

TIM RUSSERT DEPARTMENT OF COMMUNICATION AND THEATER ARTS

Guidelines for Tenure and Promotion

I. Tenure procedures

- A. A copy of these tenure guidelines will be supplied by the department chair to tenure track faculty at the time of hiring.
- B. Faculty members on tenure track will meet with the tenure committee each Spring, no later than March 15. Faculty should prepare a dossier for this meeting consisting of a statement of progress toward tenure on teaching, research, and service; samples of class materials, including but not limited to syllabi, handouts, electronic resources, and exams; student evaluations, tabulated and summarized (we will on occasion request inclusion of originals); copies of articles accepted, submitted, or in process; and evidence of service. Candidates may include other materials documenting the quality of teaching, research and service, and the committee may request such materials when such quality is in question. The dossier should be submitted by March 1.
- C. The committee will produce a written report of the meeting. That report will be circulated among committee members for corrections. The report will include a poll of the committee on the candidate's standing and needed improvements in teaching, research and service. A final copy of the report will be provided to the candidate by April 15.
- D. The chair of the tenure committee will forward the annual report to the Dean of Arts and Sciences by April 15.
- E. In the middle of the tenure process, ordinarily the third year, the candidate will undergo a more extensive review by the tenure committee and the academic deans. Consult with the Faculty Handbook for more information on the mid-term review.
- F. In the fall of the year in which a tenure decision is to be made, the candidate will submit two copies of a formal dossier in accordance with guidelines in the Faculty Handbook. These must be submitted by Sept. 15. The committee will meet with the candidate as soon as possible after receiving and reviewing the dossier, and then vote on tenure. In accordance with Handbook guidelines, a two-thirds vote of the committee will be required to recommend tenure. Results of the vote will be conveyed to the candidate and to the committee in writing. For promotion, a similar procedure is followed, with the exception that only tenured associate and full professors vote. A majority vote is required for a positive recommendation. Both votes will be taken at the same meeting when both tenure and promotion are requested.
- G. The dossier and recommendation will be passed on through appropriate channels to the Committee of Academic Deans. They will evaluate the materials and make a recommendation to the Academic Vice President.

II. Tenure evaluations:

The tenure committee will consider the teaching, research, and service of tenure track candidates in assessing their suitability for tenure in the department. A candidate must receive favorable ratings in all areas to be recommended for tenure.

A. Teaching: We expect successful candidates to demonstrate excellence in the classroom and attendant academic duties. While excellence can be something of a subjective judgment, a positive decision on tenure will require that two thirds of the committee rate the candidate as excellent at the time of the tenure decision. Yearly polls of the committee will be taken at the time of the annual tenure evaluation, and the candidate will be informed of the results of this poll and of any necessary improvements.

We assess an instructor's **classroom performance** via classroom visits by members of the tenure committee and examination of relevant documents supplied by the instructor such as syllabus, exams, and assignments. We assess effectiveness as a classroom teacher, preparation of classes (for example, currency of courses), efficient uses of class time, and availability to students.

Classroom performance is measured according to **content** (is the material covered appropriate for the level of class and time spent on it? Is the material conveyed in a manner likely to promote understanding and retention?), **organization** (is there a reasonable order to the activities of the class? Do the things covered during a class session seem to fit together?), and **engagement with students** (does the candidate hold the attention of students? Are students participating in the learning experience via discussion and in-class reports?).

Class materials are assessed according to their appropriateness to the course and level of course (for example, we expect upper division exams to focus more on critical and analytical handling of the course material, less on measures of rote learning), and on their contributions to the student learning experience.

In addition, we **assess teaching-related duties**--fulfilling departmental responsibilities, following University and departmental policies with respect to syllabus, testing, grades, etc., and supervision of independent studies, internships, projects and theses. Assessment of the latter is primarily a numerical one--looking at the number of these a candidate has undertaken. Supervision of these activities is not a requirement for tenure, but having supervised them will be weighed positively by the committee.

Thirdly, we will assess the candidate's **role as an advisor**, looking at availability to advisees and at the general approach to counseling taken by the candidate. We evaluate here the number of advisees a candidate has, and the likelihood that the self-described advising style of the candidate will lead to positive outcomes for advisees.

Fourthly, we assess the candidate's **contribution to the department's curriculum**. We look here at the number of courses the candidate teaches, at the fit between courses as designed and the desired learning outcomes of the department, and at the contributions of the candidate to curriculum development and revision.

B. Research: We expect candidates for tenure to engage in an active program of research leading to publication in quality outlets. At the time of the tenure decision, two thirds of the committee must agree that the candidate has published in quality outlets. A yearly poll of the committee will be taken to assess the quality of their research, and candidates will be informed of the results of this poll and any needed improvements.

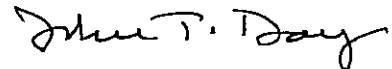
The primary criterion for all tenure and promotion candidates is publication in refereed outlets. Publications in academic journals, competitively selected book chapters, and publications in refereed conference proceedings are examples of refereed outlets. If in question, the burden of proof is on the tenure candidate to establish that the item was refereed. Such publications are required of all candidates. Normally, one publication will not be considered sufficient for tenure. The candidate should produce publications at least at the frequency expected for maintaining a load reduction for research, which is one refereed publication every three years.

In order to assess fully a candidate's research agenda and level of scholarly activity, we also will consider books, invited book chapters, non-refereed publications in scholarly outlets, book reviews, scholarly presentations such as conference papers, and creative activity which is related to and consistent with the candidate's position. Not all positions afford opportunities for creative activity. Activities here may include publication of journalistic articles, direction of plays, and video or audio productions outside the scope of the candidate's teaching duties. In order for us to consider such activities as evidence of research, the candidate must demonstrate (a) that the activity is consonant with the position held, (b) that the activity is consonant with and contributes to the candidate's scholarly/creative agenda; (c) that the activity has been subject to evaluation by the candidate's peers in the field outside of the University. In no case will these publications be accepted in lieu of the expected refereed publications.

Quality of referee publications is measured by the quality of the outlet in which it appears, as well as assessment of the article itself by qualified members of the tenure committee. Quality of the outlet is determined by the journal's acceptance rate, scope of the journal (international, national, regional, state). In the case of non-refereed items, candidates need to demonstrate that some form of review has been performed, and provide evidence speaking to the quality of the item.

C. Service: At the time of tenure, two thirds of the committee must agree that the candidate is performing valuable service. A yearly poll of the committee will be taken at the time of the annual tenure review, and results and recommendations will be forwarded to the candidate.

Here, we will look at the standard university categories of service to the University and department, service to the profession, and service to the community. Emphasis will be placed on University service. Quality of service may be demonstrated by: number of committee assignments within the department and the university, value of these assignments to the department and university, and length of participation. Service to the profession may be demonstrated by membership in professional organizations and service to those organizations. Community service may be demonstrated in a variety of ways



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