

**Department of Media, Journalism & Film Plan for
Annual Salary Adjustments
Calendar Year 2008**

PART I: APPLICATION PROCEDURE

All faculty members applying for an annual salary increment must turn in their application to the department administrative secretary in Craig 370 by noon of the designated deadline. The application must include the following items:

1. **A one-page bulleted synopsis** of the faculty member's record of accomplishment in Teaching, Research/Creative Activity and Service for the calendar year covered by the compensation plan.
2. **A one-page summary** of student teaching evaluations for the past year. The summary of student evaluation should include the department mean as well as the applicant's overall mean for each course taught.

The application may also include:

A maximum of 20 pages of documentation detailing accomplishments in the three areas and a self-assessment statement of not more than one page for each area.

PART II: ACTIVITIES SEEN AS MERITORIOUS

The following is a list of activities that will be considered in ranking faculty in Teaching, Research, and Service.

- I. **Teaching** – The following measures may be submitted as evidence of meritorious teaching:
 - The results of student course/teacher evaluations, including the written comments of students, may be employed as evidence of teaching effectiveness. (Student evaluation of teaching will count for no more than half of the faculty member's rating for Teaching.)
 - Textbooks, workbooks, anthologies, and other teaching resources produced for use within the discipline.
 - Evidence of new-course development, instructional innovations, and contributions to curricula or program enhancements.
 - Evidence of effective indirect instruction resulting in superior student work, including such activities as advising student organizations, supervising student organizations or student media, supervising student productions, directing theses and seminar papers, serving on thesis committees, overseeing student internship activities and directing independent study projects.
 - Student advisement activities, of special departmental assignments related to student advisement, of special services to advisees, (petitions, letters of support, etc.), of contributions toward improved advisement.
 - Oversight of graduate assistants and teaching assistants.
 - Invited lectures in other than assigned Departmental courses, or in courses offered through other departments.
 - Recognition of teaching effectiveness through awards or other forms of professional recognition.

- Evidence of student learning, such as awards won by students for work accomplished in a class you taught.
- Other evidence of teaching effectiveness.

II. Scholarship/Creative Activity – The following measures may be submitted as evidence of meritorious research/creative activity:

A. Scholarship of Discovery

- Scholarly monographs or books that advance understanding and are editorially selected.
- Original research findings published in editorially selected scholarly journals or monographs.
- Juried or competently recognized productions, creative productions evaluated by practicing professionals, and/or qualified colleagues at other universities or institutions.
- Published, juried or competitively recognized writing for film, radio, television, print, or multi-image media; peer-reviewed writing for instructional media.
- Successful national/regional/local grant applications for research/creative activity.
- Receipt of competitive individual or team grants for research /creative production or other individual or joint awards, prizes, or honors for scholarship/creative activity.
- Having a creative project picked up for public distribution by a reputable distributor.
- Having a creative project aired on radio or broadcast or cable television.
- Other evidence of meritorious research/creative activity.

B. Scholarship of Integration and Application

- Published textbook summarizing existing research, such as: textbooks, manuals, edited anthologies, or other monographs used for instruction at other universities, colleges, or educational institutions.
- Professional or applied research journal articles.
- Presentation of juried exhibits or performances.
- Published literature reviews or position papers.
- Published research protocols.
- Published bibliographies.
- Published critical reviews of scholarly projects.
- Successful grant applications for applied research and performances.
- Presentation of integrative or applied research.
- Competitively selected papers or presentations of original research at professional conferences or conventions. These works carry greater importance than those presented at less competitive gatherings.
- Book or media reviews by individual or joint authorship published in professional or trade journals, or in national or regional publications.
- Critiques of book proposals or articles in academic journals solicited by the book or journal publisher or editor.
- Reviews of one's work, published and/or written by outside colleagues or established scholars at other universities possessing expertise in the field. Peer

reviews by colleagues within the department are important but carry less significance.

- Other evidence of meritorious research/creative activity.

C. Scholarship of Teaching:

- Evidence of on-going scholarship/creative activity aimed at enhancing classroom instruction.
- Scholarly presentations to campus-based, professional, or community groups including students or student work.
- Critiquing one's own students or colleagues, or consulting with community organizations.
- Improving the effectiveness of one's own teaching through seeking and using peer and student feedback.
- Assessing effectiveness of new learning technologies for teaching one's own courses.
- Successful grant applications (such as MSU University Curriculum, Funding for Results, or research grants) for developing or enhancing one's own courses.
- Other teaching-related activities, such as obtaining funding for support of teaching and learning innovations, integrating technology and mentoring student research.

III. Service – The following measures may be submitted as evidence of meritorious service:

- Holding office or performing functions (editor, manuscript referee, pre-publication reviewer, panel critic, etc.) on behalf of international, national, or regional associations and professional organizations.
- Critiquing book proposals or articles in academic journals for which you have volunteered your services.
- Organizing state or regional professional or research conferences, or local or departmental colloquia.
- Chairing or actively serving on committees at the university, college, or department level.
- Serving as an active, productive member of university, college, or departmental committees.
- Serving as a consultant to business, other universities, not-for-profit or government organizations in an area of the faculty member's disciplinary expertise.
- Serving as an adjudicator or organizer of a media competition.
- Providing significant administrative services to the department, college, or the university.
- Delivering invited lectures, conducting developmental workshops, or providing other professional services to business, institutions, associations, or not-for-profit organizations.
- Providing other professional services deemed significant by the Department.

PART III: APPROVAL AND CHALLENGE PROCEDURE

A. The Personnel Committee, which includes all tenured faculty of the department who do not serve as full-time administrators at the University, will assign ratings as follows:

5 – Outstanding performance/contributions: The highest level of achievement.

4 – Higher than expected performance/contributions: Laudable achievement, reserved for

performance significantly above normal.

- 3 – Expected level of performance/contributions: Satisfactory achievement, reserved for performance consistent with normal level of achievement.
- 2 – Lower than expected performance/contributions: Below normal achievement, reserved for performance that does not meet expectations in some significant manner (in quality or quantity) but with failings not serious enough to initiate review processes.
- 1 – Highly substandard performance/contributions: Significantly below normal achievement, reserved for performance showing serious deficiencies in the area in question.

- B. Faculty can opt not to apply for merit, but they must submit an annual report, which consists of a bulleted list and a summary of student teaching evaluations.
- C. When a member of the Committee is being evaluated, he/she will leave the room and not participate in discussion or voting.
- D. The Personnel Committee members will evaluate each faculty member with a whole number in Teaching, Research/Creative Activity, and Service. The Committee will designate one of its members to handle these duties when the Chair is being evaluated.
- E. The Committee will notify each faculty member of Committee's suggested overall rating in each area and then pass its ratings and the application portfolios on to the Department Head in sufficient time for her to meet her deadline.
- F. The Department Head will make any changes to the ratings she feels are justified and then notify each faculty member and the Personnel Committee of his/her proposed rating before it is sent forward.
- G. Only a faculty member's final composite performance rating by the Dean may be appealed.
- H. Any faculty member who believes that he or she has been discriminated against during the evaluation procedure for any reason not related to job performance may, in addition to the above procedure, consult the Office for Equity and Diversity.

10-27-08