

APPROVED:

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Mānoa Chancellor's Office

Date

Criteria for Promotion & Tenure
Department of Communicology

CRITERIA FOR PROMOTION AND TENURE DEPARTMENT OF COMMUNICOLOGY

The Department of Communicology looks to the *University of Hawai'i at Mānoa's Criteria for Faculty Tenure/Promotion Application* for guidance in directing its promotion and tenure process. The Department supplements the UHM Criteria and Guidelines with more specific criteria articulated within the present document that reflect the Department of Communicology's expectations for candidates for tenure and promotion.

I. Criteria for Promotion

The criteria for evaluating promotion applications are the candidate's accomplishments in research, teaching, and service. To be recommended for promotion, the candidate must be judged by the members of the Department Personnel Committee (DPC) as being "Excellent" in research, teaching, and service.

The activities listed below are included as useful guidelines for the DPC's assessment of the candidate's performance within each of the following three categories. Excellence in each category shall be judged broadly, allowing the DPC to consider and assess both quantity and quality of a candidate's activities across the three categories.

- A. Research Activities – Publications of competitively selected articles in major peer-reviewed journals will be considered of singular importance in determining a candidate's overall achievement within the Research category. Further, a substantial portion of research activities should be in the candidate's specialty in the field of Communication. Other activities in this category may supplement but should not be considered a replacement for publication of competitively selected articles in major peer-reviewed journals.

It is understood that multiple-authored articles are frequent in our discipline's journals; it is also understood that order of authorship typically reflects contribution. As such activities wherein the candidate is sole or first author will carry a concomitantly greater weight in the assessment of the candidate's research activities. In each multiple-author activity listed, the candidate's percentage of contribution should be annotated as well as the journal's acceptance rate (if applicable). Wherever possible candidates should provide evidence of outlet quality (e.g., impact factor) and article impact (e.g., citation counts) as well.

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1. Scholarly Writings

Publication of article in major peer-reviewed journal

Publication of scholarly book

Publication of chapter in an edited volume

Publication of textbook

Publication of book review

2. Grant Work

Principal Investigator (PI) for a research-related grant

Co-PI or other role of significance in a research-related grant

3. Papers & Presentations

Paper presentation at an international conference

Paper presentation at a national conference

Paper presentation at a regional conference

Paper presentations or colloquium member at state meetings or special meetings

B. Pedagogical Activities

Systematic evaluation of all course-related instructional activities by the University and/or Department evaluation procedures (e.g., eCAFE or Department Evaluations)

Chair, graduate degree committee

Member, graduate degree committee

Member of a graduate degree committee outside of Communicology Department

Pedagogical innovations including contributions to student learning and student learning assessment

University Teaching awards and student initiated teaching awards

Direction of independent study (i.e., COMG499 and/or COMG699)

Preparation of a successful new course proposal

Other major innovations in teaching service

Preparation of a new educational program

Guest lecturer in other departments

C. Service Activities

1. To the Department of Communicology

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Department Chair
Director of Graduate or Undergraduate Studies
Chair, Department Personnel Committee
Chair, departmental committee
Member, departmental committee
Advisor to a student group
Assist in departmental activities
Guest lecture for department courses

2. To the University

Chair of a major university or college committee
Member of a major university or college committee
Member of a governing body of college or university
Chair or President of a faculty group (e.g., Graduate Council, Arts and Sciences Faculty Executive Committee)
Chair or President of a student-faculty group
Chair of an advisory committee of University

3. To the Profession

Editor of a major journal
Associate Editor of a major journal
Editor of other regional/state journals
Member of editorial board or consulting editor of a journal
Member of a study section or review panel
Officer/Division Chair or a professional organization (e.g., ICA, NCA, WSCA)
Chair or member of a Communication organization committee
Chair, respondent, or reviewer for Communication conference papers

4. To the Community-at-large (professionally related activities only)

Guest lecturer/speaker for community-at-large
Paid community service (e.g., paid consulting)
Volunteer work
Participation in news/media (including TV, radio, print, internet, etc.)
Workshop leader for off-campus workshop

II. Criteria for Tenure

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In addition to the criteria articulated above, the candidate for tenure will also be assessed as to the candidate's *current* value to the Department, his/her *future* value to the Department, and his/her *relations* with both faculty and students. Specifically a candidate for tenure must advance an argument that demonstrates he/she:

- A. Is of unique or significant value to the Department of Communicology's expressed research mission both in the present and, more importantly, in the foreseeable future;
- B. Is of unique or significant value to the Department of Communicology's expressed pedagogical mission in the present and, more importantly, in the foreseeable future; and
- C. Endeavors to be a "good departmental citizen." Evidence for such may include:
 - Participating in or supporting departmental or colleagues' professional activities
 - Participating in or supporting student activities (as related to the department)
 - Maintaining professional and supportive relationships with colleagues
 - Treating students with respect and support
 - Engaging in behavior that is supportive of Departmental 'ohana