

***C & J TENURE AND PROMOTION POLICIES***  
**Developed by C & J Faculty, Fall 2012**  
**Submitted to College of Arts and Sciences**  
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CJ403 Reviewing

All departmental faculty should complete the Work Productivity Form on an annual basis and submit to the Department Chair.

CJ403.1 Criteria for Faculty Promotion and Tenure

In line with our departmental mission statement, promotion rewards excellence in learning through academic scholarship, teaching, and service to the community and the field.

Department criteria for promotion and tenure are governed by applicable policies and regulations of UNM referenced herein. In addition to the UNM policies, the following outlines specific Department policies and practices.

CJ403.11 General Provisions for Tenure-Track Faculty

The Department of communication encourages each faculty member to seek excellence in each of the three areas of teaching, research, and service. Each faculty member will be expected to devote a significant effort to teaching and research. Research in this context is intended to include creative achievements and/or professional achievements that make a recognized contribution to the field and that bring distinction to the Department and University. The Department recognizes that an individual's achievements in these areas will vary due to his or her unique abilities, opportunities, and areas of professional expertise. Consistent with the Faculty Handbook, the department weights the three areas in the following manner: teaching (40%), research (40%), and service (20%). A faculty member may negotiate a different weighting with the chair of the department.

CJ403.11.2 Content of tenure files

All tenure files should include the following documentation:

1. Candidate's current CV
2. Candidate's teaching statement
3. List of all courses taught, syllabi for each course, and summary of student teaching quantitative ratings and qualitative comments for each course
4. All peer reviews of candidate's teaching
5. Candidate's research statement or description of professional objectives and accomplishments including (as appropriate) a description of

- publication outlets, impact ratings, citation indices, performances, exhibits, critical reviews, and so forth
6. Dean's letter, including a considered evaluation of the candidate's record and summary (where appropriate) of the college committee's recommendation and votes
  7. Department Chair's letter (including an evaluation of the candidate's teaching, research, and service) and a summary of the Department vote
  8. All votes and comments by Department faculty
  9. Letters from external reviewers
  10. A copy of the candidate's mid-probationary review
  11. A summary of the candidate's yearly evaluation

#### CJ403.12.1 Process Tenure-track Faculty

Assistant Professors shall complete a mid-probationary review, which prepares them to complete necessary work for the final tenure-review. Content and focus of the mid-probationary review follows all stipulations in the UNM Faculty Handbook, Section 4.5 PREPARATION OF THE DOSSIER FOR MID-PROBATIONARY, TENURE, AND PROMOTION REVIEWS, Section 4.7 SPECIFIC PROVISIONS FOR TENURE REVIEW, and Section 4.8 SPECIFIC PROVISIONS FOR ADVANCEMENT IN RANK: PROMOTIONS)

Tenured faculty at or above the rank for which the candidate is being considered will review annually submitted documents by faculty members being reviewed. Tenured faculty members will submit their votes and summary comments to the chair. Tenured faculty members and the Department chair will meet and discuss the merits and recommendations for progress of the faculty member being reviewed.

#### 403.12.2 Process Post-tenure Reviews

All departmental faculty should complete the Work Productivity Form on an annual basis and submit to the Department Chair. These should serve the purpose of post-tenure reviews and ensure that all tenured faculty members receive an annual review and that those with either exceptionally good performance or deficiency in one or more areas are identified.

For a faculty member who receives two successive annual reviews with identified uncorrected deficiencies, the Post-Tenure Review policy provides a mechanism to either (a) overturn the findings of deficiency in the annual reviews or (b) establish a remedial program for correcting the deficiencies. The department follows all stipulations in UNM Faculty Handbook, Section 4.9 POST-TENURE REVIEW.

#### 403.12.3 Process Lecturer Faculty

Review, Non-Promotion Years: All departmental faculty should complete the Work Productivity Form on an annual basis and submit to the Department Chair. In

addition, the department follows specific procedures for Lecturer reviews at year one and three as recommended by UNM's Faculty Senate.

Year One: The evaluation after the first year of service reviews the Lecturer's probationary period. At the end of one year (two semesters), the Lecturer is responsible for submitting an evaluation package to the Department Chair. The contents of this package should include current CV, in-class evaluations from other faculty, student teaching evaluations, teaching philosophy statement, and a Professional Development Plan with documented progress toward meeting goals in that plan. Revisions to the Professional Development Plan may result from this evaluation.

Year Three: During the Spring semester of a Lecturer's third, the Lecturer will provide the Department Chair with an evaluation package to include current CV, reports from teaching observations by peers, student teaching evaluations, teaching philosophy statement, a Professional Development Plan with documented progress toward meeting goals in that plan, awards and accomplishments, service appointments, and related materials. Progress toward goals on the Professional Development Plan should be of particular importance during this evaluation. Revisions to the Professional Development Plan may result from this evaluation.

Promotion: For those Lecturers who have served in their departments for five years or more, the Department Chair in consultation with the relevant Dean and Department promotion committee members may consider promotion of Lecturer to Senior Lecturer, or Senior Lecturer to Principal Lecture. The department follows specific procedures for Lecturer Promotion Reviews at year five and eleven as recommended by UNM's Faculty Senate.

Year Five: At the end of the Lecturer's fifth year of service he or she is eligible to apply for promotion to Senior Lecturer. The Lecturer interested in seeking promotion will generate a Promotion Package, which should include current CV, reports from teaching observations by peers, student teaching evaluations, teaching philosophy statement, a Professional Development Plan with documented progress of meeting a majority of the goals in that plan, letters of support from other faculty, professional recertification (if appropriate), other evidence of professional development, and a personal statement regarding teaching and service. Revisions to the Professional Development Plan may result from this evaluation.

Year Eleven: Upon the completion of a minimum of eleven years of service at the university, a Senior Lecturer is qualified to apply for promotion to Principal Lecturer. A Senior Lecturer seeking promotion is responsible for providing a promotion package. The contents of the promotion package should include all items in Year Five review, plus additional evidence of outstanding service and teaching. The goals in a Senior Lecturer's

Professional Development Plan should weigh heavily in terms of making promotion decisions. Revisions to the Professional Development Plan may result from this evaluation.

Committee: The Lecturer Promotion Committee will be comprised of all faculty members who are at or above the rank for which the candidate is being considered. Committee members will review documents by Lecturers being considered for promotion and submit their votes and summary comments to the chair. Committee members and the Department chair will meet and discuss the merits and recommendations for progress of the faculty member being considered for promotion.

#### CJ403.13 Teaching

A record of effective teaching, in a manner that contributes significantly to the Department's instructional objectives, is essential for one to attain tenure and to advance through the professional ranks. Evidence to establish a faculty member's teaching effectiveness will be a global assessment based on peer evaluations, student evaluations, and assessment outcomes. Peer reviews should examine course syllabi, exams, handouts, and/or other materials. In addition, the reviews should evaluate teaching performance based on class visitations and/or videotaped recordings. Student evaluations come from the IDEA (or other relevant format). Assessment outcomes are used to determine whether instruction contributes to student learning and to the overall mission of the department. Exit interviews with graduating students, and alumni questionnaires or interviews constitute useful data that offers an objective assessment of a faculty member's teaching performance and should be included in the review file.

The total teaching effort should be considered in evaluating a faculty member's contribution. In this regard, the following activities are relevant: teaching loads, types of courses taught (e.g., required or elective courses) number of different preparations, participation in curriculum planning and development of new courses, supervision of internships, independent studies, number of undergraduate and graduate advisees, and the number of graduate committees the faculty member has chaired.

#### CJ403.14 Research

The Department expects each faculty member to make a serious and sustained commitment to a planned program of research and/or creative endeavors that result in significant publication or other tangible evidence of professional progress. Within this general framework, each faculty member will be encouraged to pursue those avenues of research and/or creativity that are best suited to his or her individual interests and aptitudes.

The Department uses refereed publication and dissemination of research and creative work as the basis for evaluating an individual's scholarship. (See Appendix,

Communication & Journalism Publications) Appropriate publication outlets include books, monographs, chapters in books, articles and reviews of professional journals, and research reports. Creative work that is disseminated through non-print media such as films, video and audio recordings, photography exhibits, and computer software constitutes an appropriate means of publication. Other positive indicators of scholarly achievements are research grants, awards, and presentation of convention papers.

Each faculty member should demonstrate an on-going commitment to his or her research program. In all cases, the quality of an individual's scholarship will be of primary importance. The department values both collaborative and independent scholarship/creative work. In judging the quality of an individual's work, the Department will seek opinions from knowledgeable evaluators at other institutions.

Appointment or advancement to the rank of assistant professor normally requires a completion of a doctoral degree or evidence of comparable scholarly or professional achievement. Advancement to the rank of associate professor and professor requires evidence of additional and significant scholarly, creative, or professional achievement. See sub-section CJ403.17 Standards Of Rank For Promotion, Tenure Decisions.

#### CJ403.15 Service

The Department regards service as an essential element of a faculty member's professional growth. Service is defined as professionally-related activity in which a faculty member contributes his or her time, expertise, and ability. Three general areas of service are recognized for promotion:

- (a) University service—participation in Department, college, and university committees; and contributions that significantly enhance the multifaceted mission of the university.
- (b) Service to the discipline—involvement in planning and executing seminars, meetings, conferences, and conventions of professional societies; holding office and serving on committees of professional societies; advisory or editorial service to professional journals.
- (c) Community service—activities in which the faculty member shares his or her professional skills and expertise for the good of the community, the state, or the nation.

#### CJ403.16 Promotion to Full Professor

Consistent with the Faculty Handbook (Section 2.2.3), promotion to the rank of full professor is only offered to those who distinguish themselves in terms of teaching, research, and service. To attain the rank of professor, a faculty member will be expected to make a distinctive and widely recognized contribution to the field of communication and provide leadership to the department and university.

## CJ403.17 Standards Of Rank For Promotion, Tenure Decisions

### CJ403.17.10 Senior/Principal Lecturers

A Senior Lecturer of Communication and Journalism is an excellence teacher, shows conscientious interest in and evidence of improving teaching, and actively supports the mission and goals of the department and university. A Principal Lecturer sustains consistently high standards in teaching, consistently demonstrates their wider service to UNM and its mission, and shows a conscientious interest in improving their teaching, and actively supports the mission and goals of the department.

Lecturers can be considered for promotion after the fifth and eleventh years of service. In order to receive advancement, the candidate for promotion should present persuasive evidence of a significant combination of accomplishments in both teaching and service. See C&J Policy 402.4.5 Annual Review for details of what Lecturers should submit regarding promotion documentation.

### CJ403.17.11 Teaching

Teaching is weighted 70% in the promotion decision.

Candidates for promotion to the rank of Senior or Principal Lecturer should present evidence of a significant combination of accomplishments in pedagogical pursuits such as:

- Record of excellent teaching at the undergraduate level and the graduate level (if applicable);
- Mentoring of graduate students by serving on graduate committees, if applicable;
- Career and academic mentoring of undergraduates by such means as teaching career skills, supervising internships, presenting workshops, chairing and serving on senior and honors thesis committees, and service learning;
- Assumption of new course preparations;
- Course oversight responsibilities;
- Teaching awards at UNM and beyond;
- Consistent pattern of positive evaluation from current and former students that demonstrate ability to provide high-quality, challenging, and innovative learning experiences.

### CJ403.17.12 Service

Service is weighted 30% in the promotion decision.

Lecturers sustain a record of high quality service to the department. They also make contributions to university and community service. Candidates for promotion

to the rank of Senior or Principal Lecturer should present persuasive evidence of a significant combination of accomplishments in the area of service such as:

- Chairing and serving on department committees;
- Chairing a committee with major responsibilities such as a search committee;
- Chairing and serving on a committee beyond the department level;
- Holding an office or leadership position in a national or international professional organizations;
- Serving as a chair of an interest group in a regional or national professional organization;
- Community service and outreach;
- Awards for professional or community service;
- Working in a mutually respectful fashion with colleagues and students.

#### CJ403.17.20 Associate Professor

An associate professor of Communication & Journalism has acquired significant experience beyond the terminal degree and has demonstrated excellence in scholarship or creative activity, teaching, and service. The associate professor demonstrates a basic general understanding of a substantial part of his or her specialty and has established a reputation within and outside the University. The associate professor actively supports the mission and goals of the department and university.

#### 403.17.21 Scholarship and Creative Activity

Research is weighted 40% in the promotion decision.

A benchmark for candidates for promotion in C&J is a substantial presence in top-tier journals, or compensatory work of similar magnitude. We value collaborative work in the department, but the successful candidate will have single-authored publications. It is useful to identify the amount of the junior faculty member's contribution to any of their co-authored work.

An associate professor of Communication & Journalism is a recognized scholar or artist within at least one of the areas identified in the department's mission. Candidates for promotion to the rank of associate professor should present persuasive evidence of a significant combination of accomplishments such as:

- A focused record of research and scholarship or creative activity considered significant in the candidate's area(s) of expertise;
- A clear research program that includes projects at the inception, data-collection, writing, convention presentation, submission, and publication stages.

- High quality peer-reviewed journal articles in top journals in the field (see addendum) or top specialty journals in a sub-field or exhibits in well recognized venues beyond the local area;
- Other publications such as books, book chapters, edited volumes, and reviews;
- Collaborative work with faculty from other departments at UNM or other institutions;
- Funded research that supports the candidate's area of scholarship;
- Receiving regional or national awards for scholarship or creative activity.

#### 403.17.22 Teaching

Teaching is weighted 40% in the promotion decision.

An associate professor is a solid teacher. Candidates for promotion to the rank of associate should present evidence of a significant combination of accomplishments such as:

- Record of excellent teaching at the undergraduate and graduate levels;
- Mentoring of graduate students by chairing and serving on graduate committees;
- Career and academic mentoring of undergraduates by such means as teaching career skills, supervising internships, presenting workshops, chairing and serving on senior and honors thesis committees, and service learning;
- Assumption of new course preparations;
- Course oversight responsibilities;
- Teaching awards at UNM and beyond;
- Consistent pattern of positive evaluation from current and former students that demonstrate ability to provide high-quality, challenging, and innovative learning experiences.

#### 403.17.23 Service

Service is weighted about 20% in the promotion decision.

Associate professors sustain a record of high quality service to the department. They also make contributions to university and community service. Candidates for promotion to the rank of associate professor should present persuasive evidence of a significant combination of accomplishments such as:

- Chairing and serving on department committees;
- Chairing a committee with major responsibilities such as a search committee;
- Chairing and serving on a committee beyond the department level;
- Holding an office or leadership position in a national or international professional organizations;

- Serving as an associate editor or reviewer for a journal or an interest group;
- Serving as a chair of an interest group in a regional or national professional organization;
- Community service and outreach;
- Awards for professional or community service;
- Working in a mutually respectful fashion with colleagues and students.

#### 403.17.30 Professor

A professor at UNM shows a consistent pattern of excellence and leadership in scholarship and/or creative activity, teaching, and service. Faculty members serving at this rank understand general issues of university education and their social implications. Professors in our department are expected to show mature thinking in their work and to maintain a program of continual development throughout their service to the university and to the discipline. The professor actively supports the mission and goals of the department, college, and university.

#### 403.17.30 Scholarship and Creative Activity

A Professor is a nationally and/or internationally recognized leader in research, theory-building, and/or creative activity in at least one of the areas identified in the mission of the department. Candidates for promotion to the rank of professor should present persuasive evidence of a significant combination of accomplishments such as:

- A sustained, well-established, focused record of research and scholarship or creative activity considered significant in the candidate's area(s) of expertise;
- Continuing growth and the development of new lines of research or creative activity;
- High quality published or exhibited works in the form of scholarly books, peer-reviewed journals, relevant specialty journals or exhibits and shows that demonstrate impact on the field;
- Published theoretical essays emerging from a research program;
- Publications that integrate and extend existing areas of research and theory or creative activity such as state-of-the art essays, monographs, summary articles, scholarly or creative books, and other artistic media;
- A national and/or international reputation as demonstrated by testimony of other top scholars and artists in the candidate's field of expertise, significant invited lectures and other forms of presentation in national or international forums, collaborative projects across institutions, and frequent scholarly or creative citation;
- Funded research that supports the candidate's area of scholarship;
- Receipt of national and/or international awards for scholarship or creative activity.

#### 403.17.31 Teaching

A professor is a leader in teaching. Candidates for promotion to the rank of professor should present persuasive evidence of a significant combination of accomplishments such as:

- A record of mentoring teachers in the field;
- Mentoring of graduate students by chairing and serving on graduate committees;
- Assumption of new course preparation, significant course revisions, or course oversight responsibility;
- Leadership in curriculum development;
- Offering special workshops, seminars, or colloquia at UNM or other academic institutions;
- Achieving national or international recognition for innovative teaching through presentations at national or international forums;
- Receiving teaching awards at UNM and beyond;
- Publication of articles, essays, book chapters and/or textbooks that advance teaching strategies and pedagogical techniques or that reconceptualize areas of instruction;
- Consistent pattern of positive evaluation from current and former students that demonstrate ability to provide high quality, challenging, and innovative learning experiences.

#### 403.17.32 Service

Professors have a sustained record of high quality service that has made a positive impact of the department, college, university, community, and profession. Candidates for promotion to the rank of professor should present persuasive evidence of a significant combination of accomplishments such as:

- Assuming a substantial leadership role in the department such as chair or graduate director;
- Chairing a committee with major responsibilities, such as a search committee;
- Chairing and serving on a committee beyond the department level;
- Mentoring non-tenured faculty and associate professors;
- Participating in the evaluation of colleagues, particularly in decisions of tenure and promotion, at UNM and at other institutions;
- Holding an office or leadership position in a national or international professional organizations;
- Serving as editor of a journal;
- Providing substantial community service and/or outreach;
- Receiving awards for professional or community service;
- Working in a mutually respectful fashion with colleagues and students;

## Appendix, Communication & Journalism Publications

Note: This represents a suggested list of journals in communication and journalism, but does not include all publications in the fields. Faculty may suggest additions to this list at any time.

### TOP TIER JOURNALS (INTERNATIONAL, NATIONAL)

American Journalism  
Argumentation  
Argumentation & Advocacy  
Communication and Critical/Cultural Studies  
Communication, Culture, & Critique  
Communication Education  
Communication Monographs  
Communication Research  
Communication Teacher  
Communication Theory  
Critical Studies in Media communication  
Cultural Studies  
Discourse & Society  
Discourse Processes  
Electronic Journal of Communication  
Environmental Communication: A Journal of Nature and Culture  
Gazette  
Howard Journal of Communication  
Human Communication Research  
Human Relations  
International Journal of Communication  
International Journal of Intercultural Relations  
International Journal of Listening  
Journal of Applied Communication Research  
Journal of Broadcasting and Electronic Media  
Journal of Communication  
Journal of Communication Inquiry  
Journal of Computer-Mediated Communication

Journal of International and Intercultural Communication  
Journal of Personality and Social Psychology  
Journal of Women's History  
Journalism & Mass Communication Monographs  
Journalism & Mass Communication Quarterly  
Journalism History  
Language in Society  
Management Communication Quarterly  
Mass Media Ethics  
Newspaper Research Journal  
Personal Relationships  
Journal of Public Relations Research  
Philosophy & Rhetoric  
Public Relations Quarterly  
Public Relations Review  
Qualitative Inquiry  
Quarterly Journal of Speech  
Research on Language and Social Interaction  
Signs  
Small Group Research  
Text and Performance Quarterly  
Western Journal of Communication  
Women's Studies in Communication

### MID-TIER JOURNALS (REGIONAL, OTHER)

American Communication Journal  
Communication Quarterly  
Communication Research Reports  
Communication Reports  
Communication Studies  
Qualitative Research Reports in Communication  
Review of Communication  
Southern Journal of Communication  
Studies in Communication Science  
Technical Communication Quarterly

### LOWER-TIER JOURNALS (STATE, OTHER)

Electronic Encyclopedia of  
Communication  
New Directions in  
Communication (Arizona)  
Journal of Communication  
Studies (Arkansas)  
Florida Communication Journal  
Iowa Journal of Communication  
Journal of the Northwest Communication  
Association (Washington)  
Journal of the TSCA (Tennessee)  
Kansas Speech Journal  
Kentucky Journal of Communication  
Louisiana Communication Journal  
MASC Journal (Michigan)  
Missouri Journal of Speech & Theatre  
New Jersey Journal of Communication  
Ohio Speech Journal  
Pennsylvania Speech Communication  
Annual  
Texas Speech Communication Journal  
Virginia Journal of Speech  
Journal of the WCA (Wisconsin)