

Promotion and Tenure Guidelines

Department of Journalism

The Department of Journalism recognizes the need for faculty to have clear guidelines to help them become effective colleagues. Each new faculty person will be assigned a senior faculty member as a mentor to help navigate the annual renewal, tenure and promotion processes. The mentor shall help the new faculty member understand contractual requirements and locate the opportunities and resources that will facilitate success as a member of the department and campus community. The department requires that candidates for tenure meet the expectations for each of the responsibilities outlined in Article 4.11.9.1-4.11.9.5 of the CSU AAUP contract. Applicants for promotion from the rank of Associate Professor to Professor must demonstrate maturation in the contractual responsibilities and standing in the professoriate through recognition of creative work and leadership.

4.11.9.1 Load Credit Activity

In keeping with the University's mission, the Department of Journalism makes load credit and its many components a priority when evaluating candidates for tenure and promotion. Teaching, curriculum development, administrative work and activities such as advising for internship and job placements are all activities that help students achieve the department's learning outcomes and graduate as productive citizens. Faculty must submit documentation of their success in these areas as part of their application for renewal, tenure, and promotion. Evidence of load credit activity includes but is not limited to the following:

- Syllabi and lesson plans with articulated outcomes and rubrics
- Student Opinion Surveys with comments and statistical compilations to show history of student ratings in all courses over several consecutive semesters
- Student work: examples of classroom work; awards; job placement upon graduation
- Grading: A discussion and sample of the professor's approach to grading
- Design of courses and other pedagogical materials
- Work with campus media and student professional groups such as the Society of Professional Journalists
- Mentoring and advising independent studies and research
- Development of internship placements and other opportunities
- Creation of co-curricular initiatives.
- Classroom innovations that add to student experience and the department

4.11.9.2 Research/Creative Activity

Although teaching is the primary responsibility for faculty, research and creative activity are important, providing knowledge and experience of importance to society, the discipline, and the classroom. Faculty should have an identified area of research around which they are building a recognized expertise. This

does not preclude the pursuit of work in a variety of areas, but scholarly work should reflect a research agenda or concern with building an expertise (and scholarly reputation) in specific areas as part of one's body of work. As former and current journalists, faculty may choose to pursue creative rather than strictly academic research, or they may choose a blend of both; but creative work presented for tenure or promotion should be related to an area of expertise. Part-time jobs in a newsroom, though providing good experiences for the classroom, may not necessarily provide the full body of work required for tenure or promotion. Journalistic work is expected to go beyond the routine assignments of the newsroom, with the faculty person instead pursuing an agenda of related work for which he or she is expected to gain prominent publication and recognition. All faculty, including practitioners, should publish or present material on pedagogical, industry, or practitioner issues as a contribution to the field. Decisions about tenure and promotion will primarily be based on creative activity completed by the faculty member at CCSU. What constitutes promotable work would certainly differ from faculty to faculty member, and different kinds of work may be of different quality (e.g., refereed creative activity is generally considered to be of higher professional quality than non-refereed work). Faculty members must confer with the DEC and make the case for their research/creative agenda as part of the annual review. The following is a list, not exhaustive, of examples of creative activity appropriate for journalism faculty applying for promotion and tenure:

- Refereed research and essays in major journals in the field (print or electronic). Include information on impact scores and citations
- Scholarly essays and articles in respected scholarly and trade publications(print or electronic)
- Presentations of refereed papers
- Books (scholarly, journalistic/creative), authored, co-authored, individual chapters
- Books(edited)
- Journals(edited—in some cases this might count as professional service)
- Creative work published in a respected print, online, tablet publication
- Self-published website to disseminate work in a specialty area(meteorological reports, news analysis, special coverage of an event)
- Procurement of grants; awards
- Hired consultancy
- Exhibits and performances
- Documentaries and other multimedia projects

4.11.9.3 –Productive Service

Faculty should be active members of the CCSU community. Different faculty have different strengths to offer in service. Everyone in the department must take on committee work. Members are expected to attend all meetings and participate on university committees to which they have been assigned or elected. Much must be done to build a live journalistic culture in the department, and faculty must share the workload. Work in the community on behalf of the department or university is also important to the life of the campus. Examples of productive service include:

- Department committee work(standing and ad-hoc)
- Department representative to the Faculty Senate and other committees(standing, temporary, ad hoc)
- Open House activities
- Commencement activities
- Campus media advisement
- Media club Advisement
- Recruitment
- Grant writing for the department
- Event management and publicity
- Web and design services
- Community engagement

4.11.9.4 Professional Activity

Professional activity and development activities should be infused throughout faculty work lives. Involvement in a variety of professional development activities helps keep faculty current in the field or aware of pedagogical challenges their peers across the country may face. It is where faculty become part of the broader journalism professoriate and recognized as an important voice on issues affecting the field. Activities that reflect strong professional development include:

- Training in relevant areas
- Active membership in major learned associations in the field (for example: Association of Education in Journalism and Mass Communication; International Communication Association; Broadcast Education Association). Active membership means holding office, involvement with conferences, panels and other sanctioned activities.
- Active membership in industry associations (for example: Society of Professional Journalists; Online News Association)
- Peer review for journals and conferences
- Leading workshops for other faculty and practitioners
- External reviewing for programs, dissertations, grant research competitions
- Awards/Fellowships/Special Appointments
- Consulting Assignments
- Special non-CCSU teaching projects