

**Department Assembly**  
**August 27, 2010**  
**1:45 p.m. to 3 p.m.**

In attendance: E. Toth (Chair), A.Wolvin, E. Fink, A. Samek, (Graduate Representative), K. Kendall, R. Chang, L. Waks, L. Aldoory, T. Parry-Giles, D. Hample, J. Klumpp, S. Parry-Giles, R. Gaines, M. Liu, M. Turner, X. Nan, K. Maddux, S. Khamis and B. Liu.

1. Agenda approved.
2. Minutes from May 7, 2010 approved with one change, noting that E. Fink recused himself from the vote on D. Cai's graduate faculty status.
3. Reports
  - A. Elizabeth explained Assembly Eligibility to Vote.
  - B. Elizabeth explained the procedures of election of Faculty Advisory Committee.
  - C. Election of Faculty Advisory Committee
    - i. R.Gaines opted out because he's replacing S. Parry-Gilles as the new director in Spring, 2011.
    - ii. A. Wolvin opted out because of his efforts on the new oral communication requirement implementation plans.
    - iii. T. Parry-Gilles, L. Aldoory and J. Klumpp were elected by the departmental faculty.
  - D. X. Nan and K.Maddux announced plans for new Colloquium Series for the Fall semester.
4. Meeting Adjourned at 2:50pm.

Respectfully submitted,  
Ray Chang

**Department Assembly**  
**September 10, 2010**  
**10:00 a.m. to 11:48 a.m.**

In attendance: E. Toth (Chair), A. Wolvin, E. Fink, A. Samek, L. Baltz, R. Chang, L. Aldoory, T. Parry-Giles, D. Hample, J. Klumpp, S. Parry-Giles, N. Ofulue, R. Gaines, M. Liu, M. Turner, X. Nan, K. Maddux, M. Liu, S. Khamis and B. Liu.

1. Agenda approved.
2. Minutes from August 27, 2010 approved with minor corrections.
3. Reports
  - A. T. Parry-Giles provided report of the Faculty Advisory Committee on Department Committee Assignments.
  - B. Election of Salary Advisory Committee.  
13 YES votes; 2 NO votes; no abstentions.
  - C. Toth provided a report on the Strategic Planning process and announced that the FAC will consider the process at its meeting on September 24, 2010.
  - D. Proposed APT Procedures Changes from the APT Committee were approved after voting.  
12 YES votes; 3 NO votes; no abstentions.
  - E. Toth reported an Intercultural Communication search was approved by the Dean. More details will be disclosed later.
4. A. Wolvin talked about Oral Communication Requirement Expression of Interest.
5. A motion by T. Parry-Giles for the Department of Communication to express its commitment, given adequate resources, to providing the requisite number of sections of oral communication courses needed to fulfill the University's General Education oral communication requirement, through three means, carried unanimously. The three means were COMM 107: Oral Communication; specialized versions of COMM 107 to schools/departments; and COMM 200 Critical Thinking and Speaking.

Respectfully submitted,  
Ray Chang

**COMM Committee Assignments for 2010-2011 Academic Year**  
(September 1, 2010)

Administrative Committee

Toth

S. Parry-Giles (Fall); Gaines (Spring)

Waks

Faculty Advisory Committee

T. Parry-Giles, Chair

Aldoory, Secretary

Klumpp

Toth, Ex Officio

Salary Advisory Committee

Fink

Hample

Nan

APT Committee

Aldoory

Fink

Gaines

Hample

Klumpp

S. Parry-Giles

T. Parry-Giles

Toth

Turner

Wolvin

Senior APT Committee

Fink

Gaines

Klumpp

S. Parry-Giles

T. Parry-Giles

Toth

Wolvin

Graduate Studies Committee

S. Parry-Giles, Chair (Fall); Gaines, Chair (Spring)

Gaines (Fall); S. Parry-Giles (Spring)

Turner

B. Liu

M. Liu

Beth Sundstrom, Graduate Student Representative

Undergraduate Studies Committee

Waks, Chair

Bell (Ex Officio)

Gowin (Ex Officio)

Baltz (Ex Officio)

Fink

Khamis

Wolvin

Social Fund – Khamis

COMM 478 – Waks

PRSSA – R. Toth

Grade Appeals Committee (Policies: Undergraduate Appeals Committee must be composed of three tenured faculty. Graduate Appeals Committee must be composed of two tenured faculty and two graduate students).

Aldoory

Klumpp

T. Parry-Giles

2 graduate students

Web Committee

T. Parry-Giles

Gowin

Bell

Library Liaison – Klumpp

Media Center – Wolvin

Center for Political Communication and Civic Leadership – S. Parry-Giles

Center for Risk Communication Research – Turner

Honors Coordinator – Waks

Internship Coordinator – Gowin

Communication Research Center – Turner

Institutional Review Board Coordinator – Hample, M. Liu

Colloquia – Turner, S. Parry-Giles, Nan, B. Liu, Maddux

University Senator – Turner

Collegiate Council

Representative – Maddux

Alternate –

EEO Officer – Aldoory

ARHU LOA Assessment Committee – Toth

Course Supervisors

COMM107 - Wolvin

COMM125 - Turner

COMM200 - Gaines

COMM 230 - Klumpp

COMM231 - E. Toth

COMM 330 - Klumpp

COMM350 - E. Toth

COMM351 - E. Toth

COMM352 - E. Toth

COMM360 - T. Parry-Giles

## APPOINTMENT, PROMOTION, AND TENURE PROCEDURES

### Department of Communication

#### I. *Committee Membership.*

- A. *Appointment, Promotion, and Tenure (APT) Committee.* All full time faculty members holding the rank of Associate Professor or Professor who have been awarded tenure in the department are members of the Committee.<sup>1</sup> In addition, faculty members tenured in the University of Maryland at College Park who have appointments of .49 or more in the department are members of the Committee.<sup>2</sup>
- B. *Senior APT Committee.* All members of the APT Committee holding the rank of Professor are members of the Committee.<sup>3</sup> In the event that the number of members at the rank of Professor is fewer than three, the Dean of the College of Arts & Humanities may appoint one or more eligible faculty members from related units for review and assessment purposes. A member of the Senior APT Committee will be elected Chair of the APT Committee and will preside at all APT and Senior APT meetings.
- C. *Emergency APT Committee.* Occasionally, new faculty appointments must be reviewed during the summer. For non-tenured, tenure-track positions filled during the summer, the Department Chair and/or APT Chair may convene an Emergency APT Committee. All members of the APT Committee in residence (on staff or otherwise available) are members of this committee. The Department Chair and/or APT Chair will make a conscientious effort to notify all APT Committee members of the convening of an Emergency Committee, and recommendations of an Emergency Committee of fewer than the full APT Committee will require a 2/3 affirmative vote.
- D. *Subcommittees.* For various activities of Committees that cannot reasonably be performed by the full Committee, the APT Chair may appoint a subcommittee from

---

<sup>1</sup> Specified by the Campus APT document. Section IV.A.1.

<sup>2</sup> Campus APT rules allow the department to specify additional membership beyond its full time faculty. Section IV.A.1. In addition, those procedures specify additional requirements in forming the committee if fewer than three faculty members are tenured in the department.

<sup>3</sup> Specified by the Campus APT procedures. Section IV.A.1. The same section specifies additional members to be appointed to the committee in the event that fewer than three faculty from the department are eligible for the committee.

among the Committee. Subcommittee membership must be approved by a majority of the committee. In no case may a vote of a subcommittee substitute for the vote of the APT Committee. All votes of subcommittees that influence the report of the subcommittee shall be reported to the full Committee, but no such vote shall be a part of any written report. Only the vote of the full APT Committee shall be the official vote on decisions of the Committee. All reports of subcommittees must be submitted to the parent committee and become official statements of the APT process only when adopted by the full committee.<sup>4</sup>

- E. *Department Chair Participation.* The Department Chair is ex-officio member of all APT Committees with voice but without vote.<sup>5</sup>
  - F. Chair of the Review Subcommittee. Each subcommittee having assessments to be performed during the year shall elect a Chair at its first meeting of the academic year. The Chair's duties shall include writing the recommendation (including the vote of the committee and the basis for the decision) on the candidate and recording the transactions at the review meeting and reviewing the Department Chair's letters to the candidate to ensure their accurate reflection of the APT Committee's recommendation and rationale.<sup>6</sup>
  - G. Quorum. A quorum for all meetings of the APT Committee and its subcommittees shall be a majority of the voting membership, excluding those on official leave.
  - H. Voting. All votes to approve reports or to recommend personnel actions to the department chair must be cast in writing, as secret ballots, unless unanimous consent is given for another method of voting. Votes on matters of procedure and during editing processes may be taken by voice or by show of hands; however, any such vote shall be conducted by written secret ballot if requested by any member of the committee present at the meeting.
- II. *Faculty Mentor.* The Department Chair shall provide for the mentoring of each assistant professor and of each untenured associate professor by one or more members of the senior faculty other than the Department Chair. Mentors should encourage, support, and assist these faculty members and be available for consultation on matters of professional development. With specific reference to teaching and advisement; research, scholarship, and

---

<sup>4</sup> Although subcommittees may be formed advisory to the APT Committee, Section IV.A.1 of Campus APT procedures specifies that only the vote of the full APT Committee shall be the vote on decisions of the Committee.

<sup>5</sup> Section IV.A.1 of the campus APT regulations permit the department to establish rules governing participation by the Chair.

<sup>6</sup> Required by Section IV.A.1 of the Campus APT procedures.



creative activity; and service, mentors should advise tenure-track faculty of the prevailing standards of quality and of the most effective ways to demonstrate that they meet the standards. Mentors need to be frank and honest about the progress of the faculty member toward fulfilling the criteria for tenure and/or promotion. Comments by mentors are purely advisory to faculty members, do not represent the views of the APT Committee, and do not assure a favorable tenure and/or promotion decision.

III. *Assessments & Reviews.*

A. *Initial Appointment.* All appointments to tenure-track positions in the department must be referred to the APT committee for approval (or to an Emergency Committee under the conditions described in Section I.C. above). All initial appointments at the rank of full professor must also receive the approval of the Senior APT Committee. The appropriate Committee may request that the APT Chair supervise the collection of material required to conduct their deliberations.<sup>7</sup> Other procedures for appointments are governed by existing university policy.

B. *Annual Informal Assessments.*

1. Following appropriate consultation with APT committee, the Department Chair shall independently provide each assistant professor and each untenured associate professor annually with an informal assessment of his or her progress. With specific reference to teaching and advisement; research, scholarship, and creative activity; and service, the Department Chair should advise tenure-track faculty of the prevailing standards of quality and of the most effective ways to demonstrate that they meet the standards.
2. Informal assessments by the Department Chair are purely advisory to the faculty member and do not assure a favorable tenure and/or promotion decision. Informal assessments shall be based in large part on a file constructed for purposes of the assessment by the faculty member to be assessed. The file may contain any material that the faculty member believes pertinent to the assessment, but it must contain at least the following: the faculty member's *curriculum vitae*, copies of all published research, copies of course syllabi representative of the faculty member's teaching assignments in the department, and summary reports of teaching evaluations for each undergraduate and graduate course taught during the period assessed.

---

<sup>7</sup> Additional information on appointments is contained in Section III of the Campus APT procedures.

3. At the discretion of the Department Chair, one or more faculty members may be asked to provide a written report of the teaching of the faculty member based in part on one or more classroom visits. These visits shall be at times deemed convenient by the faculty member being assessed. The faculty member being assessed may, at his/her discretion, provide in advance of each classroom visit whatever material he or she deems useful to the reporters' ability to understand the class visited.
4. The faculty member being assessed shall be given a copy of the annual informal assessment and shall have the right to respond in writing. Any such response shall be submitted to the Department Chair within one week of the faculty member's receipt of the assessment. The Department Chair shall report to the APT Committee the contents of each annual informal assessment in a timely fashion. The APT Committee shall have the right to respond in writing to any annual informal assessment. Any such response shall be submitted to the Department Chair within two weeks of the APT Committee's receipt of the Department Chair's report of that assessment. Each annual informal assessment shall be included in the faculty member's personnel file with any material attached as requested by the faculty member or the APT Committee. Annual assessments are separate from the tenure review process, but shall become a part of the information collected for the tenure review.

C. Formal Intermediate Reviews

1. Assistant Professors. The APT Committee shall perform a formal intermediate review of the progress toward meeting the criteria for tenure and promotion in the third year of an assistant professor's appointment. The purposes of these intermediate reviews are to assess the candidate's progress toward promotion, to inform the reviewed faculty member of that assessment, to inform the faculty members more senior to that faculty member who will eventually consider him or her for promotion of that assessment, and to advise the candidate and Department Chair of steps that should be taken to improve prospects for promotion. These intermediate reviews shall be structured exactly like reviews for tenure and/or promotion (as described in this document), with the exception that intermediate reviews will not involve external evaluations of the faculty member. The Department Chair shall consider this formal intermediate review in determining contract renewal.
2. Tenured Associate Professors. The APT Committee shall perform a formal intermediate review of the progress towards meeting the criteria for promotion to the rank of professor in the fifth year of a tenured associate professor's appointment and every five years thereafter. An associate

professor may request an intermediate review earlier than the five years specified. The purposes of these intermediate reviews are to assess the candidate's progress toward promotion, to inform the reviewed faculty member of that assessment, to inform the faculty members more senior to that faculty member who will eventually consider him or her for promotion of that assessment, and to advise the candidate and Department Chair of steps that should be taken to improve prospects for promotion. These intermediate reviews shall be structured exactly like reviews for tenure and/or promotion (as described in this document), with the exception that intermediate reviews will not involve external evaluations of the faculty member.

3. The faculty member being assessed shall be given a copy of the formal intermediate review and the department chair's review letter and shall have the right to respond in writing. Any such response shall be submitted to the Department Chair within one week of the faculty member's receipt of the review. Each formal intermediate review shall be included in the faculty member's personnel file with any material attached as requested by the faculty member or the APT Committee. Formal intermediate reviews are separate from the tenure review process, but shall become a part of the information collected for the tenure review.

D. *Tenure Review.* Tenure reviews are governed by the APT documents of the System, the Campus, the College, and the Department.

E. *Promotion Reviews.* Promotion reviews are governed by the APT documents of the System, the Campus, the College, and the Department.

#### IV. *Procedures for APT Committee Actions.*

A. *Calendar.* The APT Chair shall provide annually to the faculty a timetable that will govern reappointment, promotion, and tenure reviews. In addition, the Department Chair shall notify each non-tenured tenure track faculty member and the members of the APT Committee of the review procedure appropriate for that faculty member during that year.

B. *Initiation of Review.* Responsibility for initiation of a tenure or promotion review shall rest with the faculty member seeking tenure or promotion.<sup>8</sup> The faculty member shall indicate in writing to the Department Chair and to the APT Chair the wish to be reviewed. Responsibility for initiation of review for initial appointment or annual review of untenured faculty members shall rest with the Department Chair.

---

<sup>8</sup> The decision on review of faculty members during the year of the primary tenure review are governed by Section IV of the Campus APT procedures.

C. *Construction of the Review File.*

1. The responsibility for establishing the Personal Statement advocating the faculty member's tenure and/or promotion and the review file rests with the faculty member to be reviewed.<sup>9</sup> Assistance in this task by the mentor, the Department Chair and/or any member of the APT Committee is appropriate.
2. The review file shall be constructed in compliance with the University Appointment, Promotion, and Tenure Procedures Manual effective at the beginning of the academic year in which a formal review for tenure and/or promotion will occur.<sup>10</sup> To document the research record the file shall contain at minimum the curriculum vitae and copies of the most recent products of the faculty member's research. To document the teaching record the teaching portfolio shall contain at minimum the following: course syllabi from the faculty member's recent sections, reports of peer evaluation of teaching, and student evaluations from all undergraduate and graduate courses during the review period.
3. When the file is complete, the faculty member being reviewed shall present it to the APT Chair with a letter stating that it is complete. The faculty member being reviewed may add material to the file after this time, but the addition must be accompanied by a dated letter stating the nature of the addition, the date it is forwarded for inclusion, and the reason for the addition. There is no requirement that decisions completed previous to the additional material be reconsidered by the Committee. Additional material may be added as a result of Committee deliberations only with a similar dated letter of addition from the committee to the candidate. All rights outlined under section V.A.6. of this document shall be respected in this procedure.

D. *Preparation of the Summary Statement of Professional Achievements.* The appropriate APT committee or a subcommittee of the appropriate committee shall prepare a concise Summary Statement of Professional Achievements. The Summary Statement shall place the professional achievements of the faculty member in scholarship, research, and artistic performance in the context of the broader discipline. It shall place the faculty member's professional achievements in teaching and in service in the context of the responsibilities of the unit, the college, the University, the discipline,

---

<sup>9</sup> Specified in Section IV of the campus APT document.

<sup>10</sup> Specified in Section IV of the campus APT document.

and the greater community.<sup>11</sup> If prepared by a subcommittee, the statement shall be reviewed and approved by the appropriate parent committee. The statement shall be presented to the faculty member by the Department Chair accompanied by a dated letter of notification. The faculty member under review shall have two weeks to respond, as specified in the Campus APT procedures. (The Summary Statement is not required on initial appointments, except those carrying tenure, nor on intermediate reviews.)

- E. *Preparation of External Reviews.* The faculty member under review shall prepare a list of at least six names of widely recognized authorities in his or her area of research. In addition, the faculty member may submit a list of no more than six authorities he or she wishes to exclude from those being consulted for the review. Independent of the candidate, the appropriate APT committee shall generate a list of at least six names of widely recognized authorities in the area of research. Based on these two lists, the appropriate APT Committee shall construct a list of no fewer than six external reviewers. At least three and no more than half of the names on this list shall appear on the faculty member's list, and the faculty member's wishes on names not to appear on the list shall be respected. The APT Chair is responsible for soliciting letters of recommendation from the selected reviewers. The APT Chair will consult with the APT Committee with regard to the issues such referees should address about the candidate. The APT Chair shall prepare the packet of material (excluding the cover letter) in consultation with the faculty member being reviewed. The APT Chair shall prepare the cover letter in consultation with the Spokesperson of the Committee. (External review is not required on initial appointments, except those carrying tenure, nor on annual reviews.)<sup>12</sup>
- F. *Deliberations and Voting.* The deliberations of the APT Committee are confidential. Any breach in this confidentiality is considered a breach of professional ethics. Decisions regarding a candidate shall only be made at meetings called for this purpose. At least one week's notice shall be given for such meetings. After a vote regarding a candidate, another vote may be taken: (1) at the same meeting, by unanimous consent; or (2) upon request of one-third of the members of the appropriate APT Committee. The APT Chair shall schedule such a meeting and notify all members of the appropriate Committee. The last vote regarding a candidate shall constitute the deciding vote.

---

<sup>11</sup> This procedure is required by Section IV.A.6. of Campus APT procedures.

<sup>12</sup> Department procedures must comply with Section IV.A.2. of Campus APT procedures.

- G. *Report of the Committee.* The Committee shall deliver its recommendation (including the vote tally) in writing to the Department Chair at least one week prior to the deadline for submission to the Dean and the College Committee.<sup>13</sup> The report shall explain the basis for the Committee's recommendation insofar as that basis has been made known in the discussions taking place among the members of the Committee. Dissenting positions may be prepared by any member of the committee and such dissents shall accompany the report through the rest of the APT process. The Department Chair will then prepare his or her recommendation.
- H. *Reconciliation of Decisions by the Department Chair and APT Committee.* If the Department Chair's recommendation regarding reappointment, promotion, or tenure disagrees with the recommendation of the appropriate APT Committee, the Department Chair will then notify the APT Committee of his or her final recommendation.<sup>14</sup>
- I. *Report to the Candidate.* In promotion and tenure reviews, the Department Chair, after receiving the Committee's recommendation, shall prepare, for the faculty member being reviewed, a letter announcing the recommendation and vote tally, and summarizing the basis for it.<sup>15</sup> This letter will be reviewed and approved by the Chair of the Review Subcommittee. In addition, any member of the Committee requesting to review this letter or the Chair's letter concerning his or her recommendation in the review may do so. The letter will then be presented to the faculty member being reviewed. In this summary and during this discussion, the substance of the confidential letters from any outside referees may be summarized but not attributed.
- J. *Appeal of a Negative APT Decision.* Following a negative departmental decision, there is no right of appeal beyond that specified in Campus and College documents.
- V. *Criteria for Actions.* The qualifications for appointment, tenure, and promotion are the responsibility of each member of the APT committee. Each committee member is responsible for reaching such an evaluation within the criteria established by campus, college, and departmental APT documents.<sup>16</sup> Departmental criteria include the following:

---

<sup>13</sup> This requirement is elaborated in Section IV.A.7 of the Campus APT procedures.

<sup>14</sup> Procedures governing when decisions are passed from Department to College are specified in Section IV.A.5 of the Campus procedures.

<sup>15</sup> Required by Section IV.D of the Campus APT document.

<sup>16</sup> See Section II of the Campus APT procedures.

- A. Research. The general criterion used to evaluate research shall be that the faculty member be engaged continually and effectively in creative activities of high quality and significance. The department employs the following dimensions in evaluating a research program: significance, scope, originality, disciplinarity, quantity, continuity, coherence, and progression.<sup>17</sup>
- B. Teaching. The general criteria used to evaluate teaching relate to the substance and pedagogical practice of the faculty member's teaching. In the evaluation of teaching, opinions of students and colleagues shall be included. Teaching activities shall include: classroom instruction; curricular innovation and development; construction of instructional texts, manuals, and other materials; advising and mentoring of undergraduate and graduate students; educational activities related to the discipline performed beyond the campus; supervision of student work at the undergraduate and graduate level; and participation in evaluation committees for student work. The department expects evidence of the following dimensions in the teaching portfolio: disciplinarity and contemporaneity of content, rational organization, clear and engaging communication, fair treatment of students, appropriate and rigorous assessment of student work.<sup>18</sup>
- C. Service. The general criterion used to evaluate service shall be that the faculty member be continuously and effectively engaged in activities of high quality for the benefit of the university, the discipline, and the wider intellectual and social community. The department employs the following dimensions in evaluating the service record: consistency, quantity, significance, and effectiveness.<sup>19</sup>

VI. *Rights and Responsibilities Governing the APT Process.*

A. *Rights and Responsibilities of Faculty Members wishing to be Reviewed.*

- 1. Responsibility to become familiar with, and maintain knowledge of, the rules and regulations of the University, the Campus, the College, and the Department relating to the process.

---

<sup>17</sup> The criterion is adapted from Section II.B of the campus APT procedures which also specifies that the department should "develop and disseminate the criteria" that it will use in evaluation.

<sup>18</sup> The criteria are adopted from Section II.A of campus APT procedures that also requires the department to "develop and disseminate the criteria" it will use in evaluation.

<sup>19</sup> The general criterion is adapted from Section II.C of the campus APT document.

2. Responsibility to indicate to the APT Chair the desire to be reviewed. During the year of mandatory tenure review, this is a responsibility to notify the Chair of a wish to waive review.<sup>20</sup>
3. Responsibility, if an untenured faculty member, to select a mentor in consultation with the Department Chair.<sup>21</sup>
4. Responsibility, in consultation with the APT Chair and other members of the APT Committee, to prepare the Personal Statement and the initial review file in the form required by the University Appointment, Promotion, and Tenure Procedures Manual in effect at the beginning of the academic year in which the review will occur.<sup>22</sup>
5. Right to notification of deadlines for submitting and required content in material for review.<sup>23</sup>
6. Right to notification at the earliest possible time of changes in the programmatic needs of the unit or the University that might have a bearing on the faculty member's prospects for tenure.<sup>24</sup>
7. Right to fair and impartial review without arbitrary or capricious decision.
8. Right to know all faculty participating in the Review committee.
9. Right to have access to, and attach comment or dissent to, all material contained in the review file except for those items declared confidential. Confidential material includes external reviews, evaluative reports of the Committee and the Department Chair, and any other evaluations in which confidentiality has been assured to the evaluator. In the case of confidential information, the faculty member has the right to a summary of the contents without attribution of the contents, and the right to attach comment or dissent to such summaries.

---

<sup>20</sup> See Section IV.F.4 of the Campus APT procedures.

<sup>21</sup> Specified in Section IV.A.2 of campus APT document.

<sup>22</sup> Specified in Section IV of campus APT document.

<sup>23</sup> University of Maryland APT Policy, Section IV.

<sup>24</sup> Required by Section IV.A.3 of the campus APT document.



10. Right to speedy notification of actions on their application as quickly as practical after the appropriate date of release of that information to the reviewed faculty member.<sup>25</sup>

B. *Rights and Responsibilities of Members of the APT Committee.*

1. Responsibility to become familiar with the rules and regulations of the University, the Campus, the College, and the Department relating to the process.
2. Responsibility to prepare thoroughly for the deliberations of the committee and to participate fully.
3. Responsibility to impose the highest standards of quality, to ensure that all candidates receive fair and impartial treatment, and for maintaining the integrity and the confidentiality of the review and recommendation process.<sup>26</sup>
4. Right to confidentiality in deliberations and in vote on APT matters. Responsibility to respect the confidentiality of other committee members, and all who have been assured confidentiality when the committee requested their judgment.
5. Right of access to the entirety of review files including all confidential material forwarded to a second level of review.

C. *Rights and Responsibilities of the Department Chair.*

1. Responsibility to provide all new tenure track faculty with these procedures and other policies of the university named herein.<sup>27</sup> This includes notifying faculty of deadlines and the material required for review.
2. Responsibility to offer and provide assistance to faculty members wishing to be reviewed in assembling review files.
3. Responsibility to work with the APT Committee and the APT Chair to assemble relevant information for the APT review.

---

<sup>25</sup> Specified in Section IV.D of the campus APT procedures. Additional requirements are provided there.

<sup>26</sup> Specified in Section IV of campus APT policy.

<sup>27</sup> Required by Section IV of Campus APT procedures.

4. Right to confidentiality of the Chair's report (that is, the report directed to the second level review). Responsibility to ensure the confidentiality of members of the review committee and all others to whom confidentiality has been assured.

VII. *Amendment of Procedures.* Changes to this document may be initiated by any member of the Department faculty through submission to the APT Chair. Changes shall be referred to the APT Committee for its review. The Committee shall consider the changes at a meeting held at least a week after submission of the proposed changes to the Committee, but within three months of submission of the proposed changes to the Chair. Upon approval by a majority of the Committee, changes shall be forwarded to the Departmental Assembly for decision at its next meeting. Proposed changes must, however, be circulated to all members of the Departmental Assembly at least one week prior to the vote. Changes shall be passed upon majority vote of the Departmental Assembly. Changes become effective for faculty members who are employed the semester following their approval, and others who agree to be evaluated by these changes.

- Adopted: February 28, 1992
- Amended: December 19, 1992; April 7, 2000; May 6, 2005; October 3, 2008; September 10, 2010

**Department Assembly**  
**October 1, 2010**  
**10 a.m. to Noon**

In attendance: E. Toth (Chair), N. Ofulue, E. Fink, B. Sundstrom, R. Chang, L. Waks, L. Aldoory, T. Parry-Giles, D. Hample, J. Klumpp, S. Parry-Giles, R. Gaines, M. Liu, M. Turner, X. Nan, K. Maddux, S. Khamis and B. Liu.

1. Agenda approved.
2. Minutes from September 10, 2010 approved with minor updates.
3. Reports
  - A. Toth provided a report of monies reallocation. The Department of Communication received reallocation monies to search for a tenure-track position in intercultural communication; monies to help increase graduate student stipends; and monies to help decrease graduate student teaching loads. The Department is requesting monies from ARHU through a competitive process to assist with graduate student travel
  - B. Waks provided a report of departmental honors program and learning assessment outcome.
  - C. Motion by E. Fink and second by S. Khamis: The Learning Outcomes Assessment Rubrics stand as submitted, but the assessment process will be done by the faculty affiliated with the content of the courses assessed. YES, 9 and 1 Abstention.
  - D. T. Parry-Giles provided updates on Strategic Plan/Undergraduate Program Open Forum.
4. Meeting Adjourned at 11:40pm.

Respectfully submitted,  
Ray Chang

Department of Communication

Assembly Minutes

Nov. 5, 2010

Those in attendance: E. Toth (Chair), E. Fink, K. Kendall, R. Chang, L. Waks, L. Aldoory, T. Parry-Giles, S. Parry-Giles, D. Hample, J. Klumpp, S. Parry-Giles, R. Gaines, M. Liu, M. Turner, X. Nan, K. Maddux, S. Khamis and B. Liu.

- I. Approval of the Agenda
- II. Approval of the minutes of the Oct. 1, 2010 meeting, with the minor correction of adding a T. before Parry-Giles under item 3.C.
- III. Reports

The Assembly considered proposed language on three graduate handbook sections: the Plan of Study Requirements for Students entering the Ph.D. program with a BA/BS in Communication; Requirements for the M.A. in Communication (entering Fall, 2011); and the Benchmarks and Processes for Appeal.

- A. Plan of Study Requirements for Students Entering the Ph.D. program with a BA/BS in Communication form

Approved by unanimous consent were: (1) A. 6: A seminar paper is required for Ph.D. students . . . (2) the addition of the sentence "At least 24 credits should be taken from the Department of Communication and 24 credits should be numbered 600 and higher and this sentence becomes item 7. Under A.

Then, COMM 898—Pre-Candidacy Research. Minimum 1 credit each fall and spring semester between completion of Plan of Study and Advancement to Candidacy, if applicable. (Eligibility for Candidacy requires passing Prospectus Examination). Becomes item B.

Approved by unanimous consent was revised introductory language: "A Bachelor's Degree from an accredited institution is required for admission into the doctoral Program. A Ph.D. degree requires successful completion in four general areas: Coursework, Ph.D. seminar paper, Comprehensive Examination, and Dissertation."

- B. Requirements for the M.A. in Communication (Entering Fall, 2011)
  1. Deleted by unanimous consent was the sentence "The M.A. in Communication is competency-based."
  2. Unanimously approved were changes to credits for the Non-Thesis option from 18 to 21 credits.

3. Approved was the deletion of the thesis option.

C. After discussion of proposed benchmarks and processes for appeal, the Assembly deferred action on the proposal until its next meeting.

IV. The meeting was the adjourned 12PM.

Department of Communication

Assembly Minutes

Dec. 16, 2010

Those in attendance: E. Toth (Chair), E. Fink, A. Samek, R. Chang, L. Waks, L. Aldoory, T. Parry-Giles, S. Parry-Giles, D. Hample, J. Klumpp, R. Gaines, M. Liu, A. Wolvin, N. Ofulue, M. Turner, X. Nan, K. Maddux, S. Khamis and B. Liu.

- I. Approval of the Agenda.
- II. Approval of the minutes of the Nov. 5, 2010 meeting.
- III. Reports
  - A. E. Toth provided chair report.
  - B. S. Parry-Giles proposed ideas of Translation/Interrelation courses; she also provided updates on revised Benchmarks and Processes for Appeal
  - C. J. Klumpp provided report on the work progress of the search committee for new faculty.
- IV. Strategic Plan Discussion
  - A. M.S.P. T. Parry-Giles' proposal of discussion of Strategic Plan.
  - B. Strategic Plan passed as amended (see attached).
- V. The meeting was the adjourned 11:40AM.

Department of Communication

Assembly Minutes

Feb. 4, 2011

Those in attendance: E. Toth (Chair), E. Fink, A. Samek, R. Chang, L. Aldoory, T. Parry-Giles, S. Parry-Giles, D. Hample, J. Klumpp, R. Gaines, M. Liu, A. Wolvin, X. Nan, K. Maddux, S. Khamis and B. Liu.

- I. Approval of the Agenda.
- II. Approval of the minutes of the Dec. 16, 2010 meeting with 1 item added.
  - A. Salary provision was added to the strategic plan.
- III. Reports and Discussion
  - A. E. Toth asked members of the assembly to volunteer to become a new senator to the University Senate; D. Hample volunteered to complete M. Turner's term.
  - B. S. Parry-Giles provided report of the Graduate Committee on revised benchmarks and process of appeal.
  - C. E. Fink's proposing amendment to the Revised Benchmarks and Process of Appeal was discussed and voted down. (11 no, 2 yes)
  - D. The Revision for Benchmarks and Process for Appeal was passed. These proposals move on to the ARHU PCC committee for approval.
  - E. E. Toth reported on Patrice Buzzanell and Steve Wilson's hiring process.
  - F. L. Waks reported that a new course COMM482 was created.
  - G. S. Parry-Giles reported progress on the proposed Translation/Interpretation Master's degree programs.
- IV. L. Aldoory is taking M. Turner's position as the director of the Center for Risk Communication
- V. The meeting was the adjourned 11:45 a.m.





Department of Communication

Assembly Minutes

April 1, 2011

Those in attendance: E. Toth (Chair), E. Fink, A. Samek, R. Chang, L. Aldoory, T. Parry-Giles, S. Parry-Giles, D. Hample, J. Klumpp, R. Gaines, M. Liu, X. Nan, K. Maddux, S. Khamis, B. Liu, L. Waks, L. Baltz.

- I. Approval of the Agenda.
- II. Approval of the minutes of the February 4, 2011 meeting, with the following correction to III. C.: The sentence should read: "E. Fink's proposed amendment to the Revised Benchmarks and Process of Appeal proposal was discussed and failed (11No, 2 Yes votes)."
- III. Reports
  - A. R. Gaines Reported progress on Curriculum Proposal and new graduate students recruitment.
  - B. S. Parry-Giles reported progress on Translation/Interpretation Proposals.
- IV. D. Hample was elected to be the Department's Senator to the University Senate for a 3-year term.
- V. By-Law Changes to Procedures for Conducting Searches for Tenured and Tenure-Track Faculty
  - A. Proposed Amendment in item 6 was not passed. (7 NO, 5 YES, 2 ABSTAIN)
  - B. Unanimous consent to add additional language to item 7, to add "process and findings" to the end of the second sentence.
  - C. Amendment in item 8 was passed. (11 YES, 2 NO, 1 ABSTAIN). It now will read:

Following approval of the search history by the College Equity Office, the finalists' dossiers and the Search Committee's narrative shall be distributed to the Department of Communication Appointment, Promotion, & Tenure (APT) Committee (or to an Emergency Committee under conditions described in Section I.C. of the APT Procedures). The APT Committee shall, after any discussion, then vote, by secret ballot, as to the acceptability of each active candidate in terms of the faculty rank and position for which the candidate is being considered; these votes shall be reported to the department chair. The APT committee shall, at its discretion, make whatever recommendations it wishes to the department chair regarding initial appointments. All initial appointments at the rank of full professor shall be voted upon by the Senior APT Committee rather than the APT Committee.

- D. By-Law changes document as a whole was passed. (12 Yes, 1 NO, 1 ABSTAIN) (See Attached complete document.)
- VI. By unanimous consent, the Assembly approved dropping the LEP requirement from the Shady Grove undergraduate communication major. The Chair will forward this action to the Undergraduate Studies Dean for approval.
- VII. Discussion of proposal to add Digital Communication Track was postponed to the next Assembly meeting.
- VIII. The meeting was the adjourned 11:45AM.

Respectfully submitted,

Ray Chang

- B. Procedure for conducting searches for tenured and tenure-track faculty
1. Upon approval of a faculty search by the Dean of the College of Arts & Humanities, the Department chair shall, in consultation with the Faculty Advisory Committee, appoint a Search Committee. In appointing the Search Committee, the Chair shall strive for diversity and broad representation of membership, mindful that student or staff representatives to the Search Committee shall not be the primary source of diversity.
  2. Prior to initializing the search, the Department Chair shall submit the Search Committee's composition to the Department Equal Education Employment Officer, the College Equity Administrator, and/or the Dean for review and approval.
  3. The Department Chair and the Search Committee shall develop the Position Announcement and the Search & Selection Plan.
    - a. The Position Announcement should reflect the evaluation of both the requirements and the responsibilities of the position to be certain they are not simply the result of traditional practices, but are genuinely related to the current and future needs of the unit, including the need to enhance diversity among faculty or staff.
    - b. The Search & Selection Plan shall describe the ways in which candidates will be recruited for the position, as well as special efforts to attract a diverse pool of candidates. It will also define the methods by which applicants will be evaluated and the procedures for selecting finalists.
    - c. The Department Chair shall submit the Position Announcement and the Search & Selection Plan to the Department Equal Education Employment Officer, the College Equity Administrator, and/or the Dean for review and approval.
  4. The Search Committee shall advertise the position in accordance with the Search & Selection Plan and generate a pool of applicants.
  5. The Search Committee shall evaluate the applicants' credentials for the position in accordance with the Position Announcement and the Search & Selection Plan. Based upon that evaluation, the Search Committee will select finalists for the position and organize on-campus interviews with the selected finalists.
  6. On-campus interviews shall provide wide opportunity for participation by faculty, graduate students, and staff of the department, as well as an established time for each finalist to meet with the search committee in a confidential interview. On campus interviews are designed to assess the finalists' qualifications, qualities, and appropriateness to the departmental mission and to showcase the virtues of the department to each finalist.
  7. Upon completion of the on-campus interviews, the search committee shall prepare a narrative specifying each candidate's relative strengths and weaknesses and in which ways the candidates can contribute to the department. This narrative and the committee's minutes shall be forwarded to the College Equity Officer and the Department Chair for an approval of the search's process and findings.
  8. Following approval of the search history by the College Equity Office, the finalists' dossiers and the Search Committee's narrative shall be distributed to the Department of Communication Appointment, Promotion, & Tenure (APT) Committee. (or to an Emergency Committee under conditions described in Section I.C. of the APT Procedures). The APT Committee shall, after any discussion, then vote, by secret ballot, as to

the acceptability of each active candidate in terms of the faculty rank and position for which the candidate is being considered; these votes shall be reported to the department chair. The APT committee shall, at its discretion, make whatever recommendations it wishes to the department chair regarding initial appointments. All initial appointments at the rank of full professor shall be voted upon by the Senior APT Committee rather than the APT Committee.

9. Following the action of the APT Committee, the Department Chair shall forward to the Dean a narrative detailing the strengths and weaknesses of each of the finalists for the position, whether s/he finds each finalist acceptable or unacceptable, and a proposed order for offers, if any. Following review of this narrative by the Dean and approval of an offer, the offer may be extended.

Department of Communication

Assembly Minutes

May 6, 2011

Those in attendance: E. Toth (Chair), E. Fink, A. Samek, R. Chang, T. Parry-Giles, S. Parry-Giles, D. Hample, J. Klumpp, R. Gaines, M. Liu, X. Nan, K. Maddux, S. Khamis, B. Liu, L. Waks, A. Wolvin.

- I. Approval of the Agenda by unanimous consent.
- II. Approval of the minutes of the April 1, 2011 meeting by unanimous consent.
- III. Reports
  - A. E. Toth thanked the COMM Assembly members for their service to the Department of Communication during the 2010-11 year and provided a Chair's Report on 2011 Academic Year (see attached).
  - B. A. Wolvin, who serves on the Campus GENED Oral Communication implementation committee reported on oral communication courses being developed by other Departments and Colleges in addition to COMM's proposed courses.
- IV. L. Waks reported the COMM 324 had been approved for the GENED Cultural Competency Category.
- V. Added revisions to Appendix A in Policy in Merit Pay Distribution, requested by the Faculty Senate Subcommittee, were unanimously approved (see attached).
- VI. Motion by the Undergraduate Committee to add a Digital Communication Track to be offered only at Shady Grove campus passed. (13 yes, 1 no, 1 abstain) (Attached track draft)
- VII. Motion by J. Klumpp to charge the Under Graduate Committee to produce a report by the end of the 2012 academic year addressing the changes in modes of communication and proposing a plan to transform our curriculum and facilities to produce expanded communication competence to all our majors passed (11 yes, 4 no).
- VIII. The COMM graduation ceremony will be held at Reckord Armory on May 20; Guest speaker is U.S. Representative Donna Edwards.
- IX. The meeting was adjourned 11:45 a.m.

Respectfully submitted,

Ray Chang

## **Department of Communication**

### **Plan of Organization**

#### Appendix A—Policy on Merit Pay Distribution

##### I. Authority and Responsibility

The department chair has the authority and responsibility to determine merit increases with the approval of the Dean. However, the department chair is required to follow the provisions of the Merit Pay Distribution Plan which follows.

##### II. Merit Pay Distribution Plan

Conformity, Approval, and Amendment. This plan and any future amendments to the plan must be consistent with the UMCP Policy on Merit Pay Distribution and must be approved by a majority vote of the faculty of the department in a secret ballot.

##### III. The Salary Advisory Committee

The Salary Advisory Committee shall provide recommendations to the department chair regarding the awarding of merit dollars for all faculty members on permanent budget lines under the review of the department chair.

The Salary Advisory Committee shall be directly elected (by secret, written ballot) by the tenure-track and tenured faculty after receiving a report from the Faculty Advisory Committee nominating members for that year. In formulating its nominating report, the Faculty Advisory Committee shall seek diversity in gender, race, and scholarly interests. The Salary Advisory Committee shall consist of one faculty member from each of the following groups: (1) full professors, (2) associate professors, and (3) assistant professors, instructors, and lecturers on tenure leading lines.

##### IV. Procedures

The Salary Advisory Committee shall provide merit recommendations to the department chair based on evaluations of faculty members that give significant attention to all of the following areas of faculty performance: teaching and advisement; research, scholarship, and creative activity; and service.

Evaluation of each area of faculty performance shall be based on specific criteria.

Teaching and Advisement. The criteria used to evaluate teaching shall minimally include extent of teaching participation, and innovation and development of course materials and methods. The criteria used to evaluate mentoring shall include participation in undergraduate advising, involvement in the mentoring of students including supervising research teams and facilitating student publication, participation in graduate final oral examination committees, and successful completion of master's and doctoral students.

Research, Scholarship, and Creative Activity. The criteria used to evaluate research, scholarship, and creative activity shall minimally include quality, significance, and continuity of the faculty member's activities, particularly insofar as these may be observed in published research, conference presentations, successful receipt of grant and contract funding, and evidence of research in progress including prospective publications under review or applications submitted for grants and contracts.

Service. The criteria used to evaluate service shall minimally include participation in the responsibilities of the department's business including standing and ad hoc committee assignments, course supervisions, administrative tasks, and activity coordination; service on college and university standing and ad hoc committees including participation in shared governance; participation in review of research for the discipline including manuscript review and convention program selection processes; representing the discipline and the university in contacts with media and other non-university and public organizations.

The evaluation shall reflect faculty member performance over at least the three previous years. **Performance for the current year merit awards will be based on an average of merit assessments for at least the previous three years.**

Length of employment shall not be the major determinant of merit recommendations by the Salary Advisory Committee or of merit determinations by the department chair.

The chair may seek, and the committee may provide, such other advice on issues related to salary as either deems appropriate.

The department chair shall supply the Salary Advisory Committee with all information to be used in evaluating [the performance of] each faculty member.

The Salary Advisory Committee shall prepare its recommendations in a meeting of the committee held annually during the Spring Semester and at other times as necessary. All members of the committee must be present at this meeting.

Recommendations to the Chairperson shall be in dollar increments.

The Chair shall report his or her final salary recommendations to a meeting of the Salary Advisory Committee at which the chairperson shall receive comments of the committee on the awards. ***Both the Salary Advisory Committee and the Chair will each certify that they have followed the Department's Policy on Merit Pay distribution and/or indicate areas where they have deviated from the Policy with a rationale provided justifying that deviation.***

Faculty members will receive a letter from the Chair indicating their new salaries and showing the adjustments in salary due to across-the-board cost of living adjustments and to merit-based increases. This letter shall also contain information on the Salary Advisory Committee's evaluation of the faculty member's merit rating. It will include a statement informing the faculty member of their right to meet with the chair and to appeal the decision on their merit-based pay increase.

The Chair shall also conduct an annual evaluation of the salary structure of the department and consult with the appropriate College administrators to address salary compression or salary inequities that are present or have developed in the department. ***The Chair shall periodically review the makeup of the Salary Advisory Committee to assure that a reasonable representation of faculty diversity has been achieved and if it has not, take appropriate action to rectify the situation.***

The Chairperson shall be available to discuss salary with any faculty member who so requests.

#### V. Appeals

Within ten days of the notification of their merit pay allocation, any faculty member may request an appeal of their evaluation by the Salary Advisory Committee and their merit pay allocation by submitting a letter to the Department Chair. The appeal will be heard by the Salary Appeals Committee, consisting of the Department Chair, the chair of the Salary Advisory Committee, and the chair of the Appointments, Promotion, and Tenure Committee. A decision will be rendered by a majority of the Salary Appeals Committee and the decision of the Salary Appeals Committee is final.

Approved by Tenure and Tenure Leading Members of Faculty – April 1, 1994; Amended April 10, 2009; February 4, 2011



## Department of Communication

### Proposed Digital Communication Track

#### Track Requirements

#### Courses

Performance Requirement

COMM 107 Communication: Principles and Practice *OR*

COMM 200 Critical Thinking and Speaking *OR*

COMM 230 Argumentation and Debate

Common Requirements

COMM 250 Introduction to Communication Inquiry

COMM 400 Research Methods in Communication

COMM 401 Interpreting Strategic Discourse

Theory Requirement

COMM 402 Communication Theory and Process

Track Requirements

*One course from the following:*

COMM 420 Theories of Group Discussion

COMM 424 Communication in Complex Organizations

COMM 425 Negotiation and Conflict Management

COMM 426 Conflict Management

COMM 435 Theories of Interpersonal Communication

COMM 470 Listening

COMM 475 Persuasion

COMM 477 Discourse Analysis

COMM 482 Intercultural Communication

*One course from the following:*

COMM 330 Argumentation and Public Policy

COMM 340 Communicating the Narrative  
COMM 360 The Rhetoric of Black America  
COMM 451 Renaissance & Modern Rhetoric Theory  
COMM 453 The Power of Discourse in American Life  
COMM 455 Speechwriting  
COMM 460 Public Life in American Communities  
COMM 461 Voices of Public Leadership in the 20<sup>th</sup> Century  
COMM 469 The Discourse of Social Movements  
COMM 471 Public Communication Campaigns  
COMM 476 Language, Communication, and Action

*12 semester hours (4 courses) in COMM courses at the 300-400 level from the following: \**

COMM 371 Communication & Digital Media

COMM398D Advocacy Short Film

COMM 398J Documentary Production

COMM 398N Communication & Digital Imaging

COMM 397W Web Design

COMM 498A Communication through Social Media

\*A preliminary selection

Electives

3 semester hours (1 course) in COMM at any level (100-400)

Intellectual Skills

Statistical Analysis

*One of the following :*

**BMGT 230 Business Statistics**

**CCJS 200 Statistics for Criminology and Criminal Justice**

**EDMS 451 Introduction to Educational Statistics**

**PSYC 200 Statistical Methods in Psychology**

**SOCY 201 Introductory Statistics for Sociology**

**STAT 100 Elementary Statistics and Probability**

**Structural Analysis of Language**

*One of the following:*

**HESP 120 Introduction to Linguistics**

**LING 200 Introduction to Linguistics**

**LING 240 Language and Mind**

**Cognate            Nine semester hours in another academic department**

## Department Chair's Report

5/3/11

### Accomplishments

1. Completion of the Department's Strategic Plan
2. Department 2010-11 builds back \$40,000 reserve
3. New Ph.D.'s and MA awarded
4. Nearing completion of new graduate program (B.A. to Ph.D)
5. Shady Grove program reaches target to provide revenue to the Department
6. \$10,000 donation upgraded the Media Center furniture, recording, and computer equipment, provided match for 5 iMac computers, scanner, printer for undergraduate use and one Dell computer for Graduate computer lab.
7. Received intercultural communication tenure-track line
8. Received funding to increase graduate student stipends
9. Received funding to provide course release for graduate students
10. Admitted 11 Ph.D. students for Fall, 2011
11. Successful hire of Shady Grove coordinator
12. Communication Advisory Board sponsors Homecoming and Speed Mentoring Events
13. Two High School and Junior High Summer Camp programs yield profits

### Challenges/Opportunities

1. 2012 Budget cut of 2 percent: (1 percent to the State of Maryland; .5% to the Provost and .5% to ARHU). No furloughs, possible \$750 bonus
2. Intercultural tenure-track line to be filled for 2012
3. Public relations tenure-track line & Health Commjoint appointment tentatively approved, pending final budget figures
4. Center of Communication, Health and Risk on hold until Fall, 2011 Assembly discussion
5. GenEd implementation will be needed for 2012 delivery to incoming undergraduate class
6. Translation/Interpretation Master's & Certificate Program moving through approval processes
7. Searches underway for 2 one-year visiting professors (rhetoric/political comm. & intercultural comm.); budget manager