

Walter Cronkite School of Journalism and Mass Communication Personnel Policies

A. Promotion and Tenure Committee

1. The School Promotion and Tenure Committee shall consist of all tenured faculty members of the School (except those holding administrative positions, i.e. the Dean, the Assistant/Associate Deans and or Directors).
2. The committee shall elect a chair from its ranks at the beginning of each academic year. That meeting shall be convened by the Chair of the Committee from the previous year.
3. The Promotion and Tenure Committee shall make recommendations to the Dean and the Provost on all matters concerning selection, promotion and tenure of all faculty members pursuant to the regulations of the college and the university.
4. For promotions to Associate Professor or Professor, the committee shall consist of all tenured faculty members at or above the prospective rank of the person being considered for promotion.
5. The School Dean and Associate/Assistant Dean(s) may not attend committee meetings except at the invitation of the chair of the committee, with the express purpose of providing information deemed necessary in the consideration of personnel.
6. All faculty members eligible for review by the committee will be asked to submit faculty records forms to the Dean in a timely manner. The Promotion and Tenure Committee, acting as a committee of the whole, shall follow the School's guidelines for hiring, promotion and stability of employment as hereafter spelled out.

7. The committee shall make a report to the Dean. That report shall be confidential and kept in the possession of the Dean's office for a period of at least three (3) years.
8. The Chair of the Promotion and Tenure Committee shall be responsible for writing the recommendation of the committee concerning any candidate. The written recommendation will be reviewed by each member of the committee, who shall then sign off as having approved the statement and the decision (or sign off on a dissenting minority opinion if required).
9. If there is a division of opinion, a report of the minority membership of the committee may be written by a member of the minority group. This report should also be submitted to the Dean and the Chair of the Promotion and Tenure Committee. All members of the Promotion and Tenure Committee who have participated in the deliberations of the personnel action shall be represented by signature on a separate signature sheet indicating that they have concurred with the majority or minority statement.
10. The recommendations of the Dean shall be separate from those of the Promotion and Tenure Committee and shall reflect both the Dean's evaluation of the committee report and the Dean's own evaluation of the candidate's material.
11. As per the procedures of the university, the Promotion and Tenure Committee evaluation and the Dean's recommendations are to be submitted, along with other required material, to the Provost of the university.

C. Review of Probationary Faculty

1. Each faculty member on a tenure track is to be reviewed during the first five (5) contract years with the university. Tenure-track assistant professors probationary reviews are conducted during the Spring of the third (3rd) year. The tenure review is conducted no later than the sixth (6th) year. For non-tenured associate or full professors, the probationary review is conducted in the Spring of the second (2nd)

year. The tenure review is conducted no later than the fourth (4th) year. Established faculty members who desire to be considered for tenure earlier than the date listed in their appointment letters may apply for tenure in the year of a regular probationary review. Deadlines for the review of probationary faculty during each of the above named years are established by the office of the Provost.

The Dean and/or Associate Dean will make known to all faculty these dates on receipt of the announcement from the Provost's office.

2. The Chair of the Promotion and Tenure Committee shall prepare the procedure by which the faculty member is to be reviewed at the College level and notify, through a formal memo, the faculty members concerned. Criteria for review and information to be gathered for the review include the above-mentioned criteria on teaching, research, and service, as well as a statement of the educational and the research philosophies of the individual being reviewed. Letters of recommendation shall be solicited from peers nationally in accordance with university guidelines.
3. As stated, effectiveness as a professor shall be measured in teaching, research and publication, service to the discipline and to the profession, and citizenship in the School.
 - a. Materials submitted to evaluate teaching effectiveness shall include:
 - (1) Student evaluations in courses taught. (The Dean/Associate Deans shall provide summaries of teaching evaluations to the Chair of the Promotion and Tenure Committee.)
 - (2) Peer evaluations through visits to the faculty member's classes by senior faculty appointed by the Chair of the Promotion and Tenure Committee.
 - (3) Other available information.
 - b. An updated vita provided by the faculty member, which shall include evidence of publications, creative activities and faculty service.
 - (1) Evidence of research/publications in the form of two articles/creative endeavors.
 - c. Any other information deemed pertinent to the review under way by the Dean/Associate Deans and the Promotion and Tenure Committee.
3. Recommendations of the School's Promotion and Tenure Committee and the Dean/Associate Deans shall be provided to the candidate after completion of the review process by the Dean/Associate Deans.

4. Candidates granted promotion to Associate Professor or Professor, or considered for and granted tenure are considered to be in their final year of probation. If promotion is granted the appointment at higher rank will be with tenure.

D. Promotions and Tenure

The School shall recommend promotion, tenure or retention for its faculty on the basis of excellence in performance and the promise of continued excellence and considering the interest of higher education in the State of Arizona. These criteria must include the following:

5. Teaching Effectiveness. The School considers teaching to be the primary function of the School.
6. Quality and quantity of research and publication or other creative professional activity.
3. Quality of service to the profession, to the community and to the university.
4. A record of functioning collegially as a faculty member in this School.
5. Additional Guidelines for appointment or promotion to each rank:

- a. **To Instructor:**

Shall have a Master's degree, and/or correlative professional experience.

Teaching and service performance will be reviewed yearly, with a contract issued for a limited period of time, based on needs of the school and performance of the individual.

- b. **To Assistant Professor:**

- (1) Promotion from Instructor to Assistant Professor will not normally occur, except where the faculty member was appointed as instructor instead of assistant professor pending completion of some specified requirement stated at the time of appointment offer was tendered and accepted.
- (2) Normally shall have a terminal degree, or correlative professional experience.
- (3) Normally shall have shown ability to teach effectively.

- (4) Shall be qualified to serve on master's committees.
- (5) Shall show promise as a productive scholar by having engaged in significant research or other scholarly, technical or creative professional activity.
- (6) Shall show promise as a contributor to the discipline and profession of journalism or mass communication through public service activities.

c. **To Associate Professor:**

An assistant professor may apply for promotion before the final probationary year if the faculty member believes that the established criteria for the full probationary period have been met before the end of that period. An assistant professor whose intent is to remain as the university must apply for promotion during the sixth year of service as an assistant professor at the university. Additionally, the candidate:

- (1) Shall have made substantial contributions to the discipline as a teacher and scholar, the latter being evidenced by significant research and academic publication or other technical and/or creative professional activities.
- (2) Shall have made contributions to the discipline and profession through public service activities.
- (3) Normally shall have a terminal degree, or correlative professional experience.
- (4) Shall be qualified to serve on master's and Ph.D. graduate committees.
- (5) Normally shall have shown ability to teach effectively.
- (7) Shall show promise as a productive scholar by having engaged in significant research or other scholarly, technical or creative professional activity.
- (8) Shall show promise as a contributor to the discipline and profession of journalism and mass communication through public service activities.

d. **To Professor:**

Promotion from associate professor is not associated with a particular time span. An associate professor is never required to apply for promotion. Since there is no rank above that of a Professor in the academic community, promotion to this rank is made with the greatest care and consideration.
Promotion to Professor:

- (1) Shall be recognition of superior achievement with every expectation of continuing contribution to the University.
- (2) Shall be made on the basis of having established a record of excellence as a teacher; a national or international reputation for excellence in research or other creative endeavors; and show promise of continuing scholarly productivity and public service.
- (3) Shall have made substantial contributions to the discipline as a teacher and scholar, the latter being evidenced by significant research and academic publication or other technical and/or creative professional activities.
- (4) Shall have made contributions to the discipline and profession through public service activities.
- (5) Normally shall have a terminal degree, or correlative professional experience.
- (6) Shall be qualified to serve on master's and Ph.D. committees.
- (7) Normally shall have shown ability to teach effectively.

e. **To Professor of Practice:**

Shall have significant professional experience and length of service that would enable the individual to be recognized as a national/international expert in the field working at the highest levels.

Teaching and service performance will be reviewed yearly, with a contract issued for a limited period of time based on needs of the school and performance of the individual.

Significant creative activity and/or scholarly publication designed to bring national/international recognition to the School is expected of the holder of this rank.

Significant service to the profession on a national or international level is expected.

f. **Tenure**

The process of providing “stability of employment” or tenure, is the same as that found in the above process for promotion to associate or full professor. The individual must apply for promotion and/or tenure during the sixth (6th) year at the university as an assistant professor, or in the third (3rd) year as an associate professor if that was the rank at the initial hire. In addition, the individual will have undergone the probationary reviews during the years prior to this final consideration and such record will have pointed to the feasibility of offering tenure.

Source: Walter Cronkite School of Journalism and Mass Communication Bylaws, revised Oct. 2008.