

Department of Communication and Journalism
PATFA Promotion to Adjunct Professorial Ranks
Guidelines & Instructions

I) Eligibility

As per the current agreement between UMS and PATFA, PATFA Faculty are eligible to apply for a promotion to and within the professorial ranks (PATFA Agreement, Article 16). As per Department of Communication and Journalism criteria, PATFA members can apply for promotion after six years of service at their current rank. Only PATFA members who have earned a terminal degree will be eligible for the rank of Adjunct Assistant Professor in Communication and Journalism. A terminal degree is defined as a Ph.D., M.F.A., or equivalent. Should the applicant not specifically possess a terminal degree in a relevant discipline, their application letter should clearly explain how their combination of education and experience meets the academic requirements for promotion.

Applications for promotion to Adjunct Assistant Professor of Communication and Journalism should demonstrate “high quality teaching” as specified in Section II-A of “Department of Communication and Journalism Criteria For Re-Appointment, Promotion, Tenure and Peer Review” (October 27, 2014, or as updated). Applications for promotion to Adjunct Associate Professor of Communication and Journalism, and Adjunct Professor of Communication and Journalism, should refer to the teaching components detailed for those ranks in the same document (Sections III-C and III-D).

A PATFA faculty member seeking promotion is required to have a full-time Department of Communication and Journalism faculty peer evaluation through classroom observation within the four semesters prior to their application for promotion.

Records of PATFA faculty evaluations/classroom visits are kept in the Department and HR faculty personnel files.

II) Schedule

- October 15, for promotion to take effect the following spring semester
- March 1, for promotion to take effect the following fall semester

*Applicable deadlines in the PATFA Agreement will supersede these, should there be a discrepancy.

III) Application Components

PATFA members applying for a promotion to a professorial rank shall submit a written application and accompanying documentation on or before the dates indicated above.

Only complete applications will be reviewed. Complete application dossiers must include the following:

1. A letter of application detailing qualifications for promotion that references the criteria below (see V)
2. A statement of teaching philosophy and practice
3. Syllabi for each course taught during the previous 6 years, with a note explaining the applicant's contributions to course development
4. Documentation of classroom visit(s) by full-time faculty peer in the Department of Communication and Journalism
5. A summary of quantitative Student Evaluations of Teaching from the previous 6 years, using the standard College of Liberal Arts and Sciences template and appropriate comparative averages
6. Representative examples of qualitative Student Evaluations of Teaching (only written comments signed by students) covering the previous 6 years
7. A current Curriculum Vitae (CV)
8. Copies of any performance evaluations from the previous 6 years
9. Relevant supplemental documentation that helps in the evaluation of the applicant's teaching performance, including additional documentation of teaching effectiveness and contributions to CMJ education, documented examples of pedagogical development (e.g., participation in programs offered by the Center for Innovation in Teaching and Learning (CITL)), and any additional materials demonstrating commitment to enhancing CMJ education (e.g., course proposal or innovation).

In addition, applicants are encouraged to document creative and scholarly activities and achievements as well as relevant service to the public, university, and/or profession.

IV) Review Process

1. The full-time faculty of the Department of Communication and Journalism shall select a Peer Committee, consisting of three full-time tenured or tenure-track faculty members. One tenured faculty member shall be designated by the members as chair of the Peer Committee.
2. The Peer Committee reviews the applicant's dossier and, if requested, the applicant's personnel file.
3. The Peer Committee writes a review that recommends for or against promotion and submits to the Department chair, copying the applicant at his/her home mailing address or by email (PATFA Agreement, Article 9, Section G).
4. The applicant then has two (2) weeks to reply in writing to the review and recommendation. The Peer Committee letter and applicant response, if any, will be placed in the applicant's personnel file.
5. The Chair will review the applicant's dossier, the Peer Committee's letter, and the applicant's written response, and then make a separate recommendation for or against promotion.

6. The Chair will forward their recommendation, along with the materials listed in #5 above, to the Dean of the College of Liberal Arts and Sciences (the “appropriate academic administrator” per Article 16, Section F) who will decide for or against promotion.

V) Evaluation Criteria

Evaluation of applications for promotion to the professorial ranks in the Department of Communication and Journalism is based primarily on assessment of a PATFA member’s teaching performance, the first area of the Department’s tripartite mission. The two other areas—creative process/scholarship/research and professional service—may be considered where appropriate (PATFA Agreement 9.D.3).

In the evaluation of contributions to the teaching mission of the Department of Communication and Journalism, level of participation, ability to develop effective teaching strategies, and quality and effectiveness of performance from the preceding six years will be considered. The following will be used to assist in the evaluation of these contributions:

1. Setting and achieving appropriate student learning outcomes
2. Course and curriculum development as appropriate to assigned area (in conjunction with full-time faculty in some areas)
3. Maintaining current and relevant curriculum
4. Addressing issues of conceptual, cultural, and historical diversity
5. Informing, evaluating, communicating effectively with, and inspiring students, so as to maintain a positive learning environment
6. Contributing to the educational mission of the Department and the University as a whole
7. Maintaining and managing teaching spaces, facilities, and equipment, including:
 - A. Providing an organized and safe learning environment
 - B. Staying current on required and suggested trainings in categories identified by University and Department, and abiding by relevant University and Department policies
 - C. Maintaining, organizing, and securing classroom equipment and technology (if applicable)