an individual applying for tenure or promotion will be evaluated on the basis of those standards and criteria in force six years prior to their application unless the individual agrees in writing to be evaluated on the basis of more recent standards.

ADOPTION OF STANDARDS

Every faculty member in the Department of Public Policy shall be required to sign a statement indicating that they have read and understood the standards of annual evaluation, contract renewal, tenure, and promotion.

The Department of Public Policy Faculty unanimously adopted these standards and criteria for annual faculty evaluation, contract renewal, tenure, and promotion on May 25, 2004.