

**Code for the Structure and Operation of the  
Department of Journalism and Media Communication  
at Colorado State University  
Updated April 2016**

**1. DEPARTMENTAL MISSION**

The Department is concerned with communication principles and their application and effects in media. To fulfill this role, the department engages in:

- 1.1 Undergraduate teaching, to examine with students the knowledge, skills, and values necessary for traditional and innovative approaches to professional journalistic and related communication responsibilities.
- 1.2 Graduate teaching, to explore with advanced students communication concepts, theories, research methods, and sophisticated application in academic and advanced professional work environments.
- 1.3 Scholarship and creative activity, to help understand the nature, processes, technologies, effects, and problems of communication, modern media, and journalism/communication education.
- 1.4 Interdisciplinary teaching, research, and outreach, especially as related to science, technical, health, and environmental communication.<sup>1</sup>
- 1.5 Service to the university, professional media, and academic organizations, including outreach to the public and media/communication constituencies.

**2. DEPARTMENTAL ORGANIZATION**

**2.1 Voting Rights and Participation in Departmental Affairs**

- 2.1.1 Voting members of the faculty shall be limited to all tenured and tenure-track faculty members and senior teaching appointment faculty.
- 2.1.2 Faculty affiliates are persons whose work associates them directly with the department's teaching, research, and service programs. Individuals shall be recommended for appointment to the title of faculty affiliate by action of the voting faculty. Affiliate faculty do not have voting privileges.
- 2.1.3 Jointly appointed faculty whose tenure home is in another department, instructors on special or temporary appointment, research associates, extension specialists, and faculty affiliates are encouraged to attend and participate in departmental meetings although they do not have voting privileges.

**2.2 Faculty Governance and Meetings**

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<sup>1</sup> This commitment is consistent with Colorado State's mission as a land-grant institution and its classification by the Carnegie Foundation as a doctoral degree/STEM dominant institution with an undergraduate program balanced between the arts and sciences and professions. See [http://classifications.carnegiefoundation.org/lookup\\_listings/view\\_institution.php?](http://classifications.carnegiefoundation.org/lookup_listings/view_institution.php?)

The voting members of the faculty constitute the primary policy-making body of the department. The department chair shall chair the journalism faculty, which shall meet at least once a month during the fall and spring semesters, unless circumstances prevent it, in which case the faculty will meet as soon as is practical. Minutes shall be taken by a staff member or other person designated by the chair.

2.2.1 The voting faculty shall offer advice and recommendation to the department chair on the administration of the department and its recommendations to the dean. If a majority of the voting faculty (or tenure committee if the case involves tenure) disagrees with a recommendation, the chair shall also forward the separate recommendation from the voting faculty or tenure committee.

2.2.2 All responsibilities not specifically delegated to the department chair in Section C of the current Academic Faculty and Administrative Professional Manual shall remain with the voting faculty, who may retain them, delegate them to a standing or special committee, or delegate them to the department chair. Among such responsibilities are: recommending search and appointment procedures for permanent, temporary, full-time and part-time faculty; renewal or non-renewal of appointments of non-tenured faculty; merit evaluation and promotion; discussing potential candidates among the faculty for University and College committees; recommending departmental program development; relations with national associations; conferences; maintaining relations with student publications and media; making recommendations on college and university policy; and other relevant matters.

### 2.3 Standing Committees

To conduct its business efficiently and effectively, and to provide for thoughtful review of proposals, the voting faculty establish the following standing committees, the composition of which--with the exception of the tenure committee--shall be determined annually by the department chair based on written preferences submitted by faculty members and/or by the request of the chair. Other committees may be established by the voting faculty as warranted. The standing committees include:

#### 2.3.1 Tenure and Promotion Committee.

The Tenure and Promotion Committee is charged with making recommendation to the department chair concerning tenure. Membership of the committee shall consist of all tenured faculty in the department. The committee is chaired by its own elected chair who in turn represents the committee's deliberations in follow-up meetings between probationary faculty member and the department chair. If the department chair does not have tenure, the chair shall not have a vote. When the committee meets, its deliberations shall be closed. Its votes shall be by secret ballot. Probationary faculty members shall be notified immediately as to whether the vote was "for tenure" or "against tenure."

#### 2.3.2 Undergraduate Program Committee.

The Undergraduate Program Committee shall manage and make recommendations to the voting faculty and chair on matters dealing with undergraduate curricula, academic standards, and student success in the program. This includes oversight of professional liaison, alumni and development activities; internship coordination, policies and placement; and curricular components including addition or deletion of courses or programs, grading standards, and admission appeal guidelines.

2.3.2.1 An Undergraduate Program Director shall chair this committee and will coordinate the undergraduate committee's work, working with committee members to assign duties and roles as necessary.

2.3.2.2 Separate from the Undergraduate Program Director, the Undergraduate Committee shall appoint a Curriculum Coordinator to advise the committee and faculty on curriculum procedural issues, to direct the necessary work for curriculum changes, to represent the Department at College Curriculum Committee meetings, and to serve as liaison with the University Curriculum Committee and staff.

2.3.3 Graduate Program Committee. The Graduate Program Committee shall manage and make recommendations to the chair on matters dealing with graduate curricula, academic standards, student selection criteria, admission, and evaluation of graduate students. This includes periodic review or approval of individual students' programs and advising expectations. Graduate courses or seminar proposals originate with the graduate committee before being forwarded to the faculty. The Graduate Committee will (1) designate and host graduate guest scholars, (2) represent and advocate interdisciplinary master's and Ph.D. level graduate study with other Colorado State University departments, (3) develop policies and procedures for on-campus and off-campus graduate study in the department, (4) review program goals and objectives, and (5) make recommendations to the chair for faculty course assignments at the graduate level. A designated faculty member shall serve as Graduate Program Director to coordinate admissions, student support activities and events, advising, and special programs. The department chair will appoint the Graduate Program Director and the Graduate Committee Chair after consulting with the graduate committee. The Graduate Program Chair and the Graduate Committee Chair may be held by one, or separate faculty members based on time availability and interest. The department chair will fill both positions with input from the graduate committee.

2.3.4 Merit Evaluation Committee. The Merit Evaluation Committee is charged with making recommendations to the department chair concerning annual performance reviews for each full-time faculty member. Membership of the committee shall consist of three full-time regular faculty members, one from each rank. Tenure is not a consideration for membership. The committee shall be elected annually by the voting faculty at the beginning of each academic year. Criteria for evaluations by this committee shall be discussed by the voting faculty annually.

2.3.5 Diversity Committee. The Diversity Committee develops and monitors the department's diversity plan. The committee recommends special programming, student and faculty recruitment and retention programs, and plans to infuse the curriculum with diverse ethnic and cultural underpinnings. The committee also oversees collection of documentation of curricular and programmatic course content each year from faculty.

2.3.6 Technology, Equipment, and Library Resources Committee.

The Technology, Equipment, and Library Resource committee works in coordination with the College of Liberal Arts director of information technology, and with the designated library representative. The committee recommends training opportunities for faculty and students to familiarize themselves with new equipment and applications. It recommends expenditures for equipment and computer software from available funds, and consults with the designated library representative on centralized programs and resources.

2.3.7 Scholarships and Awards Committee.

The Scholarships and Awards Committee shall work with the College of Liberal Arts to select winners of Department scholarships. A representative on the college scholarship committee consults with Department faculty to nominate and select outstanding graduate award winners.

## 2.4 Designation and Responsibilities of the Chair

2.4.1 The Department administrative officer shall be designated as department chair.

### 2.4.2 Duties and Responsibilities

The current Academic Faculty and Administrative Professional Manual, under Department Heads (Section C), specifies department chair duties and responsibilities. In carrying out those duties, the department chair shall actively solicit the advice of the faculty, which is the primary policy-making body of the department, including the Tenure and Review Committee and other standing committees as provided for in this document.

### 2.4.3. Selection of Department Chair

The manner of selection and appointment of department heads adheres to procedures set forth in (Section C.2.6.2 Department Heads) of the current Academic Faculty and Administrative Professional Manual. An interim appointment of an acting department head is recommended by the dean of the college to cover periods of absence or vacancy.

### 2.4.4 Term of Office

The current Academic Faculty and Administrative Professional Manual, under operational Policies of Departments (Section C.2.4.2.2.c) specifies the terms of office for the department chair.

## 3. SEARCH PROCEDURES

The faculty are responsible for conducting searches for full-time faculty members, including regular tenure-track and tenured faculty members and for permanent full-time instructors. When an opening occurs, a search committee shall be appointed by the chair upon the concurrence of the voting faculty. At least one member of the search committee shall come from the academic and/or professional area of expertise involved. The search committee will follow university and college search procedures, which include circulation of the job description, announcements, screening, with submission of names of final candidates to the tenure track and tenured journalism faculty, and recommendations to the chair of the department. Application materials, including letters of recommendation and of semifinalist candidates for tenure-track and tenured positions will be made available to all regular members of the department faculty. All participating faculty shall abide by the confidentiality required by the search process.

The chair is authorized to recruit and hire part-time lecturers and special and temporary full-time instructors on a year-to-year basis in keeping with University policies, and in following College of Liberal Arts procedures for establishing a temporary candidate pool, and shall inform the faculty about such hiring plans and decisions.

#### 4. EVALUATION OF DEPARTMENT FACULTY

Procedures relating to the review of recommendations for faculty members for acquiring tenure, for promotion in rank, and for reappointment conform to sections C and E in the current Academic Faculty and Administrative Professional Manual, and to the College of Liberal Arts Guidelines for Tenure and Promotion. The specific departmental Guidelines for Tenure and Promotion are appended. The Departmental Guidelines note that recommendation for tenure requires clear evidence of capability for significant professional contributions, effectiveness and promise of continuing growth in teaching and scholarship/creative activity, and effectiveness of institutional and professional public service.

##### 4.1 Annual Evaluation for Reappointment and Progress Toward Tenure of Untenured Faculty.

The Tenure and Promotion Committee will annually evaluate the progress toward tenure of the untenured faculty, according to the criteria detailed in the departmental Guidelines. The department chair along with the elected chair of the Tenure and Review Committee will notify the untenured faculty members of their progress as directed in guidelines set forth in Section E of the current Academic Faculty and Administrative Professional Manual.

##### 4.1.1 Mentoring for Probationary Faculty

Each probationary faculty member will work with a tenured faculty member to mentor and monitor progress toward annual reappointments and tenure. The mentor will be selected by the department chair, with input from the probationary faculty member. If desired by the faculty member, more than one mentor may be selected (e.g., one for teaching, one for scholarship). The role of the mentor will be to offer continuing advice, consultation and guidance on instruction, scholarly and/or creative activity, service, and other matters related to productive academic progress. The selection of a mentor should not preclude seeking of advice from other faculty.

##### 4.2 Department Guidelines for Tenure and Promotion are followed in evaluating untenured faculty for continuing appointment as well as for tenure and promotion consideration, and for consideration of promotion of associate professors to full. Those guidelines are appended.

##### 4.3. Annual Evaluation of Faculty.

Each faculty member is required to submit a Confidential Annual Activities Report covering accomplishments for the prior calendar year. Based on the report and accompanying exhibits, the elected Merit Evaluation Committee (See Standing Committees - 2.3 of this document) will conduct an annual performance evaluation of each full-time member of the faculty for the prior calendar year using the criteria and evaluation form authorized by the Provost. Those written narrative evaluations and ratings are presented to the chair, who will review the committee's evaluation with the faculty member.

4.3.1. Independently, the chair will assess the performance of each faculty member based on the reports and exhibits submitted as part of the Merit Evaluation process. The chair will compare her/his evaluations and ratings with those submitted by the Merit Evaluation Committee.

If the chair disagrees with the committee's recommended ratings in any category, the chair will discuss the difference with the committee. Should a difference not be reconciled, the chair's rating and narrative evaluation stands as the final assessment. The faculty member has the right to provide written comments on the evaluation before signing and returning a copy of the evaluation form to the chair.

#### 4.4 Post Tenure Review

4.4.1 In accordance with the provisions of the Academic Faculty and Administrative Professional Manual, Section E, the Department shall conduct periodic comprehensive reviews of all tenured faculty. The chair shall conduct Phase I reviews according to Section E. For Phase II reviews, if any, the procedures according to Section E shall be followed, and a faculty review committee shall be appointed as follows:

4.4.1.1 The Review Committee shall consist of all members of the Tenure and Review Committee of equal or higher rank than the subject faculty member, excluding the subject faculty member and others excluded according to section 4.4.3 below.

4.4.1.2 Any member of the Review Committee may withdraw from service because of possible lack of impartiality. In addition, the subject faculty member and any member of the Review Committee including the chair may challenge any member of the Review Committee as to impartiality. The remaining members of the Review Committee shall judge the challenged member's impartiality and shall decide by majority vote whether the challenged member may continue to sit on the Review Committee.

4.4.1.3 In its deliberations the Review Committee shall be guided by the performance standards and criteria contained in the Academic Faculty and Administrative Professional Manual, this Code, the "Guidelines for Tenure/Promotion recommended to the Departments and the Dean of the College of Liberal Arts", the Departmental "Guidelines for Tenure and Promotion", copies of the faculty member's previous Comprehensive Performance Review Phase I and Phase II reports, and the annual activity reports and annual merit evaluations since his/her last Phase I review.

4.4.1.4. The subject faculty member may submit materials in support of her or his case. In addition, the Review Committee shall obtain any other materials that it deems appropriate for a full and fair consideration of the case.

4.4.1.5 The Review Committee shall interview the faculty member, the department chair and any other persons (either within or without the department) who the committee, the department chair or the faculty member under review believes could provide relevant and useful information regarding the performance of the faculty member under review.

4.4.1.6 The Review Committee shall make a determination of which of the outcomes stated in the Academic Faculty and Administrative Professional Manual, Section E applies. For each outcome, the Review Committee shall provide the subject faculty member with a written summary of the review, and the faculty member may submit a written response within 30 days. Both the review and the response shall be forwarded to the department chair for further action as required.

#### 4.5 Assessment of Instruction across Faculty Ranks.

Timely and effective assessment of instruction is critical for all faculty and instructors, regardless of the nature of appointment. This assessment should include as wide a range of techniques and materials as may be useful. The department will strive to have a systematic assessment program including mandated student classroom evaluations, in-class peer

reviews, course syllabi and materials, student testimonials, teaching awards and other recognitions, and related evidence. Faculty required to participate in formal merit, reappointment, promotion, and post-tenure reviews must submit such evidence when requested to the Tenure and Promotion Committee, and all faculty required to participate in annual merit reviews must submit such evidence annually to the Merit Evaluation Committee. Faculty not so required must submit such evidence to the department chair.

#### 4.6 Distribution of Effort Guidelines.

A distribution of 50% effort in teaching and advising is associated with an academic year assignment of four three-credit TYPE A courses plus graduate and undergraduate advising and other Type B activities. Faculty on a four-course load and a 35% or higher effort distribution for research/creative activity must sustain a record of research and creative activity that is on a level (in terms of both productivity and quality) equivalent to national norms at the University's peer universities that have four-course per year teaching loads. Non-tenured faculty who are on a tenure-track appointment will normally be assigned no more than four Type A courses in an academic year. As long as the agreements reached are consistent with the records of the faculty involved and the ability of the department to fulfill its institutional mission, individual faculty may negotiate individual effort distributions with the department chair. The department chair has the discretion to approve temporary alterations in effort distributions that would not be normally justifiable given a faculty member's record if such arrangements are part of a professional development plan designed to help faculty improve their teaching or research.

4.6.1 Variation in the 50%-35%-15% distribution must be agreed upon in writing between the faculty member and department chair. The department chair may seek advice from faculty on individual variations. These variations may include, but are not limited to course buyouts for research; course reductions for service as undergraduate program director or graduate program director; course additions in lieu of research for tenured faculty members, and course additions in lieu of service.

## 5. GRIEVANCE PROCEDURES

- 5.1 In the event that grievances arise between a faculty member and the chair of the Merit Evaluation Committee or the Tenure and Review Committee in regard to the annual performance evaluation or any other matter of concern to the faculty member, the procedures employed shall follow those set forth in Section K (Resolution of Disputes) of the current Academic Faculty and Administrative Professional Manual.
- 5.2 In the event that grievances arise between a student and a faculty member over class performance, or procedures which cannot be resolved between the student and faculty member, the department chair will refer the matter to the Undergraduate Program Committee or Graduate Program Committee for review. In the event that these review procedures do not resolve the matter, the student or faculty member or chair can appeal the matter to the Office of Conflict Resolution and Student Conduct Services.

## 6. PROCEDURES FOR SELF-ASSESSMENT OF DEPARTMENTAL OPERATIONS

- 6.1 Procedures for the self-assessment of departmental operations shall follow those set forth in the current Academic Faculty and Administrative Professional Manual (Section E) or as directed by the Dean of the College of Liberal Arts or the Provost/Vice President for Academic Affairs.

## 7. REVIEW AND AMENDMENTS TO THE DEPARTMENTAL CODE

- 7.1 The Code shall be reviewed by the faculty in the year prior to the end of the term of the chair.
- 7.2 A review of all or of any part of this Code may be instituted at any time at the request of the voting faculty provided that the request receives a two-thirds majority approval at a scheduled departmental meeting.
- 7.3 The Code may be amended by a two-thirds vote of the voting faculty at a scheduled faculty meeting provided that the proposed amendment was presented and considered in the scheduled meeting immediately preceding. Final approval, however, rests with the Dean of the College of Liberal Arts and the Provost/Executive Vice President.

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