

Revised and Approved May 2009

UNIVERSITY OF DENVER
Department of Media, Film & Journalism Studies
Faculty Personnel Policies and Procedures
(Tenure and Promotion)

I. PREFACE

All procedures and policies relating to decisions affecting faculty in the Department of Media, Film & Journalism Studies conform with the procedures and policies regarding these matters set forth in the Department's By-Laws (adopted May 2009) and in the following University of Denver publications: Faculty Personnel Guidelines Relating to Appointment, Promotion, and Tenure (Revised 2001 and referred to as University Guidelines in this document), Sexual Harassment/Equal Opportunity Policy (Revised June 1997), and Tenure and Promotion Procedural Guidelines Divisions of Arts and Humanities & Social Sciences (April 2002 and referred to as Divisional Guidelines in this document).

The following criteria and guidelines do not repeat all policies and procedures outlined in those documents. Rather, they are supplemental to and subject to the above policies, and each faculty member has a responsibility to become familiar with the provisions in those policies, which can be found at the AHSS web page (http://www.du.edu/AHSS/ahss_ppdf.htm).

This document describes the criteria upon which tenure and promotion decisions normally are based and the procedures to be followed in making those decisions. They must be applied with good judgment, with consideration of the Department's mission and goals and with recognition of individual patterns of achievement. The Department represents different professional backgrounds and interests, and this document should be viewed as encouraging, not restricting, the teaching and scholarly and/or creative development of each individual.

A copy of these policies and procedures will be given to each faculty member at the time of initial appointment, and the Department will work to provide the environment and conditions necessary for the faculty member to achieve excellence within these guidelines.

II. PHILOSOPHY

The Department of Media, Film and Journalism Studies is committed to excellence in teaching, scholarly research and/or creative activity, and service to our profession, our

University, our Department and our community. Therefore, all tenure and/or promotion decisions must adhere to high departmental standards in all of those areas.

The Department recognizes that excellence in teaching and scholarly research and/or creative activity are of equal and primary importance. However, consideration also will be given to service contributions, and recommendations for tenure and/or promotion will always recognize achievements in all areas of faculty responsibility.

The performance record of a candidate for tenure and/or promotion must be thoroughly documented and will be rigorously scrutinized by the Department Tenure & Promotion Committee. Recommendations for or against tenure and/or promotion will be made only after an exhaustive evaluation of the candidate's merits. The evaluation process will be done fairly and with a commitment to assuring academic freedom and positive faculty growth and development.

III. Structure and Responsibilities of the Departmental Tenure & Promotion Committee

The Tenure & Promotion Committee (the Committee) will consist of all tenured faculty in the Department. Non-tenured, tenure track faculty and non-tenure track faculty may advise and serve as members of the committee, but may not vote on tenure and promotion decisions (see Departmental By-Laws). The Committee shall meet at least annually to review and, if necessary, revise the Faculty Personnel Policies and Procedures, to review the annual reports and consider the progress of non-tenured tenure track faculty whose pre-tenure reviews are completed, and to consider candidates for tenure and promotion. The Committee is charged with assembling all relevant materials and reviewing and evaluating candidates for tenure and/or promotion to associate professor or professor. Minutes of all meetings of the Committee shall be prepared and retained by the Department, and votes at any level for or against the granting of tenure and/or promotion shall be taken by secret ballot (see University and Divisional Guidelines).

The Chairperson of the Department will appoint a tenured member of the faculty to chair the Committee. If no faculty member is eligible (or available) to serve as chair or if the tenure and/or promotion of the Chairperson of the Department are under consideration, a tenured faculty member of a cognate department mutually acceptable to the Committee and the candidate shall chair the Committee. Additionally, if there is a candidate for full professor and no full professors in the department, a full professor from a cognate department mutually acceptable to the Committee and the candidate shall chair the Committee. The Chairperson of the Department will not serve as a member of the Committee unless invited to do so by the Committee members. The Chairperson of the Department may only serve in an ex-officio capacity and may not participate in the vote or report of the Committee (see University Guidelines).

The chair of the Committee will determine, in consultation with the Chairperson

of the Department, the exact dates, deadlines and calendar for review of candidates. The chair shall also call necessary meetings, delegate responsibilities to Committee members, and coordinate efforts to assemble materials relevant to the evaluation. The Committee has the right to solicit information and evaluations from any members of the University, whether faculty or students, and any persons outside the University. Efforts should always be made to secure a representative and fair sample of evaluations.

The candidate has the right to be informed of the types of evidence to be used in the evaluation process. The evidence should include the materials outlined in Section V below, but not to the exclusion of any other data that the candidate may consider relevant for consideration or any materials required by the University Guidelines. In addition, the Committee will have access to the annual reviews of the candidate prepared by the Chairperson of the Department, the candidate's Pre-Tenure Review Report, and any other relevant reports prepared by the Committee (see University and Divisional Guidelines).

The chair of the Committee will summarize the Committee's final decision in a detailed written recommendation to the Divisional Committee and the Dean, utilizing specific references to the criteria required in Part V below and the Divisional and University Guidelines. The recommendation will be shared in writing with the candidate and with the Chairperson of the Department.

The Chairperson of the Department will also review and evaluate the candidate's materials and prepare a separate recommendation, with supporting brief, for the Divisional Committee and the Dean. This statement shall be shared with the candidate and the Committee and either may choose to submit a written response to the Dean.

Policies and procedures for appealing negative recommendations are detailed in the University Guidelines and the Department will comply with those provisions honestly and fairly.

IV. Pre-Tenure Review

A pre-tenure review of untenured, tenure-track faculty will be conducted during a faculty member's third year in the tenure track by a sub-committee of the Department Tenure & Promotion Committee appointed by the Chairperson of the Department. The sub-committee will consist of at least three tenured faculty members. (see Department By Laws and University Guidelines).

The goal of this review is to provide the faculty member with a progress report and to suggest what he/she might need to accomplish in the areas of teaching, scholarly research and/or creative activity and service before the sixth-year tenure review. This will be primarily an internal matter, with no other members of the University community or external reviewers contacted unless the sub- committee feels it needs additional expertise. Anyone contacted outside the Department will be mutually agreed upon by the faculty member being reviewed and the sub-committee.

The sub-committee will notify the faculty member of the time of the review and request that he/she submit relevant materials. At minimum those materials should include a comprehensive, current vita, copies of teaching evaluations, examples of scholarly research and/or creative activity, and a statement from the candidate. This statement shall: 1) address the candidate's general views and philosophy of teaching, scholarly research and/or creative activity, and service; 2) explain how the candidate's teaching and scholarly research and/or creative activity fit into the department's program and into the candidate's field of study; 3) project how the candidate's teaching and scholarly research and/or creative activity will develop in the next few years; and 4) summarize the candidate's service contributions (see Divisional Guidelines). In addition, the sub-committee will have access to the annual reviews of the faculty member prepared by the Chairperson of the Department. The sub-committee may request other materials, and the faculty member may elect to submit other supporting materials.

The results of this review will be shared in writing with the faculty member and the faculty member shall meet with the sub-committee to discuss the report. A copy of the review report will be placed in the faculty member's file for future reference by the Tenure & Promotion Committee. The faculty member has the right to submit a written response to the review report if she/he so desires and the response will be placed in the faculty member's file. The review report and any written response to the report will be submitted to the AHSS Dean's office along with other materials submitted at the time the faculty member is considered for tenure (see Divisional Guidelines).

V. Criteria for Tenure and/or Promotion

A. Teaching

The Department prides itself on its excellent undergraduate and graduate teaching and places a great priority on it. Therefore, all candidates for promotion and/or tenure must demonstrate a high level of effectiveness as teachers. Evidence of teaching excellence should include, but is not limited to, the following:

1. Course organization (e.g. course syllabi, reading lists, statements regarding the basis on which grades will be given, and the like).
2. Degree of commitment to students (e.g. class attendance, punctuality, office hours, counseling, and the like).
3. Scholarly and/or creative work of the candidate's students (e.g. theses, projects) and recognition of student's work (e.g. prizes or awards won).
4. Innovative teaching in method or content, extra efforts in developing new courses, etc.

5. Efforts to improve teaching effectiveness (e.g. self-analysis, attendance at appropriate programs, taping for filming class sessions for analysis, and the like).
6. Analysis of student evaluations based on the University-administered instrument. Faculty members are obligated to administer these evaluations each quarter and should submit to the Committee those done during the time period under evaluation. The analysis should focus on both the numerical results and the students' written comments. The analysis of numerical results shall include a comparison with departmental and university averages.
7. A representative sample of letters from former undergraduate and graduate students (now alumnae) which assess the candidate's teaching effectiveness.
8. Other evidence may include evaluation of teaching by the Department Chairperson or colleagues, or class visitations.

B. Scholarly Research and/or Creative Activity

All tenure-track faculty members must maintain a continuing program of scholarship and/or creative work. The program typically should culminate in peer-reviewed publications and/or exhibitions, but the Department recognizes the emergence of new modes of publication, presentation, and share of work, particularly in digital media formats. The quality and quantity of the work are judged together, although quality is more important than quantity. No set number of publications or exhibitions is required. However, before tenure can be recommended, the program must be productive and significant. Promotion to associate professor requires evidence of the beginning of regional, national, or international recognition of the candidate's achievements and ability; promotion to professor requires evidence of national or international recognition of achievements and ability (see University Guidelines).

1. SCHOLARLY RESEARCH: Evidence of achievement in this area should include, but is not limited to, the following:
 - a) Publication of scholarly books, monographs, chapters in books, and articles in refereed scholarly journals; published reviews of a substantive-critical nature; presentations of papers at scholarly meetings; and, awards of grants or fellowships. In general, books, monographs, book chapters, and refereed articles are of primary importance.
 - b) Substantive, written evaluations of scholarly research solicited from a minimum of five persons external to the University who have

recognized expertise in the candidate's research area.

- c) Peer reviews and the evaluation of the Committee should consider these questions: Has the work been regular, continuous and focused? Does the work represent a distinctive contribution that is considered significant in the field? Does the work indicate the candidate's promise of continued professional contribution and growth?

2. CREATIVE WORK: Because of the professional and artistic nature of some areas of our Department, tenure and/or promotion decisions may be based on the evaluation of creative work and activity. Evidence of achievement in this area should include, but is not limited to, the following:

- a) Public exposure to the work in such media outlets as radio, television, video and film scripts or productions, photographic exhibitions, or newspaper and magazine articles, digital, online and networked venues, or special peer-reviewed exhibitions of the work; circulation, screenings and discussion of the work at conferences, institutes and/or festivals; and, awards of grants or fellowships. In general, presentations which have been juried or refereed are of primary importance, but we also recognize the importance of invited work, particularly in emerging media forms.
- b) Evidence of positive critical reviews of creative work and evidence of widespread dissemination of creative endeavors.
- c) Substantive, written evaluations of the creative work and activity solicited from a minimum of five persons external to the University who have recognized expertise in the candidate's creative area.
- d) Peer reviews and the evaluation of the Committee should consider these questions: Has the creative activity been regular, continuous and focused? Does the professional or artistic achievement represent a distinctive contribution that is considered significant in the field? Does the creative activity indicate the candidate's promise of continued professional contribution and growth?

C. Service

Although the Department places primary emphasis on teaching and scholarly research and/or creative activity, contributions to the profession, University, Department and Community are important to a well-balanced academic career and essential to the Department's goals and mission. Thus, the department also will consider contributions in these areas. In addition to addressing service contributions in his/her statement (see section VI below), the candidate or Committee may solicit evaluations of or comments on these activities from internal and external colleagues. Evidence of achievement in this

area should include, but is not limited to, the following:

1. Service to the profession: Active participation in the appropriate scholarly, professional or educational organizations, including serving as an officer or as a member of a committee; contributions to conferences and workshops, including serving as a discussant or member of a panel; and, serving as an editor, on the editorial board or as a reviewer for a scholarly or professional publication, or as a judge or coordinator for professional exhibitions and screenings.
2. Service to the University and Department: Active participation on University, and Department Committees; providing significant leadership by chairing or directing University or Department activities; and other contributions to the Department such as alumni contact, recruitment, fund raising, etc.
3. Service to the Community: Sharing expertise with and providing leadership to community groups; maintaining good relations for the Department and University with the mass media through personal contacts; serving as a guest speaker; and consultation activities.

VI. Candidate Review Procedures

Eligible candidates will notify the Chairperson of the Department of their desire to seek tenure and/or promotion by May 1 of the year prior to review, and the Chairperson will appoint a chair of the Tenure & Promotion Committee.

By September 1 of the year of review, the candidate will provide the chair of the Committee with the following:

1. A comprehensive current vita (see Divisional Guidelines, Section 3.B.4 for a detailed outline of what the vita should include).
2. A detailed statement from the candidate that: a) addresses the candidate's general views and philosophy of teaching, scholarly research and/or creative activity, and service; b) explains how the candidate's teaching and scholarly research and/or creative activity fit into the department's program and into the candidate's field of study; c) projects how the candidate's teaching and scholarly research and/or creative activity will develop in the next few years; and d) summarizes the candidate's service contributions (see Divisional Guidelines).
3. Copies of all relevant teaching evaluations, a complete listing of courses taught with course numbers, titles and quarter taught, and any other teaching materials the candidate may wish to submit (see Divisional Guidelines).

4. A list of five (5) names of possible external reviewers of the candidate's scholarly research and/or creative activity with a brief explanation of the reviewer's title and accomplishments. An external reviewer must be recognized as a significant figure in the candidate's field and one whose appraisal would be of value in the Department's deliberations. Candidates may or may not be personally acquainted with the external reviewers; the dissertation advisor of the candidate is an acceptable reviewer but must be identified as such (see Divisional Guidelines).
5. A list of seven (7) former undergraduate students and, if appropriate, seven (7) former graduate students who can evaluate the candidate's teaching effectiveness. All of these should be alumnae.
6. Copies of the scholarly research and/or creative work to be evaluated in the review.
7. A complete listing of Departmental, Divisional, University committees and other service that includes types and dates of service (see Divisional Guidelines).

During the first two weeks of September, the Committee chair will consult with the Committee to finalize the list of ten external reviewers. Half of these names are chosen from the candidate's list and half are selected by the Committee. The final list will be shared with the candidate, and she/he has the right of "last refusal" to delete one name on this list. The Committee will also finalize the list of student evaluators. Half of their names are chosen from the candidate's list and half are selected by the Committee, and again, the candidate has the right of "last refusal" to delete one name on the list.

By September 15, the chair of the Committee will send request letters and a copy of the candidate's vita to outside reviewers. By October 1, the chair of the Committee will call reviewers for a response to the request and will send the reviewers copies of the scholarly research and/or creative activity, asking for a detailed written response by December 1.

Relevant questions to ask in the letter sent to external reviewers include "how would you compare the candidate's work and professional reputation to those of others in the field at a similar stage in their careers?", "has the candidate's work been regular, continuous, and focused?", "does the work represent a distinctive contribution that is considered significant in the field?", "what is your view of the recognition achieved by the candidate thus far?" and "does the work indicate the candidate's promise of continued professional contribution and growth?" External reviewers should be made aware of the nature of the Department and its programs (graduate and undergraduate) and should be asked to state their relationship to the candidate, e.g. professional colleague, but does not know personally, dissertation advisor, co-author, etc. (see Divisional Guidelines).

Between September 15 and October 1, the chair of the Committee will send requests

for written evaluations to students, asking for a response by December 1.

From December 1 to January 1 the Committee will evaluate all materials, and from January 1 to January 15 the Committee will meet to evaluate and discuss the candidate's materials, to take a final vote on the candidate's tenure and/or promotion, to assemble the package to be submitted to the Dean, and to prepare their final written report.

The final written report and tenure package will be submitted to the Chairperson of the Department by January 15. The Chairperson of the Department will review and evaluate the candidate's material and the Committee's report and prepare a separate recommendation, with supporting brief, for the Dean and the Divisional Committee.

The candidate will receive in writing the report (with identifying information redacted) and the recommendations of the Committee and the Chairperson, will have the opportunity to respond and, if so desired, will have the opportunity to initiate appeals procedures (see University Guidelines).

The entire tenure package, including the Committee report, Chairperson's letter, candidate's statement, candidate's curriculum vitae, listing of the candidate's committee service, sample letters sent to external reviews and former students, external reviews, brief biographical statement of each external reviewer, listing of course taught, summaries of teaching evaluations, letters from students, annual performance reports and chair's annual reviews, pre-tenure departmental report, other supporting materials, and (if applicable) candidate's appeal, will be submitted to the Dean by February 1 (see Divisional Guidelines). Subsequent evaluation and action by the Social Sciences Division, the Dean, the Provost and the Board of Trustees are described in detail in the University Guidelines.