

Department of Communication and Media Studies

RTP Guidelines Approved 12/10/2017

The purpose of this guide is to provide clarity to faculty members in the Department of Communication and Media Studies in terms of expectations regarding retention, promotion and tenure. It should be noted that this proposal does not supersede any procedures outlined in the NSU Faculty Handbook.

I. Evaluators

Per the Faculty Handbook, the department chair serves as the initial evaluator regarding retention. The chair makes a recommendation to the college dean, who also conducts an evaluation.

Per the Faculty Handbook, the departmental Tenure Committee serves as the initial evaluator regarding tenure. The chair and the college dean also have an opportunity to provide an evaluation.

Per the Faculty Handbook, the departmental Promotion Committee serves as the initial evaluator regarding promotion. The chair and the college dean also provide their recommendation.

II. Broad Criteria Areas

According to the Faculty Handbook, faculty members are to be evaluated in the following broad criteria areas for promotion and tenure:

- Effective classroom teaching
- Scholarly or creative achievement
- Contributions to the institution and profession (university and professional service)
- Performance of non-teaching semi-administrative or administrative duties (if applicable)

This proposal will utilize these criteria areas with one modification. Because the intent of this proposal is to formulate guidelines for the evaluation of faculty, the "Performance of non-teaching semi-administrative or administrative duties" area will be considered under "Contributions to the institution and profession." Therefore the criteria areas for evaluation can be generally articulated as:

- Teaching
- Scholarly activity
- Service

III. Evaluative System

The Department recognizes the diversity of activities performed by communication studies, mass communication, art, and theatre faculty members at NSU and the

difficulty of quantifying the relative merits of those activities. Therefore, these RTP guidelines will not provide a set "scorecard" of accomplishments, which must be achieved in order to earn retention, promotion and tenure (four publications, teaching evaluations in the 85th percentile, service on three university wide committees, etc.) Rather, faculty members will

earn retention, promotion and tenure by displaying genuine excellence in the areas of teaching, scholarly activity and research. What is expected of each individual faculty member in order to achieve promotion and tenure will be made clear through feedback coming from annual evaluations by the department chair.

Beginning with the first year of employment, the chair will provide written feedback to the faculty member which will include an assessment of how well the faculty member has performed in the areas of teaching, scholarly activity and service in the assessment year and detailed direction on what is expected from the faculty member in the following year in the three criteria areas. Copies of these yearly evaluations will be maintained by both the chair and faculty member. The evaluation will be based on the assessment of the faculty member's professional file by the department chair as well as by feedback provided by the faculty mentor. The professional file should be prepared according to the guidelines set forth in the Faculty Handbook. At the end of this proposal is a list of activities that will be considered in these evaluations. It is not necessarily an exhaustive list. If the faculty member engages in an activity not on the list, it is incumbent on the faculty member to make an argument for any activity that s/he thinks should positively count toward promotion and tenure.

This annual evaluative process will be approached in the spirit of collaboration. After the chair assesses the professional file, there will be a face-to-face meeting to discuss the content of the evaluation. After this discussion, the chair will produce the written evaluation that will be reviewed and signed by the faculty member. If there is a dispute over the validity of the evaluation, the faculty member can produce a written "dissenting" opinion, a copy of which will be retained by the chair.

The purpose of this process is to provide annual feedback so that individual faculty members are in the best possible position to earn promotion and tenure. If faculty members respond positively to the feedback, then they will be in a position to earn promotion and tenure. If they choose not to respond positively to the feedback, they will run the risk of being denied promotion and tenure.

IV. Annual Evaluative

Timetable

Chair recommendation for retention due to dean	February 15

Tenured Faculty Member submits professional portfolio to dean for promotion in rank or three (3) year review	September 30

V. Faculty Specialization

According to the university’s RTP Guidelines department standards shall not attempt to make all faculty members perform alike, though commensurate quality shall be expected for equivalent promotions and for tenure considerations.

Faculty in Art and Drama have the freedom to choose percentages to assign in teaching, research and service. Since NSU prides itself as a teaching institution, the largest percentage should be assigned to teaching. At least 10% should be assigned to research and 10% to service. The total of all three assigned percentages should equal exactly 100%. The amount of evidence in the portfolio should correspond to these percentages.

At minimum, faculty are expected to “Meet Criteria” in each area.

VI. Activity List (in addition to what is listed in Appendix C1 in the Faculty Handbook)

Teaching

- Student teaching evaluations
- Winning of teaching awards at the university wide level or higher
- Development of new courses
- Nomination for teaching awards at the university wide level or higher
- Evidence of major revision/updates of courses
- Evidence of innovative teaching
- Evidence of innovative use of instructional media/technology
- Honors courses taught
- Supervision of thesis or other major student projects
- Supervision of work call

Mentoring
designers
Advising
load
Independent studies
Capstones
Thesis hours
supervised
Supervising
interns
Directing
theses
Sitting on theses
committees Student
portfolios
Any teaching of courses above the normal load
for no pay Student comments on courses
Peer evaluations
Supervising student research/creative activities
Participation in continuing education workshops/conferences
Interdisciplinary teaching

Scholarly Activity

Publication of a book that advances knowledge in faculty
member's field Publication of refereed article in national or
regional journal
Winning award in an artistic/creative juried competition at the national or regional
level Grant proposal (funded or unfunded) from a national or regional level
funding agency Publication of a chapter in an academic book related to faculty
member's field Publication of a refereed article in a state/local journal

Paper presentation at a national or regional convention
Winning award in an artistic/creative juried competition at state/local
level Commissioned artistic/creative piece
Grant funded by state/local funding agency
Paper presentation at a state/local convention/meeting
Panel participant at a national or regional convention (not requiring production of a
paper) Published academic book reviews
Published reviews of academic artistic/creative efforts in faculty member's
area of expertise
Article submitted to refereed
journal Peer reviewed
theatrical productions

Artistic/creative entry submitted to juried competition
Panel proposal submitted to convention/meeting of relevant academic organization
Paper submitted to convention/meeting of relevant academic organization
Juror of national, regional or local art shows
Presentation at workshop/conference
Directing, designing, writing or performing in a university production
Winning of research awards at the university wide level or higher
Workshops presented at local/state/national conferences or field-based events

Service

Semi-administrative duties
Chairing university-wide committee or task force
Long-term community service function relating directly to faculty member's area of expertise
Coordinating/directing university/community event
Coordinating/directing academic meeting at the state level or higher
Officer in national or regional academic organization
President of state academic organization
Member university wide committee or task force
Chairing departmental level committee or task force
One time community service function relating directly to faculty member's area of expertise
Chairing panel at national or regional academic meeting
Reviewer for papers submitted to national or regional academic meeting
Officer other than president in state academic organization
Sponsor, student organization
Member departmental/college level committee
Volunteer at university/community event relating directly to faculty member's area of expertise
Winning of service awards at the university wide level or higher