

# **Communication Department Guidelines on Initial Appointment, Reappointment, Annual Review, Promotion, and Tenure of Faculty and Professional Staff**

## **I. Procedures and Qualifications for Initial Appointment.**

Only in most exceptional circumstances will the Department recommend the appointment or promotion of candidates who do not meet the following minimum qualifications as well as the highest standards of Communication as an academic discipline. A recommendation for an initial appointment is made by the tenured and tenure-track faculty acting as a committee of the whole. A member of the committee is appointed by the Departmental chairperson to act as a facilitator and coordinator of the group. The faculty gives a recommendation to the chairperson. The chairperson makes a recommendation to the Dean with the view of the faculty clearly outlined. The criteria for initial appointments are given by rank.

A. Instructor. Appointment in any of the Department emphasis areas shall require a minimum of a Master of Arts or Master of Sciences degree in the special area of instructor. In addition, the person shall have demonstrated successful teaching ability as a graduate assistant or in an equivalent capacity.

B. Assistant Professor. Appointment to the rank shall require a minimum of a doctoral degree in the special area of instruction. In addition, appointments shall require successful university teaching experience and documented indication that the candidate possesses strong prospects for accomplishment in research and service.

C. Associate Professor. Appointment to the rank shall require, in addition to the requirement for lesser ranks a documented record of excellence in teaching, in research, and in professional service commensurate with years of university experience. The quality of the contributions must be at least that of other associate professors within the Department.

D. Professor. Appointment to the rank shall require, in addition to the requirements for lesser ranks a documented record of outstanding teaching, research, and in professional service commensurate with years of university experience. The quality of the contributions must be at least that of the professors within the Department. The candidate shall have a record of successful direction of research and shall have a record of significant scholarship, supported by publications, with work recognized as outstanding.

## **II. Criteria and Procedure for Annual Performance Reviews and Recommendations for Reappointment.**

A. The Department will follow the criteria for annual performance review found in the College document.

B. The performance of faculty members is assessed once each year in a process that begins during the fall semester with consideration of faculty for reappointment, promotion, and tenure. After these

assessments have been completed, all faculty are evaluated according to their contributions and accomplishments for purposes of recommending salary increments. The chairperson makes the evaluations after consulting the Executive Committee, which will act as a means for peer review. (The Executive Committee consists of one third of the number of voting faculty [tenure or tenure-track members]—not to exceed a total of six members in any one year. Committee members are elected at large by the voting members of the faculty.) Each faculty member is requested to submit an annual report and any other materials, including instructional syllabi and course-teacher evaluations, that give evidence of his or her performance. The chairperson will provide an opportunity for meeting with each individual faculty member to discuss the annual evaluation as required in the College document. Written records of meetings held will be a part of the evaluation reports.

C. To support a recommendation for reappointment of an untenured faculty member, the person must have demonstrated a satisfactory record of teaching and professional service, demonstrated a willingness and ability to work productively with colleagues in developing and implementing programs and have developed an active research program, all of which indicate that the faculty member is making satisfactory progress toward a positive recommendation of tenure. Before making a recommendation to the Dean, the chair will canvass the tenured and tenure-track faculty.

D. Appeals from both the annual evaluation and recommendation for non-reappointment will be made to the Executive Committee.

### **III. Criteria and Procedures for Promotion and Tenure.**

A. To support a recommendation for tenure, a faculty member shall meet the requirements stated in the College and University documents. In addition, the candidate shall demonstrate evidence that contributions in teaching, research, and service will be sustained. An untenured faculty member will have a comprehensive pre-tenure review at least every three years as required in the College and years as required by the College document.

B. To support a recommendation for promotion to Assistant Professor, Associate Professor, or Professor, a faculty member shall have, in addition to the criteria stated in the College and University documents, met the criteria for initial appointments as described above. The candidate must also demonstrate the ability and willingness to work productively with colleagues in developing and implementing programs.

C. When making decisions affecting promotions and/or tenure, a committee advises the chairperson. The committee is the tenured faculty. The procedure begins when the chairperson requests responses from all faculty who wish to be considered for promotion and/or tenure. A faculty member who responds is provided guidelines for preparing all necessary files. After each faculty member has completed a file, it is made available to the committee members, who meet to discuss individual candidates. Only committee members at above-rank levels participate in voting on promotion of each person considered. On the question of tenure, all tenured faculty are provided ballots and asked for responses. The chairperson will forward his or her recommendation to the Dean along with that of the committee. A candidate receiving a negative recommendation for promotion and/or tenure may request the committee to reconsider its decision.