

Promotion & Tenure Guidelines
Department of Communication Studies
Revised October 2017

Departmental Promotion and Tenure Committee:

The Promotion and Tenure Committee consists of all tenured members of the department, excluding the Department Chair and Co-Chair. The committee is charged to review all candidates for promotion and tenure and to make recommendations to the department chair. The committee is obliged to adhere to the criteria contained in these guidelines and to the College of Arts and Sciences and University regulations, policies, and procedures concerning promotion and tenure.

Promotion and Tenure Committee Chair:

The chair of the Committee will be appointed by the Department Chair. The chair is responsible for calling meetings, presiding over deliberations, supervising voting, and drafting a recommendation in each case to submit to the Department Chair. The committee chair is responsible for ensuring that the Promotion and Tenure Committee completes its work within the University's established timetable for the promotion and tenure process.

Department Chair:

The Department Chair is responsible for selecting appropriate external reviewers. If the Department Chair is unfamiliar with the candidate's field, he or she will request that members of the Promotion and Tenure Committee, who are knowledgeable about the candidate's discipline, select appropriate external reviewers. The Department Chair is responsible for transmitting the Promotion and Tenure Committee's recommendations, Part Two of Recommendation for Tenure and Promotion, his or her own recommendation, and all supporting documentation to the Dean of the College of Arts and Sciences. The Department Chair is charged with informing the candidate of both the Department Chair's and the Promotion and Tenure Committee's recommendations.

Notice of Recommendations:

A copy of the recommendation from the Department Chair and the recommendation from the Promotion and Tenure Committee must be given to the candidate. The candidate may submit a written response to the Department Chair's recommendation and/or the Promotion and Tenure Committee's recommendation within 14 days, and this response must be added to the candidate's portfolio. The Promotion and Tenure Committee and/or the Department Chair may write a response to the candidate's response, which must be added to the candidate's portfolio.

Third-Year Review (Mid-Tenure Review):

The Promotion and Tenure Committee will conduct Third Year Reviews for tenure-track faculty members. The Committee will follow the College of Arts & Sciences policies and procedures for Third year Reviews, described here: <http://cas.umkc.edu/wp-content/uploads/2016/04/Third-Year-Review-Policy-July-2011.pdf>

Requirements for Tenure and Promotion:

Tenure and promotion to the rank of Associate Professor requires:

- 1) A demonstrated record of effective teaching;
- 2) A noteworthy record of accomplishment in peer-reviewed research, creative work, or professional activity that indicates potential for national recognition in his or her field;
- 3) A satisfactory record of service contributions to the Department and the College, the University, or the discipline;
- 4) The promise of growth in all areas above.

Promotion to the rank of Professor requires:

- 1) A demonstrated record of effective teaching;
- 2) An established national reputation in his or her field;
- 3) A satisfactory record of service contributions to the College, the University, or the discipline, as well as to the Department;
- 4) An ongoing program of peer-reviewed research, creative work, or professional activity.

Early Tenure and Promotion

If the candidate meets the above standards before the University's regular timetable for tenure and promotion, that should qualify the candidate for early tenure and promotion.

Research, Creative Work, and Professional Activity

The Department of Communication Studies includes faculty engaged in academic research, creative work, and professional activity. A faculty member, in line with his or her credentials and expertise, may pursue achievement in academic research, creative work, professional activity, or some combination of the three.

Both quality and quantity of a candidate's research, creative work, and professional activity are important and should be demonstrated by durability, consistency, and impact. In assessing these attributes, the Promotion and Tenure Committee will give considerable weight to the

evaluations of the external reviewers. The candidate should use the Statement of Research Philosophy with references to supporting materials to describe the significance of the work.

Research

Appropriate scholarship for academic researchers includes, in relative order of importance:

- Publications in peer-reviewed academic journals
- Books based on original research, published by academic presses
- Articles or book chapters based on original research, published by academic presses
- Journal articles accepted for publication, or books under contract (manuscript must be included in the candidate's file)
- Peer-reviewed and invited scholarly papers presented at national conferences
- Successful internal or external grant applications in support of research
- Textbooks and instructional materials

Creative Work

Faculty engaged in creative work are expected to produce film, video, television, audio, or hybrid media works, and to have principal creative responsibility in the works they create. Faculty are expected to seek peer-reviewed, juried, or otherwise competitive venues for exhibition of their work. Appropriate ways of demonstrating achievement in creative work include:

- Screenings at international, national, or regional juried film festivals
- Awards at international, national, or regional juried film festivals or competitions
- Invited screenings at international, national, or regional venues
- International, national, or regional television broadcast
- Invited solo or group shows at international, national, or regional venues
- Selection for purchase or collection
- Successful internal or external grant applications in support of creative work

Professional Activity

Professional activity should be appropriate to the faculty member's area of professional expertise and training, and may include:

- Professional books and textbooks
- Articles in professional journals, trade publications, scholarly journals, newspapers or other mass media
- Invited papers at scholarly and professional conferences
- Film, video, television, audio, or hybrid media works that are completed for commercial purposes

- Awards, prizes, or other special recognition within the profession

Additional Evidence of Scholarly, Creative, or Professional Expertise

While less significant than peer-reviewed research, peer-reviewed creative work, or professional activity, the following items also demonstrate a faculty member's expertise and reputation within his or her field:

- Reviews, references, or citations in publications of a faculty member's research, creative work, or professional activity
- Invited lectures and presentations delivered at conferences, festivals, symposia, or arts or academic institutions
- Commissioned essays or reviews published in catalogs, scholarly journals, and professional publications
- Curatorial, organizational, or editorial projects in which the faculty member has a primary role

Teaching

Faculty should demonstrate effective teaching, including but not limited to the following areas: organizing and presenting course content effectively; facilitating student learning outcomes; and developing curricular materials. The candidate should use the Statement of Teaching Philosophy to contextualize and elaborate on his or her achievements as a teacher within the department.

The following items will serve as the basis for evaluating faculty teaching performance:

- Sample course syllabi
- Sample assignments and exams
- Honors and awards for teaching
- Student evaluations
- Peer evaluations (including classroom observations)
- Independent study supervision
- Curriculum development
- New course development
- Grants and awards for course or teaching development
- Teaching workshops attended

Peer Evaluation

1. As part of the Third Year Review, two members of the Promotion and Tenure Committee will conduct separate evaluations of the candidate's teaching during the candidate's second year of teaching in the Department of Communication Studies.

2. As part of the review for Tenure and Promotion to Associate Professor, two members of the Promotion and Tenure Committee will conduct separate evaluations of the candidate's teaching during the candidate's fifth year of teaching in the Department of Communication Studies.
3. Evaluations must include a classroom observation and a review of instructional materials for the course observed.
4. Each evaluator will prepare a written review within one week after each classroom observation. Copies of the review will be forwarded to the Department Chair, the Promotion and Tenure Committee, and the candidate.
5. Within 14 days of receiving the review, the candidate may forward a written response to the review to the Department Chair to be added to his or her file.

Service

Faculty members are expected to make meaningful service contributions to the Department, and to the College, the University, or their discipline. While teaching and research are of primary importance in promotion and tenure, a record of service is also necessary. It is expected that candidates for tenure will demonstrate accomplishment primarily in service to the department, with some service to the College, University, and discipline where possible. The candidate should use the Statement of Service Philosophy to describe his or her contributions in service.

Appropriate service activities include:

- Service on departmental, college-wide, university-wide, or system-wide committees
- Academic advising
- Advising student organizations
- Organizing curricular enrichment or co-curricular activities
- Serving on the editorial or advisory board of scholarly journals or arts organizations
- Serving as an officer of an academic association or professional organization
- Serving as a juror for a competition, a film festival, or an exhibition
- Serving as a manuscript reviewer for a journal or publisher
- Organization of a major conference or project
- Moderating or maintaining a significant online professional forum
- Serving as an external academic reviewer
- Service to a local or regional organization utilizing one's field of expertise