



Reviewed/Recommended by Faculty: 03/12/2021

Reviewed/Approved by Dean: /. /20201

Reviewed/Approved by Office of Academic Affairs: /. /2021

College of Communication, Architecture + the Arts

Department of Journalism + Media

Appointment and Promotion Guidelines for Professional-practice Faculty Non-Tenure Track Faculty

OVERVIEW

The Department of Journalism + Media (J+M) Non-Tenure-Track Faculty may hold the titles and ranks of Assistant, Associate and Professor of Professional-Practice and Assistant, Associate, and Teaching Professor/Instructor/Lecturer.

This document acknowledges and the faculty ratifies the University Guidelines and adds department guidelines for non-tenure-track ranks held by faculty in J + M.

A department whose distinctive mission is to enable students to learn by practice has an obligation to consistently expose both its faculty and its students not only to scholarly thinkers on the media but also to excellent practitioners.

Meeting that obligation requires the development of a stable, classroom-experienced faculty of highly skilled media practitioners to work at the school in synergy with traditional scholars.

The department cannot provide a consistently high level of practical wisdom and professional skill in its classrooms unless its hiring and promotion policies allow it to attract – and retain – first-rate professionals who are committed to excellent teaching.

Therefore, the Department of Journalism + Media has established standards for the employment of non-tenure earning faculty hired on renewable contracts of one to three years. They may be hired at, or promoted to, any of the ranks available to any other FIU faculty -- Assistant Professor, Associate Professor, Professor – but with the contractual modifier “professional-practice” or “teaching.”

Teaching graduate courses and participating in the development or supervision of graduate programs will in most cases require that the professional-practice faculty members hold at least a master's degree. Exceptions must be approved by the Provost's designee, the Dean of the University Graduate School, upon recommendation by the J + M Chair, and the College Dean.

Teaching loads will be determined according to the J + M Differentiated Faculty Assignments policy. Salaries and salary increases, including those for promotion, will be established in a manner established in the BOT-UFF Collective Bargaining Agreement.

Tenured and tenure-earning faculty are expected to engage in research and creative activity that is published via refereed journal articles and papers, however, when engaging in interdisciplinary research, professional practice publications will also count towards promotion. Professional-practice track faculty are expected primarily to publish in professional publications and media, or to contribute to the academic literature dealing with the pedagogy of communication and journalism, however, when engaging in interdisciplinary research, academic research publications will also count towards promotion. Teaching/Instructor/Lecturer faculty are expected primarily to teach, however, when engaging in interdisciplinary research, academic or professional work and activities, this will also count towards promotion.

STANDARDS BY RANK At Time of Hire

Decisions on appropriate rank at time of hire will be based on the mix of professional and academic credentials of each candidate, including years of professional practice, quality of professional work, degrees earned, and teaching experience. The bachelor's degree is required. Academic credentials that include at least a relevant master's degree and university teaching experience are expected, but in rare circumstances--when a candidate does not hold the master's degree--a candidate's professional experience and achievements will be used to determine rank at the time of appointment.

At Time of Promotion or Renewal

Continuing academic and professional achievements will be required of any candidate seeking contract renewal or promotion. Criteria to be used to evaluate candidates for renewal at, or promotion to, each rank are as follows:

ASSISTANT PROFESSOR, PROFESSIONAL-PRACTICE

1. **Role Description:** The major responsibilities of this position are to teach undergraduate courses, provide service to the department, and participate actively in the relevant profession through service and/or practice, particularly through active participation in national/international professional associations, and to provide students with a role model for superior professional practice.
2. **Qualifications:** Minimum of a relevant master's degree and five years professional experience will normally be required for appointment. Exceptions must be approved by the Dean of the College and the o/Academic Affairs. Such exceptions must meet SACSCOC criteria.
3. **Teaching:** Qualifications for teaching a minimum of three undergraduate courses at a satisfactory level of performance, including at least two senior-level courses, as well as a commitment to participating fully in curriculum development.

4. **Professional and academic activity:** Demonstrable, continuing professional and academic activities at a satisfactory level of performance, the tangible products of which could serve as models of superior performance in professional practice for students.

5. **Service:** Qualifications to undertake professional service in all three areas--university, profession, and general public--at a satisfactory level of performance. Active participation in professional associations will weigh heavily in favor of contract renewals at, or promotions from, this rank.

ASSOCIATE PROFESSOR, PROFESSIONAL- PRACTICE

1. **Role Description:** The major responsibilities of this position are to teach undergraduate and graduate courses as appropriate, provide service to the department and the university, and participate actively in the relevant profession through service and/or practice, particularly through active participation in national/international professional associations, to provide students with a role model for superior professional practice, and to vigorously contribute to curriculum development and other systemic improvements within the department. Appointment at, or promotion to, this rank signifies accomplishments worthy of status as a member of the senior faculty.
2. **Qualifications:** Minimum of a relevant master's degree, significant professional experience of at least five years, a superior record of creative/professional activity and successful classroom teaching will normally be required for appointment. Exceptions must be approved by the Dean of the College and the Office of the Provost/Academic Affairs. Such exceptions must meet SACSCOC criteria.
3. **Teaching:** Evidence of the ability to teach a combined minimum of five undergraduate and graduate courses, if applicable, including at least three senior-level courses, with good student evaluations. Strong evidence of both a commitment and an ability to impart the highest professional standards in the classroom. As a senior member of the faculty, an associate professor should take a leading role in curriculum development. Thus, a successful candidate for promotion to that rank will have shown a willingness to consult with colleagues and others in developing courses, teaching methods, standards of student performance, and methods of measuring outcomes to assure the effective delivery of professional skills to students.
4. **Professional and academic activity:** Required for appointment will be a demonstrated history of professional and academic activities that have earned broad public or peer recognition, and a commitment to continue such work while a member of the faculty. The products of this performance must be tangible and should serve as models of excellent professional practice for students. Normally, such activities would be distributed to a broad public through the mass media, but work aimed at a national audience of peers, such as feature-length articles in prominent reviews like *Quill* or *CJR*, will also weigh strongly. Products aimed at academic or professional peers should strive to broadly influence the quality of academic instruction in, or the practices of, the relevant profession. A record of substantial accomplishments in creative/professional activities implies national or international recognition. Such performance will be measured with respect to quality, importance, length of work, means of distribution, quantity, consistency over time, and relevance to the communication academy or profession, particularly in the candidate's specific area of competence. Both quality and quantity are important. However, quality is the major criterion. Indices of quality include (but are not limited to): public use of the work by leading media outlets or professional journals in the relevant disciplines; significant educational changes influenced by the candidate's work;

use of the work as educational tools by institutions or in classrooms; peer recognition via national awards or other clear evidence of peer respect; citation of work by others in the discipline, or other evidence of broad influence; institutional or academic/professional association invitations to make presentations or serve on panels; consultancies endorsed by the relevant Chair; and significant external funding for continued creative/professional activity.

5. **Service:** A substantial record of professional service to the local, university and professional communities and active participation in professional associations, especially in leadership roles, is expected. Service activities are to be evaluated with respect to quality, quantity, consistency over time, relevance to the academic field and to the practice of communication, and with reference to the candidate's particular area of specialization. Service to the university also consists of serving on department, college and university committees and task forces.

PROFESSOR, PROFESSIONAL - PRACTICE

1. **Role Description:** The major responsibilities of this position are to teach undergraduate and graduate courses as appropriate, and to provide leadership in service to the department, college and the university, and to the relevant profession through service and/or practice.
2. **Qualifications:** A minimum of a master's degree, a substantial history of successful classroom teaching, a record of continuous and clearly significant creative/professional activity, and a background of meritorious professional experience in a relevant field are normally required. Exceptions must be approved by the Dean of the College and the Office of the Provost/Academic Affairs. Such exceptions must meet SACSCOC criteria.
3. **Teaching:** Evident ability to teach a minimum of seven undergraduate and graduate courses, if applicable, with good evaluations. Strong evidence to support a prediction that the candidate will assume a leadership role in nurturing the teaching skills of less experienced faculty and will bring the influence of wisdom to curricular and school policy decisions.
4. **Professional and academic activity:** A record of substantial accomplishments professional and academic activities that have received regional, national, or international recognition is expected of any person appointed or promoted to the rank of professor. The areas of performance and the ways in which they may be measured are essentially the same as for Associate Professor, but the quantity and quality of achievements is substantially higher for appointment or promotion to the rank of professor. At a minimum, it is expected that faculty appointed to or promoted to this rank will have published or produced or otherwise made tangible a quality of professional work that will stand as a role model for the most advanced practice of the media professions. The impact of their activities on the academy or the professions is also expected to be substantially greater, in both geographic breadth and in depth of influence, than that of an associate professor, especially in the area of direct leadership. Attending and participating in conferences and professional meetings of major scholarly or professional organizations and presenting papers, serving on panels, etc, is critical to this leadership role.
5. **Service:** A substantial record of professional service to the local, university and professional communities is vital for individuals who achieve the rank of professor. The faculty member should exhibit leadership within both the local and university communities, and one or more professional organizations.

Personnel Procedures for Professional Practice Faculty:

Appointments, Promotion and Contracts Appointments:

Appointments to the professional-practice faculty of the Department of Journalism + Media, and the rank associated with such appointments, shall be made consistent with university and college policies and the Collective Bargaining Agreement.

Contract Renewal and Non-renewal:

Offers of renewal or notice of non-renewal of contract shall be made by the dean, in consultation with the department chair, in keeping with all relevant provisions of university policies and the Collective Bargaining Agreement.

Promotions:

Promotions require peer review and will be based on evidence of continuing achievements in teaching, professional activities and service commensurate with the rank applied for. Professional-practice faculty who seek promotion must make a formal application demonstrating that the faculty member meets the criteria for the higher rank. Such application will be made on a timetable agreed upon by the Provost's Office.

Peer Review:

For promotion within professional-practice positions, whose ranks parallel those of traditional academic lines (e.g., assistant, associate, professor), the Tenure and Promotion Manual requires each college/unit to develop appointment and promotion guidelines.

Accordingly, the committee charged with formulating policy for hiring and promoting non-tenure track faculty was guided by the cited paragraphs in formulating a collegial peer review policy for the promotion of professional-practice faculty:

1. Peer reviews for promotion of non-tenure earning faculty shall generally follow the format used for academic-track faculty with respect to outside letters, departmental committee and chair review, and application portfolio.
2. Additionally, the department Professional-Practice Track Faculty Review Committee will conduct a formal review of each promotion application.
3. The review committee will consist of two tenured members, two professional-practice members, and a chair selected from the professional-practice faculty. If the department has sufficient numbers of faculty in each category who hold a rank at or above the rank to which the candidate is applying, selection to the committee must be from those ranks. If the department lacks sufficient faculty with the rank at or above the rank to which the candidate is applying, the department chair, in consultation with, committee members may nominate outside professional-practice faculty starting with the Department of Communication and then the other departments.
4. Members will be selected by department vote of the faculty, using the selection method traditionally used to select members for promotion committees.
5. The Professional-Practice Track Faculty Review Committee will report its vote and explanation of that vote in writing to the chair of the candidate's department. The chair

will, in turn, make a written recommendation to the CARTA dean. The dean will make a written recommendation to the provost.

Professional Practice Track Faculty Review process:

Notify chair of desire to go for promotion

Files due to chair

Files sent out to reviewers

Departmental vote

PPTFR Committee vote

Chair's recommendation to the dean

Dean's recommendation to the provost.

Appointment and Promotion Guidelines for Teaching, Instructor, Lecturer Faculty Non-Tenure Track Faculty

Role Description: The major responsibilities of this position are to teach.

STANDARDS BY RANK At Time of Hire

The bachelor's degree is required. Academic credentials that include at least a relevant master's degree and university teaching experience are expected.

At Time of Promotion or Renewal

Continuing academic achievements will be required of any candidate seeking contract renewal or promotion. Basic criteria to be used to evaluate candidates for renewal at, or promotion to, each rank are as follows:

ASSISTANT TEACHING PROFESSOR/INSTRUCTOR/LECTURER

Assistant Teaching Professors/Instructors/Lecturers are expected to hold the master's degree in a relevant 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. Academic credentials that include at least a relevant master's degree and university teaching experience are expected.

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.

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/Lecturer 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 one tenured faculty members, one professional-practice faculty and chaired by one of the teaching faculty members. The committee makes a recommendation to the department faculty who vote by secret ballot on the application. The department 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.

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

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.

Appointments, Promotion and Contracts Appointments:

Appointments to the teaching faculty of the Department of Journalism + Media, and the rank associated with such appointments, shall be made consistent with university and college policies and the Collective Bargaining Agreement.

Contract Renewal and Non-renewal:

Offers of renewal or notice of non-renewal of contract shall be made by the dean, in consultation with the department chair, in keeping with all relevant provisions of university policies and the Collective Bargaining Agreement.

Promotions:

1. Promotions require peer review and will be based on evidence of continuing achievements in teaching, professional activities and service commensurate with the rank applied for. Teaching Professor/Instructor/Lecturer faculty who seek promotion must make a formal application demonstrating that the faculty member meets the criteria for the higher rank. Such application will be made on a timetable agreed upon by the Provost's Office.

Peer Review:

For promotion within teaching faculty positions, whose ranks parallel those of traditional academic lines (e.g., Instructor Librarian, Assistant University Librarian, Associate University Librarian, University Librarian), the Tenure and Promotion Manual requires each college/unit to develop appointment and promotion guidelines.

Accordingly, the committee charged with formulating policy for hiring and promoting professional practitioners was guided by the cited paragraphs in formulating a collegial peer review policy for the promotion of professional-practice faculty:

1. Peer reviews for promotion of teaching faculties shall generally follow the format used for academic-track faculty with respect to outside letters, departmental committee and chair review, and application portfolio.
2. Additionally, a department Teaching/Instructor/Lecturer Faculty Review Committee will conduct a formal review of each promotion application.
3. The review committee will consist of two teaching faculty, one tenured member, one professional-practice members, and a chair selected from the teaching faculty. If the department has sufficient numbers of faculty in each category who hold a rank at or above the rank to which the candidate is applying, selection to the committee must be from those ranks. If the department lacks sufficient faculty with the rank at or above the rank to which the candidate is applying, the committee members may nominate outside non-tenure earning faculty starting with the Department of Communication and then the other departments. The chair will vote only in case of a tie.
4. Members will be selected by department vote of the faculty, using the selection method traditionally used to select members for promotion committees.
5. Teaching/Instructor/Lecturer Faculty Review Committee will report its vote and explanation of that vote in writing to the chair of the candidate's department. The Chair will, in turn, make a written recommendation to the CARTA dean. The dean will make a written recommendation to the provost.

Professional Practice Track Faculty Review process:

Notify chair of desire to go for promotion

Files due to chair

Files sent out to reviewers

Teaching/Instructor/Lecturer Review Committee vote

Chair's recommendation to the dean

Dean's recommendation to the provost.