

Faculty Personnel Policy Statement

Journalism Department

September 30, 1985

Preface

- A. The Journalism Department stresses the need for excellent instruction. It accepts in principle the belief that this excellence is achieved in part when faculty members (1) maintain close relationships with the media and people in the field, (2) keep abreast of changing conditions and problems in mass communications, (3) offer substantial bodies of knowledge in the classroom beyond techniques and skills, (4) involve themselves in investigation in their field that results in scholarly publication, participation in scholarly meetings and active professional leadership.
- B. This statement is supplementary to the pertinent provisions of state statutes, CAM and the Faculty Personnel Policy Statement of the School of Communicative Arts and Humanities.

As a means of encouraging professional growth and clarifying personnel policies and procedures, each candidate for reappointment, tenure and promotion will be given a copy of this statement, the School statement and the Faculty Evaluation Form.

Sections of CAM particularly pertinent to the process of recruitment and appointment are 311 (affirmative action), 311.1 (advertising and recruitment), 311.5 (close relatives), 312 (initial appointment categories), and 315.1 (consultative procedures).

Sections of CAM particularly pertinent to the processes of reappointment, tenure, and promotion are 341.1 (performance evaluations and assistance of faculty, evaluation criteria, justification for recommendation, student evaluations), 342.2 (criteria and factors for promotional consideration), 343 (reappointment during probationary period), 344.1 (tenure eligibility), 344.2 (tenure procedures) and Appendix I (Faculty Evaluation Form).

INITIAL APPOINTMENT AND RECRUITMENT

A. Procedures

1. It will be the duty of the department head to advertise for new faculty through established University personnel procedures.

2. Personnel interviews with prospective faculty members shall be conducted by tenured faculty and the department head.
3. Appointment procedures will be those described in CAM 311.1 and 312.

B. Criteria

1. Excellent teaching and professional qualifications will be required of all faculty. While the earned doctorate is desirable, appointees to tenure track positions must hold master's degrees, be conversant with appropriate aspects of journalism, and be active in professional organizations and activities.
2. Degree requirements may be waived for candidates with unusual and substantial qualifications. "Unusual and substantial qualifications" denotes a person who by virtual unanimity of peers is recognized for exceptional achievement with the mass media and for outstanding recognition as a teacher in journalism.

GENERAL PROCEDURES

These procedures apply to all faculty personnel decisions unless otherwise indicated. The department head and a departmental personnel review committee, whose members shall be tenured and of rank appropriate to the matter under consideration, shall review the qualifications of the candidate for reappointment, promotion and tenure. The departmental personnel review committee shall be elected by vote of the probationary and tenured members of the faculty in the department. Each committee member and the department head will prepare written and signed statements with affirmative or negative conclusions concerning the candidate. The decision of the personnel review committee, affirmative or negative, will be determined by the majority vote, defined as 51% or better of those eligible to vote. For example, if five persons are eligible to vote, three positive votes will represent a positive recommendation of the personnel review committee. All those eligible to vote are expected to vote either positively or negatively. Abstentions are considered negative votes. A committee member who announces an intention not to vote any of these three voting options will be expected to formally withdraw from the committee. The candidate will have the privilege of responding to committee decisions in writing or orally before a review committee consisting of tenured faculty and department head. Personnel actions, favorable or unfavorable, shall be forwarded to the Dean. Further reference should be made to CAM 340 relating to reappointments, tenure, promotions and termination.

REAPPOINTMENT

(Section III covers section A.)

- A. Criteria. The department applies the criteria contained on the Faculty Evaluation Form.
- B. Manner of gathering substantiation of recommendations. The tenured faculty and department head shall observe the instructor in the classroom or laboratory. They will also review course outlines, examinations, grade sheets, required student evaluations and other class materials. The candidate may provide a comprehensive statement in support of reappointment including evidence of professional growth and achievement, service to the University and community and any other information relevant to the position.

TENURE

Criteria. Tenure shall be recommended only when such action will assure the department of retention of a valuable, highly qualified instructor. Teaching excellence, cooperative endeavors and overall value to the department are prime considerations. Qualifications for promotion as stated in CAM 341.1 are expected of persons granted tenure.

PROMOTION

- A. Procedures. Procedures will be consistent with CAM 342.2
- B. Criteria. The criteria for promotion shall be the same as that for tenure. In addition, promotion to higher rank shall be based on explicit evidence that candidates have made substantial growth in teaching excellence, advising and relations with students, ability to work with colleagues, scholarly achievements and service to the University and the community.

CONFLICTS BETWEEN THIS STATEMENT AND THE CONTRACT

Notwithstanding any other provision in the appended criteria and procedures for RPT actions, if the contract entered into pursuant to the Higher Education Employer-Employee Relations Act is in conflict with provisions in these criteria and procedures, the terms of the contract and not the provisions of the procedures and criteria shall govern.