

Department of Communication

CRITERIA FOR PROMOTION AND TENURE

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Department of Communication
Criteria for Promotion and Tenure

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

1. Possession of the earned terminal degree deemed appropriate by the department;
2. Teaching;
3. Scholarly, professional, and creative work;
4. Service activities.

In the Department of Communication, the four areas of performance will be assessed as follows:

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

Special Waiver Policy

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

TENURE

PROCEDURES FOR REVIEWING PROMOTION AND TENURE REQUESTS

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

Requests for consideration for promotions must be made by individual members of the faculty seeking tenure, promotion or both. Each member of the faculty who desires to apply for tenure, promotion or both will be provided an application form with which to present his/her request. Forms are available at the office of academic affairs and online (<http://www.astate.edu/a/academic-affairs-and-research/faculty-info>).

As outlined in the **December 2015 Faculty Handbook**.

When possible, each department will maintain a standing committee on promotion, retention, and tenure composed of five tenured faculty members. The pre-tenured and tenured faculty of each department will elect the committee with committee members serving staggered three-year terms. If the department cannot form a committee of five, the tenured faculty in the department will select tenured faculty members from the college to make up the committee. The tenure and promotion process begins with the department PRT committee, then moves to the department chair. The department chair's recommendation then moves to the college PRT committee. The college PRT recommendation moves to the college dean.

Each department committee on promotion and tenure will elect annually at least one representative to serve on the college promotion and tenure committee.

The department PRT committee and the department chair will verify all material in a faculty member's file. Predatory journals and conferences are not acceptable forms of scholarship. ("Predatory" refers to requiring the author or presenter to pay a fee for research to be included in the journal or conference.) At any stage, a reviewer may ask an applicant to substantiate productivity or service claims. It is expected that the reviewers will add explanatory notes where appropriate.

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

As stated in the Faculty Handbook (2015):

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

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

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

- Persons initially appointed as professor, associate professor, or assistant professor must be reviewed for tenure not later than the completion of their sixth year of service at Arkansas State University, and tenure must be granted with the completion of their seventh year of service at Arkansas State University, except when a moratorium is

placed on tenure appointments. If the mandatory review results in a failure to gain tenure by the completion of the sixth year of service, the seventh appointment will be a terminal contract. Non-compensated leave time of a full semester or more will not count towards tenure.

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

COMPREHENSIVE PRE-TENURE REVIEW

A comprehensive pre-tenure review will be implemented that will be completed in the third year of pre-tenure employment at ASU for all pre-tenure faculty regardless of rank. This review will require that all third-year pre-tenure faculty members submit documentation of performance in the areas of teaching, scholarly activities, and service using the tenure application format in keeping with the Faculty Handbook and University PRT guidelines. The department PRT Committee will formally review this documentation and provide appropriate feedback to each third-year, pre-tenure faculty member regarding their progress toward tenure. The department PRT Committee will

follow the University and College PRT Guidelines in forwarding the department PRT third-year review to the Department Chair and College PRT committee.

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

Pre-tenure faculty in their second, fourth and fifth years of employment at ASU may request a comprehensive pre-tenure review by the department PRT committee. The request for a comprehensive review should be submitted to the department PRT chair in September of the requested year for review. The review will be based on documentation of performance in the areas of teaching, scholarly activities, and service using the tenure and/or promotion application format provided by University PRT guidelines. Upon request, the department PRT Committee will formally review this documentation and provide appropriate feedback to the faculty member and Department Chair regarding their progress toward tenure based on the Faculty Handbook and University PRT guidelines.

CRITERIA FOR AWARDING TENURE

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

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

1. Present a record of teaching, of scholarly, creative and professional productivity, and of service consistent with that required for promotion to associate professor. (Explanation: Tenure may be awarded to individuals in the assistant rank. In such cases, however, there must be definite and substantial evidence that the individual is establishing a record that should qualify him/her for promotion within two years. Tenure and promotion are voted separately.)
2. Be judged by peers, the chair, the dean and the college promotion and tenure committee as having maintained an active role in helping the department and college meet their missions, goals, objectives and needs. To include evidence of involvement in service activities, as measured by such involvement as student advising and mentoring, work on department, college or university committees, sponsorship of student organizations, active participation in professional organizations and other service opportunities. The expectation is that a spirit of collegiality, as evidenced by a willingness to participate in department shared-governance and service activities, will be represented in this involvement.

PROMOTION

ASSISTANT PROFESSOR

Criteria for promotion to assistant professor will be:

1. Possession of the earned terminal degree appropriate to the discipline and field.

Members of the faculty who hold instructor rank may be promoted to assistant professor and granted a pre-tenure contract when:

The faculty member provides the appropriate department chair with evidence of completion of terminal degree.

The Provost and Vice Chancellor for Academic Affairs and Research receives documentation of completion of requirements for the terminal degree and, additionally,

Receives favorable recommendations for promotion from the appropriate chair and dean.

Faculty at the instructor rank who apply for promotion to assistant professor under the special waiver policy (See page 2) approved by the Board of Trustees must complete the normal application procedure.

Instructors: Persons holding the rank of instructor are not eligible for the award of tenure, and the time spent as instructor will not be credited to the pre-tenure probationary period required by those ranks in which tenure may be earned. Members of the faculty who hold instructor rank may be promoted to assistant professor and granted a pre-tenure contract when:

The Provost and Vice Chancellor for Academic Affairs and Research receives documentation of completion of requirements for the terminal degree and, additionally,

Receives favorable recommendations for promotion from the appropriate chair and dean.

Faculty at the instructor rank who complete requirements for the terminal degree should provide their department chair with evidence of completion. Upon favorable recommendations by the chair and dean and approval by the Provost and Vice Chancellor for Academic Affairs and Research, promotion to the rank of assistant professor may be recommended by the Chancellor to the President and the Board of Trustees.

2. Evidence of effective teaching, as measured by evaluations of peers, supervisors, and students and other evidence of teaching related achievement.

For effective performance, the applicant must provide instruction appropriate to the course format, college goals and objectives, be receptive to working with students outside of the classroom, and, when appropriate, work to have student projects externally evaluated.

Demonstrated ability of effective teaching as evidenced by long-term, regular, and recent evaluations by peers, supervisors, students, or a combination thereof. Documentation can include course syllabi, examples of assignments and assessments, student evaluations, or other forms of appropriate documentation.

3. Evidence of scholarly, professional, or creative work appropriate to the discipline and field. Predatory journals and predatory conferences are not acceptable forms of scholarship. (“Predatory” refers to requiring the author or presenter to pay a fee for research to be included in the journal or conference.) The order of consideration is international, national, state, regional, ASU, and local.

4. Evidence of effective involvement in service activities, as measured by such involvement as student advising and mentoring, work on department, college or university committees, sponsorship of student organizations, active participation in professional organizations and other service opportunities. The expectation is a spirit of collegiality, as evidenced by a willingness to participate in department shared-governance and service activities, will be represented in this involvement.

ASSOCIATE PROFESSOR

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

Criteria for promotion from assistant to associate professor will be:

1. Effective performance in teaching, as measured by evaluations of peers, supervisors, and students, review of course syllabi and record of teaching-related achievement. For effective performance, the applicant must provide instruction appropriate to the course format, college goals and objectives, be receptive to working with students outside of the classroom, and, when appropriate, work to have student projects externally evaluated.

2. Continuing promise of scholarly, creative or professional productivity, as measured by:

- Publication in peer-reviewed journals of significant professional stature,
- Formal peer-reviewed presentations to academic and professional audiences,
- Publication of meritorious articles, reviews and commentaries in professional media.
- Primary involvement in the production of peer-reviewed creative works that demonstrate professional quality and rigor appropriate to the discipline and field.

“Continuing promise” is defined as long-term, regular and recent scholarly, creative or professional activity. Predatory journals and predatory conferences are not acceptable forms of scholarship. (“Predatory” refers to requiring the author or presenter to pay a fee for research to be included in the journal or conference.)

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

Service to the university includes the individual’s expected contribution to internal committee work and faculty governance activities. For the purpose of promotion, particular attention will be given to service to the profession and the broad academic discipline and to communication related service to the community. Activities that would be considered under “service” include consulting for the profession or other academic institutions, organizing and teaching seminars or workshops for the profession or for other academic institutions, serving on committees or as an officer for professional or academic organizations, assisting public and civic groups with communication-related problems or projects. The expectation is that a spirit of collegiality will be represented in this involvement.

For promotion to associate professor, effective performance in scholarly, creative and/or professional productivity is mandatory. Teaching is weighted heavily and service is expected. All should include long term, regular and recent activity.

FULL PROFESSOR

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

Criteria for promotion from associate to full professor will be:

1. Exemplary performance in teaching, as measured by evaluations of peers, supervisors, and students, review of course syllabi and record of teaching-related

achievements. For exemplary performance, the applicant must provide instruction appropriate with the course format, college goals and objectives, be receptive to working with students outside of the classroom, and work, when appropriate, to have student projects externally evaluated.

2. Exemplary achievement in scholarly, creative and/or professional productivity, as measured by:
 - Publication in peer-reviewed journals of significant professional stature,
 - Formal peer-reviewed presentations to academic and professional audiences,
 - Publication of meritorious articles, reviews and commentaries in professional media.
 - Primary involvement in the production of peer-reviewed creative works that demonstrate professional quality and rigor appropriate to the discipline and field.

“Exemplary achievement” is defined as long-term, regular and recent scholarly, creative and/or professional activity as recognized by the discipline. Predatory journals and conferences are not acceptable forms of scholarship. (“Predatory” refers to requiring the author or presenter to pay a fee for research to be included in the journal or conference.)

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

Service to the university includes the individual’s expected contribution to internal committee work and faculty governance activities. For the purpose of promotion, particular attention will be given to service to the academic profession and the broad academic discipline and to communication-related service to the community. Activities that would be considered under “service” include consulting for the profession or other academic institutions, organizing and teaching seminars or workshops for the profession or for other academic institutions, serving on committees or as an officer for professional or academic organizations, and assisting public and civic groups with communication-related problems or projects. The expectation is that a spirit of collegiality will be represented in this involvement.

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

Associate professors will be evaluated for promotion to full professor based on the department, college and university criteria in place three years prior to going up for full professor.

