

University of Maryland
Department of Communication



Policies & Procedures

2016-2017

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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-tenured 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.
 - 10. With the advice of the Faculty Advisory Committee, exercise the power of appointment of such standing committees as specified in this plan, and such other ad hoc committees and task forces as will facilitate the department's business.

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 supersede 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 book stream 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 retain 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)

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. 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.

1. 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.
 2. The Search Committee shall advertise the position in accordance with the Search & Selection Plan and generate a pool of applicants.
 3. 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.
 4. 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.
 5. 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. The Search Committee shall at its discretion or when requested by the Department Chair, make whatever recommendations it wishes to the Department Chair regarding initial appointments.
 6. 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.
 7. 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 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 multi-section 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%

- 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."
- C. 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.
- D. 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 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. The faculty member forwarding the nomination shall include a copy of the nominee's *Curriculum Vitae* and an explanation of the relationship of the person's research to our departmental mission.
- II. The Faculty Advisory Committee shall review the materials and may nominate the individual for affiliate status.
- III. Nominees are then invited to deliver a presentation as a departmental colloquium.
- IV. After the colloquium, the Departmental Assembly will vote to end the process or to send the nomination to the Chair.
- V. If the Chair concurs in the appointment, the Chair shall invite the nominee and ask the nominee's unit head to approve this appointment.

Approved, February 2, 2001; Amended, May 2015

Priorities on Use of Common Spaces

Recommended by the Faculty Advisory Council and adopted by the Chair on April 2015

All required reservations (except those for the graduate computer lab) should be made through the departmental online scheduling system: www.umd.mywconline.net.

Reservations take precedence over last minute (within a calendar week) higher priority requests. Access, based on higher priority, to rooms already reserved should generally be negotiated with the instructor holding the reservation. In case of disputes in use of space, see the departmental Administrative Assistant in 2130 Skinner.

Seminar Rooms (2127 and 3117 Skinner)

Priorities:

1. Regularly scheduled graduate level (600/700 level) classes.
2. Departmental meetings (COMMGRADS, Committees, or Departmental Assembly)
3. Meetings with graduate students of five or more, including special meetings of graduate classes, graduate oral examinations, and meetings of advisory and dissertation committees.
4. Service meetings sponsored by members of the faculty.
5. Individual instructional conferences including proctored make-up exams
6. Research-related activities sponsored by members of the department

Generally:

1. Courses of more than 20 enrollees, and all undergraduate courses (including bridge courses) should not be scheduled in the seminar rooms
2. Trash picked up and lights off when finished using the rooms. After the departmental office has closed, also lock the hall doors when using 2127.

Conference Room (0105 Skinner)

Except for graduate scheduling needs, the Conference Room gives priority to uses which require short term booking. For uses that require long-term booking, departmental members should understand that higher priority uses may displace these long-term bookings anytime up to a week before the booking. Those looking to book rooms long-term are encouraged to book in seminar rooms first.

Priorities:

1. Regularly scheduled Graduate level classes of appropriate size when seminar rooms are fully booked at the time.
2. Graduate examinations and meetings of advising or dissertation committees when seminar rooms are fully booked at that time
3. Oral Communication Center (OCC) consultations when 2117 is booked to capacity.
4. Individual instructional conferences including proctored make-up exams and GSIT practice activities.
5. Departmental meetings (Committees or Undergraduate Organizations) of appropriate size.
6. Research-related activities sponsored by members of the department
7. Non-departmental service meetings sponsored by members of the faculty
8. Study space for students from the department

Generally:

1. Activities of more than 10 people should not be scheduled in the Conference Room.
2. Windows should be closed, trash picked up, lights and computer turned off, and door locked when finished using the room.

Special Use Rooms

The following rooms are generally not scheduled through the online system and should be scheduled only by contact with the supervisor of the room

CHRC Research Center (3115 Skinner)

Supervisor: Dr. Xiaoli Nan

Priorities:

1. Research activities sponsored by members of the Center
2. Research activities sponsored by members of the Department of Communication.
3. Work and meeting space for Center staff, research teams, and working groups.
4. Teaching activities uniquely taking advantage of the resources of the center.
5. Only be used with a valid reservation for CHRC space.
6. Windows should be closed, lights off, and door locked when completing use of suite.

Oral Communication Center (2117 Skinner)

Supervisor: Dr. Rowie Kirby-Straker

Priorities:

1. Walk in and scheduled lab hours.
2. Research and training activities in conjunction with the Oral Communication Program.
3. Research that uniquely requires the observational capabilities of the Center.
4. Other activities related to the development of speaking and listening competence.
5. Other activities for which other suitable departmental space is unavailable.

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).

Approved, 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. 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.

Enhancing Teaching Qualifications for Graduate Students

General Criteria

Faculty members should ensure that the following general criteria are met when making decisions about the course-based qualifications required for selecting graduate students to serve as teaching assistants in the courses that they teach or supervise. Such course-based qualifications should be developed in consultation with others who teach the same courses. The course-based qualifications developed by faculty members will be reviewed by the Administrative Committee to ensure that they meet the general criteria below prior to implementation. These course-based qualifications should also be posted on the departmental website. The goal is to help graduate students advance their teaching proficiencies while also ensuring that graduate students in our program represent quality instructors for UM undergraduate students.

1. More than one option should be offered for coursework required for students to qualify to teach a particular course. Courses that graduate students completed in their previous graduate training should also be considered (and in some cases undergraduate coursework can be considered).
2. Graduate students receiving below average teaching evaluations during their first year (and beyond) are strongly encouraged to pursue teaching enhancement training. Such enhancement can include the successful completion of one or more of the following options: completing CTE training, establishing mentor relationships with experienced teachers, completing independent studies with faculty, shadowing faculty, lecturers, and senior graduate students teaching the relevant courses.
3. Professional experience as relevant may be required in order to teach certain courses. These experiences can include internships, work experience, university and departmental service contributions, and volunteer experiences.
4. While previous teaching experience is taken into consideration when assigning teaching assistants and instructors to classes, the goal is also to ensure that a variety of students are given the opportunity to teach those courses most associated with the department's areas of study.

Approved, December 2012

Department of Communication Procedures for Grants and Contracts

The following represents the procedures for submitting extramural grant and contract applications with the Department of Communication at the University of Maryland. These procedures reflect ORA's guidelines outlined in their Sponsored Research Handbook -- <http://www.ora.umd.edu/sites/default/files/documents/proposal/sponsored-research-handbook.pdf>-- and the College of Arts and Humanities' (ARHU) Center for Synergy -- <https://arhusingynergy.umd.edu/grants/routing>.

Please see the following link for ORA forms: <http://www.ora.umd.edu/forms/umd>

1. All extramural and sponsored grant and contract applications proposed by departmental faculty and graduate students must be approved and signed by the chair of the Department of Communication and reviewed by the department's business office. The applications must also be routed through ARHU Dean's Office.

The chair's assessment of applications in terms of course buyouts, graduate student assistance, and cost sharing will depend on the need to balance teaching requirements, graduate student availability, budget constraints, and other administrative burdens.

2. Faculty requesting any departmental resources in sponsored research applications must gain approval from the chair before submitting an application to ARHU or to ORA. Departmental resources include but are not limited to: paper and office supplies; photocopies; staff time involved with processing applications, processing course buyouts, creating budgets and accounts, processing grant/contract paperwork, and managing accounts; office space to perform funded research tasks; graduate student assistance; research center space; departmental equipment; and cost sharing.
3. Individuals interested in applying for a grant or contract must complete the Intent to Submit a Grant or Contract form, found at www.comm.umd.edu. The form needs to be submitted to the chair as early as possible (at least 5 weeks before the submission due date except in extraneous circumstances). The chair must approve the form within a maximum of 5 business days. The chair will consider each application in the context of other applications and consult the Grants Committee as needed.

Individuals submitting white papers or letters of intent should also complete the Intent to Submit a Grant or Contract form and submit it to the chair at least one week before the due date. A copy of the proposed budget should be attached. If the grant needs to be routed through ORA, the form needs to be submitted to the chair at least 10 days before the due date. Please see ORA's guidelines for white papers and letters of intent:

<http://www.ora.umd.edu/sites/default/files/documents/proposal/sponsored-research-handbook.pdf>)

4. An estimated budget and budget justification for each grant or contract must be submitted to the chair and business office at least 17 business days prior to the submission deadline. The chair can seek advice from the Faculty Advisory Committee and the Grants Committee in approving the parts of the budget that involve departmental resources. It is expected that revisions to budgets may be made, and any revisions shall be subsequently submitted to the chair for approval.
5. When an external grant or contract is being proposed, a University Routing Form must be submitted along with the budget 11 business days prior to submission deadline. The form must be signed by the faculty member/staff/student submitting the grant/contract proposal, the chair, and then the ARHU Dean's Office. Please see the details for ORA's routing form: <http://www.ora.umd.edu/sites/default/files/documents/forms/ora-routing-form.pdf>
<http://www.ora.umd.edu/sites/default/files/documents/forms/ora-routing-form-line-by-line-instructions.pdf>.

When completing the routing form, the PI or the Co-PI must designate a portion of the DRIF funds for the Department of Communication. The amount will be determined in consultation with the chair. The percentage should reflect the level of effort of the Department of Communication researcher(s). Please see the guidelines for DRIF funds:

<http://www.ora.umd.edu/sites/default/files/documents/forms/drif-credit-percent-for-coeus.pdf>

6. Final grant or contract applications must be routed through the department chair at least 12 business days prior to the submission deadline.
7. Individuals can seek exceptions to the departmental procedures identified above. The chair (and the ARHU Dean's Office as necessary) needs to approve such exceptions.

Approved, November 2016