

**Department of International Affairs  
School of Public and International Affairs  
The University of Georgia**

**PTU Guidelines for promotion to Associate Professor with Tenure  
and to Full Professor  
2014**

Approved by the Department of International Affairs: April 24, 2015  
Approved by the Dean, School of Public and International Affairs: April 30, 2015  
Approved by the Office of the Provost: April 30, 2015

In all matters related to promotion and tenure, the Department of International Affairs will carefully adhere to the University of Georgia Guidelines for Appointment, Promotion and Tenure. The standards, criteria, and processes presented in this document are intended to supplement and/or extend the University's Guidelines. All faculty are expected to be familiar with both this PTU document and the University Guidelines. If any inconsistency or discrepancy is found in this document or if this PTU document does not address a certain issue, the University's Guidelines will supersede this document.

This document and discipline-specific criteria must be accepted by the faculty within the Department of International Affairs, and must be reviewed and approved by the dean of the School of Public and International Affairs and the Senior Vice President for Academic Affairs and Provost. New faculty members must be provided with this PTU document and University Guidelines. In addition, any changes or updates to this PTU document must be approved by the faculty, dean and the Provost. All revisions and approval dates must be listed in the PTU document.

The process and procedures by which annual evaluations and Third Year Reviews are conducted in the Department of International Affairs are the ones described in the *Guidelines for Appointment, Promotion and Tenure* (spring 2014), to be found here:  
[http://provost.uga.edu/documents/guidelines\\_revised\\_spring\\_14.pdf](http://provost.uga.edu/documents/guidelines_revised_spring_14.pdf)

**1. Promotion to Associate Professor with Tenure:**

**A) Research**

With respect to contributions to research, the UGA Guidelines (page 17) state that “ the principal standard should always be quality rather than quantity” and specify that research activities must demonstrate “high quality” that distinguishes between “the routine and the outstanding as judged by the candidate's peers at The University of Georgia and elsewhere.”

In order to be promoted to Associate Professor with Tenure, the Department of International Affairs expects that the core of a successful candidacy will include the publication of research manuscripts that appear in peer-reviewed general political science journals, peer-reviewed journals in the relevant subfields of political science (international relations or comparative politics), and relevant peer-reviewed journals in the candidates’ respective specialty area. A university press book also counts towards the core of a successful tenure dossier. The quality and appropriateness of the journals and presses in which a candidate’s articles or books appear will be assessed by the collective judgement of the tenured faculty in light of external reviewers’ comments. In addition, evidence for the quality and appropriateness of the journals can include journal rankings as measured by Thomson/Reuters, McLean et.al. (2009) [Comparative Journal Rankings], and other discipline specific journal rankings in the candidate’s specialty. Moreover, elements such as acceptance rates of journals and their impact factors could be also be considered but cannot trump the impact of the collective judgement of the tenured faculty and external reviewers.

To gauge clear and convincing evidence of the emerging stature of a candidate’s work, great weight is placed on the judgement of the tenured faculty and the reports of outside reviewers. In addition, factors such as citation counts, winning of research awards, invitations to conferences, workshops and roundtables, invited to edit volumes and guest editing special issues of journals, serving as editor of a scholarly journal, positive reviews of the candidate’s work, being asked to co-author with well-known, senior scholars in the discipline, articles reprinted in anthologies, winning of research awards and/or prizes, invitations to participate or serve as keynote speaker at prestigious conferences, and membership on editorial boards among others, may also be used to assess the emerging stature of a candidate.

A candidate for tenure and promotion should demonstrate an average productivity of about 1-2 peer reviewed journal articles per year and should have approximately 8-10 published articles in a mix of the journals mentioned above. Successful candidates must present a coherent research agenda advancing knowledge within the discipline that includes at least 2-3 core articles that appear in the top disciplinary or subfield journals, with the remainder placed in appropriate and reputable peer reviewed journals. Because monographs published in top university presses require a sustained effort, fewer articles are expected for a candidate with a book. Candidates with one university press book are expected to also have at least 4-6 articles placed in appropriate and reputable peer reviewed journals. A portion of the core contribution must include single authored articles or a single authored university press book.

While the primary research contribution is assessed against the above criteria, the Department will also consider other forms of scholarly activity as a supplement to the overall record. Editing books and authoring book chapters in edited volumes in the candidate's specialty area will augment a candidate's record. Scholarly books in commercial presses and textbooks can also support a candidate's file. If the candidate is the principal or co – principal investigator of a significant research project on submitted applications for external research support from major funding sources, such grant writing activity counts towards the overall research record.

While scholarly merit and impact of the placement of a candidate's work is the principal standard, the overall standard is measured by a combination of the quality of journals, the reputation of scholarly presses, submission of applications for external research grants, and the number of articles and/or books, book chapters produced, and volumes edited. It is expected that candidates demonstrate a regular, sustained publication record throughout their probationary period at UGA. While productivity during their entire academic career is considered, more weight is placed on publications produced while at the University of Georgia.

Finally, candidates must provide evidence that they are likely to maintain high standards of research. Specifically, they must demonstrate an active research agenda by having research projects in different stages of completion (for example, "in progress", "under review", "revise and resubmit") and in ongoing involvement in professional conferences, that collectively illustrate continued engagement in research.

### **B) Teaching:**

The department expects all faculty to provide high quality classroom instruction as well as informal instruction, such as working with graduate and undergraduate students on projects, student advising, and student mentoring. Teaching effectiveness can be demonstrated through a variety of ways, such as: awards for instruction or mentoring, development of new courses or programs of study, student and peer evaluations, publications and grants related to teaching, supervision of undergraduate and graduate student independent work, job placement of advisees, contributions to the professional development of students, and other evidence of quality instruction.

### **C) Service:**

Successful candidates for promotion to Associate professor will demonstrate active participation in the life of the department, the School, the University and the community. Such service is above and beyond instructional and research obligations. This includes, but is not

limited to, participation in Departmental activities, such as faculty meetings, service on job search committees, participation on School and University committees, as well as in civic activities, and leadership in professional organizations.

## **2. Departmental Guidelines for Promotion to Full Professor**

### **A) Research:**

Candidates must show a sustained record of publication and quality research beyond promotion to Associate Professor. This could include high impact, peer-reviewed articles, editing volumes and special issues, contributing book chapters to edited volumes, and submitting major grant applications among other achievements. In addition, scholarly books in quality presses are desirable; however, a consistent record of article publications in top-tier journals with broad impact may substitute for a book. The research record must have had a demonstrated impact in the candidate's field, clearly attributable to the candidate, and must have a promising trajectory for the future. The quality and appropriateness of the journals and presses in which a candidate's article or book appears will be assessed by the collective judgement of the full professors as well as by external reviewers. In addition, evidence for the quality and appropriateness of the journals can include journal rankings as measured by Thomson/Reuters, McLean et.al. (2009) [Comparative Journal Rankings], and other discipline specific journal rankings in their specialty area. Moreover, elements such as acceptance rates of journals and their impact factors could be also be considered but cannot trump the impact of the collective judgement of the full faculty and external reviewers.

To be promoted to Full Professor, the candidate must have achieved international recognition. Evidence of international recognition can include citations in international publications, translations of research into foreign languages, international awards, participation in international conferences, etc. The emerging international recognition of a candidate's work may be assessed in the form of, again, external assessments, citation counts, winning of awards, invited to edit volumes, serving as editor of a scholarly journal, reviews of the candidate's work, articles reprinted in anthologies, winning of research awards and/or prizes, invitations to participate or serve as keynote speaker at prestigious conferences, membership on editorial boards, among others.

### **B) Teaching:**

The department expects all faculty to provide high quality classroom instruction as well as informal instruction, such as working with graduate and undergraduate students on projects, student advising, and student mentoring. Teaching effectiveness can be demonstrated through a variety of ways, such as: awards for instruction or mentoring, development of new courses or programs of study, student and peer evaluations, publications and grants related to teaching, supervision of undergraduate and graduate student independent work, job placement of advisees, contributions to the professional development of students, and other evidence of quality instruction.

**C) Service:**

Successful candidates for promotion to professor will demonstrate active participation in the life of the department, the School, the University and the community. Such service is above and beyond instructional and research obligations. This includes, but is not limited to, participation in Departmental activities, such as faculty meetings, service on job search committees, participation on School and University committees, as well as in civic activities, and leadership in professional organizations.