

Department of Communication and Media Studies

Plymouth State University

Promotion and Tenure Guidelines

Updated October 23, 2015

This document describes promotion and tenure evaluation criteria and procedures that are specific to the Communication and Media Studies Department (CMS). It is to be used in conjunction with the University wide promotion and tenure guidelines and that candidates understand they must adhere to sections 2.7 and 2.8 of the Faculty Handbook regarding the P&T process. This document will be reviewed and approved annually by the Department P&T Committee to ensure that guidelines reflect the most current departmental and university practices.

These guidelines are intended to offer the Department of Communication and Media Studies' discipline-specific perspectives on topics discussed in the faculty handbook, as they pertain to tenure and promotion expectations with regard to the specific areas of teaching, scholarship, and service.

Areas of Evaluation for Tenure and Promotion

Faculty are evaluated in three major areas: teaching, scholarship, and service. CMS faculty are encouraged to integrate their teaching, scholarship, and service so that the three areas strengthen and inform one another. Successful candidates must meet the criteria for all 3 areas outlined in the university-wide P&T Guidelines as well as specific departmental criteria indicated below.

Teaching:

The Department of Communication and Media Studies strives for effectiveness in teaching and advising with a focus on communication competence and media literacy. While recognizing a variety of pedagogical and andragogical approaches and methods, high quality teaching is expected for tenure and advancement in rank. No application for tenure is likely to be successful without evidence of effective teaching.

Scholarship:

The Department of Communication and Media Studies acknowledges all forms of scholarship (scholarship of discovery, scholarship of teaching and learning, scholarship of integration and scholarship of engagement) as indicated in the University P&T Guidelines. None holds greater weight or significance than another. Regardless of the type of scholarship a department member engages in, scholarship will be evaluated on its quality and impact as indicated in the University Guidelines.

Service:

The Department of Communication and Media Studies has a long tradition of service. Therefore, faculty are expected to make meaningful contributions to support students, departmental goals, the university mission, community interests, and the profession at the local, regional, and/or national/international level. Establishing and maintaining professional relationships within the field and connections to professional associations are required.

Promotion Requirements:

Candidates seeking promotion to the rank of associate or full professor must demonstrate the following expectations.

An **associate professor** is a competent teacher-scholar in the field of communication and media studies. The candidate is an engaged, reflective, and effective teacher. The candidate has established an emerging body of quality scholarship. The candidate makes meaningful contributions to both the department and the University and uses disciplinary expertise to serve the community and the profession.

A full **professor** is a competent teacher-scholar in the field of communication and media studies. The candidate is an engaged, reflective, and effective teacher who shows evidence of evolution and growth in teaching. The candidate has a well-developed and sustained body of quality scholarship. The candidate contributes meaningful service to both the department and the University, uses disciplinary expertise to serve the community and the profession, and exhibits leadership in service activities.

Procedures for Promotion and Tenure Candidates and Department P&T Committee

Procedures for the Committee:

The CMS P&T Committee

There will be a standing P&T committee Chair regardless of whether or not there is a candidate for promotion and or tenure. The CMS Department P&T Committee will be comprised of 5 tenured faculty members, which includes the P&T Committee Chair.

- Eligible department members are elected to serve 3-year terms by a Department election process.
- The P&T Committee Chair is elected by the Department to serve a 3-year term.
- Elected CMS department P&T Committee members will serve on a standing P&T Committee.
- In the event that there are not five eligible department members to serve on the P&T Committee, additional members will be sought to serve from outside of the department as indicated in the University Guidelines.

P&T Committee Responsibilities

The P&T Committee will fulfill all of its responsibilities related to promotion and tenure as indicated in section 2.8 of the Faculty Handbook. In addition the committee will perform the following duties:

- In the spring following a candidate's declaration of intent to apply for promotion and/or tenure, the P&T Committee members will meet to review departmental expectations, university guidelines, and the P&T Committee Checklist included in the Faculty Handbook.

- Following the above meeting, all members of the P&T Committee will meet with the candidate to address her/his questions and provide clarification as needed. The P&T Committee Chair will arrange the meeting.
- The CMS P&T Department Guidelines will be reviewed every five years. The standing P&T Committee Chair will request a department vote to elect a CMS P&T review subcommittee to review guidelines. The review subcommittee will consist of the standing P&T Committee Chair and two other Department faculty members. The Committee Chair will bring the guidelines to the department for review whether or not any changes are made.

Pre-Tenure or Pre-Promotion Review

The CMS Department promotion and tenure process includes opportunities for a Pre-Tenure Review and Pre-Promotion Review if desired. The purpose of these reviews are to give candidate's feedback on their progress toward promotion and/or tenure and provide recommendations that are likely to lead to the candidate's successful application for promotion and/or tenure. The standing P&T Committee and the Department Chair both play a role in this process.

The Pre-Tenure Review and Pre-Promotion Review are intended to be formative evaluations. The candidate may choose whether or not to include the review documentation in their final application for promotion and/or tenure.

Initiating the Pre-Tenure or Pre-Promotion Review

Faculty seeking a Pre-Tenure Review will initiate their request by notifying the P&T Standing Committee Chair no sooner than the end of their first year in the tenure-track at PSU and no later than the end of their third year. The P&T Committee Chair will advise the faculty member on the process for submitting materials.

Faculty seeking a Pre-Promotion Review will initiate their request by notifying the P&T Standing Committee Chair at any time after three years in the rank of Associate Professor. The Candidate initiates the request by notifying the Chair of the P&T Standing Committee. The P&T Committee Chair will advise the candidate on the process for submitting materials.

Pre-Tenure or Pre-Promotion Review Committee

The Pre-Tenure Review or Pre-Promotion Review Committee will include 3 tenured CMS faculty who are members of the standing departmental P&T Committee. If there are not 3 eligible department members available to serve then the number of additional members from other departments will be selected by department vote.

Pre-Tenure or Pre-Promotion Review Committee Responsibilities

The Committee will review the materials submitted by the candidate. Based upon the evidence provided, the Committee will provide written feedback for each area (teaching, scholarship, and service) that includes comments on the candidate's progress toward tenure and/or promotion and recommendations for improvement.

Role of the Department Chair in the Pre-Tenure or Pre-Promotion Review

The Department Chair will review the candidate's materials and written feedback from the Pre-Tenure Review or Pre-Promotion Review Committee. The Chair will also provide feedback to the candidate in writing.

Pre-Tenure or Pre-Promotion Review Submission Requirements

Faculty are required to submit a current CV in required university format and all workplans and annual evaluations completed to date to the Chair of the P&T Committee for their Pre-tenure or Pre-Promotion review:

Candidate's Responsibilities throughout the P&T Process

A clear understanding of the P&T evaluation criteria and expectations is an essential aspect in a faculty member's quest for achieving tenure and/or promotion. Candidates are strongly encouraged to take all steps necessary to be well acquainted with both the university and department guidelines. The Department Chair and/or the P&T Committee Chair serve as valuable resources in addressing questions or concerns. CMS faculty seeking tenure and/or promotion are strongly encouraged to seek assistance and support from the Department Chair and/or the P&T Committee Chair. CMS faculty applying for tenure and/or promotion are required to declare their intent to apply no later than April 15th of the academic year prior to application (as indicated in section 2.8 B of university guidelines). In addition to the application procedure described in the faculty handbook, the CMS Department has set these guidelines for submission of the P&T application.

Candidates will submit their P&T Portfolio contents and supporting materials electronically. The most important consideration is that all required contents are included and submitted to the P&T Committee Chair by October 15th. In the event this date falls on a weekend the materials may be submitted on the next work day.

For the candidate's actual promotion and tenure application (this does not refer to the pre-tenure or pre-promotion review), statements on teaching, scholarship, and service should be reflective and make a strong compelling case as to how the criteria for tenure and/or promotion have been met.

Candidates seeking a Pre-tenure or Pre-Promotion Review are required to initiate the process (as described above).