

Department of Communication Personnel Policy
Revised February 2016

General Criteria

- A. Pretenure reviews, evaluations for tenure or promotion, annual merit reviews, and periodic career reviews of tenured faculty shall be based upon faculty performance in the areas of teaching, research and creative activity, and service. Each personnel evaluation shall be made in light of the faculty member's Annual Work Plan(s) and curriculum vitae for the review period.
- B. The Personnel Committee shall consist of four tenured members elected by the tenured and tenure-eligible members of the department: three regular members and an alternate to evaluate the cases of the regular members. The Committee, elected to staggered three-year terms, shall choose its own chair. No member of the Committee may participate in the deliberation of his or her own evaluation.
- C. In all personnel recommendations, after the department's review process has been completed, the Department Chair shall provide a copy of the Chair's evaluation to the Department Personnel Committee.

Instruction

- A. Teaching requires a faculty member to be current and to organize material and present it in a lucid and interesting way so that students achieve measurable learning outcomes. Quality teaching is essential:
 - 1. The faculty member's fulfillment of teaching responsibilities (e.g., regular class meetings, availability to students outside of class, fair grading, and testing procedures) shall be ascertained through course syllabi, student course evaluations (numerical and written), and -- if required or available -- peer-reviews. A faculty member may also include copies of tests, teaching materials, or any explanation that he or she may wish to provide.
 - 2. Other important pedagogical activities include developing new courses, revising existing courses, directing independent studies, practicums, and theses, and serving on undergraduate and graduate thesis committees. The faculty member may also contribute to pedagogy through the extramural publication of textbooks or other pedagogical materials as well as the facilitation of symposia, workshops, or consultations with other educators.
- B. A peer-review expresses the reviewer's professional judgment of the reviewee's teaching. It involves observation of teaching and examination of course materials. All written peer-reviews shall be submitted to the Personnel Committee and to the reviewee, who may submit a written rebuttal or commentary. Because the department's class meetings are public spaces, any member of the department faculty may observe the teaching of any other member of the faculty at any time. At least two written peer-reviews of teaching performed by tenured members of the faculty are required for tenure or promotion. The Department Chair shall review, or designate a member of the department faculty to peer-review, faculty who are the

subjects of serious or persistent student complaints and submit a written review to the Personnel Committee.

Research and Creative Activity

- A. Research and creative activity are professional processes of discovery and interpretation presented in a coherent manner.
- B. The ultimate goal of research and creative activity is dissemination of work that expands one's discipline. Evidence of proficiency in research and creative activity may include articles, books, campaigns, conference presentations, films, grants, performances, reports, and other activities as specified by the AWP. Whatever form research and creativity activity takes, it must be **peer reviewed, open to peer review, or competitively reviewed when appropriate** to ascertain its professional quality and contribution.
- C. "Forthcoming" denotes an item formally accepted for publication. Evidence of "forthcoming" works shall be written correspondence from the editors or publishers – or in the case of creative activity, distributors.
- D. The reviewee is responsible for ensuring that copies of all completed and "forthcoming"/"under consideration" materials are in the reviewee's personnel file.
- E. Progress on a long-term project shall be described in writing by the faculty member. The Personnel Committee may request evidence such as grant applications, research notes, or other materials.

Service

- A. Service is restricted to activities required by the students, department, college, university, community, or profession related to a faculty member's professional competence as a scholar of communication.
- B. The Chair shall be reviewed with regard to administrative services as well as for other faculty responsibilities. The Personnel Committee shall solicit assessments of the Chair's administrative performance from individuals at the University who have worked with the Chair as an administrator. The Chair together with the Personnel Committee will identify these individuals. The Chair's administrative performance will be reviewed using at least the following criteria:
 - 1. Open and timely communication with all members of the department,
 - 2. Efficient, effective handling of routine department responsibilities concerning students, staff, and faculty,
 - 3. Fair resolution of problems within the department,
 - 4. Effective advocacy for the department within the college and university, and

5. Helpful support for and leadership in departmental planning.

Annual Review

- A. Each faculty member shall be reviewed annually. The review covers the three years preceding the most recent December 31. To facilitate the work of the Personnel Committee, each faculty member shall submit to the Personnel Committee (a) a curriculum vitae in a standard form, (b) Annual Work Plans for the review period, and (c) student evaluation summaries and other evidence related to teaching. The Personnel Committee or the Chair may request additional materials, and these materials shall be supplied by the reviewee. The reviewee may also submit additional materials as he or she desires.
- B. The Department Chair and the Personnel Committee will provide guidance in the assembly of personnel files, but it is the responsibility of reviewees to ensure the completeness of their files.
- C. Using its best collective professional judgment, the Personnel Committee will provide annual qualitative and quantitative evaluations of each full-time faculty member's instruction, research and creative activity, and service. Taking into account the distribution of time allocated on the AWP in the three-year review, the Committee shall assess whether reviewees have accomplished the commitments in instruction, research and creative activity, and service set out in their Annual Work Plans (see Redbook, 4.3.1) and then render an overall judgment of a faculty member's performance within the following system:
 1. "Not proficient" means that the reviewee failed to meet the commitments stated in the Annual Work Plans. Such failure would include substandard teaching as measured by student evaluations and peer reviews or a failure to produce evidence of research and creative activity over the review period for which significant AWP credit for research and creative activity has been allocated.
 2. "Proficient" means that the reviewee satisfied the commitments stated in the Annual Work Plans.
 3. "Highly proficient" means that the reviewee surpassed to a significant degree the commitments stated in the Annual Work Plans.
 4. "Exceptional" means that the reviewee not only met the criteria for highly proficient, but also gained recognition for doing so. Recognition of significant accomplishment in the faculty member's field may include, but is not restricted to, publication of original books; professional awards given on the basis of teaching, research and creative activity, or service; significant fellowships and grants; and invitations to deliver keynote addresses for national or international scholarly or professional organizations.
- D. In the first year of employment, a reviewee is presumed to be proficient unless there is evidence to the contrary.

- E. The amount of money allocated to the department is set forth in the Personnel Policy and Procedures for the College of Arts and Sciences (Section 2.1.C.2).
- F. Available annual-review pool money for the department will be allocated using the following point system:
1. Not Proficient = 0 merit points
 2. Proficient = 1 merit point
 3. Highly Proficient = 1.25 merit points
 4. Exceptional = 1.5 merit points
- G. The department's merit pool will be awarded by adding to the base salary of each continuing full-time faculty member a percentage based on merit points earned:
Raise = (individual faculty base salaries x merit points awarded x ((sum of faculty salaries x raise percent authorized by Pres)-Dean's share)) / sum (individual faculty base salaries x individual merit)

Periodic Career Review

In these reviews, proficient performance shall be defined as continued overall performance of at least "Proficient" in the previous five annual reviews as determined by the Dean of the College.

Approved by the A&S Personnel Committee, September 2019

Approved by the A&S Dean's Office

Date: