

Northern Illinois University  
Department of Communication  
Governance Document  
Revised 29 April 2010

I. Preamble

- A. The Department of Communication requires a broad-based liberal arts education and provides students with an in-depth understanding of the history, theory, and practice of human communication.
- B. The Department of Communication values the contributions of all communication professions and seeks to provide students with the necessary background and preparation to succeed in diverse communication endeavors.
- C. The Department of Communication respects the integrity and interdependence of all areas designated by the faculty of the Department.
- D. The Department of Communication promotes a spirit of cordiality and nurturing among all faculty, students, and staff in the Department.

II. Academic Freedom, Fairness, and Due Process

- A. All affairs of the Department shall be conducted in accordance with the principles of academic freedom subscribed to by the University and the procedures for due process established by the University and the College of Liberal Arts and Sciences.
- B. Policies for the Department shall be the responsibility of the faculty. The Department fully supports the principles of shared governance expressed in the Board of Trustees' Governing Policies, the University Constitution and Bylaws, the Bylaws of the Faculty Senate, and the Policies, Procedures, and Criteria Concerning Personnel Recommendations of the College of Liberal Arts and Sciences.
- C. The Department is committed to principles of affirmative action and shall, in all matters, afford all its members fair, impartial, and equal treatment regardless of sex, race, national origin, marital status, age, color, political views or affiliation, sexual orientation, disability status, or other factors unrelated to scholarly or professional performance.
- D. Members of the Graduate Faculty of the Department shall meet to recommend policies related to graduate study in the Department.
- E. Any person elected to a position may be recalled by majority vote of his/her constituency.
- F. Except as otherwise provided for in this document, meetings shall be conducted in accordance with Robert's Rules of Order, Revised.

III. Definition of the Departmental Faculty and Areas

- A. The faculty of the Department shall consist of the Chair and all full-time and part-time Faculty Assistants, Instructors, Supportive Professional Staff, and Assistant Professors, Associate Professors, and Professors holding appointments in the Department.
- B. The regular faculty of the Department shall consist of all full-time staff members holding the ranks of Professor, Associate Professor, Assistant Professor, and Instructor on tenure-track appointment. Regular faculty members are those whose contracts do not carry the designation "temporary" or "adjunct."

- C. The Department's tenure-track faculty are divided into four areas: Communication Theory, Journalism, Media Studies, and Rhetorical Studies. Any tenure-track faculty position to be filled will be classified in one of these primary areas according to the job description. Faculty members have primary input in decision-making and may vote to elect an area coordinator in only one area. Any transfer of a faculty member from one area to another will be made through consultation among the Chair, the affected areas, and the faculty member involved. Each content area will select a coordinator for a two-year term at the beginning of fall semesters as terms expire. The COMS 100/100P Director will be appointed by the Chair.

#### IV. Departmental Meetings

- A. A general faculty meeting may be called by the Chair or upon request to the Chair by 15% of the regular faculty. Written notice and an agenda shall be distributed to all faculty at least two business days preceding general faculty meetings.
- B. A quorum of a general faculty meeting shall be a simple majority of the regular faculty.
- C. The Chair or his/her designee shall provide a detailed summary of all matters proposed, discussed, and decided, and a record of any votes taken, at departmental meetings. These written minutes shall be made available to all faculty in a timely manner. These minutes shall be approved at the next faculty meeting and filed in the Department office.
- D. Graduate Assistants in the Department shall be invited to general faculty meetings and have all the privileges of membership except the right to vote.
- E. An elected representative of the graduate students in the Department shall be invited to attend all general faculty meetings and have the right to vote on all matters with the exception of personnel.
- F. Two elected representatives of the undergraduate students in the Department--one from the Journalism degree program and one from the Communication Studies degree program--shall be invited to attend all general faculty meetings and have the right to vote on all matters with the exception of personnel.

#### V. Student Advisory Councils

- A. The graduate students in the Department shall be invited to organize a Graduate Student Advisory Council (GSAC). This Council shall supervise the election of graduate students as representatives to the Department's faculty meetings, and other committees where such representation is established.
- B. Those undergraduate students who are declared majors in the Department shall be invited to organize a Communication Undergraduate Student Advisory Council (COMM-SAC). This Council shall supervise the election of undergraduate students as representatives at the Department's faculty meetings, and other committees where such representation is established. The Department Chair shall appoint a faculty advisor to COMM-SAC.

#### VI. Standing Committees

##### A. Department Council

The Council is charged to recommend departmental policy to the Chair and faculty on matters concerning the Department as a whole which are not delegated to other standing committees: (1) job descriptions for positions to be filled, (2) appointment of search committees, (3) schedule of classes and staff assignments, (4) balance of course offerings for majors, minors, general education credit, and service to

other departments and colleges, (5) balance of graduate and undergraduate offerings, (6) control of the number and distribution of majors admitted, (7) provision of guidelines for development of departmental programs, (8) provision of guidelines for faculty workload including administrative assignments, research efforts, and special assignments, (9) establishment of priorities for budget and resource allocations such as space, equipment, and technology, and (10) provision of other advice to the Chair as necessary.

The Department Council shall be composed of the Department Chair (who will serve as the Chair of the Council), the Assistant Chair, coordinators of the content areas, and the Directors of Graduate and Undergraduate Studies and of COMS 100/100P. The Assistant Chair shall apprise the faculty of agendas and meeting times and shall provide written summaries of the Council's recommendations.

## B. Curriculum Committee

The Curriculum Committee is responsible for (1) general planning, review, and final departmental approval of courses and curricular development, (2) major and minor program options and general education, (3) interdisciplinary programs and relationships, and (4) all catalogue copy--i.e., prerequisites, numbering, course titles and descriptions, etc. The Curriculum Committee shall include up to seven voting faculty members appointed by the Department Chair in consultation with area coordinators. These voting members will include at least one representative from each of the four content areas. Additional voting members will include one GSAC and one COMM-SAC representative (the GSAC representative may vote on graduate issues but not undergraduate; the COMM-SAC representative may vote on undergraduate issues but not graduate). In addition, the Committee will include the following nonvoting members: the Directors of Graduate Studies, Undergraduate Studies, and COMS 100/100P (ex officio). The Committee shall annually elect its Chair from among its faculty members. All meetings of the Curriculum Committee will be open to interested faculty and students, and prior to each meeting the Committee Chair will notify the entire faculty and GSAC and COMM-SAC representatives of the proposed agenda. Ex officio Committee members need only attend meetings of relevance to their respective duties when notified by the Curriculum Committee Chair. The Committee Chair will share summaries of meetings and curricular recommendations with the faculty and then forward curricular recommendations to the College.

## C. Personnel Committee

The Personnel Committee shall perform the duties stated below for all professorial faculty members. Instructors and Faculty Assistants shall be evaluated in compliance with the terms of the Collective Bargaining Agreement. The Personnel Committee shall conduct all of its deliberations and actions in accordance with the procedures and criteria for evaluation described in this document, following current University and College guidelines, and without regard to any extraneous factors unrelated to professional performance. Furthermore, all deliberations regarding individual personnel decisions are confidential and the Department Personnel Committee shall follow all provisions regarding confidentiality established by the College of Liberal Arts and Sciences.

### 1. Duties

- a. The Committee shall review and distribute to the faculty criteria used in merit evaluations and recommendations for tenure and promotion and shall annually solicit and evaluate the evidence of faculty members' contributions in teaching, scholarship, and service.
- b. The Committee shall conduct annual merit evaluations of professorial faculty and report to each faculty member (1) the ratings assigned him or her and (2) the mean, median, and range of ratings assigned to the faculty as a group and any commentary the Committee wishes to offer on the application of criteria used in determining the ratings for teaching, research, and service.

- c. The Committee shall conduct merit evaluations for the Department Chair and Assistant Chair according to procedures and practices established in the current University Constitution and Bylaws and the Policies, Procedures, and Criteria Concerning Personnel Recommendations of the College of Liberal Arts and Sciences.
- d. The Committee shall make recommendations to the College for tenure and promotion to Associate Professor using the following procedures:
  - (1). Collect the dossier of each candidate in consultation with the candidate.
  - (2). Convene the tenured faculty to discuss the dossier and conduct an advisory vote on a recommendation.
  - (3). Consider the advice of the tenured faculty in making a recommendation for the College. (Tenured faculty vote on tenure decisions; Associate Professors and Professors vote on promotion decisions to Associate Professor; and Professors vote on promotion decisions to Professor.)
- e. The Committee shall make recommendations to the College for promotion to Professor using the following procedures:
  - (1). Collect the dossier of each candidate in consultation with the candidate.
  - (2). Convene the Professors to discuss and conduct an advisory vote on a recommendation.
  - (3). Consider the advice of the Professors in developing a recommendation for the College.
- f. A person becomes a candidate for promotion to an advanced rank when (1) after sufficient tenure (defined by University guidelines) in the lower rank, he or she requests consideration and/or (2) the Personnel Committee invites him or her to be a candidate after an initial review of all those with sufficient time in their present rank. (Special considerations pertaining to recommendations of early tenure and/or promotions are described in section VIII, article J, below).
- g. The Committee shall evaluate and rank requests for sabbaticals and summer research grant proposals.
- h. The Committee shall provide ad hoc advice to the Chair concerning personnel matters.
- i. The Committee shall assist in the development of a thorough and formal evaluation of the progress toward tenure of those faculty on probationary tenure tracks. This evaluation shall be conducted annually during the Spring. During the Spring of the faculty member's third year, the Personnel Committee and Department Chair shall conduct an especially thorough evaluation. The Department Chair will discuss this third-year evaluation with the faculty member. A written copy of each annual evaluation will be given to the faculty member. Revised, if necessary, according to any subsequent departmental reconsideration decisions by the Personnel Committee, a final copy of this evaluation will be given to the faculty member with copies forwarded to the Dean of the College and retained in the departmental files.

## 2. Membership and Election Procedures

- a. The Committee shall have five members elected by the tenured and tenure-track faculty.
- b. The five members must include:
  - (1). One member from the Journalism content area of the Department, three members from the Communication Studies content areas of the Department, and one member from any content area of the Department.
  - (2). Four tenured faculty and one either tenured or untenured faculty member.
  - (3). Three senior rank faculty (Associate Professor or Professor) and two of any professorial rank.
- c. One Alternate, of any professorial rank, shall be elected by the tenured and tenure-track faculty. The Alternate shall vote in the absence of any regular member or in any case of conflict of interest, including, but not limited to, any vote concerning a member's partner/spouse.
- d. The term of office for the four tenured faculty member positions shall be for two years, with two members elected each year (except that during the 1996 election, two members will be elected to serve one-year terms in order to establish a staggered election cycle). Two members shall be elected during every odd-numbered year and two members elected every even-numbered year. Should any member be unable to complete his/her term, a special election shall be held.
- e. The term of office for the tenured or untenured faculty member position and for the Alternate position shall be for one year.
- f. All members must have served at least one year in the Department before serving on the Committee. The Department Chair, the Assistant Chair, and the College Council representative are ineligible to serve on this committee.
- g. No member may serve more than four consecutive years.
- h. Elections for open positions on the Committee shall be held during the Spring semester, serially, by mail ballot. For each round, runoffs shall continue until a majority is obtained.
- i. The Department Council, or its designee, shall supervise the election of the Personnel Committee.
- j. The Personnel Committee annually shall elect one of its voting members as Chair of the Committee.
- k. The Department Chair is an ex officio, nonvoting member of the Personnel Committee and submits to the College independent evaluations on tenure, promotion, and merit. The Department Chair shall provide background information concerning salaries, previous ratings, and other material as requested by the Committee.

## 3. Requests for Reconsideration

- a. The departmental Personnel Committee shall consider faculty requests for reconsideration of its recommendations on matters of professional evaluation, including merit, third-year reviews, tenure, promotion in rank, and nonreappointment according to the following procedures:
  - (1). A faculty member may request reconsideration by the Personnel Committee, setting forth evidence of the reasons for the request. The request must be submitted in writing to the Personnel Committee no later than seven calendar days after receiving the Personnel Committee's written recommendation.
  - (2). The person requesting reconsideration may appear before the Committee accompanied by one observer, who must be an NIU faculty member, and by no other person.
  - (3). The role of the observer is limited to (1) observing the proceedings to determine whether fairness and due process characterize the reconsideration and (2) conferring with the faculty member.
- b. The Personnel Committee shall render a decision, notifying the person requesting reconsideration, in writing, giving the reasons for its decision and a record of the total number of votes cast for and against the decision and those abstaining. Written notice shall be forwarded to the faculty member within seven calendar days following the meeting.

#### D. Communication Studies 100/100P Policy Committee

1. The Communication Studies 100/100P Policy Committee shall: (1) define the essential units of the course, (2) coordinate the relationships between COMS 100 and 100P, (3) develop policy concerning the common activities of the course including text selection, course requirements, and assessment, and (4) develop policy concerning staff development and supervision and training of Graduate Assistants who teach the course.
2. The Communication Studies 100/100P Policy Committee shall consist of the Director of COMS 100/100P (Chair), the Coordinator of COMS 100, the Coordinator of COMS 100P, two faculty members elected from those who regularly teach COMS 100 or COMS 100P, and one Graduate Assistant elected by GSAC and assigned to teach COMS 100. In addition, the Chair of the Department shall appoint one member of the tenure-track faculty to this Committee.

#### E. Graduate Studies Committee

The Graduate Studies Committee is responsible for graduate student recruitment, admissions, advisement, and placement. It shall be composed of the Director of Graduate Studies (Chair) and seven members appointed by the Chair of the Department (four of whom must represent the four content areas). A majority of the Committee members shall hold Senior Member status on the Graduate Faculty. The Committee is responsible for examining the credentials of persons proposed for new membership on the Graduate Faculty or for a change in membership category and shall make a recommendation regarding membership that will be forwarded to the Graduate School.

#### F. Undergraduate Studies Committee

The Undergraduate Studies Committee is responsible for implementing departmental policy on matters such as undergraduate student recruitment, admissions, retention, advisement, honors/awards, and alumni relations. It shall be composed of the Director of Undergraduate Studies (Chair) and the following

members appointed by the Chair of the Department: one faculty representative from each of the four content areas, the faculty advisors of COMM-SAC, PRSSA, SFVA, and Forensics, and one faculty member assigned to advising/internship duties.

#### G. Grade Appeals Committee

1. A Grade Appeals Committee shall be elected early each academic year to be available to consider appeals from students alleging that they have received capricious semester grades. "Capricious grading," as that term is used herein, is limited to one or more of the following:
  - a. The assignment of a grade to a particular student on some basis other than performance in the course;
  - b. The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students in that graduate course or undergraduate section;
  - c. The assignment of a grade by a substantial departure from the instructor's standards announced during the first fourth of the term.
2. The Committee shall be composed of (a) four tenured faculty members (excluding the Department Chair) elected by the tenured and tenure-track faculty (for purposes of graduate appeals, the Committee must include four tenured graduate faculty; if the top four vote-getters in the faculty election are not all members of the graduate faculty, those top four members will serve for undergraduate appeals and the next highest vote-getters who are members of the graduate faculty will round out the Committee for graduate appeals), (b) four undergraduate students selected by COMM-SAC, and (c) two graduate students selected by GSAC.
3. A Grade Review Board for hearing a specific appeal shall consist of two faculty and one student chosen by lot from the Panel and the appeal shall be conducted following University guidelines.

#### H. Technology Advisory Committee

The Technology Advisory Committee provides advice to the Department Chair and Department Council in the planning, implementation, and procurement of technology in support of instruction and faculty research. The Technology Advisory Committee is responsible for (1) framing and maintaining a departmental technology plan, (2) soliciting and ranking requests for the purchase of hardware and software in excess of an amount specified annually by the Committee, (3) evaluating needs and making recommendations concerning technology support staff, and (4) providing the Department with an annual strategic analysis of technological vulnerabilities, opportunities, and challenges. The Technology Advisory Committee shall be composed of seven nonvoting members: the Assistant Chair, the Technology Support Coordinator, the General Manager for Broadcast News-Northern Television Center, and one faculty representative from each of the four areas, who will be appointed by the area and serve for a period of two years. The Chair of the Technology Advisory Committee shall be appointed by the Department Chair, selected from among the four area representatives, and will serve for a period of one year. The committee will also include one or two undergraduate students selected by COMM-SAC, and one or two graduate students selected by GradCOMM. The Technology Support Coordinator will serve as the Committee's secretary and will work with the Committee Chair to record and forward all recommendations and decisions to the Department Chair.

#### I. Departmental Institutional Review Board Committee

The Departmental Institutional Review Board Committee is responsible for reviewing all Institutional Review Board applications generated by members of the Department. The Departmental Institutional

Review Board Committee shall conduct its business in strict accordance with the procedures and policies set forth by the University Institutional Review Board as well as applicable Federal regulations. The Departmental Institutional Review Board Committee shall consist of at least four tenured and/or tenure-track members appointed by the Chair who will serve on the Committee for one year and who will review approximately an equivalent number of applications. In the case where there is a conflict of interest between the reviewer and the application's author(s), the application will be forwarded to another reviewer. The Chair of this Committee will be elected annually by Committee members. If members of the Departmental Institutional Review Board Committee are unable to agree upon a Chair, the Department Chair will appoint a Chair of the Committee.

#### J. Other Committees

Other standing committees for matters such as Library, Colloquia, Hospitality, and Publicity and External Relations (and ad hoc committees as needed) shall be appointed by the Chair of the Department in consultation with the Department Council.

#### VII. Departmental Assignments Other Than Committees

- A. The Chair of the Department shall be selected and reviewed in accordance with the provisions of the Constitution and Bylaws of the University and the Policies, Procedures, and Criteria Concerning Personnel Recommendations of the College of Liberal Arts and Sciences.

The Chair Search Committee shall be elected as follows:

Each content area of professorial tenure-track faculty shall caucus to select any two faculty members (tenured or tenure-track) who do not intend to be candidates for the Chair position (faculty members wishing to be candidates for the Chair position should notify their area coordinator of this intention well prior to the election process).

Supportive Professional Staff, Faculty Assistants, and Instructors will comprise a fifth caucus and will also select two nominees for the Committee.

After these area caucuses select nominees, a ballot will be distributed to all tenured and tenure-track faculty. All tenured and tenure-track faculty will vote for one representative from each of the five groups of nominees.

The nominee from each of the above-defined caucuses with the most total votes will be elected to the Search Committee.

If at least three tenured and at least one nontenured professorial faculty member are elected on the first ballot, the Committee will be constituted of five members in addition to the Dean.

In the event that only two or fewer members of the Committee are tenured, a second election to select an additional tenured faculty representative from among all eligible tenured faculty will be held. Only tenured and tenure-track faculty will vote for this sixth representative.

In the event that no untenured professorial members of the Committee are selected from the first ballot, a second election will be held to select an untenured faculty member as a sixth representative. Only tenured and tenure-track faculty will vote for this sixth representative.

Once constituted, the Chair Search Committee will develop procedures for receiving formal input on the candidates for Chair from all departmental constituencies and "shall poll the Department's regular faculty and shall recommend to the Dean only candidates receiving a majority of the votes cast." The Search



Committee shall operate in accordance with Article 18.341 of the University Constitution.

- B. The regular faculty shall elect a representative to the College Council for a two-year term.
- C. The regular faculty shall elect a representative to the Faculty Senate for a two-year term.
- D. Other faculty positions such as Assistant Chair; Directors of Graduate Studies, Undergraduate Studies, COMS 100 and COMS 100P, and Forensics; and Coordinator of the Northern Television Center shall be appointed and periodically reviewed by the Chair of the Department in consultation with relevant constituencies.

## VIII. Tenure, Promotion, and Merit Evaluation

The Department of Communication seeks to maintain standards of excellence and to ensure fairness and due process in all personnel deliberations and actions. The Department shall follow the procedures stipulated in the University's Constitution and the Policies, Procedures, and Criteria Concerning Personnel Recommendations of the College of Liberal Arts and Sciences.

### A. Definitions

In accordance with University and College policy, tenured and tenure-track faculty are, for decisions concerning tenure and promotion and for the purposes of annual merit evaluation, evaluated on the basis of performance in three distinct activities: teaching, scholarship/artistry, and service. The Department of Communication defines and understands these three areas in the following manner:

#### 1. Teaching (categories are listed in alphabetical order)

- a. Additional teaching responsibilities such as chairing and serving on M.A. committees and directing theses, independent studies, internships, and practicums
- b. Efforts at improving instruction through classroom observation and other means such as development of curricula, development of instructional materials, test refinement, assignment development, and participation in workshops, conferences, or institutes on or off campus
- c. Nonassigned teaching contributions such as guest lecturing
- d. Out-of-classroom instructional activities including student counseling, supervision of student teachers, forensics coaching, etc.
- e. Size, range, and types of graduate and undergraduate courses taught, including factors such as number of different course preparations, new course assignments, course level, elective/required status, and nature of assignments and evaluation method used
- f. Student ratings on the departmental rating forms for undergraduate and graduate courses, including courses taught in other campus academic units or in extension
- g. Voluntary (uncompensated) acceptance of teaching assignments above and beyond expected departmental teaching load

#### 2. Scholarship/Artistry

The Department encourages faculty members to develop a program of scholarly/artistic work. A

program of scholarship or artistry is a defined area (or areas) of investigation that engages the faculty member in continuing and cumulative production of publications, research activities, or artistic products. Because of the diversity of forms of scholarship and artistry that occur within the discipline of Communication, we recognize and evaluate three distinct scholarly traditions (Scholarly Publications, Director of Forensics, Artistry). Each tradition operates according to different constraints and expectations. As well, each assumes different kinds of evidence for establishing the quality of a scholarly record. By outlining these three traditions, we do not intend to exhaust all possibilities. Rather, our aim is to provide a general description of normal expectations and standards, consistent with College and University guidelines, that will be applied in both annual merit evaluations and considerations of tenure and promotion.

a. Scholarly Publications

- (1). Scholarly Publications consist of any kind of published documents resulting from a faculty member's ongoing program of research and circulated either on paper or distributed in electronic form. Scholarly publications include the following (listed alphabetically):
  - (a). Book--A scholarly book of original research published by a university press, reputable press in the discipline, or other publication outlet appropriate for the book's content and audience. The Department considers the overall value and quality of the scholarly book as judged by the peer-editorial republication reviewing process, published reviews (taking into account that recent publications may not have had time to be reviewed), quality of the publisher, departmental peer evaluation, etc. Books in press will be considered "published," when documented evidence of impending publication can be provided (e.g., formal letter from the publisher/editor indicating publication date, printer proof sheets, etc.).
  - (b). Book Chapter--Book chapters include both invited and refereed contributions to anthologies and edited collections. The Department considers whether and to what extent the contribution is refereed, the overall value and quality of the anthology or collection in which the chapter is included, published reviews of either the chapter or the anthology/collection (taking into account that recent publications may not have had time to be reviewed), quality of the publisher, departmental peer evaluation, etc.
  - (c). Edited Book--Edited books include anthologies, collections, or critical readers where one serves as editor or coeditor. The Department considers the level of the editor's contribution, the overall value and quality of the publication, published reviews (taking into account that recent publications may not have had time to be reviewed), quality of the publisher, departmental peer evaluation, etc.
  - (d). Journal Article--Articles in refereed scholarly journals published either on paper or distributed electronically. The Department considers whether and to what extent the contribution is refereed, the prestige and reputation of the journal in which it is published, the extent to which the article makes an original contribution to its field and is addressed to other experts in the field, the number of citations or other forms of recognition the article has received, etc.

- (e). Other Publications--Other professional publications, such as encyclopedia entries, op-ed columns, newspaper or magazine articles, book reviews, and review articles, published in academic, popular, or professional venues. The Department considers whether and to what extent the contribution is refereed, the prestige and reputation of the publication venue in which it is published, the extent to which the publication appears to make an original contribution to its field, etc.
- (f). Papers--Competitively selected and invited conference papers, invited lectures, and scholarly presentations to professional organizations or groups. While such presentations serve to enhance a faculty member's national and international visibility and are given some consideration in annual evaluations of merit, faculty members should plan to convert these papers into peer-reviewed publications as soon as possible after presentation.
- (g). Textbooks--Textbooks include publications that are intended and designed for the support of classroom instruction. The Department considers whether and to what extent the publication is refereed, course level, reputation of the publisher, reviews (taking into account that recent publications may not have had time to be reviewed), circulation and adoption statistics, etc. Course readers, self-published handbooks, and classroom manuals do not qualify as published textbooks.

## (2). Evaluation of Scholarly Publications

- (a). Peer Review--In departmental assessment of scholarly works, refereed work ranks above nonrefereed or editor-only decisions. Although the Department relies primarily on the judgment of the editorial boards and referees for evaluations of publication quality, it also considers the professional stature of the publication, the value of the contribution, and any citations or other kinds of formal recognition (e.g., prizes) the publication may have received.
- (b). Authorship--Scholarly work may be sole-authored or coauthored. The Department recognizes the importance of collaborative scholarship as well as its normative presence in certain fields of the discipline. Consistent with common citation practices, it is recognized that, generally, the contributions of first and/or second authors to the theoretical and methodological aspects of a publication are considerable and recognized in the discipline as scholarship comparable with that of sole-authored publications. Authorship after the second author, barring special recognition, typically is not accorded the same weight as first, second, or sole-authored contributions. The exception to this general situation occurs when a student is first author (i.e., thesis or dissertation projects) or when the author(s) make special recognition of the student's contribution. In some circumstances it is recognized that third or subsequent authors may have invested equal or greater time as a first author. A faculty member in this position may submit additional documentation such as involvement in the original conceptualization of the project, development of the literature review, acquisition and conduct of data or interviews, analysis of data or interviews, writing of

significant portions of the text, and rewriting of original materials in the revision process.

- (c). Grants and Research Fellowships--Although grants do not constitute publications, the Department recognizes and encourages faculty to seek and procure grants and research fellowships to support their ongoing research endeavors. At the same time, however, it recognizes that not all fields and areas of investigation are suited to these forms of external funding. For this reason, the Department, in accordance with College policy, requires documentation of an application for at least one grant or fellowship by all candidates for tenure and promotion. Where collaborative scholarship involves the acquisition of grants and outside funding, the contribution to the project should be weighted in a manner similar to coauthorship. An investigator's status (i.e., principal or coprincipal) on external funding constitutes evidence of significant contribution with subsequent collaborators weighted as described for coauthors.

b. Director of Forensics

Directing a high-quality, university-level intercollegiate forensics and debate program requires unique kinds of applied research that contribute in essential ways to the intellectual culture of the discipline, Department, College, University, and larger scholarly community. The Director must establish and maintain evidence of an integrated program of applied scholarship through the following activities:

1. Establishing a successful forensics and debate program grounded upon theoretical and professional expertise in communication performance, especially argumentation and debate, as well as speech pedagogy. Corroborating evidence of such success could include program reviews by peer experts, participation in national and international forensics and debate competitions, regional or national team and speaker rankings, program awards, appointments of the Director to regional, national, and international professional forensics associations, and organizing and/or facilitating public debates and forums attended by persons who are recognized in the local, regional, national, or international community as having relevant expertise.
2. In addition to such achievement in applied scholarly productivity, the Director is also expected to periodically contribute publications in appropriate refereed academic venues. The timing and rate of such scholarly publications is not expected to be comparable to that of regular faculty who do not share the Director's responsibilities for applied scholarship and program development and administration as outlined above.

c. Artistry

Artistic work in film, video, photography, journalistic writing, and new media is hereinafter referred to as "artistry." These works have different recognized standards for creation and dissemination than traditional scholarship and consist of products whose forms have a greater variety in length than is found in traditional print-based scholarship. The length of a finished work is significant but not necessarily indicative of the effort required to complete it; nor is it indicative of the artistic merit of the work. Short experimental video pieces or multimedia productions or websites or long-form

journalistic articles might require even more research and production time and effort to create than a longer artistic production. When peers evaluate artistry, it is important that they determine the probable difficulty of particular projects.

Artistry is frequently, although not always, a collaborative endeavor. Thus, it is extremely important to know what role a faculty member played on a particular production. In many cases, his/her role might have been that of writer, editor, etc. It is appropriate to give varying levels of credit for varying levels of responsibility. In cases of shared responsibility, it is best to rely on experts in the field to determine the relative importance of each individual's contribution.

Artistry also includes published materials, such as books and articles that are distributed through mainstream presses and in mass-media publications. Such professional works are especially important in the Department's journalism program because a vital journalism program must have practitioners who train students for the profession as well as advancing the craft of writing.

When evaluating a book as artistry (whether printed on paper or distributed in digital form), the following criteria should be considered:

1. Artistic quality
2. Importance (newsworthiness or historical significance)
3. Originality
4. Level of difficulty, challenge, and/or experimentation (is the writer tackling a new genre or creating a hybrid form?)
5. Prestige of the publisher, editor, and other disseminating agents associated with the book

There are many ways that these qualities can be measured, including but not limited to:

1. Reviews and editorial coverage (articles about the author or the work)
2. Published excerpts
3. Awards and award nominations
4. Testimonials from scholars and other practitioners
5. Invitations to speak about the book

It must be noted that book coverage has been cut or dramatically scaled back from most major magazines and newspapers, so the means of evaluating a book have to be fluid enough to take into account changes within the industry.

In evaluating long-form journalistic articles as artistry, the primary considerations should be:

1. Quality of the publication (based on national significance, award nominations, etc.)
2. Prominence of the publication within a given field (music magazines, fashion magazines, travel magazines, etc.)
3. Significance of the specific assignment (cover stories and lead reviews, for instance, should be weighted more heavily than other sorts of articles and reviews)

As with film, video, and new media, the length of a journalistic article or review should not be considered indicative of the effort required to complete it or the artistic merit of

the work. Industry standards regarding length are constantly changing and beyond the writer's control. But the assignment itself speaks to the writer's standing within the field, and the process of researching and writing the article or review can offer valuable insights into the current state of the industry.

- (1). The Department encourages faculty members to develop a program of shared artistry. A program of shared artistry is a defined area (or areas) of investigation that engages the faculty member in continuing and cumulative production of media, including film, video, and new media.
- (2). Ordinarily, in departmental assessment of artistic work, refereed work ranks above nonrefereed or editor-only decisions, and, generally, national/international work ranks above that accepted for regional, state, or local outlets. Work officially accepted for exhibition (letter of acceptance or other documentation available) will count as exhibited work.

It should be noted that multiple showings of the same film are not the equivalent of reprints of a scholarly work. In the case of reprints of books or articles, the original printing is often still available through libraries. Reprinting of an article is primarily for the convenience of the readers of a particular periodical. There is generally no such easy access to media works: thus, in most circumstances, each showing of a media work makes the production available to a new, previously inaccessible audience.

The Personnel Committee recognizes that it may be easier for persons in the upper ranks to be invited to present at academic conferences, lecture at other universities, submit work solicited for exhibition, etc., and, hence, that such invitations to junior faculty are especially meritorious reflections of professional accomplishment and recognition. The Personnel Committee will incorporate with its own peer review of artistic work such relevant external evidence of quality as reviews, citations, festival and competition acceptance, professional and disciplinary honors and recognitions accorded the work, volume of distribution, broadcast or cablecast dissemination, etc. The following types of work are evaluated:

- (a). Grants-in-aid. Media production is inherently expensive. Thus it is not infrequent for a faculty member to be involved in seeking grants in support of artistic work. Credit should be given in the promotion and tenure process for the seeking of grants as well as for any grants received.

Credit is given for preparation and submission of the grant, whether successful or not in getting funding. Additional factors in the evaluation shall include competition, amount, scope, quality of granting agency, continuation of efforts, etc.

- (b). Refereed and invited artistic productions, including films, videotapes, audio tapes, radio programs, slide/sound programs, scripts, photographs, artwork, websites, computer/video games, or other artistic products not published in academic journals, which have been competitively selected for public exhibition and/or are reviewed in the discipline. Public exhibition includes but is not limited to the following: broadcast, cablecast, webcast, and podcast; exhibition in a museum or public

facility or at an academic conference; Internet distribution and/or exhibition; screenings in theatres or at public meetings, universities, and academic conferences; exhibition at trade shows and industry meetings. Disciplinary review includes but is not limited to the following: film/video/media festivals and competitions sponsored by academic or professional organizations; distribution over the Internet through third-party portals or competitively reviewed web exhibitions; published reviews in newspapers, professional publications, academic journals, or other publications; awards bestowed by academic organizations or publications, media festivals, public groups, or professional organizations and publications. The Committee assesses the value and quality of such work as judged by the peer-refereeing process, published reviews, ratings in competitions, circulation or adoptions, evaluation letters from editors and reviewers, etc.

Dissemination categories for artistry (in no ranked order):

- ((1)). Public showings of a film, video, or photography to informed audiences is considered dissemination of the work.
- ((2)). Certain forms of film, video, and photography can be adjudicated in festival or other selective competitions. Selection of a faculty member's artistic work for showing at a festival that has a good reputation can be considered indicative of the quality of the work. Festivals can be of local, regional, national, or international importance. Because the reputation of festivals is not static, it is important for the current reputation of a pertinent festival to be specified in any promotion and tenure dossier.

The quality of a film, video, or photographic production may be partially indicated by any festival awards or prizes that have been bestowed upon it. Festival awards and prizes are evidence of a positive competitive judgment about the quality of the work. In evaluating the importance of a festival award or prize, it is important to consider the current reputation of the festival at which it was received.

- ((3)). Academic association screenings based on a preconvention evaluation of submitted works. Selection for screening can be considered an indicator of quality, provided the current reputation and procedures of the association are known.
- ((4)). The merit of a film or video work may be indicated by its having been televised. It might be aired on commercial and/or public or cable systems.

Greater weight is often given to works selected for network presentation than to those carried only locally. In all cases, it is important to consider the level at which the work has had public exposure. It must be acknowledged that television showings are not equally accessible or appropriate to all types of work.

- ((5)). Sometimes museums, media art centers, and universities schedule

invited presentations, often including oral presentations by the filmmakers or videomakers. The prestige of such invitational showings varies, of course, depending upon the importance of the institution and the rigor of the selection process.

((6)). Film and video works may be disseminated through distribution agencies and companies, although this system is considerably less comprehensive than the equivalent dissemination of published scholarly works. Some distributors are highly selective, and the inclusion of a faculty member's work within their inventories can be considered an indication of quality. However, most film and video distributors are commercial, and the exclusion of a faculty member's work from such distribution is not necessarily an indication that it has little or no artistic or social value. It must be remembered that faculty works must compete for distribution with works produced by individuals whose careers are exclusively dedicated to creative film and video production.

((7)). Publication in print or on-line: In general we recognize that about three long-form journalistic articles or one book is the equivalent of one major artistic production.

(c). Educational productions, including academically related Internet websites. The Committee considers quality, reviews, circulation and adoption, etc. The Committee carefully considers the quality of the refereeing or adjudication process.

(d). Participation (other than paper presentations) reflecting scholarship/artistry. Includes serving as a program critic or respondent and developing and participating in a program that is competitively selected. Simply chairing a program receives significantly less recognition.

(e). Work in progress.

### (3). Sources of Written Evaluations of Artistry

Meaningful reviews of faculty artistic work may appear in scholarly and professional publications, library media publications, and even, in some cases, newspapers. In evaluating such reviews, the status of the reviewer and the reputation of the periodical are important.

Some professional associations regularly provide written evaluations of works selected for showing at their conventions. The judges of some festivals will provide written critiques, if requested.

Letters evaluating a faculty member's work can be requested from responsible individuals at museums, media centers, colleges and universities, and other institutions at which the work has been shown. As in the case of scholarly reviews, it is important to consider the reputation of the individual or institution contributing the evaluation.

### (4). Additional Considerations



It must be noted that there are certain types of artistic works for which appropriate means of dissemination and evaluation have not yet been devised. Scripts, multi-image pieces, and some types of experimental work fall into this category. In such cases, it is necessary to rely on peer evaluations to establish the value and importance of faculty artistic work.

Additionally, academic video and new media production, by its very nature, frequently interrogates the social and cultural institutions that are necessary for dissemination. Thus, formal institutional acceptance and promotion are impossible to obtain. Alternative forms of dissemination such as the Internet should be considered acceptable as evidence of national and/or international dissemination. Wherever possible, records gathered from statistical counting devices and references contained within other websites should be provided and considered evidence of dissemination and possible impact.

### 3. Service

(Only limited departmental service and professional service to the discipline is expected of faculty members during the probationary period before tenure. Increasing service is expected as a faculty member moves through the ranks from Assistant to Associate to Full Professor. In whatever context or career stage, evidence of the significance and quality of performance of service is more critical than quantity.) Categories of service below are listed alphabetically:

- a. College service. Major and minor committee assignments, role as committee chair or member, coordination of programs, etc.
- b. Community service related to disciplinary expertise. Service in which one's professional preparation/position is the factor which motivates the service (e.g., the faculty member's professional training or expertise is called upon).
- c. Departmental service. Major and minor committee assignments, role as committee chair or member, coordination of programs or areas, faculty advisor to student groups, etc.
- d. Professional/disciplinary service. Includes offices held in national/international, regional, and state professional organizations; journal editor or editorial board member; membership on or advisement to task forces, commissions, assemblies, caucuses, etc.
- e. University service. Major and minor committee assignments, role as committee chair or member, coordination of programs, etc.

### B. Tenure

Ordinarily, the criteria for tenure are similar to those for promotion to the rank of Associate Professor. Only in unusual circumstances should tenure be recommended for Assistant Professors without the concurrent recommendation for promotion to Associate Professor.

### C. Promotion to Associate Professor

A departmental recommendation for promotion to Associate Professor rests on evidence that the faculty member has:

1. established a record of effective teaching as evidenced in student evaluation statistics and comments,

academic rigor, awards and other kinds of formal recognition, publications related to instruction, significant curricular development, and/or ongoing efforts to improve instruction.

2. achieved, or is clearly in the process of achieving, national professional recognition among leaders in the individual's discipline through a program of scholarship as evidenced in one of the following:
  - a. Scholarly Publications--Individuals involved in research activities that result in scholarly publications should be able to document a cumulative record of, at a minimum, either a published scholarly book or five peer-reviewed articles in academic journals and/or edited collections.
  - b. Director of Forensics--Individuals serving in the position of Director of Forensics should be able to document a cumulative record of activities in applied research directly related to forensics and debate (as defined above) and at least three peer-reviewed publications in academic journals and/or edited collections.
  - c. Artistry--Individuals whose research efforts consist of creative activities should be able to document a cumulative record of, at a minimum, two distinct artistic productions/ performances/ exhibitions that have been competitively selected, published, or invited for public exhibition and/or reviewed in the discipline in at least five unique venues. (As indicated above, this may be a combination of individual screenings or exhibitions of five distinct works or repeated screenings or exhibitions of two distinct works of various lengths, genres, and involvements. This may also include published articles, which should be evaluated in accordance with the guidelines provided for publications.)
3. demonstrated an appropriate degree of departmental, disciplinary, and/or professional service.
4. submitted one or more proposals to granting agencies for external funding of the candidate's scholarly program (this policy shall be effective for faculty whose tenure-track appointment shall have begun during or after August 1998).

#### D. Promotion to Professor

Departmental recommendation for promotion to Professor rests on evidence that the faculty member has:

1. maintained a record of effective teaching as evidenced in student evaluation statistics and comments, academic rigor, awards and other kinds of formal recognition, publications related to instruction, significant curricular development, and/or ongoing efforts to improve instruction.
2. achieved national and/or international professional recognition among leaders in the individual's discipline through a program of scholarship as evidenced in one of the following:
  - a. Scholarly Publications--Individuals involved in research activities that result in scholarly publications should be able to document sustained productivity as evidenced by at least two scholarly books, or twelve to fifteen peer-reviewed articles in academic journals or edited collections, or some combination thereof.
  - b. Director of Forensics--Individuals serving in the position of Director of Forensics should be able to document ongoing activities in applied research directly related to forensics and debate (as defined above) and a scholarly book or eight peer-reviewed publications in academic journals and/or edited collections.
  - c. Artistry--Individuals whose research activities consist of creative activities should be able to

document eight to ten distinct artistic productions/ performances/ exhibitions that have been competitively selected, published, or invited for public exhibition and/or reviewed in the discipline in at least twelve unique venues. (As indicated above, this may be a combination of individual screenings or exhibitions of twelve distinct works or repeated screenings or exhibitions of eight distinct works of various lengths, genres, and involvements. This may also include published articles, which should be evaluated in accordance with the guidelines provided for publications.)

3. maintained a record of appropriate and effective service in the Department, in the discipline, and in the profession.
4. submitted one or more proposals to granting agencies for external funding of the candidate's scholarly program (this policy shall be effective for faculty who are recommended for promotion to the rank of Professor during or after Fall 2000).

#### E. Recommendations for early tenure and/or promotion.

While there may be various standards by which to assess a record of shared scholarship to determine "extraordinary distinction" or an "extraordinary record of achievement" (College and University guidelines), the following are among those deemed especially appropriate by the Department:

1. Achievement of exceptional quality and quantity of scholarship in a shorter period of time than the six years in rank normally expected as a minimum.
2. Recognition of major, unique, groundbreaking contribution(s) to research in an area, perhaps in the form of an especially significant book or article. Development of an influential theory, concept, paradigm, or innovative application.
3. Recognition of the exceptional cumulative impact (quality and quantity) of a scholar's total body of work as it has developed and directed a particular field of inquiry.

F. Selection of external evaluators for tenure/promotion. Two lists of potential evaluators (four to eight names each) will be generated: one by the candidate, and one by the Chair in consultation with the Personnel Committee. The Committee and candidate may remove names from each other's lists. The candidate should not know the identities of the final five evaluators. Excluded from consideration as evaluators are persons who lack requisite professional or personal detachment from the candidate (e.g., friends, coauthors, graduate school colleagues, or dissertation advisors). Each of the five evaluators will be sent representative samples of the candidate's scholarship/artistry along with a current vita and a cover letter from the Department Chair that describes Department, College, and University standards. In accordance with College policy, outside evaluators shall be asked to provide a confidential assessment of the candidate's professional qualifications, performance, and promise. Departmental personnel recommendations shall be accompanied by four letters of external evaluation (or five, if five have been received). These external evaluations shall constitute a significant part of the evidence examined in considerations of recommendations for promotion and tenure at the Department, College, and University levels.

#### G. Annual Evaluation of Faculty Merit

In accordance with both University and College policy, all tenured and tenure-track faculty will be evaluated annually for achievement in teaching, research, and service. This evaluation will be based on and consider data reported by the Faculty Service Report (FSR). Evaluations will be conducted by the Personnel Committee and will be guided by the following criteria, which articulate benchmarks for assessing faculty achievement. These benchmarks describe minimum thresholds for three of the five

evaluation categories and are intended as guidelines for structuring the deliberations of the Personnel Committee.

## 1. Teaching

a. High Score (5)--Awarded to individuals who document all of the following:

- (1). Student ratings that are above the departmental average or other documented evidence of teaching excellence (e.g., a teaching award from the Department, College, University, or professional organization; high rankings of the work of students in juried and/or professional competitions; etc.).
- (2). Participation in additional teaching responsibilities such as chairing and serving on M.A. committees and/or directing independent studies, capstones, and internships.
- (3). Efforts to improve teaching through classroom observation, development of curricula, development of instructional materials, test refinement, assignment development, and participation in workshops, conferences, or institutes on or off campus.
- (4). Participation in out-of-classroom instructional activities including student advising/counseling or cocurricular activities like PRSSA and forensics.

b. Middle Score (3)--Awarded to individuals who document two of the following:

- (1). Student ratings that are at or above the departmental average.
- (2). Participation in additional teaching responsibilities such as chairing and serving on M.A. committees and/or directing independent studies, capstones, and internships.
- (3). Efforts to improve teaching through classroom observation, development of curricula, development of instructional materials, test refinement, assignment development, and participation in workshops, conferences, or institutes on or off campus.
- (4). Participation in out-of-classroom instructional activities including student advising/counseling or cocurricular activities like PRSSA and forensics.

c. Low Score (1)--Awarded to individuals who document none of the following:

- (1). Student ratings that are at the departmental average.
- (2). Participation in additional teaching responsibilities such as chairing and serving on M.A. committees and/or directing independent studies, capstones, and internships.
- (3). Efforts to improve teaching through classroom observation, development of curricula, development of instructional materials, test refinement, assignment development, and participation in workshops, conferences, or institutes on or off campus.

- (4). Participation in out-of-classroom instructional activities including student advising/counseling or cocurricular activities like PRSSA and forensics.

## 2. Scholarship/Artistry

- a. High Score (5)--Awarded to individuals who document at least one of the following: (note: in the event that a person has multiple articles/productions in one year, that person may defer one article/production to the following year)

- (1). A published journal article or book chapter in a venue that employs competitive selection through peer review. To be counted in a calendar year, the submission may be either in print or in press. For works in press, it is the responsibility of the faculty member to provide documentation, if requested. (An article may be counted only once. If an article is credited during the time that it is in press, it cannot also be credited in a subsequent year after its appearance in print.) First and second authored collaborative publications will be regarded as single-authored publications. For other coauthored work, please indicate the percentage of contribution. Where the contribution is less than 50%, more than one publication/production will be required.
- (2). A scholarly book, which may be counted for three calendar years. It will count during the year that it is in press, when it is first published, and when it receives reviews and/or awards. For works that are in press, it is the faculty member's responsibility to provide appropriate documentation, if requested. For coauthored works and edited volumes, please indicate the percentage of your contribution. For collections of previously published material, please indicate the percentage of the text that can be considered new.
- (3). A media production (film, video, audio tape, script, radio program, web page, interactive media production, photographs, etc.) that has been competitively selected to be presented to the public, reviewed in the discipline, or rated in a juried competition; or multiple screenings of previously created work including festival screenings and/or other public venues whereby such screenings contribute to the national or international reputation of the faculty member. For coauthored works, please indicate the percentage of your contribution.
- (4). Funding of a major, competitive research grant (NEA, NEH, Fulbright, NSF, etc.), where the faculty member is the principal investigator, co-researcher, and/or grant writer.
- (5). For the Director of Forensics, distinguished leadership in national or international venues for forensics and debate, as documented and evaluated by peer experts.

- b. Middle Score (3)--Awarded to individuals who document at least one of the following:

- (1). A published book review, encyclopedia entry, or trade publication that is not competitively selected through peer review.
- (2). A completed article or book chapter currently under review at a journal/publisher that employs competitive selection through peer review.
- (3). A competitively selected paper/panel presented to an international, national, or regional conference or convention. It is the responsibility of the faculty member

to document the selection process in situations where it may not be immediately evident.

- (4). A book project or media production currently in development. This includes a book prospectus under review at a publisher or a project currently in production or under consideration in a peer-reviewed venue.
- (5). Application for a major, competitive research grant (NEA, NEH, Fulbright, NSF, etc.), where the faculty member is the principal investigator, co-researcher, and/or grant writer.
- (6). Publication of a review of an artistic/creative work, performance, or exhibition.
- (7). For the Director of Forensics, participation in regional, national, or international venues for forensics and debate.

c. Low Score (1)--Awarded to individuals who document none of the following:

- (1). A published book review, encyclopedia entry, or trade publication that is not competitively selected through peer review.
- (2). A completed article or book chapter currently under review at a journal/publisher that employs competitive selection through peer review.
- (3). A competitively selected paper/panel presented to an international, national, or regional conference or convention.
- (4). A book project or media production currently in development. This includes a prospectus under review at a publisher or a media project currently in production or under consideration in a peer-reviewed venue.
- (5). Application for a major, competitive research grant (NEA, NEH, Fulbright, NSF, etc.).
- (6). For the Director of Forensics, participation in regional, national, or international venues for forensics and debate.

### 3. Service

a. High Score (5)--Awarded to individuals who demonstrate and document service activities in two of the following three areas. For probationary (pretenured) faculty, individuals need to demonstrate and document two service commitments of any type in any area.

- (1). Departmental Service--Committee assignments, role as committee chair or member, coordination of program or area, faculty advisor to student organizations, etc.
- (2). College/University Service--Major and minor committee assignments, role as committee chair or member, coordination of programs, etc.
- (3). Professional/ Disciplinary/ Community Service--Includes offices held in national/ international, regional, and state professional organizations; journal editor, guest editor, or member of an editorial board; judge of competitively selected papers for academic organizations, conferences, or conventions; membership on or

advisement to task forces, commissions, assemblies, caucuses; media appearances and public presentations.

b. Middle Score (3)--Awarded to individuals who demonstrate and document service activities in one of the following three areas:

- (1). Departmental Service--Committee assignments, role as committee chair or member, coordination of program or area, faculty advisor to student organizations, etc.
- (2). College/University Service--Major and minor committee assignments, role as committee chair or member, coordination of programs, etc.
- (3). Professional/ Disciplinary/ Community Service--Includes offices held in national/ international, regional, and state professional organizations; journal editor, guest editor, or member of an editorial board; judge of competitively selected papers for academic organizations, conferences, or conventions; membership on or advisement to task forces, commissions, assemblies, caucuses; media appearances and public presentations.

c. Low Score (1)--Awarded to individuals who demonstrate none of the following:

- (1). Departmental Service--Committee assignments, role as committee chair or member, coordination of program or area, faculty advisor to student organizations, etc.
- (2). College/University Service--Major and minor committee assignments, role as committee chair or member, coordination of programs, etc.
- (3). Professional/ Disciplinary/ Community Service--Includes offices held in national/ international, regional, and state professional organizations; journal editor, guest editor, or member of an editorial board; judge of competitively selected papers for academic organizations, conferences, or conventions; membership on or advisement to task forces, commissions, assemblies, caucuses; media appearances and public presentations.

#### 4. Distribution and Weighting

a. All faculty will be evaluated with the following distribution weighting:

40% Teaching  
40% Research/Artistry  
20% Service

b. Faculty members with special appointments and/or responsibilities may request differential weighting by written appeal to the Personnel Committee.

#### 5. Special Considerations

a. Sabbatical or other approved professional leave merit ratings.

Within 30 days after return to regular duties, each person who has been on leave shall present to the Department Chair and Department Personnel Committee a report of personal professional activities during the leave. If this report reflects significant professional activity, the Personnel Committee will award a merit rating which will be at

least an average of that person's merit rating for the previous three years. If the report reflects inadequate professional activity, the merit rating may be lower. Significant professional activity is judged to be at least minimum accomplishment of the program described in the proposal for the sabbatical/professional leave.

- b. For faculty officially on disability/sick leave or personal leave, the Department will suspend merit evaluations during the period of the approved leave.
- c. A faculty member on a terminal contract is not entitled to an annual merit increment.

#### IX. Amendments and Revisions

This Governance Document may be amended or revised by two-thirds of those voting of the regular faculty members of the Department, given prior notice. Votes may be taken at a general faculty meeting (as defined above) or by mail.