

University of Utah Department of Communication Tenured Faculty Review Statement

Approved by Tenure-line Faculty of the Department: April 2, 2021

Approved by the Dean: April 7, 2021

Approved by Senate Faculty Review Standards Committee: December 23, 2020/July 14, 2021

Approved by the Sr. Vice President: August 12, 2021, for implementation on July 1, 2021

1. Preamble

The purpose of a Tenured Faculty Review (TFR) is to assist faculty members in their careers and to enhance each faculty member's contributions to the Department and University. To that end, we recognize the need for a regular process for assessing and promoting the development and goals of each tenured faculty member. We understand this process to be part of our collegial responsibility and our collective endeavor to enhance our research standing and profile.

Reviews are conducted in accord with the requirements of [Utah Board of Higher Education Policy R481](#) (Post-Tenure Review), University [Policy 6-321](#) (Tenured Faculty Reviews), and this TFR Statement, which has been approved by the Department tenure-line faculty, College Dean, Senate Faculty Review Standards Committee, and cognizant Senior Vice President.

2. Procedures

2.1 Semester of Review

Reviews will be conducted in the Spring Semester by the departmental TFR Committee.

2.2 Notice to Participants

To ensure all review participants are adequately informed of the review scheduling, the Department Chair will:

- a. Prior to January 1, provide notice to the departmental TFR Committee and other faculty members eligible to participate in the TFR Committee meeting (see 2.6.d below), identifying the faculty members due for review that year.
- b. Prior to January 1, provide notice to the faculty member undergoing review of (1) the file closing date, (2) the information and materials the faculty member is required to submit for the TFR File, (3) the faculty member's right to submit any additional information they desire the departmental TFR Committee to consider, and (4) the departmental staff person to whom materials should be submitted.

- c. Prior to January 1, provide notice to the Department's faculty and staff of the scheduled reviews for the year, notify them of the opportunity to submit signed written statements to be included in the TFR file by the specified file closing date, and identify the departmental staff person to whom the comments should be submitted.
- d. If the reviewed faculty member has a shared-appointment agreement with another academic unit (see [Policy 6-303-III-C](#) and [Policy 6-001-III-A](#)), the Department Chair must notify that unit's administrator of the review at least thirty (30) calendar days in advance of the file closing date, giving notice of the TFR Committee meeting date and notice that the unit must submit a report to the Department Chair regarding the faculty member's contributions no more than seven (7) calendar days after the file closing date.
- e. If the reviewed faculty member has an affiliation (other than a shared-appointment) with a Center or a Program, the Department Chair will notify the program administrator at least thirty (30) calendar days in advance of the file closing date, indicating that the program may submit an optional report regarding the faculty member's contributions by the specified file closing date.

2.3 TFR File

- a. The faculty member undergoing a TFR Review shall submit the following items prior to the file closing date (January 31):
 1. A current, coherent, and complete curriculum vitae (CV).
 2. A written Personal Statement describing relevant activities and accomplishments for the period of time since the faculty member's most recent formal RPT or TFR review. The Personal Statement should describe the faculty member's professional development over time and future professional plans.
 3. One or more examples of research/creative activity.
 4. In the case that the Dean has additional relevant information regarding the reviewed faculty member, the reviewed faculty member (or the Department Chair, see below) will request that the Dean submit a signed, written report submitted by the Dean of the College of Humanities.
 5. The faculty member may provide any other evidence they choose.

- b. The Department Chair shall submit the following items by the file closing date (January 31):
1. Course evaluation results for the past five years (developed using the University's approved Course Feedback Instrument and Report, pursuant to [Policy 6-100-III-N](#)).
 2. A Peer Teaching Review Report (conducted within the three semesters prior to the semester in which the review takes place). The Report should address the quality and organization of the faculty member's course materials, currency and innovation of course materials, and curriculum innovations.

TFR reports from the previous two TFR Reviews or, if only one prior TFR Review exists, the TFR report from the previous TFR Review and all reports from the previous Formal RPT Review; or if no previous TFR Review exists, all reports from the previous Formal RPT Review. These materials must include the CV at the time of the prior review(s), any response(s) from the reviewed faculty member, and any report(s) from a shared-appointment unit

3. Faculty Activity Reports (FARs) for the period of time, typically 5 years, since the faculty member's most recent formal RPT or TFR review.
4. Any signed, written documents submitted for purposes of the review by any members of the Department faculty or staff.
5. Evidence of faculty responsibility. If an administrative reprimand has been issued, that reprimand and the latest findings, decisions, or recommendations from University committees or officials arising from the concerns about the faculty member that led to the reprimand will be included in the reviewed faculty member's file.
6. In the case that the Dean has additional relevant information regarding the reviewed faculty member, the Department Chair (or the reviewed faculty member, see above) will request that the Dean submit a signed, written report submitted by the Dean of the College of Humanities.
7. Any signed, written report submitted by the head of the unit with whom a faculty member is affiliated.
8. Any signed written report submitted by the head of the unit with whom a faculty member's appointment is shared [due fourteen (14) calendar days after the file closing (see 2.2.d)].

2.4 Faculty Member's Rights Regarding the TFR File

The reviewed faculty member is entitled to see all contents of the TFR file upon request at any time during the review process except any materials protected by confidentiality. The faculty member may respond to any item in the file by written comment submitted within seven (7) calendar days after the specified file closing date. If the file includes a signed written report from a shared-appointment unit, the faculty member may submit a written response within five (5) calendar days after receipt of the shared-appointment unit report.

2.5 File Closing

The file shall be closed no later than January 31, which shall be at least twenty-one (21) calendar days before the TFR Committee meets and prepares its report. The file shall be made available to the TFR Committee only after the faculty member has responded to or waived their opportunity to respond to any item contained in the file on the file closing date.

2.6 TFR Committee Composition

- a. Per University Policy, all *tenured* faculty members of the department—except for the Department Chair, Dean, and other administrators who are required by the regulations to make their own recommendations—are eligible to serve on the TFR Committee and to vote. No member of the TFR Committee may participate in their own review.
- b. If there are not at least 3 faculty members eligible to serve on the TFR Committee and vote for a particular reviewed faculty member, the Department will consult with the Dean's Office for guidance regarding the "Small Academic Unit Rule" concept (as described in [Policy 6-303-III-E](#)).
- c. The TFR Committee is chaired by the RPT Committee Chair. The Committee will allocate duties as it deems appropriate.
- d. Tenure-line faculty members below the rank of the reviewed faculty member and Career-line lecturer faculty members in the Department may participate in the TFR Committee meeting and discussion of the report; however, they do not vote.

2.7 Draft TFR Report

- a. The TFR Committee Chair will appoint one member of the TFR Committee to prepare a Draft TFR Report after reviewing the file. The Draft TFR Report shall reflect the faculty member's performance in teaching, research, and service, and, as appropriate, administrative work. The report should not be based on any single area.

- b. The Draft TFR Report will be shared with the faculty member under review, who may send corrections regarding accuracy within five (5) calendar days of receipt. The committee member who wrote the Draft TFR Report will revise it as needed to ensure accuracy. The Draft TFR Report will then be distributed to the TFR Committee at least seven (7) calendar days before the scheduled meeting.

2.8 Department TFR Committee Meeting and Committee TFR Report

- a. The TFR Committee meeting shall take place no earlier than March 1 and no later than March 31.
- b. All TFR Committee deliberations and documents are personnel actions and should be treated with confidentiality in accordance with University policy and state and federal law.
- c. Whenever practicable, the Department Chair will advise TFR Committee members on leave or otherwise absent of the review and request their written opinions in advance of the meeting. Absent members' written opinions will be disclosed at the meeting and their votes regarding the Committee TFR Report (see 2.7.f, below), will be counted and recorded the same as other votes.
- d. By majority vote, the TFR Committee may invite other faculty members, including the Department Chair, to participate in the TFR Committee meeting and discussion of the report. These other participants do not vote.
- e. The TFR Committee will meet to discuss the file and the Draft TFR Report. The Draft TFR Report will be revised based on review and feedback as discussed at this meeting, and will become the Committee TFR Report when all necessary revisions are complete.
- f. In addition to addressing the faculty member's performance in teaching, research, and service, the Committee TFR Report shall include a faculty member's accomplishments and opportunities for further improvement. It must include the TFR Committee's overall findings and recommendations. In particular:
 - 1. The report must include a specific statement of whether the faculty member has made meaningful and sustained contributions such that they are meeting the standards for a tenured faculty member as described below in *Section 3. Criteria and Standards*.
 - 2. When appropriate, the report should include commendations and/or strategies and recommendations for improvement of a faculty member's performance.

3. When appropriate, the report should include a timeline for follow-up reviews.
 4. If the faculty member under review holds a shared appointment, the report shall reflect discussion and consideration of any document submitted by the shared-appointment unit.
- g. Following the TFR Committee meeting, the draft Committee TFR Report must be shared with all TFR Committee members, and then, if needed, revised based on their review and feedback.
 - h. The report, with any such revisions made, will become the Committee TFR Report when approved by vote of a majority of the TFR Committee members. The outcome of the vote (tallying yay, nay, abstain, and absent votes of all voting committee members) shall be included in the Committee TFR Report, and the report will be signed by the TFR Committee Chair.
 - i. No later than fourteen (14) days after the TFR committee meeting, the TFR Committee Chair shall send the Committee TFR Report to the reviewed faculty member, who has the opportunity but not the obligation to respond in writing within seven (7) calendar days. The Committee TFR Report, and any written response of the reviewed faculty member, will be included in the TFR file.
 - j. The TFR Committee Chair shall then send the TFR file, including the Committee TFR Report and any response from the reviewed faculty member, to the Department Chair.
 - k. The Department Chair will have an opportunity to review the entire TFR file, including the Committee TFR Report and any response of the reviewed faculty member. After studying the entire file, the Department Chair shall prepare a written letter to the reviewed faculty member due no later than fourteen (14) days after the receipt of the TFR report and any response from the reviewed faculty member. The Chair's Letter will constitute a brief summary of the candidate's research, teaching, and service contributions as well as any other appropriate information relevant to the faculty member's record during the review period that the Chair is privy to as the administrator of the unit. The Chair's letter also verifies compliance with the TFR process by departmental TFR Committee and the reviewed faculty member and furnishes, as appropriate, any instructive context regarding the review. The Chair's letter will include recommendations, and include a specific statement of whether the faculty member has made meaningful and sustained contributions in their role, such that they are meeting the standards for a tenured faculty member in the unit. The Department Chair's written letter will be sent to the reviewed faculty member, and the reviewed faculty member has

the opportunity to respond to the Chair's letter within seven (7) calendar days of receipt. The Department Chair's letter, and any written response of the reviewed faculty member, are included in the TFR file.

1. The Committee's report and Chair letter then shall be sent to the reviewed faculty member as well as the dean, and cognizant senior vice president.

2.9 Finalizing the TFR Report

- a. The departmental Committee TFR Report will serve as the Final TFR Report if no party seeks review of the report by the University Promotion and Tenure Advisory Committee (UPTAC).
- b. As provided in [Policy 6-321](#), if the reviewed faculty member, the Department Chair, or the Dean disagrees with the TFR Committee Report, any of these parties may seek review by UPTAC. A party who chooses to seek review must notify UPTAC of that intention within twenty-one (21) calendar days of receipt of the Committee TFR Report. UPTAC procedures and its role in finalizing the TFR report are described in [Policy 6-304](#) and [Policy 6-321](#).
- c. If the file is forwarded to UPTAC for any reason, the Chair's letter and any response from the reviewed faculty member is included as information for UPTAC (see 2.8 k). Either the Chair or the reviewed faculty member may choose to include additional information before UPTAC's review.

2.10 Action after the Final TFR Report

- a. If the faculty member is found to be meeting the standards for a tenured faculty member in the department, the cognizant Senior Vice President will formally acknowledge the evaluation and will consult with the Dean and Department Chair to designate an appropriate recognition for the achievement.
- b. If the faculty member is found not to be meeting the minimum standards required of a tenured faculty member in the department, the Dean and Department Chair, together with designated members of the TFR Committee and other faculty members as needed, shall work with the reviewed faculty member to implement the recommendations of the Final TFR Report.

2.11 Summary Timeline

Prior to January 1

- Notice to reviewed faculty members.
- Notice to TFR Committee and other faculty members eligible to participate in TFR Committee meeting.
- Notice to departmental faculty and staff.

January 1

- Notice to shared-appointment unit.
- Notice to affiliated unit.

January 31

- File closing.
- All materials except shared-appointment unit report and reviewed faculty member's response(s) due.

February 7 (seven calendar days after file closing)

- Reviewed faculty member's response to any item in the file, if desired.
- File available to TFR Committee.
- Shared-appointment unit report due

February 14 (seven calendar days after shared appointment report due)

- Reviewed faculty member's response to shared-appointment unit report, if desired.

No later than fourteen (14) calendar days before the TFR meeting (dates may vary)

- Draft Report shared with reviewed faculty member

No later than five (5) calendar days after Draft Report is shared with reviewed faculty member (dates may vary)

- Faculty member reviews draft report for accuracy

No later than seven (7) calendar days before the TFR meeting (dates may vary)

- Draft Report shared with TFR Committee.

No earlier than March 1 and no later than March 31

- TFR Committee meeting

No later than fourteen (14) calendar days after the TFR meeting

- TFR report sent to faculty member

No later than seven (7) calendar days after TFR report is sent to faculty member

- Reviewed faculty member's response, if desired
- TFR report and faculty member's response, if applicable, sent to faculty member and Department Chair

No later than fourteen (14) calendar days after the TFR report is sent to the Chair

- Chair's Report due and sent to faculty member for review

No later than seven (7) calendar days after the Chair's letter is sent to faculty member

- Reviewed faculty member's response, if desired

No more than twenty-one (21) calendar days after TFR Report is finalized

- Reviewed faculty member, Department Chair or Dean may request UPTAC review of the case.

3. Criteria and Standards

- a. The review shall result in a determination of whether the reviewed faculty member is *meeting the standards for a tenured member in the Department*.
- b. Areas considered in TFR are quality of performance (a) in research/creative activity, (b) as a teacher, and (c) of service to the University, profession, and public.
- c. Diversity is a core value of the University of Utah's Mission Statement. In addition, as articulated in the 2025 Strategy Refresh, the University defines equity, diversity, and inclusion as key elements of research/creative activity, teaching, and service. The Department of Communication shares this mission and these values.
- d. In order to make meaningful and sustained contributions, a tenured faculty member in the department must:
 1. Contribute to the research mission of the University through engagement in a sustainable research/creative activity program, which includes some or all of the following but is not limited to:
 - A record of published works in respected, peer-reviewed, and impactful academic outlets or contexts appropriate to one's area of communication research
 - A record of submitting and/or securing grant or fellowship funding
 - Invited presentations at conferences and other forums to share the results of one's research activity

The quality of research is assessed in relation to the purpose of a faculty member's scholarly or creative activity, to the extent that it creates new knowledge; synthesizes or describes new knowledge; or summarizes, applies, or comments upon existing knowledge. The significance of a faculty member's research activity is measured by the type and venue of published work and the impact or influence of the faculty member's work on the field of communication, subdisciplines thereof, or communities outside of the academy, as supported by acknowledgement by peers, awards and honors, citation rates, or other relevant measures.

2. Make sustained contributions to the teaching mission of the Department and University through engagement in course instruction, curriculum/program development, and student advising and mentoring, which includes some or all of the following but is not limited to:

- The quality and organization of the faculty member's course materials, currency and innovation of course materials, curriculum innovations (as detailed in the Peer Teaching Review Report), and meeting and leading classes as scheduled
- The faculty member's contributions to undergraduate and/or graduate curricula development and maintenance, and contributions to the department's teaching needs
- The faculty member's general record of advising, mentoring, and support of undergraduate and graduate students; chairing and serving on graduate student committees; and record of support of graduate students through completion of their degrees

In assessing the quality of a faculty member's teaching, student course evaluations should be considered in the context of the potential limitations of such data, which might include: low response rates, biases against certain groups of people (e.g., women, people of color, international faculty), and the correlation between positive evaluations and perception that a course is easy.

3. Provide sustained service contributions to the profession, the University, and the public, which includes some or all of the following but is not limited to:

- Elected or appointed leadership and service on Department, College, and University committees or task forces
- Providing editorial services to scholarly journals or book publishers
- Leading or participating in the organization or operation of conferences
- Serving on professional association committees or boards
- Holding offices in professional organizations
- Participating in service in which one's professional skills and knowledge contribute to the local, state, or larger populace for little or no monetary recompense.
 - Outside consultation that yields significant payment to the faculty member is specifically excluded from this definition of "service," as is volunteer activity not germane to the faculty member's professional expertise.

In general, the higher the reviewed faculty member's rank, the more service is expected.

4. Relationship to Other Processes

In the course of any review of a tenured faculty member, if an issue arises under the Code of Faculty Rights and Responsibilities ([Policy 6-316](#)), such as an issue that is appropriate for consideration by the University's Office of Equal Opportunity and Affirmative Action ([Policy 1-012](#)), the Senate Committee on Academic Freedom and Faculty Rights ([Policy 6-010](#)), or the Senate Consolidated Hearing Committee ([Policy 6-011](#)), that issue should proceed as is appropriate under the relevant Policy. If a case is referred to or a complaint filed with one of these bodies, those entities may request that the tenured faculty review process be suspended until the matter is resolved.

Appendix A: Notice of Senate Faculty Review Standards Committee and Vice Presidential Final Approval.

Review Committee Approval:




Trina Rich, SFRSC Committee
Secretary

July 14, 2021

Date

Senior Vice President Approval:



Sarah Projansky, Designee

August 12, 2021

Date