



## **Mass Communication Department**

### **Post-Tenure Review of Faculty**

November 22, 2022

This document outlines the process of post-tenure review of faculty in the Department of Mass Communication. The review is conducted in accordance with Academic Policy Statement 980204, Performance Evaluation of Tenured Faculty.

Every tenured faculty member with less than a 0.5 FTE administrative appointment shall be given a comprehensive performance evaluation every fifth year after receiving tenure, a promotion, returning to a faculty position following an administrative assignment, or after a previous comprehensive performance evaluation.

1. The department chair notifies the faculty member in writing about the upcoming comprehensive performance evaluation. The written notification is sent by October 1<sup>st</sup> of the academic year when the evaluation takes place. Faculty member may request early evaluation by communicating it to the department chair in writing by October 1<sup>st</sup>.
2. Faculty member submits a narrative (optional) and a CV (optional) for review by March 15<sup>th</sup>. In accordance with APS 980204, the initial review makes use of the FES records for the five (5) most recent years. The faculty member under review may provide a CV and narratives that provide context to the FES documents and discuss accomplishments in teaching, creative and scholarly activities, and service.
3. The Mass Communication Department Promotion and Tenure Advisory Committee (DPTAC) meets to evaluate performance of the faculty member under review between March 16<sup>th</sup>