

Mass Communication Department

Annual Review of Faculty

November 22, 2022

This document outlines the process of annual review of faculty in the Department of Mass Communication. The review is conducted in accordance with Academic Policy Statement 820317, Faculty Evaluation System.

1. All faculty members submit an annual report of their activities in the previous calendar year by the first Monday of February. Adjunct faculty are required to submit a report on teaching. Clinical, Visiting, and Professors of Practice are required to submit a report on teaching, and a report on service. Tenure-track and tenured faculty members are required to submit a report on teaching (FES 1), a report on scholarly and/or creative accomplishments (FES 3), and a report on service (FES 4). All reports are submitted to the department chair.
2. The department chair distributes the reports to the members of the Mass Communication FES Committee for review. Mass Comm FES Committee members score each report on a scale of 1 to 5 using the criteria below.

- 5.0 Extraordinary. Rare.
- 4.5 Exceptional
- 4.0 Very Good
- 3.5 Good
- 3.0 Average
- 2.5 Meets Minimum Expectations
- 2.0 Below Expectations
- 1.5 Needs substantial immediate improvement.
- 1.0 Substandard. Lowest score possible.

Scoring is guided by the Department's Performance Standards document. The input items that might be considered when scoring are outlined in the Department's Performance Standards document and in Academic Policy Statement 820317. FES Committee members send their scores directly to the department chair. The scores are treated as advisory.

3. The FES Summary Report is completed by the department chair and is based on FES 1 (chair's evaluation of teaching effectiveness), FES 2 (students' evaluations of classroom teaching effectiveness), FES 3 (scholarly

4. Department chair meets with each faculty member. At this meeting, the evaluation is discussed. Following discussion of the FES Summary Report, the report is signed by the chair and by the faculty member.
5. Department chair forwards the required documents to the Dean's Office by May 5th.