

TENURE POLICY – DEPARTMENT OF COMMUNICATION

May, 2007

Statement of philosophy:

A decision to tenure a faculty member indicates that our Department views this person as the best available person to fill that position. If we, as a department, feel that some other person could be found who would be better prepared to teach, conduct research and provide service to our students, PSU and the discipline, then we should attempt to locate and tenure that person.

Tenure should not be granted simply on the basis of meeting minimum standards for teaching, research/creative production and service. Rather, tenure indicates that the faculty member has demonstrated substantial accomplishments and a continued growth in each area during the probationary period. Further, the candidate should be able to demonstrate the potential for future excellence in the three areas of teaching, research/creative production and service.

The Department of Communication also recognizes the importance of collegiality as a necessary component in the tenure process. A collegial academic environment is one, in which members of the department, whether agreeing or disagreeing, work together for the good of the department and its programs in an atmosphere of mutual honesty, professionalism, trust and respect. Further, faculty members are expected to be familiar with Department policies, procedures and the contributions and duties of other faculty members.

To receive a positive recommendation for tenure, candidates must provide documentation of accomplishments in the categories of teaching, scholarly/creative activity, service and collegiality that are, in the professional judgment of the evaluators, of such recognizable merit as to justify the status and commitment of a continuing appointment. Specific guidelines in each area of teaching, scholarly/creative production, service and collegiality are described below.

TEACHING:

Quality teaching remains as the major criterion for any tenure decision. The tenure candidate should provide evidence of the following activities:

1. Successful accomplishment of teaching and teaching related duties during the probationary period as assigned by the Department chairperson.
2. Submission of approved course/instructor evaluations for all classes taught during the course evaluation period.
3. Submission of approved advisement evaluations for each semester during the probationary period.

4. A consistent trend on Annual Performance Appraisal of Meritorious with a clear potential of Exceptional at a future date.
5. Ultimately an excellent teacher demonstrates a dedication to excellence, assumes leadership in his/her teaching area, and creates an environment for students, which supports learning, creative solutions to problems and critical thinking. These qualities are essential in a candidate who is seeking tenure status.

SCHOLARY/CREATIVE ACTIVITY:

1. The central issue in scholarship/creative activity is for the faculty member to demonstrate an active and continuing participation in his/her discipline. Active participation is demonstrated by attending and participating at professional meetings within the discipline, producing scholarly or creative works, updating qualifications, expanding expertise – if needed – to reflect changes in the discipline and/or to reflect needs of the department, and maintaining an active professional library.
2. Faculty are expected to be active members of professional organizations. Memberships in state and regional organizations are acceptable for a new faculty member; however, it is expected that by the end of the probationary period the faculty member would be an active member of at least one national/international professional organization.
3. For faculty who hold the earned doctorate degree, at least one scholarly/creative accomplishment per year during the probationary period is expected within the discipline. These accomplishments should add to the body of knowledge of the discipline and/or add a new and creative work to the field. Accomplishments that are competitively selected are deemed to the norm rather than other forms of scholarly/creative production. Accomplishments would include, but are not limited to, active participation at a scholarly conference in the discipline, publication of a scholarly article, presenting a paper at a state, regional, or national/international conference, production of applied research that is designed to address needs of external clients, a creative work in theatre, photography or video that meets the standards for creative works described in item 5 in this section.

During the probationary period the faculty member must be able to provide strong evidence of a clear area of scholarship and/or creative endeavors, which provides an indication of life long commitment to these activities.

4. For faculty who hold the earned Masters degree as the terminal degree their scholarship/creative project requirements should reflect a continuous up dating of production skills. Faculty in this category are expected to be active in their various professional organizations. At the same time, these faculty should be able to provide evidence of research in areas such as instructional methods, production techniques and applied solutions to practitioner problems in their field.

5. Creative works must be directly related to the faculty member's expertise. Creative endeavor involves not only the creation of a tangible product, but the subjection of that creative piece to judgment by public and peers through the vehicle of performance, show, publication, display, or exhibit. In addition, creative works may be judged on the reactions of external examiners and/or qualified adjudicators. Alternatively, creative works may also earn recognition by being commissioned by or produced under sponsorship by competitive granting agencies (such as the NEA), and legitimate professional or academic venues. Creative works must be completed outside the normal teaching load.

6. The Department of Communication recognizes that applied research is an important part of scholarship. Faculty should be able to provide solutions to practitioner problems in their areas of expertise.

7. All probationary faculty are expected to develop a research/creative agenda prior to the third year of probationary service.

SERVICE:

1. Faculty are expected to be able to provide evidence of service to the department, the university, the discipline and to the community at a level that would be judged as worthy of a continuing appointment and shows evidence of continuing service at the same level should tenure be granted.

2. Service to the department: Department service includes, but is not limited to activities such as committee assignments, recruiting of students, fund raising, participation in the shared governance of the department, and assistance with special projects.

3. Service to Pittsburg State University: University service includes, but is not limited to activities such as campus wide committee assignments, participation in the shared governance of the university, assisting faculty members in other departments with teaching, research or service projects, providing aesthetic, cultural or intellectual opportunities, for other members of the university community, and assisting the university with special projects.

4. Service to the discipline: Discipline service includes, but is not limited to activities such as holding office in professional organizations, planning professional conferences, workshops, or other activities that allow for the sharing of professional knowledge, or enhancing skills of our academic and professional colleagues.

5. Community service: Service to the Pittsburg area community includes, but is not limited to activities such as providing consulting expertise, participating on committees and local service organizations, providing learning opportunities for area schools, or any other activities that help make our community a better place to live and work.

COLLEGIALITY:

Tenure earning faculty members shall consistently demonstrate their collegiality during the probationary period to the satisfaction of the chairperson and other tenured faculty of the department. Major indicators of collegiality include, but are not limited to, the degree to which the faculty member has the capacity, and the willingness to:

1. communicate openly and honestly with other department faculty.
2. work productively with other department faculty.
3. participate in and otherwise support department activities.
4. shoulder his/her fair share of department tasks.
5. make a positive contribution to the working atmosphere of the Department.
6. be aware of, and appreciate the duties and efforts of other members of the faculty.
7. demonstrate responsible management of department resources

This expectation of collegiality shall at no time be construed to mean that a probationary faculty member's academic freedom is restricted in any way.

TENURE PROCESS:

All probationary faculty should carefully read the tenure procedure used by Pittsburg State University. These procedures are described in the contract agreement between PSU and PSU/KNEA. It is the responsibility of the faculty member to have read these procedures and be familiar with them. The Department of Communication fully agrees with and follows the procedural rules found in the agreement.

In order to file for tenure a faculty member must hold the appropriate terminal degree. The Department of Communication will determine the terminal degree.

At any time during the probationary period a faculty member may request a meeting with the Department chair to discuss his/her progress toward tenure. Further, in compliance with the written contract between PSU and PSU/KNEA each faculty member will receive a written statement regarding his/her progress toward tenure at the end of the second full year of employment at PSU for faculty at the rank of Instructor or Assistant Professor, at the end of the first year for Associate and Full Professors.

Probationary faculty are encouraged to keep an open line of communication with the Department chair regarding tenure issues.

The faculty committee and the Department chair base their tenure recommendations upon the candidate's tenure dossier. All faculty applying for tenure should be aware that the tenure process is independent from the annual performance appraisal. Tenure is based upon a review of the activities of the candidate in the areas of teaching, scholarly/creative production, service and collegiality during the entire probationary period. Further, the tenure dossier should clearly demonstrate not only past accomplishments, but the likelihood of future accomplishments.

These guidelines were adopted by the faculty of the Department of Communication on May 21, 2007, and approved by the following:

Peter K. Hamilton, Chair
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Date

Lynette Olson, Dean
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Steve Scott, Vice President
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