Revised 1/2017

**Department of Communication Studies**

Guidelines for Tenure and Promotion

I. Introduction

This document identifies policies and procedures formulated by the Department of Communication Studies to be used in evaluating faculty for promotion and tenure. The guidelines here described are intended to embody University policies and to reflect the goals and objectives of our department and discipline. Other documents should be consulted for specifications of procedure as well as for additional explanation of general principles.

II. Procedures for Faculty Evaluation

A. Promotion and Tenure Committee

1. The Promotion and Tenure Committee shall be composed of Associate and Full Professors of Communication Studies. Candidates for promotion to Associate Professor shall be evaluated by Associate and Full Professors in the Department of Communication Studies. Candidates for promotion to Full Professor shall be evaluated by Full Professors in the Department of Communication Studies. Candidates for tenure shall be evaluated by tenured members of the Department of Communication Studies. The same rules apply for Instructors and Assistant Teaching Professors, as defined in section 3.4.1.B of the Faculty Handbook.

2. The committee shall elect a chair who will report the recommendations of the committee. The Department Chair shall not serve as Chair of a Promotion or Tenure Committee or participate in a vote since s/he must separately forward a recommendation concerning each candidate.

3. The committees have the responsibility to assess critically and fairly candidates’ qualifications and communicate their recommendations to appropriate administrators and administrative bodies.

B. Chair Responsibilities. The Department Chair shall convene the Promotion or Tenure committee as a non-voting member and shall submit a separate recommendation concerning each candidate.

C. Faculty Responsibilities. In order to facilitate evaluations, faculty members have these responsibilities:

1. To know and follow all University, College, and Departmental procedures and guidelines, including submitting dossiers to the Department Chair by the last day of the first full week of the fall semester.

2. To ensure the accuracy of all documents submitted as part of the tenure and promotion process, following instructions for preparing dossiers as distributed by the Provost.

3. To maintain confidentiality regarding the decision-making process.

D. Schedule and Protocol. The Department shall adhere to the procedures and schedule for promotion and tenure as determined by appropriate University authorities and documents.

III. General Criteria for Promotion and Tenure.

The Department of Communication Studies intends to reward productive faculty with promotion in rank or tenure, as deemed appropriate. General criteria for evaluating faculty for this purpose are outlined below.

A. Collegiality. The faculty member must perform the normal duties, obligations, and responsibilities such as active participation in faculty meetings and committee work, cooperation with colleagues, ethical relationships with students, and adherence to University policies. See Policies and Procedures document, Part II, Faculty Responsibilities. \*

B. Teaching. The faculty member must demonstrate the ability to appropriately guide and motivate students. Evidence of teaching effectiveness must include formal student evaluations conducted following college and departmental procedures as well as alternative evidence of teaching effectiveness (see Faculty Assessment Document). Faculty members will collect student evaluations of teaching in each class taught during Fall and Spring semesters **using a University approved survey of teaching effectiveness.** Faculty members are expected to retain records of student evaluations.

Other sources of evidence such as well-formulated syllabi, peer evaluations, letters or other supporting documents from former students, publications on teaching, student achievements, etc. should also be submitted. In addition, participation in instruction workshops (learner or teacher) sponsored by professional organizations will be viewed, where appropriate, as evidence of a faculty member’s program of continuing education. Evidence of curriculum development, directing thesis or dissertation committees, and appropriate co-curricular activities may also be considered in evaluating teaching effectiveness. \*

C. Scholarship. Tenure-track faculty members are expected to demonstrate the ability to make a significant and sustained contribution to the study of communication. This should be reflected in publications, professional presentations, grant applications, and, when appropriate, scholarly creative endeavors.

The Promotion or Tenure committee will evaluate a faculty member’s research in terms of quality (based on contribution to work and acceptance rates/index scores) and quantity. Quality scholarship is defined as books and/or articles published in nationally and internationally read scholarly journals, regardless of publisher. Candidates for promotion, tenure, or annual evaluation shall present for consideration publications published by respected publishers and/or professional organizations. No consideration or weight shall be assigned publications that may be classified as predatory or self-publishing. The nature and scope of the research problems investigated by the faculty member will influence the committee’s evaluation. The faculty member is required to include 1) information about percentage of contribution to the publication, 2) information about publication acceptance rates, and 3) any additional support for explaining the quality of the publication (such as impact factor).

D. Service to the profession, university, and community. Faculty members are expected to contribute to the operation, advancement, and support of the university and profession by participating in and leading professional associations and university committees. Service is interpreted by the Department to mean activities *directly related* to the faculty member’s appointment in the Department that provide direct benefit to the university, the State of Mississippi, society at large, and/or to the field of communication. Service to the field of communication is interpreted to mean activities in support of international, national, regional, and state associations in the field of communication. This includes, but is not limited to (a) holding professional offices in a state, regional, national or international association, (b) editing or reviewing papers for professional journals and conventions, (c) unpaid professional consulting, (d) participation in appointed and elected department, college, and university committees, (e) community service related to one’s professional expertise.

E. Administrative duties. If the faculty member’s appointment also involves official administrative duties such as directing the speaking center or directing a debate program, the individual will be expected to demonstrate successful performance of this role.

IV. Specific Criteria for Promotion for Tenure-Track Faculty

A. Assistant to Associate Professor. The designation of Associate Professor is given to faculty who are effective teachers, promising scholars, and who perform important service to the university, community, and profession. Standards for promotion to Associate Professor are identical for all faculty regardless of one’s teaching, research, or administrative responsibilities (no time limit). Factors used in determining whether a person is eligible for this rank include the following:

1. Completion of the doctoral degree.

2. Five years at the rank of Assistant Professor, unless other agreements are stipulated at the time of employment.

3. Developing pattern of research. Normally this is demonstrated by the publication of at least six refereed articles and/or scholarly book chapters.

A scholarly book may count for multiple articles (to be determined during annual review and based on factors such as book type, number of authors/editors, and reputation of the publisher). A major externally funded research grant may count for one or two articles. Atleast six scholarly presentations at international, national, or regional conventions is expected.

At least three of the publications and three of the presentations over the five year period should result from research finished after completion of the doctoral degree and while a faculty member at the University of Southern Mississippi. (A book chapter, book, article, essay, or monograph not yet published but with a letter from the journal editor or publisher indicating that the work is forthcoming shall count as a “publication.”)

4. Demonstration of effective teaching as specified in III B above.

5. Demonstration of on-going service as specified in III D above.

B. Associate Professor to Professor. The title of Professor shall be granted to those faculty members who have sustained an active career of research, proficiency in teaching, and exemplary service. Standards for promotion to Full Professor are identical for all faculty regardless of one’s teaching, research or administrative responsibilities (no time limit).

1. Five years at rank of Associate Professor.

2. Favorable evaluation by three external reviewers who hold the rank of Professor, who are known scholars in the applicant’s area of expertise, and who lack conflict-of-interest with the applicant.

3. A sustained pattern of publications after promotion to Associate Professor along with continuing contributions to the discipline, ordinarily a total of twelve essays (a scholarly book may count for multiple essays). (A book chapter, book, article, essay, or monograph not yet published but with a letter from the journal editor or publisher indicating that the work is forthcoming shall count as a “publication.”)

4. Continued demonstration of effective teaching as outlined above.

5. Continued demonstration of effective service as specified in III D above.

6. Candidates who seek promotion from Associate to Full Professor are encouraged to demonstrate a commitment to the department’s visibility. Candidates may exhibit their commitment by engaging in either or both campus/off campus activities.

V. Specific Criteria for Tenure.

A. Tenure may be granted to tenure-track faculty, normally after five to seven years of service, based on professional promise and value within the structure of goals pursued by the department, college, and university.

1. A faculty member seeking tenure should demonstrate how his/her teaching, research, and service advance the goals of the Department of Communication Studies, College of Arts and Letters, and the University of Southern Mississippi.

2. A faculty member seeking tenure should demonstrate effective teaching **(cf.** III B above), promising scholarship, and performance of valued service to the university, community, or profession, normally at levels equivalent for promotion to Associate Professor.

3. In exceptional circumstances, a faculty member may be promoted without being tenured or tenured without being promoted.

4. Faculty with administrative appointments (e.g., Director the Speaking Center, Directors of Forensics) that constitute 50% or more of their appointments may demonstrate a “developing pattern of research” after publishing 3 or more peer reviewed essays.

5. Individuals who have a joint appointment in Communication Studies and an academic unit that does not grant promotion and tenure will be held to the same research, teaching, and service standards as full-time Communication Studies faculty. Individuals who have a joint appointment in Communication Studies and an academic unit that grants promotion and tenure will be held to a research, teaching, and service standard that is commensurate to the proportion of her/his assignment to the Communication Studies faculty.

B. The pre-tenure assessment as well as tenure deliberation proceeding will be conduced as specified by the University.

VI. Specific Criteria for Non-tenure-track Faculty (Instructor and Teaching Professor Positions)

As indicated by Faculty Handbook modifications approved on June 30, 2016, non-tenure-track faculty positions in the category of teaching may be established. Section 3.4.1.A of the Faculty Handbook defines all non-tenure-track faculty positions, including Instructor (with promotion to Lecturer and then Senior Lecturer) and Assistant Teaching Professor (with promotion to Associate Teaching Professor and then Teaching Professor).

As such, we have outlined a separate promotion process. Section 3.4.1.B of the Faculty Handbook explains the promotion process for teaching track faculty members.

A. First promotion

Instructor to Lecturer

The designation of Lecturer is given to faculty who are effective teachers and who perform important service to the university. Factors used in determining whether a person is eligible for this rank include the following:

1. Five years at the rank of Instructor, unless other agreements are stipulated at the time of employment.

2. Demonstration of effective teaching as specified in III B above.

3. Demonstration of on-going service as specified in III D above.

Assistant Teaching Professor to Associate Teaching Professor

The designation of Associate Teaching Professor is given to faculty who are effective teachers and who perform important service to the department/college/university/ or discipline. Factors used in determining whether a person is eligible for this rank include the following:

1. Completion of the doctoral degree.

2. Five years at the rank of Assistant Teaching Professor, unless other agreements are stipulated at the time of employment.

3. Demonstration of effective teaching as specified in III B above.

4. Demonstration of on-going service as specified in III D above or notable scholarly activities, as specified in IIIC above.

B. Second promotion

Lecturer to Senior Lecturer. The title of Senior Lecturer shall be granted to those faculty members who have sustained an active career in teaching and exemplary service.

1. Five years at rank of Lecturer.

2. Continued demonstration of effective teaching as outlined in IIIB above.

3. Continued demonstration of effective service as specified in IIID above.

4. Candidates who seek promotion from Associate to Full Professor are encouraged to demonstrate a commitment to the department’s visibility. Candidates may exhibit their commitment by engaging in either or both campus/off campus activities.

Associate Teaching Professor to Teaching Professor. The title of Teaching Professor shall be granted to those faculty members who have sustained an active career in teaching and exemplary service.

1. Five years at rank of Associate Teaching Professor.

2. Continued demonstration of effective teaching as outlined in IIIB above.

3. Continued demonstration of effective service as specified in IIID above.

4. Demonstration of notable scholarly activities as specified in IIIC above.

5. Candidates who seek promotion from Associate to Full Professor are encouraged to demonstrate a commitment to the department’s visibility. Candidates may exhibit their commitment by engaging in either or both campus/off campus activities.