



| Appointment, Retention, Tenure and Promotion Policy Approval Status |
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**Department of Communication Studies
College of Arts and Letters**

ARTP Policies and Procedures

Notice: *All citations to University ARTP Policy herein are to the Policy as it stood when the University last approved this document. Subsequent changes to the language and enumeration of University ARTP Policy sections may not be reflected in this document. The reader is therefore strongly advised, and urged to consult the most recently adopted text and enumeration of cited sections of University ARTP Policy posted in the University Policy Manual on the University's website. Any discrepancy between the University policy and this document will be resolved in favor of the Collective Bargaining Agreement and University policy.*

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I PROBATIONARY AND TENURED FACULTY

A. Faculty Evaluation Committee

1. All performance reviews and recommendations regarding retention, award of tenure and all promotions shall be carried out by the Communication Studies Faculty Evaluation Committee (FEC), a committee consisting of at least three full professors in the department. Periodic evaluation of tenured faculty and full-time lecturers shall also be carried out by the Committee. Tenured faculty are reviewed every 5 years and FT temporary faculty every 3 years. The department chair shall serve as an additional voting member of the FEC. In the event of a tie vote, the committee shall submit two letters of recommendation each presenting support for its side to the Dean for consideration.
2. The FEC shall be elected by nomination and secret ballot. The FEC will choose a Chair and report the chair's name to the department.
3. Election to the FEC shall be by majority vote of the tenured and tenure track faculty of the Department.
4. All full professors in the department shall be eligible for election to the FEC.

The following exceptions apply:

- a. Faculty being considered for promotion or other periodic review are ineligible to serve on the FEC.
 - b. FERP faculty may serve on the committee in the semester(s) in which they teach.
 - c. Faculty elected to a secondary ARTP committee are ineligible to serve on the FEC.
 - c. If three full professors are not eligible to serve on the Committee, the department shall, with prior nomination, elect full professors from other departments to serve for that year.
5. The FEC chair may be responsible for drafting all written recommendations, subject to final review and approval by the remainder of the committee.
 6. All substantive evaluations and final recommendations shall require the participation of all eligible committee members. Voting shall be by secret ballot. Decisions shall be made according to a simple majority of the committee.

B. Search Committees

1. The Communication Studies Department adopts Search Model 2, per UARTP 6.06.B.2, where each tenure-track search and selection shall be conducted by an ad hoc search committee consisting of a minimum of three department faculty members, not including the Department Chair, who are elected by the tenured and probationary faculty in the department. The majority of the committee will be tenured faculty members. The committee chair and the majority of committee members should represent the degree program area of hiring. The Department Chair shall make a separate and independent hiring recommendation to the Dean. FERP faculty may serve on a search committee during their period of active employment. A member shall serve as the search committee's AA/EOR and shall undergo the appropriate AA/EOR training. Per UARTP 6.06.C.1.a, the AA/EOR shall be elected by the department from the department's tenured and probationary faculty.
2. If more than one search is conducted at the same time, an eligible faculty member may serve on more than one search committee.
3. The department chair shall be an ex officio non-voting member of any search committee under the provisions of 6.06.B.2. of the UARTP Policy.

C. Personnel Action File

1. A Personnel Action File for each probationary and tenured member of the department shall be maintained in accordance with Section 4.08 of University ARTP policy. The file shall be under the custodianship of the Dean of the College of Arts and Letters.
2. Provisions concerning the faculty member's right to submit materials to their file and right of access to the file are contained in University ARTP policy, Sections 4.03 and 4.05 respectively.

The file shall include online or written student course evaluations of each of the courses taught by the faculty member since the previous evaluation by the department ARTP committee. Each faculty member will obtain student evaluations for every class taught each semester. If the course is being taught during summer session for extra pay (not a part of their standard workload), student evaluations are not required.

3. The file shall also include all notifications from the FEC, including classroom visitation reports.
4. For probationary faculty, the classroom visitations shall occur in

one class of the faculty member's choice each academic year. One additional classroom visitation per year may be conducted at the discretion of the FEC or at the faculty member's request. Classroom visitations of tenured faculty shall be conducted by tenured faculty.

5. The schedule for classroom visitations of faculty shall be arranged by the FEC. The timing of classroom visitations shall be arranged by the visiting faculty member in consultation with the visited faculty member.

D. Working Personnel Action File

1. The content and procedures for creating the Working Personnel Action File (WPAF) shall accord with Section 4.08D of University ARTP policy, as well as the guidelines prescribed by the College of Arts and Letters.
2. Among the materials to be included in the WPAF, or indexed therein, shall be a copy of the syllabus for each course taught since the last performance review.
 - a. Each syllabus shall contain a statement of course objectives, course description, outline of topics, required texts, course requirements, and the grading policy.
 - b. The catalogue description of the course shall figure as a guide in writing the course description and the course description shall figure as a guide in making the text selections. Course descriptions are generally published in the university catalogue.
 - c. In the event that the faculty member whose file is under review and the FEC disagree on whether the above conditions have been met, the FEC can ask for additional information or materials.

E. Criteria of Appointment

1. Persons recommended for probationary appointment must have a terminal degree in the field of expertise. Individuals not possessing the appropriate terminal degree may receive a probationary appointment if completion of the degree within a specified period is made a condition of employment. Completion of the degree is required for tenure and/or promotion. Disciplines in which the doctorate is not the recognized terminal degree, candidates must have the appropriate academic preparation required for a probationary appointment.
2. Evidence of teaching effectiveness (or promise) and of scholarly or creative

achievement (or promise) are the primary criteria for recommendations for appointment. Promise of service to the university and the community will also be relevant factors. See Section 5 below for the appropriate weight to be given to each of these factors.

F. Criteria for Retention, Tenure and Promotion

1. Criteria for retention, tenure and promotion shall accord with University ARTP policy, Section 5.0I and 5.05 and include the evaluation of teaching, research and creative activity, university service and community service.
2. In any recommendation for retention, tenure or promotion, as well as new appointments, the following weights shall be assigned to the various components of the evaluation:
 - a. Teaching effectiveness shall count 55%, based on such evidence as is described in Section 5.05E of university ARTP policy.
 - b. Scholarly or Creative Achievements shall count 25%, based on such evidence as is described in Section 5.05F, with the greatest weight being given to the candidate's work in the discipline.
 - c. Department, College and University service, based on evidence described in Section 5.05H, shall count 15%.
 - d. Community service shall count 5%. See Section 5.05G of University ARTP policy.
 - e. Awarding tenure requires appropriate evidence in all four areas identified above in items a-d.
3. The normal probationary period for the award of tenure is 6 years. Early tenure may be recommended in exceptional circumstances, as delineated in Section 5.06 of the University ARTP policy.

G. Periodic Evaluation of Tenured Faculty

Periodic evaluation (post-tenure review) of tenured faculty shall accord with University ARTP policy, Section 9.06.

1. Eligibility and Procedures for Periodic Evaluation.
Beginning with the fifth year after the last promotion, tenured faculty shall be reviewed by the FEC every five years. A department member scheduled for this evaluation may not serve on the FEC during the year in which he/she is subject to evaluation. The Department chair shall not serve on nor meet with the review committee, but shall conduct an independent evaluation and submit a separate evaluation report.

2. **Criteria for Periodic Evaluation**
The criteria for the periodic evaluation shall include teaching performance. The FEC shall, at the request of the faculty member under review, take scholarly activity, contributions to the Department, the College, the University, and the community into account in its review.
3. The periodic evaluation shall be based on the evidence contained in the faculty member's Working Personnel Action File.
4. The evaluation shall consider student evaluations and reports of classroom visitations of tenured faculty as provided for in I.C.3 of this policy.

II. PROCEDURES FOR APPOINTMENT AND EVALUATION OF TEMPORARY FACULTY

A. Temporary Faculty Hiring and Evaluation Committees.

1. Evaluation of full-time temporary faculty shall be carried out by the Faculty Evaluation Committee.
2. Review and appointment of part-time temporary faculty shall be carried out by the Lecturers Coordinating Committee consisting of five tenured faculty members within the department.

B. Applicant Pool

1. The department shall maintain a pool of qualified applicants from which all recommendations will be made.
2. The applicant pool shall be updated annually, as needed.
3. The process of updating shall include announcement of anticipated vacancies in the manner normally employed by the University.
4. Incumbent temporary faculty shall be notified in advance of the specific deadline by which they must inform the department of their desire to be considered for subsequent appointment.

C. Applicant Review

1. The Lecturers Coordinating Committee shall review all current applications on file, name those specifically for hire, and indicate suitable and eligible teaching assignments, based on applicant qualifications and course preferences.
2. The following criteria shall be employed by the committee in the course of arriving at their recommendations:
 - a) Academic preparation, including degrees earned in the discipline and background specializations.
 - i. Temporary faculty should not normally be considered for graduate level courses.
 - ii. Temporary faculty hired to teach undergraduate courses must have at least a master's degree from an accredited institution. Exceptions may be made on a case-by-case basis when the applicant has professional experience equivalent to at least the master's degree.

- iii. Although Communication Studies courses numbered 150 and above should be taught by tenure-track faculty, these courses may be assigned to temporary faculty who have a Ph.D. or appropriate terminal degree or a master's and significant professional experience.
- b) Teaching experience.
- c) Recommendations, including those formally submitted by the applicant as well as those developed in conjunction with the review process, and voluntary feedback from faculty, staff and students. All periodic evaluation of the applicant on file for the previous five years.
- d) Any student or peer evaluations of teaching performance submitted by the applicants and included in his or her WPAF.
- e) Scholarly activity.

D. Initial Placement of Temporary Faculty

1. Initial placement of full-time or part-time temporary faculty with one of the lecturer ranges will follow the guidelines in the University ARTP Policy (5.03.B)

E. Evaluation of Temporary Faculty

1. Temporary faculty shall be reviewed by the Lecturers' Coordinating Committee. The review shall be based on material in the faculty member's Working Personnel Action File, in compliance with University policy. The file shall include:
 - a) A current curriculum vitae.
 - b) Student evaluations of each course taught by the faculty member during that evaluation cycle, using the department's standard forms.
 - c) Reports by full-time faculty of classroom visits. New temporary faculty members will have classroom visits twice in their first year and at least every six semesters thereafter. One of the first-year visits will be conducted by a full-time faculty member who teaches in the appropriate subfield of the discipline. Consultation and notification with the faculty member shall be conducted pursuant to UARTP 5.05.E.2.d.
 - d) Any additional evidence submitted by the person under review for inclusion in the WPAF.
2. In assessment of the temporary faculty member's performance, teaching effectiveness during the current appointment period shall be the basis for the evaluation.

3. Evaluations shall determine whether the faculty member is qualified for future appointments.
4. For all temporary faculty, the department chair may conduct an independent review.

F. Range Elevation of Temporary Faculty

1. Eligibility and evaluation for temporary faculty range elevations shall be conducted pursuant to UARTP 5.03.C.
2. The Department Chair shall be responsible for informing the temporary faculty member and the Lecturers' Coordinating Committee when a faculty member is eligible for elevation from one lecturer range to a higher range. A temporary faculty member may request consideration for elevation.
3. A recommendation to elevate a temporary faculty member to a higher range shall be based on evidence contained in the temporary faculty member's Working Personnel Action file.
4. Criteria for Range Elevation
 - i. The faculty member must have demonstrated competency in the subjects taught;
 - ii. The faculty member must have 'Good' to 'Excellent' evaluations of teaching performance for the previous three years.
 - iii. The faculty member may cite scholarly and creative activities;
 - iv. The faculty member may cite contributions to the department, institution, and community;
 - v. The faculty member may cite receipt of a higher academic degree in Communication Studies, Journalism, Film, or a related discipline.