University of Maryland
Department of Communication

Policies & Procedures

2023-2024
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Department of Communication
University of Maryland

Plan of Organization

Article I. Administrative Officers

Section 1.01 Department Chair

(a) Selection: Appointed by the Dean of the College of Arts and Humanities, consistent with College policies and procedures for selection of department chairs.

(b) Duties

1. Act as the chief advocate of the department.
2. Plan and administer the budget.
3. Maintain an advising system for students.
4. Facilitate programs, including promoting development of academic programs, scheduling academic offerings in consultation with the Administrative Committee, and administering departmental facilities in consultation with the Faculty Advisory Committee.
5. Recommend all departmental personnel actions, including appointments of tenured and non-tenured faculty, renewals of faculty contracts, promotions of faculty, and termination of faculty.
7. Supervise departmental staff.
8. Stimulate affirmative action in the department.
9. Ensure compliance with all applicable Federal, State, University, College, and departmental laws, regulations, and policies.
10. With the advice of the Faculty Advisory Committee, exercise the power of appointment of such standing committees as specified in this plan, and such other ad hoc committees and task forces as will facilitate the department’s business.

Section 1.02 Associate Chair(s)

(a) Selection: Appointed by Department Chair in consultation with the Faculty Advisory Committee; tenure-track and professional-track faculty are eligible to serve as associate chair(s).

(b) Duties:

1. To assist the Chair in the operation of the department, and perform duties as assigned but not to have responsibilities as specified in this Plan designated for the Chair.
2. To lead special projects commissioned by the Chair.
3. To serve as a member of the department’s Administrative Committee.
4. To serve as a member of the Departmental Assembly.

Section 1.03 Director(s) of Graduate Studies

(a) Selection: Appointed by Department Chair.

(b) Duties

1. Act as the chief advocate and representative of departmental graduate studies, including representation of the department at University ceremonies.
2. Monitor and promote the development of the departmental graduate program(s).
3. Coordinate recruitment, orientation, and advising of new graduate students.
4. Coordinate financial awards and assistance to graduate students.
5. Advise the Department Chair regarding the schedule of graduate-level academic offerings.
6. Serve as the chair of the Graduate Studies Committee and as a member of the Administrative Committee.
7. Ensure compliance with all policies and procedures established by the University and Graduate School for graduate studies.

Section 1.04 Director of Undergraduate Studies

(a) Selection: Appointed by Department Chair.

(b) Duties

1. Act as the chief advocate and representative of departmental undergraduate studies, including representation of the department at University ceremonies.
2. Monitor and promote the development of the departmental undergraduate program.
3. Coordinate the recruitment and advising of undergraduate students.
4. Coordinate special academic programs for undergraduate students, including service as Honors Coordinator.
5. Advise Department Chair regarding the schedule of undergraduate-level academic offerings.
6. Serve as chair of the Undergraduate Studies Committee and as member of the Administrative Committee.
7. Ensure compliance with all policies and procedures established by the University and College for undergraduate studies.

Section 1.06 Library Liaison

(a) Selection: Appointed by Department Chair.

(b) Duties: Coordinate relations between the department and the University library system.

Section 1.07 Director of the Oral Communication Center

(a) Selection: Appointed by Department Chair.

(b) Duties: Supervise the operations of the OCC and its support of the Oral Communication Program; oversee departmental audio-visual facilities and equipment as well as advise the Department Chair regarding audio-visual services.
Section 1.08 Internship Coordinator

(a) Selection: Appointed by Department Chair.
(b) Duties: Coordinate departmental internship activities and coordinate relations between the department and internship programs in the University.

Section 1.09 Honors Coordinator

(a) Selection: The Director of Undergraduate Studies, who is appointed by the Department Chair, serves as the Honors Coordinator.
(b) Duties: Coordinate departmental Honors Program and coordinate relations between the department and the University honors program.

Section 1.10 Director of the Mark and Heather Rosenker Center for Political Communication and Civic Leadership

(a) Selection: Appointed by the Department Chair in consultation with the Faculty Advisory Committee.
(b) Duties: Assume responsibility for the operation of the Center.

Section 1.11 Director of the Center for Health and Risk Communication

(a) Selection: Appointed by the Department Chair in consultation with the Faculty Advisory Committee.
(b) Duties: Assume responsibility for the operation of the Center.

Section 1.12 Institutional Review Board Coordinator

(a) Selection: Appointed by the Department Chair.
(b) Duties: Coordinate applications for the Institutional Review Board.

Section 1.13 Coordinator of the Shady Grove Program

(a) Selection: Appointed by the Department Chair.
(b) Duties

1. Coordinate the operations of the departmental undergraduate programs at the Shady Grove Campus.
2. Bring issues and recommend policies affecting the Shady Grove program to the Undergraduate Studies Committee and/or the Department Chair.
3. Supervise and coordinate recruitment for the major at Shady Grove.
4. Supervise and coordinate the department’s class schedules at the Shady Grove campus.

Section 1.14 Professional Track Faculty (PTK) Liaison

(a) Selection: Appointed by Department Chair in consultation with the Chair's PTK Advisory Committee.
(b) Duties:

1. Act as an advocate and representative of departmental PTK faculty.
2. Coordinate mentorship of PTK faculty in accordance with department, College, and University appointment, evaluation, and promotion (AEP) policies.
3. Assist the Appointment, Evaluation, and Promotion (AEP) Committee and the Chair’s PTK Advisory Committee in scheduling, promoting, and facilitating events and processes for PTK faculty.
4. Serve as a voting member on the Departmental Assembly.
5. Assist department administrators in the onboarding of PTK faculty.

Article II. Standing Committees

Section 2.01 Departmental Assembly

(a) Department Chair (as chair) with all members of the departmental tenure-track faculty, plus one elected professional-track faculty member, the PTK liaison, the director of undergraduate studies, one elected staff member, one elected graduate student member, and one undergraduate student member (optional). Personnel matters related to tenure-track faculty promotion are governed by the Appointment, Promotion and Tenure (APT) Committee. Personnel matters related to professional-track faculty promotion are governed by the Appointment, Evaluation, and Promotion (AEP) Committee.

(b) Functions: Formulate and recommend policies to the Department Chair regarding all aspects of departmental administration.

Section 2.02 Appointment, Promotion, and Tenure Committee

(a) Membership: All tenured Associate Professors and Professors whose designated tenure home is the Department of Communication. The Department Chair serves on the committee ex-officio without vote.

(b) Chair: The chair shall be elected for a one-year term by the APT Committee in the spring of the academic year.

(c) Duties

1. Act on and make recommendations to the Department Chair with respect to all tenure-track positions. The Department Chair will consult with the APT Committee regarding other faculty appointments when possible.

2. To participate in the annual evaluations of assistant professors as specified in the department APT policies.

3. The full committee shall act on and make recommendations to the Department Chair with respect to promotions from Assistant Professor to Associate Professor.

4. Members of the committee who are Professors—the Senior Appointment, Promotion, and Tenure Committee—shall act on and make recommendations to the Department Chair with respect to promotion from Associate Professor to Professor.

5. Establish and disseminate regulations, procedures, and guidelines for departmental appointment, promotion, and tenure.

Section 2.03 Administrative Committee

(a) Membership: The Chair, the Associate Chair, the Director(s) of Graduate Studies, the Director of Undergraduate Studies, and the PTK Liaison.

(b) Functions

1. Oversee the day-to-day functions of the department.

2. Develop the class schedule for the department each term including instructional assignments.

Section 2.04 Faculty Advisory Committee

(a) Membership: Three tenured or tenure-track faculty members elected by the departmental faculty. At its first meeting, the committee shall elect its chair. The Department Chair may also sit with the committee.

(b) Functions
1. Consult regularly with the Department Chair on matters of interest and concern to the department, including budget decisions, curricular matters, strategic planning, and facility planning.

2. Provide advice to the Chair regarding the Chair's appointments of all standing committees of the department.

3. Provide a slate of candidates from within the department from which administrators above the department level may appoint representatives to participate in the search, nomination, and review of administrators within the department.

4. The Chair shall report to the Faculty Advisory Committee as to the action on the disposition of recommendations from departmental committees.

5. Meetings may be called by the Department Chair, or the chair of the Committee, or at the request of the other two members of the Committee.

Section 2.05 Graduate Studies Committee

(a) Membership: The Director of Graduate Studies (as chair) overseeing current Ph.D. students plus at least two TTK faculty members (one would be the co-Director of Graduate Studies in charge of Ph.D. admissions) and one graduate student member appointed by the Department Chair from a slate of candidates provided by the Faculty Advisory Committee and the Association of Communication Graduate Students at Maryland (COMM Grads). At least two faculty members shall be members of the Graduate Faculty. The Ph.D. student member shall be excluded from any conversations related to specific graduate students or prospective students, and they shall not have a vote on those matters.

(b) Functions

1. Formulate and recommend policies to the Departmental Assembly and Department Chair regarding all aspects of the graduate program(s).

2. Review all applications to the graduate program(s) in the department (graduate student member excepted).

Serve as the Committee on Programs, Courses, and Curricula regarding matters uniquely graduate in character.

Section 2.06 Undergraduate Studies Committee

(a) Membership: The Director of Undergraduate Studies (as chair) plus at least two faculty members (of which at least one shall be a tenure-track faculty member), one graduate student, and one non-voting undergraduate student member. All but the Director of Undergraduate Studies shall be appointed by the Department Chair from a slate of candidates provided by the Faculty Advisory Committee and the Association of Communication Graduate Students at Maryland (COMM Grads).

(b) Functions

1. Formulate and recommend policies to the Departmental Assembly and Department Chair regarding all aspects of the undergraduate program.

2. Serve as the Committee on Programs, Courses, and Curricula regarding all matters uniquely undergraduate in character.

3. Serve as the departmental Honors Committee.

Section 2.07 Tenure-Track Faculty Salary Advisory Committee (established in Departmental Merit Policy)

(a) Membership: The Tenure-Track Faculty (TTK) Salary Advisory Committee shall consist of one faculty member from each of the following groups: (1) full professors, (2) associate professors, and (3) assistant professors on tenure-track lines.
(b) Selection: The TTK Salary Advisory Committee shall be directly elected (by secret ballot) by the tenure-track and tenured faculty after receiving a report from the Faculty Advisory Committee nominating members for that year. In formulating its nominating report, the Faculty Advisory Committee shall prioritize diversity in its slate of candidates.

(c) Functions: The Salary Advisory Committee shall provide recommendations to the Department Chair regarding the awarding of merit dollars for all TTK faculty members on permanent budget lines under the review of the Department Chair.

Section 2.08 Professional-Track Faculty Salary Advisory Committee (established in Appendix A: PTK Merit Policy)

(a) Membership: The professional-track faculty (PTK) Salary Advisory Committee shall consist of three PTK faculty members who reflect a diversity of the PTK faculty positions in the department: lecturers, senior lecturers, principal lecturers, assistant clinical professors, associate clinical professors, or clinical professors. At least one of the elected members is required to be a senior lecturer, principal lecturer, associate clinical professor, or clinical professor.

(b) The PTK Salary Advisory Committee shall be directly elected (by secret ballot) by the PTK faculty members. PTK faculty members are encouraged to consider electing a slate of diverse candidates.

(c) Functions: The PTK Salary Advisory Committee shall provide recommendations to the Department Chair regarding the awarding of merit dollars for all PTK faculty members eligible for merit under the review of the Department Chair.

Section 2.09 Steering Committee of the Mark and Heather Rosenker Center for Political Communication & Civic Leadership and the Center for Health and Risk Communication

(a) Membership: The Committee shall consist of minimally five voting members including the Director and a Department of Communication graduate student. A majority of the Committee shall be tenure-track and professional-track faculty members in the Department of Communication and a Ph.D. student representative. The Committee may add non-voting ad hoc members as it feels are necessary to fulfill its duties.

(b) Selection: The Committee shall be appointed according to departmental procedures after consultation with the Center Director. In selecting new members, the department shall take care that there be continuity on the Steering Committee.

(c) Functions: The Steering Committee functions as the policymaking body of the Center, and the Committee may exercise additional duties as specified in the Center’s bylaws.

Section 2.10 Meetings of Standing Committees

(a) All standing committees shall meet at least once per semester.

(b) Except when immediate action is required, committee members shall be notified no later than one week prior to a meeting.

(c) Meetings may be called in the following ways:

1. By the committee chair.
2. By a written petition of one-third of the committee members.
3. By resolution of the committee.
4. By Department Chair.

(d) A quorum of any committee shall be a majority of its members (unless specified at a higher level in published policies of the committee).
Robert's Rules of Order (newly revised) shall govern problems of parliamentary procedure not covered in this Plan of Organization.

Generally, the principle governing procedure for governance of the department is that any official votes should follow a full discussion of issues conducted in a properly called meeting of the committee (or subcommittee) and open to the full committee (or subcommittee) membership. Votes on business before departmental governance committees (standing committees established by this plan and subsequent ad hoc committees) may be taken by non-standard methods (postal mail, email, facsimile, Internet sites) under one of the following scenarios:

1. An election is to be held for service or office. In this case, if a procedure for soliciting nominations is in order, nominations must be received in an open meeting.

2. Approval of a report, proposal, or other document that has received vetting during a prior discussion at a properly called meeting of the committee. Thus, final drafts of the products of this business can be approved through non-standard means. The ballot in such votes should contain the option: “request an additional meeting of the committee.” If any voting member shall select this option, a meeting shall be called and the non-standard vote voided.

3. Approval of minutes. The ballot in such votes shall contain the option: “subject to the following addition, deletion, or correction.” In the case where this option elicits a response from any voter, the approval shall revert to a properly called meeting of the committee.

4. When a 2/3 vote of members present and voting at a properly called meeting authorizes the nonstandard methods of voting. Such a vote should: (a) affirm that the requisite discussion has taken place, (b) specify the mode of voting (postal, email, etc.), (c) designate a period of time the vote is to remain open, and (d) specify a method of reporting the final vote.

5. Other circumstances specified in policies and documents that supersede this plan.

6. Other exceptions or classes of exception may be approved by the Departmental Assembly by a 2/3 vote. To be in order, such proposals must be narrowly drawn for a specified vote or class of vote, and must (a) define the circumstances under which votes are allowed; (b) specify the acceptable mode(s) of voting (postal, email, etc.); and (c) specify procedures for each voter to indicate their preference to employ standard methods to vote. Under these procedures, an indication by anyone participating in the vote of a desire for consideration at an open committee meeting shall invalidate the vote.

Article III. Grievance Procedures

For all grievances, the department shall follow applicable procedures contained (or implied) in the University's Graduate School Catalog, Undergraduate Catalog, and the Faculty Handbook or any successor to these policies.

Article IV. Amendments

Amendments to this plan of organization shall be presented in writing to the Faculty Advisory Committee. The Faculty Advisory Committee shall then submit them with its recommendation to the Departmental Assembly. A three-fifths majority of members present and voting shall be required for adoption.

Adopted: May 1989; Revised: April 6, 2001; February 1, 2008; April 6, 2012; May 6, 2016; April 7, 2017; February 2024
I. Clarification statement about Bylaws

Bylaws of the Plan of Organization for the Department of Communication at the University of Maryland (hereafter “Bylaws”) are designed to implement provisions of the aforementioned Plan of Organization. Amendments of these Bylaws shall be presented in writing to the Faculty Advisory Committee. The Faculty Advisory Committee shall then submit them with its recommendation to the Departmental Assembly. Notice of introduction of a motion to amend the Bylaws must be placed in the call of the meeting of the Departmental Assembly at which the amendment will be considered. A majority of fifty-five percent of members of the Department Assembly present and voting shall be required for adoption.

II. Bylaws

A. Procedure for electing the Faculty Advisory Committee

1. At the last meeting of the faculty of the year (meeting with the Departmental Assembly or in a special meeting at the discretion of the Chair), the Chair shall announce the election of the FAC.

2. All tenured and tenure-track faculty are nominees for the FAC, with the following exceptions: (1) faculty on sabbatical, the post-third year research leave, or other University-approved leaves (e.g., parental leave); (2) faculty in Department leadership positions that do not include stipends and/or course releases; and (3) faculty who have served on the FAC in the past three years. Faculty can opt to serve on the FAC even if they meet one of the above exemptions.

3. The election shall commence for the first seat on the FAC. Voters shall be faculty as defined in the Plan of Organization. Voting shall be by secret ballot. A majority of the faculty voting shall be required to declare the top vote getter as elected. If no majority is achieved, a runoff shall be conducted among the top two vote getters.

4. Following election of the first member of the FAC, the faculty shall proceed as in step 3 with the election of the second member of the FAC. This step should be repeated to elect the third member.

B. Procedure for conducting searches for tenured and tenure-track faculty (approved April 1, 2011)

Upon approval of a faculty search by the Dean of the College of Arts & Humanities, the Department Chair shall, in consultation with the Faculty Advisory Committee, appoint a Search Committee. In appointing the Search Committee, the Chair shall strive for diversity and broad representation of membership, mindful that student or staff representatives to the Search Committee shall not be the primary source of diversity. Prior to initializing the search, the Department Chair shall submit the Search Committee’s composition to the Department Equal Education Employment Officer, the College Equity Administrator, and/or the Dean for review and approval.

1. The Department Chair and the Search Committee shall develop the Position Announcement and the Search & Selection Plan.
   a. The Position Announcement should reflect the evaluation of both the requirements and the responsibilities of the position to be certain they are not simply the result of traditional practices, but are genuinely related to the current and future needs of the unit, including the need to enhance diversity among faculty or staff.
   b. The Search & Selection Plan shall describe the ways in which candidates will be recruited for the position, as well as special efforts to attract a diverse pool of candidates. It will also define the methods by which applicants will be evaluated and the procedures for selecting finalists.
c. The Department Chair shall submit the Position Announcement and the Search & Selection Plan to the Department Equal Education Employment Officer, the College Equity Administrator, and/or the Dean for review and approval.

2. The Search Committee shall advertise the position in accordance with the Search & Selection Plan and generate a pool of applicants.

3. The Search Committee shall evaluate the applicants’ credentials for the position in accordance with the Position Announcement and the Search & Selection Plan. The Search Committee may opt to conduct virtual or telephone interviews of a larger pool of candidates. Based upon these evaluations, the Search Committee will select finalists for the position and organize on-campus interviews with the selected finalists.

4. On-campus interviews shall provide wide opportunity for participation by faculty, graduate students, and staff of the department, as well as an established time for each finalist to meet with the Search Committee in a confidential interview. On-campus interviews are designed to assess the finalists’ qualifications, qualities, and appropriateness to the departmental mission and to showcase the virtues of the department to each finalist.

5. Upon completion of the on-campus interviews, the Search Committee shall prepare a narrative specifying each candidate’s relative strengths and weaknesses and in which ways the candidates can contribute to the department. This narrative and the committee’s minutes shall be forwarded to the College Equity Officer and the Department Chair for an approval of the search’s process and findings. The Search Committee shall, at its discretion or when requested by the Department Chair, make whatever recommendations it wishes to the Department Chair regarding initial appointments.

6. Following approval of the search history by the College Equity Office, the finalists’ dossiers and the Search Committee’s narrative shall be distributed to the Department of Communication Appointment, Promotion, & Tenure (APT) Committee (or to an Emergency Committee under conditions described in Section I.C. of the APT Procedures). The APT Committee shall, after any discussion, then vote, by secret ballot, as to the acceptability of each active candidate in terms of the faculty rank and position for which the candidate is being considered; these votes shall be reported to the Department Chair. The APT Committee shall, at its discretion, make whatever recommendations it wishes to the Department Chair regarding initial appointments. All initial appointments at the rank of full professor shall be voted upon by the Senior APT Committee rather than the APT Committee.

7. Following the action of the APT Committee, the Department Chair shall forward to the Dean a narrative detailing the strengths and weaknesses of each of the finalists for the position, whether the Chair finds each finalist acceptable or unacceptable, and a proposed order for offers, if any. Following review of this narrative by the Dean and approval of an offer, the offer may be extended.

C. Procedure for evaluating faculty member’s performance by the Salary Advisory Committee

Evaluation of areas of performance for each faculty member shall be transacted using the following method. Any Salary Advisory Committee member is eligible to evaluate any faculty member except themself or any other faculty member whose evaluation might create a conflict of interest for the Salary Advisory Committee member. Also, a Salary Advisory Committee member may not be present during evaluation of a faculty member whom the Salary Advisory Committee member is not eligible to evaluate. Consistent with these rules of eligibility, each faculty member is evaluated by every eligible Salary Advisory Committee member on each of the three elements of faculty performance using the following scores: 3=Extraordinary Merit, 2=Significant Merit, 1=Some Merit, 0=No Merit. Salary
Advisory Committee members consistently apply their individual understanding of the terms "Extraordinary Merit," "Significant Merit," "Some Merit," and "No Merit" across all evaluations.

Salary Advisory Committee members may, but need not necessarily, use decimal numbers in reporting evaluation scores. Evaluation scores are averaged across committee member evaluations and then multiplied by the appropriate merit percentage. Default merit percentages are 50% research, 35% teaching, and 15% service. Where, in the Chair’s judgment, a faculty member’s merit percentages differ from the percentages specified above, the Department Chair shall inform the Salary Advisory Committee of the relevant percentages to apply in that faculty member’s merit evaluation. The mathematical products of average evaluation scores multiplied by workload percentages are added together for each faculty member to produce a summary evaluation number. When these summary evaluation numbers have been calculated for all faculty members, the sum of these evaluation numbers is divided into the amount of dollars available for merit distribution. The quotient of this division is a dollar amount equal to one merit share. Merit dollar amounts are recommended by the Salary Advisory Committee for distribution to individual faculty members by multiplying the individual faculty member's summary evaluation number by the amount of a merit share.

D. Program, Courses, and Curriculum (PCC) procedures for the Undergraduate Studies Committee for undergraduate matters and Graduate Studies Committee for graduate matters

1. Review of Courses. The PCC committees of the department are charged with reviewing proposals for new courses or revisions in courses. No approval by the Departmental Assembly is required for new or revised courses. The committee can, however, request discussion at the Departmental Assembly on courses that they believe should involve departmental discussion.

2. Review of Degree Requirements. The PCC committee submits proposed changes in degree requirements to the Departmental Assembly for approval. Such referrals include the recommendations of the committee sponsoring the referral.

3. Administrative Issues. In general, changes in policy and procedure that impact primarily at the level of courses, or that streamline the carrying out of approved policy related to degree programs (e.g., whether interns are required to seek credit in COMM 386; the design of graduate student forms), are not referred to the Departmental Assembly. On the other hand, policies that have consequential impact on quality or quantity of the department’s degree programs (e.g., procedures for learning outcome assessments) are referred to the Departmental Assembly. In cases where this line is fuzzy or the committee is uncertain of the proper disposition of the policy, the committee should consult with the Department Chair and/or the Faculty Advisory Committee.

4. Actions by the Department’s PCC committees will be promptly reported to the Department Assembly by the appropriate committee chair.
Appendix A—COMM Policy on Merit Pay Distribution

I. Authority and Responsibility
The Department Chair has the authority and responsibility to determine merit increases with the approval of the Dean. However, the Department Chair is required to follow the provisions of the Merit Pay Distribution Plan which follows.

II. Merit Pay Distribution Plan
Conformity, Approval, and Amendment. This plan and any future amendments to the plan must be consistent with the UMCP Policy on Merit Pay Distribution and must be approved by a majority vote of the relevant faculty of the department in a secret ballot.

III. The Salary Advisory Committees
The Salary Advisory Committees shall provide recommendations to the Department Chair regarding the awarding of merit dollars for all faculty members under the review of the Department Chair. Merit is distinct from COLA and promotion increases, and merit decisions shall be made based on the evaluation criteria and the reviewee’s performance. Merit pay shall not be assigned based on across-the-board raises or a unit-wide quota.

IV. TTK Salary Advisory Committee Procedures
TTK Salary Advisory Committee shall be directly elected (by secret ballot) by the tenure-track and tenured faculty after receiving a report from the Faculty Advisory Committee nominating members for that year. In formulating these nominating reports, the Faculty Advisory Committee shall seek diversity in gender, race, and scholarly interests. The TTK Salary Advisory Committee shall consist of one faculty member from each of the following groups: (1) full professors, (2) associate professors, and (3) assistant professors.

The TTK Salary Advisory Committee shall provide merit recommendations to the Department Chair based on evaluations of faculty members that give significant attention to all of the following areas of faculty performance: teaching and advisement, research, scholarship, and creative activity, and service. Evaluation of each area of faculty performance shall be based on specific criteria.

Teaching and Advisement. The criteria used to evaluate teaching shall minimally include extent of teaching participation, and innovation and development of course materials and methods. The criteria used to evaluate mentoring shall include participation in undergraduate advising, involvement in the mentoring of students including supervising research teams and facilitating student publication, participation in graduate final oral examination committees, and successful completion of master’s and doctoral students.

Research, Scholarship, and Creative Activity. The criteria used to evaluate research, scholarship, and creative activity shall minimally include quality, significance, and continuity of the faculty member's activities, particularly insofar as these may be observed in published research, conference presentations, successful receipt of grant and contract funding, and evidence of research in progress including prospective publications under review or applications submitted for grants and contracts.

Service. The criteria used to evaluate service shall minimally include participation in the responsibilities of the department’s business including standing and ad hoc committee assignments, course supervisions, administrative tasks, and activity coordination; service on college and university standing and ad hoc committees including participation in shared governance; participation in review of research for the discipline including manuscript review and convention program selection processes; representing the discipline and the university in contacts with media and other non-university and public organizations.

The evaluation shall reflect faculty member performance over at least the three previous years. Performance or the current year merit awards will be based on an average of merit assessments for at least the previous three years.

Length of employment shall not be the major determinant of merit recommendations by the Salary Advisory Committee or of merit determinations by the Department Chair.

V. PTK Salary Advisory Committee Procedures
The PTK Salary Advisory Committee shall consist of three PTK faculty members who reflect a
diversity of the PTK faculty positions in the department: lecturers, senior lecturers, principal
lecturers, assistant clinical professors, associate clinical professors, or clinical professors. At least
one of the elected members is required to be a senior lecturer, principal lecturer, associate clinical
professor, or clinical professor. The PTK Salary Advisory Committee shall be directly elected (by
secret ballot) by the PTK faculty members. PTK faculty members are encouraged to consider
electing a slate of diverse candidates.

The PTK Salary Advisory Committee shall provide recommendations to the Department Chair
regarding the awarding of merit dollars for PTK faculty members with appointments of 50% or
greater and irrespective of faculty title.

The PTK Salary Advisory Committee shall provide merit recommendations to the Department
Chair based on evaluations of PTK faculty members according to the promotion criteria found in
the Department of Communication’s Policy on Appointments, Evaluation, and Promotion of
Professional Track (PTK) Faculty https://communication.umd.edu/media/ptk-may-2023). PTK
faculty members shall submit a CV, evidence of teaching effectiveness, and creative achievements
to the PTK Salary Advisory Committee.

The evaluation shall reflect PTK faculty members’ performance over at least the three previous
years. Performance for the current year merit awards will be based on an average of merit
assessments for at least the previous three years.

Length of employment shall not be the major determinant of merit recommendations by the PTK
Salary Advisory Committee or of merit determinations by the Department Chair.

New PTK instructors will receive a copy of the department’s merit pay policy.

VI. General Guidelines for Merit Review

The Chair may seek, and the committee may provide, such other advice on issues related to salary
as either deems appropriate.

The Department Chair shall supply the Salary Advisory Committees with all information to be used
in evaluating [the performance of] each faculty member.

The Salary Advisory Committees shall prepare their recommendations in a meeting of the
committee held annually during the spring semester and at other times as necessary. All members
of the committee must be present at this meeting.

Recommendations to the Department Chair shall be in dollar or percentage increments.

The Chair shall report their final salary recommendations to a meeting of the Salary Advisory
Committees at which the Chair shall receive comments of the committee on the awards. Both the
Salary Advisory Committee and the Chair will each certify that they have followed the
Department’s Policy on Merit Pay distribution and/or indicate areas where they have deviated from
the Policy with a rationale provided justifying that deviation.

Faculty members will receive a letter from the Chair indicating their new salaries and showing the
adjustments in salary due to across-the-board cost of living adjustments and to merit-based
increases. This letter shall also contain information on the Salary Advisory Committee’s evaluation
of the faculty member’s merit rating. It will include a statement informing the faculty member of
their right to meet with the Chair and to appeal the decision on their merit-based pay increase.

The Chair shall also conduct an annual evaluation of the salary structure of the department and
consult with the appropriate College administrators to address salary compression or salary
inequities that are present or have developed in the department. The Chair shall periodically review
the makeup of the Salary Advisory Committees, over the previous five years, to assure that a
reasonable representation of faculty diversity has been achieved and if it has not, take appropriate
action to rectify the situation.

The Chair shall be available to discuss salary with any faculty member who so requests.
VII. Appeals

Within ten days of the notification of their merit pay allocation, any faculty member may request an appeal of their evaluation by the Salary Advisory Committees and their merit pay allocation by submitting a letter to the Department Chair. The appeal will be heard by the Salary Appeals Committee, consisting of the Department Chair, the relevant chair of the Salary Advisory Committees, and the chair of the Appointments, Promotion, and Tenure Committee (TTK) or the chair of the Appointments, Evaluation, and Promotion Committee (PTK). A decision will be rendered by a majority of the Salary Appeals Committee and the decision of the Salary Appeals Committee is final.

Approved by Tenure and Tenure Leading Members of Faculty – April 1, 1994; Amended April 10, 2009; February 4, 2011; May 6, 2011; March 2, 2012; February 2024.

Approved by the PTK Members of the Faculty—April 2019; February 2024
Appendix B—Workload in the Department of Communication for Tenure-Track Faculty

I. Statement of Standard Workload

1. The Standard Workload is a definition of the overall goal for distribution of tenure-track (TTK) faculty activity for the department based on the following guidelines. Individual department responsibilities for TTK faculty can vary within these guidelines based on an individual’s approved workload each year.

a. Standard Workload in the Department of Communication shall consist of the following for full-time TTK faculty:

b. Research: The general criterion used to evaluate research shall be that the faculty member is pursuing a coherent research program that continually and effectively results in creative activities and scholarly products of high quality and significance. Faculty are expected to conduct an active and continuous program of research resulting in published work in the discipline's book stream, journals, and/or research funded by external grants processed by the Office of Research Administration. Research will constitute approximately 40 percent of the workload based on the USM Policy on Faculty Workload and Responsibilities (II-1.25).

c. Teaching: All members of the TTK faculty will participate in instruction. Instruction will constitute approximately 50 percent of the workload divided as follows (the equivalent of five course units per year; a course unit is normally defined as equivalent to a three-credit course):

   1. Classroom: TTK faculty will teach in both the graduate and undergraduate programs of the department as assigned by the Chair (or courses that fulfill departmental requirements in ARHU, UNIV Honors, General Education, and other courses taught outside of the department as approved by the Chair).

   2. Directed Research and Independent Studies: TTK faculty are expected to mentor Ph.D. students in preparing their research for conferences and publications, mentor students in preparing for comprehensive exams and the job market, and direct doctoral dissertations.

d. Service: The general criterion used to evaluate service shall be that the TTK faculty member be continuously and effectively engaged in activities of high quality for the benefit of the department, the University, the discipline, and the wider intellectual and social community. Service will constitute approximately 10 percent of the faculty workload.

II. Workload Expectations

1. Mutual Expectations of Shared Roles

   a. Shared Governance: We each agree to do our fair share of the common tasks assigned to committees, including but not limited to attending meetings, writing reports, reviewing files, and scheduling meetings.

   b. Meeting Attendance: We agree to attend our department meeting regularly with primary exceptions being for illness or disciplinary conferences.

   c. Respectful Dialogue: We agree to communicate by email, over Zoom, and in person respectfully. We will save discussions of the pros and cons of key decisions for meeting discussions over Zoom or in person.

2. Each TTK faculty member is expected to fulfill the 5-course equivalent each year unless they are approved by the Department Chair for the following exceptions. (See: Faculty Leave Information: https://faculty.umd.edu/main/resources/faculty-leave-information and guidelines from the Office of Research Administration: https://ora.umd.edu/)
a. Approved sabbaticals (typically one semester except when coupled with approved course buyouts funded from grants, fellowships, or awards).

b. Approved course buyouts from internal or external grants, awards, and fellowships that are paid for by the grant, award, or fellowship (see Department of Communication Procedures for Grants and Contracts policies). (If approved, TTK faculty members may use research grant or contract support to fund course buyouts at a rate of 15% of the academic-year salary per course charged to the grant or contract.)

c. Approved course releases or stipends for department service (e.g., Associate Chair, Co-Directors of Graduate Studies, Undergraduate Studies Director, Director/co-Director of the Oral Communication Program, directors of departmental centers, directors of IRB and SONA, course supervisors, special ad hoc projects that advance the department’s mission, and service compensation outlined in the accompanying dashboard).

d. Approved course releases or administrative salary buyout for college or university service that are paid out by the external unit (the amount depends on part-time or full-time buyout).

e. Approved leaves of absence (See: Faculty Leave Information: https://faculty.umd.edu/main/resources/faculty-leave-information).

f. Approved Family Medical Leave (See: Faculty Leave Information: https://faculty.umd.edu/main/resources/faculty-leave-information).


3. Approval of course reductions or partial course unit allocation is dependent on departmental teaching needs in a given year to ensure the department delivers its curriculum to undergraduate and graduate students. Budgetary changes can result in the cancelation of course releases and stipend support identified in this document. Budgetary changes can also result in changes in department support for future grant proposals.

4. Partial course unit allocation is permissible for: (see: II.1.25(A) Draft of University of Maryland Policy on Full-time Faculty Workload):

a. Dissertation and doctoral level individual studies (800-899), nine (9) credit hours is equivalent to one (1) course unit;

b. Master’s thesis (799), 12 credit hours is equivalent to one (1) course unit;

c. Other graduate level individual studies (500-798), 18 credit hours is equivalent to one (1) course unit;

d. Undergraduate level individual studies (100-499), 21 credit hours is equivalent to one (1) course unit;

e. Partial course allocation and instructional workload adjustments may count for no more than two instructional units of effort per faculty member per academic year.

5. Additional contributions to the 5-course requirement in COMM:

a. Directing honors theses.

b. Reading M.A. seminar papers (COMM TTK faculty should encourage students pursuing their M.A. degree to sign up for independent study credit(s)—COMM 798—during the fall, spring, or winter terms).

c. Serving as supervisors for courses taught by Ph.D. students.

d. Serving as the Coordinator for Public Relations courses and the PR re-certification process.

e. Directing independent studies (COMM TTK faculty should encourage COMM Ph.D. students and undergraduate students to sign up for 1 to 3 credits of independent study...
when supervising student research projects—COMM 798 or COMM 498—during fall, spring, or winter terms).

6. Enrollment Caps for Undergraduate Courses Taught by COMM TTK Faculty:
   a. Large lecture: 120 students, no discussion sections: two full-time TAs
   b. Large lecture: 100 students, discussion sections: two full-time TAs
   c. Large lecture: 70 to 90 students: one full-time TA and one half-time TA
   d. Large lecture: 50 to 60 students: one full-time TA
   e. Typical course load without TAs: 30 students
   f. Writing and practicum courses (3 credits): 18-20 students

7. ARHU’s Draft Faculty Workload and Responsibilities Policy (2022) specifies: Tenured and tenure-track faculty members in ARHU must teach at least two instruction-based course unit equivalents per academic year. Chairs and directors of academic units in ARHU must teach at least one instruction-based course unit equivalent per academic year. Exceptions to the minimum instructional workload requirement must be approved by the Dean or the Dean’s designee.

8. COMM TTK Faculty may seek approval for exemptions from ARHU’s guidelines for the two course per year minimum under the following conditions:
   a. For one year when serving as a PI or co-PI of an external grant or award under $500,000; for one to two years when serving as a PI or co-PI of a multi-year grant or award over $500,000 (the course buyout(s) need to be paid by the external funding or award).
   b. For one to two years when working on two or more external grants as a PI or co-PI that exceed $500,000 provided that one is a multi-year grant, ARHU and COMM are receiving a percentage of the indirect costs from these external grants, and the course buyouts are paid by the external funding.
   c. For one to two years when combining course release(s) from administrative work with external or internal funding. The course buyouts need to be covered by the external or internal funding (priority will be given for those who are conducting administrative work in COMM).
   d. Priority will be given to those exemption requests where ARHU and COMM are receiving a percentage of the indirect costs from the external funding.
   e. Priority will be given to those who have not received such exemptions from COMM and ARHU over the past three years.
   f. TTK faculty are required to follow ARHU and COMM guidelines for pursuing external funding and awards (e.g., gaining prior approvals through the intent to apply forms).
   g. Other requests will be considered the Department Chair in COMM.
   h. Exemptions are dependent on COMM’s teaching needs.
   i. Approval must be granted by the Chair of COMM and the Dean of ARHU.

9. Course Releases for Assistant Professors in COMM:
   a. One course release during the first year at UMD.
   b. One additional course release during the second or third year at UMD.
   c. Two course releases after a successful third-year review in the fourth or fifth year prior to the semester assistant professors put forward their dossier for tenure and promotion. The two course releases can be taken in the same semester.

10. Course Release for Associate Professors in COMM:
    a. One course release for those who plan to put forward their dossier for promotion to professor in the subsequent two to three years (eligibility begins FY25).
    b. Priority will be given to those who are scheduled to teach three to four classes in COMM in the year the course release is taken.
    c. This course release is reserved for associate professors contributing 100 percent
effort to COMM.

d. One course release for two consecutive years of highest service in COMM; one course release for three consecutive years of high service in COMM (see COMM service dashboard).

e. Availability of the course releases is dependent on COMM’s teaching needs; an application process organized by COMM’s Department Chair will determine the rotation of course releases in a given academic year (some leaves can be deferred upon approval).

11. Course Releases for Professors in COMM:

a. One course release for professors who receive a successful post-tenure review (five years after promotion to professor); a second course release is available for professors who receive a subsequent and successful post-tenure review (ten years or more after promotion to professor). An additional course release can be requested after each subsequent (third, fourth) and successful post-tenure review (eligibility begins FY25).

b. Priority will be given to those who are scheduled to teach three to four classes in COMM the year the course release is taken.

c. This course release is reserved for those contributing 100 percent effort to COMM.

d. One course release for two consecutive years of highest service in COMM; one course release for three consecutive years of high service in COMM (see COMM service dashboard).

e. Availability is dependent on COMM’s teaching needs; an application process organized by COMM’s Department Chair will determine the rotation of course releases in a given year (some leaves can be deferred upon approval).

12. Organized credit-hours taught in excess of the required 5-course baseline may be carried forward with advanced approval. Deficits must be made up as soon as possible (unless TTK faculty member is approved for course releases and buyouts (see: II.1.25(A) Draft of University of Maryland Policy on Full-time Faculty Workload)

13. Organized courses that are team-taught are counted proportionally towards the required teaching load (e.g., in a 3-credit course taught jointly by two faculty members, each is credited with 1.5 credit hours)

14. Disagreements between a unit head and an individual faculty member regarding workload adjustments, balancing, and/or allocation shall be referred to the Dean’s Office for assessment and resolution (see: ARHU’s Faculty Workload and Responsibilities Policy (2022))

III. Annual Planning and Accountability Procedures

1. Individual Faculty Workload Planning: Each spring, the Chair will provide an assessment of each TTK faculty member’s workload for existing academic year (e.g., workload dashboards). The TTK faculty member and the Chair shall determine the faculty member's projected workload distribution for the upcoming year. This may follow the standard workload or a variation from it based on estimates of prospective research, instructional, and service commitments. This determination shall involve assessment of professional development of the faculty member and the needs of the department.

a. Planning agreements shall include the following: an estimate (by percentage) of the workload distribution for the coming year; an agreement on the number of classroom assignments for the coming year; any assignments of teaching or research assistants to the faculty member; any extraordinary service commitments that require adjustments to workload distribution; any compensatory arrangements dictated by accountability review in previous years. Agreements should generally provide explanation for activities which justify deviation from standard workload.
b. In addition to distribution of effort, University policy recognizes that certain conditions may lead to prospective workload in excess of full-time work during a given semester. It is entirely appropriate under such circumstances to adjust classroom teaching assignments to retain full-time load, to assign teaching assistants to courses, graduate assistants to support service responsibilities, or research assistants to aid TTK faculty research or to negotiate arrangements in which faculty are compensated for excessive load in the current semester with reduced classroom assignments in subsequent semesters or the issuance of overload stipends.

c. The Department Chair (or Associate Chair) should prepare an annual summary report of assigned faculty member workloads in their Units for the Dean of ARHU (e.g., workload dashboards). The report should be made available to all faculty in the Unit.

2. Individual Faculty Workload Accountability: Each spring, TTK faculty shall provide the Chair with data permitting an assessment of the workload during the current academic year compared to the planned workload (e.g., Faculty Success). Because precise planning is difficult and opportunities occur without regard for even well-constructed plans, this process shall allow adjustments in the future to be assigned by the Chair in consultation with the Faculty Advisory Committee. Such adjustments may result in additional assignments if activity has fallen short of anticipated activity in one or more of the areas, or in reduced assignments if activity has exceeded activity in one or more areas.

3. The department’s Policy on Comprehensive Post-Tenure Review of Faculty shall be followed if a TTK faculty member receives an unsatisfactory rating during the post-tenure review that impacts their performance on meeting the Standard Workload Policy.

a. Excessive workload may be compensated by either:

1. Assignment of a graduate assistant in subsequent semesters,
2. Equivalent release from teaching assignment or service in subsequent semesters, or
3. Appropriate adjustments of workload distribution in subsequent semesters.
4. TTK Faculty and the Chair will create standards for excessive workload (e.g., workload dashboards).

b. If approved, TTK faculty may "bank" excess load for up to a period of two years for achieving recognized professional development goals.

c. TTK faculty members released from courses by course load compensation are not relieved of other duties except after submission of a formal proposal for, and granting of, leave by the University.

d. Agreements for compensation may be timed so as to recognize both the faculty member's earned compensation and the department's needs.

IV. The department should review their policies at minimum every five years after initial approval based on University of Maryland Policy on Full-Time Faculty Workload and Responsibilities.

Revised May 2023
Appendix C—COMM Policy on Periodic Evaluation of Tenure-Track Faculty Performance (Post-Tenure Reviews)

I. Purpose of Review

All faculty whose appointments carry either tenure or job security shall receive a formal performance review at intervals not exceeding five years, beginning from the date of their appointment with this status. The purpose of the review is to provide periodic evaluation of the performance of faculty after their achievement of tenure. Performance reviews shall be carried out through the combined efforts of a faculty review committee and the Department Chair. (See: Post-Tenure Review: Guidelines For Implementation (Policy Number: II-1.20[A] and [19.0 II-1.19]; https://faculty.umd.edu/main/activity/post-tenure-review)

II. Faculty Review Committee

A. Composition of Committee

The Faculty Review Committee shall consist of two members of the departmental APT Committee at or above the rank of the appointee, both chosen by the Department Chair. However, no individual chosen by the Chair shall serve as a member of the review committee if the appointee formally objects to their service. In cases where the appointee formally objects to one or both choices, objections shall be kept confidential and the Department Chair shall make another choice to replace any individual to whom the appointee has objected. Should the appointee formally object to a second choice of the Department Chair, the impasse shall be reported to the Dean, who shall select the committee member or members needed to fill the committee. The selection by the Dean shall not be subject to objection by the appointee; however, the appointee may appeal the selection by the Dean through the provisions of the grievance procedure (UMCP Policies and Procedures Governing Faculty Grievances [II-4.00(A)]), insofar as the procedure is applicable.

B. Committee Report

The periodic review shall be based primarily on the appointee's record of accomplishment in each of the three areas of (1) teaching and advisement, (2) research, scholarship, and creative activity, (3) and service. The Faculty Review Committee shall prepare and approve a written appraisal which describes the appointee's record of accomplishment during the review period.

The basis of the committee appraisal shall be documentary. Specifically, the appointee shall provide the committee with a written report, including a complete curriculum vitae and syllabi for at least three courses taught by the appointee during the review period. The Department Chair shall provide the committee with teaching evaluations for all years. The standard of performance to be applied to the appointee in the committee appraisal shall be continuous demonstration of the qualifications for appointment at the appointee's current rank (as specified in the UMD APT Guidelines and Manual). The committee shall receive the documents required for its appraisal from the appointee and from the Department Chair by October 15 of the academic year in which the performance review is carried out (hereafter "review year").

The committee shall make its approved appraisal available to the appointee no later than February 15 of the review year. The appointee shall have the right to examine the appraisal and, within 14 days of receipt of the appraisal, to append an optional statement which may indicate any disagreement with the appraisal and may add such other information as the appointee chooses (here and elsewhere "days" mean calendar days excluding Saturday, Sunday, and days on which the Campus is officially closed). The approved appraisal and any optional statement of the appointee shall be communicated to the Department Chair.

III. Procedures
A. The Written Plan for Professional Development
Based primarily on the appraisal provided by the Faculty Review Committee and after
discussion with the appointee, the Department Chair shall prepare a written plan for the
future professional development of the appointee, with due consideration given to any
optional statement appended to the appraisal by the appointee. The plan shall also reflect
consideration of the appointee's complete record of performance in the tenured or secure
appointment. The written plan shall be shown to the appointee and discussed with the
appointee by the Department Chair no later than April 15 of the review year.

B. Appointee's Right of Response and Challenge
The appointee shall have the right to respond in writing within 14 days of being shown the
plan. Should the appointee respond, the written response shall become a permanent
appendix to the plan. The appointee shall also have the right to challenge any evaluation,
recommendation, or omission of recommendation contained in the written plan under the
provisions of the grievance procedure (UMCP Policies and Procedures Governing Faculty
Grievances [II-4.00 (A)]), insofar as the procedure is applicable.

C. Disposition of the Written Plan for Professional Development
Once the appointee has had the opportunity to respond to the written plan of the Department
Chair and any challenges to elements of the plan have been settled, a full record of the
appointee's performance review, including the appointee's written report, the committee's
appraisal, any appointee statement, the written plan for professional development of the
Chair, and any response by the appointee shall be placed in the appointee's employment file.
With due consideration for any response by the appointee and any outcome of a grievance
brought by the appointee, the written plan shall be implemented by the Department Chair
throughout the period which intervenes prior to the appointee's next periodic review.

IV. Exceptional Circumstances
In a given academic year, if an appointee is reviewed for promotion in rank or for service as Chair,
that review may substitute for a periodic review. Also, an appointee may request a single one-year
postponement of a performance review, if the scheduled year of the performance review falls in the
same year that the faculty member is on leave from the University.

Approved, March 15, 1996; updated February 2024
Appendix D—COMM Policy on Tenure-Track Faculty Research Semester

I. The following outlines the procedures currently in place that applies to tenure-track assistant professors who are untenured:

Assuming adequacy of departmental resources and consistency with University policies, a tenure-track assistant professor is eligible for a research semester after a successful third-year review and before submitting their dossier for tenure and promotion. Eligible faculty will replace their teaching responsibilities with research responsibilities for the leave semester, but with the same service responsibilities as usual.

The research leave must be taken at least one semester before submitting their dossier for tenure and promotion and cannot be taken in the same semester that the faculty member submits their dossier for promotion. Requests for research leave must be received before a research leave is scheduled (by May 1 for a fall leave and December 1 for a spring leave). The Chair must approve the leave from teaching. Approval is dependent on the teaching needs in the department at the time of the request. (Approved by the Faculty Advisory Committee and by the Chair on September 12, 1997; reported to Departmental Assembly October 10, 1997; amended November 7, 2003; amended March 2020; amended December 2023.)

Approved, March 4, 2005; updated February 2024
Appendix E—COMM Policy on Dissertation Research Stipends

**Stipend Amount:** $1,000

(Students with more extensive dissertation costs may seek up to $2,000 in departmental support for their dissertations according to the criteria identified below.)

**Stipend Requirements:**

1. Students need to be funded through a graduate assistantship at UMD at the time of application and reimbursement of expenses.
2. Students need to have successfully defended their dissertation prospectus in order to apply for the stipend.
3. Students need to be in good standing academically in order to apply for the stipend and in order to be reimbursed for the dissertation stipend.
4. Students should consult their advisors before submitting an application.
5. Payouts will only be issued for work that is completed after the start date of the new fiscal year (July 1). Applications are rolling so that eligible students can apply any time after the start date.
6. The $1,000 stipend can provide support for dissertation work or travel to conferences when students are on the job market and presenting their research. Such research may include travel costs and other authorized expenses associated with data collection, research costs relating to the dissertation, travel and hotel costs associated with academic conferences when on the job market and presenting research, travel to archives, and incentives for subjects who participate in dissertation research. For research involving data collection with human subjects, IRB approval is required before submitting an application for the dissertation stipend. Any additional support beyond $1,000 should be earmarked for dissertation expenses only. (Reimbursements for travel expenses cannot occur during a UMD travel ban.)
7. Students who wish to provide incentives to those who participate in focus groups, experiments, or surveys need to talk to the COMM Business Manager about the process before conducting the research. The University of Maryland will not reimburse cash payouts and or other incentives without following proper protocol. There is a special process for receiving such reimbursements. Please plan ahead and talk to the Business Manager five weeks in advance of conducting this research if at all possible.
8. Stipends need to be pre-approved. Pre-approval means that the student meets the conditions outlined above and has received a notice of approval via email from the Chair of the Department of Communication after submitting the documents below.
9. Students are eligible for one $1,000 stipend (or one stipend not to exceed $2,000 if the dissertation costs are extensive).
10. The program’s continuation is dependent on budget availability.

**Stipend Application Process:**

1. Applicants should send a request for a stipend to the Chair of the Department. The materials should be submitted electronically in one .zip or .pdf file. First, the request should include a one-page (or less) description of how the stipend will be spent in support of the dissertation research or in support of travel to a conference when students are on the job market and presenting their research.
2. Applicants should also submit a budget.
3. Applicants should provide the IRB approval letter (if applicable).
4. Applicants should include a one-paragraph statement of support from the dissertation advisor.
5. Students should apply for the stipend in the fiscal year that they will use the stipend (July through June).
6. Stipends that have been pre-approved will be issued as a reimbursement through the department’s Business Office like all travel requests. Students need to submit reimbursements through Concur. See Procedures for “COMM Faculty, Staff, and Graduate Assistant Travel” for guidelines and notes.
7. The funds will not roll over to a new fiscal year (July 1 through June 30). Thus, if a student only uses $100 of the stipend by the end of the fiscal year (June 30), the funds will not roll over to the new fiscal year.

Updated February 2024
Appendix F—COMM Policy for Support of Graduate Assistant Travel

Ph.D. students must also have a full-time assistantship in COMM to be eligible for travel support. Those who are on a half-time assistantship in COMM are eligible for 50 percent of the travel support offered in the semester they are serving as COMM graduate assistant.

Funds are provided to Communication graduate assistants for conference participation and attendance to the extent that the department has these funds available. To receive such funding, COMM graduate assistants must be listed in the convention program and be participating in a panel discussion, a poster session, and/or research or teaching panel to be eligible for funding. COMM graduate assistants can also apply for travel support if they are an elected officer of an interest group with an academic or teaching association that necessitates their attendance. COMM graduate assistants can also apply for funding if they are participating in a workshop at an academic or teaching conference where they are discussing their own research or teaching scholarship or their dissertation research during the workshop. The Department Chair is required to approve travel support. If necessary, the award amount may be reduced if budgetary restrictions require it. Funding for COMM graduate assistants requires that the traveler complete the travel approval process (via Concur) at least two weeks before travel in order to receive reimbursement. Prior approval by the Chair is required for reimbursement.

COMM graduate assistants must be making satisfactory progress toward their degree and be in good standing to be considered for travel support. See: https://communication.umd.edu/academics/graduate/phd.

Graduate assistants can use their COMM travel support as matching funds for the Goldhaber Travel Grant: https://gradschool.umd.edu/funding/student-fellowships-awards/graduate-school-travel-grants.

Graduate assistant travel support must be used in the academic year that it is allocated (July 1 to June 30). Remaining travel funds from COMM do not roll over to the new academic year.

If a graduate assistant changes their enrollment during the semester in which the conference takes place and thereby loses full-time status, the student may become ineligible for travel support, even if the initial request had been approved. Similarly, if a student fails to maintain good standing or satisfactory progress at any time prior to travel reimbursement, the student becomes ineligible for departmental funding. If a student fails to follow the procedures specified in Appendix I, funding may be denied.

Updated: February 2024
Appendix G—COMM Procedures for Reimbursement of Faculty, Staff, and Graduate Assistant Travel

The University of Maryland uses SAP Concur for the travel request/approval process, travel booking, electronic receipt capture, expense management, and Travel Card reconciliation.

All COMM travelers must adhere to the University of Maryland Travel Policies and Procedures found on UMD Procurement & Business Services webpage: https://purchase.umd.edu/travel/concur/travel-procedures-updated-concur

General Concur travel guidelines for COMM travelers:
- Create your profile in Concur (first time users only).
- Request approval for your trip before booking any expenses. Concur will route the approval to the Business Manager and Chair.
- Book travel in Concur:
  - Airfares and rail fares must be booked through Concur or the travel agency CTP.
  - Concur has a feature called UMD “Ghost” card, which is like a virtual credit card or a line of credit. Travelers do not need to apply for this card, and it is available to all employees.
- Submit your expenses for reimbursement and/or reconciliation through Concur no more than 30 days after the trip.
- COMM travelers will be reimbursed through payroll about two weeks after the expense report submission.
- When combining business and personal travel, a fare comparison (cost of trip for university related travel dates and personal travel dates) must be attached to the request and expense report.

Travel Card Holders:
- If COMM travelers spend beyond your available UMD travel funds, they will be required to reimburse the university.
- COMM travelers should not use your travel card for meals (use your personal funds). Travelers will be reimbursed per diem after the trip. Conference/event agendas should be attached to reimbursements/reconciliations to determine what meals were provided.

Graduate Assistants and PTK Faculty:
- COMM Graduate Assistants and PTK Faculty members must attach proof of participation in the conference/event.

Important Notes:
- Itemized receipts are required for all travel expenses. Receipts should show the date and specific services rendered, vendor name, the amount charged, and the form of payment. Receipts for air, rail, car rental, and lodging should also include the COMM traveler's name.
- If COMM travelers are planning to share lodging, they should first get in touch with the COMM Business Office for guidance on what additional information they will need to provide.

Please contact COMM Business Office for questions.

Updated February 2024
Appendix H—COMM Procedures for Nomination and Approval of Affiliate Faculty Members

I. Any faculty member may suggest to the Faculty Advisory Committee a person to be considered for affiliate status. The faculty member forwarding the nomination shall include a copy of the nominee’s Curriculum Vitae and an explanation of the relationship of the person’s research to our departmental mission.

II. The Faculty Advisory Committee shall review the materials and may nominate the individual for affiliate status.

III. Nominees are then invited to deliver a presentation as a departmental colloquium.

IV. After the colloquium, the Departmental Assembly will vote to end the process or to send the nomination to the Chair.

V. If the Chair concurs in the appointment, the Chair shall invite the nominee and ask the nominee’s unit head to approve this appointment.

Approved, February 2, 2001; Amended, May 2015
Appendix I—COMM Priorities on Use of Common Spaces

Recommended by the Faculty Advisory Council and adopted by the Chair on April 2015.

All required reservations should be made through the departmental online scheduling system: www.umd.myweonline.net.

Reservations take precedence over last minute (within a calendar week) higher priority requests. Access, based on higher priority, to rooms already reserved should generally be negotiated with the instructor holding the reservation. In case of disputes in use of space, see the Chair or office manager in 2130 Skinner.

Seminar Rooms (2127, 3117, and 3118 Skinner)

Priorities:

1. Regularly scheduled graduate level (600/700 level) classes.
2. Departmental meetings (COMMGRADS, Committees, or Departmental Assembly).
3. Meetings with graduate students of five or more, including special meetings of graduate classes, graduate oral examinations, and meetings of advisory and dissertation committees.
4. Service meetings sponsored by members of the faculty.
5. Individual instructional conferences including proctored make-up exams.
6. Research-related activities sponsored by members of the department

Generally:

1. Courses of more than 20 enrollees, and all undergraduate courses (including bridge courses) should not be scheduled in the seminar rooms
2. Trash picked up, windows closed, and lights off when finished using the rooms. After the departmental office has closed, also lock the hall doors and the kitchen when using 2127.

Special Use Rooms

The following rooms are generally not scheduled through the online system and should be scheduled only by contacting the supervisor of the room: BCat Lab (3115 Skinner); CHRC Lab (0110 Marie Mount); Oral Communication Center (2117 Skinner).

Updated: February 2024
Appendix J—COMM Procedures for Assignment of Summer and Winter Teaching for Graduate Assistants

1. Students must be in good standing and making satisfactory progress toward degree to be eligible for summer and winter teaching.

2. Qualifications to teach the course: previous experience teaching the course, particularly at UMD; coursework and other educational preparation in subject matter related to course; teaching mentorship experiences with course; teaching quality measured by student and peer evaluations or supervisor endorsement; teaching improvement activities from department or the Teaching and Learning Transformation Center (TLTC); any other preparation that the student believes enhances their qualifications to teach the course. A faculty member must serve as a course supervisor for Graduate Assistants teaching during summer and winter sessions.

3. Continuation in an assistantship in the fall or spring (continuing students will have preference for support).

4. Previous summer or winter teaching opportunities (students denied opportunities earlier will have preference for support).

5. Priority is given to students who are ineligible for overloads during the fall and spring semesters.

COMM graduate assistant summer and winter teaching are not guaranteed; these assignments are also contingent on department need, student enrollment, and satisfactory performance in previous teaching assignments.

Approved, April 2012; updated February 2024
Appendix K—Enhancing Teaching Qualifications for COMM Graduate Assistants

General Criteria

The Administrative Committee and course supervisors should ensure that the following general criteria are met when making decisions about the course-based qualifications required for selecting graduate students to serve as teaching assistants in the courses that they teach or supervise. Such course-based qualifications should be developed in consultation with others who teach the same courses. The course-based qualifications developed by faculty members will be reviewed by the Administrative Committee to ensure that they meet the general criteria outlined below prior to implementation. These course-based qualifications should be identified on the course preference request form prepared by COMM’s Office of Undergraduate Studies. The goal is to mentor graduate students in advancing their teaching proficiencies while also ensuring that COMM graduate students present quality instruction for UMD undergraduate students.

1. More than one option should be offered for coursework required for students to qualify to teach a particular course. Courses that graduate students completed in their previous graduate training should also be considered (and in some cases undergraduate coursework can be considered).

2. Graduate students not fulfilling teaching expectations (e.g., concerns consistently raised by course supervisor[s] or by students in course evaluations) may be issued an instructor success plan created by the course supervisor(s) in consultation with the Director of Graduate Studies and the Department Chair. Students may also be encouraged to pursue teaching enhancement training through the Teaching and Learning Transformation Center (TLTC). Such enhancement can include the successful completion of one or more of the following options: completing TLTC training or a TLTC certificate, establishing mentorship relationships with experienced teachers, completing independent studies with faculty, shadowing faculty, and/or senior graduate students teaching the relevant courses.

3. Professional experience as relevant may be required in order to teach certain courses. These experiences can include internships, work experience, university and departmental service contributions, and volunteer experiences.

4. While previous teaching experience is taken into consideration when assigning teaching assistants to classes, the goal is also to ensure that a diversity of graduate students are given the opportunity to teach those courses most associated with their area of study and the department's areas of study.

Approved December 2012; updated February 2024
Appendix L—COMM Procedures for Grants, Contracts, Fellowships, and Awards

The following represents the procedures for submitting extramural grant, contract, fellowship, and award applications with the Department of Communication at the University of Maryland. These procedures reflect ORA’s guidelines outlined in their Sponsored Research Handbook: https://ora.umd.edu/proposal-development/sponsored-research-handbook and the College of Arts and Humanities’ (ARHU) Maryland Center for Humanities Research: https://arhusynergy.umd.edu/external_funding.

Please see the following link for ORA forms: http://www.ora.umd.edu/forms/umd

1. All extramural and sponsored grant and contract applications as well as fellowship and award applications proposed by COMM faculty and graduate students must be approved and signed by the chair of the Department of Communication and reviewed by the department's Business Office. The applications must also be reviewed and routed through the ARHU Dean's Office before they are submitted to ORA. Faculty pursuing internal awards that require COMM funds (e.g., course buyouts, GA support) likewise need to gain approval from the Chair in the early stages of the proposal creation and before the proposal is submitted. The Chair's assessment of applications in terms of course buyouts, graduate student assistance, and cost sharing will depend on the need to balance teaching requirements, graduate student availability, budget constraints, and other administrative burdens.

2. Faculty members requesting any departmental resources in sponsored research applications or external award applications must gain approval from the Chair before any applications are routed through Kuali Research. The Chair also needs to pre-approve internal (UMD) applications when drawing on COMM resources. Departmental resources include but are not limited to: paper and office supplies; photocopies; staff time involved with processing applications, processing course buyouts, creating budgets and accounts, processing grant/contract paperwork, and managing accounts; office space to perform funded research tasks; graduate student assistance; research center space; departmental equipment; and cost sharing.

3. Individuals interested in applying for a grant, contract, fellowship, or award must complete COMM’s Intent to Submit a Grant or Contract form: https://communication.umd.edu/faculty-staff/resources. The form needs to be submitted to the Chair as early as possible (at least 5 weeks before the submission due date except in extraneous circumstances). The Chair must approve the form within a maximum of 5 business days. The Chair will consider each application in the context of other applications.

4. Individuals interested in applying for an external grant, contract, fellowship, or award must also complete the ARHU Intent to Submit Form: https://arhusynergy.umd.edu/form/arhu-proposal-intent-submit as early as possible (at least 5 weeks before the submission due date except in extraneous circumstances). Individual faculty seeking more than two course buyouts per year are required to receive pre-approval from the Dean of ARHU.

5. Individuals submitting white papers or letters of intent should also complete the Intent to Submit a Grant or Contract form and submit it to the Chair at least one month before the due date. A copy of the proposed budget should be attached. If the application needs to be routed through Kuali Research, the form needs to be submitted to the Chair at least 2-3 weeks before the due date.

6. Individuals submitting an application for an external grant, contract, fellowship, award, letter of intent, or white paper should follow ORA’s “Preparing Your Proposal” guidelines: https://ora.umd.edu/resources/faculty-guide/preparing-proposal. See also
ORA’s “Rights and Responsibilities” guidelines: https://ora.umd.edu/about/roles.

7. An estimated budget and budget justification for each grant or contract must be submitted to the Chair and Business Manager at least 4 weeks prior to the submission deadline. The Chair can seek advice from the Faculty Advisory Committee in approving the parts of the budget that involve departmental resources. It is expected that revisions to budgets may be made, and any revisions shall be subsequently submitted to the Chair for approval at least two weeks prior to the submission deadline. Please see sample budget and budget justification templates: https://umd.app.box.com/folder/214538095331?s=2a1n5ka895n1ye107kiyceu5q6 mkv7zn.

8. When an external grant, fellowship, or contract is being proposed, COMM Business Office staff will prepare and route the proposal through Kuali Research in collaboration with the Department Chair and the PI(s). Please see the detailed routing instructions: https://umd.app.box.com/file/124920398322?s=jmixj91g80hnvvefs0xlkr qzjsdjk8a.

9. Grant, contract, fellowship, or award decisions must be received by May 1 to receive an approved course buyout the subsequent fall and December 1 to receive an approved course buyout the subsequent spring.

10. When completing the routing form, the PI or the Co-PI must designate a portion of the DRIF funds for the Department of Communication. The amount will be determined in consultation with the Chair. The percentage should reflect the level of effort of the Department of Communication researcher(s). Exceptions must be approved by the Department Chair. See the guidelines for DRIF funds: http://www.ora.umd.edu/sites/default/files/documents/forms/drif-credit-percent-for-copus.pdf

11. The routing of signatures through Kuali Research must begin at least one week prior to the submission deadline.

12. Individuals can seek exceptions to the departmental procedures identified above. The Chair (and the ARHU Dean's Office as necessary) needs to approve such exceptions.

Updated February 2024
Appendix M—Policy on Journal Editorship, Book Editorship, and Special Events Department of Communication

1. Faculty members should speak with the Chair in advance of accepting an editorship or planning a special event if they are seeking departmental support.

2. Faculty members are encouraged to seek editorships with journals or book series that provide financial support for editing the journal or the book series (stipends for GA support or course releases). Faculty also are encouraged to plan special events that carry funding from other sources. Faculty members are especially encouraged to seek editorships with the flagship journals of the discipline and plan special events of national and international prominence.

3. Faculty members are encouraged to negotiate support for editing a journal or a book series with the publisher of that journal/book series or the organization that sponsors the journal/book series. The course buyout rate for the department is currently 15 percent of the faculty member’s salary. Faculty members planning special events also are encouraged to negotiate support for their time planning the event from sources outside of the department.

4. Faculty members who receive support from the publisher for editing a journal or book series or planning a special event are required to use that stipend to offset costs for editing the journal or book series or planning the special event if they request and are provided support from the department (GA support). Such support will be allocated by the department’s business office. The department will not provide support to edit the journal or book series or plan the special event if the publisher/organization provides more than the maximum amount of department support allocated to edit a journal or plan a special event.

5. Faculty members may request a reduction of service when editing a journal or book series or planning a significant special event given that journal or book series editing is considered a service to the discipline (APT service represents an exception) (see: COMM Service Dashboard).

6. Departmental support for journal editing, book series editing, or special event planning is not guaranteed, especially when the department is experiencing a scarcity of resources (when GAs are needed for teaching and when the financial resources are limited). Faculty members are required to submit official documentation from the publisher of the journal or book series that identifies the faculty member’s responsibilities in editing the journal or book series or planning the special event and the amount of financial support (or the lack of support) provided from the publisher or other organization. Departmental support will not be considered without official documentation.

7. If resources permit, the maximum amount of department support consists of the following:
   • $2,500 per semester, up to $5,000 a year, for journals publishing four or more issues annually (or book series that publish three or more books annually);
   • $1,500 per semester, up to $3,000 a year, for journals publishing fewer than four issues annually (or book series that publish fewer than three books annually).
   • Requests for special event support are considered on a case-by-case basis.

If approved, the department will pay the difference when a publisher’s contributions or special event sponsor do not meet these maximum amounts. The departmental support will not exceed three years of support for the same journal. This departmental support is earmarked for GA support only. The department is not able to support course releases for journal or book series editing or for special event planning (unless funding is provided by the publisher/organization to cover such costs).

8. Faculty members may use their own research funds to offset costs of journal or book series editing or special event planning (GA support).

9. If faculty members are seeking GA support, they need to advertise the position on COMM Grads to ensure that every student is given an opportunity to apply for the position.

10. The Faculty Advisory Council (FAC) will advise the Chair on providing resources for journal or book series editing or special event planning. Exceptions to this policy require the Chair to consult the FAC.

11. The department does not provide GA support or course releases for editing special issues of journals, editing book reviews, or publishing conference proceedings (see other funding opportunities on campus: e.g., ARHU DRIF support for research, Pepsi funding for events, ARHU and other campus support for special events, Catalyst Grants).