CRITERIA FOR PROMOTION AND TENURE  
(Adopted February 1985)  
(Revised Fall 1998, Spring 2000, Spring 2008, Spring 2010)  
(Approved by Provost – March 2011)

This document will be reviewed by the School every four years or on an as needed basis.

For purposes of promotion and tenure, faculty members in the School of Communication and Multimedia Studies accept the following criteria and the guidelines for their interpretation adopted on February 1, 1985, and amended Fall 1998, Spring 2000, Spring 2008 and Spring 2010.

Recommendation for promotion or tenure is not automatic upon fulfillment of these criteria. Although annual report ratings are a key basis for promotion and tenure decisions, all achievements contributing to these ratings will be examined and reassessed at the time of candidacy for promotion and/or tenure. The School’s evaluations of individuals for promotion and/or tenure shall be made after a meeting that includes discussion of the case and consideration of the appropriate criteria and a secret ballot polling all faculty members eligible to vote on the case. Only tenured faculty members are eligible to vote on promotion to Associate Professor and tenure decisions. Only Full Professors may vote on promotion to Full professor.

A list of potential referees, of the rank (or higher) aspired to by the candidate, from nationally recognized four year academic institutions should be compiled by the Director and the senior faculty (Professors and Associate Professors) in the candidate’s discipline, in consultation with junior faculty in the candidate’s discipline. The candidate shall have the opportunity to review the list for conflicts of interest. Letters from co-authors, dissertation advisors and personal friends are not appropriate. The Director will solicit three letters from the selected referees. These letters will evaluate the candidate’s research and/or creative activity according to national norms.

Minimum Criteria for Promotion and Tenure

I. Promotion

A. Promotion to Associate Professor

1. Research and Creative Activity
   Candidates are expected to have a career minimum of five articles accepted and in press or in print in peer reviewed journals or edited volumes (a minimum of three should be in print); or a book manuscript accepted and in press or in print; or a minimum of five creative productions accepted or exhibited at peer reviewed venues. Candidates must demonstrate national visibility or impact in the field.

2. Instruction
   Candidates’ annual report rating in instruction must average "Above Satisfactory" or better.

3. Service
   Candidates’ annual report ratings in service must average "Above Satisfactory" or better.

B. Promotion to Professor

1. Research and Creative Activity
   Candidates will have held the rank of Associate for at least five years and have published peer reviewed scholarly or creative work beyond that submitted for promotion and tenure. A book or a minimum of five peer reviewed articles in peer reviewed journals or edited volumes; or a minimum of five creative productions accepted or exhibited at peer reviewed venues, since promotion to Associate Professor, are recommended. Candidates must demonstrate international visibility or impact in the field.
2. **Instruction**  
Candidates annual report ratings in instruction must average “Above Satisfactory” or better.

3. **Service**  
Candidates annual report ratings in service must average “Above Satisfactory” or better.

II. **Tenure**

In order to qualify for tenure, candidates must exhibit a pattern of research, instruction, and service activities that clearly demonstrate the promise of continued contribution to the School, the University, and the discipline. Candidates at the Associate Professor level or those who are being promoted to the Associate Professor level must have engaged in a program of research, comprising scholarly writing and/or creative production that is coherent and continuing. The candidate must have already made a substantial start in this program and be able to demonstrate that he/she has already achieved successful outcomes appropriate to the nature of the research activity, such as the acceptance and publication of scholarly writing and screenings or awards at film or video festivals, etc. Moreover, the program of research must reflect a coherent set of issues, problems, concerns, or subjects. Candidates must demonstrate the coherence of their research program and both the relevance and significance of the recognition it has earned in their application narrative.

III. **Procedures**

In cases of promotion and tenure, the tenured full-time members (excluding the applicant) of the School shall review the application material of the candidate. The members shall meet as a group and discuss the application. Afterwards the members all vote by secret ballot. Although annual report ratings are the primary basis for promotion and tenure decisions, all achievements contributing to these ratings will be examined and reassessed at the time of candidacy for promotion and/or tenure. After the qualified members of the school have voted, a memorandum with a report of the numerical vote and the reasons for the vote is given to the Director. The Director then writes a detailed analysis and evaluation of the candidates work in teaching, research and service and adds a statement of either support or non-support of the candidate. If the vote is not unanimous, the Director shall report, based on the tenured faculty’s discussion, any reasons for the lack of unanimity. In cases of third year review, the Director shall report the faculty deliberation in a written narrative. There is no vote for third year review. Such faculty discussions shall be strictly confidential and the reports of Director and P& T Representative shall summarize them without any attribution.

In all instances where the Director’s recommendation is not consistent with the guidelines and criteria, the Director’s letter shall explain the reason for the difference. The Director’s letter shall be made available to all members of the voting tenured faculty and to the applicant and the applicant may file a response, within five days, that will become part of the tenure application file.

Following the UFF/BOR Agreement, these criteria and guidelines will not go into effect until the year after their approval by the Provost. Faculty members may choose to be evaluated under the new criteria immediately on their approval by the Provost.