

GOVERNANCE DOCUMENT
JUNE 2015

DEPARTMENT OF JOURNALISM
AND MASS COMMUNICATION

NORTH CAROLINA A & T STATE UNIVERSITY

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NOTE: *This document provides information that is particular to Department of Journalism and Mass Communication at the North Carolina A&T State University. This document was approved by the faculty in May 2015 and amended in June 2015. For general information, please consult the site of the A&T State University provost, which provides faculty codes and other academic personnel information.*
<http://www.ncat.edu/provost>

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PART ONE

A. VISION

The vision of the Department of Journalism and Mass Communication is to promote excellence in instruction, research and professional practice by preparing future journalists, professional communicators, and media practitioners.

B. MISSION

The mission of the Department of Journalism and Mass Communication at North Carolina Agricultural and Technical State University is to prepare students with the high quality education necessary to succeed as professionals and critical thinkers and to become productive citizens of their communities, the nation and the world. We cultivate diversity, interdisciplinary learning, creativity, freedom of expression, mutual respect, ethical conduct, social responsibility, and expertise in journalism and mass communication. Students are encouraged to integrate their knowledge and skills for service to their communities, career advancement, graduate study, and lifelong learning. The mission of the department also reflects the philosophy and supports the ideals of the unit's accrediting agency, the Accrediting Council on Education in Journalism and Mass Communication (ACEJMC).

The goals of the department are to:

1. cultivate in students the practice of acquiring interdisciplinary knowledge and developing analytical and critical skills for acquiring balanced views of world issues;
2. develop in students good oral and written communication skills necessary to the journalism profession;
3. develop in students at least one area of specialty and preferably the convergence of multiple areas in their chosen field;
4. develop the ability of students to collaborate with specialists in other fields in order to be informative, analytical, and critical in their reporting on issues;
5. cultivate in students and--an understanding of the historical, cultural, legal, ethical and moral contexts in which they apply their knowledge and skills;
6. prepare students for employment and career advancement in local, national and international media markets;
7. engage students in local community activities in order for them to apply their classroom knowledge to public use;
8. encourage students to participate in scholarly work and creative productions;
9. encourage students to explore new channels of communication and collaborative work that transcends departmental and institutional boundaries; and
10. maintain strong relationships with alumni, community, business and non-profit sector.

By achieving these goals, students in the Department of Journalism and Mass Communication will be able to function effectively in all facets of modern journalism and mass communication. The diversity and veracity of knowledge that a liberal arts education provides will allow journalism majors to engage in experiential learning that will help them to acquire critical leadership and management skills to function effectively in the ever-expanding global media market.

C. THE BACHELOR OF SCIENCE DEGREE: CONCENTRATIONS AND MINORS

Responding to the market changes, in the fall of 2012, the Department of Journalism and Mass Communication, merged and updated its former five concentrations (Broadcast Production, Electronic Media & Journalism, Broadcast Management, Print Journalism, and Public Relations), into three undergraduate concentrations and minors in the following areas:

MULTIMEDIA JOURNALISM: BACHELOR OF SCIENCE

A student majoring in multimedia journalism will take courses that will prepare them to work in the newsroom of the 21st century. Students successfully completing this major will be able to work as Web site editors, producers and content providers for media organizations that have Websites.

MASS MEDIA PRODUCTION: BACHELOR OF SCIENCE

The Mass Media Production concentration is for students who want to operate “behind the scenes,” creating programs for educational, corporate and governmental presentation. Their work also would be distributed via radio, television, satellites, cable, the Internet, CDs, DVDs and memory cards. After completing their degrees, students may work in radio or television stations, or companies creating programs for the stations, corporations, and community and government agencies. They also may work in advertising or public relations firms that promote companies and their products, services or relationships.

PUBLIC RELATIONS: BACHELOR OF SCIENCE

The public relations concentration is designed for students who would like to excel in careers in the public relations profession. Graduates of this concentration may be employed in corporate, government and non-profit organizations while serving in positions such as communications manager, director of corporate communications, director of investor relations, media relations manager, public affairs specialist, public relations manager and sports information director.

MINORS: Multimedia Journalism, Mass Media Production, Public Relations

D. PARTICIPATION IN GOVERNANCE

a. Membership

Membership in the department includes all tenured, tenure-track, adjunct faculty, lecturers, and full- and part-time staff.

b. Meetings

The faculty meets at least once per month and the chair calls the meeting. When the need arises, the chair shall call an emergency meeting. Attendance is required of all full-time faculty. Part-time faculty are encouraged to attend, and students and persons from other university units may attend as observers. Minutes are recorded and distributed.

c. Voting

All tenured and tenure-track faculty members are eligible to vote on policies related to evaluation, reappointment, promotion, tenure and post-tenure review. Only tenured faculty may serve on the Reappointment, Tenure, Promotion and Post-tenure committees.

All faculty members who serve on departmental committees may vote on all other issues.

d. Rules

Robert's Rules of Order will provide the framework for conducting department meetings. With the approval of the faculty, absentee and proxy votes may be permitted.

E. INTERNAL ORGANIZATION*

The Department of Journalism and Mass Communication is one of the thirteen departments in the College of Arts and Sciences. The Department has a Board of Advisers that includes alumni and friends who advise the chair and faculty and support the outreach and fundraising activities of the unit. Faculty participate in departmental activities in the following positions:

- Chair
- Associate Chair
- Faculty and Staff
- Office Administration
- Coordinator, Multimedia
- Coordinator, Mass Media Production
- Coordinator, Public Relations
- Director, Center for Internship and External Relations
- Manager, Television Studio
- General Manager, WNAA, 90.1 FM Radio Station
- Advisor, The Register (Student newspaper)
- Advisor, Aggie Media Group (Student PR Agency)

*See the organizational chart, Appendix #1

F. ADMINISTRATION

a. The Chair

The chair serves as leader of the department and reports to the dean of the College of Arts and Sciences. He/she is also required to be responsible for faculty, staff and students' academic welfare. The role and responsibilities of the department chair are outlined in Chapter III of the current University Faculty Handbook.

In keeping with these requirements and the needs of the department, the chair is expected to demonstrate professional excellence by collaborating with those directly or indirectly responsible for attaining the mission of the department as well as those of the university. To attain these goals, specific responsibilities of the chair include:

1. establishing good working relationships with academic and administrative units within the College of Arts and Sciences and the university;
2. leading ACEJMC Accreditation procedures;
3. ensuring adherence to the University, College, and ACEJMC policies;
4. establishing good working relationships with community organizations;
5. establishing good working relationships with local, regional and national media;
6. reporting the activities of the department to the dean of the College of Arts and Sciences and to appropriate university authorities;
7. planning class schedules and course offerings in consultation with faculty;
8. determining faculty teaching and service assignments;
9. coordinating pre-registration, registration, examinations, grade submissions and graduation;
10. permitting student course registration in their concentrations/disciplines and determining student eligibility for special programs;
11. assisting with provisions of academic counseling;
12. assisting to adjudicate student petitions;
13. coordinating and implementing department financial plans, including generating revenues, budgeting and expenditures, and maintaining accurate financial records; and
14. participating in making initial department appointments (recruitment), and in the Reappointment, Promotion, Tenure and Post-tenure committees. Upon the recommendation of the appropriate committee, the chair will advise and make recommendations to the dean of the College of Arts and Sciences on matters relating to hiring, promotion and tenure as well as firing. The chair must fulfill this function by adhering strictly to the provision in the University Faculty Handbook and other related documents.

b. EVALUATION of the Chair

All chairs within the College of Arts and Sciences are reviewed annually by the presiding Dean.

c. The Role of the Assistant/Associate Chair

The assistant/associate chair is a non-administrative position and remains under a 9-month contract, unless a summer release/stipend is awarded. Although responsibilities of this position are based on the unit's needs and agreed upon by the Department Chair and Assistant/Association Chair, they *may* include the followings:

1. assisting the Chairperson with departmental functions, such as planning/scheduling course offerings;
2. handling student complaints, such as grade disputes;
3. monitoring/ensuring that faculty adhere to office hours and provide course syllabus to their students;
4. developing Academic Plans of Action for students seeking re-admission; other student academic issues;
5. acting in the Chairperson's absence to deal with departmental issues. Permission has to be granted by the Dean of the College of Arts and Sciences for the Associate Chairperson to have signature authority. This permission is granted by sending an email to the Dean;

6. conducting departmental meetings for the Chairperson when he/she is on travel or has a time conflict;
7. representing the department at Student Orientations and assisting new Freshmen with registration;
8. clearing students for graduation and completing graduation paperwork;
9. updating the JOMC section of the University catalog; and
10. other duties as needed or agreed upon.

d. The Role of the Faculty

Academic preparation is the primary responsibility of the faculty members in the department as stipulated in the current Faculty Handbook. Also, faculty members are expected to be consulted on departmental policies and matters in order to offer constructive suggestions and revisions. To fulfill these responsibilities, faculty members are expected to:

1. promote academic standards by serving as intellectual guides for students through rigorous instruction, showing mutual understanding and consideration for student opinion. Faculty members are also expected to evaluate students and revise curricula as needed;
2. maintain regular office hours, advise students on academics and career choice activities, and maintain confidentiality of student records and information;
3. embark on intellectual pursuits by engaging in scholarship and creative/professional activities and disseminate their discoveries to the general public;
4. promote academic freedom by recognizing the scope and nature of scholarship and creative activities which differ among members;
5. actively engage in most departmental activities, including community engagement, fundraising, student recruiting, career fairs;
6. promote collegiality by working cooperatively and showing due consideration of each other's academic preparation, opinions, contributions and professional judgment;
7. senior faculty members are encouraged to mentor or serve as academic counselors to junior faculty members;
8. attend regularly scheduled faculty meetings, emergency faculty meetings or informational meetings, called by the chair at the request of two or more faculty members.

e. The Role of the Staff

To assist the department in achieving its mission and academic and administrative responsibilities, staff members are expected to fulfill their primary contractual responsibilities and related assignments.

G. DEPARTMENT COMMITTEES

The department has two types of committees: (1) *standing*, and (2) *ad hoc*. Each committee may be composed of full- or part-time faculty, or tenured, tenure-track or non-tenure track members. However, members of the Reappointment, Promotion, Tenure and Post-tenure committees are to be tenured.

At the beginning of each school year, the chair will consult with faculty members and appoint them to standing committees. Members of each committee select its chair at their first meeting. Responsibilities of standing committees are spelled out below, and responsibilities for ad hoc committees will be based on purpose and need.

Standing committees and their responsibilities are:

1. GOVERNANCE: This committee will review departmental policy and procedures and advise the chair on same. (Members of other committees may make contributions.)
2. CURRICULUM: This committee will focus on curriculum changes recommended by the Accrediting Council on Education in Journalism and Mass Communication (ACEJMC), SACS and change in university academic policies; chair and faculty; obtain relevant and useful data to gauge the effectiveness of the curriculum; establish guidelines on course substitutions, waivers and transfer credits; implement textbook guidelines; develop graduate and certificate programs; and maintain updates in the University Undergraduate Bulletin.
3. RETENTION AND ASSESSMENT: This committee will develop a plan of effective strategies commensurate with the University's plan to increase student retention rates; monitor at-risk students in the department who are on academic probation; provide opportunities and/or share support strategies for at-risk students, including tutoring, counseling and test-taking skills; and administer and establish policy on the Grammar Proficiency Exam. The committee chair will also serve as the representative for the College of Arts and Sciences.
4. BUILDING MAINTENANCE, TECHNOLOGY AND SECURITY: This committee is charged to develop and implement building use policies; monitor and comply with all building maintenance issues; manage parking issues impacting our academic programs; advise on building security issues that may need to be addressed; and provide counsel in the areas of purchasing, usage, installation and technological upgrades for our academic programs.
5. REAPPOINTMENT, PROMOTION AND TENURE: Per the Faculty Handbook, this Committee shall be comprised of the department chairperson and a maximum of six tenured faculty members who shall be elected by the department faculty from the following ranks . . . [See Chapter V, Section 5.1.3],
6. ALUMNI RELATIONS: This committee is responsible for organizing the Alumni Council and monitoring its effectiveness; updating the alumni listserv; developing an alumni fundraising project; keeping alumni well-informed of departmental programs and activities (including jobs) through social media, the JOMC website, newsletters, and other mediums; and implementing a viable system to track the success of our JOMC Alumni.
7. SCHOLARSHIP AWARDS: This committee is charged with planning, organizing and adhering to procedures to administer departmental scholarships and selecting award recipients.
8. OUTSTANDING STUDENTS AND GRADUATION AWARDS: This committee is charged with planning and organizing the annual JOMC student awards and graduation ceremony.
9. PROGRAMS AND EVENTS COMMITTEES: Leaders of these committees are charged with organizing, managing and executing plans for the following departmental programs: High School Media Day, NABJ Multi-Media Short Course, Fall Lecture Series, Richard E. Moore Lecture, Fall/Spring graduation and awards ceremonies, etc. (Subcommittees may be spearheaded by coordinators.)

New Freshmen/Transfer Student Welcome Program.....	JOMC Staff
High School Media Day.....	Dr. Linda Callahan
Richard E. Moore Lecture.....	Ms. Emily Harris
NABJ Multimedia Short Course.....	Prof. Gail Wiggins
Kappa Tau Alpha Ceremony.....	Dr. Linda Callahan

Ad hoc committees, such as those for faculty searches, are formed on an as-needed basis.

H. FACULTY RECRUITMENT, RETENTION, EVALUATION, PROMOTION AND POST-TENURE REVIEW

Purpose: The purpose of this section is to outline the policies the Department of Journalism and Mass Communication shall consider with regard to recruitment, retention, promotion, tenure and post-tenure.

Clarifications: The policies set forth here apply only to the department. They conform to and supplement the policies regarding recruitment, retention, promotion, tenure and post-tenure in the *Faculty Handbook* of North Carolina A & T State University. Consult the *Handbook* for details.

I. DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION APPOINTMENT POLICY

A. FACULTY RECRUITMENT

When the department determines there is a need to fill a faculty opening, the chair submits the request to the dean who makes a recommendation to the Provost. The Provost makes the final determination as to whether a department can conduct a search to fill a position. After receiving approval, the written and approved position will be published in appropriate venues. The following university policies should be observed:

In keeping with the guidelines of the Southern Association of Colleges and Schools, (SACS), the College of Arts and Sciences mandates that each department follow section 4.8.2.2 baccalaureate criteria which states that each full-time and part-time faculty member teaching credit courses leading toward the baccalaureate degree, other than physical education activities courses, must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master’s degree, or hold the minimum of a master’s degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be justified by the institution on an individual basis.

The Association encourages interdisciplinary courses and recognizes that appropriate credentials for teaching may vary. The institution must document and justify the academic and professional preparation of faculty members teaching in such courses or programs.

All tenure-track and tenured faculty are expected to contribute to the knowledge base from which they teach, and their research must be disseminated in order to have impact. Research will be the principal contributions expected of them. ***Research, scholarship, creative endeavors and service will be the principal contributions expected of them.***

B. FACULTY HIRING- Full-Time and Part-Time

The institution keeps on file the documentation of academic preparation for full-time and part-time faculty members, such as official transcripts and, if appropriate, for demonstrating competency, official documentation of professional and work experience, technical and performance competency, record of publications, certifications and other qualifications.

Pursuant to the North Carolina Agricultural and Technical State University Office of EPA Salary Administration and Personnel, the following information is required upon hiring a full-time or part-time faculty member:

1. letter of recommendation from dean to provost and vice chancellor for academic affairs
2. letter of verification of a master's degree with a major in the teaching discipline from chair to dean*
3. letter of verification of at least a master's degree and 18 graduate credit hours in the teaching discipline from chair to dean*
4. official transcripts for all degrees: bachelor's, master's, doctorate**
5. PD-105 (Internal Salary Authorization form)
6. EPA state application
7. EPA data sheet
8. resume' (may not be submitted in lieu of application)
9. three letters of recommendation
10. Form I-9
11. W-4 forms

* Note: This is required for faculty teaching credit courses leading toward a baccalaureate degree (SACS standards).

** Note: All faculty members teaching courses must hold the earned doctoral degree in the teaching discipline or a related discipline (SACS standards).

Additionally, the hiring process will be as follows (see *Faculty Selection Policy/Appendix II*):

1. dean and chair identify through security of the budget funds for tenure track positions as approved by the chancellor, provost, and vice chancellor of business affairs
2. EEOC forms and PD-105 forms are approved by the vice chancellor of academic affairs
3. announcements are placed on recruitment forms
4. announcements are also placed in a variety of outlets including general news, professional and organizational outlets
5. a search committee is formed of tenured and tenure-track faculty and the dean
6. an interview is given to candidates following the deadline by the search committee
7. a recommendation is made by the chair in consultation with senior faculty to the dean

The Department of Journalism and Mass Communication adheres to the above process, and encourages faculty members to seek terminal degrees in their fields.

C. RECOMMENDATION TO CHAIR AND DEAN OF THE COLLEGE OF ARTS AND SCIENCES

It should be noted that the department's search committee(s) would adhere to the college and university policies strictly. However, when making a final recommendation to the chair and the dean of the College

of Arts and Sciences, the committee is expected to rank candidates in order of preference. The goal of the ranking is to assist the dean of the College of Arts and Sciences in making a decision and choice of candidate. But the department realizes the final decision as to whom to hire rests with the chair and dean of the College of Arts and Sciences.

D. FACULTY ANNUAL EVALUATION

At the beginning of the academic year, faculty members and the chair prepare Document I (Annual Duty Agreement), the planning document that contains the faculty members' plans for teaching, research and creative activity, and service. It also contains the weights given these activities. Currently, the faculty member and chair come to an agreement on the percentages, based on the teaching and service load and the research objectives of the faculty member for the academic year.

Document II (Faculty Evaluation) is prepared by the chair and contains ratings of faculty members. In Document III (Self-Appraisal), faculty members provide evidence of work they have done during the academic year, including appropriate supporting documentation and other exhibits.

Document IV is a summary of the scores of faculty members as assessed in detail on Document III by the Chair. Peer evaluations are also conducted during each academic year and considered by the chair.

PART TWO

Guidelines and Procedures for Reappointment, Promotion, Tenure (RPT) and Post-tenure Review (PTR)

All procedures and policies relating to tenure, promotion and reappointment of faculty members in the Department of Journalism and Mass Communication conform to the University's policies and regulations. See the following link:

<http://www.ncat.edu/legal/policies/sec2-acad-affairs/index.html>

For the purposes of reappointment, tenure and promotion, the Department of Journalism and Mass Communication uses the following guidelines. They are consistent with the College of Arts and Sciences Standards and Guidelines; the University Regulations on Academic Freedom, Tenure, and Due Process; and the University's criteria published in the Faculty Handbook.

For the faculty in the Department of Journalism and Mass Communication, the three major area of responsibilities are (1) teaching, course and curriculum development, and academic advisement; (2) research, scholarly/creative activities and professional development; and (3) service to the University, professional societies and community. For reappointment, tenure and promotion, all faculty members will be evaluated in these three areas. These guidelines do not apply to non-tenure track or part-time instructors/lecturers.

I. General Standards

Some indicators of achievement in the three areas are listed below. Faculty members are not expected to have accomplishments for every item listed. However, faculty members shall demonstrate evidence of continued growth in teaching, research, and services.

A. Teaching, Course and Curriculum Development, and Academic Advisement – Examples may include:

- a. Evidence of effectiveness in teaching such as teaching portfolio, course syllabi, student evaluations, peer evaluations, or any other supporting materials.
- b. Participation in teaching innovation and use of educational technology, etc.
- c. Supervision of student projects or creative activities.
- d. Student advisement, mentoring or experiential learning.
- e. Development of educational materials such as textbooks, supplemental lecture notes, educational software tools, web-based courses, online test banks, etc.
- f. Adherence to the recommended JOMC syllabus template.
- g. Adherence to departmental goals and ACEJMC values and competencies in syllabus.
- h. Inclusion of professional guest speakers in courses taught.
- i. Honors and awards.

B. Research, Scholarly Activities, and Professional Development – Examples may include:

- a. Publication in referred journals, proceedings, book chapter, creative work, etc.
- b. Grants and proposals submitted but not funded.
- c. Grants and proposals submitted and funded.
- d. Invitations to present lectures, presentations or creative works.
- e. Scholarly and creative presentations at professional conferences.
- f. Participation in professional/academic conferences and workshops.
- g. Collaborate or conduct sponsored or un-sponsored research and creative projects.
- h. Honors and Awards.
- i. Public display/dissemination of creative work.

C. Service to the University, Professional Societies and Community – Examples may include:

- a. Service on departmental, college, and university committees or administration.
- b. Mentoring junior faculty.
- c. Advising student organizations.
- d. Editorships of journals, proceedings, books, or creative projects.
- e. Refereeing and reviewing for journals, research conferences, or funding agencies, etc.
- f. Activity and leadership in professional societies.
- g. Participation in and organization of seminars, meetings, and workshops.
- h. Outreach activities.
- i. Student recruitment.
- j. Services on civic or community organizations.
- k. Honors and awards.
- l. Interviews and public contributions (i.e. commentary) in mainstream media
- m. Serving as a juror on academic and artistic competitions.

II. Criteria for Reappointment as Assistant Professor

A successful candidate for reappointment as assistant professor shall meet the following criteria:

- a. Effective teaching as evidenced by student evaluations, course materials, and or peer evaluations.
- b. Suggested participation in at least one Academy for Teaching & Learning or other teaching

workshop.

- c. Active involvement in course assessment and enhancement (traditional, online, or hybrid) and curriculum development as needed.
- d. Engagement in research as evidenced by submission and/or acceptance of scholarly publications in refereed journals or presentation of creative work.
- e. Editing books, contributions to edited books, book chapters, essays, and other types of publications.
- f. Participation in grant proposals (funded and non-funded) as evidenced by submission of proposals both as PI and co-PI.
- g. Effective student academic advising and mentorship.
- h. Engagement in fund raising and outreach activities.
- i. Collegiality in departmental, college, university, and professional organizations as evidenced by serving on committees and participating in at least two departmental student recruitment activities or orientation sessions per year.

III. Criteria for Promotion from Assistant Professor to Associate Professor with Tenure, the Conferral of Tenure upon an Associate Professor

A successful candidate for promotion to associate professor with tenure, for the conferral of tenure upon an associate professor shall meet the following criteria. In addition, shall publish in at least five of the following: 1) books, 2) edited books, 3) book chapters, 4) journal articles, 5) peer-reviewed journals, 6) book forwards, 7) essays in trade or professional journals, 8) conference presentation at national or international conferences, 9) peer-reviewed poster sessions; and 10) dissemination of creative works.

- A. Effective teaching as evidenced by student evaluations, course materials, and or peer evaluations.
- B. Participation in at least one Academy for Teaching & Learning or other teaching workshop.
- C. Active involvement in course assessment and enhancement (traditional, online, or hybrid) and curriculum development as needed.
- D. Engagement in research as evidenced by submission and/or acceptance of scholarly publications in refereed journals or presentation of creative work is expected.
- E. Editing books, contributions to edited books, book chapters, essays, and other types of publications.
- F. Serving as an officer in professional organizations and/or editorial boards and/or editor of publications.
- G. Participation in grant proposals (funded and non-funded) as evidenced by submission of proposals both as PI and co-PI.
- H. Effective student academic advising and mentorship.
- I. Engagement in fund raising and outreach activities.
- J. Serving as a committee chair at the department, college or university level.
- K. Collegiality in departmental, college, university, and professional organizations as evidenced by serving on committees and participating in at least two departmental student recruitment activities or orientation sessions per year.

IV. Criteria for Promotion from Associate Professor to Full Professor

A successful candidate for promotion to full professor shall meet the following criteria. In addition, shall publish in at least five of the following: 1) books, 2) edited books, 3) book chapters, 4) journal articles, 5) peer-reviewed journals, 6) book forwards, 7) essays in trade or professional journals, 8) conference

presentation at national or international conferences, 9) peer-reviewed poster sessions, and 10) dissemination of creative works.

- A. Effective teaching as evidenced by student evaluations, course materials, and or peer evaluations.
- B. Participation in at least one Academy for Teaching & Learning or other teaching workshop.
- C. Active involvement in course assessment and enhancement (traditional, online, or hybrid) and curriculum development as needed.
- D. Engagement in research as evidenced by submission and/or acceptance of scholarly publications in refereed journals or presentation of creative work is expected.
- E. Editing books, contributions to edited books, book chapters, essays, and other types of publications.
- F. Serving as an officer in professional organizations and/or editorial boards and/or editor of publications.
- G. Participation in grant proposals (funded and non-funded) as evidenced by submission of proposals both as PI and co-PI.
- H. Effective student academic advising and mentorship.
- I. Engagement in fund raising and outreach activities.
- J. Serving as a committee chair at the department, college or university level.
- K. Collegiality in departmental, college, university, and professional organizations as evidenced by serving on committees and participating in at least two departmental student recruitment activities or orientation sessions per year.

V. Criteria for Post-Tenure Review

All tenured faculty will be reviewed once every five years following promotion in accordance with the Faculty Handbook policies and procedures. A successful candidate for post-tenure shall show involvement of three elements within the following criteria from the below list. Exemplary rating will include an exemplary rating in two of the following areas but not deficient in any area: 1) teaching; 2) research; or 3) service. Satisfactory rating will include a satisfactory rating in two of the following areas but not deficient in any area: 1) teaching; 2) research; or 3) service. A deficient rating in any one category equals an overall deficient rating.

- A. Effective teaching as evidenced by student evaluations, course materials, and or peer evaluations.
- B. Participation in at least one Academy for Teaching & Learning or other teaching workshop.
- C. Active involvement in course assessment and enhancement (traditional, online, or hybrid) and curriculum development as needed.
- D. Engagement in research as evidenced by submission and/or acceptance of scholarly publications in refereed journals or presentation of creative work.
- E. Editing books, contributions to edited books, book chapters, essays, and other types of publications.
- F. Serving as an officer in professional organizations and/or editorial boards and/or editor of publications.
- G. Participation in grant proposals (funded and non-funded) as evidenced by submission of proposals both as PI and co-PI.
- H. Effective student academic advising and mentorship.
- I. Engagement in fund raising and outreach activities.
- J. Serving as a committee chair at the department, college or university level.

- K. Collegiality in departmental, college, university, and professional organizations as evidenced by serving on committees and participating in at least two departmental student recruitment activities or orientation sessions.

VI. Procedures for Reappointment, Promotion and Tenure (RPT)

A. Progression Schedule for Tenure-Track Faculty

ASSISTANT PROFESSOR

2-YEAR CONTRACT

2-YEAR CONTRACT

3-YEAR CONTRACT

Prior to each subsequent contract, a review via Reappointment, Promotion and Tenure Process is subject.

ASSOCIATE PROFESSOR

2-YEAR CONTRACT

3-YEAR CONTRACT

Prior to each subsequent contract, a review via Reappointment, Promotion and Tenure Process is subject. Application for Tenure must be made by the second year of the 3-YEAR CONTRACT. If Tenure is not granted by fourth year, then the fifth year is terminal.

PROFESSOR

3-YEAR CONTRACT

Application for Tenure must be made by the second year of the 3-YEAR CONTRACT. If Tenure is not granted by second year, then the third year is terminal.

- B. The University Regulations on Academic Freedom, Tenure and Due Process stipulate the establishment of the departmental Reappointment, Promotion and Tenure (RTP) Committee through election by the tenure and tenure-track faculty in the department. The departmental RPT Committee is responsible for developing and revising the department standards and procedures for RPT review, reviewing each candidate's application package and making recommendations on reappointment, tenure and/or promotion of the candidate to the Dean of the College of Arts and Sciences.
- C. Faculty members planning to apply for reappointment, tenure, and/or promotion shall follow the deadlines and procedures provided by the University and College of Arts and Sciences. Applications for reappointment, tenure, and/or promotion are strongly encouraged to arrange letters of recommendation from both internal and external references sent directly to the department chairperson.
- D. Faculty for reappointment at their current rank shall be asked to submit (a) an extended current CV detailing their achievements in the three major areas of responsibility; (b) annual self-appraisal inventories; and (c) chair, peer, and student evaluations along with any other supporting materials they deem necessary to the department chairperson.

E. The RPT Committee will use the department's RPT guidelines as well as the College and University's criteria published in the Faculty Handbook for their evaluations and will prepare a written recommendation reflecting the collective and individual evaluations of all committee members. A document containing the numerical voting record and the written recommendation will be signed by all committee members and added to the candidate's application package. The department chairperson will provide a copy of the document to the applicant who will be given an opportunity to give his/her response. The applicant's response will be added to the package, and the department chairperson will then submit the application to the College Dean.

VII. Appointment, reappointment and evaluation of Non-Tenure Lecturers/Faculty:

Lecturers are non-tenure track appointments for one semester or one year and may be reappointed, based on the instructional needs of the department and availability of funding. Generally, the role of lecturers is to provide undergraduate instruction and, in some cases, advisement.

PART THREE

Appendices:

1. Organizational Structure Chars

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The Department of Journalism and Mass Communication Organizational Structure

