

APSA Employer Registration Information for Prospective Faculty

In conformity with the standards of the American Political Science Association, the University of Michigan Department of Political Science is making the following information available to applicants for faculty positions.

Tenure, Renewal, and Annual Renewal

a. The department's tenure and promotion policies are set out in written form. They are available to all faculty members on a website and in paper form.

The chair meets annually with tenure-track faculty members to explain promotion procedures and entertain questions. The college also sponsors an optional general meeting for all tenure-track faculty.

The department's procedures are elaborate, and it is only possible to offer a summary of the main points here.

- § The initial probationary period for tenure-track faculty lasts three years, although the department expects that most of the people it appoints to assistant professor positions will win renewal.
- § All tenure-track faculty members are subject to review in the third year. The candidate provides a short written research statement and a teaching statement to accompany published work and manuscripts. The review begins with a careful evaluation of this work, research in progress, teaching, and service. A committee of two to three tenured faculty carries out this evaluation. Upon hearing the committee's report and reviewing the record again, the department's executive committee contributes its own recommendation. The tenured faculty vote discuss these proposals and vote to renew or not to renew. The department does not guarantee renewal, but it is common for most candidates to continue to teach in the department for another three years.
- § Review for promotion to tenure takes place in a candidate's sixth year. Tenure is only granted for demonstrated excellence in research and teaching. Candidates submit a dossier of published work in the summer after the fifth year, along with research and teaching statements, syllabi, and course evaluations. The chair solicits comments from external referees, including letters from some of the people the candidate has suggested. An internal review committee evaluates the candidate's record and the outside letters. It makes a recommendation to the executive committee, which then reads the work and offers its own evaluation. Both reviews go to the tenured faculty for a vote. Positive recommendations then are conveyed to the College Divisional Committee and Executive Committee for further consideration.
- § The department makes copies of written work available to external referees on the request of individual reviewers. Alternatively, the candidate may provide the department with sets of materials that to be sent to all referees.

The promotion to full professor from the rank of tenured associate typically takes place six years after promotion to tenure. It follows the same procedures sketched above. The promotion to full professor is not pro forma. Faculty not promoted six years after tenure are considered when a change in circumstances so warrants.

b. The department conducts annual reviews of all faculty members as part of the salary determination process. The department's executive committee evaluates faculty activity reports in April of each year. It signals to the chair and the dean's office which faculty members qualify for merit pay increases, if the college budget permits. These evaluations emphasize published research, although they may take teaching and service into account.

c. The standard for promotion and for positive annual reviews is excellence in research and teaching. The department tenures about 50% of those who join its ranks as tenure track faculty members.

Research Support

Research support is subject to individual negotiation between the candidate, the department, and the college at the time of employment and occasionally thereafter. There is no standard package, although all faculty receive basic computing assistance, a small fund to cover office-related costs (photocopying, etc.), and access to the following resources.

- § The department provides limited reimbursement for participation in professional meetings usually no more than \$250-\$500 per year. Faculty members may apply for additional support from other university sources on a competitive basis.
- § The university sponsors several competitions for summer research support and start-up support.
- § The department's graduate student financial aid program provides opportunities for some faculty to receive research assistance, usually on a competitive basis. Other faculty members are able to hire research assistants using their own research funds.

The university expects faculty to compete for major funding from government and foundation sources. There is considerable help available to develop proposals.

Teaching Support

The University of Michigan operates on a semester system. The two regular semesters last approximately 13 weeks each. There is a short, intensive spring term and a similar summer term. Few regular faculty members teach in the spring or summer, although they may do so if they wish.

The department traditionally has expected faculty members to teach two courses per regular term. It is now moving to a system of ten courses over three

years. At least half of the courses faculty members teach must be at the undergraduate level. The average faculty member offers a mix of courses that includes two undergraduate lecture courses or an undergraduate lecture and a seminar, plus two graduate seminars. Those just starting out sometimes prefer to develop two undergraduate lectures, an undergraduate seminar, and one graduate course. The department allows limited amounts of team-teaching by negotiation.

All faculty members offer regular office hours (about two hours per week). They also meet by appointment with advisees. The average number of graduate advisees for tenured faculty is seven, although advising loads range between one and fourteen. About a third of our faculty also advise one to three undergraduate honors theses each year. There is no firm department rule about how many students a faculty member should advise.

All faculty members participate in monthly department meetings, periodic sub-field meetings, first- and second-year reviews of graduate students, recruitment talks, and the administration of preliminary exams.

The university's Center for Research on Learning and Teaching sponsors seminars, consulting services, and evaluation services designed to help faculty members improve their teaching. The Center also sponsors annual competitions for funds to develop new courses or other teaching initiatives.

Service Activities

Most faculty members serve on at least two departmental committees per year, although non-tenured faculty may have only one committee assignment, depending on workload. Certain assignments are reserved for tenured faculty, because of the work demands these positions impose.

About 65 percent of tenured faculty members sit on college or university committees or carry out other university service. There is no expectation that non-tenured faculty will assume college or university responsibilities, although they may do so if they wish.

Many faculty members also hold appointments in other university units, including the Institute for Social Research, the Business School, Complex Systems, the School of Public Policy, and Women's Studies. The department generally makes no allowance for these commitments in committee assignments, unless a faculty member is partially on the payroll of the other unit.

Our most successful faculty members play important roles in the discipline, in area studies, and in public service. The University of Michigan currently is home to the National Election Study and it provides a base for the Comparative Study of Electoral Systems. Several department members serve as APSA division chairs, members of APSA section executive committees, or officers of area studies associations. Tenured faculty members have received leaves of absence to work with the National Security Council and the World Bank in recent years.

Mentoring and Faculty Support Initiatives

The department operates an informal mentoring system for tenure-track faculty. A new web-based policy and procedures manual provides all faculty members with quick access to information about how the department works and about services the university provides. The college sponsors an annual orientation for new faculty, and the department organizes its own orientation meeting whenever a group of new faculty and visitors joins the ranks.