

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

The School of Journalism faculty members are recognized as national leaders whose cutting-edge scholarship is significant to society and whose incisive expertise has influence and impact in our global village.

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 its faculty's achievement and performance levels should be the standard to which faculties of peer scholarship-intensive universities aspire. MSU expects departments, schools and colleges to apply rigorous standards for 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. These guidelines provide minimum standards to evaluate each candidate in regards to the quantity and quality of the scholarship. In addition to the criteria stated in this document, candidates may submit additional evidence of accomplishment. For example, letters of appreciation and support from students, colleagues or other outside academic peers, outreach and community awards, honorary degrees, certificates of professional development programs, mainstream media appearances as a leading expert on the field, etc.

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. College information for reappointment, tenure and promotion is found online at: <http://cas.msu.edu/wp-content/uploads/2014/07/CAS-CRPTC-Guidelines.pdf>. University information and forms for reappointment, tenure and promotion are found online at: <https://www.hr.msu.edu/ua/promotion/faculty-academic-staff/guide.html#overview>).

**Composition of Reappointment, Promotion and Tenure 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.

The longest serving full professor shall convene the first meeting of the Tenure and Promotion Committee. At the first meeting the Committee shall select a chair for each R, P & T request.

## **Criteria for Reappointment, Promotion and Tenure**

### **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 Outreach/Service missions.

#### *Research and Creative Scholarship*

Candidates must achieve all of the following:

- Publication or acceptance of an average of 2 peer-reviewed or juried scholarly or creative works per year during the review period, or publication of demonstrably equivalent books, peer-reviewed book chapters, creative projects, or documentary works. Peer-reviewed scholarly work is defined as research published in respected publications that is available, but not limited to, online and print publication, including work shown to be “in press.” Creative works refers to publicly observable peer-reviewed work in the form of, but not limited to, audio, video, film, photographs, scripts, treatments, art curations and computer-generated products.
- 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 traditional or creative scholarship such as peer-reviewed or juried convention papers, presentations, documentaries, exhibits, edited books or journals, etc., or internal grants during the review period.
- Evidence that the candidate’s work has the potential to make an impact or unique contribution to 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 internal and external 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.

#### *Outreach and Service*

Candidates must achieve all of the following:

- Participation on school, college or university committees, student or professional groups, 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 demonstrably equivalent books, peer-reviewed book chapters, creative projects, or documentary works. Peer-reviewed scholarly work is defined as research published in respected publications that is available, but not limited to, online and print publication, including work shown to be "in press." Creative works refers to publicly observable peer-reviewed work in the form of, but not limited to, audio, video, film, photographs, scripts, treatments, art curations and computer-generated products.
- 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 traditional or creative scholarship such as peer-reviewed or juried convention papers, presentations, documentaries,

creative projects, exhibits, edited books with significant work, etc., or internal grants 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, student or professional groups, 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 demonstrably equivalent books, peer-reviewed book chapters, creative projects, or documentary works. Peer-reviewed scholarly work is defined as research published in respected publications that is available, but not limited to, online

and print publication, including work shown to be “in press.” Creative works refers to publicly observable peer-reviewed work in the form of, but not limited to, audio, video, film, scripts, treatments, art curations and computer-generated products.

- 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 papers, 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. Evidence of student accomplishment directly linked to course content or instruction.
  - 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, student or professional groups, 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.

- **Early April:** The Director will ask in April if any faculty member plans to submit materials for review for reappointment, tenure or promotion.
- **April 15:** 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 Reappointment, Tenure and Promotion Committee the list of names.
- **May 1:** Candidates for tenure and promotion to associate professor or for promotion to full professor must provide a list of at least six (6) suggested external reviewers to the Chair of the Reappointment, Tenure and Promotion Committee and the Director.
- **May 15:** The chair of the Committee convenes the Committee to arrange for at least four external evaluators, choose a chair(s) of committees and review the timeline. The 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. **Late May:** Reviewers will be contacted by late May for a commitment. External evaluators should come from peer institutions, be of the rank or higher to which the candidate aspires and possess a doctorate. Arguments can be made to include reviewers who do not have these characteristics.
- **July 1:** The candidate's materials for outside evaluation must be provided to the Committee Chair for mailing to the external evaluators. The candidate's application materials should include an updated CV, three examples of scholarship and a letter requesting reappointment, promotion and/or tenure. The letter should include how and why the candidate's scholarship is significant and has made an impact to society and to the practice or study of journalism. The letter should reflect that the candidate

is becoming (for reappointment) or already is (for promotion) a leader in his or her area of expertise.

- **September 15:** The complete application material, including the updated CV, the letter requesting reappointment, promotion and/or tenure, all scholarship materials, and the completed Form D, will be submitted to the Committee chair.
- **September 15:** The Committee requests that outside evaluations are returned to the Committee chair.

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 October 15. The Committee will send a separate, short notice to the candidate on its recommendation.

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. At this time, the Director will communicate his/her decision to the candidate and the Committee.

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.

The candidate will be kept apprised of votes and decisions up to and including the final approval (Board of Trustees for tenure decisions and President for all others).

At the conclusion of the University review, the candidate's submitted printed materials will be returned to the candidate.

### **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 five 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: – **05/24/2017**