

**Operating Papers of the
College of Mass Communication and Media Arts**

Southern Illinois University at Carbondale
Carbondale, IL 62901-6606

As amended and approved by Faculty and Staff, CMCMA, on

May 2012

Approved by the Dean, CMCMA, on

May 2012

Approved by the Provost and Vice Chancellor for Academic Affairs and Research
and Implemented on

July 2012

MISSION STATEMENT

Communication is the binding force in modern societies and a bridge to international understanding. The College of Mass Communication and Media Arts centralizes the study of communication processes, and their responsible and intelligent uses, in a diverse community of scholars, artists, and practitioners. In all of its efforts, the College strives for academic and creative excellence.

PART I. INTRODUCTION

The College of Mass Communication and Media Arts of Southern Illinois University at Carbondale (hereinafter referred to as the College) is an educational institution engaged in teaching, research/creative activity, and service.

The provisions of this document are limited by the By-Laws and Statutes of the Board of Trustees of Southern Illinois University, the Employees Handbook (electronic version), various university documents as specified here-in, and provisions of the negotiated agreements between the Board of Trustees of Southern Illinois University and the SIUC Faculty Association, IEA/NEA, and its represented faculty and other employees.

The mission of the College will be fulfilled by three types of organizations: Office of the Dean, Units of the College, and College Committees.

PART II. STRUCTURE OF THE COLLEGE

Article I. GENERAL MEMBERSHIP OF THE COLLEGE

Section 1. **Membership.** The general membership of the College is as follows:

- A. Voting faculty. Voting faculty are appointees with the rank of professor, associate professor, assistant professor, instructor, or lecturer, with a 50% or greater appointment to a CMCMA instructional unit. Any faculty with two 50% appointments, both within the College, will choose only one unit to represent.

- B. Voting administrative/professional. Voting A/P staff are individuals with AP contracts with 50% or greater appointment to a CMCMA service or instructional unit. Any individual with two 50% appointments, both within the College, will choose only one unit to represent.
- C. Non-voting faculty and staff. Non-voting members are:
 - 1. Civil service employees.
 - 2. Any faculty not defined as voting faculty in Section I.A.
 - 3. All persons holding other appointments who do not qualify as voting members.
- D. Student members. Student members are full-time undergraduate and graduate students in good standing formally admitted to and enrolled in a degree program of the College.
- E. Voting restrictions. Voting on issues pertaining to the promotion and tenure of faculty is restricted to tenured and tenure track voting faculty.

Article II. UNITS OF THE COLLEGE

Section 1. **Instructional units.** Instructional units are those that primarily offer course work, confer degrees, engage in academic research and/or creative activity, and grant tenure.

- A. Instructional units in the College are:
 - 1. Department of Cinema & Photography
 - 2. Department of Radio-Television
 - 3. School of Journalism (including the Daily Egyptian)
- B. The College of Mass Communication and Media Arts also operates as an instructional unit that offers course work and engages in academic research and/or creative activity, but does not grant tenure or confer degrees.
- C. The membership of each instructional unit has original jurisdiction in educational and academic matters within the scope and purposes of that unit, except as authority is otherwise assigned to a higher body within the University.

D. Advisement. The academic advisers in the College will meet regularly to coordinate College-wide policies and procedures pertaining to students.

Section 2. **Service units.** Service units are those that work with instructional units and serve the public, the University, the College, and/or the student body through a staff they employ.

A. The service unit in the College is:

1. WSIU Public Broadcasting

B. The membership of each service unit has original jurisdiction in operational matters within the scope and purposes of that unit, except as authority is otherwise assigned to a higher body within the University.

C. The membership of each service unit carries out the assigned duties of that unit, provides direct and indirect instruction to the student body through their assignments, and provides its facilities to support the instructional units per its University-approved mission statement.

PART III. ORGANIZATION FOR RECOMMENDING POLICY

To deal with matters that require inter-unit or college-wide consideration, there shall be four standing committees: Management Council; Undergraduate Committee; Graduate Committee; and the Promotion and Tenure Committee. Ad hoc committees may be formed to deal with matters that do not fall within the scope of the standing committees.

Article I. THE MANAGEMENT COUNCIL

Section 1. **Membership:** The Management Council shall be composed of the Dean, the two Associate Deans, and the chairs or directors of the four instructional and service units. The Dean or designee will serve as chair.

Section 2. **Terms.** The members of the committee will serve on a continuing basis.

Section 3. **Functions.** The Management Council:

A. Formulates broad academic and operating policies of the College.

- B. Meets regularly at the call of the Dean or at the request of two or more of its members.

Article II. **THE UNDERGRADUATE COMMITTEE**

Section 1. **Membership.** The Undergraduate Committee shall be composed of one faculty member from each academic unit, one representative from the service unit, one academic adviser, and one undergraduate student representative from each academic unit (ex officio). Each unit/function should select its representatives to the committee in a manner decided upon by the unit/function. An Associate Dean of the College shall be an ex officio member of the committee. A chair will be selected by the committee from among its members.

Section 2. **Terms.** A member shall serve for a term of two years. The committee will maintain staggered terms among its membership. A member can be re-elected for an additional term but not for more than two consecutive terms. After two terms have been served, a two-year lapse must occur before reappointment. Undergraduate student representatives shall serve for a term of one year.

Section 3. **Functions.** The Undergraduate Committee develops curricular and supervisory policies of the College undergraduate interdisciplinary curriculum. More specifically, it:

- A. Coordinates and administers the interdisciplinary core curriculum of the College.
- B. Performs duties regarding the College undergraduate, interdisciplinary curriculum which include, but are not limited to, advising the Dean's office on the following: changes in course numbers, catalog descriptions, prerequisites, credit hour designations, the addition or deletion of courses, reasonable and moderate extensions (RME), new program requests (NPR), and redundancy of courses. Furthermore, the committee should be actively engaged in the formation and regulation of undergraduate interdisciplinary courses.
- C. Considers College undergraduate student matters such as general student welfare, retention, student discipline, and student grievances. Any action shall be in accordance with the procedures outlined in documents appropriate to the issue including: The Student Conduct Code, College Academic Grievance Appeal Policy/Procedure, and Undergraduate Catalog.
- D. Conducts voting on College issues and elections by secret, paper ballot and will follow the rules established by this committee.

Article III. THE GRADUATE COMMITTEE

Section 1: **Membership.** The Graduate Committee will be composed of nine representatives from the graduate faculty of the college to include two representatives from each academic unit in the college, and the Associate Dean for Graduate Studies. One graduate student representative will be an ex officio member. Each unit should select its representatives to the committee in a manner decided upon by the unit. The graduate student body selects a student ex officio member rotating from one degree program to another each year. Unit chairs and directors may not serve on the Graduate Committee. The College's Graduate Council representative shall be ex officio members of the committee.

Section 2. **Terms.** A member shall serve for a term of two years. The committee will maintain staggered terms among its membership. A member can be re-elected for an additional term but not for more than two consecutive terms. After two terms have been served, a two-year lapse must occur before re-appointment. The graduate student representative shall serve for a term of one year.

Section 3. **Voting.** A binding vote requires a simple majority of the committee properly established under a quorum where at least one member from each academic unit and the Associate Dean for Graduate Studies is present or represented by proxy. Any decision by the Graduate Committee can be brought before the entire graduate faculty for a vote provided that a majority of the graduate faculty in a single academic unit votes to do so within 60 calendar days of the Graduate Committee decision.

Section 4. **Functions.** The Graduate Committee develops, administers and coordinates College-wide graduate programs. More specifically, it:

- A. Represents the graduate faculty of the college.
- B. Functions according to the policies approved by the graduate faculty.
- C. Communicates committee business to respective units on a regular basis.
- D. Works closely with respective Chairs and Directors.
- E. Acts on proposals from the graduate faculty for changes in the policy governing the MCMA graduate program (including curriculum and assessment) and its administrative structure.

- F. Develops and modifies the MCMA graduate program (including curriculum and assessment) and its administrative structure.
- G. Implements policy governing the MCMA graduate program (including curriculum and **assessment**) and its administrative structure.
- H. Monitors MCMA graduate population trends and recommends adjustments to appropriate degree populations based on faculty staffing, facilities, time to degree, graduation rates, etc.
- I. Coordinates graduate student matters such as advisement, general student welfare, student discipline, and student grievances. Any representation shall be in accordance with the procedures outlined in documents appropriate to the issue including: The Student Conduct Code and Graduate Catalog.
- J. Performs other duties which include, but are not be limited to, advising the Dean's Office on the following: changes in course numbers, catalog descriptions, prerequisites, credit hour designations, the addition or deletion of courses, reasonable and moderate extensions (RME), new program requests (NPR), and redundancy of courses.

Article IV. **THE PROMOTION AND TENURE COMMITTEE** (Refer to Appendix II for detailed guidelines.)

Section 1. Membership.

- A. Promotion and Tenure Committee shall be composed of three tenured associate and/or full professors from each academic unit. At least one member from each unit must be a full professor. Chairs and directors are not eligible to serve on the committee. Each unit should select its representatives to the committee in a manner decided upon by the unit. A chair will be selected by the committee among its members.
- B. External Membership. If a unit does not have sufficient tenured faculty at the appropriate rank(s) to consider an application or promotion or tenure, the department Chair in consultation with the Dean, may appoint an external member(s) to sit on the departmental committee to complete and recommend the application. All reports and recommendations of that committee should be forwarded in the dossier. A list of committee members must also be included in the dossier.

Section 2. Terms. A member shall serve for a term of one year, but may serve consecutive terms.

Section 3. **Functions.** The Promotion and Tenure Committee:

- A. Reviews and recommends the College guidelines for promotion and tenure.
- B. Attempts to define comparable promotion and tenure standards and guidelines among College units.
- C. Reviews each dossier in order to determine if it satisfies the appropriate standards, and then makes a written recommendation for or against the promotion and/or tenure to the Dean.
- D. Uses the following procedures in its deliberations on the files of applicants for promotion and tenure.
 1. Committee members representing a candidate's unit will not be present during the committee's discussion and vote on that candidate. Should questions arise during committee discussion regarding unit procedure or the discipline, questions may be addressed to the members from that unit. These committee members, however, are precluded from offering any evaluation of the candidate's merit other than what is already contained in the dossier.
 2. Only committee members at the rank of full professor will discuss and vote on candidates who seek promotion to full professor.
 3. The committee chair may direct procedural questions to the Dean or Associate Dean.
 4. The committee chair is responsible for summarizing the findings of the committee and forwarding to the Dean the committee's vote on each candidate with a written statement explaining the reasons for the vote. The written statement must specify the vote count (favorable, unfavorable, abstentions) on each applicant. Each voting member of the committee may, through the chair, file a report providing a rationale for votes.
 5. Under no circumstances shall a candidate communicate directly with committee members regarding their promotion or tenure.
 6. All committee recommendations and justifications to the Dean remain confidential until released by the Dean.

7. The Dean's letter of recommendation will be copied to the candidate, department chair, and each College Promotion and Tenure Committee member.

PART IV. ORGANIZATION FOR OPERATIONS

Article I. DEAN OF THE COLLEGE

Section 1. The Dean is the chief administrative/academic officer of the College and is accountable for the College's academic programs, fiscal management, personnel administration and external relations, and for the academic discipline of the College faculty and students.

Section 2. With the advice and counsel of the College committees, the Dean:

- A. Provides academic leadership for the College by developing and promoting high quality instructional, research, creative, and service activities.
- B. Supports the instructional, creative, research, and service needs of the faculty and staff through development programs.
- C. Initiates three (3) year reviews of academic Chairs and Directors as mandated by the Academic Affairs document, Definition, Qualifications, Appointment, Evaluation, and Responsibility of Department Chair in Academic Affairs. Procedures for faculty input to the Dean on Chairs and Directors review and appointment are outlined in unit operating papers.
- D. Conducts annual performance evaluation of the director of WSIU Public Broadcasting, as mandated by University administration.
- E. Reviews and approves all academic planning, departmental budgets and fiscal plans, their incorporation into a College budget, and the implementation of programs within the approved budget framework.
- F. Calls and convenes each fall and spring semester, a College meeting for faculty and staff. At these meetings, College committees and the Management Council will report on academic plans, implementation of policies, budgets, and any other matters related to the College.

- G. Establishes effective communication among units within the College, between the College and the Office of the Vice Chancellor for Academic Affairs and Provost, and between the College and the University as a whole.
- H. Represents the interests of the College within the University and externally.
- I. Recruits and recommends the appointment of faculty and administrative and support staff consistent with the University's principles of affirmative action.
- J. Meets or assigns a designee to meet annually with all tenure track faculty for the purposes of performance evaluation. The Dean or designee shall write a letter to the candidate and a copy to the Chair or Director summarizing the meeting.
- K. Conducts the affairs of the College in accordance with all relevant state statutes; rules for appropriate state agencies; directives of the Illinois Board of Higher Education; statutes and bylaws of the Board of Trustees; fiscal and administrative policies of the University, and CMCMA's operating papers.

Section 3. To ensure that the Dean enjoys the confidence of the faculty, staff, and students, the performance of the Dean will be reviewed every five (5) years. The review will follow the procedures outlined by the Provost. The Management Council, excluding the Dean, may, after a two-thirds majority vote, request a review of the Dean at any time it deems necessary. Such a review would include a confidence vote, the results of which would be disclosed to faculty and staff of the College. The recommendation of the represented faculty should be reported separately but not necessarily announced internally to members of units unless these members prefer to know. (A Sample Ballot is attached as Appendix III.)

Section 4. In the event that the Office of the Dean is vacated, the Vice Chancellor for Academic Affairs and Provost will form a search committee in accordance with the Faculty Senate's guidelines for administrative search committees.

Section 5. Introduction

- A. This procedure applies to acting or interim appointments to dean or associate dean in the College of Mass Communication and Media Arts. The term "acting" is appropriate when an administrator steps down for a period of time with the intention of returning to the position; the title

“interim” is appropriate when the College is between permanent administrators.

An acting or interim appointment may be made to an administrative position on a temporary basis if it is determined necessary by the position’s appointing authority. The selection should be made following assessment of immediate needs of the College as determined by the appointing authority. A search waiver must accompany the candidate’s curriculum vita to the Provost with a submitted request to fill the position.

B. Qualifications

1. The College of Mass Communication and Media Arts acting/interim dean and associate dean shall have at least the rank of associate professor.
2. In the event that the interim dean ranks as associate professor and a promotional decision for full professor needs to be made during that term, the recommendation letter to the provost will be written by the chair of the College promotion and tenure committee, who will rank as full professor.

C. Selection Process

1. An internal search will be conducted, an announcement of which will be distributed at least ten (10) working days prior to the application deadline by means of electronic and paper communications to each unit, appropriate bulletin boards, the *Daily Egyptian* newspaper, and the College Listserve. For the purpose of this procedure the term “internal” means the Southern Illinois University Carbondale campus.
2. The search committee shall represent the diversity goals of the College and University. It will include one faculty member (tenure track or non-tenure track) per academic College unit, one AP staff member from WSIU Public Broadcasting, one AP staff person (selected by Assistant Dean in consultation with that constituency group), one student representative per College academic unit (ex officio), and one graduate student (ex officio). The Committee shall elect its own chair and determine appropriate search procedures.
3. Committee voting will be conducted by a secret paper ballot. The voting process will follow the rules of the committee and will be guided by the chair of the committee, who will vote only to break a tie. Once the voting process has been completed, a recommendation

from the search committee will be made to the Dean or the Provost as appropriate.

D. Duration of Appointment

Ordinarily, acting or interim appointments should not exceed a period greater than one year. However, in extraordinary circumstances acting or interim appointments may continue beyond a one-year period.

Article II. ASSOCIATE DEAN FOR ACADEMIC AFFAIRS OF THE COLLEGE

Section 1. Qualifications

- A. Required: Must hold a terminal degree appropriate for hiring in one of the curricular areas taught within the College's academic units, and meet qualifications for tenure in one unit. Faculty with a full time appointment at time of this Operating Paper revision are grandfathered in for eligibility.
- B. Preferred: Some experience in academic administration.

Section 2. Duties. Duties of the Associate Dean of Academic Affairs can be expanded or shifted by the Dean of the College at any time.

- A. Shall be an ex-officio member of the Management Council.
- B. Responsible for daily administration of the College: policy development, reports on personnel, research and creative work, program changes, constitution of college committees, reviews and tracks hiring paperwork, effort reports, administration of space allocation, EEO Officer. As EEO Officer, shall oversee the process for dealing with incidences of sexual, gender orientation, religious, ethnic, or racial harassment.
- C. Mentors tenure and promotion cases as needed.
- D. Directs the New Media Center and the Equipment Room, including inventory documents, equipment checkout system, directs spending for maintenance, updating or repair of College – owned equipment and software.
- E. Supervises College technical staff from academic units (Note: although staff are generally assigned to specific units, all staff collaborate on ordering, maintaining, and planning for equipment/labs under ADAA's supervision).

- F. Liaison from Dean's Office to the Global Media Research Center (GMRC); in absence of a Director of the GMRC, serves as Interim Director of the GMRC and immediate supervisor of GMRC staff.
- G. Directs and coordinates grant activities in the College, including: review and coordination of undergraduate technical grants; administration of the William S. Minor Grant Process; review of seed grants.
- H. Provides leadership and vision on matters pertaining to research and undergraduate curriculum planning.
- I. Shall teach one course per year, or as negotiated with the Dean at the time of hire.

Section 3. **Term Length.** Three years, with review. Renewable.

Section 4. **Search Process.** Internal search preferred.

Section 5. **Review.** The Associate Dean for Academic Affairs serves at the pleasure of the Dean. The Dean shall review the ADAA on an annual basis focusing on administrative accomplishments and organization, also taking note of research/creative accomplishments, and teaching quality. Staff and faculty shall also have input on the review in matters related to the NMC, administrative affairs, and the GMRC (if applicable).

Article III. **ASSOCIATE DEAN FOR GRADUATE STUDIES**

Section 1. **Qualifications**

Required: Must meet qualifications for tenure in one of the academic units of the college and hold a terminal degree.

Section 2. **Duties.** Duties of the Associate Dean for Graduate Studies can be expanded or shifted by the Dean of the College at any time.

- A. Shall be an ex-officio member of the Management Council.
- B. Responsible for daily administration of the MCMA Graduate Program: general graduate student welfare; discipline and student grievances; signs off on all graduate forms including theses, dissertations, and research paper approvals, comprehensive exam committee and reports, graduation clearances; responds to program inquiries.
- C. Chairs the Graduate Committee and votes only in case of a tie.
- D. Functions according to the policies approved by the graduate faculty and procedures established by the committee.

- E. Represents CMCMA graduate programs' needs and priorities to the Dean of the College and serves as liaison with the Graduate School.
- F. Admits students to the programs in consultation with ad hoc College faculty admissions committees.
- G. Initially advises all graduate students and consults with students and faculty about CMCMA and Graduate School policies and procedures as needed.
- H. Is responsible for administration of the CMCMA graduate assistant and graduate office budgets and scholarship funds.
- I. Coordinates recruitment and promotional efforts for CMCMA graduate programs.
- J. Plans and coordinates annual graduate student orientation and research/creative activity symposium.
- K. Together with Chairs and Directors, schedules and determines staffing for CMCMA graduate courses to be offered each semester.
- L. Together with ISS and the Graduate School ensures that international students are in compliance with related regulations.
- M. Is responsible for all assessment, reporting and reviews related to CMCMA graduate programs, including the ongoing collection of related data.
- N. Ensures that conditions of graduate assistants' employment are in compliance with the SIUC Graduate Assistants United IEA-NEA contract.
- O. Assigns graduate assistants based upon requests from Chairs and Directors using priorities approved by the Management Council.
- P. Promotes new continuing graduate students for university-wide fellowships, scholarships, and awards.
- Q. Ensures the completion of all graduate student reviews.
- R. Provides leadership and vision on matters pertaining to graduate curriculum planning.
- S. ADGS shall teach one course per year, or as negotiated with the Dean at the time of hire.

Section 3. **Term Length.** Three years, with review, which shall include input from the Graduate Faculty of the College. Renewable.

Section 4. **Search Process.** Internal search preferred.

Section 5. **Review.** The Dean shall perform an annual review of the ADGS focusing on administrative accomplishments and organization, also taking note of research/creative accomplishments, and teaching quality.

Article IV. **CHAIRS AND DIRECTORS OF THE COLLEGE UNITS**

Section 1. Each unit has a chair or director who functions as the chief administrative and/or academic officer of that unit.

Section 2. With the advice and counsel of unit voting members, chairs, and directors:

- A. Have administrative and fiscal responsibility for the programs in their units, subject to the approval of the Dean and to the rules of their units and of the College.
- B. Evaluate the instructional, research/creative activity, service, and administrative practices of their units and their faculty and staff.
- C. Make budget requests and recommendations to the Dean about the development of their units.
- D. Forward to the Dean recommendations on salary adjustments, tenure, promotion, appointments, changes in appointments, and dismissals. Academic qualifications of new faculty to be recruited are outlined in unit operating papers.
- E. Work with faculty and the Dean's office to make new hires.
- F. Meet at the call of the Dean to facilitate the administrative functions of their units, the College, or the University.
- G. Identify and perform other administrative duties in the best interest of their units and the College.

**PART V. GLOBAL MEDIA
RESEARCH CENTER**

Article I. **MISSION**

Section 1. The mission of the Global Media Research Center (*gmrc*) shall be to:

- A. Encourage an active interface among media researchers, educators, students, professional artists, activists, and policy-makers in the media field.
- B. Foster research and creative work on global media communication among faculty, graduate students and undergraduates.
- C. Organize speaker programs, seminars and similar events to share research
- D. Seek out and encourage external grant applications for interdisciplinary research with a global media focus.
- E. Encourage outgoing and collaborative global media research with individuals and organizations both internal and external to campus.

Article II. **DIRECTOR**

The *gmrc* shall have a permanent director, serving at the pleasure of the Dean of the College.

Section 1. **Qualifications.** The director shall be a full professor in one of the three academic units of the College.

Section 2. **Duties.**

- A. In consultation with the *gmrc* Campus Advisory Committee (CAC), the director will oversee the planning and execution of the day to day activities of the Center, including, but not limited to grant development, collaborative initiatives, Speaker Series and seminars, website, publicity, conference planning, publications and the like.
- B. The director will provide intellectual leadership in developing the fields of global media arts and studies in the Center, College, and University.
- C. The director will ensure the Center's annual programs represent the diverse research and creative interests of the College.

- D. The director will build and maintain working relationships with other universities, research centers and other constituencies outside of and within SIUC, in order to further the work of the Center.
- E. The director will approve all projects and events taking place under the Center's name

Section 3. Acting or Interim Director. In the event of a director stepping down temporarily, the Dean shall appoint an acting director. If the director steps down permanently, the Dean shall appoint an interim director, who will perform all duties of the director. This appointee should be a full-time faculty member of the College. An interim director should hold a term no longer than one year.

Article III. STAFF

Section 1. An administrative assistant, working at least half time, shall be assigned to record *gmrc* Campus Advisory Committee minutes, assist with organizing *gmrc* events, compiling grant applications, fielding inquiries, and other related duties.

Section 2. Graduate Assistant. The Center's director may request a graduate research assistant to perform such duties as she/he deems necessary, and will review the GA annually as required by the CMCMA Associate Dean for Graduate Studies. The director shall oversee the GA's assignments. The administrative assistant shall monitor the GA's hours and ensure that he required annual report on the GA's performance occurs in a timely fashion.

Article IV. CAMPUS ADVISORY COMMITTEE (CAC).

Section 1. A campus advisory committee to the *gmrc* be established. The CAC will be a working committee and shall be convened by the director two or three times each fall and spring semester. Minutes of all meetings will be kept and each new set shall be pre-circulated to advisory committee members two or more days before the next scheduled meeting.

Section 2. Nomination, Term Limitations, and Service

- A. At the director's discretion, the CAC may recruit members directly or issue a call for nominations.
- B. Prospective CAC members may nominate themselves, be nominated by the director, or be nominated by CAC members.

- C. Members of the CAC need not be tenured but should have a research or creative interest in some area of global communication or media arts.
- D. Prospective members will submit a current vita and brief statement describing the global elements in their work.
- E. The director and CAC will review and discuss as a group all applications, followed by a secret ballot; a simple majority vote is enough to grant membership.
- F. Every effort shall be made to promote a full range of diversity in the advisory committee's membership.
- G. Members shall normally serve a three-year term and then rotate off the committee for at least one year.
- H. The CAC will provide feedback to the director on projects.
- I. The CAC members may also directly propose and develop projects.
- J. CAC members will have voting rights. Ex-officio members can vote only if 50% of the CAC votes yes on a motion to do so.
- K. Subcommittees shall be established from members of the CAC to assist large-scale project planning, to facilitate collaboration among CAC members and others, and to develop projects to bring to the CAC as a whole.
- L. Working groups may be formed to pursue a common research interest and may include non-CAC members when appropriate.

Section 3. **Suggested Composition**

- A. 2-3 faculty from each one of the three academic units of the College.
- B. 2-3 additional faculty from across campus with established interests in mediated communication and information research.
- C. 2-4 graduate students – usually, but not necessarily, from the College.
- D. The Associate Dean for Academic Affairs shall serve on the CAC as ex officio representative of the Dean's Office.
- E. This suggested distribution will ensure that the CAC adequately represents the wide range of interests in the College.

Section 7. **Projects.** The Speaker Series and community events are run on an academic year basis. Presenters may present once a year in each series. Participation in

one series does not eliminate the possibility of participating in the other; however, the director must always balance the value of repeat appearances on similar topics with the primary GMRC mission of promoting diversity of research.

PART VI. PROCEDURES

Article I. PARLIAMENTARY PROCEDURES

The most recent edition of Robert's Rules of Order is the parliamentary authority of the College and will govern the procedure for secret ballots. A majority of the voting members of the College shall constitute a quorum. Members may send a proxy.

Article II. PERFORMANCE EVALUATION

Each unit shall have a written set of standards and criteria for purposes of evaluation and salary increments. These standards and criteria shall be consistent with the College standards and will be part of the unit's operating paper. The following procedures will be used:

- A. Each faculty member shall submit by February each year an update of his/her performance for the previous calendar year, consisting of accomplishments in teaching, research/creative activity, and service.
- B. The unit chair or director shall evaluate each faculty member according to the unit's standards and criteria.
- C. The unit chair or director shall meet with each faculty member and provide the member with a performance evaluation in writing.
- D. The unit chair or director shall forward to the Dean the performance evaluations of all tenure track faculty members prior to their annual review with the Dean.
- E. The Dean or a designee will meet annually with all tenure track faculty for their performance evaluation. The Dean or designee will write a letter to the candidate and a copy to the Chair or Director summarizing the meeting.
- F. In accordance with unit merit plans, the unit chair or director shall recommend merit salary increments for all unit faculty members. Such

recommendations will be evaluated by the Dean who will make recommendations to the Vice Chancellor for Academic Affairs and Provost.

Article III. FACULTY GRIEVANCE PROCEDURES

Any grievance arising within the College faculty shall be dealt with under the procedures outlined in their negotiated contract or campus procedures appearing in the Employees Handbook (electronic version), Southern Illinois University Carbondale.

Article IV. ADMINISTRATIVE/PROFESSIONAL STAFF GRIEVANCE PROCEDURES

Any grievance arising within the administrative/professional staff shall be dealt with under campus procedures appearing in the Employees Handbook (electronic version), Southern Illinois University Carbondale.

Article V. CIVIL SERVICE GRIEVANCE PROCEDURES

Any grievance arising within the College civil service staff shall be dealt with under the procedures outlined in their negotiated contract or campus procedures appearing in the Employees Handbook (electronic version), Southern Illinois University Carbondale.

Article VI. GRADUATE STUDENT GRIEVANCE PROCEDURES

Any graduate student grievance arising within an academic unit shall be dealt with under the procedures outlined in the Graduate Catalog.

Article VII. UNDERGRADUATE STUDENT GRIEVANCE PROCEDURES

Any undergraduate student grievance arising within an academic unit shall be dealt with under the CMCMA Grievance Appeal Policy/Procedure document--Part VI of this document.

Article VIII. ACADEMIC DISHONESTY OF STUDENTS

Matters relating to the academic dishonesty of students will be dealt with in accordance with the Student Conduct Code.

Article IX. SEXUAL HARASSMENT

Grievances involving sexual harassment shall either be dealt with as set forth in the Collective Bargaining Agreement between the Board of Trustees of Southern Illinois University and the SIUC Faculty Association, IEA/NEA, or as described under campus procedures appearing in the Employees Handbook (electronic version), Southern Illinois University Carbondale.

Article X. **AMENDMENT PROCESS**

Amendments to the College Operating Paper shall be processed by the OP Advisory Committee.

Section 1. **Committee.** The Committee shall be formed with five members – one from each of the following constituencies: each College academic unit (CP, RTV, SOJ); WSIU Public Broadcasting; and the Graduate Committee. Members shall serve a term of two years. Each fall the units will forward the name of one representative to the Dean’s Office. The committee will meet only if someone in the College proposes an amendment to the Operating Paper.

Section 2. **Process.**

- A. Any voting member of the College may propose an amendment. The amendment’s author will submit five copies to the committee. The committee will review the proposed amendment for clarity and check it against the other articles in the Operating Paper to see if it is covered in another article, or if it contradicts an existing article that will remain unchanged.
- B. The committee chair shall convene a meeting with the author(s) and discuss the language, function, and necessity for the amendment, or any other issue that arises. If the proposed amendment is found to contradict or be covered by another article, the author(s) will be informed. At this meeting, the committee can decide to return the proposal to the author(s) for rewrite.
- C. If no questions remain about the proposal, the committee shall dismiss the proposer, discuss the amendment, and take a non-binding vote. Voting shall be by show of hands. The committee will then forward the results of this vote, along with an executive summary of the discussion, to the Dean’s Office.
- D. The Dean or the Dean’s designee (who may be one of the associate or assistant deans of the College) will review the amendment, the summary, and the vote. The Dean or Dean’s designee shall then forward the proposed amendment to upper administration to determine that the proposed amendment is in line with the collective bargaining agreements in force at the time.
- E. If University Administration decides that there is no conflict, the Dean or Dean’s designee shall inform the committee and distribute the proposed amendment to the College voting members for a special referendum. A period of no less than 31 days and no more than 40 days from the date of distribution shall lapse before the College vote is called. This allows each unit in the College time to discuss the amendment in a departmental meeting. If a unit

has not scheduled a meeting in this time period, the head of the unit will convene a special meeting for this discussion.

Article XI. **VOTING PROCEDURE**

Voting on proposed amendments shall take place according to procedures established by the Advisory Committee. All amendments must pass with a two-thirds vote. Voting on amendments on matters pertaining to negotiated agreements with the Board of Trustees of Southern Illinois University would be restricted to persons covered by that agreement.

<p style="text-align: center;">PART VII: ACADEMIC GRIEVANCE APPEAL POLICY/PROCEDURE FOR UNDERGRADUATE STUDENTS</p>

Article I. **ACADEMIC GRIEVANCE APPEAL POLICY**

Staff of the College of Mass Communication and Media Arts, as faculty and administrators, are assigned the fundamental academic responsibilities of determining academic curriculum and evaluating student achievement. Such responsibilities include but are not limited to determination of reasonable standards of performance, assignment of grades, and establishment of retention policies within the instructional unit.

Any undergraduate CMCMA student who disagrees with a particular application of such academic responsibilities and wishes redress may grieve a matter by the procedure outlined below. A student who is not a major in any unit in the College, but is enrolled in any course offered by the College or is otherwise governed by a policy of the College, may also grieve a matter by this procedure. The student's major unit will be notified of all action and can be requested or may petition to submit additional information. Access to these grievance procedures is restricted to students who were officially enrolled at the time when the incident that has resulted in the filing of a grievance occurred.

Before filing a grievance, the student should discuss the matter with the individual responsible for the decision being questioned (the coordinator in the case of a multi-section course taught by teaching assistants) and with the chair or director. An attempt should be made to resolve the matter informally.

If the matter cannot be resolved informally and a formal grievance is filed, in general, it is preferable that the problem be solved at the level at which it arises in accordance with their grievance procedure. If the issue is not resolved at that level, the student may appeal to the next higher level. The Dean's Office of CMCMA and the Graduate School should not be asked to rule on any grievance until prior channels are exhausted.

Nothing set forth in the following procedures should be construed to diminish an instructor's academic freedom, which encompasses the right of the instructor to determine a student's grade. This fundamental right shall not be abridged unless it has been determined after a thorough review of the evidence through these procedures that the instructor has acted in an arbitrary manner. Thus a student wishing to contest a grade assigned by an instructor must bring evidence of one or more of the following:

1. The assignment of a grade was made on some basis other than the student's performance in the course.
2. The assignment of a grade was made by resort to more exacting or demanding standards than were applied to other students in the course.
3. The assignment of a grade was made by substantial departure from the instructor's previously announced standards.

Article II. UNIT ACADEMIC GRIEVANCE APPEAL PROCEDURE

When a formal grievance is filed, the units of the College will follow the procedures described below if they have not established a unit-approved grievance procedure.

An undergraduate student may file an appeal with the unit chair or director within ten (10) working days of the final attempt at informal resolution. Working days are defined (here and hereafter) as days when University offices are open. The appeal must include the following:

1. Name of the aggrieved.
2. Name and title of the person(s) against whom the grievance is filed.
3. A statement of the grievance including descriptions of the incident(s) involved and the date(s) of occurrence of the incident(s).
4. All previous action(s) taken.

The chair/director will review the grievance to insure the record is complete, will provide a copy of the written grievance to the person against whom the grievance is filed, and will request a response from that person within ten (10) working days. The chair/director will then turn the grievance documents over to an ad hoc unit grievance committee composed of three faculty members and one undergraduate student.

The names of the four members chosen to handle the grievance appeal will be submitted to both parties involved in the appeal for their approval. If the membership of the committee is not approved by either or both parties, the member(s) challenged will be removed and another member(s) will be chosen whose name(s) will be submitted to both parties for approval.

After the committee has been selected, approved by both parties, and given the grievance documents, it will hold a hearing within fifteen (15) working days. The grievant and the person against whom the grievance is filed shall have equal opportunity

to present relevant information relating to the grievance. The hearing shall be conducted by the committee, and the following rules and procedures shall be followed:

1. The principal parties to the grievance shall have the right to be accompanied by personal legal counsel or an adviser of their choice. Personal legal counsel/advisers will be permitted to advise their clients in the hearing but may not speak on behalf of their client without prior written approval of the committee.
2. Each party may call witness(es) to present evidence. Each party shall have the right to examine any witness called by the opposing party.
3. The grievant and the person against whom the grievance is filed shall provide to the committee a list of witnesses to be called and copies of any documents which they wish to introduce into evidence at the hearing. Copies of these documents shall be furnished to the opposing party two (2) working days in advance of the hearing.
4. Written statements in lieu of personal testimony may be used only with permission of the committee and only in those cases where the witness is physically unable to attend the hearing. The opposing party shall be given at least three (3) working days notice of the fact that an individual will not be physically present to give testimony and may object to the use of written statements. If the committee determines that the actual presence of the witness is required to ensure fairness to all parties, the hearing may be continued until such witness is physically able to attend the hearing.
5. The chair/director will ensure the appearance of those persons whose attendance has been requested by the sub-committee.
6. All hearings shall be open unless either of the parties requests that the hearing be closed, in which case it shall be closed. If a hearing is closed, only the parties, their respective adviser, and the committee shall be present during the taking of evidence, and witnesses for either party shall be present only while giving testimony.
7. Each party may make an opening statement, no longer than fifteen (15) minutes in length, before the presentation of any evidence. Each party may make a closing argument, no more than thirty (30) minutes, following the conclusion of all evidence.
8. A tape recording of the hearing will be made by the chair of the committee and will be deposited in the chair/director's office at the conclusion of the meeting.

9. The committee will decide all matters, procedural and substantive, by simple majority vote.
10. Unless an extension is granted by the chair/director due to compelling circumstances, the committee shall make its recommendation on the grievance appeal to the chair/director within fifteen (15) working days after conclusion of the hearing.

The recommendation of the committee is advisory in nature. The chair/director shall decide to accept or reject the committee's recommendations and render a decision on the grievance within ten (10) working days. The decision and the reasons shall be submitted to the parties and the committee members within the same time frame.

Any appeal of the decision taken at the level of chair/director of the unit will be made to the Dean of the College.

Article III. COLLEGE ACADEMIC GRIEVANCE APPEAL PROCEDURE

An undergraduate student may appeal the unit chair/director's decision by filing an appeal with the Dean of the College of Mass Communication and Media Arts within ten (10) working days defined (here and hereafter) as days when University offices are open. The student's appeal should clearly state why the decision rendered by the chair/director should be overturned.

The Dean will review the grievance to insure the record is complete, will provide a copy of the written grievance to the person against whom the grievance is filed, and will request a response from the person against whom the grievance is filed within five (5) working days. The Dean will then turn the grievance documents over to the chair of the Undergraduate Committee. Upon receipt of a grievance appeal from the Dean, the Undergraduate Committee will appoint two (2) of its faculty members and its undergraduate student representative to form a CMCMA Grievance Subcommittee.

The names of the three members chosen to handle the grievance appeal by the Undergraduate Committee will be submitted to both parties involved in the appeal for their approval. If the membership of the sub-committee is not approved by either or both parties, the member(s) challenged will be removed and another member(s) will be chosen from the Undergraduate Committee whose name(s) will be submitted to both parties for approval. If a CMCMA Grievance Sub-committee which meets the approval of both parties cannot be formed from the membership of the Undergraduate Committee, an ad hoc College Grievance Sub-committee which does meet the approval of both parties will be formed from the voting membership of the College.

Under no circumstances will the grievant's unit representative to the Undergraduate Committee serve on the College Grievance Sub-committee or will any member of the grievant's unit serve on an ad hoc committee which may be formed. Untenured faculty members are not eligible to sit on grievance committees, and no faculty member will be

asked to serve who holds a rank lower than that of the person against whom the grievance is filed.

After the sub-committee has been selected, approved by both parties, and given the grievance documents, it will meet to review the written grievance to determine 1) whether the record is complete and 2) whether a decision may be rendered by the sub-committee without a hearing or whether a hearing should be held. Hearings of appeals will not be automatically granted. The appellant must demonstrate that the process used in making the unit level decision was defective or that the evidence presented did not justify the decision reached. The determination to hold/not hold a hearing should be sent by the sub-committee to the grievant within ten (10) working days of their receipt of the request. The person against whom the grievance is filed, the unit chair or director, and the Dean should be similarly notified.

If the sub-committee determines that a hearing shall be held on the grievance, a hearing should begin within fifteen (15) working days after the determination is made. The grievant and the person against whom the grievance is filed shall have equal opportunity to present relevant information relating to the grievance. The hearing shall be conducted by the sub-committee, and the following rules and procedures shall be followed:

1. The principal parties to the grievance shall have the right to be accompanied by personal legal counsel or an adviser of their choice. Personal legal counsel/advisers will be permitted to advise their clients in the hearing but may not speak on behalf of their client without prior written approval of the sub-committee.
2. Each party may call witness(es) to present evidence. Each party shall have the right to examine any witness called by the opposing party.
3. The grievant and the person against whom the grievance is filed shall provide to the sub-committee a list of witnesses to be called and copies of any documents which they wish to introduce into evidence at the hearing. Copies of these documents shall be furnished to the opposing party two (2) working days in advance of the hearing.
4. Written statements in lieu of personal testimony may be used only with permission of the sub-committee and only in those cases where the witness is physically unable to attend the hearing. The opposing party shall be given at least three (3) working days notice of the fact that an individual will not be physically present to give testimony and may object to the use of written statements. If the sub-committee determines that the actual presence of the witness is required to ensure fairness to all parties, the hearing may be continued until such witness is physically able to attend the hearing.

5. The Dean will ensure the appearance of those persons whose attendance has been requested by the sub-committee.
6. All hearings shall be open unless either of the parties requests that the hearing be closed, in which case it shall be closed. If a hearing is closed, only the parties, their respective adviser, and the sub-committee shall be present during the taking of evidence, and witnesses for either party shall be present only while giving testimony.
7. Each party may make an opening statement, no longer than fifteen (15) minutes in length, before the presentation of any evidence. Each party may make a closing argument, no more than thirty (30) minutes, following the conclusion of all evidence.
8. A tape recording of the hearing will be made by the chair of the sub-committee and will be deposited in the Office of the Dean at the conclusion of the meeting.
9. The sub-committee will decide all matters, procedural and substantive, by simple majority vote.
10. Unless an extension is granted by the Dean due to compelling circumstances, the sub-committee shall make its recommendation on the grievance appeal to the Dean within fifteen (15) working days after conclusion of the hearing.

The recommendation of the sub-committee is advisory in nature. The Dean shall decide to accept or reject the sub-committee's recommendations and render a decision on the grievance within ten (10) working days. The decision and the reasons shall be submitted to the parties, the sub-committee members, and the chair/director within the same time frame.

If the Dean determines that additional evidence is necessary to decide the grievance, s/he may remand the grievance to the sub-committee for the taking of further evidence or may make arrangements for additional evidence to be presented to the Dean. The Dean may limit the issues on which additional information shall be taken.

The decision to remand and the reasons shall be submitted to the parties, the sub-committee members, and the chair/director.

Any appeal of action taken at the level of Dean in the College of Mass Communication and Media Arts will be made to the Vice President for Academic Affairs and Provost.

APPENDIX I: PROMOTION AND TENURE GUIDELINES

CHARGE TO THE COLLEGE PROMOTION AND TENURE COMMITTEE

To review dossier material in order to determine if the candidate satisfies the promotion and/or tenure criteria in the areas of teaching, research/creative activity and service which are established by University policy and the tenure and promotion guidelines of the academic unit; on the basis of this review, to make a recommendation for or against promotion and/or tenure to the Dean.

CRITERIA TO BE USED IN EVALUATING PROMOTION AND TENURE DOSSIERS

TEACHING: The first step in promotion is an evaluation of teaching effectiveness. Only after an affirmative judgment as to teaching effectiveness has been made can serious consideration be given to an evaluation of scholarship and professional service. Unless a determination is made that the candidate is an effective teacher, whether at the departmental or interdisciplinary level, promotion will not be granted. Teaching includes an up-to-date knowledge of one's discipline. In some instances teaching may be indirect, primarily in support of student learning activities. Faculty members also influence teaching by designing courses and curricula. Textbooks and innovative instructional material may be considered contributions to teaching. In addition, faculty members influence teaching in less tangible but no less decisive ways through such activities as counseling students, through conversations with colleagues, etc.

Detailed and specific evidence of effective teaching should be included in the dossiers of faculty members being recommended for promotion. Evidence should include peer evaluations and student evaluations conducted over a reasonable period of time. Faculty colleagues should be asked to evaluate the objectives, methods, and materials of courses designed and/or taught by the individual. Evaluations of teaching effectiveness should also be drawn from faculty who have taught with the individual or have frequently observed classes taught by the individual. Wherever possible, evaluation should also include evidence concerning the continuing performance of students taught by the candidate.

RESEARCH/CREATIVE ACTIVITY: Research and/or creative activity are those activities which serve to advance the discipline or the state of the art.

Evidence of research and/or creative activity, essential for promotion, includes written publications, non-print presentations, funded grant applications, exhibits, artistic performances, and the like. Textbooks and innovative instructional materials having significant value beyond this campus may be considered contributions to research/creative activity. The dossier of an individual should provide substantiating evidence submitted by qualified observers within and outside the University, e.g.,

reviews of the candidate's books, artistic performances, etc. If the candidate's field is one in which no SIUC colleague has expertise, it is essential that outside review of the candidate's scholarly activities be sought.

PROFESSIONAL CONTRIBUTIONS: Faculty members are expected to make professional contributions through service to the department, the College, the University, and the discipline at large. The last item includes discipline-related community service. Professional services may include paid or unpaid consulting work. Administrative and professional work on behalf of the department or the University, for which there is no specific compensation or assignment, may be regarded as service. It is desirable that an evaluation by qualified individuals indicating the quality and extent of the service rendered be submitted with the promotion dossier.

MINIMUM STANDARDS FOR ACADEMIC RANKS

Each basic academic unit and collegial unit may have requirements defined for each rank which exceed those of the University. The minimum University requirements for each academic rank are given below:

ASSISTANT PROFESSOR: Promotion is not possible from any of the non-tenurable ranks, except as provided under the policy on Appointment of Faculty Contingent on Completion of Academic Requirements appearing in the Employees Handbook (electronic version), Southern Illinois University Carbondale.

ASSOCIATE PROFESSOR: Promotion from the rank of Assistant Professor to the rank of Associate Professor requires: (1) a demonstrated record of effectiveness as a teacher; (2) a record of peer-reviewed publication and/or peer-reviewed creative activity which has contributed to the discipline or field of study, to the candidate's intellectual/artistic development, and to the quality of the academic unit; (3) a record of professional service appropriate to the discipline, the academic unit, and where possible, the College and/or the University; and (4) promise of growth in teaching and research or artistic/creative activity.

PROFESSOR: For promotion to the highest academic rank, the candidate's academic achievements and professional reputation should be superior. This rank can be earned only by the faculty member who has demonstrated continued growth in, and has a cumulative record of, teaching effectiveness, substantial peer-reviewed publication and/or peer-reviewed creative activity and professional contributions and service.

VERIFICATION OF AUTHENTICITY OF DOCUMENTS IN DOSSIER.

- A. It is the candidate's responsibility to ensure authenticity and accuracy of all documents included in the dossier.
- B. Any fraudulent statements or documents in a dossier shall be cause for termination of the review process and referral to appropriate authorities.

- C. Authors of conference papers should make available a copy of each paper in the office of their director/chair.

**COMMON QUESTIONS PERTAINING
TO PROMOTION AND TENURE**

SPECIFIC ISSUES

WHAT COUNTS AS RESEARCH/CREATIVE WORK?

- A. Research/Creative Activity: Research and creative activity are those activities which serve to advance the discipline or the state of the art.
- Both traditional written scholarship and creative production are acceptable. Publications, exhibitions, performances, productions, conference papers, and any other product that is appropriate in the candidate's field counts as research/creative work. It is the candidate's responsibility to document appropriateness in the dossier.
- B. The candidate's role in collaborative research/creative work must be clearly defined. Work in progress does not qualify; all research/creative activity must be completed.
- C. Publications said to be "in press," programs or films "scheduled" for public presentation, and photographs accepted/selected for showing in a gallery or similar display must be supported by an affirming letter from an editor or the appropriate individual/agency in case of a public presentation or gallery showing.
- D. Candidates for promotion and tenure should make every reasonable effort to provide copies of research/creative products in the office of their academic unit for review by committee members.

**HOW SHOULD THE SIGNIFICANCE OF RESEARCH/CREATIVE ACTIVITY
BE MEASURED?**

- A. Substantiating evidence pertaining to the significance of the research/creative activity must come from qualified observers within or outside the University. In practice, the published manuscript or copies of

pages in programs listing the program, film, photograph, or conference paper normally will constitute evidence that the work has received a favorable evaluation by peers or appropriate agencies.

- B. It is recommended that brief descriptions of organizations, galleries, and publications not widely known be included in the dossier.

IS PEER REVIEW FROM OUTSIDE THE UNIVERSITY REQUIRED?

- A. According to University policy, comments from qualified persons outside the University are not required, but they are strongly encouraged.

This review of the candidate's research/creative activity takes place as part of the development of the candidate's dossier. The candidate's research/creative activity should be assessed by individuals who are qualified to judge the quality of the work.

- B. It is recommended that brief descriptions of the external reviewers' qualifications be included in the dossier.

SHOULD ONLY THE RESEARCH/CREATIVE PRODUCTION DONE WHILE THE CANDIDATE IS AT SIUC BE COUNTED?

All research/creative production since the candidate's last promotion can be counted. However, it is the research/creative production completed at SIUC that usually is given the greatest weight because work completed prior to appointment at SIUC was a part of the hiring decision.

SHOULD THE LENGTH OF TIME IN RANK BE CONSIDERED IN EVALUATING A CANDIDATE FOR PROMOTION?

- A. It is the quality of a candidate's performance and not the number of years in rank that will determine whether the candidate deserves to be promoted.
- B. All cases for a so-called early promotion or tenure should be considered extraordinary. The record must be outstanding and argued accordingly by the department and the College.

AT WHAT POINT IN THE PROCESS WILL THE CANDIDATE BE PROHIBITED FROM ADDING OR DELETING MATERIALS TO THE DOSSIER?

With the knowledge of the unit committee (department and/or school), the candidate may add or delete materials until the dossier leaves the unit (department and/or school).

CAN SUPPLEMENTAL INFORMATION RELEVANT TO A CANDIDATE, BUT NOT INCLUDED IN THE DOSSIER BE INTRODUCED AND CONSIDERED BY THE COMMITTEE?

- A. The candidate must be evaluated solely on the basis of the documentation in the dossier.
- B. Once a candidate advances a dossier past his/her office, lobbying for/against the dossier is inappropriate.

WHAT IS THE DEFINITION OF A POSITIVE TENURE RECOMMENDATION?

- A. A positive tenure recommendation occurs when a faculty member receives an affirmative vote from more than 50 percent of the tenured unit colleagues. The unit administrator does not vote at this stage of the process.
- B. A negative tenure vote requires a majority of the tenured unit faculty.
- C. A tie vote should be interpreted as neither a positive nor a negative vote.

IS IT POSSIBLE FOR A UNIT'S NEGATIVE RECOMMENDATION ON TENURE TO BE OVERRULED?

A negative tenure vote by a majority of the tenured faculty of a basic academic unit cannot be overruled except in cases of failure to observe the standards or of demonstrated discrimination.

CAN THE SAME ACTIVITY BE REPORTED UNDER MORE THAN ONE OF THE THREE CATEGORIES OF TEACHING, RESEARCH/CREATIVE ACTIVITY, AND SERVICE IN THE DOSSIER?

Most faculty academic activities can be classified on the basis of their primary purpose under teaching, research/creative activity, or service and should, therefore, be categorized and reported as such. In cases where a clear overlap does exist (e.g., a service presentation involving extensive original research, especially produced creative video, or original artistic photographs), the candidate should decide under which category to include the work. In cases of possible overlap, the candidate must provide clear disclosure and spell out the justification for such double-listing in the body of the dossier. Teaching activities in inherently “creative courses”, such as magazine and feature writing, video production, cinema, and photographic communication, do not qualify as “creative activity” unless projects involving the students are above and beyond the normal teaching activity in these courses and unless the product is disseminated/presented/published in the accepted venues for creative activity.

IS IT APPROPRIATE TO USE A LETTER MORE THAN ONCE IN A CANDIDATE'S DOSSIER?

Avoid this practice. When a letter of recommendation is so broad as to cover a number of vital areas, choose the most appropriate area for inclusion and underline the designated passage.

IS THE APPROPRIATENESS OF A CANDIDATE'S DEGREE AT ISSUE WHEN THE CANDIDATE IS BEING CONSIDERED FOR PROMOTION?

No. The appropriateness of a candidate's degree was determined when the candidate was hired.

CAN A CANDIDATE BE GRANTED TENURE WITHOUT BEING PROMOTED TO ASSOCIATE PROFESSOR?

It is the policy of the College of Mass Communication and Media Arts to not recommend tenure for those who are not recommended for promotion.

IF A CANDIDATE IS NOT GRANTED EARLY PROMOTION, DOES THAT AUTOMATICALLY MEAN THE CANDIDATE RECEIVED A NEGATIVE TENURE VOTE?

- A. A negative decision for promotion before the end of the probationary period shall not be considered as a negative tenure decision.
- B. If the candidate is recommended for early promotion, the candidate must also have an affirmative tenure recommendation from the unit. Hence, in practice, a unit must provide affirmative recommendations on both early promotion and tenure for each early promotion application.

DOES CONSULTING FOR COMMERCIAL OR OTHER CLIENTS QUALIFY AS RESEARCH OR CREATIVE ACTIVITY?

Although the consulting itself does not qualify, publicly presented work from a consulting or other commercial relationship may qualify for promotion and tenure consideration if the work has been peer reviewed.

APPENDIX II: SAMPLE BALLOT

SAMPLE BALLOT

Vote for one candidate:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX _____

XXXXXXXXXXXXXXXXXXXXXXXXXXXX _____

Please indicate voting status:

Represented Faculty _____

Other _____