

Approved by CSML dept.: Feb. 5, May 28, Sept. 22, 2020, Sept. 17, Oct. 19, 2021, Feb. 9, 2022 (with revisions)
Approved CHSS Tenure and Promotion Committee 6/30/20, 10/5/20 (with revisions)
Approved Dean CHSS: 3/9/20(rev app 6/30/20), 10/6/20 (with revisions)
Approved University Committee:05/24/22
Approved Provost: 07/22/22

Criteria for Academic Rank and Tenure

Department of Communication Studies and Modern Languages

In accordance with the provisions of the University Faculty Promotion Policy (1981), the Department of Communication Studies and Modern Languages bases its evaluation of candidates on the following criteria.

For more information regarding the policies and procedures of Tenure and Promotion including the timeline, please go to the Faculty Handbook.

Areas to be Considered:

Evidence of Teaching Effectiveness

Evidence of Professional Growth

Evidence of Service

Performance Levels for Promotion and Tenure:

Outstanding

Superior

Good

Unacceptable

Minimum Performance Levels for Promotion and Tenure:

Professor and Post-Professorial Merit	One rating of outstanding and two ratings of superior
Associate Professor and Tenure	Two ratings of superior (one of which must be Teaching Effectiveness) and one rating of good
Assistant Professor	A rating of good in all three areas

“Achievement” is defined as an individual accomplishment or activity in Teaching, Professional Development, or University Service.

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Record of Service

The Record of Service will include a cover page in the following format:

Record of Service for (Promotion / Tenure)

Name:

Department:

Present Rank:

Length of service to the University:

Years of Service at Each Rank:

Instructor:

Assistant Professor:

Associate Professor:

Professor:

Post-professorial merit:

Academic years currently being evaluated:

Degrees held (include institution and date):

I. TEACHING EFFECTIVENESS

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Evidence of teaching effectiveness includes the following:

- A. Evaluation of Teaching
 - 1. Peer evaluation
 - 2. Chairperson's (or designated administrator's) classroom observation(s),
 - 3. Self-evaluation of teaching
 - 4. Student feedback

- B. Curricular and Instructional Development and Student Engagement
 - 1. Curriculum development activities including syllabi, course outlines, course bibliographies, course proposals, course revisions, media materials, new technology, etc.
 - 2. Program revisions or development (e.g., creation or significant revision of majors, minors, major options, etc.)
 - 3. Supporting material such as letters from students, colleagues, and professionals outside the department.
 - 4. Evidence of successful supervision of students in curricular, co-curricular, or extracurricular settings, and/or non-classroom instruction of students (e.g., student public presentations, public service program, or other appropriate activities).
 - 5. Evidence of other successful teaching contacts with students (through, e.g., tutoring, mentoring for conference participation, supervising field trips, providing experiential learning projects, assisting with successful placement).
 - 6. Supervising independent studies, student internships, practicums, honors projects, and/or special projects, and/or providing feedback for graduate theses.
 - 7. Evidence of continuing effort to improve as a teacher (e.g., innovations in teaching techniques, or by faculty development clearly related to improve teaching effectiveness).
 - 8. Advising of undergraduate or graduate students.
 - 9. Other.

Performance Levels

Outstanding: A record of sustained achievement as demonstrated by evidence of accomplishment in six of the categories above, including at least two from A (one must be from A 4) and four from B.

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- Superior:** A record of sustained achievement as demonstrated by evidence of accomplishment in five of the categories above, including at least two from A (one must be from A 4) and four from B.
- Good:** A record of achievement as demonstrated by evidence of accomplishment in four of the categories above, including one from A (which must be A 4) and 3 from B.

II. PROFESSIONAL GROWTH

Evidence of Professional Growth includes the following:

- A. Scholarly/Research Activity.
1. Publication of single-authored, co-authored, edited, or co-edited peer reviewed books. *Note:* A peer-reviewed, published book is equivalent to two articles/essays and counts as two activities.
 2. Publication of peer-reviewed articles, essays, chapters, reviews, or the equivalent in state, national, or international scholarly journals, books, or the equivalent (including peer-reviewed electronic/digital publications). This may also include work accepted for publication and work in progress (such as a book contract). The nearer the work is to publication, the more significant it shall be deemed.
 3. Professional presentations at a state, national, or international conference. *Note:* Work that has been accepted for presentation (and is yet to be presented) shall count in this area.
 4. Professional recognition of the faculty member's scholarly contributions (e.g., testimonials from recognized experts in the field; major awards/honors conferred by a regional, national, or international professional organization in the field).
 5. Other.
- B. Professional Development.
1. Workshops, lectures, or training sessions conducted in a professional capacity. Creative production of materials (drawing upon the faculty member's expertise) that are fixed in tangible form of expression.
 2. Participation in recognized, professional activities that enhance the growth and/or reputation of the faculty member (e.g., consulting; being interviewed by media for expertise; reviewing a textbook or scholarly article).

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3. Travel to enhance professional expertise (e.g., to a professional conference/convention, a Presidential Library, or an archive collection).
4. Leadership and/or active participation in scholarly/professional organizations at a district, state, regional, national, or international level, which contributes to professional growth.
5. Participation in grant applications that support areas of academic interest.
6. Professional recognition including awards and honors received on campus and/or from the community.
7. Works in progress.
8. Other.

Performance Levels

- Outstanding:** A record of professional growth that includes sustained achievement in at least five items from categories A or B (two must be from A 1 or A 2). and three items from category B.
- Superior:** A record of professional growth that includes sustained achievement in at least four items from categories A or B (one must be from A 1 or A 2).
- Good:** A record of professional growth that includes significant involvement in at least three items from categories A or B (one must be from A 1 or A 2).

III. EVIDENCE OF SERVICE

Evidence of Service includes the following:

- A. Service to the Department
 1. Chairing department-level committees or leadership in department activities
 2. Active membership on department-level committees
 3. Sponsorship or active participation in departmental student organizations or activities
 4. Active participation in departmental recruitment/retention activities
 5. Providing letters of recommendation for students or colleagues
 6. Other contributions to departmental service

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- B. Service to the College and University
1. Leadership in college- or university-level committees, task forces, review bodies, etc.
 2. Active membership in college- or university-level committees, task forces, review bodies, etc.
 3. Recognition of the Faculty member's service by the department, college, or university.
 4. Interdisciplinary projects, programs, or assistance to other departments, units, or faculty members
 5. Active participation in college or university recruitment/retention activities
 6. Sponsorship or active participation in college or university student organizations or activities (including judging of contests, presentations, or similar activities)
 7. Other contributions to college or university service
- C. Service to the Community and Profession
1. Active involvement in service to area schools and teachers related to the area(s) of professional expertise
 2. Participation in community programs or projects related to the area(s) of professional expertise
 3. Involvement with alumni or alumni groups
 4. Other service to the community or profession

Performance Levels:

- Outstanding: A record of sustained service, as evidenced by at least eight items from Categories A, B, and C, at least two of which must be from Category A.
- Superior: A record of sustained service, as evidenced by at least six items from Categories A, B, and C, at least two of which must be from Category A.
- Good: A record of service, as evidenced by at least four items from Categories A, B, and C, at least one of which must be from Category A.