

## **Department of Communication Arts**

# **Policies and Procedures for Annual Evaluation, Promotion and Tenure**

### **Annual Evaluation**

Valdosta State University annually evaluates the performance of its faculty in order to ensure that academic expectations are met, and to ensure faculty currency, relevance, and ability of the highest possible quality. These evaluations are intended to be both formative and summative, instructive as well as decisive.

The Annual Evaluation is intended to inspire and foster outstanding faculty teaching, service activities, and professional development/research. Annual Evaluations are also key components of the processes of faculty promotion, tenure, and all other personnel decisions during a faculty member's appointment at VSU.

This evaluation is developed using a university-constructed template, and its content is based upon the evidence of teaching, service, and professional development/research activities available to the department head for review in a calendar year. Research is defined as creative, scholarly, or performance activity for the faculty of the College of the Arts. Annual evaluations are conducted by department heads and are delivered in person to individual faculty members. Faculty have the opportunity to respond to evaluations in writing and to have these responses attached to and submitted with the evaluation.

Criteria administered by department heads in the course of developing annual evaluations for faculty are the same as those published as departmental expectations for promotion and tenure for faculty.

### **Promotion**

The requirements for College of the Arts personnel to be promoted in rank from Assistant to Associate Professor and from Associate to Professor are listed below. The list of requirements below is assessed in each Annual Evaluation, at the time of Promotion, as well as at those times when faculty undergo Tenure, Pre-tenure and Post-tenure Reviews. Promotion to the rank of Associate Professor from Assistant Professor requires four years of employment in rank at Valdosta State University and satisfactory fulfillment of requirements 1-4a, and requirement 5. Promotion to the rank of Professor from Associate Professor requires five years of employment in rank at Valdosta State University and satisfactory fulfillment of requirements 1-4a, and requirement 5.

1. Possess the doctoral degree in an appropriate discipline or, in areas/disciplines that do not have such credentials, an appropriate terminal degree.
2. Hold a tenure track position at the rank of assistant professor or associate professor.

3. Demonstrate excellence in **CLASSROOM TEACHING**. The Department of Communication Arts is committed to teaching and the instructional process, which remains its highest priority. **Therefore, teaching effectiveness must be evaluated as outstanding for tenure and promotion to any rank.** Teaching includes knowledge in the teaching field, quality in teaching, and currency in the discipline. Teaching encompasses instructional activity as well as those professional development activities aimed at making one a better teacher or at enhancing one's expertise in a teaching subject area. Examples of professional development include engaging in the peer review process (discussions with fellow faculty, mentoring, videotaping classes, mid-semester assessments, syllabi swaps, classroom visits, etc.), preparing teaching and/or course portfolios, attending conferences, institutes, and/or workshops directed toward teaching or toward maintaining one's professional accreditation, and undertaking reading programs or creative activities to stay current in one's field. The goal of these activities is to improve teaching by gathering information and providing feedback on teaching and by increasing knowledge in one's field. Recognizing that no single instrument can reliably measure teaching effectiveness, those reviewing the candidacy will conscientiously examine a teacher's content and pedagogy from various perspectives such as student evaluation, peer evaluation, and self-evaluation. Candidates are responsible for supplying sufficient materials for that examination. If the materials are not sufficient, candidates may be requested to provide further information or documentation. The following statements represent some, but not necessarily all, of the indices used to measure these three perspectives. Such evidence is provided through the Department Head evaluations of teaching, student evaluations, peer/colleague evaluations, and/or letters of support from those having knowledge of the faculty member's teaching methods, and/or a teaching portfolio that includes student work; and/or letters of support from those having knowledge of the faculty member's teaching methods.

Candidates may direct internships, practica, debate, and/or speech lab.

The candidate advises students on University and College degree requirements and serves as mentor for students desiring advanced degrees and career counseling.

- 4a. Demonstrate **SCHOLARSHIP** by publishing scholarly papers/books and/or engaging in creative endeavors in an appropriate discipline during the period in rank. Normally, evidence of such activities includes the publication of articles/monographs/scripts in appropriate journals/books or the publication of a scholarly book. In the arts, the evidence may be demonstrated by creative activities (solo performances, featured performances, juried exhibits or presentations, choreography, direction of a production, or honors in the discipline, etc.) during the period in rank.

The quality of the creative activity or the journal/publisher, and the nature of the activity or the publication must be considered. A research article, review essay, or major creative endeavor typically provides stronger evidence than a book review.

While publication in a vanity press cannot be considered as evidence of scholarship, publication in a commercial or university press would provide strong evidence of scholarship.

It is incumbent upon the applicant to explicate how his or her activity meets standards of quality and provides evidence of scholarship in the field. Juried exhibits provide more evidence of quality than non-juried exhibits. Appropriate supporting materials (e.g., performance reviews, exhibit critiques, etc) should be included to provide such evidence.

Externally funded research grants may also be used as evidence of research productivity.

- 4b. Present scholarly papers at professional meetings of appropriate organizations during the period in rank. The nature of the organization (local, state, regional, national, international) and the type of presentation (research paper versus panel presentation) are used to judge the importance of the scholarship. This may include publication in professional journals or magazines that make one's field accessible to a wider audience.

In the creative arts, those activities that are not juried or reviewed by peers, and are more local in scope might be offered as evidence of professional presentations.

It is incumbent upon the applicant to explicate how his or her activity meets standards of quality and provides evidence of scholarship in the field.

5. Provide **SERVICE** to the Department, the College of the Arts, the University, professional organizations in your field, and service to the surrounding community during the period of rank. Such service might be evidenced by the following types of activities: creating new courses/programs, administering programs, serving on departmental committees, serving on college-wide committees, serving on university-wide committees, obtaining externally funded grants that support academic programs, and/or participating in community service projects outside the university.

Service to organizations in one's field may be demonstrated through attendance at professional meetings, membership on professional committees, holding offices in professional organizations, serving as an editor or reviewer for a professional journal or publisher, serving as a judge or on a jury for artistic work, and/or chairing sessions/panels at professional meetings. Professional service is demonstrated through discipline-related, consultantships in appropriate organizations and/or agencies.

## **Pre-Tenure Review Process**

At the end of the probationary faculty member's third year of service, a pre-tenure review process is conducted to provide a means for "untentured faculty to gain positive and corrective feedback about their performance and how it relates to their tenure progress." The *VSU Faculty Handbook* has published guidelines outlining the procedures for conducting this review. Criteria for determining the nature of a reviewed faculty member's progress toward tenure is unique to each department in the college. Faculty members under review will submit materials demonstration competency in areas 1-5.

## **Tenure**

Tenure is granted to faculty through procedures established by the Board of Regents and Valdosta State University. Only full-time, tenure-track, permanent faculty members at the rank of Assistant Professor, Associate Professor, or full Professor are eligible to apply for the award of tenure after five years of full time service. The maximum time that may be served at the rank of Assistant Professor or above without the award of tenure is seven years. Faculty who are reviewed for tenure should be perceived as ultimately promotable. To achieve tenure requires satisfactory completion of criteria 1 – 5, including **either** 4a or 4b.

Applicants may choose to apply for tenure, promotion, or both in the same process.

## **Organization of Materials Needed in Application Portfolio:**

### **TEACHING:**

- A. All student evaluations for courses taught during the relevant application period
- B. Copies of annual reviews
- C. Other evidence that the applicant may choose to submit:
  - Self-evaluations
  - Peer evaluations
  - Teaching portfolios
  - Letters of Support

### **SERVICE:**

- A. Documents indicating the time period and level of service in which you participated.
- B. Materials that demonstrate the types of contributions your service made (e.g., reports written as a committee chair, reviews, or letters of commendation regarding a specific service activity, etc).
- C. Other evidence the applicant may choose to submit.

### **SCHOLARSHIP:**

- A. Documentation might include copies of journal articles, published materials, comments from adjudicators, and evidence of external grants.
- B. Other evidence the applicant may choose to submit.