

Department of Journalism & Digital Communication

Governance document

Forward

The Department of Journalism and Digital Communication operates under the principle of collegiality. We practice shared governance and engage in civil, respectful discourse among colleagues with shared goals.

The Department is not currently a multi-campus unit. If departmental faculty are hired at other campuses, we will modify our governance and Tenure and Promotion documents to ensure those faculty have voice in departmental issues. We recognize the principle of equity of assignments, resources, and opportunities for faculty across a multi-campus university.

Our mission

The Department of Journalism and Digital Communication strives for teaching excellence, supports faculty and student research, promotes community and professional service, and embraces multicultural understanding. We work untiringly to graduate accomplished students who can make valuable contributions to their chosen fields and become informed, active citizens.

We endeavor to provide our students with an education rich in practical experience and theory; collaborate with one another and the campus community; promote respect for others and their views; develop innovative and creative expression and the unfettered pursuit of truth; nurture deliberative dialogue and shared governance; promote ethical behavior imbued with honesty, integrity, and openness; and encourage civic awareness and service.

We further endeavor to:

- educate journalists who can report, edit, present, and interpret the news with skill, responsibility, and social consciousness in an evolving media world;
- engage in research, service, creative endeavors and professional activities that contribute to the academy, the community, and the profession;
- detect and explore emerging issues in journalism, mass media, and society;
- question journalism's traditional methods and values and test alternatives;
- promote cultural understanding and broaden perspectives;
- prepare students for careers in the communication industry, emphasizing skills in digital media;
- develop abilities and expand imaginations of students and faculty; and
- affirm the belief that journalism, at its best, encourages and protects the democratic process.

Diversity & inclusion

The Department of Journalism and Digital Communication fosters diversity and inclusion in our faculty, staff, students, and curriculum. We recognize global and domestic groups that have experienced de facto or de jure discrimination or underrepresentation in mass media. We make special efforts to bring individuals and perspectives from these groups into our curriculum, our classrooms and our conversations.

Dimensions of diversity can include, but are not limited to, sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic status, political ideology, education, primary language, family status, military experience, cognitive style, and communication style.

Governance structure

The Department of Journalism and Digital Communication functions as a part of the governance structure of USF in the College of Arts and Sciences, complying with all its policies and procedures.

The Department serves all USF campuses, although its faculty presently belong exclusively to the St. Petersburg campus. Accordingly, the Department adheres to local campus policies, while working to advance the University's mission to better society through intellectual inquiry.

Within this structure, the Department exercises the extent of its authority over budgetary, academic, and administrative matters.

The chief administrator of the Department holds the title of Chair and reports to the College Dean of the College of Arts and Sciences and the College's Campus Dean at USF St. Petersburg.

The faculty of the Department assumes primary responsibility for shared governance, with the Chair. It does so as a Committee of the Whole that reviews, proposes and approves a range of academic and administrative areas, including curriculum development and faculty performance review.

The faculty includes four ranks: professor, associate professor, assistant professor, and instructor.

Joint appointments may be made, and individuals may assume voting rights if at least 50% of the appointment is in the Department.

Chair

The Chair of the Department of Journalism and Communication provides administrative leadership and fulfills the following duties:

- oversees curricular development and internal review;
- sets academic schedules and teaching assignments;
- establishes short- and long-term strategic priorities;
- administers the unit budget;
- ensures the Department maintains its professional accreditation;
- assists faculty in professional development, tenure, and promotion;
- determines faculty hiring needs and coordinates recruitment and hiring;

- represents the Department and its interests to administrative and academic officers;
- represents the Department within our local communities and across the profession;
- represents the Department at orientation sessions, open houses, and other events for prospective students;
- seeks external support and funding;
- seeks and cultivates partnerships;
- ensures undergraduates receive timely, appropriate advising within the major;
- works with the Advising Office to coordinate communications with students;
- oversees campus-community joint ventures;
- appoints and supervises adjunct faculty;
- monitors enrollment and proposes changes to the curriculum;
- maintains and enforces policies regarding student performance and conduct;
- conducts scheduled meetings;
- hires, supervises, and evaluates office staff;
- recruits and retains students;
- supports the Graduate Program Coordinator as needed;
- engages in outreach to alumni of the undergraduate program;
- ensures the undergraduate program stays in compliance with ACEJMC, our professional accreditor; and
- ensures the overall effectiveness of the Department in meeting its mission.

The Chair serves a three-year, renewable term. The Chair serves at the pleasure of the College Dean of the College of Arts and Sciences and the Campus Dean of the College in St. Petersburg. At the end of the three-year appointment, the Department shall hold an election to recommend reappointing the Chair or electing a new Chair. Members of the Committee of the Whole may vote, and the Department shall inform College leadership of its recommendation.

Graduate program coordinator

The Graduate Program Coordinator can be any full-time faculty member and serves for the duration of the academic year. The Coordinator may remain in the post as long as

they choose. If a vacancy must be filled, the Committee of the Whole will vote for a replacement.

The Graduate Program Coordinator:

- organizes the graduate program;
- takes the lead in advising graduate students;
- represents the Department at open houses and other events for prospective students;
- represents the Department at orientation events;
- works with the Graduate Office to coordinate communications with students;
- maintains and enforces policies regarding graduate student performance and conduct;
- monitors graduate enrollment and proposes changes to the curriculum;
- engages in outreach to alumni of the graduate program;
- works with admissions and others in the recruitment of students; and
- ensures the graduate program stays in compliance with ACEJMC, our professional accreditor.

Meetings

The Department shall meet at least four times a semester, with roughly equal spacing between meetings. The meeting schedule shall be set before the start of each semester.

Meetings can be joined in-person or via video conference.

Full-time and adjunct faculty, staff, and graduate assistants may attend meetings. The Chair prepares agendas, with input from the faculty, and conducts the meetings. Any member of the faculty may submit an agenda item within 24 hours of a scheduled meeting.

In addition to regularly scheduled meetings, any two members of the faculty, or the Chair, may call a special meeting. At least one week's written notice is required, except in an emergency.

Substantive decisions about hiring, curriculum, departmental practices, new initiatives, and partnerships require a majority vote by the faculty.

Votes can be cast in person or electronically. Secret ballots will be used, when appropriate, regardless of the medium of voting.

Committee of the whole

The Department of Journalism and Digital Communication operates as a committee of the whole. Membership comprises full-time faculty. Others affiliated with the Department, including adjuncts and staff, may join the committee as non-voting members.

The duties of the Committee include, but are not limited to, the following:

- reviewing curricula;
- proposing and approving new courses or revisions;
- recommending budget allocations and disbursements, including foundation accounts;
- proposing, reviewing, and approving program policies and procedures;
- considering new partnerships and strategic initiatives;
- assembling ad-hoc committees as specific needs arise; and
- hearing complaints and grievances from or about students, faculty, and staff.

Processes

Annual evaluations

The evaluation process begins with a conversation between the Chair and each faculty member to establish goals and set expectations for the upcoming calendar year. During this meeting, workloads and effort assignments are set.

After the calendar year completes, faculty upload their annual reports, with narratives for teaching, research, and service, along with any supplemental information, to a University-designated system.

Throughout the year, the Chair communicates and enforces deadlines set by the College to complete each phase of the review process.

Tenure-track faculty who wish to count research, including work in progress, toward their annual research productivity should make that work available via links or attachments.

Each year, a Faculty Evaluation Committee convenes to review each faculty member's report and provide evaluations.

The Faculty Evaluation Committee comprises the Department's tenured faculty members but does not include the Department Chair. The Committee organizes itself each year and nominates a Chair to oversee the review process. Three committee members review each full-time faculty member's performance with regard to teaching, research, and service. The evaluation committee follows all CBA guidelines.

Reviewers shall provide quantitative scores in each of these areas based on the criteria stipulated in the chart below. Scores range from 1 to 5, and partial scores (3.5, for example) may be given if the reviewer deems the performance falls between two of the standards listed.

When appropriate, rank-specific criteria are provided.

<i>Rating (Score)</i>	Research	Teaching	Service
-----------------------	-----------------	-----------------	----------------

<p>Outstanding (5)</p>	<p>Evidence of significant progress on research projects or manuscripts in the review year for the rank, for example, multiple works in press or published in high-quality journals.</p> <p><u>Full Professor:</u> Demonstrated impact of exceptional scholarship on the field based on national or international recognition. Evidence of impact of exceptional scholarship on the profession.</p> <p><u>Associate Professor:</u> Demonstrated impact of scholarship on the field based on national or international recognition. Evidence of impact of scholarship on the profession.</p> <p><u>Assistant Professor:</u> Documented contribution of knowledge to the field with national or international recognition.</p>	<p>Evidence of teaching effectiveness, for example, quantitative and qualitative ratings that exceed Department and College averages, for all or nearly all courses taught in the review year.</p> <p>Demonstrated commitment to updating course content and enhancing teaching methods, whether in person or online.</p>	<p>Evidence of substantive, sustained service at multiple levels involving some combination of Department, College, University, and community service.</p> <p><u>Assistant Professors:</u> Evidence of substantive, sustained service at at least one level.</p>
-------------------------------	--	---	--

<p>Strong (4)</p>	<p>Evidence of significant progress on research projects or manuscripts in the review year for the rank, for example, multiple works in press or published in high-quality journals.</p>	<p>Evidence of teaching effectiveness, for example, quantitative and qualitative ratings that meet or exceed Department and College averages, for the majority of courses taught in the review year.</p> <p>Demonstrated commitment to updating course content and enhancing teaching methods, whether in person or online.</p>	<p>Evidence of substantive, sustained service at at least one level.</p> <p><u>Assistant Professors:</u> Evidence of service at at least one level for at least part of the review year.</p>
<p>Satisfactory (3)</p>	<p>Evidence of progress on research projects or manuscripts in the review year commensurate with minimum expectations for the rank, for example, collected data, manuscripts under review, or works in press or published.</p>	<p>Evidence of teaching effectiveness, for example, quantitative and qualitative ratings that meet Department and College averages, for the majority of courses taught in the review year.</p>	<p>Evidence of service at at least one level for at least part of the review year.</p> <p><u>Assistant Professors:</u> Minimal evidence of service across the review year.</p>
<p>Weak (2)</p>	<p>Little evidence of progress on any research projects or manuscripts in the review year, for example, collected</p>	<p>No evidence of consistent teaching effectiveness, for example, low quantitative and qualitative ratings for</p>	<p>Minimal evidence of service across the review year.</p>

	data, manuscripts under review, or works in press or published.	the majority of courses taught in the review year.	
Unacceptable (1)	No evidence of progress on any research projects or manuscripts, for example, collected data, manuscripts under review, or works in press or published, in a pattern that has continued for more than a year.	No evidence of teaching effectiveness in a pattern that has continued for more than a year.	No evidence of service at any levels in a pattern that has continued for more than a year.

The Department Chair will review the Committee’s assessments and add their own evaluations and scores to each faculty member’s report.

In cases where a score in any area falls below satisfactory (2.5 or lower), the Chair and the faculty member will work together to develop a plan to improve performance in the coming year.

Faculty members who wish to dispute Committee or Chair evaluations may do so by contacting both the Committee and the Chair. In outlining the concern, the faculty member may submit additional material for consideration and request a re-evaluation.

The Chair and Committee will report back their decision and, if the re-evaluation results in material changes to the faculty member’s report, update the University’s review system accordingly.

Branch campus faculty members should be aware that the Regional Chancellor or their designee can provide formal written input on the evaluation prior to completion of the performance appraisal.

Faculty hiring

When the Department has the opportunity to conduct a faculty search, the Committee of the Whole will assemble a search committee composed of at least three of its members and one graduate student. The resulting Search Committee will:

- select a Committee Chair from its members;
- oversee the search process and engage in initial vetting and phone-based interviews;
- write the job description, in consultation with the Committee of the Whole;
- develop a plan to conduct the search, in accordance with College and University policies;
- review applications and select a short list of candidates to interview via video conference;
- organize and make available to the Committee of the Whole application materials;
- recommend to the Department Chair a smaller group of candidates to be invited for campus visits or, when such visits are not possible, additional video-conference interviews;
- organize the second-round interviews; and
- hold a meeting, open to the Committee of the Whole along with the Regional Chancellor or their designee, to discuss candidates.

The Committee of the Whole and the Regional Chancellor will use ranked-choice voting, via secret ballot, to construct a list of the top three candidates. The Department Chair will present that list, along with a hiring proposal, to the College and Campus Deans and the Regional Chancellor. When agreement is reached about the selections, the Department Chair will contact the preferred candidate to make an offer. If the offer cannot be negotiated successfully, the Chair will contact the second person on the list.

Regional Chancellors or their designees will serve as a voting member on all search committees for faculty hiring on branch campuses.

Faculty Senate seat

The Department will hold elections whenever its Faculty Senate seat becomes vacant; the result will be forwarded to the Faculty Senate Office.

Tenure & promotion

Procedures and guidelines for Tenure and Promotion appear in a separate document.

Amendments to this document

This governance document may be amended at any scheduled meeting of the faculty. Proposed amendments must be made in writing and distributed to all faculty with the published meeting agenda. Proposed amendments require a two-thirds vote by the faculty.

Revised by faculty vote: June 22, 2020

Approved by the Dean's Office: June 23, 2020

Approved by the Provost's Office: June 23, 2020