

## DEPARTMENT OF COMMUNICATION POLICIES AND PROCEDURES FOR TENURE-EARNING FACULTY APPOINTMENT, TENURE, AND PROMOTION

### SCOPE

#### Article 1. Intro and Purpose

Section 1. This document describes the appointment, tenure, and promotion of faculty members in the Department of Communication until a more unit-specific policy is created.

Section 2. Each candidate for tenure and/or promotion is reviewed at the Department level prior to submitting his/her application for the CARTA review. That review will take place in the Department of Communication with respect to the faculty member's specialization in research, creative work, and teaching.

### POLICIES

#### Article I. Department Criteria for Tenure and Promotion

Section 1. The evaluation will be implemented in compliance with college and university requirements. The Department is a community of scholars, social scientists, and creative people cooperating in a collegial environment, entrusted with responsibility for the creation, development, and expansion of knowledge in a free and open society. The Department's goal is to improve the quality of life for all members of that society. Our participation in this stimulating and challenging goal should contribute to the achievement of that goal, and we best manifest our participation through excellence in teaching and meaningful research.

The Department is committed to scholarly excellence and creative activities that serve the public good. We also value community-engaged scholarship as an essential component of our institution's research aspirations. FIU defines community-engaged scholarship as using

intellectual capital to investigate and solve community problems; this requires dissemination of what has been learned from problem-solving engagement.

## Article II. Department Criteria for the Evaluation of Teaching

Section 1. The evaluation will be implemented in compliance with college and university requirements.

Section 1.1 Assistant Professors teach a variety of courses, particularly undergraduate, at an above-satisfactory level of performance. Some indicators of a commitment to teaching include the successful use of appropriate pedagogies and modes of teaching and learning, guiding and advising students, and providing opportunities for involvement in research projects. Teaching can also include mentoring of students.

Section 1.2 Associate Professors demonstrate a strong commitment to excellence and creativity in teaching and student learning. Qualifications and experience for teaching a variety of courses, including graduate courses where appropriate, at an above satisfactory level of performance. Some indicators of a commitment to teaching include the successful use of appropriate pedagogies and modes of teaching and learning, guiding and advising students, and providing opportunities for involvement in research projects. Teaching can also include mentoring of students.

Section 1.3 Professors demonstrate a record of successfully teaching a variety of courses, including advanced undergraduate and graduate courses where appropriate, at a level of performance above-satisfactory. Some indicators of a commitment to teaching include the successful incorporation of appropriate pedagogies and modes of teaching and learning, guiding and advising students, and providing opportunities for involvement in research projects. Teaching can also include mentoring of students.

### Article III. Department Criteria for the Evaluation of Research and Creative Work

Section 1. The evaluation will be implemented in compliance with college and university requirements. The candidate must demonstrate highly competent performance in scholarly research or creative work, or of both research and creative work, as applicable to her or his academic and professional development. As appropriate to the standards of the candidate's discipline or profession, evaluations and recommendations must consider the merit of the research and creative work given the Department's load and support context. Given that faculty loads and support drastically differ among and within universities, these variables must be taken into consideration in any research evaluation.

The Department recognizes the broad interdisciplinary nature of the communication field, along with the immense diversity of methodologies that each approach requires. The Department also recognizes that some scholars work individually, while others work in groups. Productivity expectations differ depending on the number of authors, the type of research, the methodology, and the type of media produced. Work in progress will be fairly considered in this evaluation. Given the broad, multidisciplinary nature of the communication field, the Department will take into consideration all of the factors listed in this policy in its collective evaluation.

Section 2. The evaluation for tenure-earning faculty can be broadly focused on a number of factors, including peer-reviewed scholarly publications, work in progress, and conference presentations, among others.

Section 2.1 Assistant Professors demonstrate a satisfactory level of research performance, and/or community-engaged scholarship, and/or other creative work, which are aimed at expanding, sharing and disseminating knowledge. These activities should receive regional and national professional recognition; e.g., through publication in peer reviewed venues, professional society presentations and leadership, and appointment to national panels.

Section 3. The evaluation for tenured faculty can be broadly focused on a number of factors, such as peer-reviewed scholarly publications, work in progress, conference presentations,

creative works (broadly defined), grant writing, speaking engagements resulting from large research projects, among other influences.

Section 3.1 Associate Professors demonstrate quality, consistency, and productivity, achieving national/international recognition through well-respected, peer-reviewed journals and/or other venues that are consistent with national professional recognition. Collaborative or team-based scholarship including community-engaged scholarship with community partners is also valued. Consistent with disciplinary and unit norms, applicants' files should reflect, at minimum, a course of professional development that establishes their independent scholarly standing or increasing leadership roles in collaborative/team-based scholarship.

Section 3.2 Professors have a record demonstrating sustained research, and/or community-engaged scholarship, and/or creative work that has received national/international status through highly recognized, peer-reviewed venues. Consistent with disciplinary and professional norms, the record should clearly demonstrate independent scholarly standing, or leading roles in nationally or internationally recognized collaborative/team-based scholarship. Collaborative or team-based scholarship including community engaged scholarship with community partners is also valued.

#### Article IV. Department Criteria for the Evaluation of Service

Section 1. The evaluation will be implemented in compliance with college and university requirements. The candidate must demonstrate highly competent performance in service. As appropriate to the standards of the candidate's discipline or profession, evaluations and recommendations must consider the merit of the service, including the extent and significance of the professional service to the community and to the discipline or profession, and institutional service to the Department, school, college, and university, inclusive of collegial governance.

Section 2. Evaluations and recommendations must consider the merit of service to the discipline, including the extent and significance of participation in award and competition juries, editorial boards, ad hoc publication and presentation reviews, grant reviews, accreditation boards and

teams, academic and professional associations, professional registration boards, public pro bono work in discipline or profession, and presentations and publications for the general public regarding the discipline or profession, among other diverse activities that should be considered as service for the discipline.

Section 3. Consideration must also be given to recognition, such as awards, honors, certificates for university, professional, and community service, and, where customary, to contracts and grants funded to conduct the service.

#### Article V. Department Procedures

Section 1. The evaluation procedure will be implemented in compliance with applicable Department, school, college, and university requirements, including the schedule published by academic affairs.

### PROCEDURES

#### Article I. Annual Evaluation

Section 1. The annual evaluation procedure will be implemented in compliance with applicable Department, school, college, and university requirements, including the schedule published by academic affairs.

#### Article II. Third-Year Progress Review

Section 1. The progress review procedure will be implemented in compliance with applicable Department, school, college, and university requirements, including the schedule published by academic affairs.

#### Article III. Tenure and Promotion Application Review

Section 1. The application review procedure will be implemented in compliance with applicable Department, school, college, and university requirements, including the schedule published by academic affairs.

Section 2. The candidate can contribute names of external reviewers to the chair and to the tenure and promotion committee to be considered in the final list.

Section 3. The Department will follow the university guidelines used to solicit letters of evaluation (see FIU's Tenure and Promotion Manual Part III, Section B-11, approved by Faculty Senate and Office of the Provost 6-13-2017).

Section 4. The candidate, the tenure and promotion committee, the chair, the dean, the college, and the university can view all documents associated with the candidate's tenure and/or promotion process, including the external review letters.

Section 5. The candidate, the tenure and promotion committee, the chair, the dean, the college, and the university will follow the timeline issued by the Office of the Provost for the year that the candidate goes up for tenure and/or promotion.

\*Finalized April 2020

## **Appointment and Promotion Guidelines for Non-Tenure-Track Faculty Department of Communication**

Non-Tenure-Track faculty serve as librarians, lecturers, instructors, clinical professors, research professors and professional practice professors. Appointment and promotion guidelines for librarians are established in the library and guidelines for clinical, research and professional practice professors are established in the schools and colleges. All appointment and promotion guidelines must be approved by the Provost. The remainder of this document addresses the appointment and promotion guidelines for instructors and lecturers.

### **Assistant Teaching Professor/Instructor/Lecturer**

Assistant Teaching Professors/Instructors/Lecturers are generally expected to hold the terminal degree in their field. Promotion is based on the contribution to the academic mission of FIU. Assistant Teaching Professors/Instructors/Lecturers typically teach undergraduate courses and may, with appropriate qualifications, teach graduate courses.

### **Associate Teaching Professor/Senior Instructor/Lecturer**

It is not expected that faculty will receive an initial appointment as Associate Teaching Professor/Senior Instructor/Lecturer. This is a position typically obtained through promotion from Assistant Teaching Professor/Instructor/Lecturer. Such promotion will not be considered prior to the start of the sixth year of continuous service as an Assistant Teaching Professor/Instructor/Lecturer. Candidates who have held the position of Visiting Assistant Teaching Professor/Instructor/Lecturer and for whom there has been no break between the visiting and regular appointment may aggregate their full-time teaching service to reach the required total of five completed years.

In May each year, the Provost will submit a list of those eligible to apply for Non-Tenure Track Promotion consideration during the next academic year.

### **Promotion to Associate Teaching Professor/Senior Instructor/Lecturer**

Promotion to Associate Teaching Professor/Senior Instructor/Lecturer requires a consistent record of outstanding teaching. The promotion dossier should also include student evaluations, peer evaluations, indications of any teaching awards received, and annual assignments and annual evaluations. Departments are strongly encouraged to implement a formal classroom evaluation of Assistant Teaching Professor/Instructor/Lecturer teaching. Documentation of this should be included in the file. Any pedagogical publications, discipline publications, classroom

and laboratory innovations, contributions to student advising, and university service should be included in the promotion application along with evidence that the Assistant Teaching Professor /Instructor/Lecturer has used the assessment of student learning outcomes to influence in a positive manner his or her teaching. Assistant Teaching Professor /Instructors are not required to apply for promotion at any time, and an Assistant Teaching Professor /Instructor/Lecturer applying and failing may continue as an Assistant Teaching Professor /Instructor/Lecturer.

Promotion applications will be considered by a committee composed of two Associate Teaching Professors/Senior Instructors/Lecturers (or Assistant Teaching Professors/Instructors/Lecturers, if no Associate Teaching Professor/Senior Instructors/Instructors are in the department) and three tenured faculty members, chaired by one of the tenured faculty members. The committee makes a recommendation to the department faculty who vote by secret ballot on the application. The Chair makes a recommendation to the Dean who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

Assistant Teaching Professors/Instructors/Lecturers promoted to Associate Teaching Professors/Senior Instructors/Lecturers receive a promotion increment as established in the BOT-UFF Collective Bargaining Agreement.

### **Teaching Professor/ University Instructor/Lecturer**

It is not expected that faculty will receive an initial appointment as Teaching Professor/University Instructor/Lecturer. This is a position typically obtained through promotion from Associate Teaching Professor/Senior Instructor/Lecturer. Those currently holding the title of Assistant Teaching Professor/Instructor/Lecturer should apply to the rank of Associate Teaching Professor/Senior Instructor/Lecturer; those currently holding the title of Associate Teaching Professor/Senior Instructor/Lecturer should apply to the rank of Teaching Professor/University Instructor/Lecturer. Such promotion will not be considered prior to the start of the sixth year of continuous service as Associate Teaching Professor/Senior Instructor/Lecturer.

### **Promotion to Teaching Professor/University Instructor/Lecturer**

Promotion to Teaching Professor/University Instructor/Lecturer uses the same criteria as those for promotion to Associate Teaching Professor/Senior Instructor/Lecturer. The consistency of teaching success, evidence of teaching quality enhancement, contribution to pedagogy, innovation, and service are important considerations for promotion to Teaching Professor/University Instructor/Lecturer. Associate Teaching Professors/Senior Instructors/Lecturers are not required to apply for promotion at any time, and an Associate

Teaching Professor/Senior Instructor/Lecturer applying and failing may continue as an Associate Teaching Professor/Senior Instructor/Lecturer.

Promotion applications will be considered by a committee composed of two Teaching Professors/University Instructors/Lecturers (or Associate Teaching Professors/Senior Instructors/Lecturers or Assistant Teaching Professors/Instructors/Lecturers, if no Teaching Professors/University Instructors/Lecturers are in the department) and three tenured faculty members, chaired by one of the tenured faculty members. The committee makes a recommendation to the department faculty who vote by secret ballot on the application.

The Chair makes a recommendation to the Dean who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

Associate Teaching Professors/Senior Instructors/Lecturers promoted to Teaching Professors/University Instructors/Lecturers receive a promotion increment as established in the BOT-UFF Collective Bargaining Agreement.

#### **Assistant Professional Practice Professor**

Assistant Professional Practice Professors are generally expected to hold the terminal degree in their field. Promotion is based on the contribution to the academic mission of FIU. Assistant Clinical Professors typically teach undergraduate courses and may, with appropriate qualifications, teach graduate courses.

#### **Promotion to Associate Professional Practice Professor**

Promotion to the rank of Associate Professional Practice Professor can be attained when the candidate's performance extends beyond the routine and reflects special contributions to the mission of the department. These contributions must be pursued in a documented scholarly manner. Professional Practice contribution, teaching, and service are requisites for promotion to Associate Professor on the clinical track. Scholarship may be part of the criteria if research is included as part of the annual assignment. Administration may be part of the criteria if included as part of the annual assignment. The balance among accomplishments within each of these areas may vary considerably from one candidate to another, and it is not necessary that a candidate achieve each and every example of the criteria listed below. Achievements must be judged in accordance with the specifics of the candidate's annual assignments.

Professional Practice candidates are expected to maintain clinical activities in service to the community at least at the level required for promotion throughout their careers.

**Teaching** - Faculty members are expected to maintain teaching performance at least at the level required for promotion throughout their careers.

**Service** - Candidates are expected to maintain local and national service at least at the level outlined in their annual assignment.

**Scholarship/Creative Activity** (if part of annual assignment) - Candidates are expected to maintain scholarship/creative activity at least at the level outlined in their annual assignment.

**Administration** (if part of annual assignment) - Candidates are expected to contribute to administrative operations and development.

Promotion applications will be considered by a committee composed of five faculty, with a preference that the number non-tenure track faculty members exceed that of tenured faculty members. Non-tenure track faculty include Professional Practice Professors, Associate Professional Practice or Professional Practice Professors, Teaching Professors/University Instructors/Lecturers, Associate Teaching Professors/Senior Instructors/Lecturers, Assistant Professional Practice Professors or Assistant Teaching Professors/Instructors/Lecturers. The committee should be chaired by a non-tenured faculty member unless there are none available at the rank necessary (one rank or more above the candidate's present rank). The committee makes a recommendation to the department faculty, who vote by secret ballot on the application.

The Chair makes a recommendation to the Dean, who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

Associate Professional Practice Professors receive a promotion increment as established in the BOT-UFF Collective Bargaining Agreement

#### **Promotion to Professional Practice Professor**

Promotion to the rank of Professional Practice Professor can be attained when the candidate's performance extends beyond the routine and reflects special contributions to the mission of the department. These contributions must be pursued in a documented scholarly manner. Professional Practice contribution, teaching, and service are requisites for promotion to Professor on the clinical track. Scholarship may be part of the criteria if research is included as part of the annual assignment. Administration may be part of the criteria if included as part of the annual assignment. The balance among accomplishments within each of these areas may vary considerably from one candidate to another, and it is not necessary that a candidate achieve each and every example of the criteria listed below. Achievements must be judged in accordance with the specifics of the candidate's annual assignments.

Professional Practice candidates are expected to maintain clinical activities in service to the community at least at the level required for promotion throughout their careers.

**Teaching** - Faculty members are expected to maintain teaching performance at least at the level required for promotion throughout their careers.

**Service** - Candidates are expected to maintain local and national service at least at the level outlined in their annual assignment.

**Scholarship/Creative activity** (if part of annual assignment) - Candidates are expected to maintain scholarship/creative activity at least at the level outlined in their annual assignment.

**Administration** (if part of annual assignment) - Candidates are expected to contribute to administrative operations and development.

Promotion applications will be considered by a committee composed of five faculty, with a preference that the number non-tenure track faculty members exceed that of tenured faculty members. Non-tenure track faculty include Professional Practice Professors, Associate Clinical or Professional Practice Professors, Teaching Professors/University Instructors/Lecturers, Associate Teaching Professors/Senior Instructors/Lecturers, Assistant Professional Practice Professors or Assistant Teaching Professors/Instructors/Lecturers. The committee should be chaired by a non-tenure track faculty member unless there are none available at the rank necessary (one rank or more above the candidate's present rank). The committee makes a recommendation to the department faculty, who vote by secret ballot on the application.

The Chair makes a recommendation to the Dean, who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

Professional Practice Professors receive a promotion increment as established in the BOT-UFF Collective Bargaining Agreement