

**APPOINTMENTS, PROMOTION and TENURE GUIDELINES**  
SCHOOL of JOURNALISM  
MIDDLE TENNESSEE STATE UNIVERSITY  
**Approved by Unanimous Faculty Vote on April 18, 2006**  
**(Amendment by Unanimous Faculty Vote on Oct. 7, 2008)\***

The following School of Journalism Appointments, Promotion and Tenure Document is a supplement to the College of Mass Communication guidelines.

**INTRODUCTION**

The School of Journalism is committed to excellence in teaching, research and service to the university, profession and community. To achieve this goal, the School requires a faculty with an appropriate balance of academic credentials, professional experience, teaching excellence and a commitment to extend knowledge beyond the campus through scholarly publication, creative endeavors and service to the media and public. Therefore, the School seeks to appoint, promote and tenure candidates whose quality and diversity of talents best serve this mission.

**FACULTY REVIEW**

Faculty members are evaluated on their record of teaching, scholarship and service. Faculty are expected to participate in the life of the College and School, attend faculty and committee meetings, use college facilities appropriately, be available to students, cooperate with colleagues and administrators, and carry out reasonable assignments. Their demeanor and behavior should reflect favorably upon the University and the unit.

**Appointments, Promotion and Tenure (APT) Committee**

Membership. The Appointments, Promotion and Tenure (APT) Committee will consist of five tenured faculty members, selected by the tenured and tenure-track faculty of the School of Journalism. At least one female and one minority faculty member must sit on the APT Committee (for a total minimum of two minority and/or female members). If there are two or fewer tenured women and/or minority faculty in the School of Journalism, those members will automatically be appointed to the APT Committee. A vote would then be held to elect the final three members. In addition, of the five members of the APT Committee at least one, and no more than two, members must hold the rank of Associate Professor. If there is only one tenured Associate Professor on the faculty, that individual would automatically be appointed to the APT Committee. The Director of the School of Journalism shall not serve on the APT Committee. Faculty on leave or in phased retirement shall not be eligible to serve on the APT Committee. Absentee voting shall not be permitted. All five members of the Committee must be present to vote. If there are no tenured women or no tenured minority faculty members in the School, the Director will solicit nominations from the College of Mass Communication faculty at large to sit on the Committee.

Committee Formation. Early in the fall semester, the Director will solicit nominations from the School of Journalism's tenure-track and tenured faculty members for those interested in sitting on the APT Committee. All nominated eligible faculty members will be placed on

the ballot. Nominees with the most votes will be selected. The term shall be for three years. Only three members shall roll off the Committee at any one time; therefore, it may be necessary for members to remain on the Committee for more than three years if qualified tenured faculty members are not eligible to sit on the Committee. If an extended term is necessary, it will be up to the Committee to decide the appropriate rotation. The Committee shall elect a new Chair at its first meeting in the fall. Only members with the rank of Full Professor shall be eligible to hold the position of Chair. It is the responsibility of the Committee Chair to convene and conduct meetings and to notify in writing all candidates for promotion, tenure and reappointment, as well as the Director of the School of Journalism, of the decisions of the Committee.

Voting. Members of the Committee shall vote by secret ballot. The first vote is binding. Decisions on reappointment, promotion and tenure shall be made without regard to race, color, religion, gender, sexual orientation, national origin or age. Members of the Committee may only vote on motions involving candidates of their own rank or lower. In other words, an Associate Professor who is a member of the APT Committee may not vote in cases where a candidate is being considered for Full Professor.

*For reappointment:* If a candidate receives a majority vote in favor of reappointment, no specific number shall be reported to the Director, the Dean, or the candidates. However, if a candidate receives a majority vote recommending nonreappointment, the specific number of yeas and nays will be reported. If the Committee recommends the candidate be reappointed, the full tenured faculty will not vote. However, if the Committee recommends nonreappointment, a second vote by secret ballot will be taken by the entire tenured faculty. The APT Committee members will participate in the second vote.

*For tenure and/or promotion:* When a candidate stands for promotion and/or tenure, the specific number of yeas and nays will be reported in the letter from the Committee Chair. **APT members are encouraged to solicit and consider feedback from all tenured faculty on candidates for tenure and promotion.\***

### **Procedure for candidate review**

Initiation of tenure/promotion evaluation. It is the responsibility of the Director of the School of Journalism to initiate all tenure and promotion considerations. However, it is the responsibility of the faculty member under consideration to submit documentation and relevant materials to the Director for review by the APT Committee, Director, external reviewers, Dean, and the College of Mass Communication Promotion and Tenure Committee. Additional pertinent materials, including student evaluations, will be prepared and submitted by the Director of the School

External review. Documentation of quality performance in scholarship and public service will be made available to three independent reviewers in the candidate's specialty or specialties. These reviewers shall be outstanding scholars in the candidate's field or established professors in journalism/mass communication programs comparable to MTSU's. While the candidate shall provide the names of potential reviewers, the selection (which may include names not on the candidate's list) will be decided by the APT Committee Chair in consultation with the Director of the School of Journalism.

## **TEACHING**

Teaching is the foremost duty of a faculty member. Accordingly, the School places strong emphasis on instructional excellence and makes it a foundation for awarding tenure and promotion.

Teaching involves communicating knowledge to students, developing an intellectual base for lifelong learning and preparing students for entry into professional fields. Effective teaching is based on professional experience, effective communication, sound scholarship, continued intellectual growth and concern for students.

In addition to excellence in classroom instruction, every faculty member is expected to provide careful and thorough academic advising and career guidance to students who major or minor in journalism-related areas.

Among items to consider in assessing a faculty member's teaching performance are the following:

- confidential student evaluations documenting teaching competence
- classroom visitations and evaluations by other faculty
- teaching awards
- academic advising and career counseling
- course materials (syllabi, reading lists, etc.)
- enrollment size, contact hours, course complexity
- supervising graduate theses, independent studies, honors projects
- developing new courses and enriching established courses
- using teaching methods and course content that bring new technology into the classroom
- correspondence from former students and professionals related to teaching
- grants and awards for course or teaching development
- leadership roles in teaching-related activities of professional organizations
- work in professional media during summers or leave time that enhances teaching
- reviewing textbooks and proposals for publishers
- accomplishments of a professor's students
- conference presentations and published articles related to pedagogy

## **RESEARCH and CREATIVE ACTIVITY**

Scholarship is an essential element of the academic environment. Every faculty member in the School is expected to contribute to the advancement of the discipline through meaningful research, creative endeavors, or both.

Scholarship consists of traditional research that leads to new knowledge, as well as academic, professional, and popular works that apply existing knowledge. The School thus embraces academic and professional (applied) research of a traditional nature and also recognizes creative works appearing in professional and popular media if they demonstrate high standards in the practice of the discipline. For academic research, emphasis is placed on peer-reviewed publications; for creative activity and professional productivity, emphasis is placed on works that reach a substantial audience and receive appropriate professional notice in publications or other forums.

Scholarship is measured in terms of quality, quantity, the nature of the scholarship, the reputation of the forum for the scholarship, and the originality of the scholarship. While it is difficult to prioritize or quantify the amount of scholarship needed for tenure and/or promotion, the guideline below should help the candidate and the APT Committee evaluate the significance of the candidate's scholarship record. Therefore, among items to consider in relative order of importance are:

Appropriate scholarship for traditional academic candidates:

- original scholarship in blind-, peer-reviewed academic journals;
- books that are based on original scholarship and published by highly regarded academic presses that address important issues in journalism and mass communication
- blind-, peer-reviewed scholarly papers presented at national conferences
- blind-, peer-reviewed scholarly papers presented at regional conferences
- peer-reviewed and invited professional presentations to recognized professional or academic associations
- textbooks and instructional materials that contribute in fresh ways to the discipline
- successful external grant applications for the purposes of the candidate's academic scholarship
- successful internal grant applications
- analyses and critical reviews of professional subjects in academic journals, trade publications and other professional media, including encyclopedia entries
- development or application of technology to communication enterprises or to the educational community
- editorship of scholarly or professional material
- citations of one's work

Appropriate scholarship for professionally oriented candidates:

- articles, reviews, commentaries and creative projects published in newspapers, magazines or other popular media if they demonstrate high standards in the practice of the discipline
- creative projects that are juried in national competitions
- creative projects that are juried in regional competitions
- creative projects that are not juried but are recognized by the creative community as excellent and important contributions to the candidate's field
- authorship of peer-reviewed or refereed books
- editing of popular books and other publications that are reviewed or refereed

**Service**

The University values a faculty member's service to the public, University and the profession. The School of Journalism upholds the definition of service as stated in the Policy and Procedures manual, Policy No: II:01:05B, section II, C.

**Definition of Ranks**

The University Policies and Procedures manual describes the qualifications for faculty members holding the rank of assistant, associate, or full professor. This document, Policy No II:01:05B can be found at <http://www.mtsu.edu/%7Eprovost/tenpro/>.

The University requires that faculty promoted to Full Professor must have demonstrated a national reputation worthy of the rank. The School of Journalism requires a national reputation in at least one area. The School defines national reputation as follows:

*Scholarship*

- A sustained publication record that reaches a national audience

*Service*

- A sustained service record of leadership in at least one journalism and mass communication national organization

Date of Ratification \_\_\_\_\_

Approved by Dean \_\_\_\_\_

Approved by Provost \_\_\_\_\_