School of Journalism
Michigan State University – 12/17/2010

Rules of Procedure for Reappointment, Promotion and Tenure of Faculty at Michigan State University’s School of Journalism

The decisions of the School of Journalism to promote and tenure faculty members are the most important in the School, for they will determine the reputation and prominence of the School of Journalism, the College of Communication Arts and Sciences and Michigan State University for many years to come. Faculty who are retained or promoted are expected to be motivated and engaged faculty within the School and the discipline, as well as in the community of scholars and society.

The School of Journalism and MSU require that achievement and performance levels must be competitive with peer faculties of leading scholarship-intensive, land grant universities. Departments, schools and colleges are expected to apply rigorous standards and to refrain from doubtful recommendations of reappointment, tenure or promotion.

Expectations of continued excellence are embodied in the following standards for reappointment, promotion and tenure as reflected in the evaluation of demonstrated accomplishments in the teaching, research and creative scholarship and service missions of the School, college and university. In addition to the criteria stated in this document, candidates may submit additional evidence of accomplishment.

University information and forms for reappointment, tenure and promotion are found online at: http://www.hr.msu.edu/promotion/facadadstaff/FacGuideTenure.htm#overview.

College (CCAS) standards, criteria and procedures are outlined in the College Reappointment, Tenure and Promotion Committee document (revised fall semester 2007) with university expectations for reappointment, tenure and promotion outlined in Appendix A.

Composition of Reappointment, Tenure and Promotion Committee

The tenure-stream faculty of the School of Journalism will serve as the committee charged with the responsibility for making recommendations to the Director of the School in these matters. For decisions on assistant professors, the committee will consist of tenure stream faculty at the ranks of associate professor and professor. For decisions on associate professors, the committee will consist of faculty at the rank of professor. Faculty members under consideration for promotion or tenure shall not take part in that specific deliberation.

The longest serving full professor shall convene the first meeting of the Tenure and Promotion Committee. At the first meeting the committee shall elect its own chair from among those eligible to serve.
Criteria for Reappointment, Tenure and Promotion

Criteria for Reappointment as Assistant Professor

Candidates seeking Reappointment to a second three-year term must meet the following standards in the Research and Creative Scholarship, Teaching and Service missions.

Research and Creative Scholarship
Candidates must achieve all of the following:

• Publication or acceptance of an average of 1.5 peer-reviewed or juried scholarly or creative works per year during the review period, or publication of demonstratively equivalent books, peer-reviewed book chapters, creative projects, or documentary works.

• Participation as a Co-Principal Investigator or demonstrate a major role in external grant or external funding efforts and future potential for successful external funding.

• Evidence of continuous commitment to scholarship such as peer-reviewed or juried convention presentations, documentaries, creative projects, exhibits, edited books with significant work, etc., during the review period.

• Evidence that the candidate’s work has the potential to make an impact or unique contribution on a disciplinary field related to communication arts and sciences.

Teaching
Candidates must achieve all of the following:

• SIRS “Instructor Items” should be 2.7 or less averaged across all courses taught.

• Accomplishing two of the five achievements established below. The candidate may also specify some additional criterion that ought to be considered.
  a. National award for the candidate’s teaching or an MSU university-wide teaching award.
  b. Demonstrated innovation in course development or enhancement.
  c. Evidence of student accomplishment directly linked to course content or instruction.
  d. Winning of competitive grants or awards to support or enhance teaching skills or to teach constituencies outside the university.
  e. Involvement as an academic mentor to students and their successes.

Service
Candidates must achieve all of the following:
• Participation on school, college or university committees or special appointments.

• Participation in service activities related to the candidate’s academic roles for constituencies outside the university, such as service to the academic profession and community outreach.

Criteria for Promotion from Assistant to Associate Professor with Tenure

Candidates seeking promotion to associate professor with tenure must meet the following standards in the Research and Creative Scholarship, Teaching and Service missions.

Research and Creative Scholarship
Candidates must achieve all of the following:

• Publication of an average of two peer-reviewed or juried scholarly or creative works per year during the review period, or publication of demonstratively equivalent books, peer-reviewed book chapters, creative projects, or documentary works.

• Participation as a Co-Principal Investigator or demonstrate a major role in external grant or external funding success and future potential for successful external funding.

• Evidence of continuous commitment to scholarship such as peer-reviewed or juried convention presentations, documentaries, creative projects, exhibits, edited books with significant work, etc., during the review period.

• Evidence that the candidate’s work has made an impact or unique contribution on a disciplinary field related to communication arts and sciences.

Teaching
Candidates must achieve all of the following:

• SIRS “Instructor Items” should be 2.4 or less averaged across all courses taught.

• Accomplishing two of the four achievements established below. The candidate may also specify some additional criterion that ought to be considered.
  a. National award for the candidate’s teaching or an MSU university-wide teaching award.
  b. Demonstrated innovation in course development or enhancement.
  c. Evidence of student accomplishment directly linked to course content or instruction.
  d. Winning of competitive grants or awards to support or enhance teaching skills or to teach constituencies outside the university.
• Involvement as an academic mentor to students and their successes.

Service
Candidates must achieve all of the following:

• Participation on school, college or university committees or special appointments.

• Participation in service activities related to the candidate’s academic roles for constituencies outside the university, such as community outreach and service to the academic profession.

Criteria for Promotion from Associate Professor with Tenure to Full Professor

Candidates seeking Promotion to Full Professor must meet the following standards in the Research and Creative Scholarship, Teaching and Service missions.

Research and Creative Scholarship
Candidates must achieve all of the following:

• Publication of an average of two peer-reviewed or juried scholarly or creative works per year during the review period, or publication of demonstratively equivalent books, peer-reviewed book chapters, creative projects, or documentary works.

• Award of at least one external grant or external funding during the review period with the faculty candidate as the Principal Investigator, or award of multiple external grants or funding with the faculty candidate as a Co-Principal Investigator with demonstrated major contributions.

• Evidence of continuous commitment to scholarship such as peer-reviewed or juried convention presentations, documentaries, creative projects, exhibits, edited books with significant work, etc., during the review period.

• Evidence that the candidate’s work has made an impact or unique contribution on a disciplinary field related to communication arts and sciences.

Teaching
Candidates must achieve all of the following:

• SIRS “Instructor Items” should be 2.2 or less averaged across all courses taught.

• Accomplishing two of the four achievements established below. The candidate may also specify some additional criterion that ought to be considered.
a. National award for the candidate’s teaching or an MSU university-wide teaching award.
b. Demonstrated innovation in course development or enhancement.
c. Evidence of student accomplishment directly linked to course content or instruction.
d. Winning of competitive grants or awards to support or enhance teaching skills or to teach constituencies outside the university.

- Involvement as an academic mentor to students and their successes.

**Service**
Candidates must achieve all of the following:

- Participation and leadership on school, college or university committees or special appointments.

- Participation and leadership in service activities related to the candidate’s academic roles for constituencies outside the university, such as community outreach and service to the academic profession.

**Additional Assessment**

The Committee shall have the authority, as well as the responsibility of verifying the data submitted to it for evaluation. In so doing, it shall have the authority to consult additional data or sources beyond that submitted by the faculty member. Further, the Committee may consider the particular strengths of the candidate as well as the academic potential of the candidate and the needs of the School.

The Committee may on its own initiative, seek judgments in any of the criteria areas from other academic or professional persons and consider such judgments as part of the evaluation. Similarly, the candidate may submit appraisals from academic or professional people as part of his/her dossier.

**Review Procedures and Timeline**

The review procedures and timeline of the School of Journalism should be consistent with and subject to college and university procedures and timelines. If modifications are made in these college and university procedures, then the following procedures and timelines would be subject to change.

The Director will ask at the beginning of each fall term if any faculty member plans to submit materials for review for reappointment, tenure or promotion.

The relevant faculty members must notify the Director of their intentions to go forward with reappointment, tenure or promotion. The Director will give the convener of
the Tenure and Promotion Committee the list of names. If outside evaluation is required
or desired, the relevant faculty member shall submit names of external evaluators.

The Chair of the Reappointment, Tenure and Promotion Committee in
consultation with the committee will arrange for at least four external evaluators. These
evaluators will be drawn from the list provided by the Committee and the candidate. If
one or more decline, then others on the list will be contacted. The evaluators will be
asked to respond to questions to assist the committee in evaluating the candidate. Each
evaluator will be asked to include a curriculum vitae or resume.

Candidates’ materials for outside evaluation must be provided to the Committee
Chair for mailing to the external evaluators by September 15.

The candidate’s dossier, including all materials, required forms and the external
reviews will be given to the Committee by November 15.

The Committee will hold a minimum of two meetings to deliberate about the
candidate’s request for reappointment, promotion and/or tenure.

The Director may, without participating in the discussion and without vote, sit in
on any committee meetings.

At the request of the faculty member under consideration, or on the initiative of
the committee, he/she shall be given an opportunity to confer with the committee before a
final recommendation is made. Minutes will be maintained of any meeting that the
individual has with the committee.

Upon completion of all meetings and discussions, the chair of the Committee
shall ask for a formal, open vote by each committee member on each candidate.

Results of this vote shall be transmitted, in writing, to the Director along with the
Committee’s written recommendations and arguments by December 15.

The Director will communicate his/her decision, as well as the written
recommendation of the Committee, to the candidate and the Committee by the first day
of class in the Spring term.

A candidate may appeal the Committee’s recommendation and/or the Director's
decision and submit additional documentation and go through the appeal process outlined
below.

A final recommendation from the Director will be given to the Dean by the
applicable deadline set by the College but no later than the last business day of January.
The candidate will receive a copy of the Director’s letter.
At the conclusion of the University review, the candidate may request that items submitted be returned, or that the whole file be retained by the School for a period of time specified by the candidate and to make the file available to future promotion and tenure committees.

**Appeal Process**

A faculty member under consideration who believes that mitigating circumstances or other cogent reasons exist to appeal the Committee’s recommendation to the Director and/or the Director’s recommendation to the Dean, must request such appeal, in writing, within three business days of notification of the Committee’s recommendation and the Director’s decision.

The faculty member must provide additional reasons in writing and/or additional materials to be considered by the Committee and/or Director within five business days.

The Committee shall then meet within five business days to hear additional information and review additional materials, if any, provided by the faculty member. The faculty member may appear before the Committee.

The Committee may also meet with the Director, if the Director’s decision differs from the Committee’s recommendation.

Upon completion of the appeal hearing, the Committee shall again vote. The results of the vote shall be communicated in writing to the candidate and Director within the next business day.

The Committee can recommend a change in the Director’s decision, but any change is only advisory to the Director, who may adhere to his/her original recommendation if he/she so chooses.

Should the applicant find the results of this appeal still unacceptable, a further appeal can be instituted at the next academic level in accordance with the College of Communication Arts and Sciences Bylaws.

Approved by the faculty of the School of Journalism: December 17, 2010