

J. William Fulbright College of Arts and Sciences
Walter J. Lemke Department of Journalism
Personnel Document

Personnel Committee

The Journalism Department Personnel Committee consists of five elected faculty members, including four tenured and one untenured, tenure-track faculty member. A fifth tenured faculty member is substituted for the untenured, tenure-track position when there is no eligible faculty member.

Committee elections are held in the last faculty meeting of the spring semester. Terms run two years, and no member may serve more than two consecutive two-year terms. The Committee selects a chair at its first meeting.

Personnel File

Both the college and the department maintain a personnel file for each member of the Journalism faculty. Together, the college and departmental files constitute the official record of each faculty member's employment. The Journalism faculty personnel files are maintained by the departmental office manager who keeps them in a securely locked cabinet in his/her office. Access to the files is limited to the department chair and the office manager; each faculty member may review and copy his/her own personnel file, subject to all policies of the University.

Work Assignments

Journalism department faculty members are evaluated on the basis of teaching, research or creative activity, and service. A standard workload is weighted 40 percent for teaching (including advising and thesis supervision), 40 percent for research/creative activity, and 20 percent for service. A faculty member's workload may be altered by the department chair when circumstances warrant. In consultation with the faculty member, the chair may assign additional teaching, or assign a course reduction. [See "Successive Appointments and Annual Review," Section B., below.] Adjustments to the 40-40-20 weighting scale are permitted by the department and the college with the concurrence of the faculty member and the approval of the dean.

Teaching performance is evaluated on factors such as classroom instruction, student advising, and curriculum development and innovation. Each faculty member is assigned a number of juniors and seniors in his/her sequence for advising. The faculty member will advise on course selection for the upcoming semester, as well as on any other curriculum, internship, career, etc. questions. Incoming tenure-track professors initially may be excused from advising, per the discretion of the department chair. In addition, tenure-track faculty members are expected to participate in, direct or serve on senior papers, honors theses and graduate theses.

Research and/or creative work are vital to faculty success and tenure and promotion in the Journalism department. Tenured and tenure-track faculty members will produce regular, high quality research and/or creative work at regular intervals to advance their fields and inform their teaching. Research exemptions may be granted with approval of the dean.

Service can include volunteer work for national, state or university/college/department associations or committees. The goal of such volunteer work is to facilitate the functioning of a university entity, aid in the university's mission of community outreach and assistance, or influence and participate in national organizations with relevance in a faculty member's chosen field. Community and professional service also raises the profile of the faculty member in his/her profession and the university.

Initial Appointment

Recognizing the mandate of the Walter J. Lemke Department of Journalism to emphasize both the teaching of professional practice and scholarly research and publication, candidates sought for tenure-track appointments shall have an appropriate Master's or terminal degree and professional experience. The department's goal is an environment that ensures student exposure to current professional and scholarly practice. The potential for continued professional development, scholarly activities, and teaching excellence is the major criterion for evaluation.

I. Criteria and Procedures for Initial Appointment

Section I of "Evaluative Criteria," the University Personnel Document, describes the campus criteria and procedures for the initial appointment of all faculty members. The Journalism department adheres to these criteria and procedures as the bases of its policy on initial appointment.

A. Criteria for initial appointment

Assistant Professor:

Candidates for the position of assistant professor should have a combination of academic credentials and professional experience appropriate to the position.

Associate Professor:

Candidates for the position of associate professor should have achieved a significant program of excellence in teaching and superior contributions to the field through scholarly research and/or creative/professional activities, and service.

Professor

Candidates for the position of full professor should have achieved an outstanding and sustained program of teaching excellence and contributions in scholarly and/or creative/professional activities.

In addition to the ranks preceding, temporary appointments may be made to other faculty and professional staff ranks. The criteria for appointments to those ranks (including lecturer; instructor; visiting assistant professor, associate professor and professor; research assistant professor, associate professor and professor; clinical assistant professor, associate professor and professor; and adjunct assistant professor, associate professor and professor) shall be the general criteria for faculty appointments contained in Section I of Evaluative Criteria.

B. Procedures for Recommendations for Initial Appointment

To fill a tenure-track position, the chair appoints a search committee to solicit applications and identify the top candidates for the position. All candidates' materials are open to all faculty members for review. The search committee presents its top candidates for consideration by all tenured and tenure-track faculty members, who recommend to the chair and dean, which candidates to invite for an on-campus interview. Interviews consist of meetings with Journalism faculty, graduate and undergraduate students, and appropriate administrative officials and non-journalism faculty. Candidates present to students and faculty, usually teaching classes in their specialty. The search committee makes hiring recommendations, which are approved by the tenured and tenure-track faculty, formulated by the chair and forwarded to the Fulbright College dean.

Recommendations on employment of non-tenure-track faculty and professional staff positions to meet departmental responsibilities are made by the chair after consultation with the faculty. When adjuncts are hired to teach one course in any one semester the chair consults with faculty in the sequence or area involved.

Successive Appointments and Annual Review

The Lemke Department policy and procedures for "Successive Appointments and Annual Review" are in accordance with Sections II.A. and B. of the University Personnel Document, and with Section II, "Successive Appointments and Annual Review" of the Fulbright College Personnel Document.

A. Non-tenure-track faculty:

Each faculty member not in a tenure-track position is evaluated by his or her chair, or other immediate supervisor, at appropriate intervals (normally on an annual basis) in accordance with the criteria which are relevant to assigned activities. Evaluation criteria for non-tenure-track faculty are found in the Evaluative Criteria section of this document and in Section II.A. of the university document.

B. Tenured and tenure-track faculty:

Tenured faculty members have a right to a next successive appointment except for the reasons for termination of a tenured appointment specified by the Board of Trustees. Non-tenured, tenure-track faculty do not have a right to a next successive appointment, but may be offered an appointment after the expiration of a current appointment, provided it does not extend the time in probationary status beyond the limits set in Section IV.A.4 and IV.A.11 of Board Policy No. 405.1. In the event that a non-tenured, tenure-track faculty member is not recommended for reappointment, the procedure described in Section IV.B of Board Policy 405.1 is followed.

Each faculty member's annual review is conducted on the basis of that year's workload assignment and assigned duties and according to procedures and criteria stated herein. To fulfill the educational mission of the University and in the best interest of the department, the chair may modify a faculty member's workload assignment and evaluation criteria in consultation with that faculty member and with approval by the dean. [See "Work Assignments" above.] An important purpose of the annual review is to provide guidance and assistance to all faculty in their professional development and academic responsibilities in the areas of teaching, scholarly and creative activity, and service.

C. Procedures for annual review:

The procedures for annual review are conducted according to the schedule and deadline set each year by Fulbright College. The Journalism Department follows these steps in its annual review procedure:

- (1) Tenured and tenure-track faculty members complete the "Resume Update" form as designated each year by Fulbright College, and submit the form and any accompanying documents to the department chair.
- (2) The departmental Personnel Committee and the department chair separately review these materials and propose ratings for each faculty member.
- (3) The Personnel Committee chair and the department chair together review these proposed ratings and determine a final rating for each faculty member.
- (4) The Personnel Committee chair may report any changes in ratings back to the committee members, and seek their approval for any changes deemed significant.
- (5) The department chair and Personnel Committee chair report the final ratings to faculty members.
- (6) A faculty member may appeal his/her rating within a designated amount of time to be no less than one week. The appeal is addressed to the department chair and the Personnel Committee. It must be in writing, must be specific as to the reasons for the appeal, and must state the desired adjustment to the rating. A faculty member may request a meeting to discuss all issues related to the review prior to the chair making a final recommendation on the review.
- (7) The department chair and the Personnel Committee first consider the appeal separately. Then the department chair and Personnel Committee chair meet to discuss the recommendations. The decision is reported back to the appellant faculty member in writing, with signatures of both chairs.
- (8) The originals of final ratings and Resume Update forms are delivered to Fulbright College. Documents relating to appeals are included with the final ratings for the faculty members concerned. A faculty member may appeal his/her rating to the dean.
- (9) Copies of final ratings, Resume Updates and appeal documentation are placed in each faculty member's personnel file in the department office.

Evaluative Criteria

The Lemke Department of Journalism personnel guidelines seek to encourage quality work of a national scope. These ratings are applied or interpreted in the same way for all faculty. Not every potential circumstance can be anticipated or outlined in these rating recommendations for research/creative activity, teaching and service; they are not to be considered all inclusive.

The chair and personnel committee's task is to also consider on a case-by-case basis especially meritorious work or recognition that occasionally arises. Such cases should include documentation highlighting the importance of the case and explaining why a higher score than these guidelines indicate is warranted. The goal is to maintain high standards of faculty performance while allowing reasonable flexibility in the annual evaluation process.

Annual Evaluation:

Research/Creative

3 = Exceeds Expectations

Achievements in this category are generally national or international in scope and include accomplishments that are of professional, creative or scholarly prominence. Among the achievements the personnel committee will consider in deciding a rating from this category include:

A national or international blind, peer-reviewed publication or similarly regarded presentation or award in a notable venue. Some examples might include a national journal article or presentation, a national best paper award, and a documentary that is shown nationally or earns a national award.

2 = Meets Expectations Fully

Achievements in this category generally include accomplishments that are regional in scope. Among the achievements the personnel committee will consider in deciding a rating from this category include:

A regional or blind, peer-reviewed publication, presentation or award.
Research, professional or creative works in progress that are part of an ongoing program.

1 = Minimally Meets Expectations

Among the achievements the personnel committee will consider the following in deciding a rating from this category include:

Determination of research, professional or creative activity that, although in progress, is irregular and is not part of continuous output.
The work submitted could be from non-juried publications or presentations without significant geographic scope.

0 = Does Not Meet Expectations

Among the achievements the personnel committee will consider the following in deciding a rating from this category include:

The faculty member is generally inactive and/or fails to produce an annual resume update.

Teaching

3 = Exceeds Expectations

Among the achievements the personnel committee will consider the following in deciding a rating from this category include

Teaching awards; top-tier research and creative awards to students taught or mentored by the faculty presenting evidence in this category; classroom innovation; curriculum development; consideration of teaching and advising load; and teaching evaluations.

2 = Meets Expectations Fully

Among the achievements the personnel committee will consider the following in deciding a rating from this category include:

Nominations for teaching honors; research and creative awards to students taught or mentored by the faculty presenting evidence in this category; innovation; curriculum development; internships secured; teaching evaluations; honors or Master's theses directed, advised, or service on committees and consideration for teaching and advising load.

1 = Minimally Meets Expectations

Among the achievements the personnel committee will consider the following in deciding a rating from this category include:

Determination of teaching activity that is irregular and is not part of a continuous output.

0 = Does Not Meet Expectations

Among the achievements the personnel committee will consider the following in deciding a rating from this category include:

The faculty member is generally inactive and/or fails to produce an annual resume update.

Service

3 = Exceeds Expectations

Among the achievements the personnel committee will consider the following in deciding a rating from this category include:

Evidence of service recognized nationally in journalism or scholarly professional organizations or similarly recognized activities.

Evidence of significant service to the Journalism Department, Fulbright College, or the University that is demanding and of high quality.

2 = Meets Expectations Fully

Among the achievements the personnel committee will consider the following in deciding a rating from this category include:

Ongoing service to the Journalism Department, Fulbright College, the University and regional professional journalism organizations or similarly recognized activities.

1 = Minimally Meets Expectations

Among the achievements the personnel committee will consider the following in deciding a rating from this category include:

Determination of service that is limited or irregular; the faculty member has no ongoing record of service.

0 = Does Not Meet Expectations

Among the achievements the personnel committee will consider the following in deciding a rating from this category include:

The faculty member is generally inactive or fails to produce an annual resume update.

Promotion and Tenure

The Lemke Journalism Department policy and procedures for “Promotion and Tenure” are in accordance with University personnel document policies, including “Evaluative Criteria” and “Appointments, Promotion, Tenure, Non-Reappointment and Dismissal of Faculty,” Board of Trustees Policy 405.1. Departmental policies and procedures are also in accordance with Fulbright College Personnel Document policies including “Section III. Promotion,” “Section IV. Tenure,” and “Section V. Dismissal.”

Third Year or Pre-Tenure Review

In addition to the annual review, a thorough pre-tenure review of each non-tenured, tenure-track faculty member is conducted in the third year of service. The purpose is to assess the faculty member’s progress toward a positive recommendation for tenure and to provide early advice and counsel to the faculty member.

Faculty in the third year of tenure-track service present a complete dossier for pre-tenure review conforming to the current Faculty Review Checklist. It is submitted with the annual resume update or at another time agreed upon by the department chair, Personnel Committee and faculty member being reviewed. The dossier may include evaluations by at least one outside reviewer selected by the department chair and Personnel Committee, with input from the faculty member.

Tenured members of the Personnel Committee evaluate the dossier and approve a written assessment of the faculty member's progress toward tenure and reappointment, which is developed by its chair. The department chair independently reviews the dossier, considers the recommendations of the Personnel Committee, and writes his/her review assessing the faculty member’s progress toward tenure and reappointment. This review may include an evaluation of the candidate’s strength and weaknesses, expectations for continuing activities and needs for further development. The chair provides the faculty member with copies of the Personnel Committee recommendation and the chair’s review and then meets with the faculty to discuss the documents. Copies of the recommendation and review are placed in the faculty member’s personnel file. The faculty member may elect to add a written response to be included in his/her personnel file.

If the pre-tenure review indicates that there has been insufficient progress toward a positive tenure recommendation, a recommendation for non-reappointment may be made.

Criteria and Procedures for Promotion and Tenure

Criteria for Promotion

Promotion is based primarily on the candidate's demonstrated and documented achievement in teaching, research/creative/professional activities, and service while in the most recent rank. The same criteria for reappointment and performance are used, but in promotion decisions greater weight is given to teaching and research/creative/professional accomplishments because the Fulbright College seeks to develop and sustain nationally and internationally prominent programs in teaching and research or creative activity. The Fulbright College criteria are found in Section II and III of the Fulbright College Personnel Document and are the same as the criteria for reappointment.

Procedures for Promotion

The department follows procedures for promotion outlined in Section III of the Fulbright College Personnel Document.

A faculty member seeking promotion notifies the department chair and Personnel Committee of his/her candidacy in writing by the date set by the college in its annual schedule. The candidate then submits a dossier based on the Faculty Review Checklist. The chair solicits outside letters evaluating the candidate's record from three distinguished faculty members from appropriate institutions following the procedures outlined in the University Personnel Document and the Fulbright College Personnel Document.

The chair assembles a review committee comprised first of Personnel Committee members who are eligible to evaluate the candidate. Only tenured associate or full professors evaluate candidates for tenure and promotion to associate professor. Likewise, only full professors evaluate candidates for full professor. If there are insufficient numbers of departmental full professors, the chair consults the Fulbright College dean to select full professors from other departments to serve on the committee. The candidate may request a substitution for one of these evaluators.

Personnel Committee members review the complete dossier including the three confidential outside evaluation letters and make a recommendation which is submitted to the department chair. The department chair bases his/her recommendation on an independent evaluation of the complete dossier and the Personnel Committee recommendation. The chair's review and recommendation are provided to the candidate along with the recommendation of the Personnel Committee. If the chair and the Personnel Committee differ in their recommendations (i.e., one favorable and one unfavorable), then the candidate is informed of the reason(s) for the unfavorable recommendations(s).

Appeals of the chair's recommendation are made to the Personnel Committee, which considers the evidence presented in the appeal, makes a decision and notifies the chair and candidate of its decision. The candidate may elect to withdraw from consideration for promotion at any time before the final recommendation is submitted to the Fulbright College dean. Such withdrawal is made in writing by the candidate to the department chair.

The nomination is forwarded to the Fulbright College dean by the specified deadline, accompanied by the complete dossier. Copies of the Personnel Committee's and chair's recommendations, and if applicable, the appeal decision are given to the candidate. The College Personnel Committee and the Dean review the candidate's materials; if the review is positive the candidate's name is sent forward to the Provost for review.

Criteria for Tenure

Tenure is based primarily on the candidate's demonstrated and documented achievement in teaching, research/creative/professional activities, and service. The same criteria for reappointment and performance are used, but in tenure decisions greater weight is given to teaching and research/creative/professional accomplishments because the Fulbright College seeks to develop and sustain nationally and internationally prominent programs in teaching and research or creative activity. The Fulbright College Personnel Document criteria are found in Section II and IV and are the same as the criteria for reappointment.

Procedures for Tenure

The department follows the timetable set by the University of Arkansas and the Fulbright College. Section IV of the Fulbright College Personnel Document explains the Tenure process. Section V includes dismissal policies and procedures.

The procedures for granting tenure are the same as the procedures for promotion contained in this document.