

Personnel Document
On Evaluative Criteria, Procedures and General Standards
for
Initial Appointment, Successive Appointments,
Annual and Post-tenure Review,
Promotion and Tenure

University of Arkansas
Department of Communication

This document governs the Department in the selection, retention, promotion, granting of tenure to, and evaluation of faculty effective as of the date of the President’s approval. It was approved by the faculty of the Department of Communication, the Dean, the Provost, the Chancellor, and the President of the University of Arkansas, as indicated by the signatures below.

These policies are required to be consistent with the policies of the University as set forth in Board of Trustees policy 405.1 and in two campus policy statements: (1) Evaluative Criteria, Procedures and General Standards for Initial Appointment, Successive Appointments, Annual and Post-Tenure Review, and Promotion and Tenure, (2) Guidelines on University and Distinguished Professors Appointments. In case of conflict, the Board policy, the Campus policy, the School, College, or Library policy, and the Department policy shall have authority in that order. Copies of these documents are available online, as referenced in the *Faculty Handbook*, at the University of Arkansas web site: <https://provost.uark.edu/faculty-handbook>.

It is the policy of the University of Arkansas, Fayetteville to provide equal employment opportunity to all qualified persons; to prohibit discrimination against any employee or applicant for employment because of race, color, religion, sex, age, national origin, sexual orientation, marital or parental status, veteran's status, or disability, and to promote the full realization of equal employment opportunity through a positive, continuing program of affirmative action.

APPROVALS

	08/20/2021
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Chair 	Date 08/20/2021
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Dean	Date
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Provost	Date

Chancellor	Date
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President	Date
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Mission Statement

The Department of Communication is committed to excellence in scholarship, instruction, and expression of human communication. We nurture a thriving intellectual community by bridging the humanities and social sciences. Discovery, learning, diversity, and engagement are the hallmarks of this community.

Vision Statement

The Department of Communication will enhance its national reputation for competitive peer-reviewed research, comprehensive graduate education emphasizing civic engagement, diverse undergraduate curriculum, and innovative online learning.

Membership

The membership of the Department of Communication will consist of all faculty on regular assistant, associate, full, university, and distinguished professor appointments (including professorial rank non-tenure track faculty); each will be eligible to cast one vote and be an appointed or elected member of Department committees as stipulated below. Faculty, including visiting and instructors, who have 3 or more years of consecutive appointment may be ex-officio (non-voting) members.

Meetings

1. The Department will hold a minimum of two meetings during the academic year, one in the fall semester and one in the spring semester. Other meetings will be scheduled at the request of the Chairperson, or at the written request of one-third (1/3) of the voting members of the Department.
2. A quorum will consist of two-thirds (2/3) of the Department's voting members.
3. The time, place, and agenda of the meetings will be announced in advance of each meeting. Members may introduce items of business at their discretions.
4. Minutes of each meeting will be available to the faculty within five (5) working days after the meeting.
5. American Institute of Parliamentarians Standard Code of Parliamentary Procedure will serve as the parliamentary manual for the meetings.

Chairperson

1. The Chairperson is appointed by the Dean, generally following the Dean's consultation with voting members of the Department. The Chairperson does not have tenure in office, but serves for a specified term.
2. The Chairperson will preside over Department meetings, serve as Department spokesperson, and appoint special committees.

I. Committees and Administration: Responsibilities and Service

Departmental Governance Committees

The voting faculty of the Department shall elect the following committees: Unit Peer Review; Unit Personnel; Graduate; Undergraduate; Development; and Diversity, Equity, and Inclusion

- A. The Unit Peer Review Committee is the Departmental Committee established to conduct the (state-mandated) annual peer review of each full-time faculty member.
 1. The Committee will consist of five (5) eligible faculty members. Committee members will be elected at large by eligible voting members of the faculty. No more than three (3) members may serve from the same emphasis area in the Department. The term of office will be for three years and will be arranged so that at least one (1) member's tenure in office will terminate each year. A Committee Chairperson will be elected by the committee members to serve a one-year term.
 2. The Committee will serve as an advisory body in making recommendations to the Department Chairperson and to the faculty. The committee may study any Departmental matter it judges proper and may examine any matter which a member of the Department requests it to consider.
 3. All fulltime tenure-track and non-tenure-track faculty at or above the rank of assistant professor may vote to elect the Members of the Committee, with two exceptions: (1) visiting faculty are not eligible to vote, and (2) a faculty member who has received notification of non-reappointment or termination is not eligible to vote.
 4. All fulltime tenure-track and non-tenure-track faculty above the rank of assistant professor shall be eligible to serve on the Peer Review Committee. In addition, tenure-track and non-tenure track assistant professors, having successfully completed three academic years of service in the Department, shall be eligible to serve.
 5. Each year, the members of the Committee shall elect a chair from among the members to coordinate the work of the Committee.
 6. Members of the Committee may evaluate faculty at any academic rank.
 7. Members of the Committee shall not participate in their own reviews or for any colleague where there is a personal conflict of interest as defined

by University of Arkansas, Fayetteville Policies and Procedures 404.0.

8. The Committee as a whole shall have the opportunity to provide input into each peer evaluation before it is forwarded to the Department Chairperson.
 9. All Committee discussions shall remain confidential. Committee members shall not discuss deliberations outside of the meeting.
 10. Operations of the Committee shall be governed by the criteria and procedures adopted by the unit and approved as provided for above, and must be consistent with all applicable University policies.
- B. The Unit Personnel Committee is the Departmental Committee established to evaluate candidates for purposes of promotion and tenure. This Unit Personnel Committee shall consider both tenure-track and non-tenure-track candidates.
1. The Committee will consist of five (5) eligible faculty members. Committee members will be elected at large by eligible voting members of the faculty. No more than three (3) members may serve from the same emphasis area in the Department. The term of office will be for three years and will be arranged so that at least one (1) member's tenure in office will terminate each year. A Committee Chairperson will be elected by the committee members to serve a one-year term.
 2. All fulltime tenure-track and non-tenure-track faculty at or above the rank of assistant professor may vote to elect the Members of the Committee, with two exceptions: (1) visiting faculty are not eligible to vote, and (2) a faculty member who has received notification of non-reappointment or termination is not eligible to vote.
 3. All fulltime faculty members at or above the rank of associate professor shall be eligible to serve on the Personnel Committee, with three exceptions: (1) the Departmental Chairperson, (2) visiting faculty, and (2) a faculty member who has received notification of non-reappointment or termination is not eligible to vote.
 4. The Committee must have at least one non-tenure-track member at the rank of associate professor or higher, if the Department has at least two non-tenure-track faculty eligible to serve. Non-tenure-track Committee members can only vote on promotions of non-tenure-track faculty. Only tenure-track Committee members can vote on tenure and/or promotions of tenure-track faculty.
 5. Members of the Committee shall not vote on any candidate for a rank higher than the Committee member's rank, except that tenured and tenure-track full professors shall be allowed to vote on candidates for university professor and distinguished professor.
 6. The Committee considering any candidate for promotion and/or tenure must consist of not less than three eligible and voting members. In any case where a minimum of three Committee members are not both eligible and intending to vote on any candidate, the Committee chair, the Departmental Chairperson, and the Dean of the College shall, working together and with input from the candidate, select and secure one or more eligible members from within the Department. If a minimum of three

eligible and intending to vote cannot be found from within the Unit Personnel Committee and within the faculty of the unit one or more eligible members may be selected and secured from related disciplines outside of the Department to serve on the Committee for that candidate. The number of outside Committee members appointed to the Committee shall not exceed the number required to ensure three eligible and voting members for all candidates.

7. Each member of a Unit, College, or University Personnel or Promotion and Tenure Committee is expected to carefully consider and render either a positive or a negative vote on each candidate being considered for promotion and/or tenure, subject to restrictions specified in this section. Committee members have a responsibility to vote. All voting shall occur by secret ballot.
8. When voting as a member of any Personnel or Promotion and Tenure Committee (at the Unit, College, or University level) or Unit Tenured Faculty Committee or Unit Promoted Faculty Committee, a member may cast one of two legitimate votes: Yes (affirmative) or No (negative). When any committee member (at the Department, College, or University level) has a conflict of interest consistent with Fayetteville Policies and Procedures 404.0 with regard to any candidate, the Committee member shall state that such a conflict exists and shall recuse from all discussion and voting on that candidate. The recusing Committee member shall be absent from the meeting during discussion and voting on that candidate. The Committee member is not obligated to state the nature of the conflict of interest. When counting and recording committee votes, any recusing member shall be considered as absent for that vote, reducing the total recorded committee vote by the number of recusals.
9. Elected members of the Committee shall be allowed to discuss and vote on candidates as part of the Unit Tenured Faculty Committee (if qualified to serve) and/or Unit Promoted Faculty Committee (if qualified to serve).
10. All committee discussions and votes shall remain confidential. Committee members shall not discuss committee votes or committee deliberations with candidates or other colleagues outside of the meeting. The recommendations and rationale concerning any candidate shall only be communicated through the appropriate voting form and the Committee Chairperson's official letter.

- C. The Graduate Committee will serve as an advisory body to make recommendations to the Department Chairperson and to the faculty concerning matters directly related to the graduate program. In addition, it will actively recruit well qualified students to the program, produce and keep current a document which describes the departmental graduate experience, serve as liaison with the Graduate School, appoint initial graduate advisors, and monitor the graduate program to ensure that it continues to produce high quality graduates. In addition, the committee will also identify and nominate qualified graduate

students for awards or recognition from the Fulbright College, the university, and academic/professional associations.

1. The Committee will consist of three (3) faculty members with graduate faculty status, two (2) of which must be tenure-track faculty. Committee members will be elected at large by the voting members of the faculty. No more than two (2) members may serve from the same emphasis area in the Department. The term of office will be for three (3) years and will be arranged so that at least one (1) member's tenure in office will terminate each year. A Committee Chairperson will be elected by the committee members to serve a one-year term. The Graduate Director serves as an ex officio, non-voting member on this Committee.
2. The Graduate Committee shall provide a report of their activities at the first meeting of the Department faculty each semester.
3. The Graduate Coordinator is an ex officio member and assists the committee in its duties in keeping with the administrative position job description.

D. The Undergraduate Committee will serve as an advisory body to make recommendations to the Department Chairperson and to the faculty concerning matters directly related to the undergraduate program. The committee will plan meetings and events to promote career planning, internships, and employment opportunities for Communication students. In addition, the committee will also identify and nominate qualified undergraduate students for awards or recognition from the Fulbright College, the university, and academic/professional associations, and conduct course and curriculum reviews.

1. The Undergraduate Committee will consist of three (3) faculty members, two (2) of which must be tenure-track faculty. Committee members will be elected at large by the voting members of the faculty. No more than two (2) members may serve from the same emphasis area in the Department. The term of office will be for three (3) years and will be arranged so that at least one (1) member's tenure in office will terminate each year. A Committee Chairperson will be elected by the committee members to serve a one-year term. The Undergraduate Director serves as an ex officio, non-voting member on this Committee.
2. The Undergraduate Committee shall provide a report of their activities at the first meeting of the Department faculty each semester.
3. The Undergraduate Coordinator is an ex officio member and assists the committee in its duties in keeping with the administrative position job description.

E. The Development Committee will serve as an advisory body to make recommendations to the Department Chairperson and to the faculty concerning the development and promotion of the Department to the campus community and to the general public. These matters could include, but are not limited to, the following:

- Planning and promoting academic and professional speakers for Department

colloquia, UA Distinguished Lectures, and co-sponsored programs with other departments

- planning meetings and events with employers, alumni, and others to promote or discuss the Department's research and teaching activities
- nominating Department personnel for awards or recognition from the Fulbright College, university, and academic/professional associations
- promoting the Department's activities via electronic and online media platforms, including the Department's web site and social media pages
- publishing a semi-annual newsletter promoting the work of Department alumni, students, and faculty
 1. The Development Committee will consist of three (3) faculty members, two (2) of which must be tenure-track faculty. Committee members will be elected at large by the voting members of the faculty. No more than two (2) members may serve from the same emphasis area in the Department. The term of office will be for three (3) years and will be arranged so that at least one (1) member's tenure in office will terminate each year. A Committee Chairperson will be elected by the committee members to serve a one-year term. The Development Director serves as an ex officio, non-voting member on this Committee.
 2. The Development Committee shall provide a report of their activities at the first meeting of the Department faculty each semester.
 3. The Development Coordinator is an ex officio member and assists the committee in its duties in keeping with the administrative position job description.

F. The Diversity, Equity, and Inclusion (DEI) Committee will serve as an advisory body to make recommendations to the Department Chairperson and to the faculty concerning DEI issues, programs, and initiatives. These matters could include, but are not limited to, the following:

- the creation, implementation, periodic updating of the DEI plan for the department
- distribute the DEI to all department personnel and to welcome committees for new faculty hires
- recommending and/or creating DEI programs for Communication students and staff
- where appropriate, bring those recommendations to the faculty for their approval
- working with the university and the college to facilitate faculty/staff participation in DEI workshops and training opportunities
- attend college DEI Committee Leader meetings (as scheduled by the DEI Office)
 1. The Committee will consist of three (3) faculty members, two (2) of which must be tenure-track faculty. Committee members will be elected at large by the voting members of the faculty. No more than two (2) members may serve from the same emphasis area in the Department. The term of office will be for three (3) years and will be arranged so that at least one (1) member's tenure in office will

terminate each year. A Committee Chairperson will be elected by the committee members to serve a one-year term. The Department Chair serves as an ex officio, non-voting member on this Committee.

2. The DEI Committee shall provide a report of their activities at the first meeting of the Department faculty each semester.
3. The Department Chair is an ex officio member and assists the committee in its duties.

Administrative Positions

1. Administrative positions include Associate Chair, Graduate Coordinator, Undergraduate Coordinator, Internship Coordinator, Center for Communication Research (CCR) Director, Online Program Coordinator, and Development Coordinator. This group functions as the Administrative Committee.
2. These appointments have a 4-year term, but those holding the positions may reapply. All assistant, associate, full, university, and distinguished professors (including professorial rank non-tenure track faculty) may apply for these roles.
3. The Unit Peer Review Committee will evaluate the applications and forward its recommendations to the eligible voting faculty. The Chair makes the appointments in consultation with the Dean's Office. If multiple Unit Peer Review Committee members apply, the faculty may elect an ad hoc committee to review applicants.

II. Initial Appointments

In issues governing appointments, promotion, tenure, non-reappointment, dismissals, and salary, the Department is governed by the procedures and guidelines prescribed by APS 1405.11, APS 1405.111, Fulbright College Personnel Document, and the Communication Department Personnel Document. In cases of tenure and promotion, external reviewers will receive the same candidate record shared with the Unit Personnel Committee.

A. Criteria for Initial Appointment of Communication Faculty

The Department adopts the criteria and procedures for initial appointments set forth in APS 1405.11. II.A, B, C, D, APS 1405.111, and the Fulbright College Personnel Document, and definitions of positions in APS 1435.50. The permitted duration and conditions for the various types of appointment is addressed in detail in APS 1405.11 and APS 1405.111. Any offer of a non-tenure track term of appointment in excess of one year must be merit-based and meet all criteria and procedural requirements set forth in APS 1405.11 II.D., APS 1405.111, and the Fulbright College Personnel Document.

1. For the rank of Lecturer, usually part-time, a Master's degree in Communication or like discipline is normally expected and experience in teaching the specific courses for which a vacancy exists.
2. For the rank of Instructor, full-time, a Master's degree in Communication or like discipline is required.

3. For Assistant Professor, the Ph.D. in Communication or like discipline is required with specialized graduate level training in the specialty for which the vacancy exists and evidence of potential for excellence in teaching and for establishing a significant scholarly/research program.
4. For Associate Professor, the Ph.D. degree in Communication or like discipline, relevant training and a record of excellence in teaching as well as an established program of research, and a record of publication are required.
5. For Professor, the Ph.D. degree in Communication or like discipline, relevant training, with a record of excellence in teaching, an established program of research, a record of publication, and national recognition as a scholar are required.
6. For Teaching and Research, and Professor of Practice, general criteria are the same as the standards for appointment to the corresponding professional rank without the prefix of “Teaching, Research, and Professor of Practice.”
7. For Visiting Assistant Professor, Visiting Associate, and Visiting Professor, the general criteria are the same as the standards for appointment to the corresponding professional rank without the prefix of “Visiting.”
8. For unpaid Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor, the general criteria are the same as the standards for appointment to the corresponding professional rank without the prefix of “Adjunct.”

B. Workload Assignments

The standard workload for visiting, tenured and tenure-track faculty is 40% teaching, 40% research, and 20% academic service. The standard workload for non-tenure-track teaching faculty at assistant or higher rank is 80% teaching, 0-10% research, and 10-20% service. The standard workload for non-tenure-track teaching faculty at instructor rank is 100% teaching. These percentages are subject to revision by the chair consultation with the affected faculty. The workload assignment might be revised, for example, due to externally-funded research or administrative obligations. Adjustments to the standard workload may be requested by faculty, but are determined by the chair based on the best interests of the department. Further, to fulfill the educational mission of the University and in the best interests of the department, the chair may modify a faculty member’s workload assignment and evaluation criteria, if necessary, per Academic Policy Series 1405.11.

III. **Successive Appointments, Annual Review, Peer Review, Third-Year Review, and Post-Tenure Review**

Procedures for successive appointments for tenured, tenure-track, and non-tenure-track faculty, including a third-year review, are defined in APS 1405.11.III.A, III.B, and III.D, and in 1405.111. The annual peer-review process is defined APS 1405.11. III. C.

A. Tenure-Track and Tenured Faculty Evaluation Criteria

The evaluation criteria for faculty annual evaluations are intended to supplement the college's "Personnel Document on Evaluative Criteria, Procedures, and General Standards for Initial Appointment, Successive Appointments, Annual and Post-tenure Review, Promotion and Tenure."

A rating of "fully meets expectations" indicates a level of activity that, considering the range of all the Department faculty's performance and contribution, demonstrates an exceptionally strong commitment to the University's mission to be a nationally competitive, student centered, research university serving Arkansas and the world. Faculty members are annually evaluated in three areas of performance based on the following standard workloads. Current annual evaluation documents are considered in tandem with the previous year's annual evaluation to aggregate data in the areas of teaching, research/creative scholarship, and service.

1. Teaching (40%)

- a) Assessments of teaching should consider the level and type of courses taught, the course delivery method, and the percentage of faculty time devoted to teaching and/or advising. Teaching contributions that may be recognized in the annual teaching portfolio include the following. This list is not exhaustive.
 - Qualitative and quantitative data from all electronic course evaluations.
 - Evaluations from former students addressing the faculty's instructional performance and effectiveness through exit interviews and letters of recommendation.
 - Evidence of effectiveness in direction of scholarship of undergraduate and graduate students including student completion, placement, achievements, and publications.
 - Evidence of effective advising and mentoring, including formal academic advising and informal mentoring.
 - In-class visitation and evaluation of instruction by peers and/or administrators.
 - Evidence of curriculum development
 - Design and implementation of individual study courses
 - Evidence of participation in the scholarship of teaching
 - Recognition of teaching through awards, election to offices, committee activities, and other service to professional associations as related to teaching.
- 1) Fails to meet expectations: The teaching portfolio includes the following. Poor student evaluations and little or no evidence of teaching effectiveness. Very limited advising, mentoring, independent study, etc. Little or no evidence of participation when efforts are made at curriculum development. Courses consistently fail to meet for minimum contact hours due to reasons which do not include research and/or service obligations or events covered by University policies. Refuses multiple requests to serve on student committees.

- 2) Minimally meets expectations: The teaching portfolio includes the following. Adequate student evaluations. Some, although limited evidence of teaching effectiveness. Adequate advising, mentoring, independent study, etc. Limited evidence of teaching innovation. Adequate participation when efforts are made at curriculum development.
- 3) Fully meets expectations: The teaching portfolio includes the following. Good overall teacher and course evaluations. Engaged in teaching and working with students through some of the following—a willingness to try out new ideas, dedication to an intensive classroom experience, active advising of students, mentoring, independent study, extracurricular talks, course modifications, teaching required courses, etc. Presents evidence of innovative teaching methods and/or courses, developing new courses.
- 4) Exceeds expectations: The teaching portfolio includes the following. Strong overall teacher and course evaluations. Actively engaged in teaching and working with students in and beyond the classroom by actively mentoring many students, heavy advising, directing honors and M.A. theses and capstones, extracurricular involvement, major development of courses and curricula, and/or recognition through competitive awards.

2. Research/Creative Scholarship (40%)

- a) Assessments of scholarly contributions should consider the varying levels of depth, complexity, competitive rigor, and impact of achievements. Scholarly contributions that may be recognized in the annual research/creative portfolio include the following. This list is not exhaustive.
 - Books, essays, articles, or bulletins reporting the results of original research
 - Novels, poetry, plays, exhibitions, or musical compositions
 - Musical performances, workshops, recitals, or theatrical productions
 - Visual arts, paintings, sculptures, videos or other media
 - Patents, processes, or instruments
 - Commercialization of discoveries or ideas
 - Scientific expeditions
 - Designs and built works
 - Technology development and applications, including podcasts, VLOGs, and multimedia websites
- 1) Fails to meet expectations: The research/creative portfolio includes the following. Little or no research/creative scholarship submitted to conferences or publication outlets. Little or no progress in a two-year period where scholarship submitted for presentation or publication is accepted.
- 2) Minimally meets expectations: The research/creative portfolio includes the following. Some substantial research/creative scholarship. Some scholarship accepted at conferences or by publication outlets over a two-year period.

- 3) Fully meets expectations: The research/creative portfolio includes the following. Active research/creative scholarship, engaged in the intellectual life of the department by presenting peer-reviewed or invited research at regional, national or international meetings and publication/production of that scholarship. Recognition of research by funding agencies or other entities.
- 4) Exceeds expectations: The research/creative portfolio includes the following. Active research agenda, including publication/production of research/creative scholarship in the most recognized and competitive outlets. Presentations at national or international meetings and/or invited keynote lectures. Significant recognition of research/creative scholarly contributions by professional organizations, funding agencies, or other entities.

3. Service (20%)

- A. A faculty member's academic service to the community or to the profession beyond the campus may confirm stature in scholarship and teaching, may enliven the intellectual climate on campus, and may improve opportunities for students and faculty colleagues. Academically related service that may be recognized in the annual service portfolio follows. This list is not exhaustive.
 - Membership and leadership in committee service for the Department, College, or University
 - Membership and leadership in campus governance bodies
 - Membership and leadership in professional organizations
 - Editorship or editorial board membership
 - Refereeing or reviewing manuscripts or grant proposals
 - Participation in certification boards
 - Expert advice to professions, businesses, community organizations, or government agencies
 - Organization of conferences or other events
 - Appointments to governmental agencies
 - Appointments to administrative positions with service beyond duties with the University
 - Service as advisor to student organizations
 - Contributions toward professional development of faculty
 - Judging student or professional competitions
 - Service rendered to a community as a part of courses taught
- 1) Fails to meet expectations: The service portfolio includes the following. Little or no substantial participation in service activities on Department, College, or University committees; campus governance; or activities that contribute to the mission of the Department, University, or profession.
- 2) Minimally meets expectations: The service portfolio includes the following. Some substantial participation in committee service, campus governance, or professional engagement that contributes to the mission of the Department, University, or the profession.

- 3) Fully meets expectations: The service portfolio includes the following. Actively participating in committee service, campus governance, or professional engagement that contributes to the mission of the Department, University or the profession. Peer reviews manuscripts for venues such as conferences, journals, or book publishers.
- 4) Exceeds expectations: The service portfolio includes the following. Significant participation in a leadership role, by a high number of service commitments outside the department, or by receiving honors/awards. Plays an important role in the intellectual life of the profession through activities such as serving on editorial boards for research journals, providing tenure reviews for other institutions, etc.

B. Professorial Rank Non-Tenure Track Faculty Evaluation Criteria

The evaluation criteria for faculty annual evaluations are intended to supplement the college's "Personnel Document on Evaluative Criteria, Procedures, and General Standards for Initial Appointment, Successive Appointments, Annual and Post-tenure Review, Promotion and Tenure."

A rating of "fully meets expectations" indicates a level of activity that, considering the range of all the department faculty's performance and contribution, demonstrates an exceptionally strong commitment to the University's mission to be a nationally competitive, student centered, research university serving Arkansas and the world.

Rating criteria for tenure track (research, teaching and service) listed above applies similarly. Faculty members are annually evaluated in three areas of performance based on the following standard workloads:

C. Successive Appointments of Non-Tenure Track Faculty

The Department adopts APS 1405.11 II.D., APS 1405.111, and the Fulbright College Personnel Document regarding successive appointments of non-tenure track faculty.

D. Third Year Review

The Department adopts APS 1405.11.III.D. and the provisions of the College Personnel Document regarding Third Year Review for Non-Tenured, Tenure-track faculty.

A written review of progress toward tenure shall be made of each faculty on the tenure track during their third year of the probationary period. As a reminder, promotion and tenure are not automatic based on years of service or performance that is merely satisfactory. Rather, in the pursuit of excellence, promotion and tenure are based on high levels of achievement and the trajectory toward sustained success over a career.

Third year review dossiers should utilize standard promotion and tenure packets.

All dossiers should include material documenting the following:

1. Progress in teaching including student feedback (or progress in professional practice in the case of faculty with non-teaching titles)
2. Progress in all service activities
3. Progress in scholarship including external funding if appropriate

Third year reviews are conducted by Chairs/Heads of the academic unit after input from the faculty of that academic unit.

Assessment of performance in the third-year review includes three options:

1. Currently making satisfactory progress - appointment is continued for 4th and 5th years, subject to all University policies;
2. Appointment is continued for 4th year, subject to all University policies and a required 4th year review. Department Chair/Head will address weaknesses;
3. Notice of non-reappointment, subject to procedures outlined in Board Policy 405.1.IV.B, with the 4th year as the terminal year.

E. Post-Tenure Review

The Department adopts the post-tenure review procedures defined in APS 1405.11

- IV. Promotion for All Faculty at the Rank of Assistant Professor and Above
In addition to the criteria and processes stated in APS 1405.11, III. A. 1., APS 1405.111, and the Fulbright College Personnel Document, the department adds the following supplemental criteria.

A. Criteria for Promotion

While the criteria for recommending promotions are the same as the criteria for reappointment contained in Section III above, the relative emphasis and the levels of achievement differ. Outstanding performance in teaching, research and service are required before a recommendation to promote can be made. Promotion decisions shall not be based solely on the candidate's prior annual evaluations, but shall consider the candidate's total record of accomplishments in teaching, research, and service.

1. Promotion to Teaching Associate Professor

- a. Demonstrated excellence in teaching, including teaching at an advanced level in the candidate's area of expertise.
- b. Record of publication or creative work of high quality that suggests a foundation for a scholarly career.
- c. Service contributions on departmental, college, or university committees;

community service; and professional organizations.

2. Promotion to Teaching Professor:

- a. Demonstrated excellence in teaching at all levels of appropriate degree programs.
- b. Substantial record of publication or creative work of high quality.
- c. Competent service in one or more of the following: departmental administration; College or University committees; community service; and professional organizations.

B. Procedures

The department adopts promotion procedures stated in APS 1405.11. IV. B. and 1405.111. In addition, the department stipulates the following:

1. The chairperson shall review the department, college, and university promotion procedures with the faculty member early in the review process, prior to review materials being submitted or forwarded to the Unit Personnel Committee.

V. **Tenure**

The procedures for granting of tenure are the same as the procedures for promotion. The department adopts criteria for awarding tenure, procedures for granting tenure, and procedures for suspending probationary period, and mandatory sixth year review as defined in APS 1405.11. V and the Fulbright College Personnel Document.

VI. **Dismissal of Tenure-Track, Tenured, and Multi-Year Appointed Non-Tenure-Track Faculty**

The department adopts the procedures and processes stated in APS 1405.11 Section VI and Section VII.

Amendments

Amendments to the Articles of Governance must be initiated by a petition bearing the signatures of one-third (1/3) of the voting members of the Department and must be ratified by a two-thirds (2/3) vote of all voting members in the Department. Amendments may be voted only in Department meetings, and must be in the hands of members at least one week before the meeting at which the ratifying vote is made. Revisions are subject to the approval of the Dean, the Provost, the Chancellor, and the President of the University of Arkansas.

August 16, 2021 (Revised)
October 1, 2020 (Revised)
December 18, 2019 (Revised)

September 19, 2018 (Revised)
April 22, 2016 (Revised)
April 23, 2015 (Revised)
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September 20, 2012 (Revised)
February 16, 2011 (Revised)
September 5, 2003 (Revised)
August 29, 1997 (Revised)
May 2, 1990 (Revised)
February 15, 1982 (Adopted)