

**DEPARTMENT OF COMMUNICATION & FILM**  
**THE UNIVERSITY OF MEMPHIS**  
(2018)

**GUIDELINES AND PROCEDURES FOR PROMOTION AND/OR TENURE**

**COMPOSITION OF THE TENURE AND PROMOTION COMMITTEE**

The Department of Communication & Film Tenure and Promotion (T&P) Committee shall consist of all tenured Associate Professors and above. The T&P Committee will elect its own Chair for a term of two years. The Department faculty will also elect a representative to serve for a two-year term on the College of Communication and Fine Arts Tenure and Promotion Committee from the Department's tenured Associate and Full Professors. He or she does NOT participate in the college committee's discussion of or vote on Department of Communication candidates, but DOES participate and vote at the department level. The T&P Committee will be reconstituted with all Full Professors in the Department when a candidate applies for promotion to Full Professor.

**ANNUAL REVIEW**

The Department Chair is required to conduct annual reviews of all faculty and communicate his/her evaluations to each individual. These reviews are opportunities for tenured and untenured faculty members to be informed whether their performance is satisfactory, or if any improvements are necessary. The Department Chair, as encouraged by the Faculty Handbook and as a matter of professional courtesy shall seek the advice of the faculty members' peers in making such evaluations. These cumulative annual reviews are included and/or integrated in the documentation that is developed for tenure and/or promotion. When there is a recommendation for non-reappointment of non-tenured tenure-track faculty by the Department Chair, the Department Chair should consult with the Department's T&P Committee before submitting her/his recommendation to the Dean.

**THIRD-YEAR REVIEW**

There will be a mid-term review of untenured candidates conducted by the T&P Committee and by the Department Chair. Exceptions will be made for faculty members who were given credit toward tenure when employed by the University. The third-year review should provide the faculty member with information about the status of his/her progress toward tenure and promotion, even though that information is not legally binding as to any subsequent tenure and/or promotion decisions. The procedure and the format of the submission for the third-year review will be the same as that used for tenure and promotion consideration, but will not involve external peer review. The contents and deadlines for the mid-tenure dossier can be found here: [http://www.memphis.edu/ccfa/resources/faculty\\_staff/midtenure-dossier.php](http://www.memphis.edu/ccfa/resources/faculty_staff/midtenure-dossier.php)

After the candidate has uploaded his or her materials to the dossier, the T&P Committee will review the materials and upload a written report that specifies the criteria and, in particular, discusses both the strengths and weaknesses of the faculty member's accomplishments in teaching, research, and service. The report should provide meaningful feedback and direction to the faculty member to assist in his/her subsequent activities in these areas of performance.

After the T&P committee uploads their report, the Department Chair will also prepare a written report that addresses the strengths and weaknesses of the faculty member's accomplishments. The Department Chair will meet with the faculty member to discuss the reports. After the Chair meets with the candidate, the Dean will then write and upload a report and meet with the candidate. The faculty member may write a brief statement in response to the reports and the discussion of them. The purpose of this response is to allow the faculty member the opportunity to address any concerns or inaccuracies. The faculty member may also describe plans for addressing any concerns raised. Every effort should be made during this review process to minimize any miscommunication between the parties involved. The response will be sent to the Dean.

### **REQUIREMENTS FOR TENURE**

The candidate for tenure must meet the requirements for Associate Professor or have already attained that rank. Tenure recommendations involve judgments about a candidate's past accomplishments, future growth, and role as related to the Department's present and future priorities and needs, in addition to the standard criteria of teaching, research and/or creative accomplishments, and service. Candidates for tenure will be evaluated in terms of additional criteria as detailed in the section on "Academic Freedom, Tenure, and Promotion" in the Faculty Handbook of The University of Memphis.

Further information about guidelines, forms, timelines, and a link to the Faculty Handbook can be found here: <http://www.memphis.edu/aa/resources/facres/tenurepromotion/>

The following considerations are relevant to recommendations concerning tenure, but in no way should be construed to mean that the candidate has a right to tenure:

1. The candidate's demonstrated competence and effectiveness as a university teacher;
2. The candidate's research and/or creative accomplishments;
3. The candidate's pattern of continued growth and development in his/her areas of specialization and assigned responsibilities;
4. The candidate's performance and willingness to perform needed Department services and functions;
5. The candidate's willingness and ability to work constructively with colleagues, staff, and students;
6. The candidate's abilities to meet the Department's present and future needs and priorities;
7. The constructiveness of the candidate's contributions to the growth and development of the Department.

All candidates for promotion and/or tenure in the Department of Communication will be evaluated by the Department T&P Committee, which is advisory to the Department Chair, and by the Department Chair during his/her sixth consecutive year in a full-time, tenure-track faculty position, unless a specific written exception has been approved by the Department Chair, College Dean, Provost, and University President.

## EXTERNAL PEER REVIEW

Tenure and promotion to associate or full professor require external peer review. The purpose of external peer reviews is solely to provide an informed, objective evaluation of the quality of the scholarship, research or creative activity of the candidate. It is expected that the external reviewers will be selected from peer or comparable institutions with national reputations in the faculty member's discipline. Such reviews place a burden on the usually busy schedules of the evaluators. In order to obtain external reviews in a timely manner, the process of developing the lists of external reviewers, as described below, should be initiated during the Spring semester preceding the Fall tenure and promotion process. The candidate shall develop a list, normally four to eight names, of recommended peer reviewers from outside the University. The candidate may also submit a list (with justifications) of persons who may pose a conflict for consideration by the Chair of the Department and the Department Tenure and Promotion Committee. In addition, the Chair of the Department and the Department Tenure and Promotion Committee will develop a list of outside peer reviewers. The Chair must select some of the names suggested by the candidate. The Department is solely responsible for supplementing the candidates list with additional reviewers. The dossier should contain at least four external reviews. If it is not possible to obtain four reviews, the reasons must be documented at the departmental level. For each reviewer, there should be an accompanying brief paragraph identifying her/his credentials and a statement regarding the nature of the relationship to the candidate (if any). The external reviewers are expected to provide informed, objective evaluations rather than testimonials. Therefore, no more than one external reviewer can be a past mentor or collaborator. All reviewers should receive the same materials for evaluation; if not, an explanation should be included. Peer reviewers who have agreed to write letters of evaluation should be sent the following: the candidates curriculum vitae and a letter from the Department Chair to the reviewer, including a request for a written response to the question: How do you assess the quality of the scholarly and/or creative activity of the candidate; a deadline for the written response; and a statement that the State of Tennessee has an Open Records Law and that the candidate has access to the outside peer evaluation document.

### Minimal Requirements for Appointment and Promotion

#### **Instructor**

- Potential ability in instruction.
- Master's degree in the instructional discipline or a related area.
- Evidence of good character, mature attitude, and professional integrity
- Assistant Professor
- Evidence of potential ability in instruction, public service and research, provided however, that clinical assistant professors should show evidence of ability in instruction and service only; provided further that research assistant professors should show evidence of research and service capabilities only.
- Earned doctorate from an accredited institution in the instructional discipline or related area; or master's degree in the instructional discipline when that master's degree is the recognized terminal degree in that discipline. Exceptions to the minimum rank qualifications at the assistant professor level can be recommended by the president to the UofM Board of Trustees if the applicant's performance has been exemplary in some

way.

- Evidence of good character, mature attitude, and professional integrity.

### **Associate Professor**

- Documented evidence of ability in instruction, public service and research, provided however, that clinical associate professors should show evidence of ability in instruction and service only; provided further that research associate professors should show evidence of research and service capabilities only.
- Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area plus at least five years appropriate professional experience (excluding experience concurrent with and in the same institution where studies were taken for an advanced degree) in the instructional discipline or related area
- Documented evidence of high quality professional productivity which is leading to national recognition in the academic discipline.
- Evidence of good character, mature attitude, and professional integrity

### **Professor**

- Documented evidence of ability in instruction, public service and research, provided however, that clinical professors should show evidence of ability in instruction and service only; provided further that research professors should show evidence of research and service capabilities only.
- Earned doctorate or equivalent terminal degree from an accredited institution in the instructional discipline or related area plus at least ten years appropriate professional experience (excluding experience concurrent with and in the same institution where studies were taken for an advanced degree) in the instructional discipline or related area.
- Documented evidence of sustained high quality professional productivity and national recognition in the academic discipline
- Evidence of good character, mature attitude, professional integrity, and a high degree of academic maturity and responsibility. The absence of teaching excellence and superior contribution to student development or the absence of scholarly or creative activity may prevent advancement to full professor. Since there is no higher rank, promotion to professor is taken with great care and requires a level of achievement substantively beyond that required for associate professor. This rank is not a reward for long service; rather it is recognition of superior achievement within the discipline with every expectation of continuing contribution to the university and the larger academic community. Note: Please see section entitled "Terminal Degrees" for additional information concerning this requirement and any exceptions that may be requested.

## TENURE AND PROMOTION DOSSIER CONTENTS

The documentation submitted by the candidate should be as complete as possible for review by the T&P Committee, the Department Chair, and the external reviewers. Examples of scholarly and/or creative activities will be retained by the Department so as to be available for the College and campus-level reviews, if requested.

The required contents and instructions for uploading materials to the dossier can be found here: [http://www.memphis.edu/aa/resources/facres/tenurepromotion/docs/instructions\\_for\\_edo\\_ssier.pdf](http://www.memphis.edu/aa/resources/facres/tenurepromotion/docs/instructions_for_edo_ssier.pdf)

Deadlines for uploading required documents to the dossier can be found here: [http://www.memphis.edu/ccfa/resources/faculty\\_staff/tp\\_calendar.php](http://www.memphis.edu/ccfa/resources/faculty_staff/tp_calendar.php)

The candidate must submit brief narrative summaries framing his/her teaching, research, and service in the context of the discipline, mission of the Department, College, and University.

### **I. Teaching**

Teaching is to be evaluated, rewarded, and encouraged in ways parallel to those for research and service. Teaching can occur in a number of varied contexts. Whereas some judgment must be made concerning a candidate's general teaching competency, the teaching performance of the candidate will be evaluated from multiple sources as it relates to graduate, upper division, and lower division instruction; lecture courses, small seminars and/or laboratory courses, and one-to-one instruction relevant to the direction of theses, dissertations, and special projects or creative activities; and the teaching of special subject matter. Teaching is documented as follows:

1. Statement of teaching philosophy, and summary of accomplishments and plans (2 – 3 pages)
2. Summary of student evaluations
3. Peer evaluation(s) of teaching (at least one per year)
4. Additional relevant information that should serve as the basis for the evaluation of teaching performance, consists of:
  - a. Course materials (e.g., syllabi and assignments);
  - b. Evidence of supervision of student projects and other forms of student mentorship
  - c. Evidence of disciplinary or interdisciplinary program or curricular development.

### **II. Research, Scholarship, Creative Activity**

Faculty members of the Department of Communication & Film are expected to produce sustained research activity, scholarship, or creative activity. Such activity can be demonstrated by a variety of activities such as the publication of scholarly books or articles, papers, professional lectures or with films, videotapes, audiotapes, and/or the creation, direction and production of public communication. Research is documented as follows:

### Brief Summary of Accomplishments and Plans (2 – 3 pages)

In judging the quality and extent of faculty research (and/or creative activity), the following types of information are relevant and useful:

- a) A list of all the candidate's publications and/or creative activity, including authored or edited scholarly books, textbooks, chapters in texts, journal articles, monographs, conference proceedings, book/article/production reviews, films, videotapes, audiotapes, and/or the creation, direction, and production of public communication and other related items produced or forthcoming;
- b) Papers presented at international, national, regional, state, and local professional meetings, the significance of the content, and the nature of the selection process;
- c) Exhibitions of work, including those juried or invited by nationally or regionally recognized members or groups within the communication discipline;
- d) Other items such as funded or unfunded research proposals, computer software development, or audiovisual media;
- e) Awards and formal recognition of work.

### III. Service

Service can be provided in many different ways to many different groups. A faculty member is judged both by the nature and the quality of service to the Department, College, University, discipline, and community. Examples of service within the university include participation on committees and task forces, advising student organizations, serving on the Faculty Senate, program administration, program development, advising, pro bono consulting, and other similar activities. Examples of service to the profession include activities that contribute to advancing the profession through association leadership, serving as journal editor and on editorial boards, and guest lecturing, in addition to a wide variety of other activities. Examples of community service are primarily the sharing of professional expertise with local, regional, and national constituent groups. It must be understood that service can never constitute a substitute for a faculty member's primary functions as teacher and scholar. Service is documented as follows:

#### Brief Summary of Accomplishments and Plans (2 – 3 pages)

#### Evaluation(s) of Service (Outreach/ Advising/Mentoring/ Administration)

Candidates should describe all professional service performed or being performed and specify the nature of that service. It is especially important to know the extent of the candidate's involvement and the leadership asserted in those service activities. It is also important to know the significance of the service and what happened as a result of the candidate's involvement. Quality of service will be judged by direct assessment, by recipient's evaluation of the service, and by any outside professional opinion. The candidate should list any awards or symbols of recognition for outstanding service; testimonials from people involved with the service are helpful in evaluating such service.

#### **IV. University Curriculum Vitae**

The University of Memphis Curriculum Vitae is a required component of the dossier:

<https://umwa.memphis.edu/fcv/login.php>

#### **V. Annual Faculty Evaluations And Other Pertinent Information**

##### **POST-TENURE REVIEW**

All tenured faculty are reviewed on an annual basis by the department chair. Review to determine graduate faculty membership is conducted by the Graduate Policies Committee and review for promotion is conducted by the T & P Committee.