

Department of Communication and Media Studies RTP Guidelines

Approved April 3, 2020

The purpose of this guide is to provide clarity to faculty members in the Department of Communication and Media Studies in terms of expectations regarding retention, promotion and tenure. It should be noted that this proposal does not supersede any procedures outlined in the NSU Faculty Handbook.

I. Evaluators

Per the Faculty Handbook, the department chair serves as the initial evaluator regarding retention. The chair makes a recommendation to the college dean, who also conducts an evaluation.

Per the Faculty Handbook, the departmental Tenure Committee serves as the initial evaluator regarding tenure. The chair and the college dean also have an opportunity to provide an evaluation.

Per the Faculty Handbook, the departmental Promotion Committee serves as the initial evaluator regarding promotion. The chair and the college dean also provide their recommendation.

II. Broad Criteria Areas

According to the Faculty Handbook, faculty members are to be evaluated in the following broad criteria areas for promotion and tenure:

- Effective classroom teaching
- Scholarly or creative achievement
- Contributions to the institution and profession (university and professional service)
- Performance of non-teaching semi-administrative or administrative duties (if applicable)

This proposal will utilize these criteria areas with one modification. Because the intent of this proposal is to formulate guidelines for the evaluation of faculty, the "Performance of non-teaching semi-administrative or administrative duties" area will be considered under "Contributions to the institution and profession." Therefore the criteria areas for evaluation can be generally articulated as:

- Teaching
- Scholarly activity
- Service

III. Evaluative System

The Department recognizes the diversity of activities performed by communication and media studies faculty members at NSU and the difficulty of quantifying the relative merits of those activities. Therefore, these RTP guidelines will not provide a set

"scorecard" of accomplishments, which must be achieved in order to earn retention, promotion and tenure (four publications, teaching evaluations in the 85th percentile, service on three university wide committees, etc.) Rather, faculty members will earn retention, promotion and tenure by displaying genuine excellence in the areas of teaching, scholarly activity and research. What is expected of each individual faculty member in order to achieve promotion and tenure will be made clear through feedback coming from annual evaluations by the department chair.

Beginning with the first year of employment, the chair will provide written feedback to the faculty member which will include an assessment of how well the faculty member has performed in the areas of teaching, scholarly activity and service in the assessment year and detailed direction on what is expected from the faculty member in the following year in the three criteria areas. Copies of these yearly evaluations will be maintained by both the chair and faculty member. The evaluation will be based on the assessment of the faculty member's professional file by the department chair as well as by feedback provided by the faculty mentor. The professional file should be prepared according to the guidelines set forth in the Faculty Handbook. At the end of this proposal is a list of activities that will be considered in these evaluations. It is not necessarily an exhaustive list. If the faculty member engages in an activity not on the list, it is incumbent on the faculty member to make an argument for any activity that s/he thinks should positively count toward promotion and tenure.

This annual evaluative process will be approached in the spirit of collaboration. After the chair assesses the professional file, there will be a face-to-face meeting to discuss the content of the evaluation. After this discussion, the chair will produce the written evaluation that will be reviewed and signed by the faculty member. If there is a dispute over the validity of the evaluation, the faculty member can produce a written "dissenting" opinion, a copy of which will be retained by the chair.

IV. Annual Evaluation Timetable

Refer to Current Faculty Handbook

- V. The purpose of this process is to provide annual feedback so that individual faculty members are in the best possible position to earn promotion and tenure. If faculty members respond positively to the feedback, then they will be in a position to earn promotion and tenure. If they choose not to respond positively to the feedback, they will run the risk of being denied promotion and tenure.

Submission of Professional Portfolio for Tenure to dean Faculty Specialization

According to the university's RTP Guidelines department standards shall not attempt to make all faculty members perform alike, though commensurate quality shall be expected for equivalent promotions and for tenure considerations.

Faculty in the Department of Communication and Media Studies have the freedom to choose percentages to assign in teaching, research and service. Since NSU prides itself as a teaching institution, the largest percentage should be assigned to teaching. At least 10% should be assigned to research and 10% to service. The total of all three assigned

percentages should equal exactly 100%. The amount of evidence in the portfolio should correspond to these percentages.

At minimum, faculty are expected to “Meet Criteria” in each area.

VI. Activity List (in addition to what is listed in Appendix C1 in the Faculty Handbook)

Teaching

Student teaching evaluations

Winning of teaching awards at the university wide level or higher

Development of new courses

Nomination for teaching awards at the university wide level or higher

Evidence of major revision/updates of courses

Evidence of innovative teaching

Evidence of innovative use of instructional media/technology

Honors courses taught

Supervision of thesis or other major student projects

Advising load

Independent studies

Capstones

Thesis hours supervised

Supervising interns

Directing theses

Sitting on theses committees

Sitting on comprehensive exam committees

Student portfolios

Any teaching of courses above the normal load for no pay

Student comments on courses

Peer evaluations

Supervising student research/creative activities

Participation in continuing education workshops/conferences

Interdisciplinary teaching

Scholarly Activity

Publication of a book that advances knowledge in faculty member's field

Publication of refereed article in national or regional journal

Winning award in an artistic/creative juried competition at the national or regional level

Grant proposal (funded or unfunded) from a national or regional level funding agency

Publication of a chapter in an academic book related to faculty member's field

Publication of a refereed article in a state/local journal

Paper presentation at a national or regional convention

Winning award in an artistic/creative juried competition at state/local level

Commissioned artistic/creative piece

Grant funded by state/local funding agency

Paper presentation at a state/local convention/meeting

Panel participant at a national or regional convention (not requiring production of a paper)

Published academic book reviews

Published reviews of academic artistic/creative efforts in faculty member's area of expertise

Article submitted to refereed journal

Artistic/creative entry submitted to juried competition

Panel proposal submitted to convention/meeting of relevant academic organization

Paper submitted to convention/meeting of relevant academic organization

Presentation at workshop/conference

Winning of research awards at the university wide level or higher

Workshops presented at local/state/national conferences or field-based events

Service

Semi-administrative duties

Chairing university-wide committee or task force

Long-term community service function relating directly to faculty member's area of expertise

Coordinating/directing university/community event Coordinating/directing academic meeting at the state level or higher

Officer in national or regional academic organization

Leadership position within national or regional field-related organization

President of state academic organization Member university wide committee or task force

Chairing departmental level committee or task force

One time community service function relating directly to faculty member's area of expertise

Chairing panel at national or regional academic meeting

Reviewer for papers submitted to national or regional academic meeting

Officer other than president in state academic organization

Sponsor, student organization

Member departmental/college level committee

Volunteer at university/community event relating directly to faculty member's area of expertise

Winning of service awards at the university wide level or higher



**Review of Departmental
Promotion, Tenure and Post-Tenure Guidelines**

Name of Department:

Communication and Media Studies

College or Unit:

Liberal Arts

Semester / Year of Current Review:

Spring 2020

Semester / Year of Next Review:

Spring 2022

Department Faculty Vote Date:

April 3, 2020

Department Approval Signatures

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7-22-20

Date

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7/22/20

Date

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7-27-2020

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9/10/2020

Date