Drake 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 undergraduate majors in Advertising, Digital Media Production, Magazine Media, Multimedia Journalism, Public Relations, Strategic Political Communication, and an online graduate program leading to a Master of Communication degree with specialty tracks in Communication Leadership, Brand Communication and Public Affairs and Advocacy. The SJMC also awards a Communication major for students completing the 100% online BAJMC program. 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

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 Drake University Academic Charter. The Dean is responsible to the Provost of the University.

1.22 Associate Dean

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

1.23 Evaluation of SJMC Administrators

The faculty shall conduct periodic evaluations of the Dean and the Associate Dean of the School of Journalism and Mass Communication.

The faculty meeting as a committee of the whole shall establish the criteria by which administrators are evaluated and the frequency of said evaluation. The Promotion and Tenure Committee shall name one of its members to conduct the evaluations. The Promotion and Tenure Committee from time to time shall review the criteria and the frequency of such evaluations.

The final reports of these committees will be confidential and distributed only to 1) the administrator being evaluated; 2) that administrator's immediate supervisor; and 3) the chair of the Promotion and Tenure Committee.

1.3 Consultative and Deliberative Bodies

1.31 The Faculty

For the purposes of this document, "faculty" shall be defined as all members of the instructional-research staff who hold full-time appointments. This includes non-tenure track consecutive-term appointees, and is without regard for the schedule and modality of instruction, and is without regard for the geographical location of the instructor. Exceptions to this definition are provided where otherwise designated (such as "adjunct," "visiting," or other modifiers).

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

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 available for the Provost within five working days of the date of approval by the faculty.

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 voting members.

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, Technology, 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 that 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 fall 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

It is recommended that 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

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 for Finance and Administration.

2. Faculty Hiring Policies

2.11 Affirmative Action

Drake University is an Equal Opportunity employer. The Human Resources department administers this program.

2.12 Recruitment of Faculty

The SJMC follows the University's Policies and Procedures for Faculty Recruitment. (See Faculty Search Guide prepared by the Offices of the Provost and Human Resources.)

The Dean shall appoint the Search Committee chair and members. The committee, 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. 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.

The Search Committee will make a recommendation to the faculty. The faculty shall then make a formal recommendation to the Dean, who in turn will make 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, and year of tenure decision. 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.

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

2.125 Consecutive-Term Faculty

Occasionally, outstanding faculty may be hired for a non-tenure-track, consecutive-term appointment. These appointments must not replace tenure-track lines. Faculty on consecutive-term appointments enjoy all the rights and responsibilities of tenure-track faculty, including the right to promotion under the same criteria used for tenure-track faculty. (See the University Academic Charter for further discussion of consecutive-term appointment faculty.)

2.13 Qualifications for Full-Time Faculty With Professional Experience

The SJMC values hiring faculty with significant professional experience. To satisfy Higher Learning Commission accreditation guidelines, faculty must possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except when equivalent experience is established. In the SJMC, equivalent professional experience is defined as at least three to five years of broad and deep experience in real-world situations relevant to the discipline in which the faculty member would be teaching.

2.135 Faculty Goals

Faculty set their yearly goals in consultation with the Dean early in the fall semester. These written goals are evaluated and used in performance reviews and pay raises.

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.

The Dean locates and hires adjunct faculty by seeking the advice and consent of tenured faculty in departments most affected. Qualified adjunct faculty will have demonstrated

expertise in the subject being taught, as evidenced by a graduate degree in a relevant discipline or significant relevant professional experience (usually at least three to five years). Demonstration of teaching effectiveness is preferred.

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. The Dean will also conduct annual visits to classes taught by adjunct faculty. Results of course reviews and class visits are shared with the adjunct faculty member, and are retained in the Dean's Office for future reference.

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 are not limited to: service on committees, boards and advisory groups; 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 tenured 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.

2.2215 Procedures for Administering Student Evaluations of Teaching

Student evaluation forms are administered each semester by the SJMC administrative staff during the final two weeks of classes. Staff members use a consistent and predetermined script that explains the process for and use of evaluations. After grades have been reported for that semester, all faculty members receive a report on their evaluation results for all classes, including a copy of all written comments from students. Original evaluation forms and reports are kept in individual faculty files in the Dean's office. Midterm student evaluation forms are administered for eligible tenure-track and consecutive-term faculty each semester prior to their Second Year Review. Those faculty members will receive a report on their midterm evaluations within one week of administration.

2.221 Probationary Review Procedures

Committee members will visit the classes of eligible tenure-track and consecutive-term appointment faculty annually and provide written reports of their observations to the Tenure and Promotion Committee and to the faculty member. Faculty members in their first year of service to the School will be visited in each semester of the first year. Class visit reports must be provided prior to the decision deadline stated for each year, as stated in the review process below.

The Committee will review the faculty member's vita, research, class visit reports, student 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 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 1. 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.

2.224 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 that those faculty members elect from their membership. While recommendations for tenure or promotion shall originate with the stated committees, all tenured 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 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

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

- 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 including 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 Dean. The Dean shall forward positive recommendations to the Provost. The Dean shall notify each candidate about the nature of the recommendations.

2.3 Advising

Each faculty member shall serve as faculty adviser to a number of students as designated by the Associate 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, 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.

2.41 Faculty Development Course Release Program

The SJMC Faculty Development Course Release Program is designed to encourage professional, scholarly and creative activity by allowing faculty release time from teaching to work on approved projects. The program funds one course release for one faculty member each academic year.

Faculty should submit proposals that include a current vita; a thorough description of the scholarly, professional or creative activity to be pursued; the strategy and methods to be employed; the proposed outcomes, and an explanation of how the project will contribute to the faculty member's professional development and teaching effectiveness and to the University's and School's missions. Faculty are also encouraged to explore University faculty development assistance, such as research grants and work-study assistance. Faculty who receive a course release under this program are required to present the results during a faculty meeting in the semester following the release.

The Tenure and Promotion Committee helps the Dean assess applications and encourages presentation and publication of the results. Preference will be given to non-tenured faculty on the tenure track.

Proposals are due Jan. 30 for the fall semester and Sept. 30 for the spring semester.

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. Decisions on applications for leaves will be made by the Dean in consultation with the Associate Dean and the Tenure and Promotion Committee. Factors to be considered will include, but not be limited to, the impact on the program and the School's ability to offer necessary classes; the applicant's previous successful and productive leave activity; length of time since the applicant's previous leave; and how the leave contributes to the mission of the School and supports the School's accreditation. (See University Faculty Manual for more information on sabbatical policy.)

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

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 Other Budget Requests

3.41 Work Orders

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

3.42 Purchasing and Expense Reimbursement

All purchases must be approved beforehand and coordinated through the office of the Dean. All travel must be approved by the Dean before any funds are authorized. Travel arrangements must be coordinated with the office of the Dean. Procedures must be consistent with University expense and reimbursement policy.

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 that meets three times a week, more than two for a class that meets twice a week, and more than one for a class that meets on a weekly basis. Classes that employ remote learning will set attendance and participation policies best suited for the course format.

3.533 Makeup Classes

If a faculty member cancels more than two class sessions of a course during a semester, the faculty member shall offer makeup classes to compensate for the canceled classes.

3.6 Appeals Procedure

3.61 Appeal to the Instructor

If a student believes that a grade received in a School of Journalism and Mass Communication class is unfair, the student is directed to discuss the matter with the instructor who gave the grade.

3.62 Appeals to Administrators

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

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 stops with 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, in those of another college, or in extra-curricular activities related to the journalism profession will not be tolerated. They are grounds for suspension from the SJMC and dismissal from the University. (The SJMC Honor Code details what constitutes academic dishonesty in the SJMC and the policies and procedures for addressing instances of dishonesty.)

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. 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 of 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 is 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.

3.10 Policy on Remote Work

The SJMC faculty recognizes that allowing full-time faculty to work from a location other than campus, either temporarily or permanently, may be appropriate under some circumstances. It is accepted practice for faculty to work independently and to carry out their work on varied schedules and locations and in various modalities. Among factors that will be considered when a faculty member requests permission to work remotely are the ability of the faculty member to perform essential job functions and to fulfill faculty responsibilities; the impact of the remote work on students and fellow faculty members who remain working on campus, and on School and University resources.

A faculty member who wants to work remotely will submit a written request to the Dean and the SJMC Tenure and Promotion Committee that includes a current vitae and a thorough description of how the faculty member will perform essential job functions and fulfill faculty responsibilities

remotely, and how the remote work will contribute to the faculty member's professional development and teaching effectiveness, and to the University's and School's missions. Permission to work remotely is conditioned on approval of the Dean, the SJMC Tenure and Promotion Committee and the Provost. Any remote work arrangement resulting in out-of-state work must comply with the University policy, including the review and approval process contained therein. The SJMC Dean retains the authority to revoke or revise any remote-work agreement at any time in consultation with the Tenure and Promotion Committee.

Faculty who work remotely enjoy all the rights and responsibilities of similarly situated faculty, including the right to tenure and promotion under the same criteria used for other full-time faculty. A written agreement will specify work expectations, duration of the remote work arrangement and how often the arrangement will be reviewed.

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.

Revisions and Updates:

Rev. May 5, 2023, Sect. 1.31 amended
Rev. Oct. 1, 2021, Sect. 2.24 amended
Rev. Sept. 10, 2021, Sect. 2.24 added
Rev. April 2, 2021, Sects. 1.1, 1.32, 1.343, 1.361, 2.2215, 2.2325 amended
Rev. Sept. 4, 2020, Sect. 2.221 amended
Rev. Aug. 20, 2020, Sect. 2.14 amended
Rev. May 1, 2020, Sect. 3.532 amended
Rev. Oct. 21, 2019, Sect. 3.21 amended
Rev. Oct. 5, 2018, Sect. 2.14 and Sect. 2.221 amended
Rev. Aug. 23, 2018, Sect. 1.1 amended
Rev. Sept. 8, 2017, Sect. 2.14 amended
Rev. Aug. 25, 2016, Sect. 1.1 amended
Rev. Oct. 3, 2014, Sects. 1.1, 1.23, 1.363, 2.135, 3.42 amended; Sect. 1.215 deleted
Rev. Jan. 14, 2010, Sect. 2.4 amended, new Sect. 2.41
Rev. May 7, 2010, Sect. 1.23 amended
Rev. Dec. 4, 2009, new Sect. 1.23, corrections to clean up throughout
Rev. May 2, 2008, new Sect. 3.533
Rev. February 2, 2007
Rev. November 3, 2006, new Sect.2.135 and Sect. 2.2215
Rev. April 7, 2006, sequences renamed departments
Rev. Oct. 14, 2005, new Sect.1.215
Rev. March 5, 2004, new Sect. 2.2325
Rev. March 5, 2004, new Sect.2.4
Rev. March 5, 2004, new Sect. 3.9

Rev. Dec. 5, 2003, clarify Sect. 2.2
Rev. Oct. 3, 2003, add sentence to Sect. 1.33
Rev. April 8, 2002, add Sect. 1.362
Rev. April 5, 2002, add Sect. 3.23
Rev. March 11, 2002, add Sect. 3.8
Rev. March 2, 2001
Rev. Oct. 29, 1993