

# **School of Journalism and Mass Communication**

## **Faculty Handbook**

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## **1. Organization and Administration**

### **1.1 Organization**

The School of Journalism and Mass Communication comprises departments in Advertising, Electronic Media, Journalism Teaching, Magazines, News-Internet and Public Relations, and a graduate program leading to a Master of Communication Leadership degree. The Electronic Media Department offers curriculum in Broadcast News and Radio-Television. For purposes of determining policy and other matters, the faculty convenes as a committee of the whole except as the faculty may delegate its authority to committees.

### **1.2 Administrative Officers**

#### **1.21 Dean (Drake University Faculty Manual 1.4111 of 11/97)**

The Dean of the School of Journalism and Mass Communication is the chief academic and administrative officer of the School. This appointment is made with faculty and other participation as provided in the Academic Charter. The dean is responsible to the Provost of the University.

#### **1.215 Director/Associate Dean**

During times when SJMC shares its dean with another Drake academic unit, the Director/Associate Dean assumes responsibilities in addition to those outlined in Section 1.22. The Director coordinates day-to-day operations of SJMC, assists the Dean with annual faculty/staff review, maintains oversight over the School's budget, advocates for the School and assists the Dean with strategic planning. The Director/Associate Dean is appointed by the Dean in consultation with the faculty.

#### **1.22 Associate Dean (FM 1.4112)**

The Associate Dean, holding the academic rank at the Associate or Full Professor level, maintains responsibilities expected of the Dean; however, the Associate Dean is considered the second chief administrative officer of the School and serves as the official administrative representative of the School in the absence of the Dean. The Associate Dean is appointed by the Dean in consultation with the faculty.

#### **1.23 Assistant Dean (FM 1.4113)**

The Assistant Dean normally holds the rank of Instructor, Assistant or Associate Professor and has the primary responsibility for student personnel functions of the School and those other areas which are specifically assigned. The Assistant Dean may represent the Dean at official functions, and is fully responsible to the Dean. The Assistant Dean is appointed by the Dean in consultation with the faculty.

### **1.3 Consultative and Deliberative Bodies (FM 1.43)**

#### **1.31 The Faculty**

The authority of the faculty governing body extends to all academic affairs of the college, subject to provisions of The Academic Charter, The Faculty Manual and this Handbook.

#### **1.32 Faculty Meetings (FM 1.42)**

School business is transacted at faculty meetings upon call of the Dean. The School shall set its own dates and rules and keep accurate minutes of the meetings. A copy of the minutes of each meeting shall be transmitted to the Provost within five working days of the date of such meeting.

The faculty traditionally meets at least monthly during the academic year. The Dean is required to convene the faculty within a reasonable period of time when asked to do so by at least four faculty. The faculty shall elect a secretary who shall take and submit to the faculty for approval the minutes of each meeting.

Meetings shall be scheduled and announced to faculty with sufficient notice to permit faculty to submit agenda items. Meetings ordinarily shall be conducted informally. Roberts Rules of Order shall guide procedures in parliamentary matters and may be invoked upon the request of any voting member or the Dean, who ordinarily shall chair faculty meetings.

##### **1.321 Quorum**

A quorum of the faculty shall consist of a majority of the full-time voting members of the faculty.

##### **1.322 Voting Members**

Voting members shall be those holding full-time University positions at the rank of Instructor, Assistant Professor, Associate Professor or Professor and whose teaching schedule includes a total of at least nine hours of courses in the School during the fall and spring semesters. This policy shall not exclude faculty on sabbatical leave.

#### **1.33 School Committees**

Standing committees shall be those agreed to by School faculty. They include Academic Adjustment, Diversity, Graduate, and Tenure and Promotion. Ad hoc committees are named when appropriate. At other times the faculty acts as a committee of the whole.

##### **1.331 Committee Membership**

Members shall be appointed by the Dean or elected by the faculty. Appointments by the Dean shall be made to those advisory and housekeeping committees which regularly report to and make recommendations to the School. Annual elections by the faculty shall occur for those committees to which the faculty has delegated authority to act on behalf of the faculty. Examples of these are the Academic Adjustment Committee, the Graduate Committee and other committees empowered to act formally in place of the faculty.

**1.34 Graduate Committee.**

The Graduate Committee is responsible for ensuring quality graduate education within the School of Journalism and Mass Communication.

**1.341 Graduate Committee Responsibilities**

Apart from policies or requirements of the University, the School's Graduate Committee sets specific policy governing admission to the program, awards, requirements for candidacy, comprehensive examinations and the granting of degrees. It recommends to the Dean the awarding of student financial aid, including tuition waiver and assistantships. All substantive program and policy changes require approval of the full faculty.

**1.342 Graduate Committee Chair**

The Chair shall handle administrative functions, including initial interviews and/or correspondence with prospective students; recommend to the Office of Admissions applicants for admission; administer comprehensive examinations; and call and chair formal committee meetings. Also, it shall be the Chair's responsibility to keep the Graduate Committee and the faculty aware of policies as they pertain to the operation, purpose and nature of graduate education within the School.

**1.343 Graduate Committee Membership**

The faculty shall elect a Chair and members of the Committee. The election normally shall be conducted in the late spring and the nominations made to the faculty by the outgoing Graduate Committee. All faculty members who advise or teach graduate students are eligible for membership. The Graduate Committee shall consist of a Chair and at least three members. To provide for continuity in the graduate program, the Chair shall serve a three-year term. Committee members shall be rotated into three-year terms.

**1.344 Dean's Role**

The Dean shall inform the Graduate Committee on matters pertaining to the overall operation and organization of the School of Journalism and Mass Communication as they relate to the graduate education, including budget, faculty teaching assignments and curriculum. The Dean is a non-voting, ex officio member of this committee.

**1.35 JMC Council**

The dean shall appoint an advisory council of students representing a broad cross-section of constituencies. Students shall serve one-year terms. The faculty ordinarily screens J Council nominations.

## **1.36 Student Organizations**

### **1.361 Advisers**

No faculty member shall advise a particular student group or organization for a period exceeding three consecutive years. After an interim period of one year, a faculty member may again advise that student organization. Exceptions may be approved by vote of the faculty.

### **1.362 Personal Liability (SJMC vote 12/11/99)**

Individual members and officers of SJMC-related organizations shall not assume personal liability in excess of \$200 for any organizational activity or program without approval of the organization's adviser and the dean. Participation should not place an undue burden or responsibility on student members. Likewise, "deep pockets" should not qualify students for leadership.

### **1.363 Contracts**

Officers and other group members are not authorized to sign contracts without the approval of their adviser and the dean. In cases specified in the Drake Faculty Manual, approval is also required from the vice president of Business and Finance.

## **2. Faculty Hiring Policies**

### **2.11 Affirmative Action (FM 4.11)**

Drake University follows an Affirmative Action/Equal Opportunity Program. The Human Resources department administers this program.

### **2.12 Recruitment of Faculty**

The Dean, in consultation with appropriate faculty members, makes nominations to the Provost for the appointment of faculty members. The Provost, with the concurrence of the Dean, presents the nominations to the President, who appoints new members to the faculty of the University and reports appointments to the Board of Trustees. (FM 4.12)

The process calls for extensive correspondence, telephone calls, and recruiting, regionally and nationally. Personal letters of recommendation or accounts of telephone conversation, graduate transcripts where appropriate and resumes of candidates shall be coordinated by the Dean.

The faculty, with due weight given to advice from those expected to work most closely with the new faculty member, shall recommend which candidate(s) should be brought to the campus for interviews, subject to budgetary limitations set by the Provost. In an on-campus interview, the candidate will usually be asked to present a paper, conduct a seminar, or appear in some capacity before SJMC faculty members, selected administrators and at least a representative group of students. The opinions of all these groups relative to the qualifications of the candidate shall be sought.

It shall be the responsibility of the faculty to make a formal recommendation to the Dean, who in turn will be responsible for making a recommendation to the Provost. At the time a formal offer of appointment to

the School of Journalism and Mass Communication is made, the Dean shall write a letter to the prospective faculty member outlining the conditions of appointment.

The appointment letter from the Provost specifies rank, salary, duties, term of employment, year of tenure decision, and special requirements such as group insurance and retirement plans. Written acceptance of the appointment is expected promptly. As soon as a new appointee accepts, it is the Dean's responsibility to expedite the completion of all necessary business office forms. (FM 4.12)

The Dean will provide every faculty member a copy of this Handbook and the Drake Faculty Manual.

### **2.13 Renewal of Appointment**

All faculty appointments are for one academic year and, therefore, must be renewed annually. (FM 4.13)

### **2.14 Adjunct Faculty**

Outstanding individuals who agree to teach with pay for one or more courses may be considered for the appropriate rank of "Adjunct Assistant, Associate or Professor." Adjunct Professors and University Fellows shall be governed by the same principles. (Section I-C, The Academic Charter of Drake University, 1989)

The Dean locates and hires non-tenure track faculty by seeking the advice and consent of tenured faculty in (departments) ~~sequences~~ most affected. Once hired, part-time and limited-time faculty (may require) ~~deserve~~ extra attention.

In addition to receiving copies of this Handbook and the Drake Faculty Manual, the Dean's Office orients new faculty to SJMC classroom procedures and policies, particularly those involving attendance, plagiarism and grading standards, assigns mentors, and organizes mid-term and end-term course review, to encourage student feedback. Results of course reviews are shared with the mentor and retained in the Dean's Office for future reference by SJMC's tenured faculty should the prospect apply for additional appointment in future semesters.

Prior to the start of classes each semester, the Dean's Office shall provide to the SJMC faculty and staff the names and brief background of each non-tenure track appointee.

## **2.2 Promotion and Tenure**

Promotion and the granting of continuing tenure to members of the faculty of the School of Journalism and Mass Communication shall be based on individual merit, educational needs and resources of the University. The School and the University follow AAUP principles, policies and guidelines. Regulations for the tenure process are articulated in The Academic Charter of Drake University. An Associate Professor is eligible for promotion consideration after at least five years of service in rank.

### **2.21 Criteria**

Promotion and tenure in the School are closely related to the faculty member's level of performance and professional contributions in the important areas of 1) teaching effectiveness, 2) professional and scholarly activity, and 3) service to the University and to the community.

Ideally, the candidate will contribute in each of the three areas, but excellence in service, while desirable and praiseworthy, will not be held as professionally significant as teaching and scholarship.

### **2.211 Teaching**

Teaching effectiveness includes those outcomes that serve the interests of Drake students as defined by the mission of the School. Measures of teaching effectiveness include, but are not limited to: course evaluations; the performance of students and graduates; faculty advising; advising student organizations; innovative teaching approaches; development of new courses; classroom visits; outreach teaching such as off-campus work and telecourses; letters of recommendation from colleagues, professionals in the field and former students; accessibility to and general willingness to serve students; one-to-one teaching beyond the classroom that illustrates Drake's commitment to personalized instruction; range of courses taught and the potential for teaching others; and special recognition for teaching and advising.

### **2.212 Professional and scholarly activities**

Professional and scholarly activities are evaluated by examining outcomes that clearly serve the faculty member's profession and/or scholarly interests. Measures include, but are not be limited to, research that contributes to expanding a body of knowledge; membership in and offices held in professional groups; participation in professional meetings; written and video contributions, including books, articles for journals or popular and trade media, book reviews, computer instruction materials; professional performances, exhibits and shows; speeches to professional groups; outreach service to the profession; and letters of recommendations from colleagues and/or professionals in the field.

### **2.213 Service**

Service to the University or to the community is defined as discipline- or university-related contributions of time and talent consistent with the mission and interests of the University or School, on and off campus. Measures include, but not be limited to: service on committees, boards and advisories; public speaking; and judging contests and workshops.

## **2.22 Probationary Review**

Recommendations for continuing appointment of faculty on tenure track shall originate with the tenured faculty members or a committee they elect from their membership. Recommendations are forwarded to the Dean and then to the Provost. While recommendations for tenure or promotion shall originate with the stated committees, all faculty members have a responsibility to contribute to tenure and promotion decisions as a part of a collegial and dynamic process to strengthen the School.

### **2.221 Probationary Review Procedures**

Committee members will visit the classes of eligible faculty and provide written reports of their observations to the Tenure and Promotion Committee and to the faculty member.

The Committee will review course evaluations, letters of support from faculty peers and other materials. The Committee will meet individually with each faculty member, ordinarily during early-Spring semester, to discuss professional objectives and activities in the areas of teaching, scholarship and service; the faculty member's professional expectations for his or her (department) ~~sequence~~ and the School; and any questions and concerns that the faculty member or the Committee may have about the faculty member's reappointment.

### **2.222 First Year Review**

Recommendation for reappointment of first-year faculty must be delivered to the Dean no later than March 1. A positive recommendation advises the Dean the committee believes a faculty member should receive a letter of reappointment for the coming academic year. A negative recommendation advises the Dean that the Tenure and Promotion Committee believes a faculty member should not receive a letter of reappointment.

### **2.223 Second Year Review**

Recommendations regarding reappointment for non-tenured faculty who are completing their second year must be delivered to the Dean no later than December 15. A positive recommendation advises the Dean that the Tenure and Promotion Committee believes a faculty member should receive a letter of reappointment for the coming academic year. A negative recommendation advises the Dean that the Committee believes a faculty member should not be reappointed for the coming year.

### **2.223 Probationary Review in Subsequent Years**

Tenure-track recommendations regarding faculty who are completing their third or subsequent years must be delivered to the Dean no later than March 15. A positive recommendation endorses the faculty member's progress on the tenure track. A negative recommendation advises that the Tenure and Promotion Committee believes the faculty member should not be allowed to continue on the track toward tenure and the upcoming year shall be the terminal year.

## **2.23 Tenure and Promotion**

Recommendations for tenure shall originate with the tenured faculty members or a committee they elect from their membership. Recommendations for promotion shall originate with those faculty members holding rank higher than the candidate's current rank or a committee those faculty members elect from their membership. While recommendations for tenure or promotion shall originate with the stated committees, all faculty members have a responsibility to contribute to tenure and promotion decisions as a part of a collegial and dynamic process to strengthen the School.

### **2.231 Tenure and Promotion Review Procedure**

The Tenure and Promotion Committee reviews current classroom evaluations, letters of support from faculty peers and other support material, and previous evaluations on file. The Committee meets with each eligible faculty member to discuss his or her professional objectives and activities in the areas of teaching, scholarship and service; the faculty member's professional expectations for his or her (department) ~~sequence~~ in the School; and any questions and concerns

that the faculty member or the Tenure and Promotion Committee may have regarding the tenure and/or promotion decision.

### **2.232 Tenure and Promotion Review Deadlines**

Committee recommendations regarding tenure and/or promotion for eligible faculty must be forwarded to the Dean no later than Dec. 15. The following schedule shall be observed to meet that deadline.

Sept. 21: The Tenure and Promotion Committee Chair determines who is eligible for consideration for tenure and/or promotion. The Chair will confirm this eligibility with the Tenure and Promotion Tracking File and with the Dean.

Sept. 30: The Chair will convene the Committee and Committee members will determine their need to review materials regarding eligible faculty (vita, student evaluations, faculty reviews, class visits and other materials).

Oct. 7: The Chair informs each eligible faculty member that he or she is being considered for tenure or meets time-in-rank for promotional consideration.

Oct. 15: Eligible faculty members will submit their vitae and supporting materials to the Chair.

Nov. 1: Committee members complete classroom visits with eligible faculty and provide written summaries of those visits to the Chair.

Nov. 1: All additional review materials will be submitted to the Chair. The Chair makes them available to Committee members.

Nov. 15: The Committee's review shall be completed and a preliminary review meeting shall be held. Candidates do not attend this meeting unless requested. The Chair will advise eligible faculty members of the preliminary conclusions of the Committee within 48 hours.

Dec. 1: If requested by the candidate, a meeting will be scheduled at which the Committee will review the member's status. The Committee may also at its discretion request such a hearing with the faculty member.

Dec. 7: The Committee will meet to form its recommendation to the Dean. The Chair will deliver that recommendation to the Dean within 48 hours of its meeting.

### **2.2325 Process for Promotion to Professor (effective 2004-05)**

Recommendations for promotion originate with faculty holding rank of Professor or a committee the full professors elect from their membership. Ideally, this process begins as soon as the associate professor is tenured and continues each year until the candidate requests consideration for promotion.

Prior to the decision year, the candidate meets with the full professors and presents a written promotion plan that includes an analysis of past work and a proposal for future projects in

teaching, scholarship and service. The candidate also works with the committee to prepare a promotion portfolio.

By Sept. 7 of the academic year in which the faculty member asks to be considered for promotion, the Tenure and Promotion Committee Chair verifies with the dean that the faculty member meets time-in-rank prerequisites.

Sept. 15: The candidate submits a vitae, a letter making a case for promotion and supporting materials to the Chair. The full professors will meet with the candidate to review the CV and discuss the process, including the need for letters of recommendation and potential outside evaluators. To that end, the candidate will present a list of full professors from other institutions.

Oct. 1: The associate professor presents a revised CV and the final portfolio as supporting materials to the Chair, who makes them available to committee members.

The curriculum vitae should include the following materials, emphasizing activities since the last promotion:

#### TEACHING

- Materials outlining success of graduates
- Demonstration of innovative teaching approaches
- List of new courses developed
- List of outreach teaching, e.g., off-campus and Web courses
- Special recognition for teaching/advising

#### PROFESSIONAL AND SCHOLARLY ACTIVITIES

- List of memberships and offices held
- Dates and details of participation in meetings
- List of written and/or video contributions: Books, journals, popular and trade media, book reviews
- Computer instruction, software and Web development materials
- Performances, exhibits and shows
- Scholarly/creative presentations and speeches

#### SERVICE

- Document work on SJMC, Drake, community and national committees, boards and advisory groups
- Public speaking
- Speeches to professional groups
- Service to the profession
- Student organizations advised and their success
- Judging contests and workshops

The promotion portfolio should include the following materials, emphasizing activities since the last promotion. All material should be comprehensive include dates and occasion of presentations; complete citations for papers, including the names of co-authors and publication dates.

- Candidate's letter making the case for promotion

- Evaluation of outside reviewer(s)
- Recommendation letters from current and former students
- Recommendation letters from colleagues and professionals
- Copies of research papers, articles, print materials
- Copies of presentations and/or meeting materials
- DVDs, CDs or other electronic presentations
- Student-produced publication the candidate has advised
- Student-produced DVDs, CDs or other electronic evidence of achievement
- Course evaluations and summaries

Oct. 15: The Chair will send materials to the outside reviewer(s) and request an evaluation by Nov. 30.

Dec. 1: The candidate or the committee may request a meeting to review progress.

Dec. 7: The committee meets to form its recommendation to the dean. The Chair will convey that recommendation to the dean in a timely fashion.

### **2.233 Recommendations on Promotion and Tenure**

Committee recommendations on promotion and tenure of the faculty shall be forwarded to the Provost with the Dean's recommendation attached. The Dean shall notify each candidate about the nature of the recommendations as they are forwarded to the Provost.

### **2.3 Advising**

Each faculty member shall serve as faculty adviser to a number of students as designated by the dean or assistant dean.

#### **2.31 Changing Advisers/Advisees**

Students or faculty may request changes in adviser or advisees and such changes shall be made provided the change is agreeable to the new adviser and advisee and does not make the advising load disproportionately high or low for any faculty member.

### **2.4 Research Grant Application Process**

At the beginning of each academic year the dean will publish the amount of funds available for scholarly/creative and professional activities. These funds can support student research assistants, research-related books and periodicals, course releases, appropriate hardware and software, travel to research sites, and other materials and means.

The Tenure and Promotion Committee helps the dean assess applications and encourages presentation and publication of the results.

Faculty should attach a current vita to their two-page proposals. Proposals include the focus of the work, rationale for how this will advance the faculty member's contribution to the field, a budget not to exceed SJMC's adjunct pay rate, timetable and appropriate supporting materials.

Proposals are due Oct. 15 for the period ending Sept. 15 of the following year. The dean will strive to fund opportunities that arrive unexpectedly after Oct. 15.

### **3. Policies and Procedures**

#### **3.1 Curriculum Changes**

##### **3.11 Proposals to Change the Curriculum**

Proposals to change the curriculum of the School may be made by one or more faculty members or the Dean. A proposed change shall be presented in writing to the faculty, with data adequate to explain the reason(s) for the suggested change, at least three school days prior to the meeting at which the proposal will be considered.

##### **3.12 Approved Curriculum Changes**

If the proposed change in the curriculum is accepted by the faculty of the School, all pertinent information relating to the curricular change shall be submitted to the office of the Provost and to the office of the Registrar by the Dean of the School.

#### **3.2 Leaves**

##### **3.21 Sabbatical Leaves**

Sabbatical leaves shall be encouraged for all faculty and the Dean, and efforts to accommodate requests for sabbaticals shall be made by the faculty and Dean. Leaves of absence, participation in exchange programs and other extended absences from campus also are encouraged when beneficial to the individual faculty member and the School.

##### **3.22 Timely Notice**

Timely notice must be given in requesting leaves of absence, participation in exchange programs and other extended absences from campus. "Timely notice" means that requests should be made before any serious plans or formal commitments are made by the individual involved, that the dean or faculty is notified when the individual involved begins making inquiries or tentative arrangements for an extended absence from campus, and that there is adequate time to make satisfactory arrangements for replacing the individual to be absent from campus. Requests for a leave or sabbatical may be denied if timely notice is not given. When a faculty member or administrator will not be on campus on a day-to-day basis for a semester or longer during the regular academic year, and a leave of absence or sabbatical is not the reason for the absence, the faculty shall decide what the role of that person will be in the governance of the School during the period of the absence.

##### **3.23 Leave Report (FM 4.527)**

Within 30 days of completing their sabbatical leave, recipients will file a report with the dean and provost summarizing activities and accomplishments during the leave.

### **3.3 Policy on Faculty Participation in Budget Matters**

The faculty of the School of Journalism and Mass Communication shall receive from the Dean financial information to permit the faculty to participate knowledgeably in the financial affairs of the School, with the exception of salaries.

### **3.4 Policy in Regard to Work Orders and Requisitions**

#### **3.41 Work Orders**

Requests for services and for moving of material shall emanate from the office of the Dean.

#### **3.42 Requisitions**

Each requisition must be approved by the Dean. Each should bear the correct title and account number to which the cost is to be charged; also, it should indicate the estimated purchase price. The requisition should be sent to the office of the purchasing agent with ample time to give him an opportunity to place the order with the vendor and to assure delivery of the goods at the desired time.

### **3.5 Attendance**

#### **3.51 University Policy**

The University expects students to attend all classes and to be punctual in doing so. They are also expected to complete all assignments for classes they missed. The individual instructor may set specific requirements in reference to attendance, but these requirements should be clearly and fully stated to each class at the beginning of the term.

#### **3.52 Make Up Work**

Faculty members are urged to provide an opportunity for students to make up work missed as a result of legitimate absences, including observances of religious holidays.

#### **3.53 Syllabi Notification**

It is recommended that the School's faculty include in course syllabi and in comments on the opening days of classes clear statements of attendance policies.

#### **3.531 Grade Reduction and Attendance**

In such statements, it should be noted that excessive absences, as determined by the instructor, are sufficient cause for reduction of a grade in a class.

#### **3.532 Grade Reduction Guidelines**

As a guideline for students and faculty, excessive absences will be defined as more than three unexcused absences in a class which meets three times a week, more than two for a class which meets twice a week, and more than one for a class which meets on a weekly basis.

### **3.6 Appeals Procedure**

#### **3.61 Appeal to the Instructor**

If a student is not satisfied that a grade received in a School of Journalism and Mass Communication class is a fair one, the student is directed to discuss the matter with the instructor who gave the grade.

#### **3.62 Appeal to the Dean**

If the dispute is not remedied, the student may appeal to the Dean. The student discusses the matter with the dean and may be asked to state his or her case in writing. After discussing the matter with the student, the dean reviews the matter with the faculty member and makes a recommendation to the faculty member.

#### **3.63 Power of the Dean**

The Dean does not have the authority to change a grade given by a faculty member unless the grade was clearly discriminatory, arbitrary or capricious. An example of this would be the giving of all F's to a class by a departing faculty member or significant grade differences despite similar work and attendance by students. "Significant" would probably mean a difference of at least two grades: for example, an F or D instead of a B; a D or C instead of an A.

#### **3.64 Grade Change Notification**

The Dean shall not change the grade without notifying the faculty member involved, who would have the right of appeal to the School's faculty and to the Provost.

#### **3.65 Final Appeal**

The student's appeal would not go beyond the Dean, since the Dean is the chief academic officer of the School.

### **3.7 Other Policies and Procedures**

In all matters not contained herein, the School of Journalism and Mass Communication shall be guided by the Drake University Faculty Manual, The Academic Charter and AAUP guidelines, statements and policies.

### **3.8 Academic Integrity**

Cheating, plagiarism and all other forms of academic dishonesty, whether in SJMC classes or those of another college, will not be tolerated. They are grounds for suspension from the SJMC and dismissal from the University.

The faculty member who determines that a student has cheated or plagiarized may assign the penalty that he or she deems appropriate, including a grade of "F" for the course. Such language should be included in a course syllabus.

The faculty member will report all incidents of academic dishonesty and the attendant penalties to the dean. The dean will determine whether additional disciplinary action is appropriate.

If the student is a non-SJMC major, the dean of SJMC will report the infraction and penalty to the dean of the student's unit. The SJMC dean will also suggest additional appropriate penalties (e.g., academic probation, suspension).

Should the two deans disagree on appropriate penalties, the case shall be referred to the Provost for final disposition.

### **3.9 SJMC Procedures for Disposing Student Records**

Consistent with guidelines from the Provost's Office, SJMC generally retains a student's paper files five years after the graduation date or the date of last attendance. Files of students with abnormal graduation situations will be retained if there's no computer backup. Other files will be shredded. Records of students completing fewer than 60 credit hours are shredded after five years. SJMC-held records of students who complete more than 60 hours of credit but have not graduated will routinely be retained seven years.

## **4. Amendments**

### **4.1 Faculty Handbook Amendments**

The faculty may, from time to time, amend or supplement this handbook by a two-thirds vote. However, written notice should be given at least five schools days in advance of the meeting at which changes or additions are to be considered.