

College of Communications

CRITERIA FOR PROMOTION AND TENURE

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COLLEGE OF COMMUNICATIONS

Criteria for Promotion and Tenure

For a number of years, the University Promotion and Tenure Committee has asked departments and colleges to evaluate requests for promotion and tenure on the basis of the following four areas of performance:

1. Possession of the terminal degree;
2. Outstanding in teaching;
3. Outstanding in professional, scholarly and creative work;
4. Outstanding in service activities.

In the College of Communications and its departments of Journalism, Radio-Television, and Communication Studies, the four areas of performance will be assessed as follows:

In all disciplines of the College, the terminal degree normally will be the doctorate. Without a doctorate, an individual normally may be employed only as an instructor on a one-year (nontenure-track) contract.

In exceptional cases (as outlined in a 1984 Board of Trustees action and a 1985 College response to the Board amendment), appropriate employment and performance experience may be accepted in lieu of the terminal degree. A written statement from the dean and department chair, as appropriate, will note the understanding at the time of hiring regarding the substitution of appropriate professional experience for the terminal degree. The statement will be given to the candidate and will be placed in the candidate's personnel folder. When an individual is so employed, possession of the terminal degree will not be a consideration in future questions of promotion and tenure.

TENURE

PROCEDURES FOR REVIEWING PROMOTION AND TENURE REQUESTS

As stated in an annual memorandum to the University Promotion and Tenure Committee:

Requests for consideration for promotions must be made by individual members of the faculty seeking promotion. Each member of the faculty who desires to apply for promotion will be provided a form with which to present his/her request. Forms are available at the offices of departmental chairpersons. (Forms are also available for persons wishing to request tenure.)

As outlined in the **Faculty Handbook**,

Each department will maintain a standing committee on promotion, retention, and tenure

of five tenured faculty members representing all areas within the department. Faculty of each department will elect the committee with committee members serving staggered three-year terms. If the department cannot form a committee of five, the department chair, after consultation with the faculty in their department, will select faculty from other departments in the college to make up the committee. The chair of the department may serve on the committee as a nonvoting member.

Each department committee on promotion and tenure will elect annually at least one representative to serve on the college promotion and tenure committee. If the college cannot form a committee consisting of tenured faculty, the dean should consult informally with department chairpersons and the senior faculty members...

Each college will elect one representative from the college committee or from the college if no college committee exists, to the University Committee on Promotion and Tenure to serve a two-year term.

As a faculty member's file is reviewed by the department chair, the college promotion and tenure committee, and the dean, every effort will be made to verify all material. At any stage, a reviewer may ask an applicant to substantiate productivity or service claims. It is expected that the reviewers will add explanatory notes where appropriate.

An applicant for promotion will not serve on the college/university promotion and tenure committee during the time his/her application is under review. If the college representative to the university promotion and tenure committee is under consideration for promotion, the college promotion and tenure committee will elect a replacement to take his/her place on the university promotion committee for that academic year.

As stated in the Faculty Handbook:

Tenure is a status granted in the academic community to faculty members who have proven themselves over time. Tenured faculty may expect to continue in their academic positions unless adequate cause for dismissal is demonstrated in a fair, objective hearing, according to the procedure of due process.

Only full-time faculty and administrative personnel holding academic rank above the instructor level may gain tenure. Persons holding the rank of instructor will not receive tenure.

Notice of tenure will be given through the Executive Vice Chancellor/Provost. Tenure recommendations will originate at the department level. Tenure is awarded by the Board of Trustees acting through the chancellor of the university. The period for granting tenure is as follows:

- Persons initially appointed as professor, associate professor, or assistant professor must be reviewed for tenure not later than the completion of their sixth year of service

at Arkansas State University, and tenure must be granted with the completion of their seventh year of service at Arkansas State University, except when a moratorium is placed on tenure appointments. If the mandatory review results in a failure to gain tenure by the completion of the sixth year of service, the seventh appointment will be a terminal contract. Non-compensated leave time of a full semester or more will count towards tenure.

- Tenure may be granted with any earlier contract. However, except in unusual cases, the full six-year period in a pre-tenure status is needed to conduct an adequate review, and requests for early tenure will not be approved. If a faculty member fails to earn tenure in this accelerated review cycle, he/she may apply for tenure again only in the sixth year of the pre-tenure cycle.
- In referring to a "year," the policy of the university is that a full semester of service under pre-tenure status contract which begins on or before the first day of the spring semester in an academic year counts as a full year.
- When warranted by an individual's record and experience, the initial appointment may include a separate agreement that the person may apply for early review for tenure. Such an agreement must be in writing and signed by the dean of the appropriate college and the Executive Vice Chancellor/ Provost. No obligation to grant tenure is implied by such an agreement.
- An individual may be hired initially in a tenured position. However, this option will be exercised only in exceptional cases, and must be approved by the chancellor of the university prior to the offering of the initial contract.
- A prospective faculty member (with the exception of presidential candidates) may negotiate the terms of initial employment with regard to tenure status and academic rank based on the professional productivity earned in previous employment settings. Any such terms must be approved by the Chancellor of the university and be based on the thorough review and positive recommendation of the Departmental PRT committee within the academic unit in which tenure and rank will be held. Documentation of negotiated terms must be included with the application for tenure and/or promotion.

COMPREHENSIVE PRE-TENURE REVIEW

A comprehensive pre-tenure review will be implemented that will be completed in the third year of employment at ASU for all pre-tenure faculty regardless of rank. This review will require that all third-year pre-tenure faculty members submit documentation of performance in the areas of teaching, scholarly activities, and service using the tenure application format. The department PRT Committee, the Department Chair, and the

Dean will formally review this documentation and provide appropriate feedback to each third-year, pre-tenure faculty member regarding their progress toward tenure.

Pre-tenure faculty will be evaluated for tenure and promotion based on the department, college or university criteria in place during their third year of employment on a pre-tenure contract.

CRITERIA FOR AWARDING TENURE

Tenure represents a major commitment by the university. A tenure recommendation is one of the most important professional decisions made with the university. In a tenure review, the university will assess not only the faculty member's record in the areas of teaching, research and service, but will evaluate the faculty member in terms of the extent to which the individual serves the missions, objectives, goals and needs, present and future, or the department, the college and the University.

Specifically, to expect a favorable tenure recommendation, a faculty member must:

1. Present a record of teaching, of scholarly, creative and professional productivity, and of service consistent with that required for promotion to associate professor. (Explanation: Tenure may be awarded to individuals in the assistant rank. In such cases, however, there must be definite and substantial evidence that the individual is establishing a record that should qualify him/her for promotion within two years.)
2. Be judged by peers, the chair, the dean and the college promotion and tenure committee as having maintained an active role in helping the department and college meet their missions, goals, objectives and needs.

PROMOTION

ASSISTANT PROFESSOR

Criteria for promotion to assistant professor will be:

1. Possession of the terminal degree appropriate to the teaching, research and service mission of the College.

Faculty at the instructor rank who complete requirements for the terminal degree should provide their department chair with evidence of completion. In this case, it is not necessary to apply for promotion. Upon favorable recommendations by the chair and dean and approval by the Executive Vice Chancellor/ Provost, promotion to the rank of assistant professor will be granted, effective immediately.

Faculty at the instructor rank who apply for promotion to assistant professor under the special waiver policy approved by the Board of Trustees must complete the normal application procedure.

2. Evidence of outstanding teaching, as measured by evaluations of students, peers and supervisors, and other evidence of teaching related achievement.
3. Evidence of professional, scholarly or creative work appropriate to the discipline or field.
4. Evidence of involvement in service activities, as measured by such involvement as student advising, work on department, college or university committees, sponsorship of student organizations, active participation in professional organizations and other service opportunities.

ASSOCIATE PROFESSOR

For promotion from assistant to associate professor, normal time-in-rank will be six (6) years. (Explanation: Normally it takes at least six years for a faculty member to establish the record of teaching, scholarly, creative or professional productivity and service required for promotion to the associate rank. However, members may apply for promotion at any time they believe their overall productivity has met the criteria outlined below.)

Criteria for promotion from assistant to associate professor will be:

1. Outstanding performance in teaching, as measured by evaluations of students, peers and supervisors, review of course syllabi and record of teaching-related achievement.
2. Continuing promise of scholarly, creative or professional productivity, as measured by:
 - Publication in peer-reviewed and professional media,
 - Formal presentation to academic and professional audiences,
 - Primary involvement in the creation of films, audio or video productions, radio or television broadcasts, photography or graphic exhibits, brochures and other mass communications media,
 - Publication of meritorious articles, reviews and commentaries in popular media.

AContinuing promise@ is defined as long-term, regular and recent scholarly, creative or professional activity, with a minimum of two significant publications (as judged by the chair, the college promotion and tenure committee, and the dean) in addition to other activities at the national and state level.

3. Service to the profession, to the discipline, to Arkansas State University and to the community (local, state, national and international).

Service to the university includes the individual=s expected contribution to internal committee work and faculty governance activities. However, for the purpose of promotion, particular attention will be given to service to the profession and the broad academic discipline and to media-related service to the community. Activities that would be considered under Aservice@ include consulting for the profession or other academic institutions, organizing and teaching seminars or workshops for the profession or for other academic institutions, serving on committees or as an officer for professional or academic organizations, assisting public and civic groups with media-related problems or projects.

For promotion to associate professor, outstanding performance in teaching is mandatory. It is not required, however, that an applicant excels in both productivity and service. A less-than-exemplary record in one area may be offset by an especially meritorious record in the other.

FULL PROFESSOR

For promotion from associate to full professor, normal time-in-rank will be five (5) years. (Explanation: Normally it takes at least five years for a faculty member to establish the record of teaching, scholarly, creative or professional productivity and service required for promotion to the full professor rank. However, members may apply for promotion at any time they believe their overall productivity has met the criteria outlined below.)

Criteria for promotion from associate to full professor will be:

1. Outstanding performance in teaching, as measured by evaluations of students, peers and supervisors, review of course syllabi and record of teaching related achievements.
2. Outstanding achievement in scholarly, creative or professional productivity, as measured by:
 - Publication in peer-reviewed and professional media,
 - Formal presentation to academic and professional audiences,
 - Primary involvement in the creation of films, audio or video tapes, radio or television broadcasts, photography or graphic exhibits, brochures and other mass communications media,

- Publication of meritorious articles, reviews and commentaries in popular media. “Exemplary achievement” is defined as long term, regular and recent scholarly, creative or professional activity, with a minimum of two significant publications (as judged by the chair, the college promotion and tenure committee, and the dean) while in the associate professor rank, to include a minimum of five significant activities of national scope.
3. Outstanding service to the profession, to the discipline, to Arkansas State University and to the community (local, state, national and international).

Service to the university includes the individual=s expected contribution to internal committee work and faculty governance activities. However, for the purpose of promotion, particular attention will be given to service to the profession and the broad academic discipline and to media-related service to the community. Activities that would be considered under Aservice@ include consulting for the profession or other academic institutions, organizing and teaching seminars or workshops for the profession or for other academic institutions, serving on committees or as an officer for professional or academic organizations, and assisting public and civic groups with media-related problems or projects.

For promotion to full professor, outstanding performance in teaching and outstanding achievement in scholarly, creative or professional productivity is mandatory and a consistent record of service must be obvious.

Approved by the College of Communications PRT Committee November 2010