

College of Liberal Arts
Department of Communication
Tenure and Promotion Guidelines

The following guidelines for tenure and promotion are within the established guidelines and policies of the College of Liberal Arts (CLA) at The University of Texas Rio Grande Valley (UTRGV). These guidelines provide Communication faculty with information regarding performance expectations as applied in the three areas of evaluation for promotion and tenure: (1) teaching; (2) research/scholarship; and, (3) professional service to academe, community and the university. The Communication Department, in consultation with the CLA Dean, is responsible for the development of appropriate guidelines – including basic performance requirements – for faculty candidates to have met in order to be considered for tenure and promotion. These guidelines are an effort to delineate the expectations of the Communication Department and to promote collegiality between the faculty being evaluated and the faculty's reviewers.

While the development of specific criteria is difficult, it is in the best interest of the faculty under review to have a clear understanding of expected performance levels. The following guidelines are suggested as a means of clarifying expectations for tenure and promotion. The achievement of minimum standards will qualify the faculty candidate for consideration for tenure and promotion, but may not result in the granting of either.

General Requirements

All Communication Department faculty at the rank of Assistant Professor, Associate Professor and Professor must have a doctorate or equivalent in Communication, Mass Communication, Speech Communication or a related field.

TENURE TRACK FACULTY APPOINTMENTS

The Department of Communication will hire new faculty in the field of Communication or related discipline who have been awarded a Doctorate or are at ABD status.

Faculty with ABD status

All hired faculty must have a conferred Ph.D. by their contractual start date. Failure to do so will result in their contract being revoked. If approved by the Dean of Liberal Arts without a completed Ph.D., the contract will revert to a one year appointment - with no assurance of reinstatement upon completing the degree.

Faculty with Tenure

Candidates may be hired with tenure if they were awarded tenure at an equivalent institution of higher education and currently serve in a tenured rank. The department search committee and chairperson may only recommend “tenure with appointment.” The final decision will rest with the Dean of Liberal Arts and the Provost of Academic Affairs following institutional guidelines.

- I. **Rank of Assistant Professor** of Communication at UTRGV requires the Doctorate in Communication and/or in a related discipline with at least 50% of graduate-level courses in the field of communication. Assistant professors should demonstrate potential in teaching, research/scholarship, and professional service to academe, community and the university.
- II. **Rank of Associate Professor** of Communication at UTRGV must meet the requirements for Assistant professor. Additionally, the Candidate must exceed expectations (listed below in the Tenure and Promotion section of this document) in research/scholarship and one other category and at least meet expectations in the third. Candidates are normally required to have at least six years in rank as assistant professor, or currently hold the rank of associate professor at an equivalent institution of higher education, or equivalent experience in the field of Communication and/or related disciplines.
- III. **Rank of Professor** of Communication at UTRGV must meet the requirements for Associate professor, and demonstrate excellence in all three areas: teaching, research/scholarship, and professional service to academe, community and the university. Candidates are normally required to have at least six years at the rank of associate professor, or currently hold the rank of full professor at an equivalent institution of higher education, or equivalent experience in the field of Communication and/or related disciplines.

GUIDELINES FOR PROMOTION AND TENURE

- I. All Communication faculty members seeking promotion or tenure must meet the minimum approved requirements in teaching, research/scholarship, and professional service to academe, community and the university.
- II. The minimum requirements for tenure include the minimum requirements for promotion from Assistant Professor to Associate Professor. In addition, collegiality, although not numerically measured, is a consideration in the tenure decision.
- III. For the purpose of tenure and promotion to Associate Professor, a departmental Tenure and Promotion Personnel Committee will be comprised of all Communication Faculty Members at the rank of Associate Professor or Professor. If there are not at least 3 qualified Communication Tenured Faculty Members to serve, the Communication Department Chair, in consultation with the Dean of the CLA, will supplement the Communication Tenure and Promotion Personnel Committee with eligible outside members from the College of Liberal Arts (CLA) who are not concurrently members of the CLA Tenure and Promotion Personnel Committee.

- IV. For the purpose of promotion to Professor, a Departmental Promotion Personnel Committee will be comprised of all Communication Faculty Members at the rank of Professor. If there are not at least 3 qualified tenured faculty Communication Professors to serve on the committee, the Communication Department Chair, in consultation with the Dean of the CLA will supplement the Communication Tenure and Promotion Personnel Committee with eligible outside members from the College of Liberal Arts (CLA) who are not concurrently members of the CLA Tenure and Promotion Personnel Committee.
- V. The Communication Department Chair will make a separate evaluation from the Communication Tenure and Promotion Personnel Committee on candidates for promotion to Associate Professor and Professor.
- VI. It is the responsibility of the candidate to provide a completed tenure and promotion portfolio adhering to University requirements. Format for the faculty review dossier and the pathways for faculty review deadlines is located on the Provost website.

PROCEDURES FOR TENURE EVALUATIONS

- I. Tenure track faculty shall be evaluated annually in accordance with the annual faculty evaluations process and guidelines (<http://www.utrgv.edu/files/documents/provost/faculty-resources/utrgv-annual-faculty-evals-and-tenure-and-promotion-process-and-guidelines.pdf>). The evaluation of their first year of tenure track status will occur during the spring semester of their first year and during the fall semester of each year successively thereafter until the final tenure evaluation.
- II. The Department Chair will meet with each tenure track faculty member annually after completion of the Chair's evaluation to discuss the candidate's progress.
- III. Each subsequent tenure evaluation shall be cumulative in nature; i.e., all relevant achievements and activities for the entire time the faculty member has been on tenure track will be included in each year's tenure evaluation file.
- IV. The candidate's annual evaluation folders shall include a current curriculum vita and the organization of material in the folder shall be in the format required for the final tenure evaluation folder.
- V. Each year's tenure evaluation shall identify the progress toward meeting the minimum criteria in the three areas of teaching, research/scholarship, and professional service to academe, community and the university
- VI. To be in compliance with the annual faculty evaluation process and guidelines (<http://www.utrgv.edu/files/documents/provost/faculty-resources/utrgv-guidelines-for-faculty-peer-observation%20of%20teaching.pdf>) tenure track faculty must be peer reviewed in the classroom every year. The reviewer must be of the same rank or higher as the faculty being reviewed.

- VII. Tenure track personnel shall be informed in writing by the Department Tenure and Promotion Committee as to whether the Committee believes the candidate is likely to receive tenure as part of the 4th year review.
- VIII. In accordance with UTRGV's Handbook of Operating Procedures - candidates seeking promotion shall have their scholarly record reviewed by external reviewers of at least the same rank they aspire to obtain. The candidate's record in the area of research/scholarship will be submitted for external review.
- A. The candidate will supply a list of five (5) potential reviewers (by February 1, the spring before coming-up for promotion or tenure), with brief reasons for each choice, and his/her relationship to each reviewer. Additionally, the reviewers cannot be a member of the candidate's Ph.D. committee, a co-author on a paper or article, or PI or Co-PI on a grant. The candidate may provide a listing with a brief explanation of any external peers whom he or she prefers not to be contacted.
- B. Peer reviewers, with well-established expertise in the field of the candidate, will be selected as follows:
1. The Departmental P&T Committee will prepare a list of proposed reviewers. The list will include the entire list supplied by the candidate plus an additional five (5) potential reviewers recommended by the Committee. This list must be compiled by February 15th prior to the proposed personnel action.
 2. The candidate will be informed of all the names on the list and will have 10 days to comment on them.
 3. The Committee, (by March 1st) in consultation with the department chair, will select at least four (4) reviewers from that list, with at least two (2) names from the list provided by the candidate. The candidate's listing of those he/she wishes to be excluded will normally be honored.
 4. The names and affiliations of the reviewers selected will not be divulged to the candidate and will remain confidential.
- C. The Department Chair (by March 15th) will request written peer reviews from the selected reviewers to be placed in the candidate's portfolio. External reviewers will be provided with two (2) forms to complete; one (1) for their contact information along with a brief description of their qualifications and the other for their written review. The review form will not contain any identifying information. A copy of the review letters will be included in the candidate's portfolio. The reviewer's form, which contains the contact information, along with the reviewer's CV will be placed in a manila envelope and included in the portfolio.
- D. All review levels must ensure that all identifying information/material of the external reviewers is removed from the portfolio before allowing the candidate to access or review the portfolio.

TENURE

Tenure at the professorial ranks may not be granted without promotion. Under Policy ADM 6-505 (<http://www.utrgv.edu/hop/policies/adm-06-505.pdf>), tenure should normally be applied for in the sixth year of service and granted in the seventh year, unless credit for service at an equivalent institution was granted at the time of appointment. Candidates who were hired with credit for service at equivalent institutions of higher education may not receive more than three (3) years credit toward tenure.

Tenure & Promotion

I. Assistant to the rank of Associate Professor

The requirements for promotion from assistant to associate professor are the same as for tenure. Promotion in the Department of Communication at UTRGV normally requires a minimum of six years in rank at UTRGV or credit from an equivalent institution of Higher Education prior to consideration for promotion. The candidate for tenure must achieve demonstrated excellence in teaching, research/scholarship, and professional service to academe.

- A. **Excellence in Teaching** requires evidence of teaching effectiveness based on multiple criteria. A broad range of evidence is needed to document and evaluate teaching effectiveness. To be eligible for tenure a candidate must have proficiency in at least three of the four major teaching areas - student evaluations, peer evaluation, course preparation and professional development. Evidence of teaching effectiveness in the Department of Communication follows:
1. A minimum overall average grade rating of 80% agree-strongly agree rankings summative (averaged per course) of the 5 required questions on the official student course/faculty evaluations during the entire probationary period.
 2. Classroom peer evaluations (performed annually for tenure track during the probationary period) and course material evaluation.
 - a) Recognition for contributions to teaching via awards and honors
 - b) Recognition of student projects under candidate's direction
 - c) Substantial updating of teaching materials (e.g. syllabi)
 3. Course preparation - demonstrated evidence of¹:
 - a) Effective instructional course design; examples include but are not limited to:
 - Development of new courses, including special topics courses
 - Development of a hybrid or fully online course
 - Undergraduate thesis or honors project direction
 - Graduate thesis direction
 - Mentoring and advising undergraduate and/or graduate students

- Incorporation of experiential learning pedagogy(ies) into classes, including but not limited to service learning, and community engagement.
- b) Innovative instructional method or materials; examples include but are not limited to:
- Use of innovative teaching methods such as technology-enhanced courses (e.g., blogs, blackboard, teaching websites, etc.)
 - Development of innovative service learning/community engagement course assignments
4. Professional development in teaching. Examples include but are not limited to¹:
- a) Participation in teaching workshops or professional meetings
 - b) Successful completion of training online or face to face
 - c) Completion of teaching or training Webinars
 - d) Receiving a faculty development grant

¹This list is not exhaustive nor are the items listed in any order or preference. Not all faculty members will have the opportunity to fulfill all the options listed. The importance of the specific course materials and their validity will be considered by the department Personnel Committee taking into consideration the number, type, and quality of these additional activities. Additional teaching effectiveness measures must approved by majority committee vote.

B. Excellence in Service requires evidence of service in multiple areas. To meet the requirements for tenure a candidate must show evidence in three of the four categories (**see below**)². It is the responsibility of the candidate to list and submit details of the service work contributed in such a way that it enables reviewers to determine the scope and intensity of the activities.

1. Service to the Department: including but not limited to serving as a member or officer of a standing or ad hoc Departmental **committee**³, advising a student organization, mentoring new faculty, chairing or serving on a master's thesis committee(s), and/or holding one of the Department's administrative posts.
2. Service to the College or University: including but not limited to serving as a member or officer of a standing or ad hoc College/University **committee**³ or taskforce, advising a non-Departmental student organization, serving on the College Council or Faculty Senate, and holding one of the College/University's administrative posts.
3. Service to the Community / Community Engagement: including but not limited to active participation in discipline-related community organizations, participation in local boards and committees in the area of disciplinary expertise, professional consulting in the community, presentations/workshops within the community, providing free expertise to non-profit organizations, and participation in Community-oriented programs and festivals.
4. Service to the Profession: including but not limited to editing or reviewing articles or manuscripts for publication by a scholarly journal or press; organizing, chairing, or service as commentator or respondent on a panel at an academic conference; serving as an officer of a professional organization; active membership in professional and

educational associations; participation at professional meetings; participation on boards and committees of professional organizations; assistance to professional groups, organizing seminars, workshops etc.; and reviewing grant applications for a recognized grant organization.

²The examples within the categories are not exhaustive nor are the items listed in any order or preference. Additional service components and their validity will be determined by the department's Personnel Committee.

³Committee work must be documented using a work product form signed by the Chair of the Committee.

- C. **Excellence in Research/Scholarship** requires a minimum of four original works in peer reviewed **publications**⁴ in the probation period in Communication, or related fields (Interdisciplinary work is encouraged as long as it is relevant to the communication discipline). These refereed journal articles must be published in acknowledged scholarly sources at the state, regional, national, or international level as recognized by the personnel committee. The candidate should be first author on at least one publication and at least second author on two additional publications. Additionally, excellence in research also requires that the candidate must have given presentations to regional, national, or international conferences in Communication or related fields.

Equivalent publication credit **MAY**⁵ be given as follows for:

- An in print Scholarly Book published by a credible publisher (may count as two publications)
- An authored textbook, not including anthologies or other assembled works, may count as one publication
- National, Regional or State level (considering the proposed project's scope, budget and impact) external grant proposals receiving positive reviews (must indicate successful or unsuccessful) may count as one publication.

The items on the following list indicate research activity but do not replace or count toward the required amount of standard publications. These activities (at the discretion of the Tenure and Promotion Committee) may be used to supplement the required amount of publications.

- Peer reviewed conference papers based on original research presented at regional, national, or international academic conferences. These presentations must be at least second authored full papers. These full papers must be placed in the portfolio.
- Competitively selected creative written work, such as a radio/TV/Film documentary, a film script, a TV script, a stage play, or electronic media such as websites
- Research-based articles published in national magazines or legitimate encyclopedias

- Book reviews published in scholarly journals at the regional, national, or international level
- Peer refereed book chapters

Equivalent credit for creative work may also apply to this list. Included is other creative activity, such as writing, performance, or creation of communication-related media.

This is not considered to be a comprehensive list.

⁴By the date of the tenure-review for a candidate, the work must be in press.

⁵Must be approved by the department committee, and the Dean of the College of Liberal Arts.

II. Associate Professor to the rank of Professor in the Communication Department at UTRGV requires all criteria for associate professor in the areas of teaching, research/scholarship, and professional service to academe, community and the university, in addition normally six years in rank as Associate Professor or credit from an equivalent institution of higher education prior to consideration for promotion. Furthermore, the candidate must achieve demonstrated excellence in all three of the areas (teaching, service and research).

A. Excellence in Teaching requires evidence of teaching effectiveness based on multiple criteria. A broad range of evidence is needed to document and evaluate teaching effectiveness. To be eligible for promotion to Professor a candidate must have proficiency in all four of the major teaching areas - student evaluations, peer evaluation, course preparation and professional development. Evidence of teaching effectiveness in the Department of Communication follows:

1. A minimum overall average grade rating of 80% good or excellent ranking summative (averaged per course) of the 5 required questions on the official student course/faculty evaluations for the promotion period (maximum six years).
2. Two classroom peer evaluations, performed within the full promotion period (maximum six years).
3. Demonstrated evidence as listed in the Assistant Professor to Associate Professor Promotion criteria.

B. Excellence in Service requires evidence of service in multiple areas (see above). To meet the requirements for promotion to Professor a candidate must show greater participation in service than before they were **tenured**⁶. It is the responsibility of the candidate to list and submit details of the service work contributed in such a way that it enables reviewers to determine the scope and intensity of the activities.

⁶It is understood that senior professors tend to gravitate toward certain areas of expertise. Thus, the contribution in service maybe heavier in one area and should be taken into account. Additionally, committee work must be documented using a work product form signed by the Chair of the Committee.

C. Excellence in Research/Scholarship requires a minimum of four original works in peer reviewed **publications**⁷ within the previous five year period, in Communication, or related fields (Interdisciplinary work is encouraged as long as it is relevant to the communication discipline). These refereed journal articles must be published in acknowledged scholarly sources at the state, regional, national, or international level as recognized by the personnel committee. The candidate should be first author on at least one publication and at least second author on two additional publications. Additionally, excellence in research also requires that the candidate must have given presentations to regional, national, or international conferences in Communication or related fields.

1. An in print Scholarly Book published by a credible publisher (may count as two publications)
2. An authored textbook, not including anthologies or other assembled works, may count as one publication
3. National, Regional or State level (considering the proposed project's scope, budget and impact) external grant proposals receiving positive reviews (must indicate successful or unsuccessful) may count as one publication.

The items on the following list indicate research activity but do not replace or count toward the required amount of standard publications. These activities (at the discretion of the Promotion Committee) may be used to supplement the required amount of publications.

- Peer reviewed conference papers based on original research presented at regional, national, or international academic conferences. These presentations must be at least second authored full papers. These full papers must be placed in the portfolio.
- Competitively selected creative written work, such as a radio/TV/Film documentary, a film script, a TV script, a stage play, or electronic media such as websites
- Research-based articles published in national magazines or legitimate encyclopedias
- Book reviews published in scholarly journals at the regional, national, or international level

Equivalent credit for creative work may also apply to this list. Included is other creative activity, such as writing, performance, or creation of communication-related media.

This is not considered to be a comprehensive list.

⁷By the date of the promotion review for a candidate, the work must be in press.