

**SCHOOL OF BROADCAST AND CINEMATIC ARTS  
PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS**

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(Prepared by Faculty Personnel Services)**

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# SCHOOL OF BROADCAST AND CINEMATIC ARTS

## I. SCHOOL ORGANIZATION – BCA

### A. Definition of Voting Eligibility

The School of Broadcast and Cinematic Arts recognizes as voting members all regular faculty, fixed-term faculty, P&A staff, and OP's, holding at least half-time appointments.

1. In cases of Re-Appointment, Promotion, Tenure, Professor Salary Adjustment, and Sabbatical, only regular faculty are eligible to vote.
2. In cases of Retrenchment or consideration of types of leave other than sabbatical, all faculty and P&A's holding at least half-time appointments are eligible to vote.
3. In cases of curricular matters, all faculty and P&A's holding at least half-time appointments are eligible to vote.
4. Otherwise eligible voters currently or previously related to the applicant by family or marriage, or who have an external business relationship, shall not be involved in personnel discussions or recommendations affecting the applicant.

### B. Definition of Voting Procedure

For voting purposes, a quorum for action shall be defined as 2/3 of those who are eligible to vote. A quorum is required for all personnel actions.

1. All personnel recommendations for reappointment, tenure, or sabbatical shall require a majority vote of the attending regular faculty. Personnel recommendations shall be determined by a secret written ballot. All ballots cast are final upon submission.
2. All personnel recommendations for promotion or professor salary adjustment shall require a 2/3 vote of the attending regular faculty. Personnel recommendations shall be determined by a secret written ballot. All ballots cast are final upon submission.
3. All voting related to the appointment and retention of the School Director shall require a majority vote of all participating faculty, P&A's and OP's holding at least half-time appointments. Votes related to the position of School Director shall be determined by a secret written ballot.

4. All other agenda matters shall require a majority vote of those eligible. The method of such voting shall be determined on a case-by-case basis by the School Director or recommendation by a majority in attendance.

### **C. School Director - General description of the role and responsibilities**

The School Director serves in the capacity of “Department Chair” as described in the collective bargaining Agreement. The duties of the Director are the same as defined by the University in the “Green Sheet.”

1. Eligibility for School Director:
  - a. A candidate for School Director must hold the qualifications to obtain regular BCA faculty status at the rank of Associate Professor or above upon appointment.
  - b. A candidate for School Director must have demonstrated expertise in subjects consistent with the School of Broadcast and Cinematic Arts curriculum.
2. The School Director’s general duties include:
  - a. Status as a regular BCA faculty member.
  - b. Representing School interests and viewpoints and maintaining credibility of School requests to higher administrative officials.
  - c. Communicating the administration’s views to the School, and, when necessary, arguing for exception to those views.
  - d. Formulating School policy through published and agreed-upon policies involving committees and consultation with School members.
  - e. Taking positive steps for program development.
  - f. Implementing and following up on School policies.
  - g. Following procedural due process in personnel policies with respect to individual faculty and staff members.
  - h. Taking clearly defined steps to improve teaching effectiveness.
  - i. Encouraging research within the School.
  - j. Encouraging creative activities within the School.
  - k. Maintaining contact with industry professionals for the benefit of students and the School.
  - l. The director shall provide to BCA faculty and staff, where appropriate and permitted by University Policy, access to all operational records.

3. Specific duties of the Director include the following:
  - a. Chairing meetings of the School.
  - b. Overseeing recruitment of new faculty, staff, and graduate assistants.
  - c. Overseeing all School budgets and making budgetary decisions based on overall school needs and input from unit heads.
  - d. Representing the School at the College of Communication and Fine Arts Dean's Advisory Council, the Council of Chairs, and other deliberative bodies.

4. Annual Director Review

At the first School meeting of the Spring Semester, a Director Review Committee composed of two regular faculty members, excluding the School Director, will be formed. Committee members will be selected by a majority vote. The Committee will determine its Chair.

The Committee shall distribute a numbered evaluation form to all members of the School, including full-time fixed-term faculty and staff. The distribution of the forms should take place at a regular School meeting no later than February 15<sup>th</sup>. The forms should be returned to the Committee within seven (7) days of distribution. The Committee will be responsible for tabulating the results and reporting the findings to School members and School Director in a manner designed to preserve the anonymity of the respondents. These results will also be forwarded by the Committee Chair to the Dean.

The evaluation form shall include a ranking scale of unproductive, highly unsatisfactory, insufficient, adequate, proficient, and superior. The Director's performance will be ranked using the above-mentioned scale in the following categories:

- Encouragement of faculty research and creative endeavors
- Support and facilitation of improved and excellent teaching
- Consistent assignment of teaching duties that reflects faculty profiles
- Impartial conduct in personnel matters
- Responsible fiscal management of available resources
- Effective representation of the School to the administration and outside constituencies, including the Alumni Advisory Board
- Unswerving support and pursuit of high standards in curricular and co-curricular endeavors
- Overall effective direction and leadership of the School

Should a majority of the evaluation forms result in insufficient or lower rankings in the majority of the above categories, the Director will have 10 business days to respond in writing to the evaluation results. A summary of the evaluations and the Director's response will be presented at the next School meeting following this

response period. The faculty and staff must at that time decide whether to take a vote recommending removal of the Director from this position. A majority of the full-time faculty and staff will be required to forward a removal recommendation to the Dean.

#### **D. Library Representative**

1. This representative shall work with BCA faculty and the library to:
  - a. Conduct a search of the various areas of interest-related instruction and research served by this School to determine the library materials such as books, periodicals, and audio-visual materials which are needed to adequately serve these areas.
  - b. Keep library holdings current through review of new work.
  - c. Impress upon new faculty the importance of improving library holdings and procedures for obtaining library materials.
2. The representative will also oversee the School collection in the BCA Seminar Room.

#### **E. Personnel Decisions**

1. School of Broadcast and Cinematic Arts promotion, tenure, reappointment, sabbatical, retrenchment, and other types of leave recommendations shall be conducted according to Sections I-A and I-B.
2. The School Director shall be responsible for fixed-term faculty, P&A, ST, OP, and BR evaluations with input from School faculty encouraged.

#### **F. School Obligations and Procedures**

1. School meetings are scheduled and announced by the Director. School meetings should be held on a regularly scheduled basis and the faculty should be notified of the time, day, and location of meetings.
2. The Director's office will distribute a copy of agendas, minutes, and reports in a timely fashion.
3. The School Director and/or a majority of regular School faculty may declare an executive session of only such faculty at any time as prescribed by this document, as well as other pertinent College and University policies.

#### **G. Graduate Faculty**

1. Graduate Faculty - Definition

In order to become a member of the graduate faculty, one must receive approval from the Graduate College.

The Graduate Coordinator shall be appointed and evaluated by the School Director.

2. BCA Graduate Coordinator - Responsibilities

- a. The Coordinator shall examine all graduate forms in order to determine that School and University guidelines are met.
- b. The Director shall review, evaluate, and suggest graduate curriculum revisions to the School Curriculum Committee.
- c. The Coordinator shall recommend procedures for comprehensive examinations and oversee forms for graduation.
- d. The Coordinator is responsible for monitoring accurate records of the School's graduate students.
- e. The Coordinator and School Director share primary responsibility to recruit qualified graduate students.
- f. The Coordinator serves as graduate student adviser. The School of Broadcast and Cinematic Arts is committed to serving the master's candidates in a variety of ways that are similar to the undergraduate advising process with the additional aim of fostering greater interaction between faculty and students and encouraging a collegial relationship, facilitating individual student contributions to professional programs as well as individual research and scholarly growth. The faculty adviser should:
  - (1) Acquaint the student with School forms, procedures, and policies.
  - (2) Discuss the student's career goals and academic career.
  - (3) Plan students' program of study, discuss Thesis or Plan-B options, and any other program requirements.
  - (4) Help the student select graduate faculty for the graduate student's committee.
  - (5) Meet with each advisee to insure progress toward the degree.
  - (6) Become familiar with the appropriate forms and deadlines.
- g. Final recommendations on assistantships and fellowships will be made jointly by the Graduate Coordinator (in terms of academic qualifications) and the appropriate Unit Head (in terms of employment qualifications) to the School Director.
- h. Reassignment of the Graduate Coordinator will be implemented by the School Director, who will then notify the faculty of the reassignment.



3. Graduate Assistants
  - a. Normally, available graduate assistantships are awarded by the School for one academic year.
  - b. Each graduate assistant employed by the School is expected to fulfill assigned responsibilities to meet School and Unit needs.
  - c. Graduate assistants are expected to satisfactorily complete at least six (6) credit hours per semester with a minimum overall GPA of 3.0. Exceptions may be authorized by the College of Graduate Studies, upon the joint recommendation of the BCA Graduate Coordinator and the School Director.
4. Graduate Subcommittee
  - a. This committee is the initial body to formulate and act upon proposals related to the BCA graduate curriculum.
  - b. The committee is comprised of the Graduate Coordinator who chairs the group, two additional full-time members of the BCA graduate faculty (of whom at least one is a tenured or tenure-track faculty member), and one second-year graduate student.
  - c. Faculty members are elected to two-year, staggered terms. The graduate student serves a one-year term.

## **H. Unit Heads**

Unit Heads shall be appointed by the School Director.

1. Unit Heads oversee the ongoing curricular and co-curricular activities of their areas, and regularly conduct meetings of faculty, staff, and graduate assistants assigned by the School Director to their units.
2. Unit Heads work with the School Director to advance the operations of their areas including curriculum, and providing budgetary and facility information and advice. They are also responsible for long-range planning and report preparation as required.
3. The School Director is responsible for the evaluation of all Unit Heads.
4. Reassignment of a Unit Head will be implemented by the School Director, who will then notify the faculty of the reassignment.

## **II. SCHOOL FUNDS AND PROCEDURES**

### **A. Budgets and Related Procedures**

#### 1. Accounts and budget procedures

School growth and diversity has brought an increasing number of funds from outside sources to support special projects and programs. The School Director:

- a. Will be informed of the handling of such accounts.
- b. As is the case with regular School accounts, the Director serves as an authorizing signature on all School accounts.

#### 2. Approval of expenditures

- a. Responsibilities of the School Director include approval of expenditures from School funds before commitments are made.
- b. The approval of expenditures includes signing requisitions for School equipment and supplies, payment requests, requests for advance funds, requests for repairs and replacement, trip requests, etc.

#### 3. Contract Authority

- a. Designated BCA Personnel have contract authority in order to execute documents related to underwriting funds.
- b. Designated BCA Personnel are given this authority only after approval of the Provost and President upon recommendation of the School Director.

### **B. Travel**

#### 1. Travel authorization - Application for funding

- a. All official travel must be authorized by the School Director.
- b. The School Director is responsible for determining how budgeted travel funds are to be allocated within the following general policy: funds allotted must be spent on trips designated to promote teaching and scholarship, professional development, or School outreach and promotion.
- c. Funding may be provided to School ST, BR, P&A, and OP personnel to help defray costs of attending meetings to update their knowledge of systems, equipment, or procedures related to their BCA duties.

2. Expense reports

Travel expense reports submitted to the School office for signature must be on the Employee Travel Expense Voucher Form.

**C. Mailings**

1. Bulk Mailings

- a. Any bulk mailings using School funds should be cleared with the School Director's office prior to action.
- b. School co-curricular units and chapters are subject to the same mailing rules as all other BCA activities.

**D. Bulletin Boards**

1. Announcements of current and potential interest to faculty, staff and students are posted on the appropriate bulletin boards of the School.
  - a. Bulletin boards shall be periodically checked by the BCA staff.
  - b. Nothing is to be taped to the walls.
2. The BCA Director is responsible for the allocation and reallocation of board space among School units. Some boards will be for general School use while others will be reserved for individual co-curricular units and chapters of student organizations.

**E. University Property**

1. Keys for School offices and facilities are dispersed and records maintained by the designated BCA OP.
2. Other university property is dispersed by the School of Broadcast and Cinematic Arts, and records maintained by the School administrative staff.
3. Faculty members must turn in all keys and other university property when leaving the employment of the University.

**III. AMENDING THE BYLAWS**

**A. Amendments Requested by BCA School Groups or Individuals**

1. Individuals or groups within the School may propose amendments to this document that do not pertain to items in Section I.A.1 by petitioning the School as a whole. Only members of the regular faculty can propose changes pertaining to items in Section I.A.1. Proposals and amendments can be voted upon at a

School meeting if the proposed item has been published in advance on the agenda.

2. Majority approval of the voting members of the School as defined in I.F. shall amend this document once agreed to by the appropriate upper administrative offices.

#### **B. Amendments Necessitated by Action of University Groups or Offices Outside BCA**

1. When the need for an amendment is created by University policy or contractual changes, the School Director shall submit the proposed amendment for approval to the entire School.
2. The School Director will bring to the Dean's attention any difficulties that may arise from implementation of such mandated amendments.

### **IV. FACULTY RESPONSIBILITIES**

#### **A. Advising: Academic - Career**

1. General statement on advising
  - a. All full-time faculty are expected to assist students with overall questions about their programs. This includes referring students to the appropriate BCA academic advisor.
2. Undergraduate academic advisors:
  - a. Select faculty are assigned as part of their teaching load to be formal academic advisors for undergraduate majors and minors, guiding these students' course of study toward the baccalaureate degree. This responsibility requires the advisor to do more than just sign a major or minor declaration. It also requires the advisor to:
    - (1) Be familiar with the appropriate sections of the CMU Undergraduate Bulletin.
    - (2) Help students understand their entire degree program.
    - (3) Provide academic planning including semester-by-semester course selection advice.
  - b. Ensure the following:
    - (1) That the advisee is aware of special academic, certification, licensure, practicum, and other requirements included in, or expected by, the area in which the major or minor is signed.
    - (2) That the major/minor authorization forms are completely and accurately prepared and that the required number of copies are given

to the student to forward to the proper University offices. Copies of the “Major/Minor Authorization Form” are available in the School office.

- (3) That the students understand all the requirements listed on the authorization form.
- (4) That the students are advised on all of the undergraduate options from which one may select her/his major/minor.
- (5) That the copies of the major/minor authorization form are placed in the student’s School file. The student will meet with the adviser to review the authorization, find answers to any further questions he/she may have, and sign her/his major/minor authorization forms.

c. Counsel each advisee on:

- (1) Career opportunities for which the major/minor will prepare the student.
  - (2) Opportunities available for graduate study following completion of the undergraduate disciplinary concentration.
  - (3) The various curricula and their requirements.
  - (4) Individual School requirements and procedures for admission to a major/minor program.
  - (5) Selection of a major/minor which will complement the BCA major/minor.
3. Any changes or modifications to a student’s major or minor requirements on the major or minor authorization form that do not conform to the requirements published in the Bulletin under which the student is fulfilling requirements for the BCA major or minor must be approved by the School Director. Changes and modifications must appear on the proper form.

#### **B. Books - For Classes, Desk Copies**

As requested, School secretarial staff will seek to provide the instructor with a book request form and desk copy for each class taught.

#### **C. Classes - Change of Hour, Day, or Room by Instructor**

1. Whenever it is necessary or advisable to change either a classroom or a meeting time for a class, the instructor must first clear the request with the School Director.

- a. If a request is approved, the instructor must ask the BCA Office Manager to contact the Registrar's Office to see whether a classroom is available to accommodate the change.
  - b. The instructor may move the class after the Registrar's Office has approved the request for the change.
2. The instructor must also take the responsibility for posting a notice at the original room site.

#### **D. Commencement Responsibility by Faculty**

1. Each School is expected to participate in the commencement processions in December and May. If there is an insufficient number of faculty volunteers for a commencement, or an imbalance of one over the others, the Director will make adjustments and designate who will march. Assignments are made on a rotating basis.
2. Academic apparel may be rented at the University Center.

#### **E. Contract Starting Dates**

1. Faculty members are expected to be available for meetings, assignments, advising, and for other obligations the week prior to the first day of classes for both Fall and Spring semesters.
2. If the faculty member cannot be present during this period, he/she should follow the procedures outlined in V.B.3.

#### **F. Grade Records and Course Syllabi**

1. Copies of course grades must be submitted to the Office Manager at the end of each semester (this is done for the purpose of being able to answer inquiries in instances where an instructor may not be on campus at the time of inquiry).
2. Instructors must maintain major papers, exams, and any other important evidence of student work in a class for a period of at least one semester after completion of the class.
3. Each faculty member shall submit one copy of a detailed course syllabus for each course taught to the School office before the beginning of the semester. Each faculty member will share the contents of the syllabus with all students enrolled in the course.

#### **G. Independent Study, Plan-B Projects, and Theses**

Faculty who choose to direct Independent Studies, Plan-B Projects, or Theses, do so over and above their normal teaching load. Independent Study guidelines are on file in the School of BCA office.

## **H. Office Hours**

1. Full-time members of the faculty and teaching staff must schedule a minimum of five definite hours each week for student consultation.
  - a. The schedule must be posted with a copy sent to the School office.
  - b. Office hours should be distributed over different days in the week.
2. Other times by appointment should be included in the hours posted on office doors and announced in class.
3. Faculty with an appointment of .50 FTE or less must schedule a proportional number of office hours, subject to the approval of the School Director.

## **I. Theft or Loss Reports**

1. In case of theft or loss of equipment, the faculty/staff member shall notify the School and then be asked to contact CMU Police.
2. In case of loss of materials (books, coats, etc.) by a student, the student should be directed to the CCFA office.
  - a. Any materials found in Moore Hall should be taken to the CCFA office.

## **V. PERSONNEL POLICIES AND PROCEDURES**

### **A. Statement of Constitutional Procedure**

The School of Broadcast and Cinematic Arts will abide by all policies, procedures, and criteria relating to employment agreed upon by the University and the faculty and staff bargaining units currently in effect. Voting privileges are vested as per the provisions of I.A.

### **B. Absence from Classes - Faculty and Staff**

1. If a faculty member is going to miss a teaching assignment other than due to illness or other emergency, he/she should, in advance, clear her/his absence with the School Office via the appropriate form and indicate the method arranged for covering the class.
2. Whenever a faculty member is absent because of illness or other emergency, that fact should be reported immediately to the School office.
3. Faculty are expected to be available for assignments, advising, and meeting during the week that precedes the first scheduled class meeting. Faculty members who wish to be absent during this period must secure permission in advance from both the Director and the Dean.

### **C. Off-Campus Work and Activities**

Faculty and staff are encouraged to do consulting work in their area of expertise. Any part-time employment must not take precedence over or conflict with School responsibilities or provisions of the relevant collective bargaining Agreement.

### **D. Procedures for Retrenchment**

In the event of retrenchment of regular faculty due to financial exigency, the Director will give a minimum of seven days notice of a special School meeting, at which a committee of four regular faculty will be elected to draft a retrenchment plan. All full-time regular faculty in the School will be eligible for election to this committee. At this special meeting, a vote will be held to elect the four committee members. The committee will draft a retrenchment plan which will be submitted to the School for approval, either at a regular School meeting or a special meeting to be called by the committee. The plan must receive approval by the majority of eligible faculty and staff in the School, as stated in Section I.A.2 (not merely a majority of those present at the meeting at which the vote is held).

### **E. Procedures for the Selection of Faculty for Global Campus and Other External Courses**

#### 1. General Philosophy

- a. On-campus teaching and professional responsibilities have priority over other commitments. Faculty shall not be authorized to teach for Global Campus who are under a current citation for a serious performance deficiency.
- b. In terms of off-campus teaching opportunities as scheduled through Global Campus, the School will attempt to continue to service requests for field courses which the School is willing to teach. The matter of supplying a faculty member for an off-campus assignment is contingent upon availability and competence of that faculty member to handle the assignment.
- c. All off-campus teaching assignments must be made in accordance with provisions of the collective bargaining Agreement.

#### 2. Selection for faculty members to teach Global Campus courses requires:

- a. Approval of School Director.
- b. Approval from Chairperson of the Department offering the course (if not BCA).
- c. Contractual approval from Global Campus.



#### **F. Procedures for Summer School**

1. The faculty shall recommend courses to be offered in summer session based on the prime criteria of student needs and ability to fill each course (i.e., enrollment possibilities). These criteria shall remain top priority regardless of the availability of School faculty to fill a position.
2. Based on the above recommended courses, each interested faculty member shall submit to the Director in writing by the designated deadline the following:
  - a. A rank ordering of the courses he/she wishes to teach.
  - b. If outside the faculty member's regular teaching profile, indicate the professional competencies which he/she has and which qualify her/him to teach each particular course requested.
3. The School Director shall then proceed to staff offerings as follows:
  - a. Determine the general School courses which are needed.
  - b. Evaluate the relative and complementary merits of all recommended courses submitted and select/prepare a schedule of courses.
  - c. Faculty shall then be assigned on the following basis:
    - (1) First and foremost, the offering of a set of required and elective courses (over a succession of summer sessions and coordinated with academic year offerings) within the budget parameters of instructional load allocated to the School to meet student need. Student need means offering courses which students should take to complete programs and which courses can be filled.
    - (2) Faculty most qualified to teach needed courses shall be contracted as determined by projection of qualitative student learning each can provide. Preferences based on seniority, hardship, or previous summer teaching may be considered when a decision needs to be made among equally appropriate candidates.
    - (3) Final recommendation on summer appointments will be made by the Director of the School and needs to be approved by the dean.

#### **G. Procedures for Selection of New Faculty and Professional & Administrative Staff**

The current university employment policies/practices for hiring new faculty and/or staff will be followed by the School.

1. The School of Broadcast and Cinematic Arts is cognizant that its students will be well served by a mix of academic and media professionals. With that in mind, the School will evaluate teaching faculty from both traditional academic backgrounds and those with substantial industry credentials equally in terms of

potential for employment and subsequent personnel recommendations. Full-time regular faculty members should have a terminal degree in electronic media or a related field except for those hired to teach primarily applied skills courses. For these positions, substantive media experience and a master's degree in electronic media or a related field will be considered the equivalent of a terminal degree.

- a. Substantive media experience is considered a minimum of 10 years recent mid- or high-level experience in a field or fields related to teaching duties.
2. The Director or her/his representative is primarily responsible for overseeing the recruitment process for all faculty and staff positions.
3. The regular faculty will elect a search committee consisting of at least two regular full-time School faculty members to review the credentials of all regular faculty candidates whose files are completed by the appropriate deadline.
4. The checklist for recruiting and hiring in the College of Communication and Fine Arts in effect at the time of the recruitment and hiring will be followed.
5. Fixed-term faculty are selected by the Director with input from current faculty and staff as time permits. If possible, this includes formation of a selection committee and on-campus interviews with available faculty and staff.
6. Professional and Administrative candidates will be selected by a committee of at least two regular faculty, as appointed by the School Director. Qualifications for these positions are determined by the official university descriptions for these positions.

#### **H. Measures for Evaluating Teaching Competence of Regular Faculty**

1. Philosophy
  - a. The School of Broadcast and Cinematic Arts regular faculty will exercise its professional judgment based on expectations for university faculty performance when evaluating the validity, significance and appropriateness of teaching activities, service efforts and research and creative endeavors presented by the candidate. The School evaluation system for faculty consists of a method for the faculty to produce quantifiable evidence of teaching competence.
  - b. The School criteria and evidence then must be submitted to the appropriate higher level review bodies.
2. Peer evaluation of teaching competence
  - a. Peer evaluation is mandatory for all regular faculty at the following times:
    - (1) All reappointment evaluations
    - (2) During the first year of the initial appointment

(3) Tenure evaluation

(4) Consideration for promotion or professor salary adjustment

- b. Peer evaluation may also be requested by any regular faculty member when, based on evidence of a possible problem with teaching competence, a majority of all regular full-time faculty in the School (present at or absent from the meeting) votes to require it.
- c. Fixed-term faculty in the School will undergo a teaching evaluation once per semester for the first year and once per year for each succeeding year of her/his appointment. Criteria for evaluation shall be the same as those stated in the bylaws for determining teaching competence. A committee of two BCA faculty, one of whom must be a regular faculty member, and both chosen by the fixed-term faculty member, shall evaluate her/his teaching performance by attending two class sessions and submitting an evaluation to the fixed-term faculty member and the School Director. A review meeting of the committee and the fixed-term faculty member then will be conducted by the School Director to discuss teaching strengths and weaknesses. Reappointment will be contingent upon the visitation team's evaluation and the School Director's recommendation and other stipulations of the UTF Agreement.

3. Peer Evaluation – Procedure

- a. The Director shall announce the deadlines for personnel recommendations in order for the recommendations to be forwarded to other levels of the university in accordance with established calendars. Individuals applying for reappointment, promotion, professor salary adjustment or tenure must notify the Director of their intent to submit an application. Upon receipt of such notification, applicants shall be notified in writing by the School Director of the date of the evaluation by the School.
- b. No later than two weeks prior to the time of School evaluation, the faculty member to be evaluated must notify the BCA School Director of their selection of three peers on the University faculty who have agreed to be members of the evaluation team. Two of these peers are to be from within BCA, at least one of whom must be a regular faculty member. The third peer member must be regular full-time faculty from any other academic Department or School. The faculty member to be evaluated shall indicate which of the two peers from within the School is to be the Chairperson of the evaluation team.
- c. The faculty member shall notify the School Director which course is to be evaluated and arrange for the team visitations to the class or classes selected.
- d. For pre-tenure promotion applications, or a simultaneous promotion application to Associate Professor concurrent with a tenure application, a minimum of three peer observations must be made. They must be conducted

during the semester in which the application is made and/or during the preceding semester or summer session in which the candidate taught classes. If made by different committees, then a separate report must be written for each observation.

- e. For post-tenure promotion applications, a minimum of two peer observations must be made. They must be conducted during the semester in which the application is made and/or during the preceding semester or summer session in which the candidate taught classes. If made by different committees, then a separate report must be written for each observation.
  - f. For candidates who have co-curricular responsibilities as part of their load, one classroom observation will be replaced with observation of the co-curricular activity and a meeting with the candidate to discuss co-curricular responsibilities. The evaluation team may also meet with students for discussion of the activity. At the request of the candidate or two evaluation team members, an additional observation of the classroom activity may be conducted. This paragraph applies to reappointments, promotion, professor salary adjustments, and tenure.
  - g. An additional observation beyond what is required may be made at the candidate's request, giving the candidate for reappointment, tenure, and pre-tenure promotion a total of four observations and the candidate for post-tenure promotion and professor salary adjustments a total of three observations.
  - h. Before the final scheduled observation, the candidate meets with the members of the evaluation team for an informal discussion concerning the observed performance. This is an advisory meeting.
  - i. The evaluation team shall then meet after all observations are completed and prepare a written report on the observed faculty member. The report should clearly state an overall positive or negative recommendation from each team member.
  - j. The Chairperson of the evaluation team shall meet with the faculty member at least three (3) working days prior to the School evaluation meeting to present her/him with a copy of the evaluation team report.
  - k. The written report will be presented to a meeting of regular School faculty only at the time of evaluation of that faculty member and then be forwarded on to the Dean with the School recommendation.
4. Peer evaluation – additional tenure procedure option

For peer evaluation at the time of tenure consideration, by vote of a majority of regular full-time faculty (not merely a majority of those present at the meeting), the School may require the team to evaluate a specific course in addition to the course selected by the faculty member. If this option is exercised, the faculty member shall receive written notice of intent to do so from the School Director

within five (5) working days of the decision. This option must be exercised prior to the calendar week of the first class visitation by the evaluation team.

5. Student Opinion Survey by the School

Faculty members are required to administer the University student opinion survey or a School-approved substitute in each course of three weeks or longer duration. All SOS results, statistical and qualitative, must be included as part of the evaluation criteria.

**I. School Personnel Actions**

1. When considering faculty School personnel actions, the School shall resolve into an executive session committee restricted to those who qualify under provisions I.A.1 and chaired by the School Director. When the School Director is being evaluated, the meeting shall be chaired by another regular BCA faculty member elected by the School. In all cases, minutes will be kept by the meeting chair.
2. Each voting faculty member shall indicate his/her recommendation by a simple positive or negative vote by secret ballot.
3. A majority positive vote of those eligible (see I.A.1.) is required for reappointment and tenure recommendations, and a two-thirds positive vote will be required for promotion or professor salary adjustment. The School Director will summarize the School vote and count and evidence used to support it and forward the School's recommendation to the Dean. Ballots used by the School are to be destroyed immediately after the meeting once the tabulation has been validated by the BCA office manager.

**J. Criteria and Measures for Personnel Recommendations**

1. Philosophy
  - a. Personnel recommendations will be based on the three major areas of evaluation outlined below while also recognizing that future needs of the university and promise are additional criteria to be satisfied for reappointment and tenure recommendations. Suggested measures of evaluation are included, but should not be considered exhaustive. It is the faculty member's responsibility to demonstrate the quality of the materials being evaluated.
    - (1) The School must consider each of the three evaluative areas for the personnel action under consideration.
    - (2) The School is required to provide support for its recommendation through clear and substantive documentation.
  - b. Under each of the three evaluative areas are measures which may be used to provide prima facie support. However, unless specified elsewhere in these

bylaws failure to use any or all of the measures does not preclude consideration for a positive personnel recommendation if alternate and substantive substitute measures are established and supported. What must be clear is sufficient evidence of the quality of the applicant's achievements.

- c. Scholarly/creative work accomplished prior to becoming a member of the bargaining unit shall be considered for promotion as provided for in the FA Agreement.

## 2. Teaching

- a. Description: This School holds this to be the single most important evaluative area for all personnel actions. Therefore, evidence of excellence in teaching is an absolute requirement for all personnel recommendations. However, excellent teaching alone is not sufficient for a positive recommendation. Scholarly/Creative Activity and Service are also important considerations.
- b. Performance in this area of evaluation must be described by the following (there is no priority order to the items on this list):
  - (1) Student Opinion Survey scores and qualitative responses.
  - (2) Grade distributions.
  - (3) Peer evaluation reports.
- c. Performance in this area of evaluation may also be demonstrated by the following (there is no priority order to the items on this list):
  - (1) Understanding of subject matter.
  - (2) Effective communication with the students in the classroom.
  - (3) Effective supervision and evaluation of practica if part of the faculty member's assigned responsibilities.
  - (4) Other unsolicited student input.
  - (5) The School Director and faculty may bring to the School's attention other student comments relevant to personnel actions.
  - (6) Advising and counseling students in their academic programs.
  - (7) Effective direction of student research and creative activities.
  - (8) Documentation materials indicating instructional upgrading of skills via workshops and seminars attended.

- (9) Quality of instructor output via reviews of creative productions.
- (10) Number and extent of graduate and undergraduate independent studies, graduate theses, and Plan B papers directed/supported by peer review of quality of the end product.
- (11) Supervision of student script/program development or adaptation and production.
- (12) Letters with respect to quality of student product output from sources outside of the University community.
- (13) Preparation and/or implementation of a grant that provides direct support for the individual's teaching profile.
- (14) Effective supervision of co-curricular activities if part of the faculty member's assigned responsibilities.

### 3. Scholarly and Creative Activity

- a. It is expected that scholarly and creative activities will be externally reviewed, refereed, or juried. Additionally the School values disseminating scholarly and creative endeavors via state, regional, national, and international conferences, workshops, and seminars. Submitted external grant applications may also qualify for consideration in addition to one of the above activities.
- b. Applicants for Tenure and Promotion are expected to provide evidence of externally reviewed, refereed, or juried scholarly or creative activity, and presentation at state, regional, national, or international conference. However, while necessary, these activities may not be sufficient if they are determined by eligible voting faculty to be of insufficient rigor, validity, or relevance. The applicant will be expected to justify the rigor, validity, and relevance of the evidence presented as part of the application.
  1. Evidence of the receipt of external grant awards may also be considered to have weight similar to reviewed, refereed, or juried scholarly or creative activities. Voting faculty will evaluate the rigor, validity, and relevance of these awards.

### 4. Service

- a. Description: Consistent involvement in activities that advance and serve the university, the profession, and the public.
- b. Applicants for Tenure, and those claiming service as supporting evidence for Promotion or Professor Salary Adjustment, are expected to provide evidence of at least one service activity for each year under review. However, while important, these activities may not be sufficient if they are determined by the eligible voting faculty to be of insufficient substance, validity, or relevance.

The applicant will be expected to justify the substance, validity, and relevance of the evidence presented as part of the application.

- c. No applicant shall be allowed to claim service activities that are part of their teaching load, or otherwise compensated at or remotely near fair-market value, as corroboration for Tenure, Promotion, or Professor Salary Adjustment.
- d. Performance in this area of evaluation may be demonstrated by any or all of the following (there is no priority order to the items on this list):
  - (1) Activity on School, college, or university committees.
  - (2) Advising professionally related student organizations, activities, or programs.
  - (3) Participating in faculty and student recruitment.
  - (4) Organizing activities which bring public recognition to the university.
  - (5) Promote the image of the university in the academic and professional community.
  - (6) Membership in and attendance at professional conferences.
  - (7) Attendance at workshops, symposia, conferences, and seminars designed to update and/or augment professional expertise.
  - (8) Leadership roles in professional organizations as indicated by officer and committee work at state, regional, national, and international levels.
  - (9) Service to faculty organizations, including the Faculty Association.
  - (10) Guest lecturing.
  - (11) Guest critiquing.
  - (12) Specific inventory of community service activities.
  - (13) Preparing and/or implementing university or public service grants.
  - (14) Consultations and reviews conducted for industry- and governmentally-related organizations and other academic institutions directly related to area of expertise.
  - (15) Reviews of manuscripts or grant applications for outside agencies.



(16) Reviews of manuscripts for scholarly journals or grant applications for outside agencies.

(17) Adjudication of industry or academic competitions.

5. Candidates should provide supporting evidence in a well-organized portfolio and make this available in the BCA Office two weeks before personnel decisions are to be made. If the evaluation team report is not available by this time, it is to be read aloud at that meeting and included in the supporting evidence materials. The candidate must prepare a summary of key teaching, research/creative activity, and service elements pertinent to the evaluative period demonstrating the quality of the materials presented. The summary will be distributed by the candidate at the school meeting in which the personnel action is to be considered.

### **K. Application of Criteria for Personnel Recommendations**

1. Three distinct categories of personnel recommendations are considered by the School. They are:

- a. Reappointment of non-tenured faculty.
- b. Tenure.
- c. Promotion, early promotion, or professor salary adjustment.

2. Each involves a unique application of the criteria for personnel recommendations. The minimum assumptions upon which such recommendations are made are listed below:

Reappointment/non-reappointment of non-tenured faculty.

- a. Notice of intent to evaluate shall be given to the non-tenured faculty member in accordance with the established calendar.
- b. The non-tenured faculty member shall be informed by the Director to make use of the university option to seek advice and counsel, in advance of the application, from School faculty members and/or the Director concerning suitable materials to be submitted in support of reappointment.
- c. The non-tenured faculty member shall submit any pertinent materials directly to the School Director.
- d. Teaching competence should be demonstrated by the procedures identified under V.J.2.
- e. Growth should be demonstrated based on the criteria for scholarly and creative activity and School/university/professional/public service.

Tenure

- a. While demonstrated achievement in teaching, scholarly and creative activities, and service, is required, teaching is considered the most important factor in a tenure decision.

Promotion, early promotion, or professor salary adjustment

- a. The evaluative criteria should demonstrate positive performance in teaching competence and in scholarly and creative activities and service.
- b. Eligibility for early promotion shall be determined by the CMU/FA Agreement. The standard of evaluation shall be equivalent to that required for the normal length in rank required for promotion, except that superior performance is required in all these categories of evaluation.

## **L. Appeal Procedure**

The Appeal Process must be aligned with the Agreement.

### **1. Right to appeal for full-time regular faculty**

The faculty member shall have the right to appeal the recommendation of the School on applications for reappointment, tenure, promotion, or professor salary adjustment.

### **2. To appeal a School recommendation:**

- a. The faculty member must provide the School Director with a written notice of appeal and a written statement which shall address the item(s) contained in the evaluation report.

### **3. To appeal a School action on Reappointment or Tenure**

- a. An appeal shall be permitted when a minimum of one-third of the voting faculty are in support of Reappointment or Tenure.
- b. The appeal process shall begin with a conference between the faculty member and the School Director. The faculty member must request a conference with the School Director within 10 working days following the vote. This conference must then take place no later than 10 working days following the request.
- c. The faculty member shall notify the School Director in writing of her/his intent to further appeal within five working days following the conference.
- d. Upon receipt of the written notice specified in 3.C above, the School Director shall schedule a hearing with the School.
- e. The hearing shall be conducted as follows:
  - (1) The School Director shall chair the hearing.
  - (2) The faculty member shall present a statement in which he/she shall present the grounds for reconsideration.

- (3) The School shall have the right to ask questions of information and clarification.
  - (4) The faculty member shall have the right to offer a concluding statement.
  - (5) The faculty member shall leave the room.
  - (6) The School shall discuss the case.
  - (7) The School shall take a secret ballot as to a disposition of the case.
- f. In cases of School Director, a faculty member elected as per V.I.1. will handle proceedings.
4. To appeal a School action on Promotion or Professor Salary Adjustment
    - a. A School-level appeal may be filed if fifty percent or more of the voting faculty are in support of the Promotion or Professor Salary Adjustment in question.
    - b. The procedures outlined in V.L.3. shall be followed.

#### **M. Sabbatical Leave**

The School shall evaluate requests for sabbatical leave in accordance with current university policies and procedures. The vote of the School along with the Director's recommendations shall be concurrently submitted to the Dean of the College of Communication and Fine Arts with a copy to the individual faculty member.

### **VI. OFFICE PROFESSIONAL STAFF**

#### **A. Request for Assistance – Policy**

1. When faculty members need the assistance of the School office, such work is coordinated by the office staff in keeping with established School priorities.
2. Large or long-range projects should be cleared through the School office staff well in advance of the due date.

#### **B. Request for Assistance – Procedure**

1. A School work request sheet should accompany each item.
2. It is not advisable to request specific staff members to do the work. The OP6 is responsible for such decisions and must consider the priorities and demands of the total office responsibilities.

3. Complete instructions should be attached to work to be done on the School request sheet with the desirable/reasonable deadline date. Instructions should be in writing. Tasks without clear instructions attached may be referred back to the person requesting the work.
4. After determining priority and keeping in mind date of receipt, the work will be distributed to available office personnel for help.
5. Work should be turned in several days in advance, and large projects will demand more advance notice.

### **C. Supplies for Non-Instructional Obligations**

1. Any supplies used for professional work outside of regular School responsibilities should be checked out through the School office professional staff.
2. Whenever any larger-than-normal amounts of office supplies are needed, advance notice of at least ten days will be necessary for the School office professional staff to place a special order so that the supplies on hand needed for day-to-day operation will not be depleted.

### **D. Supplies – Office and Instructional**

1. The School will provide basic supplies essential to any School course or project.
2. Requests for supplies are made to the School office professional staff.

## **VII. SCHOOL OF BROADCAST AND CINEMATIC ARTS POLICY ON ACADEMIC DISHONESTY**

### **A. Academic Dishonesty**

Faculty are expected to follow the University policy regarding academic dishonesty.

### **B. Retention of Materials**

Faculty are encouraged to advise students to keep notes, drafts, and other materials related to preparation of papers, as well as a copy of the version submitted, for their own protection in the event that their paper is lost, stolen, or destroyed before it has been graded. Faculty are also encouraged to advise students to retain such materials, along with all returned graded assignments and tests, until a final grade has been received for the course. (Retaining this material is not a School requirement, but is suggested for students' protection.)