

DEPARTMENT OF POLITICAL SCIENCE

Academic Review Instructions

You are due¹ for academic review and eligible for consideration for advancement effective July 1. A request for deferral or a file documenting your research, teaching, and service contributions must be submitted for campus review by designated deadlines. If your circumstances warrant a deadline extension, please discuss with me or Collette as early as possible.

I. REQUIRED MATERIALS FOR ALL REVIEWS (*sliced bread memo may not be required for normal merit files*)

A. Sliced Bread Memo: This memo is your opportunity to help ensure that all of your accomplishments during the review period are accurately described in your file. It should be:

1. Submitted electronically in Word or other editable text format (not PDF)
2. Written in third person
3. 1-2 pages max for normal merits (when memo is required); 3 for other reviews
4. It should include:
 - a. An accounting of your **RESEARCH** achievements since your last review. This should include a brief overview of your research agenda and trajectory and a synopsis of each new item published or formally accepted for publication (all “below the line” items). For career reviews, you should expand this to include your most significant publications since your last *career* review. To assist campus reviewers in evaluating the quality and significance of your contribution, it is very important to include discussion of:
 - the impact and external validation of the work as evidenced by: citation counts, reviews, grants, awards, responses to the work by other scholars, introduction of new methodologies or data that will continue to be used, research-related appointments, forums, etc.;
 - quality of publication venue, including information regarding acceptance rates, journal rankings, peer review process, etc.;
 - individual contributions to any co-authored works and, if you have a high proportion of co-authored works, a brief discussion of why co-authorship is necessary and/or advantageous given the type of research you do (i.e., relevant trends in the field, i.e. is co-authorship very common in your particular sub-field), and/or any other information that could assist campus reviewers in calculating appropriate credit for co-authored work.
 - b. A description of **TEACHING** performance, emphasizing any notable contributions made during the review period. This may include information related to success in assisting students in completing dissertations and theses, the number of doctoral committees chaired, placement of students you advised/mentored, innovative teaching techniques and resources used, and any other work that has benefited students such as textbook publications and instructional service activities. It is also **strongly**

It is very important that you write this research section concisely and so it can be understood by all campus reviewers, most of whom are not experts in the subject matter and are unaware of the relative quality of journals or other discipline-specific trends or practices. The focus should be on the impact and significance of the work in the field/world, not complex research details. As such, cutting and pasting lengthy abstracts is not recommended. As a frame of reference, CAP itself has warned that the level of knowledge and understanding of your particular field by some campus reviewers will be less than that of an undergraduate student.

¹ Standard review periods are two years for Assistant Professors and Associate Professors at Steps I-III; three years for Associate Professors at Steps IV-V and Professors at Steps I-VIII; four years Professors at Step IX and Above Scale.

recommended that you include an analysis of any low student evaluation ratings and/or negative comments or other issues that may cause reviewers concern.

- c. A summary of your **SERVICE & DIVERSITY** contributions to the department, the university, profession, and the community during the review period, emphasizing areas of leadership and/or extensive time commitments. It is recommended you highlight your most significant contributions in more detail rather than simply list all of the activities already included on your Biography form.

B. Updated Biography/Bibliography Form: Collette will send your Biobib form ready to update to you electronically. You need to add all activities and publications that are new since your last review. Guidelines for updating this form and samples are available at: <http://pages.ucsd.edu/~cisachsen/reviews/>.

C. Copies of all new research items: Electronic copies of all new (below the line) items listed in Section A must accompany your file (this includes published work and current drafts of work that has been officially accepted but not yet published). You should also submit any published reviews of your work that you wish to have included with your file. Also, if, after reviewing the bibliography guidelines, you choose to include any work in progress (Section C items) on your bibliography, you must also provide copies of those items. Copies of B items are not required, but you can choose to include them if you think valuable for reviewers.

D. Teaching Evidence:

1. Undergraduate: Collette will compile your evaluations and prepare your courseload and student direction form for your file. You can review your evaluations at any time at: <https://academicaffairs.ucsd.edu/Modules/Evals/>
2. Graduate: Faculty are expected to have had one or more of graduate course evaluated during the review period (also at: <https://academicaffairs.ucsd.edu/Modules/Evals/>). Collette will compile your campus evaluations. If you do not have any on file, you should work with Collette to identify alternate ways of soliciting appropriate feedback for your file as some documentation of graduate teaching and/or training is required.
3. If you have additional student evaluations or other forms of teaching evidence you would like included in your file, please submit copies (e.g. CTD peer evaluations, unsolicited student letters, notes of commendation from campus programs or colleges, etc.).

E. Sabbatical Leave Report: If you have taken sabbatical leave during the current review period, you need to submit a brief report, addressed to the Dean, detailing what you accomplished while on leave.

F. Optional Miscellaneous Items: Any other materials or information you want included in your file. This may include a personal statement, documentation of service performed, letters of commendation, and/or anything else you feel serves to document your activities or performance in research, teaching, or service.

II. ADDITIONAL ITEMS FOR [CAREER](#) REVIEWS

Career review files require letters from independent, external reviewers. In order to solicit these letters and provide reviewers with the necessary materials, we need the following from you by August.

A. List of qualified external referees and potential referees who should be excluded from consideration

You have the option, though are not required to do so, of suggesting potential external referees and also identifying anyone you feel might not objectively evaluate your performance and, thus, should be excluded from the referee list. If you do wish to provide names for inclusion or exclusion on the list of potential referees, please submit them to the Chair or AP staff as early as possible and definitely by the deadline. These referees must be senior scholars in the field who are able to provide an objective evaluation of your work. Letters cannot be solicited from current collaborators (within past 5 years), mentors, junior faculty, or

others who may not be viewed as sufficiently independent or senior. See full guidelines here: <https://senate.ucsd.edu/media/131534/guidelines-for-selecting-external-referees.pdf>. You are not allowed to solicit your own letters. All requests for letters of evaluation must be sent from the Chair.

B. Materials for External Referees

When the department solicits letters from referees, we provide them with materials to assist them in their evaluation of your work. At a minimum, this packet includes a **current CV** and **copies of all publications** that you plan to submit for inclusion in your review file in electronic format.

C. Graduate Advisor Evaluation – Student List

Provide Collette with a list of all current and former graduate advisees that should receive the request to complete an advisor evaluation for you. For former students, please provide current contact information. This list can include those students for whom you served as a dissertation committee member or chair or pre-dissertation advisor as well as those who may have worked for you as an RA. A sample of this evaluation can be seen at: <http://pages.ucsd.edu/~cisachsen/reviews/advisoreval.pdf>.

If you have any questions about anything related to this process or your specific case, please feel free to contact Collette or me at any time.