

Department of Communication

Assembly Minutes

September 3, 2013

Those in attendance: E. Toth (Chair), R. Chang, E. Sommerfeldt, E. Fink, X. Nan, S. Khamis, L. Waks, A. Wolvin, E. Gardner, A. Atwell-Seate and B. Liu

- I. Approval of the Agenda on motion of E. Fink and second of E. Sommerfeldt.
- II. Approval of the minutes of the May 3, 2013 meeting on motion of E. Fink and second of B. Liu.

Reports

- III. E. Toth introduced new faculty Michelle Murray Yang and Amber Westcott-Baker.
- IV. Election of Faculty Advisory Committee
  - a. E. Sommerfeldt and A. Wolvin requested to be excluded from the election due to other duties.
  - b. By secret ballot, E. Fink, X. Nan and A. Atwell-Seate were elected members of the 2013-2014 school year Faculty Advisory Committee.

A. The meeting was the adjourned at 12:25PM.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

September 13, 2013

Those in attendance: E. Toth (Chair), R. Chang, D. Sawyer, S. Parry-Giles, E. Sommerfeldt, E. Fink, X. Nan, S. Khamis, L. Waks, A. Wolvin, J. Olson, M. Yang, A. Atwell-Seate and B. Liu

1. Approval of the Agenda on motion of E. Fink and second of S. Khamis.
2. Approval of the minutes of the Sept 3, 2013 meeting on motion of S. Khamis and second of L. Waks.

Reports

3. Nomination of Salary Advisory Committee Slate was approved. Members are: A. Wolvin, D. Hample, & A. Westcott-Baker. Full FY14 committee memberships attached.
4. Nomination of Rosi Meza-Steel for Graduate Faculty Status was approved.
5. Motion to use Ph.D. language for the MA degree GOA form carried. (See attached)
6. D. Sawyer provided report on the GSIT program.
7. L. Waks provided report on the Shady Grove Program.
8. E. Toth discussed the plans for the Self-Study/Unit Review process and announced two searches: Associate/Assistant Tenure-Track positions for Oral Comm program and intercultural communication.
9. X. Nan provided report on Center for Health and Risk Communication.
10. The meeting was adjourned at 11:40AM.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

October 11, 2013

Those in attendance: E. Toth (Chair), R. Chang, D. Sawyer, S. Parry-Giles, T. Parry-Giles, E. Sommerfeldt, E. Fink, X. Nan, S. Khamis, L. Waks, A. Wolvin, J. Olson, M. Yang, A. Westcott-Baker, A. Atwell-Seate and B. Liu

- I. Approval of the Agenda on motion of E. Sommerfeldt and second of A. Westcott-Baker.
- II. Approval of the minutes of the Sept 13, 2013 meeting on motion of S. Parry-Giles and second of L. Waks.

Reports

- III. E. Toth reported on the department budget picture.
- IV. T. Parry-Giles presented for discussion a draft of post-tenure review policies. Faculty were asked to review it and provide any comments to T. Parry-Giles or E. Toth by Oct. 23, 2013.
- V. Motions from APT Committee were approved:
  - A. Amendment to Article 2.02, C, clause 1 of the Department of Communication *Plan of Organization* (word in **bold** is the sole addition):
  - B. The department chair will consult with the Appointment, Promotion, and Tenure Committee regarding other **multi-year** faculty appointments when possible.
- VI. The meeting was adjourned at 11:40AM.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

November 1, 2013

Those in attendance: E. Toth (Chair), R. Chang, D. Sawyer, S. Parry-Giles, T. Parry-Giles, E. Sommerfeldt, E. Fink, X. Nan, S. Khamis, L. Waks, J. Olson, M. Yang, A. Westcott-Baker, A. Atwell-Seate and B. Liu

- I. Approval of the Agenda on motion of E. Fink and second of E. Sommerfeldt.
- II. Approval of the minutes of the Oct 11, 2013 meeting on motion of B. Liu and second of S. Khamis.

Reports

- III. E. Toth reported budget picture, self-study and searches. (See attached strategic plan goals.)
- IV. The Graduate Program Committee's recommendation of two additional GSIT instructors, Linda Gaus and Elizabeth Petron, for Graduate School adjunct status was approved.
- V. E. Fink's motion to Enhance Graduate Student Writing passed without objection. (See attached.)
- VI. Motion to approve Comprehensive Post-Tenure Review Revision by the APT Committee was passed unanimously. (See attached.)
- VII. The meeting was adjourned at 11:38AM.

Respectfully submitted,

Ray Chang

Department of Communication

Strategic Plan Goals for FY14

October 25, 2013

- I. Provide excellent undergraduate and graduate programs
  - A. Undergraduate communication major
  - B. Oral COMM program
  - C. Graduate communication program
  - D. Graduate Studies in Interpreting and Translation
  - E. Shady Grove communication major
- II. Complete a two-semester self-study of the Department of Communication, including a self-study report, external review, and additional self-study of diversity goals
- III. Complete two successful tenure-track searches
- IV. Achieve a more effective budget operation that accounts for increased funding sources, a payroll of over 100 people, and increased grants and awards management

## Proposal – Graduate Studies Committee

### Enhancing Graduate Student Writing

- 1) COMM 700 will include a focus on academic writing with special attention to making academic arguments and writing proposals (e.g., panel proposals, grant proposals, award nominations).
- 2) A module on writing will be included in the following method or theory courses: COMM 600 or 602, COMM 711, and COMM 714. The focus will be on writing for the humanities or social sciences. In addition, attention will be offered for improving the organization of ideas, constructing grammatically correct sentences, and enhancing the clarity of ideas.
- 3) COMM 798: A one-credit independent study will be offered periodically by one or more faculty members who will provide specialized attention to students interested in enhancing the clarity of their writing, organizing their ideas, and improving sentence structure. Up to ten students can enroll in a single section. The course is repeatable.

## **Policy on Comprehensive Post-Tenure Review of Faculty**

### **I. Purpose of Review**

All faculty members whose appointments carry either tenure or job security shall receive a formal comprehensive post-tenure review at intervals not exceeding five years, beginning from the date of their appointment with this status. The purpose of the review is to provide periodic evaluation of the performance of faculty after their achievement of tenure. Comprehensive post-tenure reviews shall be carried out through the combined efforts of a faculty review committee and the department chairperson.

### **II. Faculty Review Committee**

#### **A. Composition of Committee**

The faculty review committee shall consist of two faculty members of the departmental APT Committee at or above the rank of the appointee, both chosen by the APT Committee Chair in consultation with the APT Committee. If two faculty members at or above the rank of the appointee are not available from the departmental APT Committee, the APT Committee Chair may seek reviewers from other departments at the University of Maryland. However, no individual chosen shall serve as a member of the review committee, if the appointee formally objects to his or her service. In cases where the appointee formally objects to one or both choices, objections shall be kept confidential and the APT Committee Chair shall make another choice to replace any individual to whom the appointee has objected. Should the appointee formally object to a second choice of the department chairperson, the impasse shall be reported to the dean, who shall select the committee member or members needed to fill the committee. The selection by the dean shall not be subject to objection by the appointee; however, the appointee may appeal the selection by the dean through the provisions of the grievance procedure (UMCP Policies and Procedures Governing Faculty Grievances [II-4.00(A)]), insofar as the procedure is applicable.

#### **B. Committee Report**

The comprehensive post-tenure review shall be based primarily on the appointee's record of accomplishment in each of the three areas of (1) teaching and advisement, (2) research, scholarship, and creative activity, (3) and service. The faculty review committee shall prepare and approve a written appraisal which describes the appointee's record of accomplishment during the review period.

The basis of the committee appraisal shall be documentary. Specifically, the appointee shall provide the committee with a written report, including a personal statement, a complete *curriculum vitae*, all Faculty Activity Reports (FAR) since the appointee's previous review, and syllabi for at least three courses taught by the appointee during the review period. The department chairperson shall provide the committee with teaching evaluations for all years. The committee shall receive the documents required for its

appraisal from the appointee and from the department chair by 15 September of the academic year in which the comprehensive review is carried out (hereafter "review year"). The committee shall make its approved appraisal available to the appointee no later than 1 January of the review year. The appointee shall have the right to examine the appraisal and, within 14 days of receipt of the appraisal, to append an optional statement that may indicate any disagreement with the appraisal and may add such other information as the appointee chooses (here and elsewhere "days" mean calendar days excluding Saturday, Sunday, and days on which the Campus is officially closed). The approved appraisal and any optional statement of the appointee shall be communicated to the departmental chairperson.

Final evaluations for the portions of faculty reviewed must be submitted to the College of Arts & Humanities Dean by 1 February of the review academic year.

B. Right of Appeal

In the event the faculty member disagrees with the final evaluation, a written appeal may be filed with the Dean by 15 February.

The Dean must review the portfolio, the peer-authored written report, the faculty member's optional written response, the Chair's final written evaluation, and the faculty member's written appeal, and meet separately with the faculty member and the administrator to discuss the evaluation. The Dean should issue a decision on the appeal by April 15. No further appeal can be granted.

Following completion of the appeal, if any, a notification of completion of the review should be sent to the Office of Faculty Affairs by the Dean by 1 May.

III. Criteria for Evaluation

A. General Criteria

Each comprehensive post-tenure review shall render an assessment of the faculty member's performance as outstanding, satisfactory, or unsatisfactory in the three areas of (1) teaching and advisement, (2) research, scholarship, and creative activity, (3) and service. The standard of performance to be applied to the appointee in the committee appraisal shall be continuous demonstration of the qualifications for appointment at the appointee's current rank (as specified in the UMCP Policy on Appointment, Promotion, and Tenure of Faculty, I.A.2-4).

B. Criteria for Teaching and Advisement (Associate Professor)

1. A faculty member shall be evaluated as "outstanding" in teaching and advisement if she or he demonstrates a high level of competence in teaching and advisement (manifested by consistently high student and peer evaluations) and demonstrates a high level of competence to offer graduate instruction and direct graduate research.



2. A faculty member shall be evaluated as “satisfactory” in teaching and advisement if he or she demonstrates a sufficient level of competence in teaching and demonstrates a minimal level of direction of graduate research.
3. A faculty member shall be evaluated as “unsatisfactory” in teaching and advisement if she or he demonstrates consistently poor teaching abilities and engages in little or no direction of graduate research.

C. Criteria for Research (Associate Professor)

1. A faculty member shall be evaluated as “outstanding” in research accomplishment if he or she has demonstrated continuous and significant research, scholarship, or artistic creativity in the field and demonstrates the likelihood and promise of continued productivity.
2. A faculty member shall be evaluated as “satisfactory” in research accomplishment if she or he has demonstrated occasional research, scholarship, or artistic creativity in the field and demonstrates the possibility of continued productivity.
3. A faculty member shall be evaluated as “unsatisfactory” in research accomplishment if he or she has demonstrated little or no ongoing research, scholarship, or artistic creativity in the field and demonstrates no promise for continued productivity.

D. Criteria for Service (Associate Professor)

1. A faculty member shall be evaluated as “outstanding” in service if she or he demonstrates continuous and useful service to the campus, the profession, and the community.
2. A faculty member shall be evaluated as “satisfactory” in service if he or she demonstrates minimal and useful service to the campus, the profession, and the community.
3. A faculty member shall be evaluated as “unsatisfactory” in service if she or he demonstrates little to no service to the campus, the profession, and the community.

E. Criteria for Teaching and Advisement (Professor)

1. A faculty member shall be evaluated as “outstanding” in teaching and advisement if she or he demonstrates a distinguished record of teaching (manifested by consistently high student and peer evaluations, teaching awards and recognition, etc.) and if she or he demonstrates continuous and high levels of successful direction of graduate research.

2. A faculty member shall be evaluated as “satisfactory” in teaching and advisement if he or she demonstrates a minimally successful record of teaching and if he or she demonstrates occasional direction of graduate research.
3. A faculty member shall be evaluated as “unsatisfactory” in teaching and advisement if she or he demonstrates an undistinguished record of teaching and if she or he engages in little to no direction of graduate research.

F. Criteria for Research (Professor)

1. A faculty member shall be evaluated as “outstanding” in research if she or he demonstrates the maintenance and enhancement of a national and, where appropriate, international reputation for outstanding research, scholarship or artistic creativity through the continuous and sustained production of important research and scholarship.
2. A faculty member shall be evaluated as “satisfactory” in research if he or she demonstrates the development of a national reputation for outstanding research, scholarship, or artistic creativity through the publication and/or presentation of a sufficient level of research and scholarship.
3. A faculty member shall be evaluated as “unsatisfactory” if she or he demonstrates little or no research or scholarship activity.

G. Criteria for Service (Professor)

1. A faculty member shall be evaluated as “outstanding” in service if he or she demonstrates a record of continuing of relevant and effective campus, professional, and community service.
2. A faculty member shall be evaluated as “satisfactory” in service if she or he demonstrates a record of minimal and generally effective campus, professional, and community service.
3. A faculty member shall be evaluated as “unsatisfactory” in service if he or she demonstrates a record of little or no campus, professional, and community service.

IV. Procedures

A. The Written Plan for Professional Development

Based primarily on the appraisal provided by the faculty review committee and after discussion with the appointee, the department chairperson shall prepare a written plan for the future professional development of the appointee, with due consideration given to any optional statement appended to the appraisal by the appointee. The plan shall also reflect consideration of the appointee's complete record of performance in the tenured or secure appointment. The plan shall specify specific outcomes from the comprehensive post-

tenure review, including (but not limited to) incentives for “outstanding” evaluations and possible actions in the event of “unsatisfactory” evaluations. The written plan shall be shown to the appointee and discussed with the appointee by the department chairperson no later than 15 April of the review year.

B. Appointee's Right of Response and Challenge

The appointee shall have the right to respond in writing within 14 days of being shown the plan. Should the appointee respond, the written response shall become a permanent appendix to the plan. The appointee shall also have the right to challenge any evaluation, recommendation, or omission of recommendation contained in the written plan under the provisions of the grievance procedure (UMCP Policies and Procedures Governing Faculty Grievances [II-4.00 (A)]), insofar as the procedure is applicable.

C. Disposition of the Written Plan for Professional Development

Once the appointee has had the opportunity to respond to the written plan of the department chairperson and any grievance regarding elements of the plan have been resolved, a full record of the appointee's comprehensive post-tenure review, including the appointee's written report, the committee's appraisal, any appointee statement, the written plan for professional development of the chair, and any response by the appointee shall be placed in the appointee's employment file. With due consideration for any response by the appointee and any outcome of a grievance brought by the appointee, the written plan shall be implemented by the department chairperson throughout the period which intervenes prior to the appointee's next comprehensive post-tenure review.

IV. Exceptional Circumstances

In a given academic year, if an appointee is reviewed for promotion in rank or for service as chairperson, that review may substitute for a comprehensive post-tenure review. Also, an appointee may request a single one year postponement of a comprehensive post-tenure review, if the scheduled year of the review falls in the same year that the faculty member is on leave or on sabbatical from the University.

Approved, March 15, 1996

Amended, November 1, 2013

Department of Communication

Assembly Minutes

December 13, 2013

Those in attendance: E. Toth (Chair), R. Chang, D. Sawyer, S. Parry-Giles, T. Parry-Giles, E. Sommerfeldt, E. Fink, X. Nan, S. Khamis, L. Waks, J. Olson, M. Yang, A. Westcott-Baker, A. Atwell-Seate, B. Liu and A. Wolvin.

- I. Approval of the Agenda on motion of S. Khamis and second of E. Sommerfeldt.
- II. Approval of the minutes of the Nov 1, 2013 meeting on motion of A. Westcott-Baker and second of E. Sommerfeldt.

Reports

- III. E. Fink and A. Wolvin provided search committee reports.
- IV. Nomination of Diedre Durrance as adjunct graduate faculty was approved.
- V. S. Parry-Giles provided Graduate Committee Report.
- VI. E. Toth presented the Department' Self-Study Committee Narrative Draft. She will submit this draft to the College Associate Dean. Next steps will include a Spring semester visit by external reviewers.
- VII. E. Toth provided updates on Department Budget.
- VIII. Non t/t Assembly members were excused for a personnel discussion with only t/t Assembly members.

Respectfully submitted,

Ray Chang

## Department of Communication Assembly Minutes

February 7, 2014

Those in attendance: E. Toth (Chair), E. Sommerfeldt, E. Fink, X. Nan, S. Khamis, E. Gardner, A. Atwell-Seate, S. Parry-Giles, D. Sawyer, D. Hampel, R. Gaines, M. Yang; P. Wang; A. Wescott-Baker; and B. Liu

- I. Approval of the Agenda , on motion of E. Fink and second of E. Sommerfeldt
- II. Approval of the Minutes, on motion of E. Sommerfeldt and second of B. Liu
- III. Graduate Program Committee Reports
- IV. GSIT Admissions
- V. Oral Communication Program: Re-budgeting Based on Sections Rather than Seats
- VI. APT Committee – Revision of Proposed Post-Tenure Review Policy (unanimously approved)
  - A. Friendly amendments: Add “and/or for service” under sections C (B. Liu) and “at least minimal” under sections E and as appropriate elsewhere (E. Fink).
- VII. Chair’s Report
  - A. Self-Study External Review Tentative Dates: March 10-11, April 14-15, April 17-18, April 24-25
  - B. COMM Budget Office Transition
- VIII. Election of Departmental Representative to University Senate: E. Sommerfeldt elected by acclamation
- IX. Announcements
  - A. May 22, 2014 Department Commencement
  - B. Department of Colloquium Series: Feb. 7, 14, March 7, April 4, May 9
  - C. Speed-Mentoring Event on March 4
  - D. Faculty Activity Reports Due Feb. 28, 2014.
  - E. Annual T/T Faculty Goal-Setting Meetings
  - F. March 7 Assembly Visit by Daryle Williams, ARHU Associate Dean, Listening Tour
- X. Meeting Adjourned at 11:14 a.m.

Respectfully submitted,

Brooke Liu

## **Department of Communication**

### **Policy on Comprehensive Post-Tenure Review of Faculty**

#### **I. Purpose of Review**

All faculty members whose appointments carry tenure shall receive a formal comprehensive post-tenure review at intervals not exceeding five years, beginning from the date of their appointment and/or promotion with this status. The purpose of the review is to provide periodic evaluation of the performance of faculty after their achievement of tenure. Comprehensive post-tenure reviews shall be carried out through the combined efforts of a faculty review committee and the department chairperson.

#### **II. Faculty Review Committee**

##### **A. Composition of Committee**

The faculty review committee shall consist of two faculty members of the departmental APT Committee at or above the rank of the reviewee, both chosen by the APT Committee Chair in consultation with the APT Committee. If two faculty members at or above the rank of the reviewee are not available from the departmental APT Committee, the APT Committee Chair may seek reviewers from among tenured, permanent faculty members in other departments at the University of Maryland. However, no individual chosen shall serve as a member of the review committee, if the reviewee formally objects to his or her service. In cases where the reviewee formally objects to one or both choices, objections shall be kept confidential and the APT Committee Chair shall make another choice to replace any individual to whom the reviewee has objected. Should the reviewee formally object to a second choice of the department chairperson, the impasse shall be reported to the dean, who will be asked to take appropriate measures. The selection by the dean shall not be subject to objection by the reviewee; however, the reviewee may appeal the selection by the dean through the provisions of the grievance procedure (UMCP Policies and Procedures Governing Faculty Grievances [II-4.00(A)]), insofar as the procedure is applicable.

##### **B. Committee Report**

The comprehensive post-tenure review shall be based primarily on the reviewee's record of accomplishment in each of the three areas of (1) teaching and advisement, (2) research, scholarship, and creative activity, (3) and service. The faculty review committee shall prepare and approve a written advisory appraisal which describes the reviewee's record of accomplishment during the review period.

The basis of the committee appraisal shall be documentary. Specifically, the reviewee shall provide the committee with a written dossier, including a personal statement, a complete *curriculum vitae*, all Faculty Activity Reports (FAR) since the reviewee's

previous review, and syllabi for at least three courses taught by the reviewee during the review period. The department chairperson shall provide the committee with teaching evaluations for all years. The committee shall receive the documents required for its appraisal from the reviewee and from the department chair by 15 September of the academic year in which the comprehensive review is carried out (hereafter "review year"). The committee shall make its approved appraisal available to the reviewee no later than 1 January of the review year. The reviewee shall have the right to examine the appraisal and, within 14 working days of receipt of the appraisal, to append an optional statement that may indicate any disagreement with the appraisal and may add such other information as the reviewee chooses. The approved appraisal and any optional statement of the reviewee shall be communicated to the departmental chairperson.

The final post-tenure review and rating from the department chair for the portions of faculty reviewed must be submitted to the College of Arts & Humanities Dean by 1 February of the review academic year.

B. Right of Appeal

In the event the faculty member disagrees with the final evaluation, a written appeal may be filed with the dean by 15 February. The Dean will be asked to take appropriate actions, as mandated by Campus policy.

Following completion of the appeal, if any, a notification of completion of the review should be sent to the Office of Faculty Affairs by the Dean by 1 May.

III. Criteria for Evaluation

A. General Criteria

Each comprehensive post-tenure review shall render an assessment of the faculty member's performance as satisfactory or unsatisfactory in each of the three areas of (1) teaching and advisement, (2) research, scholarship, and creative activity, (3) and service. The standard of performance to be applied to the reviewee in the committee appraisal shall be continuous demonstration of the qualifications for appointment at the reviewee's current rank (as specified in the UMCP Policy on Appointment, Promotion, and Tenure of Faculty, I.A.2-4).

B. Criteria for Teaching and Advisement (Associate Professor)

1. A faculty member shall be evaluated as "satisfactory" in teaching and advisement if he or she demonstrates a sufficient level of competence in teaching and demonstrates at least a minimal level of direction of graduate research.

2. A faculty member shall be evaluated as "unsatisfactory" in teaching and advisement if she or he demonstrates consistently poor teaching abilities and engages in little or no direction of graduate research.

C. Criteria for Research (Associate Professor)

1. A faculty member shall be evaluated as “satisfactory” in research accomplishment if she or he has demonstrated occasional research, scholarship, or artistic creativity in the field and demonstrates the possibility of continued productivity.
2. A faculty member shall be evaluated as “unsatisfactory” in research accomplishment if he or she has demonstrated little or no ongoing research, scholarship, or artistic creativity in the field and demonstrates no promise for continued productivity.

D. Criteria for Service (Associate Professor)

1. A faculty member shall be evaluated as “satisfactory” in service if he or she demonstrates at least minimal and useful service to the campus, the profession, and/or the community.
2. A faculty member shall be evaluated as “unsatisfactory” in service if she or he demonstrates little to no service to the campus, the profession, and/or the community.

E. Criteria for Teaching and Advisement (Professor)

1. A faculty member shall be evaluated as “satisfactory” in teaching and advisement if he or she demonstrates at least a minimally successful record of teaching and if he or she demonstrates occasional direction of graduate research.
2. A faculty member shall be evaluated as “unsatisfactory” in teaching and advisement if she or he demonstrates an undistinguished record of teaching and if she or he engages in little to no direction of graduate research.

F. Criteria for Research (Professor)

1. A faculty member shall be evaluated as “satisfactory” in research if he or she demonstrates the development of a national reputation for outstanding research, scholarship, or artistic creativity through the publication and/or presentation of a sufficient level of research and scholarship.
2. A faculty member shall be evaluated as “unsatisfactory” if she or he demonstrates little or no research or scholarship activity.

G. Criteria for Service (Professor)

1. A faculty member shall be evaluated as “satisfactory” in service if she or he demonstrates a record of minimal and generally effective campus, professional, and/or community service.



2. A faculty member shall be evaluated as “unsatisfactory” in service if he or she demonstrates a record of little or no campus, professional, and/or community service.

#### IV. Procedures

##### A. The Written Plan for Professional Development

Based primarily on the appraisal provided by the faculty review committee and after discussion with the reviewee, the department chairperson shall prepare a written plan for the future professional development of the reviewee, with due consideration given to any optional statement appended to the appraisal by the reviewee. The plan shall also reflect consideration of the reviewee’s complete record of performance in the tenured or secure appointment. The plan shall specify specific outcomes from the comprehensive post-tenure review, including (but not limited to) incentives for “outstanding” evaluations and possible actions in the event of “unsatisfactory” evaluations. The written plan shall be shown to the reviewee and discussed with the reviewee by the department chairperson no later than 15 April of the review year.

##### B. Reviewee’s Right of Response and Challenge

The reviewee shall have the right to respond in writing within 14 working days of being shown the plan. Should the reviewee respond, the written response shall become a permanent appendix to the plan. The reviewee shall also have the right to challenge any evaluation, recommendation, or omission of recommendation contained in the written plan under the provisions of the grievance procedure (UMCP Policies and Procedures Governing Faculty Grievances [II-4.00 (A)]), insofar as the procedure is applicable.

##### C. Disposition of the Written Plan for Professional Development

Once the reviewee has had the opportunity to respond to the written plan of the department chairperson and any grievance regarding elements of the plan have been resolved, a full record of the reviewee’s comprehensive post-tenure review, including the reviewee’s written report, the committee’s appraisal, any appointee statement, the written plan for professional development of the chair, and any response by the reviewee shall be placed in the reviewee’s employment file. In the case of an “unsatisfactory” rating, the professional development plan will be also filed with the Office of the Dean and the Office of the Provost. With due consideration for any response by the reviewee and any outcome of a grievance brought by the reviewee, the written plan shall be implemented by the department chairperson throughout the period which intervenes prior to the reviewee’s next comprehensive post-tenure review.

#### IV. Exceptional Circumstances

In a given academic year, if an appointee is reviewed for promotion in rank, that review may substitute for a comprehensive post-tenure review. The department chair is exempt from PTR

during his/her term and a full PTR shall take place no later than five years following the end of a term as chair. Reviews can be waived for faculty members about to undergo review for promotion, and faculty members who have filed an intent to retire or resign. Also, a reviewee may request a single one year postponement of a comprehensive post-tenure review, if the scheduled year of the review falls in the same year that the faculty member is on leave or on sabbatical from the University.

Approved, March 15, 1996

Amended, November 1, 2013

Revised, February 7, 2014

Department of Communication

Assembly Minutes

March 7, 2014

Those in attendance: E. Toth (Chair), R. Chang, S. Parry-Giles, T. Parry-Giles, E. Sommerfeldt, E. Fink, X. Nan, S. Khamis, L. Waks, J. Olson, M. Yang, A. Westcott-Baker, A. Atwell-Seate, B. Liu and A. Wolvin, R. Gaines.

- I. Dr. Daryle Williams, Associate Dean of ARHU, gave a talk to the faculty.
- II. Approval of the Agenda on motion of S. Khamis and second of B. Liu.
- III. Approval of the minutes of the February 7 meeting on motion of A. Westcott-Baker and second of E. Sommerfeldt.

Reports

1. Nomination of K. Kendall to Adjunct Graduate Faculty status was approved.
  2. S. Parry-Giles reported updates on Graduate Admissions and the upcoming Graduate Open House.
  3. L. Waks provided overview of the FY 2015 Undergraduate Curriculum Planning
  4. E. Fink's motion: "Sense of the Assembly that the Department of Communication should offer to honors courses each year as resources allow" was seconded by A. Westcott-Baker and later approved by the assembly unanimously.
- IV. Announcement
- a. E. Toth announced Self-Study External Review Visit will be from April 24 to April 25, 2014.
  - b. Department of Communication's commencement will be held on May 22, 2014 at noon.
- V. E. Fink provided report on behalf of Faculty Advisory Committee
- a. Graduate Awards submission deadline is April 11, 2014
  - b. The FAC changed criteria for Ehrensberger Award (see attached).
- VI. The meeting was adjourned at 11: 55AM.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

April 4, 2014

Those in attendance: E. Toth (Chair), R. Chang, S. Parry-Giles, E. Sommerfeldt, E. Fink, X. Nan, S. Khamis, E. Gardner, M. Yang, A. Westcott-Baker, A. Atwell-Seate, B. Liu and A. Wolvin, R. Gaines.

- I. Approval of the Agenda on motion of S. Khamis and second of B. Liu.
- II. Approval of the minutes of the March 7 meeting on motion of A. Westcott-Baker and second of E. Sommerfeldt.
- III. Reports
  1. S. Parry-Giles reported updates on Graduate Admissions.
  2. On behalf of the Graduate Studies Committee, S. Parry-Giles presented for action a policy statement on "Enhancing Teaching Qualifications for Graduate Students" for Assembly consideration. Three amendments were made before a motion to approve the document:
    - 1) Motion to Amend Item #3 by E. Fink; seconded by D. Hample to read:  
Graduate students are not permitted to teach 400 level courses, except in extraordinary circumstances. Conditions in Item 2 should be met. Motion carried (Vote: Yes: 10, Abstain: 1)
    - 2) Motion (and friendly amendment) to Amend Item 2 by E. Gardner and second by D. Hample to read:  
Graduate students need to demonstrate the requisite qualifications in order to teach 300 level courses. These qualifications **may include:**
      - Completing an equivalent graduate level course at UM
      - Sitting in on the class for an entire semester before teaching the course
      - Pursuing a program of study in the same area of specialization
      - Have professional experience (e.g., public relations)
      - Have experience in co-curricular activities (e.g., collegiate debate)(Vote: Yes: 8, No: 2, Abstain: 1).

- 3) Amend Item #1, motion by D. Hample, 2<sup>nd</sup> by Erich Sommerfeldt, to add the sentence after the first sentence in the paragraph to read: "Under no circumstances should graduate students be disadvantages in comparison to adjunct lecturers." (Vote: Yes: 6, No: 4; Abstain: 1).

Then, the resulting document was approved unanimously by the Assembly. (See attached revised version on the criteria with track changes.) E. Fink asked the final version be sent to the Faculty Advisory Committee for review.

3. The Assembly discussed a proposal for change to the Ph.D. Handbook Regarding "good standing procedures."

#### IV. Announcements

- a. E. Toth announced Self-Study External Review Visit will be from April 24 to April 25, 2014.
- b. Department of Communication's commencement will be held on May 23, 2014 at noon.

- V. The Department graduate faculty unanimously endorsed Angeles Estrada for adjunct graduate faculty status on motion of D. Hample.

- VI. The meeting was adjourned at 11: 55AM.

Respectfully submitted,

Ray Chang

Department of Communication

Assembly Minutes

May 2, 2014

Those in attendance: E. Toth (Chair), R. Chang, S. Parry-Giles, E. Sommerfeldt, E. Fink, X. Nan, J. Olson, M. Yang, A. Westcott-Baker, A. Atwell-Seate, B. Liu and A. Wolvin, R. Gaines, K. Maddux, D. Sawyer, L. Waks, D. Hample.

- I. Approval of the Agenda on motion of E. Fink and second of E. Sommerfeldt.
- II. Approval of the minutes of the April 4 meeting on motion of E. Fink and second of E. Sommerfeldt.

Reports

1. E. Toth provided 2014 Chair's Report to the Assembly. (See attached).
2. On behalf of Faculty Advisory Committee, E. Fink provided a FAC report:
  - 1) The motion to amend the "Enhancing Teaching Qualifications for Graduate Students", as made by Kristy Maddux and seconded by Jade Olson, was to "strike the sentence 'Under no circumstances should graduate students be disadvantages in comparison to adjunct lecturers' to be replaced by 'Under no circumstances should graduate student status become a factor insofar as making teaching assignments.' Motion carried unanimously. (See attached).
  - 2) The motion: "Appointments to become an Adjunct Graduate Faculty Member are to be reviewed by the chair of the department's Appointment, Promotion, and Tenure Committee, who will make a recommendation to the department chair." carried unanimously.
3. S. Parry-Giles talked about proposal changes to the Ph.D. Handbook on "good standing procedures." Action was deferred to Fall 2014.
4. D. Sawyer provided a report on the GSIT program recruitment.
5. On motion of S. Parry-Giles and second by E. Fink, the following were unanimously approved for adjunct graduate faculty status: Suha Kremin, Steven Lank, Carlos Hoya, Hjunju McDonald, Ming Ren, Julia Su, and Jamie Wright.

III. Announcement

- A. May 9, 2014 Colloquium at Noon: Dr. Dejan Vercic

- B. May 9, 2014 Department Picnic/Graduate Awards at 1 p.m. on patio
- C. May 23, 2014 Graduation, Noon, Amory: Keynote Speaker Mrs. Carrie Hatch

IV. The meeting was adjourned at 12:00PM.

Respectfully submitted,

Ray Chang

Department of Communication

May 2, 2014

Chair's Report to the Assembly

**1. Progress made toward the Unit's Strategic Goals (as listed from the 2010 COMM Strategic Plan)**

Unit Goal: Re-envision the definition and classification of research areas and emphases pursued by the faculty and graduate students and encourage active production, dissemination or research, scholarship and creative activity.

- a. Successful completion of two searches. Hired **Lindsey Anderson**, ABD, Purdue University, to help lead the Department's Oral Communication Program; and, Dr. **Nicolas Joyce**, Arizona State University, to enhance the intercultural communication research area and contribute leadership to the Graduate Studies in Interpreting and Translation Master's Program.
- b. Welcomed two new assistant professors: Dr. Michelle Murray-Yang, visual rhetoric scholar/rhetorical scholar on Sino-U.S. relations; and Dr. Amber Westcott-Baker, to develop the Department's health communication area and the Center for the Study of Health and Risk Communication.
- c. Delivered COMM's annual colloquium series, featuring Communication graduate student research and three visiting scholars – Media Effects Scholar Mary Beth Oliver, Penn State; Post-Modern Ethics/PR Scholar Derina Holthausen, Oklahoma State; and, Rhetorical Scholar Michael Bruner, Georgia State.

Unit Goal: Increase Department's involvement with the University's General Education Program

- a. In July, 2013, re-calculated enrollment to respond to Provost request to lower Oral COMM program course class sizes from 25 to 19 students, with the same funding model, Access monies, and a one-time funding of \$95,000. This required the addition of 17 sections for the Fall, 2013 and Spring, 2014 semesters; and, hiring three additional full-time lecturers, plus assigning overloads.
- b. In December, 2013, based on Office of Undergraduate Studies request to add 500 additional oral communication program seats in FY15, (for a total of 4500 seats) re-negotiated the Provost's financial support. For the next three years, COMM will receive \$6000 per section of COMM 107 and COMM 200 in excess of 88 sections (FY12 base). Anticipating the delivery of 237 sections, COMM will receive \$894,000. The Provost's Office also provided \$7500 in one-time funds for furniture and upgrading equipment. COMM hiring of three additional full-time Oral COMM instructors underway.
- c. In the Fall, 2013 semester, the Oral Communication Center conducted peer advising with 517 oral communication students.
- d. From all-university learning outcomes assessment metrics survey, in COMM's



oral communication courses, every student (85-90% in most cases) performing to at least proficiency with approximately 25-33% of the students functioning at an advanced level.

- e. Regularized the Undergraduate Studies Office "Advisor" position.
- f. Began planning to "restructure" the Oral Communication Program.

#### Unit Goal: Re-Envision the Graduate Program

- a. On Sept. 3, 2013, launched the Graduate Studies in Interpreting and Translation (GSIT) master's programs, with a Cassell Lab ribbon-cutting ceremony, with attendees from the United Nations, the European Parliament, the European Commission, the International Monetary Fund, and the State Department.
- b. Built and furnished the Cassell Lab, with significant donation of \$236,000.
- c. Welcomed the first cohort of GSIT 20 master's students with language pairings in English/Chinese; English/Spanish; and multi-lingual students.
- d. Delivered Fall, 2014 curriculum, hiring new full-time lecturer Dr. Peng Wang.
- e. Regularized the Director position for Dr. David Sawyer; and, hired an administrative assistant, Ms. Kanzy Eagle.
- f. Launched the GSIT Community Languages Initiative, a student translation service to area non-profit organizations.
- g. Spring, 2014 recruiting, assessment of over 40 applicants for the Fall, 2014 class.
- h. Signed partnership agreement with the Institute de Management et de Communication Interculturels (ISIT, Paris).
- i. Worked to lower the COMM graduate student enrollment to right-size goal.

#### Unit Goal: Re-Envision the Undergraduate Program

- a. Undergraduate majors surveyed as part of the Unit Self-Study.
- b. Only ARHU Unit with summer courses for young scholars – one for middle school and one for high school students.

Unit Goal: Recognize the important role of alumni and commit to building and strengthening relationships. With the help of the Department's 12 person alumni advisory board:

- a. Presented the 6<sup>th</sup> annual Grunig Lecture on Oct. 30, 2013 to over 250 attendees. Keynoter was Dave Senay, President & CEO of FleishmanHillard. *USA Today*, *PR Week*, story placements.
- b. In partnership with the UMD Career Center, conducted a 4<sup>th</sup> "speed mentoring" evening on March 14, 2013 with over 25 communication professionals, including many alums, and 25 undergraduate majors.
- c. Dan Cronin TerpStart Endowed Scholarship in Communication launched.

## **2. Outstanding Unit Accomplishments**

- a. Two Books: *Egyptian Revolution 2.0* by Sahar Khamis; *Hillary Clinton in the News: Gender and Authority in American Politics*, by Shawn Parry-Giles.
- b. James F. Klumpp received 2013 Senior Scholar Award from the NCA/AFA Biannual Argumentation Conference; and the 2013 NCA Douglas Ehninger Distinguished Rhetorical Scholar Award.

**3. Strategies to Maintain Program Strength in the Face of Limited State Reserves**

- a. Realized Fall, 2013 net revenues from Graduate Studies in Interpreting and Translation Program; but net does not include salaries of COMM staff, supplies, equipment, etc. Anticipate profitability in 3 years.
- b. Saw an increase of student communication majors in COMM's Shady Grove program to 84.6 FTE or a total of 116 majors. Realized \$152,000 (2012 transfer). Hired an administrative assistant to support the SG program coordinator.
- c. Receive revenue from Freshman Connection, Summer and Winter Term.

**4. Efforts to Enhance Diversity & Inclusion Pertaining to Faculty, Staff & Students**

- a. \$13,000 "Moving Maryland Forward" award from the Office of Diversity and Inclusion to support diversity and inclusion training for COMM instructional faculty. Awardees are A. Atwell-Seate, Erich Sommerfeldt, & Jeff McKinney.
- b. Establish \$5000 Department Graduate Fellowship Award to enhance the diversity of the graduate student body.

**5. Other Important Items**

- a. Conducted the Unit's Self-Study reporting and external reviewer visit (April 24-5).
- b. Budget office move away from Philosophy and Classics to two-person COMM budget office. Added Ms. Christina Castle (to start May 7, 2014).
- c. Plans underway to renovate space to increase GSIT staff and lecturer offices; and renovate the SKN kitchen.
- d. For FY14, the Department of Communication depended on 26 lecturers and 14.5 tenured/tenure track faculty (four on leaves) to deliver its curriculum to approximately 850 undergraduate majors and 50+graduate students.

## *Enhancing Teaching Qualifications for Graduate Students*

### General Criteria

Members of the Administrative Committee and faculty course directors should ensure that the following general criteria are met when making decisions about the course-based qualifications required for selecting graduate students to serve as teaching assistants. Such course-based qualifications should be developed in consultation with those who teach the same courses. Under no circumstances should graduate student status become a factor insofar as making teaching assignments. The course-based qualifications developed by faculty members will be reviewed by the Administrative Committee to ensure that they meet the general criteria below prior to implementation. These course-based qualifications should also be posted on the departmental website. The goal is to help graduate students advance their teaching proficiencies while also ensuring that graduate students in our program represent quality instructors for UM undergraduate students.

1. More than one option should be offered for coursework required for students to qualify to serve as teaching assistants in 400 level courses. Courses that graduate students completed in their previous graduate training should also be considered (and in some cases undergraduate coursework can be considered).
2. Graduate students need to demonstrate the requisite qualifications in order to teach 300 level courses. These qualifications should include: completing an equivalent graduate-level class at UM, sitting in on the class for an entire semester before teaching the course, and/or pursuing a program of study in the same area of specialization. In certain cases, students are also expected to have professional experience (e.g., public relations) or experience in co-curricular activities (e.g., collegiate debate).
3. Graduate students are not permitted to teach 400 level courses (except in extraordinary circumstances). The conditions in item #2 must also be met.
4. Graduate students receiving below average teaching evaluations during their first year (and beyond) are strongly encouraged to pursue teaching enhancement training. Such enhancement can include the successful completion of one or more of the following options: completing CTE training, establishing mentor relationships with experienced teachers, completing independent studies with faculty, shadowing faculty, lecturers, and senior graduate students teaching the relevant courses.

5. Professional experience as relevant may be required in order to teach certain courses. These experiences can include internships, work experience, university and departmental service contributions, co-curricular (e.g., collegiate debate), and volunteer experiences.
6. While previous teaching experience is taken into consideration when assigning teaching assistants and instructors to classes, the goal is also to ensure that a variety of students are given the opportunity to teach those courses most associated with the department's areas of study.

May 2014