

## **Post-Tenure Review**

### School of Journalism and Mass Communication

Approved by the faculty October 28, 1998  
Revised October 20, 1999, October 4, 2000, October 31, 2000

Post-tenure review will take place as part of the annual assessment of faculty activity. The categories of activity reported by each faculty member in the Faculty Activity Report will be assessed as follows:

**Teaching.** Each faculty member is expected to provide evidence of student evaluation (Measurement Service Center forms) of all courses she/he offers and to display through a combination of that evidence, course syllabi, and results from self-prepared surveys of student appraisals (where appropriate) that her or his quality of instruction is of adequate or higher standard. Teaching also includes advising undergraduate students and graduate students toward completion of their degrees and working with student groups.

**Research.** Each faculty member is expected to display evidence of research activity each year, in the form of convention papers, research grants secured, material shared with scholars through Internet and other electronic technologies, material (including invited material) submitted for review by editorial boards of scholarly publications, material published in various outlets for scholarship (scholarly journals, books, etc.), material shared through any other mechanism which makes it available to the larger community of scholars, or exhibition or presentation of literary, audio, and visual works. There may be years in which no material is actually published, but the school's expectation is that, over a five-year period, some materials will be published or there will be convincing evidence of substantial progress toward important publication.

**Service.** Each faculty member is expected to share her or his expertise with a variety of communities, ranging from the school, college and university to the broader academic profession (scholarly associations and organizations), and including the general public, professional community and other specific publics. The mix of communities and the outlets through which they are reached will vary among faculty members and from year to year.

**Procedure.** The functions of post-tenure review will be carried out by the school's Salary Increment Advisory Committee, which is elected according to the Regulations of the Faculty of Journalism and Mass Communication. After the Salary Increment Advisory Committee has completed its deliberations, the director will prepare a brief narrative report on each individual reviewed, summarizing perceived strengths and weaknesses (if any) of each individual's record of accomplishments during the past year. Such reports should be very explicit in indicating any elements of the record that represent substandard performance. Each individual will receive a copy of her or his narrative report, and will meet with the director to discuss it.

In the event an individual's performance is found to be substantially below the goals and expectations of the school by both the Salary Increment Committee and the director, the individual will be notified in writing. The letter, signed by the chair of the committee and the director, will specify the deficiencies and set a time period (usually by the next annual review) during which the individual should address the identified problems and offer assistance in improving the individual's performance. If, at the end of the specified time, the individual's performance is again determined to be substantially below the goals and expectations of the school, the Salary Increment Advisory Committee and the director may ask the dean to initiate special review, as described in "The Rules and Procedures for Annual and Special Post-Tenure Review," as revised by the Tenure Subcommittee on March 5, 1998 ([http://www.umn.edu/usenate/faculty\\_senate/guidelines.html](http://www.umn.edu/usenate/faculty_senate/guidelines.html)).