

WORKLOAD POLICY/JOURNALISM

MISSION

The School of Journalism is rooted in the traditional values of fairness, diversity, ethics and excellence combined with cutting-edge media innovation, media advocacy and scholarship. We believe it is the mission of journalism and media to educate and inform the public and engage—and challenge—our society and the world, holding governments and corporations and other institutions accountable and describing the complexity and diversity of our community, city, country and world. Central to our mission is communicating ideas and transferring knowledge to the general public through all forms of media.

WORKLOADS

Scholarship, teaching and research are crucial to fulfillment of our mission. School of Journalism workloads align with CAMD and University guidelines:

Tenure-Track Faculty (untenured)

40% Teaching (3-4 courses per academic year with releases granted in line with CAMD policies)¹
50% Creative Activity/Research/Scholarship
10% Service

Tenured Faculty: Research active

40% Teaching (4 courses per academic year)
40% Creative Activity/Research/Scholarship
20% Service

Tenured Faculty: Research-inactive (allocations to be recommended by Chair in consultation with Dean's office)

75-90% Teaching (6-7 courses per academic year)
10-25% Service*

*Faculty deemed research inactive who wish to be reinstated to research-active status may request an improvement plan in which a small percentage (5-10%) of service is allocated to research.

Full-time Non Tenure-Track Faculty

80% Teaching (6 courses per academic year with releases granted in line with CAMD policies)
10% Professional Development (may include Creative Activity/Research/Scholarship)
10% Service

Temporary adjustments to workload for a given faculty member may occur in accordance with University and Faculty Handbook Policies on sabbaticals, leaves of absences, and parental teaching relief.

¹ See "CAMD Policy on Teaching Releases for Tenure-track faculty."

SCHOLARSHIP

Scholarship, in line with the School of Journalism's tenure guidelines, is defined as published work that demonstrates the highest standards of journalism, in both research and writing. Publication may come in a variety of forms, including video and digital, and may be developed for different audiences, including scholars, professionals and/or the general public. Work should demonstrate high journalistic achievement: work that breaks ground and is based on new information or new thought; work that adds to the store of knowledge; work that affects the way the candidate's professional colleagues and the general public think and write about its subject.

Recognizing the importance of journalism to communicate ideas and transfer knowledge to the general public, publishing in respected non-academic presses is considered as valuable as publication in academic presses. Because journalism faculty doesn't generally publish in academic journals, we look at faculty members' publications in a broad stream of media, assigning the greatest weight to national and internationally respected media outlets including newspapers, websites, magazines, and television plus specialty websites that focus in depth on certain topics such as politics, science, or foreign affairs and have a strong following within their specialty. Weight will next be given to local and regional media and general-interest web sites popular with the public. Long, reported articles, videos and digital content will be weighted more heavily than shorter pieces. Edited and curated collections will be weighed where they extend knowledge and influence the discussion in the field and with the general public.

TEACHING

Faculty members are expected to engage in a range of teaching activities that provide a high-quality education to students. Teaching excellence is understood to be essential for attracting outstanding students into the undergraduate and graduate programs. Teaching activities for all Journalism faculty include undergraduate and graduate courses, as well as supervising, training, and mentoring undergraduate and graduate students.

Teaching loads for Journalism faculty should be comprised of an equitable distribution of small/medium/large-enrollment courses with the goal of attaining a balanced load among all faculty. The development of new courses, refreshment of curricula and individual courses, and repetition of the same course preparation should be accounted for in attaining this balance.

Effectiveness in teaching is evaluated based on TRACE evaluations, syllabi, course materials, peer review or CATLR observation, and student feedback and success.

SERVICE

Faculty members are expected to perform service activities within the University. This service is critical in contributing to the quality and effectiveness of the School of Journalism, CAMD, and the University. Such service responsibilities may include administrative duties, mentoring junior faculty colleagues, committee work, participating in search committees, aiding in policy or new program development,

participating in diversity and inclusion initiatives, advising students, admissions events, community outreach, and involvement in comparable roles that contribute to the Department, College, and University.

Faculty contributions to professional activities are also considered service. These activities may include, among others, participation in conference organization, membership on professional committees, membership on editorial boards and review panels, reviewing papers and grant proposals, and outreach through professional societies.

Contributions of service are evaluated based on submission of activities reports which include number of assignments, time spent on service, evidence of impact and alignment with the goals of the School of Journalism, CAMD and the University.

Process for Annual Evaluation

Tenured faculty members whose research/scholarly/creative activities do not do not meet a performance rating of at least 6 (out of 10) for at least 2 of the previous 3 calendar years will be determined to be research inactive. The first time a rating of 5 or below is received, the faculty member should be referred to the Chair for assistance. Once research inactivity has been determined through the annual merit review process, the unit head, in consultation with the Office of the Dean, will prepare a written improvement plan. The unit head will then meet with the faculty member and the Dean or his/her delegate on the improvements that need to be made. The unit head will also indicate in this meeting and in the written improvement plan that if improvements are not successful by the end of the next academic year, the faculty member's workload will be reallocated. If a faculty member does not wish to be reinstated to research active status an improvement plan is not required.

Research inactive faculty who wish to be considered once again research active can request a review of their research/scholarly/creative activity at the point of annual merit review with the merit committee and unit head.

Appeals process

Following the merit review process and any subsequent appeals, recommended adjustments in workload for a faculty member will be discussed in the Annual Review of Expected Activity with the Director. The final determination of faculty workload is made by the Director in concert with the Dean's Office.

Document availability and process for modification

The current version of the School of Journalism Full-time Faculty Workload Policy will be distributed annually (via electronic format) to all full-time faculty members at the start of each academic year by the Director. Each full-time faculty member can, at any time, obtain an account of their annual workload assignments by request in writing from the Director. The policy document will also be made freely available to any faculty member by written request through the School of Journalism main

administrative office. A current copy of the School of Journalism Faculty Workload Policy must be reviewed and approved by the Dean's Office and the Office of the Provost, who will also keep a copy posted on its website.

The Merit Review Committee will review the School of Journalism Full-time Faculty Workload Policy annually in conjunction with its faculty review process. Should the Merit Committee, the Unit head, or any member of the SoJ faculty member believe that a modification(s) is needed to the policy, the modification(s) will be brought forth for full discussion and vote at the final faculty meeting of the academic year; if the motion is approved by majority vote, the modification will be added to the policy, and the revised policy will be forward to the Dean of the College and the Office of the Provost for consideration. If approved by the Dean and the Provost, the modification will be added to the policy with the date of modification, and the updated policy will then be electronically distributed to all Journalism faculty members, the Dean of the College, and the Office of the Provost.

Date of approval by SoJ Faculty: April 13, 2018

Date of next anticipated review by SoJ Faculty: April 13, 2019

Date of approval by CAMD Dean: April 13, 2018

Date of approval by Provost: September 6, 2018

Approved by the Faculty Senate on 4-5-17 (29 0.0) to be located on the Senate website upon BOT approval of the module entitled *Faculty Workloads*

Checklist for Unit Workload Policy Documents

Each unit's chairperson and/or dean should initial each point on the checklist. By doing so, he or she attests that the full time faculty workload policy document satisfies each of these requirements.

- JK Document is consistent with published College and University policies.
- JK Document clearly reflects the goals/aspirations of the unit as these relate to workload.
- JK Document clearly defines the types of activities that constitute each of teaching, research/scholarship/creative activities/professional development, and service for the unit.
- JK Document describes the different types of full-time positions in the unit.
- JK Document clearly defines the teaching, research/scholarship/creative activities/professional development, and service expectations for the different types of appointments.
- JK Document describes all unit policies related to workload for full time faculty.
- JK Document describes criteria in which workloads may be modified, including pre-tenured minimum course reductions, family leaves, maternity/adoption leaves, and medical leaves.
- JK Document states how frequently the workload policy document will be reviewed.
- JK Document indicates where and how the unit's current workload policy document can be found.
- JK Document indicates where and how the workload assignments for each fulltime faculty member can be found.
- JK Document describes the process for faculty to address any concerns with their workload in the unit.
- JK Document indicates date of approval, any subsequent modifications by the unit, and anticipated date of next review.
- JK Document indicates date of approval of the unit's dean.
- JK Document indicates when it was sent to the Provost's Office to be included in the master list of policies for all units, and date of approval of the provost.

If the unit has one or more faculty with joint appointments in other units:

Document defines how the workload policy changes for faculty members with an appointment of less than 100% in the unit, include impact of tenure home.

Document describes how the unit will coordinate workload policy decisions with other units for faculty members with joint appointments, and how differences in workload expectations across units will be handled.