

SIGNATURE SHEET FOR EVALUATIVE CRITERIA
APPROVED CRITERIA SHALL HAVE ALL REQUIRED SIGNATURES

Department/Office: RADIO TV Film

Department Chair/Head: Kerth Brund

Print

Academic Year (circle): (15-16) 16-17

Date Sent to Dean/Supervisor: 9/22/15

Kerth Brund

Signature

17-18

18-19

19-20

Signature

[Signature]
Dean/Supervisor:

Date

9/28/15

Approved

(Y) P / N

Y / P / N

Add'l Admin:

[Signature]
Provost/designee:

9/30/15

(Y) P / N

Y / P / N

President/designee:

Y = Approved

P = Approved pending modifications

N = Not approved

For P or N decisions, the departmental committee should be provided with the reasons for non-approval, as well as suggested changes to the criteria within a reasonable time to ensure timely approval for first year candidates.

DIRECTIONS: Sign each line and print or stamp name below the line. This signature page must accompany the evaluative standards throughout the entire approval process, and serves as a record that all levels have contributed to the approval process. After all levels have approved the evaluative standards, this cover page and the criteria shall be duplicated, and a copy sent to the Senate office for archiving. The original criteria packet is returned to the Department/Office.

SUGGESTED TIMETABLE:

Departmental approval, sent to Dean/Supervisor:

DATE

September 25 (earlier if possible)

Dean provides feedback regarding criteria

October 9

Final administrative approval and forwarding to Senate,
Department, and Dean

November 1

SIGNATURE SHEET FOR EVALUATIVE CRITERIA
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Department/Office: RADIO TV Film

Department Chair/Head: Keith Brand

Print

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General Principles for Tenure, Recontracting & Promotion Department of Radio, Television, and Film

Ratified: September 21, 2015

This document is intended to serve in conjunction with both the Tenure & Recontracting and Promotion (TR and P) *Memorandums of Agreement (Memorandum)*. The candidate should familiarize him/herself with the appropriate *Memorandums* and its components in conjunction with this document. The current *Memorandums* are located on the Provost's web page (<http://www.rowan.edu/provost/aft/>). If any conflict between this document and either *Memorandum* exists, the appropriate *Memorandum* shall supersede this document.

The Department's TR and P procedures are designed to support the mission of Rowan University, the College of Communication and Creative Arts, and the Radio Television and Film Department, which state:

The Rowan Mission (adopted 2003)

A leading public institution, Rowan University combines liberal education with professional preparation from the baccalaureate through the doctorate. Rowan provides a collaborative, learning---centered environment in which highly qualified and diverse faculty, staff, and students integrate teaching, research, scholarship, creative activity, and community service. Through intellectual, social, and cultural contributions, the University enriches the lives of those in the campus community and surrounding region.

College of Communication and Creative Arts Mission

The College of Communication and Creative Arts combines liberal learning with professional education to prepare students to assume positions of leadership in the field of communication. In addition to providing students with rigorous academic experiences in writing, critical thinking, speaking, and media production, the College prides itself on providing students with a variety of opportunities for growth outside the classroom, including memberships in professional organizations, participation in student publications, and creative involvement with radio, television, and film productions. Central to the College is the commitment to nurture imagination, spark creativity, cultivate strategic thinking, and provide opportunities for students to succeed in artistic, scholarly, and commercial venues. The College seeks to reward excellence in all facets of instruction and advisement, and envisions a future where technology extends, enhances, and transforms the process of communication.

Radio Television and Film Department Mission

Through a rigorous degree program within a liberal arts and professional context, the Department of Radio, Television and Film prepares majors for a variety of careers with emphases on writing, critical thinking, media aesthetics and history, technology and professional skills. In addition, the department offers a variety of general education courses and other activities aimed at exposing the entire university community to the rich history and cultural influence of our field.

General Principles for Tenure, Recontracting, and Promotion

College of Communication and Creative Arts

As specified by the memoranda of agreement between Rowan University and the AFT, each program in the College of Communication and Creative Arts has established a set of standards for the analysis of recontracting, tenure, and promotion portfolios. The college codicil contained herein should be understood to represent overarching principles for all such documents and processes.

DOCUMENT STANDARDS

Whether for recontracting, tenure, or promotion, the document is a rhetorical argument, not a simple recitation of facts. Candidates are expected to clearly align the document with the departmental and university standards, making a well-developed and reasoned case for quality and appropriateness of work in all dimensions under review.

All candidates should be aware that their packets will be read by evaluators with widely differing backgrounds. Thus, material should be explained in a manner that is accessible to all readers.

The college requests a table of contents and executive summary to assist candidates in formulating arguments and readers in finding the required elements.

In the teaching section, a teaching philosophy is required. Candidates should discuss the underlying philosophy that guides creation and planning of course materials and assignments. That philosophy should then be connected to specific discussion of teaching throughout the document.

Student evaluation summaries included in the packet should contain quantitative results and all verbatim responses to open-ended questions. The candidate's analysis of evaluations should address both qualitative and quantitative student feedback.

In the section on scholarship and creative activity¹, candidates must make a case for the significance and impact of the work. This argument should include information regarding the journal/conference/venue in which the work was presented (e.g. distribution, readership, attendance, acceptance/rejection rates, membership levels, longevity). This discussion should also address whether the work was subjected to blind peer review, solicited by an editor/curator, reviewed by a committee, evaluated by an editorial/jury board, or selected by a senior or guest editor/curator. Corresponding evidence of such, if not publicly available, should be supplied in supplemental materials.

Presentation and publication categories of scholarly/creative work, and service are not mutually exclusive, but candidates should present their work in the most appropriate category. Activities should not be redundantly included in multiple categories.

In discussion of service, all levels expected for the specific candidate's job title should be considered (department, college, university, profession and larger community). Many activities can be considered as service, but if the connection to the field is not obvious, the candidate must make the case. Non-related community service, while commendable, should not be listed. As an example, being a girl scout leader is not likely service; however, doing pro bono PR, graphic design, or internal communication work for Girl Scouts of America may well be, if that is related the candidate's teaching, scholarship, or creative activity.

While department committees should offer support to the candidate in preparation of the document, and department committee chairs must initial the check sheet, final review of the document before submission, including a check that all required items are present, is the obligation of the candidate. Candidates should not assume that missing material can be added after submission.

¹ In the case of candidates for whom this is a requirement of job performance, as specified by the university memoranda of agreement for recontracting and tenure, and promotion.

SCHOLARLY AND CREATIVE WORK BASIC DEFINITIONS

Scholarly Work

Peer-reviewed and publicly disseminated research that contributes to the field by creating, integrating, and opening new areas of knowledge. Scholarly work may take the form of basic research, research in the scholarship of teaching, or applied research and evaluation. Scholarly work includes:

Publishing manuscripts/book reviews/abstracts in refereed journals or conference proceedings (print or online).

Publishing textbooks, refereed scholarly books, or book chapters (not on-demand publishers or self-publication²).

Writing grant proposals that are reviewed and funded by an outside source.

Serving as editor of a refereed journal or scholarly book.

Presenting as an invited speaker or presenting a peer-reviewed paper at a regional, state, or national scholarly/academic/professional meeting.

Participation in research activities sponsored by academic/scholarly organizations.

Serving as a chair, moderator, or discussant on a peer-reviewed panel at a state, regional, national or international scholarly/academic meeting.

Publishing refereed case studies with teaching notes.

Translating scholarly work.

Refereeing grant applicants for state, regional, national or international funding bodies.

Providing analysis/evaluation of curriculum, policy, or personnel for academic institutions and agencies.

Development of digital productions to advance scholarly/educational domains (e.g. websites, webinars, videos).

Other formats for dissemination may be considered if appropriately vetted at departmental and dean level and with evidence of peer review and approval.

² On-demand or self-published items may be considered to fit this category *if/when* they show marks of peer review and approval, such as renewing course adoptions, sales, and awards.

Creative Work

Such works include items we consider, culturally, to be "of the arts"- creative fiction and non-fiction, poetry, video and audio productions, visual art, and music. Creative works validated by appropriate experts serve as exemplars of excellence that become part of our understanding of those fields and are then utilized in the education of future creative artists.

Creative work must be judged by experts in the area and disseminated to be contributory. When evaluating the contribution of creative work, attention should be given to the reputation and selectivity of the publishing/exhibiting/ distributing/airing agency, as this provides a mark of expert evaluation. Strong consideration should be given to awards or honors bestowed upon the work, with attention to reputation of the awarding agencies and level of competition. Because creative works are often distributed in the general public, rather than to more restricted scholarly communities, attention should be paid to marks of public approval (i.e. sales, readership, critical reviews, awards), which indicate cultural approval and impact on cultural understandings of the arts. Creative work includes:

Presenting juried off-campus creative exhibits or performances, whether group or solo, for recognized organizations.

Publishing creative works (e.g., poems, stories, novels, creative non-fiction, screenplays, visual artworks) in off-campus peer/expert-evaluated venues.

Presenting at invitational off-campus artistic shows, exhibits, readings, or performances.

Participating in panel discussions and forums related to the creative process.

Writing/producing creative media works then screened at competitive off-campus artist festivals or showcases

Writing/producing creative media works disseminated via web, DVD, or other digital formats.

Editing a literary journal/other editorial substance (not proofreading) work on a creative publication.

Serving as an editor for a peer-evaluated creative volume.

Authoring journalistic work published in non-practitioner books, magazines, newspapers, on-line, or through television and radio broadcasting.

Curating art, design, or media exhibits or shows.

Receiving awards, sponsorships, and/or fellowships for creative work.

Invited lectures regarding creative work presented at museums, galleries, and other fora.

Creative work produced under contract for off-campus organizations, if that work is then publicly disseminated.

Other formats for dissemination may be considered if appropriately vetted at departmental and dean level and with evidence of peer/expert review and approval.

SERVICE BASIC DEFINITIONS

Contribution to the University Community

Contribution to the university community represents the tasks that are necessary to the function of the university, beyond teaching and scholarly/creative work. Such service occurs at the departmental, college, and university level. Contribution to the university includes:

Serving on departmental, college, and university committees, task forces, etc.
Participation in events such as open houses, career fairs, and major workshops.
Departmental leadership, including course direction and coordination, and chairing.
Presenting scholarly and creative work to colleagues at departmental/college/university events.
Advising student groups.
Membership in the University Senate.
Curricular development and review outside of home department/discipline.
Assistance with campus-wide activities, such as homecoming and commencement.
Mentoring of other faculty/staff.
Recruitment and outreach efforts.
Other activities serving the goals of the university and its units.

Service to the Wider and Professional Community

Service to the wider and professional community reflects discipline-specific contributions to communities beyond the university. A reasonable guideline for evaluation of fit is an examination of whether the effort is off-campus and contributes to the discipline in some way.

Service to the wider and professional community generally falls into four categories. Dissemination of discipline-related knowledge (including practitioner work³), creation of new products and practices in the discipline, discipline-related partnerships with other agencies, and contributions to disciplinary and professional associations and societies.

Membership, participation and leadership in scholarly organizations.
Serving on accreditation bodies, governing boards, and taskforces.
Organizing and/or reviewing submissions for conferences, exhibitions, workshops and publications sponsored by professional and scholarly organizations.
Engaging in contracted/solicited field-related research, policy analysis, consulting, technical assistance, for an organization (public or private), with results presented to that organization.
Writing articles, columns, editorials for an off-campus local, regional, or national practitioner publication.
Editorial work completed for off-campus local, regional, or national discipline-related publications.
Producing works in print, digital, or broadcast form by request for an off-campus organization.
Serving as a chair or discussant on a panel during an off-campus practitioner conference/meeting.
Writing or maintaining a practitioner blog or social media site.
Presenting lectures and seminars for general audiences.
Discipline-related voluntary community service.
Other discipline related efforts in service to the general profession and wider community.

³ In some instances, practitioner work may be counted as scholarly/creative activity; however, this is rare, should be a minor portion of a candidate portfolio, and should be vetted on a project-by-project basis at departmental and college level.

Department of Radio, Television, and Film
Definition of Terminal Degree

The Department of Radio/Television/Film, in consultation with the Dean of the College of Communication, recognizes that the appropriate terminal degree for Television, Film or New Media Production is a Master of Fine Arts (MFA).

The Department of Radio/Television/Film, in consultation with the Dean of the College of Communication, recognizes that the appropriate terminal degree for Film and Television Critical Studies is a Ph.D.

Department of Radio, Television, and Film
Role of Department Chairperson

The members of the Department of Radio/Television/Film have unanimously decided for the Department Chair to play a pivotal role in the Tenure and Recontracting process. As such, the Chair of the Department has also been elected to serve as the Chair of the Tenure and Recontracting Committee. The Department Chair may serve, but is not required to serve as a member of the Promotion Committee.

Radio, Television and Film Department
Process for Gathering and Analyzing Student Responses

The Department of Radio, Television and Film has determined that the candidate may opt to use the SIR forms, the Banner evaluation process, or the 13-item questionnaire adapted by W. J. McKeachie.

The Process

The paper student evaluations are administered by a member of the Promotion/Tenure & Recontracting committee or another appropriate member of the department/college. The questionnaires are numbered in sequence and distributed by the administrator after the instructor has left the room.

After the students complete the form, each student returns the form to the administrator and signs a signature sheet indicating that he/she took part in the procedure. The administrator seals the signature sheet and provides information on the outside to identify the group of respondents – name of instructor, course title, course number, date, day, time, and room. The envelope is then sent to the President's office for filing. The instructor does not have access to this sheet.

In the case of using online evaluations, instructors must initiate the process through the Banner system anytime during the final 5 weeks of the semester.

1. Go to <http://www.rowan.edu/selfservice>
2. Click "Access Banner Services - _Secure Area - _login Required."
3. Enter User ID and PIN.
4. Click "Faculty & Advisors."
5. Click "Request Student Course Evaluation."
6. Select one of the classes that you are currently teaching.
7. Click "Choose" and enter "Survey open date" and "Survey close date."
8. Click "Submit."
9. Repeat for other classes.

In order to ensure that students complete the evaluations, regular reminders via email and in class are suggested. Additionally, instructors may opt to have the students fill out the online evaluations during class time in a computer lab (if available) or by bringing laptops (if available). However, if the instructor chooses to have students fill out the evaluations during class time, he/she is not to be in the room while the students fill out the forms.

Analysis of Data

The department secretary handles the task of compiling the data from the paper forms. The person who administers the student evaluation will certify the results.

In dealing with open-ended questions, all remarks are provided by the individual compiling the data. In addition, for each "scaled" question, the mean score is provided, as is a grand mean. Finally, both the administrator of the questionnaire and the instructor must sign the document.

Only after this compilation has been completed does the instructor have access to the student response summary. The candidate is then asked to respond to the evaluation in his/her document. The instructor may retain the student evaluation response summary for use in comparing responses on subsequent evaluations as a way of measuring improvement in teaching.

Radio, Television and Film Department
Statement on the Rationale, and Process Of Peer Observation

The department recognizes classroom peer observation as one of the most important measures for analyzing a candidate's teaching performance. Firsthand observation by a tenured member of the department of a candidate working with a class of students provides the most reliable method of assessing a candidate's strengths and weaknesses as a teacher. Because the tenured observer is familiar with the department's curricular goals, he or she is in the best position to evaluate the teaching ability and performance of the candidate and the department places greater weight on peer observations than on student evaluations. Observations will be conducted during a regularly scheduled class on a date that is mutually agreed upon by the candidate and the tenured faculty observer.

Department of Radio/Television/Film

Criteria for Recontracting, Tenure, and Promotion 2015-2016

Preamble:

The Department of Radio Television and Film is committed to fostering in its faculty a commitment to excellence in undergraduate education and advisement; an active creative and/or scholarly research agenda that results in activities that advance faculty members' knowledge of their field in relation to their teaching responsibilities, and an active engagement in the university community and the appropriate professional and academic communities. Our criteria for Tenure and Promotion have been designed to promote these goals and to assist our faculty in attaining these goals.

Mission Statement

Through a rigorous degree program within a liberal arts and professional context, the Department of Radio, Television and Film prepares majors for a variety of careers with emphases on writing, critical thinking, media aesthetics and history, technology and professional skills. In addition, the department offers a variety of general education courses and other activities aimed at exposing the entire university community to the rich history and cultural influence of our field.

Departmental Goals

1. To provide a Radio, Television and Film education that is accessible to all qualified students and is relevant to both liberal arts learning and to media career preparation.
2. To provide rigorous career programs that enable major students to meet their lifelong career goals and enjoy the benefits of a liberal arts education.
3. To empower the faculty by promoting their professional achievements as teachers, creators, and scholars.
4. To incorporate technology into the appropriate areas of the curriculum.
5. To provide a positive environment that fosters artistic and scholarly achievement and rigorous intellectual effort.
6. To directly influence the campus culture by fostering artistic learning communities, which span the university and promote aesthetic awareness, artistic freedom, and civic responsibility for all.
7. To utilize a system of student learning outcomes and faculty professional outcomes that will fully reveal the scope and quality of the teaching/learning enterprise.

Weighting of Criteria

The criteria for Tenure and Promotion shall be weighted in the following order, Teaching Effectiveness, Scholarly and Creative Activity, Contribution to the University Community, and Contribution to the Wider and Professional Community. The Department of Radio, Television and Film applies the following percentages for each criterion as it relates to the evaluation of a candidate's portfolio for tenure and promotion:

Full Professor

- Teaching Effectiveness - 40 percent
- Scholarly and Creative Activity - 30 percent
- Contribution to the University Community - 20 percent
- Contribution to the Wider and Professional Community - 10 percent

Associate and Assistant Professor

- Teaching Effectiveness - 50 percent
- Scholarly and Creative Activity - 30 percent
- Contribution to the University Community - 10 percent
- Contribution to the Wider and Professional Community - 10 percent

Three Quarter Time Instructors

- Teaching Effectiveness – 60 percent
- Professional Development Activity – 10 percent
- Contribution to the University Community – 25 percent
- Contribution to the Wider and Professional Community – 5 percent

Whereas tenure and promotion to Associate Professor is based solely on the record of achievement represented by the candidates Tenure and Promotion document, promotion to Full Professor is based on an evaluation of the candidate's overall achievement. While the department's promotion committee will focus primarily on the candidate's achievements since promotion to Associate Professor, evidence of consistent excellence in all three areas while a faculty member at Rowan should be considered as part of the department's recommendation for promotion to Full Professor.

Criteria for Determining Excellence in Teaching and Advising

In the Department of Radio, Television and Film, we operate with the perspective that teaching includes all of the following activities: academic instruction, developing learning activities, developing as a teacher, and student mentoring activities. While academic instruction is the cornerstone of teaching, the department believes that the other activities discussed here can fundamentally contribute to the development of excellence in academic instruction

As faculty members begin their time at Rowan, we anticipate that the first year will be primarily dedicated to academic instruction and the development of specific learning activities related to courses taught. In the second and third years, we anticipate that faculty members will continue

focusing on academic instruction, with increased attention to development of learning activities and developing as a teacher. In the remaining years to tenure, we expect that attention to these aspects will remain strong, and that focus on student mentoring as an aspect of teaching will increase.

Academic instruction includes, but is not limited to:

1. Facilitating learning by instructing Rowan University students in courses, laboratories, theaters, clinics, studios, workshops and seminars.
2. Managing instruction, e.g., planning and arranging for learning experiences, maintaining student records, grading.
3. Supervising students in laboratories, fieldwork, internship and clinical experiences, and independent study.

Measurement of academic instruction will include a candidate's statement of their teaching philosophy and goals related to teaching effectiveness; peer observations and candidate's response to observations; student evaluations and candidate's response to students' evaluations.

Contributing to development of learning activities that enhance excellence in academic instruction includes, but is not limited to:

1. Participation in development, review, and redesign of courses and programs.
2. Participation in developing and revising curriculum.
3. Developing teaching materials, manuals, software, and computer exercises.
4. Developing online courses.
5. Contributing to study abroad programs.
6. Contributing to service learning programs.
7. Participating in development of learning outcomes assessment tools and analysis of assessment results.

Measurement of contribution to the development of learning activities will include a candidate's course packet including syllabi, assignments, copies of electronic teaching materials and other evidence of the organization of the candidate's courses, such as course rewrites or new course proposals, as evidence of the candidate's contributions to curriculum development. The department weights activities related to the candidate's courses more heavily for pre-tenure candidates, and contributions to curriculum development more heavily for candidates for promotion.

Developing as a teacher includes, but is not limited to:

1. Reflecting on one's instruction and classroom to benefit the teaching-learning experience.
2. Attending and participating in development activities at Rowan or through professional organizations.
3. Maintaining currency in discipline-specific concepts.
4. Maintaining currency in pedagogical practices.
5. Collaborating with colleagues in course development, pedagogical research, and team-

teaching.

6. Observing and providing feedback related to the teaching of colleagues as such observations contribute to one's own development in the classroom.

Measurements of development as a teacher could include the candidate's statement of goals related to teaching development, and evidence of development activities at Rowan or through professional organizations. Evidence of maintaining currency in discipline specific concepts and pedagogical practice should include regular attendance and participation in professional organization conferences. Candidates for tenure should be attending and presenting at appropriate conferences yearly. Candidates for promotion to full professor should show evidence of continued engagement in pedagogical concerns. Evidence of this would include a current statement of goals, participation in development activities at Rowan or through professional organizations, and attendance and participation in professional organization conferences and or publications on pedagogical issues.

Student mentoring activities include, but are not limited to:

1. Advising students, e.g., with regard to academics and career planning.
2. Advising students in senior research projects, theses, dissertations, and other curricular projects.

Evidence of mentoring activities could include letters from student advisees or supervised interns, student organizations and University recognition of outstanding advisement.

Criteria for Determining Excellence through Scholarly Research and Creative Activities

Candidate's documents should present evidence of success in scholarly and creative activities as identified in the ratified and approved department criteria. The following are some examples of evidence. This list should not be considered exhaustive and it is the responsibility of the candidate to petition the department for the inclusion of work not listed below. In addition, all of items listed are not equal, and it is the responsibility of the candidate to put forward a compelling and well-reasoned case for the excellence of any work presented based on variables such as the level of discipline-related experience, level of review applied to the work, significance, impact, or level of dissemination particularly for works created for a general audience. The University Film and Video association, one of the leading academic organizations in our field states that creative work can take a variety of different forms and suggests that "the length of a finished work is significant but not indicative of the effort required to complete it." Thus, candidates should make specific arguments regarding complexity of the work, regardless of length of the final project. Finally, the candidate should additionally demonstrate how the work represents evidence of an active or continuing agenda of scholarly and or creative activity and the applicability of any work to the candidate's discipline and teaching responsibilities.

Appropriate Scholarly Research and Creative Activity:

Publication in peer-reviewed journals.

Publication of scholarly books or monographs.

Publication of chapter(s) in scholarly books and/or editing of a scholarly book or journal.

Refereed conference papers.
Refereed conference panels.
Scholarly and creative grant applications.
Films, Television and Radio programs.
Screenplays.
Websites, installations or other new media works.
Management of websites and/or newsgroups devoted to the content, pedagogy, analysis, or history of media production.
Participation in industry sponsored pitch forums and labs.
Translations, adaptations, rewrites, polishes, treatments, abstracts, reviews, or criticisms.
Textbooks.
Commissioned works or invited presentations.
Research-based publications or presentations for mixed academic and general audiences.

The Department of Radio Television and Film recognizes that faculty work can span a range of areas including traditional scholarly research, narrative films, documentaries, scriptwriting, exhibitions, and online media. Whereas evaluation of traditional scholarship is usually accomplished by means of publication, creative work presents some challenges.

The Department encourages faculty to pursue scholarly research or creative activity that can provide clear evidence of significance in areas that are relevant to our discipline based on specific criteria. For the purpose of assessment of faculty scholarly and creative activity, the Department has determined that three criteria should be applied to each work that the candidate has put forward in the portfolio for evaluation. The criteria are complexity, peer-review, and dissemination. It is the candidate's responsibility to make a full and compelling case for significance of the work based on all three of the above criteria for all work presented.

Complexity

The complexity of the work relates to issues of intellectual rigor, originality of ideas, amount of research involved, technical difficulty, and aesthetic presentation. Creative work can take a variety of different forms and the length of a finished work is significant but not indicative of the effort required to complete it. Shorter films, animations, or new media works may exhibit complexity regardless of their length. Complexity can be verified by testimonials or reviews from respected scholars or practitioners.

Peer-review

Standards for blind and or peer-review in publishing scholarly work are fairly clear, particularly for academic books and journal articles. While peer-review standards are less clear for non-academic books, textbooks, and creative work, they are nonetheless applicable. Awards recognition, acceptance at festivals, material optioned by established media producers, acceptance into selective pitch forums and labs, invited screenings or conference presentations, grants and commissioned work, publisher/conference or festival acceptance rates; reputation of journal or publisher, and testimonials from respected scholars or practitioners are all valid indicators of the rigor of the peer-review process.

Dissemination

The dissemination of faculty work is an important criterion for determining the reach and impact of faculty work. Because scholarship and creative activities have different distribution models, it is important that they be evaluated with different standards. Creative work can also be popular and as such can have mass distribution. Audience statistics can be one method of evaluating dissemination. National distribution of faculty work will have more weight than regional or local distribution. Prestige of festival or conference can be another method of determining dissemination. Scholarship, on the other hand, exists within a smaller world of interest. Evidence of excellence of dissemination of scholarship can be verified by the circulation or impact rating of the journal or publisher, or the prestige of the conference at which the work is presented.

Measurements of a candidate's development as a scholar and or as a creative artist should include the candidate's statement of a scholarly and creative research agenda, and evidence of scholarly and creative activities at Rowan or through professional organizations. Such evidence would be measured based on the department criteria of complexity, peer-review and dissemination. Minimally, all candidates for tenure and promotion should be attending and presenting scholarship and or creative work at appropriate scholarly and professional conferences yearly. Candidates for tenure should show evidence of scholarship and or creative activity that clearly meets the department criteria of complexity, peer-review and dissemination. The department has determined that candidates should have at least three works that demonstrate complexity, peer-review and or dissemination to be considered for promotion to associate. Candidates for promotion to full professor should show clear evidence of continued engagement in scholarly and or creative activities since their promotion to associate. The department has determined that candidates for full professor should have at least five scholarly and or creative works that demonstrate complexity, peer-review and or dissemination since their promotion to associate to be considered for promotion to full professor. The department values a consistent research agenda and consistent engagement in activities, along with the specific benchmarks - discussed above. The department also recognizes that it is unlikely that any candidate's work would consistently achieve excellence in each of the three criteria given the standard four and four teaching load and limited research support available at Rowan when compared to more research oriented institutions.

Faculty Development Plan

All newly hired faculty are required to submit a Faculty Development Plan to the RTF Department Tenure/Recontracting Committee by the end of their first year of appointment. The plan should include the faculty member's goals for professional performance, scholarly or creative activity, and professional and service responsibilities. The RTF Department Tenure/Recontracting committee will then consult with the faculty member to determine the body of work to be pursued. If a candidate's plan includes evidence of scholarly or creative activity not included in the current department document, the department could agree to accept other evidence of scholarly and creative activity as part of this plan. It is understood that these goals often change and that the proposed plan can be amended as needed. This would be up to the discretion of the candidate's Tenure/Recontracting committee in consultation with the candidate.

Contribution to University Community

Contribution to the University community describes the efforts of faculty members to participate in the shared governance process and to use their expertise, knowledge, and professional judgments for the betterment of the institution. Active participation and leadership in campus activities and governance, mentoring other faculty or staff, and representing the institution for its advancement are all aspects of contributing to the University community.

In the second year of service, faculty must minimally demonstrate some evidence of contribution to the university community, with the understanding that for most candidates, department level service is all that is available at this stage of the candidate's career. In the third year of service, faculty must show a developing record of contribution to the University community that provides evidence of progressive growth. For the remaining years to tenure, faculty must clearly demonstrate evidence of a progressive and appropriate record of service at the department, college, and university levels.

Candidates for promotion to Associate would be expected to show evidence of continued service. Candidates for Full Professor should additionally show evidence of leadership through chairing committees, curriculum development, and program leadership.

Active participation and leadership in campus activities and governance includes, but is not limited to:

1. Chairing a Department.
2. Chairing or serving on a department, college, or university committee.
3. Contributing to tasks central to the department's day to day activities serving both students and faculty.
4. Helping the department meet the expectations of the College and the University.
5. Assisting with other campus-wide activities; e.g., Homecoming, Rowan Day, advising student groups.
6. Engaging in curricular or programatic development, review, and redesign.
7. Program coordination/Senate participation/Union participation.
8. Mentoring other faculty or staff within the candidate's own Department, or College, or University-wide, including but not limited to taking part in the established department, or college mentoring programs or working with the Faculty Center mentoring programs.
9. Representing the institution for its advancement, which includes, but is not limited to:
10. Participation in open houses.
11. Recruiting students.
12. Outreach for bringing more students or resources to University.

Candidate documents should provide evidence of contributing to the University community. This would include, but not be limited to, listing the types of service to the University with dates of service clearly indicated. Letters of testimony attesting to the quality of the service may be referenced in the document and placed in the supplemental folder.

Evaluation of Contributions to the University Community

Contributions to the University community can be assessed by the quality of participation and leadership in University endeavors. The type of committee, the nature and demands of the endeavor, and the amount of substantive participation need to be considered.

Contribution to the Wider and Professional Community

Contributions to the professional and wider community describe the work of faculty members aimed at addressing social or institutional issues beyond the Rowan campus (es) using their expertise, knowledge, and seasoned professional judgments. This expression of scholarship is defined as any of the following: dissemination of discipline-related knowledge, new products and practices, discipline-related partnerships with other agencies, and contributions to disciplinary and professional associations and societies.

The Department of Radio, Television and Film expects candidates in their first year of service should minimally be attending appropriate academic conferences. For their second year of service, faculty must minimally demonstrate some evidence of contribution to the wider and professional community. The Department of Radio, Television and Film defines this as minimally attending and presenting at appropriate academic conferences. For their third year of service, faculty must show a developing record of contribution to the wider and professional community that provides evidence of progressive growth. The Department of Radio, Television and Film defines such evidence as continued attendance and presentations at academic conferences. For the remaining years to tenure, faculty must clearly demonstrate evidence of professional activity and involvement in their profession and/or discipline. The Department of Radio, Television and Film defines this clear demonstration as continued attendance, presentations, and or leadership roles within appropriate academic or professional organizations.

Candidates for promotion to Associate would be expected to show evidence of continued service to the professional community. Candidates for Full Professor should additionally show evidence of leadership through chairing committees for professional organizations, and showing evidence of taking on leadership roles in wider and professional community.

Dissemination of discipline-related knowledge includes but is not limited to:

1. Consulting or technical assistance provided to public or private organizations.
2. Public policy analysis for governmental agencies at all levels.
3. Briefings, seminars, lectures, and conferences targeted for general audiences.
4. Summaries of research, policy analyses, or position papers for general public or targeted audiences.
5. Expert testimonies or witness.
6. Writing, contributing to, or editing journals, books, newsletters, magazines, or other publications for a general audience.
7. Electronic productions (e.g., contributing to the development of websites, online seminars or programs or programs distributed via DVD).

New products or practices include the design or creation of new products, innovations, or inventions.

Discipline-related partnerships with other agencies include:

1. Short-term collaborations with schools, industries, or civic agencies for program or policy development.
2. Exhibits in other educational or cultural institutions.
3. Festivals and summer programs.
4. Economic or community development activities.
5. Discipline-related voluntary community service.

Contributions to disciplinary and professional associations and societies include, but are not limited to:

1. Leadership positions in recognized professional organizations.
2. Service to accreditation bodies or national examining boards.
3. Service to governing boards and task forces.
4. Service in organizing or reviewing submissions for annual or regional meetings and conferences sponsored by professional organizations.

Candidate documents should provide evidence of contributing to the profession and community. This would include, but not be limited to, listing the types of service with dates of service clearly indicated. Letters of testimony attesting to the quality of the service may be referenced in the document and placed in the supplemental folder.

Evaluation of Contributions to the Professional and Wider Community

Extraordinary contributions of exceptional quality should be rewarded for purposes of promotion. While contribution to the professional and wider community for recontracting and tenure is expected, it cannot be used, in any amount, to substitute for a lack of excellence in teaching, in scholarly activities, or contributions to the University community.

Contributions to the profession can be assessed by the nature and quality of participation in the professional associations of the discipline. Active participation and service in leadership roles on association boards or communities, or as readers or discussants, are examples of service to the profession. Internships or externships served at external agencies are other examples. Testimony from association or agency leaders may be used as assessment evidence.

Contributions to the community can be assessed by the nature and quality of consulting and *pro bono* work performed for individuals, schools, civic associations, and other publics. Testimony from association or agency leaders may be used as assessment evidence.

Other manifestations or dimensions of contributions to the professional and wider community may include other faculty work not included in the above categories. At times, faculty may engage in academic or other scholarly endeavors that do not directly relate to their academic disciplines or to the teaching and learning enterprise. Nevertheless, such endeavors are worthy of recognition because of their contribution to society at large. Such endeavors may be offered as other service within this category.