

# University of Maryland

## Department of Communication



## Policies & Procedures

## TABLE OF CONTENTS

<b><u>PLAN OF ORGANIZATION</u></b>	<b>1</b>
ARTICLE I: ADMINISTRATIVE OFFICERS	1
ARTICLE II: STANDING COMMITTEES	4
ARTICLE III: GRIEVANCE PROCEDURES	9
ARTICLE IV: AMENDMENTS	9
APPENDIX A—POLICY ON MERIT PAY DISTRIBUTION	10
APPENDIX B—POLICY ON WORKLOAD	13
<b><u>BYLAWS TO THE PLAN OF ORGANIZATION</u></b>	<b>17</b>
PROCEDURE FOR ELECTING FACULTY ADVISORY COMMITTEE	17
PROCEDURE FOR CONDUCTING TENURE/TENURE-TRACK SEARCHES	17
PCC PROCEDURES FOR UNDERGRADUATE & GRADUATE COURSES	20
<b><u>OTHER POLICIES &amp; PROCEDURES</u></b>	<b>21</b>
POLICY ON NON TENURE-TRACK INSTRUCTIONAL FACULTY	21
POLICY ON PERIODIC REVIEW OF FACULTY	26
POLICY ON RESEARCH SEMESTERS AND RESEARCH STIPENDS	29
POLICY ON SPECIAL DEPARTMENTAL CANDIDACY FELLOWSHIP	29
POLICY ON STUDENT EVALUATION OF TEACHING	30
POLICIES FOR SUPPORT OF GRADUATE STUDENT TRAVEL	32
PROCEDURES FOR REIMBURSEMENT OF FACULTY, STAFF, AND GRADUATE STUDENT TRAVEL	33
PROCEDURE FOR NOMINATION & APPROVAL OF AFFILIATE FACULTY MEMBERS	34
PRIORITIES ON USE OF COMMON SPACES	35
PROCEDURES FOR ASSIGNMENT OF SUMMER AND WINTER TEACHING	39
GRADUATE STUDENT LECTURER POLICY	40
<b><u>APPOINTMENT, PROMOTION, &amp; TENURE PROCEDURES</u></b>	<b>42</b>
COMMITTEE MEMBERSHIP	42
FACULTY MENTOR	43
ASSESSMENTS & REVIEWS	44
PROCEDURES FOR APT COMMITTEE ACTIONS	46
CRITERIA FOR ACTIONS	49
RIGHTS & RESPONSIBILITIES GOVERNING THE APT PROCESS	50
AMENDMENT OF PROCEDURES	52
APT STATEMENT ON APPOINTMENT OF GRADUATE STUDENTS AS LECTURERS	53

**Department of Communication**

**University of Maryland**

**Plan of Organization**

Article I. Administrative Officers

Section 1.01 Department Chair

- (a) Selection: Appointed by the Dean of the College of Arts and Humanities, consistent with College policies and procedures for selection of department chairs.
- (b) Duties
  - 1. Act as the chief advocate of the department.
  - 2. Plan and administer the budget.
  - 3. Maintain an advising system for students.
  - 4. Facilitate programs, including promoting development of academic programs, scheduling academic offerings in consultation with the Administrative Committee, and administering departmental facilities in consultation with the Faculty Advisory Committee.
  - 5. Recommend all Departmental personnel actions, including appointments of tenure and non-tenure faculty, renewals of faculty contracts, promotions of faculty, and termination of faculty.
  - 6. Monitor and review performance of appointed officers and standing committees.
  - 7. Supervise departmental staff.
  - 8. Stimulate affirmative action in the department.
  - 9. Ensure compliance with all applicable Federal, State, University, College, and departmental laws, regulations, and policies.

Section 1.02 Associate Chair

- (a) Selection: Appointed by department chair in consultation with the Faculty Advisory Committee.
- (b) Duties:

1. To assist the chair in the operation of the department, and perform duties as assigned but not to have responsibilities as specified in this Plan designated for the chair.
2. To serve as department Equal Education Employment Officer.
3. To serve as secretary at all Departmental Assembly meetings and Appointment, Promotion, and Tenure Committee meetings.

#### Section 1.03 Director of Graduate Studies

(a) Selection: Appointed by department chair.

(b) Duties

1. Act as the chief advocate and representative of departmental graduate studies, including representation of the department at University ceremonies.
2. Monitor and promote the development of the departmental graduate program(s).
3. Coordinate recruitment, orientation, and advising of new graduate students.
4. Coordinate financial awards and assistance to graduate students.
5. Advise the department chair regarding the schedule of graduate-level academic offerings.
6. Serve as the chair of the Graduate Studies Committee and as a member of the Administrative Committee.
7. Ensure compliance with all policies and procedures established by the University and Graduate School for graduate studies.

#### Section 1.04 Director of Undergraduate Studies

(a) Selection: Appointed by department chair.

(b) Duties

1. Act as the chief advocate and representative of departmental undergraduate studies, including representation of the department at University ceremonies.
2. Monitor and promote the development of the departmental undergraduate program.
3. Coordinate the recruitment and advising of undergraduate students.

4. Coordinate special academic programs for undergraduate students, including service as Honors Coordinator.
5. Advise department chair regarding the schedule of undergraduate-level academic offerings.
6. Serve as chair of the Undergraduate Studies Committee and as member of the Administrative Committee.
7. Ensure compliance with all policies and procedures established by the University and College for undergraduate studies.

Section 1.05 Director of the Communication Research Center

- (a) Selection: Appointed by the department chair.
- (b) Duties: Supervise the Communication Research Center and advise department chair regarding the development of departmental research facilities.

Section 1.06 Library Liaison

- (a) Selection: Appointed by department chair.
- (b) Duties: Coordinate relations between the department and the University library system.

Section 1.07 Director of the Oral Communication Center

- (a) Selection: Appointed by department chair.
- (b) Duties: Supervise the use and maintenance of departmental audio-visual facilities and equipment as well as advise the department chair regarding audio-visual services.

Section 1.08 Internship Coordinator

- (a) Selection: The Outreach Coordinator, who is appointed by the department chair, serves as the Internship Coordinator.
- (b) Duties: Coordinate departmental internship activities and coordinate relations between the department and internship programs in the University.

Section 1.09 Honors Coordinator

- (a) Selection: The Director of Undergraduate Studies, who is appointed by the department chair, serves as the Honors Coordinator.
- (b) Duties: Coordinate departmental Honors Program and coordinate relations between the department and the University honors program. Article II. Standing Committees

Section 1.10 Director of the Center for Political Communication and Civic Leadership

- (a) Selection: Appointed by the department chair in consultation with the Faculty Advisory Committee.
- (b) Duties: Assume responsibility for the operation of the Center.

Section 1.11 Director of the Center for Health and Risk Communication

- (a) Selection: Appointed by the department chair in consultation with the Faculty Advisory Committee.
- (b) Duties: Assume responsibility for the operation of the Center.

Section 1.12 Institutional Review Board Coordinator

- (a) Selection: Appointed by the department chair.
- (b) Duties: Coordinate applications for the Institutional Review Board.

Section 1.13 Coordinator of the Shady Grove Program

- (a) Selection: Appointed by the Department Chair.
- (b) Duties
  1. Coordinate the operations of the departmental undergraduate program at the Shady Grove Campus.
  2. Bring issues and recommend policies affecting the Shady Grove program to the Undergraduate Studies Committee and/or the Department Chair.
  3. Supervise and coordinate recruitment for the major at Shady Grove.
  4. Supervise and coordinate the department's class schedules at the Shady Grove campus.

Article II. Standing Committees

Section 2.01 Departmental Assembly

- (a) Department chair (as chair) with all members of the departmental faculty plus one staff member, one graduate student member, and one undergraduate student member, except in matters pertaining to personnel and amendments to this plan, where membership shall be limited to the departmental faculty. The departmental faculty shall be defined as (1) all the departmental tenured and tenure-track faculty, and (2) all the departmental non-tenure-track faculty and exempt staff who teach at least 6 credits per academic year with multi-year appointments whose full-time appointment is in the department and who have been in that status beyond one year. The tenured

faculty shall be defined as Associate Professors and Professors whose tenure decision required action by the department's Appointment, Promotion, and Tenure Committee.

- (b) Functions: Formulate and recommend policies to the department chair regarding all aspects of departmental administration.

#### Section 2.02 Appointment, Promotion, and Tenure Committee

- (a) Membership: All tenured Associate Professors and Professors whose designated tenure home is the Department of Communication. The Department chair serves on the committee ex-officio without vote.
- (b) Chair: The chair shall be elected for a one year term by the APT Committee in the spring of the academic year.
- (c) Duties
  1. Act on and make recommendations to the department chair with respect to all tenure track positions. The department chair will consult with the Appointment, Promotion, and Tenure Committee regarding other faculty appointments when possible.
  2. To participate in the annual evaluations of assistant professors as specified in the department APT policies.
  3. The full committee shall act on and make recommendations to the department chair with respect to promotions from Assistant Professor to Associate Professor.
  4. Members of the committee who are Professors—the Senior Appointment, Promotion, and Tenure Committee—shall act on and make recommendations to the department chair with respect to promotion from Associate Professor to Professor.
  5. Establish and disseminate regulations, procedures, and guidelines for departmental appointment, promotion, and tenure.

#### Section 2.03 Administrative Committee

- (a) Membership: The Chair, the Associate Chair, the Director of Graduate Studies, and the Director of Undergraduate Studies.
- (b) Functions
  1. Supervise the day-to-day functions of the department.
  2. To develop the class schedule for the department each term including instructional assignments.

#### Section 2.04 Faculty Advisory Committee

- (a) Membership: Three faculty members elected by the departmental faculty. At its first meeting, the committee shall elect its chair. The department chair may also sit with the committee.
- (b) Functions
  1. Consult regularly with the chair of the department on matters of interest and concern to the department, including budget decisions, curricular matters, strategic planning, and facility planning.
  2. Provide advice to the chair regarding the chair's appointments of all standing committees of the department.
  3. Provide a slate of candidates from within the department from which administrators above the department level may appoint representatives to participate in the search, nomination, and review of administrators within the department.
  4. The chair shall report to the Faculty Advisory Committee as to the action on the disposition of recommendations from departmental committees.
  5. Meetings may be called by the department chair, or the chair of the Committee, or at the request of the other two members of the Committee.

#### Section 2.05 Graduate Studies Committee

- (a) Membership: The Director of Graduate Studies (as chair) plus at least two faculty members and one non-voting graduate student member appointed by the department chair from a slate of candidates provided by the Faculty Advisory Committee. At least two faculty members shall be members of the Graduate Faculty.
- (b) Functions
  1. Formulate and recommend policies to the Departmental Assembly and department chair regarding all aspects of the graduate program(s).
  2. Review all applications to the graduate program(s) in the department (graduate student member excepted).
  3. Serve as the Committee on Programs, Courses, and Curricula regarding matters uniquely graduate in character.

#### Section 2.06 Undergraduate Studies Committee

- (a) Membership: The Director of Undergraduate Studies (as chair) plus at least two faculty members (of which at least one shall be a tenure-track faculty member), one



non-voting graduate student, and one non-voting undergraduate student member. All but the Director of Undergraduate Studies shall be appointed by the department chair from a slate of candidates provided by the Faculty Advisory Committee.

(b) Functions

1. Formulate and recommend policies to the Departmental Assembly and department chair regarding all aspects of the undergraduate program.
2. Serve as the Committee on Programs, Courses, and Curricula regarding all matters uniquely undergraduate in character.
3. Serve as the departmental Honors Committee.

Section 2.07 Salary Advisory Committee (established in Departmental Merit Policy)

- (a) Membership: 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.
- (b) Selection: 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.
- (c) Functions: 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.

Section 2.08 Steering Committee of the Center for Political Communication & Civic Leadership

- (a) Membership: The Committee shall consist of five voting members including the Director and a Department of Communication graduate student. A majority of the Committee shall be faculty members in the Department of Communication. The Committee may add non-voting ad hoc members as it feels are necessary to fulfill its duties.
- (b) Selection: The Committee shall be appointed according to departmental procedures after consultation with the Center Director. In selecting new members, the department shall take care that there be continuity on the Steering Committee.
- (c) Functions: The Steering Committee functions as the policymaking body of the Center, and the Committee may exercise additional duties as specified in the Center's bylaws.

Section 2.09 Meetings of Standing Committees

- (a) All standing committees shall meet at least once per semester.

- (b) Except when immediate action is required, committee members shall be notified no later than one week prior to a meeting.
- (c) Meetings may be called in the following ways:
  - 1. By the committee Chair.
  - 2. By a written petition of one-third of the committee members.
  - 3. By resolution of the committee.
  - 4. By department chair.
- (d) A quorum of any committee shall be a majority of its members (unless specified at a higher level in published policies of the committee).
- (e) Robert's Rules of Order (newly revised) shall govern problems of parliamentary procedure not covered in this Plan of Organization.
- (f) Generally, the principle governing procedure for governance of the department is that any official votes should follow a full discussion of issues conducted in a properly called meeting of the committee (or subcommittee) and open to the full committee (or subcommittee) membership. Votes on business before departmental governance committees (standing committees established by this plan and subsequent ad hoc committees) may be taken by non-standard methods (postal mail, email, facsimile, Internet sites) under one of the following scenarios:
  - 1. An election is to be held for service or office. In this case, if a procedure for soliciting nominations is in order, nominations must be received in an open meeting.
  - 2. Approval of a report, proposal, or other document that has received vetting during a prior discussion at a properly called meeting of the committee. Thus, final drafts of the products of this business can be approved through non-standard means. The ballot in such votes should contain the option: "request an additional meeting of the committee." If any voting member shall select this option, a meeting shall be called and the non-standard vote voided.
  - 3. Approval of minutes. The ballot in such votes shall contain the option: "subject to the following addition, deletion, or correction:" In the case where this option elicits a response from any voter, the approval shall revert to a properly called meeting of the committee.
  - 4. When a 2/3 vote of members present and voting at a properly called meeting authorizes the nonstandard methods of voting. Such a vote should: (a) affirm that the requisite discussion has taken place, (b) specify the mode of voting

(postal, email, etc), (c) designate a period of time the vote is to remain open, and (d) specify a method of reporting the final vote.

5. Other circumstances specified in policies and documents that supercede this plan.
6. Other exceptions or classes of exception may be approved by the Departmental Assembly by a 2/3 vote. To be in order, such proposals must be narrowly drawn for a specified vote or class of vote, and must (a) define the circumstances under which votes are allowed; (b) specify the acceptable mode(s) of voting (postal, email, etc.); and (c) specify procedures for each voter to indicate their preference to employ standard methods to vote. Under these procedures, an indication by anyone participating in the vote of a desire for consideration at an open committee meeting shall invalidate the vote.

### Article III. Grievance Procedures

For all grievances, the department shall follow applicable procedures contained (or implied) in the University's Graduate School Catalog, Undergraduate Catalog, and the Faculty Handbook or any successors to these policies.

### Article IV. Amendments

Amendments to this plan of organization shall be presented in writing to the Faculty Advisory Committee. The Faculty Advisory Committee shall then submit them with its recommendation to the Departmental Assembly. A three-fifths majority of members present and voting shall be required for adoption.

Adopted: May 1989; Revised: April 6, 2001; February 1, 2008; April 6, 2012

## **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, over the previous five years, 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; May 6, 2011; March 2, 2012.

## Appendix B—Workload in the Department of Communication

- I. Statement of Standard Workload
  1. The Standard Workload is a definition of the overall goal for distribution of faculty activity for the department. Individual members of the faculty will vary from this workload as their contributions to the department are various. The standard workload can serve, however, as a starting point for the planning of individual faculty loads.
    - a. Standard Work load in the Department of Communication shall consist of the following for full time faculty:
    - b. Research: Being a doctoral department in a research university, faculty are expected to conduct an active and continuous program of research resulting in published work in the discipline's bookstream or journals. Research will constitute approximately 35 percent of the workload. (University standard: 35-45 percent)
    - c. Instruction: The stewardship of knowledge implies passing the fruits of our research to students. All members of the faculty will participate in instruction. Instruction will constitute approximately 50 percent of the workload (or the equivalent of five course units per year) (University standard: 45-55 percent) divided as follows:
      1. Classroom: Faculty will teach in both the graduate and undergraduate programs of the department as assigned by the chair. Classroom instruction will constitute approximately 40 percent of the workload (or the equivalent of 4 course units per year).
      2. Directed Research and Individual Studies: The department's graduate program commits it to active participation in the advising and committee work consequent to the education of advanced students. Directed Research and Individual Studies will constitute approximately 10 percent of the workload (or the equivalent of 1 course unit per year).
    - d. Service: Participating in the life of a university and a discipline requires that the faculty be active citizens of the department, the college, the university, and the profession. Service will constitute approximately 15 percent of the workload. (University standard: 5-15 percent)

2. Relationship of Departmental Workload definition to the University Policy.
  - a. Research: The Departmental definition is within the University's guideline range.
  - b. Instruction: The Departmental definition is within the University's guideline range. The University has developed a profile for providing instruction in Communication which features heavy involvement of graduate teaching assistants. As a result of this profile, the instructional effort of full-time faculty features a heavier commitment to graduate courses and directed research than would be true in departments with a normal faculty/graduate student ratio. Consistent with the University guidelines, departmental instruction may consider class size, development of new courses, modality of instruction, and level of instruction in defining instructional load.
  - c. Service: The Departmental definition is within the University's guideline range. Because many service activities are required within departments regardless of faculty size, a small department will have a higher percentage of service demands. This service demand is also exaggerated in departments with service courses staffed by teaching assistants and supervised by faculty. Both of these factors dictate a heavier proportion of effort to service in Communication than in many departments. In addition, our department has assumed a leadership role on campus and in our discipline. As a result of these factors our service load is near the maximum specified by University guidelines.

## II. Annual Planning and Accountability Procedures

1. Individual Faculty Workload Planning: Each year, in the spring prior to construction of schedules for the next academic year, the faculty member and the chair shall determine the faculty member's projected workload distribution for the following year. This may follow the standard distribution or a variation from it based on estimates of prospective research, instructional, and service commitments. This determination shall involve assessment of professional development of the faculty member and the needs of the department.
  - a. Planning agreements shall include at least the following: an estimate (by percentage) of the workload distribution for the coming year; an agreement on the number of classroom assignments for the coming year; any assignments of teaching or research assistants to the faculty



member; any extraordinary service commitments that require adjustments to workload distribution; any compensatory arrangements dictated by accountability review in previous years. Agreements should generally provide explanation for activities which justify deviation from standard workload.

- b. In addition to distribution of effort, university policy recognizes that certain conditions may lead to prospective workload in excess of fulltime during a given semester. It is entirely appropriate under such circumstances to adjust classroom teaching assignments to regain full-time load, to assign teaching assistants to courses or research assistants to faculty, or to negotiate arrangements in which faculty are compensated for excessive load in the current semester with reduced classroom assignments in subsequent semesters.
2. Individual Faculty Workload Accountability: Each spring, faculty shall provide the chair with data permitting an assessment of the workload during the current academic year compared to the planned workload. Because precise planning is difficult and opportunities occur without regard for even well-constructed plans, this process shall allow adjustments in the future to be assigned by the chair in consultation with the Faculty Advisory Committee. Such adjustments may result in additional assignments if activity has fallen short of anticipated activity in one or more of the areas, or in reduced assignments if activity has exceeded activity in one or more areas.
    - a. Excessive workload may be compensated by either:
      1. Assignment of a research assistant in subsequent semesters,
      2. Equivalent release from teaching assignment in subsequent semesters, or
      3. appropriate adjustments of workload distribution in subsequent semesters.
    - b. Faculty may "bank" excess load for up to a period of two years for achieving recognized professional development goals.
    - c. Faculty members released from courses by course load compensation are not relieved of other duties except after submission of a formal proposal for, and granting of, leave by the university.

- d. Every faculty member will teach at least one course per year unless participating in an approved sabbatical or leave.
- e. Agreements for compensation may be timed so as to recognize both the faculty member's earned compensation and the department's needs.

Adopted by the Departmental Assembly, 9 September 1994

## **Bylaws to the Plan of Organization**

### I. Clarification statement about Bylaws

Bylaws of the Plan of Organization for the Department of Communication at the University of Maryland (hereafter "Bylaws") are designed to implement provisions of the aforementioned Plan of Organization. Amendments of these Bylaws shall be presented in writing to the Faculty Advisory Committee. The Faculty Advisory Committee shall then submit them with its recommendation to the Departmental Assembly. Notice of introduction of a motion to amend the Bylaws must be placed in the call of the meeting of the Departmental Assembly at which the amendment will be considered. A majority of fifty five percent of members of the Department Assembly present and voting shall be required for adoption.

### II. Bylaws

#### A. Procedure for electing the Faculty Advisory Committee

1. At the first meeting of the faculty of the year (meeting with the Departmental Assembly or in a special meeting at the discretion of the chair), the chair shall announce the election of the FAC.
2. All members of the faculty will be asked whether they wish to be excluded from the election for sufficient reason. Generally, those serving on the FAC should be available for meetings throughout the year. Although reasons other than scheduling shall be recognized, faculty members are encouraged to make themselves available for service on the FAC. All remaining faculty are nominees for the FAC.
3. The election shall commence for the first seat on the FAC. Voters shall be faculty as defined in the plan of organization. Voting shall be by secret ballot. A majority of the faculty voting shall be required to declare the top vote getter as elected. If no majority is achieved, a runoff shall be conducted among the top two vote getters.
4. Following election of the first member of the FAC, the faculty shall proceed as in step 3 with the election of the second member of the FAC. This step should be repeated to elect the third member.

#### B. Procedure for conducting searches for tenured and tenure-track faculty (approved April 1, 2011)

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.

- C. Procedure for evaluating faculty member's performance by the Salary Advisory Committee Evaluation of areas of performance for each faculty member shall be transacted using the following method. Any Salary Advisory Committee member is eligible to evaluate any faculty member except himself or herself or any other faculty member whose evaluation might create a conflict of interest for the Salary Advisory Committee member. Also, a Salary Advisory Committee member may not be present during evaluation of a faculty member whom the Salary Advisory Committee member is not eligible to evaluate. Consistent with these rules of eligibility, each faculty member is evaluated by every eligible Salary Advisory Committee member on each of the three elements of faculty performance using the following scores: 3=Extraordinary Merit, 2=Significant Merit, 1=Some Merit, 0=No Merit. Salary Advisory Committee members consistently apply their individual understanding of the terms "Extraordinary Merit," "Significant Merit," "Some Merit," and "No Merit" across all evaluations.

Salary Advisory Committee members may, but need not necessarily, use decimal numbers in reporting evaluation scores. Evaluation scores are averaged across committee member evaluations and then multiplied by the appropriate merit percentage. Default merit percentages are 50% research, 35% teaching, and 15% service. Where, in the chair's judgment, a faculty member's merit percentages differ from the percentages specified above, the department chair shall inform the Salary Advisory Committee of the relevant percentages to apply in that faculty member's merit evaluation. The mathematical products of average evaluation scores multiplied by

workload percentages are added together for each faculty member to produce a summary evaluation number. When these summary evaluation numbers have been calculated for all faculty members, the sum of these evaluation numbers is divided into the amount of dollars available for merit distribution. The quotient of this division is a dollar amount equal to one merit share. Merit dollar amounts are recommended by the Salary Advisory Committee for distribution to individual faculty members by multiplying the individual faculty member's summary evaluation number by the amount of a merit share.

- D. Program, Courses, and Curriculum (PCC) procedures for the Undergraduate Studies Committee for undergraduate matters and Graduate Studies Committee for graduate matters.
1. Review of Courses. The PCC committees of the department are charged with reviewing proposals for new courses or revisions in courses. No approval by the Departmental Assembly is required for new or revised courses. The committee can, however, request discussion at the Departmental Assembly on courses that they believe should involve departmental discussion.
  2. Review of Degree Requirements. The PCC committee submits proposed changes in degree requirements to the Departmental Assembly for approval. Such referrals include the recommendations of the committee sponsoring the referral.
  3. Administrative Issues. In general, changes in policy and procedure that impact primarily at the level of courses, or that streamline the carrying out of approved policy related to degree programs (e.g., whether interns are required to seek credit in COMM 386; the design of graduate student forms), are not referred to the Departmental Assembly. On the other hand, policies that have consequential impact on quality or quantity of the department's degree programs (e.g., procedures for learning outcome assessments) are referred to the Departmental Assembly. In cases where this line is fuzzy or the committee is uncertain of the proper disposition of the policy, the committee should consult with the Department Chair and/or the faculty advisory committee.
  4. Actions by the Department's PCC committees will be promptly reported to the Department Assembly by the appropriate committee chair.

## Policy on Full-time Non-tenure Track and Part-time Non-tenure Track Instructional Faculty

### I. Definitions

Definitions of full-time non-tenure track (FTNTT) and part-time non-tenure track (PTNTT) Instructional faculty shall be governed by Consolidated USMH and UM Policies and Procedures Manual, II-1.00, II-1.05 and II-1.06. Pursuant to those policies, any teacher of record in the Department of Communication who is not a graduate assistant or a tenured or tenure-track faculty member in the department is covered by this policy.

### II. Credentials

#### A. For appointment at the rank of Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor:

##### 1. Required:

- a. Ability to teach at the university level and to engage in research in the area of expertise.
- b. Receipt of the Ph.D. degree.
- c. For Visiting Associate Professor and Visiting Professor: achievement of the rank of Associate Professor (for Visiting Associate Professor) or of Professor (for Visiting Professor) at a comparable research university; or an affirmative recommendation to be awarded the visiting title and rank by the Department of Communication's Appointment, Promotion, and Tenure (APT) Committee based on current University of Maryland standards for comparable rank (see Consolidated USMH and UM Policies and Procedures Manual, II-1.00, Sec. II.C.1; and II-1.00(A), Sec. I.A).
- d. Other university requirements specified in Consolidated USMH and UM Policies and Procedures Manual, II-1.00, and II-1.00(F).

##### 2. Desirable:

- a. Teaching experience at the university level.
- b. A strong, active, and theoretically significant publication record.
- c. A successful record of obtaining research funding.

#### B. For appointment at the rank of Lecturer or Senior Lecturer:

##### 1. Required:

- a. Ability to teach at the undergraduate level.

- b. Receipt of the Ph.D. or the M.A. degree or equivalent.
  - c. For Senior Lecturer: achievement of the equivalent rank at a comparable research university; or (i) appointment to Lecturer rank for twelve consecutive semesters, (ii) participation in a high level of service to the department, university, and/or discipline during that period, (iii) at least two instructional performance evaluations during that period, (iv) provision of evidence of service activity by the Lecturer during that period, and (v) affirmative recommendation to be awarded the Senior Lecturer rank by the Department of Communication's APT Committee following review of those evaluations and service report.
  - d. Other university requirements specified in Consolidated USMH and UM Policies and Procedures Manual, II-1.00, and II-1.00(F).
2. Desirable:
- a. Teaching experience at the university level.
  - b. Where relevant, professional experience that would complement the curriculum to be taught.
- C. In general and whenever feasible, preference will be given to hiring full-time faculty over hiring part-time faculty. (Satisfies mandate of Consolidated USMH and UM Policies and Procedures Manual, II-1.00, and II-1.00(F).)

### III. Search Procedures

Departmental search procedures shall be those specified in Consolidated USMH and UM Policies and Procedures Manual, II-1.00, and II-1.00(F). Pursuant to that policy, hiring of PTNTT and FTNTT faculty members for periods of one year or less shall be the responsibility and independent prerogative of the Department Chair. Hiring of PTNTT and FTNTT faculty members for periods longer than one year shall be the responsibility of the Department Chair upon the advice of the APT committee.

### IV. Requirement for Written Contracts

See Consolidated USMH and UM Policies and Procedures Manual, II-1.00(F) 3, II-1.05.V.B.1 and II-1.06.B.1. Contract components shall be as specified in Consolidated USMH and UM Policies and Procedures Manual, II-1.00(F) 6-9.

### V. Performance Evaluation

#### A. Purpose and Use of Evaluation

- 1. The purpose of the evaluation is to improve classroom instruction to the benefit of the department's students; to provide feedback to FTNTT and PTNTT



instructional faculty about the quality of their teaching; and to provide the department with information that would be helpful in any decision to reappoint or reassign the FTNTT and PTNTT instructional faculty member.

2. In deciding on reappointment and assignment of a FTNTT and PTNTT instructional faculty member, the department shall consider the teacher's teaching performance and qualifications, the needs of its academic program, and the availability and optimal use of University funds.
3. If the teacher has research, advising or service responsibilities, the teacher may be asked to provide information about these activities to the Department Chair. The Department Chair's assessment of these activities may be used in deciding on the teacher's reappointment or assignment.

B. Criteria

1. The criteria used to evaluate teaching shall relate to the substance and pedagogical practice. Criteria shall include command of the subjects taught, ability to communicate course material, ability to generate interest in the subjects taught, capacity for listening to others, organization of course and instructional activities, and capacity for fair treatment of students.
2. The evaluation of teaching may include consideration of course syllabi, peer observation of teaching, and student course evaluations, both quantitative and qualitative. Where relevant, the evaluation may include consideration of other factors, such as advising; curricular innovation and development; and construction of instructional texts, manuals, or materials.
3. Methods used in evaluating teaching shall be consistent with pertinent university policies and guidelines including Consolidated USMH and UM Policies and Procedures Manual, II-1.00(F).

C. Procedures

1. Designation of Evaluator: FTNTT and PTNTT instructional faculty shall receive a written evaluation conducted by an evaluator appointed by the Department APT Committee. Where appropriate, the evaluator may be a course supervisor.
2. Schedule of Evaluation: The evaluation shall take place by the end of the second semester in which the teacher is employed in this capacity in the department. Additional evaluations shall be conducted if deemed necessary by the Department Chair, requested by the FTNTT or PTNTT faculty member, or by the APT Committee as part of a regular schedule of review of the list of FTNTT and PTNTT faculty. Exceptions to this procedure shall be granted by a majority of the APT Committee present and voting at a meeting of the Committee.

3. Peer Observation of Teaching: In the case of peer observation of teaching, the observer shall assess the teacher's instructional performance during one or more visits to the teacher's class by the evaluator, the day and time of which have been agreed to in advance by the teacher and evaluator. After the evaluator and teacher have agreed upon the time or times during which the visit or visits will occur, the teacher may furnish the evaluator with an account of the instructional goals and context associated with the class session or sessions to be visited.
4. Preliminary Consultation: So that errors of fact and perception may be minimized in the evaluation, a draft of the evaluation shall be shown to the teacher and serve as the basis of a consultation between the teacher and the evaluator. After this consultation, the evaluator shall finalize the evaluation. The evaluation at this point shall be understood to be the report of only the evaluator. The teacher may attach a written response to this evaluation for purposes of APT review.
5. APT Review: Following this consultation, the evaluation and the teacher's response, if any, will be presented to the full Appointment, Promotion, and Tenure Committee for discussion, possible amendment, and authorization. After discussion and any amendments, the evaluation will be authorized by the APT Committee upon its approval by a majority of members present and voting at a meeting of this committee.
6. Right of Written Response: The teacher shall have the right to attach a written response to the authorized evaluation by providing this response to the Department Chair within ten working days of its receipt by the teacher.
7. Placement in Personnel File: After the teacher has had the opportunity to attach a response to the authorized evaluation, the authorized evaluation and any attached response shall be given to the Department Chair and shall be included in the teacher's personnel file. The Department Chair shall meet with the teacher to discuss the authorized evaluation and any attached response.

## VI. Rights and Responsibilities of FTNTT and PTNTT Instructional Faculty

### A. Rights

1. Pursuant to Consolidated USMH and UM Policies and Procedures Manual, II-1.00(F) 10, II-1.05.V.C.2 and II-1.06.C.2, the Department of Communication encourages participation of its FTNTT and PTNTT instructional faculty members in the full intellectual life of the department. This includes, but is not limited to, the departmental colloquium series, conferences sponsored by the department, and support for research to the extent that research is defined as part of their assignment in the department.

2. FTNTT and PTNTT instructional faculty shall have the right to participate in governance of the department as specified in the department's Plan of Organization.
3. FTNTT and PTNTT instructional faculty shall have the right to teaching support as outlined in Consolidated USMH and UM Policies and Procedures Manual, II-1.00(F)4 II-1.05.V.C.1 and II-1.06.C.1. Through attendance at department orientation activities, and receiving communication generally provided to the faculty FTNTT and PTNTT instructional faculty shall be notified of this support.
4. FTNTT and PTNTT instructional faculty shall have access to departmental grievance procedures available to other instructional faculty.

B. Responsibilities

1. FTNTT and PTNTT instructional faculty members are supervised by the Department Chair and others s/he may designate, and are responsible for responding promptly to requests for information or material from their supervisor(s).
2. FTNTT and PTNTT instructional faculty members are responsible for all requirements for teaching in the department including attendance at required departmental orientations and other meetings; the meeting of sufficient and convenient office hours at the office provided for them on campus; meeting regularly scheduled classes; provision of required instructional material to students such as syllabi; assignment definitions and appropriate due dates; prompt submission of grades and other reports on teaching requested by the University or the Department Chair; prompt and appropriate response to the work of their students; administration of student evaluation of teaching; compliance with all department, college, and university policies related to teaching; and such other requirements as may be placed on teaching by their supervisors.
3. FTNTT and PTNTT instructional faculty are responsible for prompt provision of all information required in the evaluation procedures defined in this document. This includes, but is not limited to, the opening their classrooms under the procedures outlined above for evaluation of their teaching.

Adopted: February 6, 2004

## Policy on Periodic Review of Faculty

### I. Purpose of Review

All faculty whose appointments carry either tenure or job security shall receive a formal performance review at intervals not exceeding five years, beginning from the date of their appointment with this status. The purpose of the review is to provide periodic evaluation of the performance of faculty after their achievement of tenure. Performance reviews shall be carried out through the combined efforts of a faculty review committee and the department chairperson.

### II. Faculty Review Committee

#### A. Composition of Committee

The faculty review committee shall consist of two members of the departmental APT Committee at or above the rank of the appointee, both chosen by the department chairperson. However, no individual chosen by the department chairperson shall serve as a member of the review committee, if the appointee formally objects to his or her service. In cases where the appointee formally objects to one or both choices, objections shall be kept confidential and the department chairperson shall make another choice to replace any individual to whom the appointee has objected. Should the appointee formally object to a second choice of the department chairperson, the impasse shall be reported to the dean, who shall select the committee member or members needed to fill the committee. The selection by the dean shall not be subject to objection by the appointee; however, the appointee may appeal the selection by the dean through the provisions of the grievance procedure (UMCP Policies and Procedures Governing Faculty Grievances [II-4.00(A)]), insofar as the procedure is applicable.

#### B. Committee Report

The periodic review shall be based primarily on the appointee's record of accomplishment in each of the three areas of (1) teaching and advisement, (2) research, scholarship, and creative activity, (3) and service. The faculty review committee shall prepare and approve a written appraisal which describes the appointee's record of accomplishment during the review period.

The basis of the committee appraisal shall be documentary. Specifically, the appointee shall provide the committee with a written report, including a complete curriculum vitae, a summary of contents of college faculty review forms during the previous five years (or since the appointee's last periodic review, when the latter period is shorter), and syllabi for at least three courses taught by the appointee during the review period. The department chairperson shall provide the committee with teaching evaluations for all years. The standard of performance to be applied to the appointee in the committee appraisal shall be continuous demonstration of the qualifications for appointment at

the appointee's current rank (as specified in the UMCP Policy on Appointment, Promotion, and Tenure of Faculty, I.A.2-4). The committee shall receive the documents required for its appraisal from the appointee and from the department chair by 15 October of the academic year in which the performance review is carried out (hereafter "review year").

The committee shall make its approved appraisal available to the appointee no later than 15 February of the review year. The appointee shall have the right to examine the appraisal and, within 14 days of receipt of the appraisal, to append an optional statement which may indicate any disagreement with the appraisal and may add such other information as the appointee chooses (here and elsewhere "days" mean calendar days excluding Saturday, Sunday, and days on which the Campus is officially closed). The approved appraisal and any optional statement of the appointee shall be communicated to the departmental chairperson.

### III. Procedures

#### A. The Written Plan for Professional Development

Based primarily on the appraisal provided by the faculty review committee and after discussion with the appointee, the department chairperson shall prepare a written plan for the future professional development of the appointee, with due consideration given to any optional statement appended to the appraisal by the appointee. The plan shall also reflect consideration of the appointee's complete record of performance in the tenured or secure appointment. The written plan shall be shown to the appointee and discussed with the appointee by the department chairperson no later than 15 April of the review year.

#### B. Appointee's Right of Response and Challenge

The appointee shall have the right to respond in writing within 14 days of being shown the plan. Should the appointee respond, the written response shall become a permanent appendix to the plan. The appointee shall also have the right to challenge any evaluation, recommendation, or omission of recommendation contained in the written plan under the provisions of the grievance procedure (UMCP Policies and Procedures Governing Faculty Grievances [II-4.00 (A)]), insofar as the procedure is applicable.

#### C. Disposition of the Written Plan for Professional Development

Once the appointee has had the opportunity to respond to the written plan of the department chairperson and any challenges to elements of the plan have been settled, a full record of the appointee's performance review, including the appointee's written report, the committee's appraisal, any appointee statement, the written plan for professional development of the chair, and any response by the appointee shall be

placed in the appointee's employment file. With due consideration for any response by the appointee and any outcome of a grievance brought by the appointee, the written plan shall be implemented by the department chairperson throughout the period which intervenes prior to the appointee's next periodic review.

IV. Exceptional Circumstances

In a given academic year, if an appointee is reviewed for promotion in rank or for service as chairperson, that review may substitute for a periodic review. Also, an appointee may request a single one year postponement of a performance review, if the scheduled year of the performance review falls in the same year that the faculty member is on leave from the University.

Approved, March 15, 1996

## **Policy on Research Semester and Research Stipends**

- I. The following is the procedure currently in place that applies to untenured assistant professors:

Assuming adequacy of departmental resources and consistency with University policies, a tenure-track assistant professor in the fourth year at the University shall be eligible for a research semester (i.e., a semester with teaching responsibilities replaced by research responsibilities, but with the same service responsibilities as usual), provided that such individual, while at the University, made a bona fide application for external funding that would, if granted, provide the equivalent of at least one semester of full-time research. Receiving such a grant in the fourth year eliminates the Department's obligation for such a research semester.

(Approved by the Faculty Advisory Committee and by the Chair on September 12, 1997; reported to Departmental Assembly October 10, 1997; amended November 7, 2003.)

- II. The following procedure for tenured faculty members was approved by the Faculty Advisory Committee and by the Chair on March 2, 2005:

Assuming adequacy of departmental resources and consistency with University policies, a full-time tenured associate professor or professor shall be eligible for a research stipend of \$2,000 if that individual, while at the University, made a bona fide application for external funding that would, if granted, provide the equivalent of at least one semester of full-time research. The faculty member must have a minimum of eight semesters of fulltime service at UMCP since any previously granted research stipend. For purposes of this policy, receipt of an external grant that resulted in a course release of two or more courses within two semesters shall be considered a "previously granted research stipend."

Approved, March 4, 2005

## **Policy on Special Departmental Candidacy Fellowship**

It is the policy of the department that, assuming availability of funds, during the two semesters following advancement to candidacy, graduate students will receive a one-time fellowship of \$3,000 (total for both semesters). This fellowship is primarily for students continuing in graduate assistantships or in residency in the department.

## Policy on Student Evaluation of Teaching

- I. Ownership and Handling of Data
  - A. The Department of Communication assigns ownership of raw and summary data for each section, once generated, to the instructor of the section, reserving usage only for the purposes and by the entities indicated below. The Department of Communication retains ownership of summary data for the department and multisection courses.
  - B. The purpose of data shall be exclusively the evaluation and improvement of teaching and courses.
  - C. Usage of the data is authorized by course supervisors, the chair of the department, and those participating in the appropriate Appointment, Promotion, and Tenure and graduate student review committees. Copies of data summaries may be added to the instructor's personnel file and appropriate evaluation files, subject to the restrictions of this policy.
  - D. Faculty members who own evaluation data have the responsibility to retain those data for the purposes indicated above as long as employed by the University of Maryland.
  - E. Under no circumstances can data for individual sections be posted online or otherwise made public without the written permission of the owner.
  - F. Violations of these guidelines by anyone involved in the collection, distribution, or interpretation of data from the course evaluations shall result in immediate suspension of the department's course evaluation program pending formal review and recommendation of its continuation by the Departmental Assembly.

Adopted April 1, 2005

- II. Sufficiency of Data
  - A. Sufficiency Standards: The return rate for data shall be judged insufficient for rigorous conclusions according to the following table:

Official Semester Enrollment	Minimum Percentage Return
< 15	70%
15-60	60%
>60	50%

- II. Sufficiency of Data
  - B. Notice of Insufficiency: When the department's sufficiency standards are not met for a section the following message shall be attached prominently to the results: "The data for



this section failed to meet the Department of Communication's standards for the rigorous measurement of student response to teaching. The information should be used cautiously as the opinion of only a portion of the students from the section."

Adopted May 6, 2005

III. Inclusion in the Online Course Evaluation System

A. All courses are required to administer online evaluations except:

1. the following courses shall be excluded from a requirement of evaluation:  
independent study credits
2. the following courses may substitute paper evaluations for online evaluations:  
any section with enrollment less than five
3. the following courses may choose to employ paper evaluations rather than  
online evaluations at the discretion of the instructor: any sections of courses at  
600 and above.

B. Instructors must provide the opt-out for online evaluation to the departmental  
evaluation supervisor before the tenth week of classes.

Adopted May 6, 2005

## Policies for Support of Graduate Student Travel

The faculty of the department has determined that support for travel by graduate students to conferences is an important part of our graduate program. As a result, funds from the departmental budget are available for such travel. From time to time there may be additional funds made available for graduate student travel and these may operate under different procedures than those for departmental funds listed below.

1. Funds are provided to Communication graduate students for conference participation and attendance to the extent that the department has these funds available. If necessary, the award amount guidelines listed below may be reduced if budgetary restrictions require it. Funding for graduate students requires that the traveler submit a travel approval request form four weeks before travel.
2. Students must be making satisfactory progress and be in good standing to be considered for travel support. See <http://www.comm.umd.edu/goodstanding.html>. In addition, for the academic year in which the application is made, the student must not have an income (fellowship, assistantship, plus other employment) that combined totals to more than 2.2 times a level 3 graduate assistantship.
3. The department will provide travel funds for an enrolled full-time graduate student who has received a Goldhaber Travel award, up to \$500.00, in order to match the award. See [http://www.gradschool.umd.edu/current\\_students/travel\\_awards.html](http://www.gradschool.umd.edu/current_students/travel_awards.html) for Graduate School policies and for the application form.
4. In the absence of a Goldhaber Travel Award, and if the travel approval request form is submitted at least four weeks before the travel, \$450, on no more than reasonable and documented expenses, for a full-time student who is presenting a paper or participating on a panel at a scholarly conference. Evidence of the presentation or panel participation, such as an acceptance letter or copy of the conference program, and evidence of registration at the conference are both required.
5. A student will receive funding as specified above only once per fiscal year (July 1-June 30).
6. For the purpose of this policy, a full-time student means a student in good standing in the Communication graduate program qualifying under any of the following: (a) enrolled for 9 credits at the University of Maryland at College Park; or (b) if a doctoral candidate, properly enrolled as required by the University; or (c) enrolled for fewer credits at the University with the express prior permission of the department chair.
7. If a student changes his or her enrollment during the semester in which the conference takes place and thereby loses full-time status, the student may become ineligible for departmental funding, even if the initial request had been approved. Similarly, if a student fails to maintain good standing or satisfactory progress at any time prior to travel reimbursement, the student becomes ineligible for departmental funding. If a student fails to follow the procedures specified below, funding may be denied.

## **Procedures for Reimbursement of Faculty, Staff, and Graduate Student Travel**

- I. Before the trip: Any person wishing to be reimbursed should provide, at least four weeks prior to the travel:
  - A. If a presenter/panelist: Evidence that the person will be presenting a paper or participating on a panel at the scholarly conference and that one is registered to attend the conference. If an attendee: Evidence that the person is registered to attend the conference. If registration will not be available until after the conference, supply the evidence of registration along with the other receipts after the trip (see below).
  - B. A completed departmental travel approval request form.
  - C. These two items should be submitted together to the Departmental Business Office. Retain a copy of all documentation.
  
- II. After the trip: Any person seeking travel reimbursement will need to provide the Business Office with the relevant receipts attached to an 8.5" x 11" paper, clearly identified with traveler's name and UM Identification Number.

Original receipts are required. Receipts should be submitted within one week of return from the conference. Travelers should retain copies of all receipts.

Approved November 21, 2006

## **Procedure for Nomination and Approval of Affiliate Faculty Members**

- I. Any faculty member may suggest to the Faculty Advisory Committee a person to be considered for affiliate status.
- II. Given suggestions from the faculty, the Faculty Advisory Committee may nominate individuals for this status. Such nominees will be invited to deliver a presentation at a departmental colloquium.
- III. After the colloquium, the Faculty Advisory Committee may support the nominee's obtaining affiliate status by recommending this appointment to the department's Appointment, Promotion, and Tenure Committee.
- IV. If the Appointment, Promotion, and Tenure Committee endorses the recommendation by a majority vote, the Departmental Assembly will be asked to recommend this appointment to the Chair.
- V. If the Departmental Assembly makes this recommendation and it is supported by the Chair, the Chair shall invite the nominee and ask the nominee's unit head to approve this appointment.

Approved February 2, 2001

## Priorities on Use of Common Spaces

### I. Seminar Room (2127 Skinner)

#### A. Priorities

1. Regularly scheduled Graduate (600/700 level) classes.
2. Departmental meetings (COMMGRADS, Committees, or Departmental Assembly)
3. Graduate examinations and meetings of Advisory and Dissertation Committees
4. Research-related activities sponsored by members of the department.
5. Service meetings sponsored by members of the faculty.
6. Bridge courses.
7. Proctored make-up exams.

#### B. General Principles

1. Courses of more than 20 enrollees, and all undergraduate courses should not be scheduled in the seminar room. In addition, instructors should be aware that bridge courses have such a low priority that it is not a good idea to schedule them regularly in that room.
2. Rooms should be scheduled in the book in the main office for all priorities except No.1 above.
3. Reservations recorded on the schedule take precedence over last minute (within three days) uses of room at higher priority.
4. Windows should be closed, trash picked up and lights off when finished using the room. After the departmental office has closed, also lock the hall doors.

### II. Media Room (2117 Skinner)

#### A. Priorities

1. Research that uniquely requires the observational capabilities of the media room.
2. Posted open lab hours.
3. Classes using audio-visual equipment
4. Proctored make-up exams.

5. Other uses.
- B. General Principles
1. Classes are not to be regularly scheduled in the media room.
  2. Courses of more than 30 should not be scheduled in the media room.
  3. The room should be scheduled on the door to the room.
  4. Reservations recorded in the schedule book take precedence over last minute (within three days) uses of room at higher priority.
  5. Windows should be closed, lights off, and door locked when completing use of room.
- III. Graduate Computer Room (2123 Skinner)
- A. General Use
1. The computer lab is available for computer work at all times (unless reserved in advance for one of the special use purposes listed below) by:
    - a. Graduate students;
    - b. Individual faculty members (in exceptional circumstances when own computer, printer, or office space is inadequate for the task);
    - c. Students from other departments who are teaching in the department for teaching purposes;
- B. Special Use
1. Graduate exams using computers.
  2. Classes and department-sponsored training sessions for graduate students and faculty members employing computer instruction.
  3. Running computer-based studies (which may take precedence over graduate student computer work at times of low usage such as winter and summer sessions, for limited time periods, and with advance notification).
- C. General Principles
1. Reservations for special use have to be made with and approved by the Director of Graduate Studies in consultation with a COMMGRADS representative, and are to be posted on the door of the lab at least one week in advance.
  2. Food and drinks should be kept away from keyboards and workstations.

3. The door has to be closed when no one is in the lab.

IV. Library (0108 Skinner)

A. Priorities

1. Regularly scheduled Graduate (600/700 level) classes of appropriate size when the Seminar Room is similarly scheduled
2. Departmental meetings (Committees or Undergraduate Organizations)
3. Graduate examinations and meetings of Advising or Dissertation Committees when Seminar room is otherwise occupied
4. Teaching conferences with students
5. Research-related activities sponsored by members of the department
6. Service meetings sponsored by members of the faculty
7. Bridge courses and special activities courses of appropriate size
8. Proctored make-up exams
9. Study space for students from the department

B. General Principles

1. Courses of more than 10 enrollees should not be scheduled in the Library.
2. The library should be scheduled in the book in the main office for all priorities except No.1 above.
3. Reservations recorded on the schedule take precedence over last minute (within three days) uses of room at higher priority.
4. Windows should be closed, trash picked up, lights turned off, and door locked when finished using the room.

V. Research Centers (0113, 0111, 0109 Woods)

A. Priorities

1. Workspace for Center Staffs
2. Regularly scheduled meetings for Research Teams within the Centers
3. Meeting area for the working groups within the Centers.
4. Research activities sponsored by members of the Centers

5. Research activities sponsored by members of the Department of Communication.
- B. General Principles
1. Classes are not to be regularly scheduled in the Center.
  2. Courses of more than 15 should not be scheduled to meet in the Center.
  3. The room and any equipment to be used should be scheduled with the Center for Risk Communication staff.
  4. Properly secured reservations take precedence over last minute (within three days) uses of room at higher priority.
  5. Windows should be closed, lights off, and door locked when completing use of room.
  6. Permission to use the room(s) must be granted by Director of the Center for Risk Communication Research. Given that the room is alarmed, access must be approved.

Recommended by the Faculty Advisory Council and adopted by the Chair on April 4, 2008



## **Procedures for Assignment of Summer and Winter Teaching**

1. Students must be in good standing and making satisfactory progress toward degree to be eligible for summer and winter teaching.
2. Qualifications to teach the course (previous experience teaching the course, particularly at UM; coursework and other educational preparation in subject matter related to course; teaching mentorship experiences with course; teaching quality measured by student and peer evaluations; teaching improvement activities from department or Center for Teaching Excellence; any other preparation that the student believes enhances their qualifications to teach the course.)
3. Continuation in an assistantship in the fall or spring (continuing students will have preference for support).
4. Previous summer or winter teaching opportunities (students denied opportunities earlier will have preference for support).
5. Time in UM Communication graduate program (advanced students will have preference for support).

April 2012

## **Graduate Student Lecturer Policy**

1. The chair shall each semester initiate and advertise an application process for lecture positions so that all eligible UM Department of Communication Ph.D. candidates have sufficient opportunity to apply. Students who have maintained good standing and have met the benchmarks throughout their Ph.D. program will be given priority in the hiring process. (Students who have not advanced to candidacy are ineligible for such positions.)
2. Applicants for these positions who have not completed their Ph.D. degree are required to complete a detailed schedule of dissertation benchmarks in consultation with their adviser. The schedule should detail specific products to be delivered to the adviser in the semester of employment as a lecturer, and include a date for such delivery. The form that identifies the benchmarks should be signed by the adviser and should be turned into the Director of Graduate Studies for final approval. The quality of this plan shall be one of the criteria considered during the application process when hiring graduate student lecturers. The better plans will have specificity of product and date, and the achievement of each element of the plan will be confirmable by the adviser at the end of the semester.
3. Advisers are required to certify that each benchmark has or has not been met by November 20 or April 20 by completing the benchmark form that is resubmitted to the Director of Graduate Studies. Evidence of benchmark achievement should be attached to the form and submitted to the Director of Graduate Studies. If the benchmarks were not achieved, the adviser should indicate the work that was completed and the work that remains outstanding.
4. If the applicant applies for a subsequent semester of employment, a review will be conducted by the Graduate Studies Committee and a report filed on the potential lecturer's eligibility for subsequent employment. The basis of this review is the report of the adviser on fulfilling the dissertation benchmarks outlined in the plan. The review of benchmarks should take place by December 1 during the fall semester and by May 1 of the spring semester.
5. Lecturers will be selected by the Department Chair with the consultation of the Administrative Committee. The following criteria shall govern the selections in order of importance:
  - a. An ability and preparation to teach the class. In all cases, course supervisors will be consulted when the course has a supervisor.
  - b. Preference will be given to those who will complete the Ph.D. degree within two weeks of the beginning of the assignment.
  - c. Preference will be given to those who have maintained good standing and have met the benchmarks throughout their PhD program.
  - d. Preference will be given to those with better dissertation benchmark plans. The more specific the plan and the more its major benchmarks are confirmable, the better the plan.

- e. When graduate student lecturers are beyond their first semester of lectureship, the administrative committee shall take into account the report of the Graduate Studies Committee on the achievement of previous semester benchmarks.
6. Graduate student lecturers appointed through these procedures should initially be limited to teaching 2 (or 3) classes per semester. A third class could be added for demonstrated need if all qualified applicants have been employed, provided that the additional class received the unanimous approval of the student's adviser and the members of the Administrative Committee.
  7. Graduate student lecturers are eligible for up to two years of teaching as a lecturer under these provisions with the required applications, reviews, and approvals.
  8. Each semester in which the Department of Communication graduate student lecturers are used in instruction, the Chair of the Department of Communication shall make a report to the Graduate Studies Committee and the Faculty Advisory Committee specifying the student(s) hired and the rationale for their hiring.

The primary purpose of employing graduate students lecturers helps meet the teaching needs of the department.

## APPOINTMENT, PROMOTION, AND TENURE PROCEDURES

- I. Committee Membership.
  - A. Appointment, Promotion, and Tenure (APT) Committee. The membership of the appointment, Promotion, and Tenure Committee shall be as defined in the department's Plan of Organization.
  - B. Senior APT Committee. The membership of the Senior Appointment, Promotion, and Tenure Committee shall be as defined in the department's Plan of Organization.<sup>1</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 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>2</sup>

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<sup>1</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.

<sup>2</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.

- E. Department Chair Participation. The Department Chair is ex-officio member of all APT Committees with voice but without vote.<sup>3</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>4</sup>
- G. Quorum. A quorum for all meetings of the APT Committee and its subcommittees shall be a majority of the voting membership, excluding (1) those on official leave or otherwise on assignment at the University of Maryland, College Park, who decline to participate in APT (and, as relevant, Senior APT) meetings, and (2) those committee members not participating in a matter because of a conflict of interest.

An individual declining shall specify the dates to which the decline applies, and this information shall be provided to the committee chair in writing. The individual may withdraw the decline at any time by informing the committee chair in writing.

- 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 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

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<sup>3</sup> Section IV.A.1 of the campus APT regulations permit the department to establish rules governing participation by the Chair.

<sup>4</sup> Required by Section IV.A.1 of the Campus APT procedures.

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>5</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.
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

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<sup>5</sup> Additional information on appointments is contained in Section III of the Campus APT procedures.

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>6</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.

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>7</sup> Assistance in this task by the mentor, the Department

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<sup>6</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.

<sup>7</sup>Specified in Section IV of the campus APT document.



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>8</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, and the greater community.<sup>9</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.)

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<sup>8</sup> Specified in Section IV of the campus APT document.

<sup>9</sup> This procedure is required by Section IV.A.6. of Campus APT procedures.

- 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>10</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.
- 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>11</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

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<sup>10</sup> Department procedures must comply with Section IV.A.2. of Campus APT procedures.

<sup>11</sup> This requirement is elaborated in Section IV.A.7 of the Campus APT procedures.

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>12</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>13</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>14</sup> Departmental criteria include the following:
- 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>15</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

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<sup>12</sup> Procedures governing when decisions are passed from Department to College are specified in Section IV.A.5 of the Campus procedures.

<sup>13</sup> Required by Section IV.D of the Campus APT document.

<sup>14</sup> See Section II of the Campus APT procedures.

<sup>15</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.

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>16</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>17</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.
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>18</sup>
3. Responsibility, if an untenured faculty member, to select a mentor in consultation with the Department Chair.<sup>19</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>20</sup>

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<sup>16</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>17</sup> The general criterion is adapted from Section II.C of the campus APT document.

<sup>18</sup> See Section IV.F.4 of the Campus APT procedures.

<sup>19</sup> Specified in Section IV.A.2 of campus APT document.

<sup>20</sup> Specified in Section IV of campus APT document.

5. Right to notification of deadlines for submitting and required content in material for review.<sup>21</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>22</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.
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>23</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>24</sup>

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<sup>21</sup> University of Maryland APT Policy, Section IV.

<sup>22</sup> Required by Section IV.A.3 of the campus APT document.

<sup>23</sup> Specified in Section IV.D of the campus APT procedures. Additional requirements are provided there.

<sup>24</sup> Specified in Section IV of campus APT policy.

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>25</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.
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; April 6, 2012

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<sup>25</sup> Required by Section IV of Campus APT procedures.

## **APT STATEMENT ON APPOINTMENT OF GRADUATE STUDENTS AS LECTURERS**

The sense of the APT Committee is that graduate students in the Department of Communication should not be appointed as full-time lecturers unless their dissertation is successfully defended.

Passed unanimously, April 8, 2005 by the Appointment, Promotion, & Tenure Committee.