

Preamble

Principles of Collegiality

The faculty of the Department of Communication Studies shares a dedication to and a responsibility for protecting the well-being of all its members. since we are united in service to the same cause, we believe that our communication with each other should be harmonious and supportive, even in the midst of differences and conflicts. We also feel that any modes of communication that demonstrate hostility or disrespect, even when uttered in an off-hand manner, may be harmful to the cohesion and mutual respect of department members. Department members should, therefore, be mindful that self-expression should be geared to furthering the harmony and unity of the department.

We recognize that, at times, a Communication Studies faculty member may need to make a choice between fulfilling a responsibility to him/herself and fulfilling his/her responsibility to the other members of the department. The decision made in such a circumstance may cause the faculty member's professional conduct to be called into question.

We believe that there are at least three main tenets of professional conduct which are legitimately the focus of assessment of an individual's professional ethics.

1. A faculty member bases evaluations and judgments regarding students and colleagues on observable evidence and equitably applied standards.
2. A faculty member gives priority to the fulfillment of his/her obligations to the university over his/her off-campus activities that do not contribute directly to the mission of the University when in conflict.
3. A faculty member honors his/her academic debt to the work of other scholars.

The responsibility to abide by these tenets lies with each faculty member in the department. (For more detail on these issues please refer to the A.A.U.P. statement on Professional Ethics adopted by the CSUS faculty senate on February 8, 1990.)

Adopted

5/15/91

Communication Studies Department Policy Manual

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A. Voting

All full time Communication Studies faculty including one-year appointments teaching at least one course during the regular academic year may vote in all departmental matters.

Full time Communication Studies faculty on leave and full time Communication Studies faculty on administrative leave may vote in department chair elections.

No proxy votes will be allowed.

Phone votes allowed only for chair elections.

For the purposes of this policy, "faculty" is defined by the M.O.U.

B. Faculty Meetings

Meetings of full time faculty will be held on Wednesdays at 4:15 when needed. The Curriculum Committee is directed to avoid scheduling classes for full time faculty between 4:15 and 6:00 so that all may attend.

The Chair may convene meetings

Faculty meetings may also be called upon request of one-third of the full time faculty.

1. Policy for Considering Action Items in Department Meetings

- a. The agenda for department meetings is set by the department chair.
- b. Items that create new department policy of change existing policy and that require action by the department faculty will be presented in writing to the department faculty at least two days before the meeting at which they will first be considered.
- c. At the meeting where such items are first considered, they will be moved by the committee or person from which the item originates. Upon being seconded, the items will be explained by the originating source, who will also answer questions from members of the faculty. Open discussion will then follow. By a majority vote, the faculty may set a time limit for discussion of any item. All items will be placed in a second reading file.
- d. An item placed in the second reading file may not be brought for further action by the department faculty in a meeting until seven calendar days have elapsed after its having been placed in the second reading file. At the second reading, action may be taken.
- e. These rules may be suspended for any item by two-thirds vote of the faculty present.

Approved 9/21/88

C. Office Staff and Equipment Use Priorities

1. Priority for Department Secretary Time
 - a. Department business
 - b. Direct instructional use for classroom
 - c. Scholarly activities
2. Priority for Clerical Time
 - a. Direct instructional use for classroom
 - b. Department business
 - c. Scholarly activities
3. Use of Supplies
 - a. Office supplies are available for use consistent with University tasks.
4. Use of Typewriters
 - a. No student use
 - b. Faculty use restricted to use of machines at vacant desks during work hours
 - d. After hours and weekends, faculty use restricted to instructional or scholarly purposes
5. Use of Phones
 - a. No student use unless an emergency
 - b. No private use
6. Use of Copy Machines
 - a. Use of copy machines limited for instructional or research purposes by faculty
 - b. No student use unless directly authorized by faculty each time
7. Use of Computer Terminals
 - a. It is against University policy to use terminal for private use.

8. Use of Department Equipment Off Campus

a. University policy on taking equipment off campus is:

“Equipment will not be removed from the campus except for official use of the University, and then only with written approval of the Chairperson of the department, and the Dean of the School. The on-campus needs of the University should be considered first. If approved, a listing of equipment by decal and serial numbers must be provided to the chief Property Clerk.”

b. First priority for use of departmental equipment is instructional and on-campus use.

c. Second priority is for scholarly and off-campus use.

9. Ordering desk copies

a. When using our form or letterhead for ordering desk copies, less than full-time faculty should limit requests for books to courses actually being taught.

I. General Policies

D. Procedures for Resolving Conflict between Faculty Members and Complaints about a Faculty Member's Professional Conduct

Any member of the Communication Studies Department who feels that a faculty member has failed to meet his/her role as a professional in the department as stated in the preamble to the faculty manual, should report his/her concerns to the Department Chair. If the Chair cannot resolve the issue to the satisfaction of all parties concerned, he/she will, in consultation with the Executive Committee, appoint a two-member tenured faculty ad hoc committee of peers to attempt to resolve the issue informally and consensually. If a resolution cannot be reached to the satisfaction of all concerned, the committee may recommend the matter to formal channels of resolution if appropriate.

The function of the ad hoc committees of reconciliation shall be advisory only, and their sole purpose is the maintenance of collegial and friendly relationships among all members of the department. Essentially these committees will attempt to restore good working relationships between department members by applying appropriate principles of communication.

Adopted 5/15/91

E. Office Hours

In accordance with the MOU, the department must keep records of missed office hours. If someone is unable to find a faculty member during posted office hours, the office staff will personally double check to make sure the person is truly not there or nearby; if the faculty member cannot be found, the staff will fill out a Missed Office Hour form. Faculty with excused absences during office hour time should post a not for students and notify office staff.

F. Role of Graduate Assistants/Teaching Assistants

1. This policy applies to the following assistant-types:
graduate, undergraduate; paid, non-paid, 299/199; facilitators and teaching assistants for classes, lab instructors for 103.
2. Qualifications for assisting in an undergraduate class:
 - a. An A in the course student is assisting in
 - b. A 3.0 in the major
 - c. Permission of the instructor

The chair will develop a form asking for this information; the form will be turned in with the 199/299 petition.

3. ONLY FULL TIME FACULTY MAY EVALUATE OR COMMENT ON GRADUATE STUDENT'S WORK.
4. Graduate students may comment on undergraduate student objective work when they are essentially looking at mechanics. This includes:
 - APA, MLA form
 - Standard grammar
 - Computer runs
 - Computer graded exams
 - Multiple-choice tests
5. The executive Committee has no formal policy on allowing graduate students to cover classes when faculty must miss. However, the Committee unanimously resolved to encourage faculty to either have another faculty member (full or part time) cover classes or assign group work or a library assignment.

G. Copying Policy

When making up to 7 copies of material used for classes or research, please use the **photocopy** machine. When making 8 or more copies of material, please use the **Risograph**. The Department staff will be glad to help you with copying.

For classes with many handouts, Department policy urges you to please use the Hornet Bookstore for student packets. Students purchase packets, saving Department funds.

H. Assigned Time Policy

Fundamental to the Department of Communication Studies Policy on Assigned Time is the assumption that assigned time is the awarded assignment of a faculty member away from direct teaching duties to other meritorious Department-enhancing activity. “Merit” is measured as being directly related to various benefits to the Department’s educational goals as they are reflected in the three primary missions of the university at large—teaching/pedagogy, scholarship/creative activity, and service. Any policy must be sensitive to the changing RTP and service demands of the Department, the School, and the University.

The policy specifies, first, established assigned awards granted to individuals for meritorious service activities. This initial use of assigned time is based on the realization that one cannot ask individuals to undertake certain administrative tasks requiring extraordinary activity above and beyond the reasonable amount of committee, pedagogical course preparation, and other administrative task activity that should be performed within the three units of the normal fifteen unit teaching assignment allocated for committee service, advising, and governance.

In highly extraordinary situations, assigned time may be granted for a future semester to an individual who has engaged in unexpected and unpredicted activities deemed relevant to the criteria when such activities occurred or began to occur after the assignment of time awards.

Beyond these necessary administrative activities this policy proposes that all remaining assigned time be allocated on the basis of merit. There should be, thus, equal opportunity for assigned time proposals in the two other areas valued by this Department, School, and University—teaching/pedagogy, and scholarship/creative activity.

Parameters

To be eligible for department assigned time, a faculty member must hold a full-time appointment in the Department of Communication Studies. Faculty must have submitted acceptable final reports on all previous assigned time projects.

The department will limit its assigned time awards so no faculty member except the department chair will receive more than 6 units of department sponsored assigned time or 9 units from all sources with the exception of the department chair and faculty recipients of Research and Sponsored Projects semester leave grants.

Reimbursed Time

Reimbursed time for full time faculty will in no way affect assigned time granted by the Department so long as the faculty are teaching at least 3 units per semester.

Department Assigned Time for Administrative Duties

- I. Assigned Time units given to the Department by the School or University for Department administration are to be allocated by the Chair in consultation with the Executive Committee.
- II. Units associated with high enrollment classes should be used by the person earning them in the _____ academic year in which they are earned. Included would be high enrollment sections of 50, 100A, 100C, etc. No Department member may receive more than three units of assigned time from this _____ category in a single term.

According to the School of Arts & Letters policy, it is expected that a faculty member teaching some course combination and generating the appropriate FTES as described below, may receive 3 WTUs of assigned time from the department allocation, provided that the department FTES target is being met.

Faculty teaching lecture classes only: A minimum of 180 students enrolled (36 FTES) makes a faculty member eligible to apply for three units of assigned time. Any combination of class sizes that equals 180 students (36 FTES) is acceptable.

Faculty teaching both lecture and lab classes: 1. To be eligible to apply for assigned time a minimum of 168 (34 FTES) is required for faculty teaching two lectures and one lab. 2. A minimum of 156 students (31 FTES) is required for faculty teaching one lecture and two labs. Any combination of class sizes that equals the required FTES is acceptable.

III. The following Departmental positions are to receive three units per year:

- A. Media Coordinator
- B. ComS 2 Coordinator
- C. ComS 4 Coordinator
- D. ComS 5 Coordinator
- E. Newly hired full time faculty: three units in their first semester

IV. The following Departmental positions are to receive three units per semester:

- A. ComS 103 Coordinator
- B. Graduate Coordinator
- C. Undergraduate Advising Coordinator

V. The following Departmental positions may receive three to six units per year:

- A. Vice Chair
- B. The chair in consultation with the Executive Committee may award three units of assigned time to a committee chair when the committee's workload warrants it (e.g., Hiring Committee during very heavy hiring) or up to two associate chairs, chosen by the chair to be responsible for a particular project.

VI. Individuals who have directed five master thesis/projects may request 3 units of assigned time from the Curriculum Committee subject to confirmation from the Graduate Coordinator.

VII. Remaining units available shall be awarded Assigned Time for Teaching/Pedagogy and Scholarly and Creative Activity in the following manner:

A. The intent of this program is twofold:

- 1. To supplement not supplant University assigned time opportunities for those who are engaged in teaching/pedagogy and scholarly and creative activity; and
- 2. To maximize the granting of assigned time to faculty members holding full time appointments in the Department of Communication Studies whose activities warrant it.

B. The chair of the department will estimate the number of assigned time units available for use each semester.

C. Projects undertaken by individual faculty members can be either for scholarly/creative research or curricular development. The development of courses and course materials should be considered as valuable as scholarly/creative projects in light of the CSU requirement that no less than 50% of evaluation for retention, promotion, and tenure be placed on teaching effectiveness. The Department should encourage both kinds of projects.

- 1. All requests for scholarly/creative or curricular assigned time grants (e.g., distance education, etc.) must be submitted to the Department Chair by the first day of the second week of classes for the following semester. Proposals shall be submitted anonymously with a name on a cover sheet. Requests should include:

- a. A statement of the work to be undertaken, not to exceed 3-5 double spaced pages, which includes statements on the following: a statement on the specific goal of the creative activity, research problem, or curriculum development project, and methodology or approach to be employed.
 - b. An explanation of the proposal's contribution to the department's mission and goals, not to exceed one double-spaced page, and should include statements on the following: the potential for integration of the creative activity or research project material into the department course work and you plans for dissemination of the final report.
 - c. What outside sources of funding they are seeking for the same proposal. Department assigned time may not be awarded for a proposal which receives assigned time support from any source outside the Department.
 - d. Up to two single-spaced pages for literature cited in their proposal.
2. The Chair shall appoint an ad hoc committee of five full time faculty who are not applying for assigned time to evaluate the proposals. The chair shall certify previous reports were turned in.
 3. Proposals shall be judged solely on their merits and not on the basis of previous awards or lack of awards. The evaluations committee shall recommend which of the proposals shall be funded. Proposals shall be evaluated according to the following criteria:

Evaluation Form

- a. 50 points. Project Description. Is the work to be undertaken clearly stated? Are the project objectives realistic? Is the background for the project described? Is existing knowledge critically evaluated? Is the general plan of the work, including the specific aims, sound and defensible? Is the scholarly method or pedagogical approach clearly stated?
- b. 30 points. Benefit to Department. Is the significance of the project demonstrated for the department or the field?

Evaluators will give each proposal a numerical score. These scores will be averaged in order to determine how proposals rate against one another in each of the two categories of scholarly/creative projects and curricular development projects.

4. Using the scores, the Chair will allocate assigned time. The announcement of who is awarded assigned time should include not only the name of the person awarded time, but also a brief description of the project. Qualitative and quantitative responses from reviewers should be given to each person who applied for assigned time.
5. All recipients of assigned time grants in this group must submit a written report detailing the work/activities completed by the last day of the month following the end of the semester for which the grant was awarded. Faculty members who fail to submit the required report shall be ineligible for consideration for further assigned time until the report is submitted. The Chair should make the reports available to the Department faculty and, if possible, those awarded assigned time should make an oral report to which the faculty are invited.

I. Key Issue Policy

Full Time Faculty are issued keys to their office, the department office, and the building where their office is located.

Part Time Faculty are issued a key to their office. If their teaching schedule extends beyond regular office hours, they are also issued a key to the department office. Part time faculty who are not hired back for the next academic year must check out (turn in keys, etc.) before we release their last paycheck.

Staff are issued keys to their office, the department office, and their building where their office is located.

Graduate assistants are issued keys to their office only.

Student assistants are not issued keys unless they ordinarily work after normal office hours. Student assistants for our equipment lab who work after hours are issued keys to the equipment lab classroom and the building where the labs are located. Extra keys to the individual audio and editing labs are left in the equipment lab for the student assistant's use.

Teaching assistants are not issued keys. If a faculty member wishes a teaching assistant to have a key to their office, the faculty checks out a second key and loans it to their teaching assistant.

II. Hiring Policies

A. Criteria, Policies and Procedures for Hiring Full-Time Faculty and Part Time Faculty and for the Granting of Retreat Rights in the Department of Communication Studies

1. Introduction

- a. This document describes the department criteria, policies and procedures of the Communication Studies for hiring full time and part time faculty and for granting retreat rights.
- b. This document supplements the memorandum of understanding between the California State University and the California Faculty Association (M.O.U.), the University ARTP Policy adopted by the Academic Senate and approved by the President of the University on August 5, 1985 and the School of Arts and Sciences ARPT Policy and Procedures.
- c. This document is intended to be consistent with all applicable authorities. Any inconsistencies brought about by changes in applicable authorities cited above shall be remedied as soon as possible. Unless specifically directed by appropriate University Administrators, all changes made will be effective by the following ARPT and E cycle.
- d. Any changes in this document require a majority vote of the full-time faculty. For hiring and retreat rights purposes full-time faculty refers to those individuals who are tenured, hold tenure track appointments, or hold full time lecturer appointments.

2. Membership

- a. The hiring committee consists of three full time members of the faculty with tenure.
- b. Members are elected by all full time members of the department for two year terms in the same manner as are members of other standing committees of the department.

3. Duties

a. **Full Time Faculty**

1. With curricular areas identified by the curriculum committee and approved by the full-time faculty, the hiring committee recommends to the department the number of new positions to be requested for the following academic year and writes the job descriptions (including rank/step) for each proposed position. The committee will also develop weighted criteria for screening and selecting applicants. Criteria will be position specific. The job description(s) rank/step designations, and selection criteria will be submitted to the full time faculty for approval.
2. After approval by the full time faculty and following approval by the college dean and the director of faculty affairs, the hiring committee, in consultation with the department chair, will determine the closing date for each vacancy, write and place ads, and mail vacancy announcements to schools and universities.

At any time prior to the closing date of a position the committee may by majority vote, seek clarification of issues presented in interpreting information from the department's curriculum committee, the chair, or the full time faculty. The committee may seek advice from the department chair, appropriate administrators, or the full department.

3. The committee will request items from the candidate which relate to the criteria for appointment. These include, but are not limited to: up-to-date vitae, official transcripts of academic work, certification of degree received, names and/or letters of reference. If these materials are not received within two weeks of request, the committee reserves the right to disqualify an individual from consideration. These materials will become part of the hiring file.

4. The hiring committee shall make only the following materials from the files of applicants for each position available to the full time faculty in the department: a) letter of application, b) resume, c) examples of scholarship and/or creative activity. The committee shall seek written comments from the faculty on the individuals in the applicant pool before decisions are made on either phone or in-person interviews with candidates.
5. The hiring committee will determine the group of finalists based on the selection criteria established for each position. The hiring committee in consultation with the department chair shall determine the method of interviewing the finalists. Whenever possible these interviews should be conducted on campus and include a scholarly presentation to the faculty, lecturing in at least one class, an opportunity to informally meet faculty, an interview with the department chair, and an interview with the entire hiring committee.

It is the responsibility of the faculty to participate actively in the selection process. All members of the faculty are encouraged to submit written comments on the candidates. These comments will be documented and will be kept confidential.

6. The hiring committee may decide by majority vote after examining the applicant pool or after conducting interviews not to hire for an advertised position. This recommendation shall be forwarded to the department chair. If the department chair concurs, there will be no hire for that position. If the department chair disagrees, the department chair and the committee will meet with the school dean to resolve the issue.
7. The hiring committee shall recommend by majority vote new hires to the department chair. If the department chair concurs, the recommendation shall be forwarded to the school or university. If the department chair disagrees, the department chair and the committee shall meet with the school dean to resolve the issue.
8. The hiring committee is responsible for completing all paperwork and forms required by the university during the hiring process. Deliberations of the committee are confidential and may be shared only with the department chair or other appropriate administrator. Procedural errors shall be called to the attention of the department chair.
9. The hiring committee and department chair shall consider only that information which directly pertains to the weighted selection criteria approved by the department.
10. The hiring committee shall write a letter to each person who accepts an offer, the letter to specify the courses the person is expected to teach and other duties the person is expected to perform, such as advising undergraduate and graduate students, attending department meetings, and serving on department, school, and university committees.

b. Hiring Part Time Faculty

1. During the spring of each year the department identifies areas which are projected to require part time faculty. Potential part time positions are then communicated to the public through university advertising, separate advertising and notification to present part time instructors and others in current year applicant pool.
2. Qualified applicants become part of a pool which is established on an annual basis. All individuals hired are drawn from this pool with the exception where unforeseen staffing needs develop and there are no qualified applicants in the pool.
3. Upon receipt of notices from persons interested in being considered for part time teaching in the department, the committee sends instructions for applying to them, to present part time teachers, and to members of the current year pool.
4. The instructions indicate the courses which the department anticipates having a need for part time teachers during the following academic year and the information applicants need to submit.
5. The committee notifies the members of the current part time faculty that neither a positive recommendation from the part time evaluation committee nor past employment is a guarantee of future employment.
6. From the materials submitted by candidates and from that supplied by the department's part time faculty evaluation committee for members of the department's current part time faculty, the committee screens applications and presents to the department chair a list of persons recommended for each course to be staffed with part time faculty.
7. Additional selection guidelines: Recognizing that part time hires may be desirable or necessary to teach courses of various levels, and that different kinds and amounts of experience and preparation would be expected of the hiree, in order to reasonably insure the successful conduct of the course, the hiring committee should use the following guidelines in selecting among applicants.
 - a. For graduate level courses: Part time hiring should not be considered at this level; only full time faculty should be employed for graduate courses. If part time hires are made, the same terminal degree and teaching experience required of full time faculty teaching graduate courses will be applied.
 - b. All part time and transfer faculty hired to teach undergraduate courses must have at least a master's degree from an accredited institution. Exceptions may only be made on a case by case basis when the applicant has professional experience equivalent to at least the master's degree.
 - c. For undergraduate courses numbered 140 and above: Part time and transfer faculty should have a Ph.D. or appropriate terminal degree or a masters and significant post masters' course work and/or professional experience equivalent to at least a masters' degree.
 - d. Applicants shall be found qualified and ranked in relation to qualifications pertinent to the specific course to be taught.
8. The department chair hires for each course using the recommended rankings and taking into account such things as availability of the applicants for the days and times classes are offered, the minimum and maximum number of classes applicants desire to teach, and the number of courses applicants are qualified to teach, and the date of assignment to the class.

9. In general, part time faculty will not be hired to teach more than two classes per semester. However, this guideline may be exceeded if
 - a. There is unanticipated student demand for additional courses/sections; or
 - b. There are other unforeseen circumstances such as emergency or late approved leaves of full time faculty; or
 - c. There are no qualified available applicants to teach a particular course.

Part time faculty will not be hired to teach more than four classes per semester.

c. Retreat Rights

1. The committee will interview persons requesting retreat rights in the department.
2. The committee will observe the applicant during regular meetings of a class the applicant is teaching.
3. The committee will review materials the applicant has submitted in support of the application.
4. The committee will consult with department members in the applicant's specific areas of expertise.
5. The committee will make a recommendation to the department faculty whether to grant retreat rights or not. The decision to grant retreat rights is based on a majority vote.

d. Meetings

1. The committee meets upon need.
2. The committee makes all decisions by majority vote.
3. A quorum is all members of the committee.

e. Confidentiality

Recommendation and faculty assessment of candidate shall be confidential throughout the process and released to the appropriate administrator once recommendations have been made.

Amended on May 3, 2000, by a unanimous vote of full-time faculty of the Department

B. Part Time Hiring Procedures

Thank you for your interest in part-time teaching in the Department of Communication Studies. The Department's Hiring Committee requests that you supply information in order to evaluate your application in relation to the part-time hiring criteria. The respective weights of the criteria are:

- I. Teaching Performance or Promise (50%)
- II. Academic Preparation (40%)
- III. Potential and/or actual commitment to and performance in the department (10%)

Please provide the Hiring Committee with the following information:

1. Your resume
2. Where and when we can contact you.
3. The course(s) you wish to teach.
4. The minimum number of courses you would accept and the maximum number you desire.
5. A statement of the days of the week and the times of the day that you are available to teach. Also list days and times that are preferred.
6. Your academic preparation for teaching each of the courses for which you are applying. List the exact courses you have taken which prepare you to teach each respective class for which you apply. Specify the course work by institution, title, and date.
7. Please submit an official transcript of your academic preparation.
8. Additional activities including relevant professional experience which provides evidence of currency (for example, articles you have written, convention papers delivered, speeches presented, consulting activities, etc.).
9. Three letters of recommendation from persons who have supervised your teaching or who can attest to your promise as a teacher.
10. A carefully written statement of your teaching goals and approaches or philosophy of pedagogy.
11. Student evaluations of teaching performance if you have prior teaching experience.
12. Course syllabi, if you have prior teaching experience.
13. Grade distribution of classes taught (if available) if you have prior teaching experience.
14. Any other appropriate indices of breadth, quality, and focus of teaching ability.

Send all materials to: Chair of the Hiring Committee
 Department of Communication Studies
 California State University, Sacramento
 6000 J Street
 Sacramento, CA 95819-6070

- Note:** The hiring committee will not consider incomplete applications. A complete application **MUST** include:
- A resume, and a cover letter specifying the courses you wish to teach. (You can only be considered for those courses listed in your letter.)
 - A complete set of official transcripts.
 - At least three letters of recommendation

It is the applicant's responsibility to verify that the above materials have been received by the Communication Studies Department prior to the closing date.

Should you be selected as a member of our part-time faculty, you will be required to:

1. Attend special course interest group meetings.
2. Post and observe regular office hours.
3. Have your course materials and classroom performances evaluated by authorized evaluators.

Updated 3/17/00

C. Criteria for Lab Instructor Selection:

1. Currently an L.I. in COMS 103 who's past performance has been evaluated as acceptable. (Note: L.I.s who have finished their M.A.s are not generally eligible, see "g" below. They should instead apply for part-time teaching positions.)
2. Must be or has been admitted to the graduate program Department of Communication Studies, California University, Sacramento. (Note: To be a L.I. the must be enrolled for no less than 6 units.)
3. Classes taken in presentational speaking (i.e. public speaking, debate, oral interpretation, etc.).
4. Out of classroom experience in presentational speaking (i.e. Forensics, job responsibilities, organizations).
5. Prior experience in business, government, non-profit, or volunteer organizations.
6. Applications from L.I.s who have completed the degree will be considered provided that the following circumstances are met:
 - a. There are not enough qualified L.I. and graduated students to fill the demand for lab instructors and,
 - b. The L.I. is willing to enroll for 6 units of course work.

D. Teaching Associateship Award Program

1. Definition of the TA Award

Teaching Associateships are awards which (1) recognize excellence and excellent potential in graduate level education and (2) serve as a means of enhancing that graduate education. Specifically, individuals awarded a teaching associateship are given opportunities for continued professional growth and development which are not possible with GA positions (since those are limited to assisting instruction in some way). Compensation per semester will be determined by the Department following the general models used on other CSU campuses.

2. Rationale for the TA Award

Historical evidence in the field, research in communication education and training, and contemporary anecdotal accounts all strongly suggest that many communication-related careers involve some degree and level of training or teaching; nearly all involve the presentational activities of preparation, coordination, and message delivery in one form or another. Even more clearly, graduate students using the master's degree as a basis for doctoral studies benefit from sophisticated and comparatively independent teaching experience. For students pursuing either an academic or non-academic career path, then, the TA position (described in detail below) may be an invaluable educational experience.

In terms of program development, the awarding of TA positions would make the Department competitive (in terms both of finances and academic opportunities) in attracting the very best graduate students available.

3. Description of TA Duties

Teaching Associateships involve the primary teaching responsibility for courses deemed appropriate by the Graduate Committee and the Executive Committees (e.g., lower level courses in speaking, production, debate and especially multiple section offerings). Those awarded a TA position:

- a. pursue standard objectives and follow a standard syllabus;
- b. are supervised by a full time faculty member who:
 1. provides input into the awarding of the TAs;
 2. creates a course orientation program;
 3. generates course materials; and
 4. observes, critiques, and evaluates TA teaching;
- c. typically will teach up to six units of closely supervised courses, and may have other duties assigned (a total time commitment not to exceed 20 hours per week);
- d. can expect to have this one semester award renewed for one subsequent semester by action of the Graduate Committee (The Committee's presumed decision to renew is based on evidence of teaching effectiveness, the recommendation of the relevant course supervisor, and the academic status of the candidate);
- e. may reapply for an award for the next academic year and follow the guidelines specified above for renewal (maximum award is 4 semesters); and
- f. will have that award and its implementing policies overseen by the Graduate Committee.

4. Eligibility and Selection Criteria

The number of TA positions awarded will be limited and eligibility requirements are stringent. The awards will be presented to those who best meet the selection criteria from the pool of individuals who meet the minimum requirements for eligibility.

- a. Eligibility. In order to apply for a TA position, applicants must:
 1. be a full time graduate student with regular, classified status in the Department of Communication Studies or be a newly admitted graduate student with that status being offered;

2. have served successfully in the Department's GA program (having taught 103, e.g.) for at least one semester or have established what the Graduate Committee considers "equivalent or compensating experience" that might include media production experience, years of scholastic debate, prior teaching experience, or expertise in training/presentations/etc.
 3. be making or continue to make acceptable progress toward the master's degree: establishing a (graduate level) grade point index of not lower than 3.5 (or an alternative level set by the faculty).
- b. **Criteria for Selection.** Teaching effectiveness or previous equivalent/compensating experience and academic excellence will be used as the two major means of selecting from among eligible applicants for the awards.
- c. **Provision for Offering the Award.** To insure the continuity of the TA program as an integral part of the Department's graduate program, each year the Graduate Committee (in consultation with the Curriculum Committee and with the approval of the Department Chair) shall determine which sections of which courses shall be reserved for assignment to TA's. These sections will be removed from the pool of courses to be filled by part time instructors and TAs will be assigned to these sections by the Graduate Committee (in consultation with faculty course coordinators and with the approval of the Department Chair).

(revised 5/95)

E. Faculty Retraining Document

The department's Professional Development Program (PDP) has a primary purpose of providing quality instruction to students. This program will recruit faculty who can offer courses needed by our majors or who can aid the department in meeting its General Education or Service obligations.

1. Priority - The following priorities are given to decisions involving the selection of university faculty to teach courses within our department.
 - a. Faculty who can co-develop needed courses for department majors. Such faculty should have experience and familiarity with the content of such courses (e.g., "The Economics of Mass Media" could be coordinated with faculty from Economics and Communication).
 - b. Faculty who teach in similar subject areas, and with minimal training can teach existing courses the department is unable to staff (e.g., English professors who may be able to teach criticism or Sociology/Psychology professors who may be able to teach survey research, etc.).
 - c. Faculty who do not have a specific content skills base for communication courses. These faculty will require PDP training to teach high demand oral communication courses.
2. Priorities for the selection of PDP candidates:
 - a. Background in communication studies or related area; successful completion of course to be taught; successful of PDP program.
 - b. Long term commitment from their respective departments that the candidates will be available to teach our course for several semesters immediately following completion of the development program.
 - c. Implementation of PDP will also include Masters candidates in Communication Studies who are interested in teaching PDP designated courses.
3. General framework of the Professional Development Program:
 - a. PDP will initially focus on training to teach COMS 103. If successful, and needed, efforts will be taken to broaden the scope of the program to include other high demand oral communication courses.
 - b. Logistics of PDP:
 - (1) Limit enrollment to 15
 - (2) Offer PDP in the evening as a regular course or as an extension course.
 - (3) A 2-Semester PDP will be established
 - (a) Semester 1: A compacted, intensive content-based and skills performance class equivalent to approximately 45 contact hours (recall that faculty will be given 3 hours of release time for PDP).
 - (b) Semester 2: Provide lab instruction to students, and attend all mass lectures and faculty meetings.
 - c. Content and skills training in the first semester should include the following minimum requirements:
 - (1) Mastery in oral presentational skills (a minimum of 3 speeches which include both informative and persuasive speaking);
 - (2) Mastery in rhetorical communication theory/principles (written examination);
 - (3) Mastery in instruction based on communication principles (written examination);

- (4) Mastery in evaluation of student speeches (videotaped presentations and standardized evaluation forms; check for reliability, etc.).
- d. All PDP candidates will be evaluated and given (or not given) teaching assignments based upon the following criteria:
 - (1) Successful completion and mastery of the 1st semester PDP requirements.
 - (2) If the first criterion is met, then instructors will be given a lab assignment the following semester. Successful completion of this second phase of the PDP requires: above average student evaluations (employing the standardized 103 lab instructor evaluation report), as well as regular in-class observations of instruction by one of our Communication Studies PDP instructors.
 - (3) Upon successful completion of both phases of the PDP, graduates of PDP may be given their own independent sections of COMS 103 or they may continue to provide lab instruction. This decision will be made by the department hiring committee after obtaining the advice of the PDP instructors.
 - (4) PDP graduates must still meet the Hiring Committee's criteria for teaching excellence for assignment consideration each successive semester.
4. Completion of this training program or teaching these courses do not confer a secondary teaching area in Communication
5. Conditions for Implementation:
 - a. Earliest implementation date is Fall 1983.
 - b. Approval of PDP course from appropriate curriculum committees
 - c. Necessary released or assigned time to develop, implement, and maintain this Development Program.
 - d. Sufficient number of PDP candidates.
 - e. Standardization of COMS 103 courses.
6. Screening Committee

One member of the Screening Committee will be the COMS 103 Coordinator, another member will be from the Hiring committee, another member will be from the Faculty Evaluation Committee, and a fourth member from our department will be chosen by the first three if the applicant is interested in teaching in an area outside of the committee members' expertise.
7. Evaluation

The applicants will be evaluated after initial training, again after their supervised lab or team teaching. Thereafter, they will be evaluated each semester as per department evaluation procedures.

F. Administrator's Teaching Rights

Administrators with retreat rights in the Department of Communication Studies who teach at least one course in the department's offerings during each regular academic year are entitled to a place in the department's rotation for teaching in the winter intersession and all summer sessions. Placement in the rotation is determined by the same rules that apply to department faculty members eligible to teach during those sessions.

Approved October 1986

III. Administration

A. Chair

1. Procedures for selection of Department Chairperson

a. Eligibility to serve and to vote

- 1) Any permanent full-time member of the Department faculty may serve as Chair. Permanent is defined as full-time tenured or probationary.
- 2) All full-time Department faculty members are eligible to nominate and elect candidates, including tenured, probationary, those on the Faculty Early Retirement Program (FERP), those on leave, and full-time temporary faculty. Part-time temporary faculty members are not eligible to nominate Chair candidates or to participate in Chair elections.

b. Election Procedures

- 1) Nomination may be made by self-nomination or by anyone eligible to vote in the election. The nominee's willingness to serve should be secured before nomination is made.
- 2) There shall be a nomination period of not less than one week.
- 3) No Department meeting is required for nomination.
- 4) The Chair election shall normally take place during the Fall semester of the last year of the current Chair's term of office.
- 5) The election and ballot counting shall be supervised by a faculty coordinator designated by the Department Executive Committee.
- 6) Election shall be by a majority of those voting. An election shall be required even if there is only one candidate/nominee.
- 7) The voting shall be by secret ballot with mail ballots permitted. The balloting period shall be at least one week.
- 8) In the event that there is a tie, or that a candidate fails to achieve a majority vote, further ballots shall be taken as follows:
 - a) The two candidates with the greatest number of votes shall become candidates for a runoff election which will be conducted in the same fashion as the first election. If there is a tie for second place, all names with the two highest numbers of votes will be included on the runoff ballot.
 - b) If a tie still results after three ballots the names of tied candidates shall be forwarded to the Dean.
 - c) If a sole nominee fails to receive a majority vote in two ballots, nominations shall be reopened and a second election held according to the procedures and timelines identified above.

2. Selection of Chair in Case of Incomplete Term

When the duration of the Chair's absence will be for one semester or more either an Acting Chair may be elected for the period during which the Chair is unavailable or if the Chair is not expected to return a new Chair may be elected for a new three year term. This decision shall be made by a majority vote in a Department meeting called for the purpose of making this decision. In either event the election shall be conducted using the procedures provided above.

3. Term of Office

The Chair shall be elected to a three year term.

Adopted 10/4/91

B. Vice Chair

1. The Vice Chair shall be elected annually.
2. The Vice Chair is empowered to sign for the Chair and to act as Chair on a short term basis (usually under conditions generated by illness of the Chair or travel).
3. The Vice Chair will receive three units of release time each academic year if provided by Arts & Letters. The Chair and the Vice Chair are charged with providing a written description of how administrative tasks will be divided at the beginning of the Fall semester (or as soon as possible in cases of emergency that alter the regular election procedures).
4. The Department Chair may appoint someone to take his/her place if the Chair is unavailable and the activity requires a tenured person and the Vice Chair is not tenured.

C. Associate Chair

1. The Associate Chair job description(s) shall be generated by the Chair.
2. Examples of Associate Chair job descriptions include: Grants and Sponsored Programs; Educational Equity, Opportunities, and Diversity Issues; etc.
3. The Associate Chair(s) shall be appointed by the Chair and ratified by the faculty.
4. The number of units per semester or year is negotiated by the Chair.

IV. Committees

A. General Information

1. Committees shall be elected by the full-time faculty from a list of members who have shown a preference for a particular committee.
2. Committee members shall be elected for two year terms. During the first year of the implementation of this departmental arrangement committee members shall draw lots for one and two year position(s) to provide for staggering terms for committee membership.
3. Election of committee members shall occur in the Spring, no later than the end of the third week in May.
4. Each committee shall select its own chair who will convene each of the standing committees.
5. Committees shall assume jurisdiction on September 1 of the year elected.
6. Committees shall have at least three members.
7. Complete minutes shall be kept by all standing committees. They shall be filed with the department secretary.

B. Executive Committee

1. Composition: Voting members of the Executive Committee include the department chair (to make or break a tie), the Vice Chair, one member who is not a committee chair elected by the faculty as a whole to the at-large representative, and the chairs of the standing committees. In exceptional cases, one committee member from each standing committee may be elected by that committee to attend and vote at Executive Committee meetings in the place of the committee chair.
2. Duties:
3. Policies: The chair may convene the Executive Committee or a standing committee chair may request such a meeting. Motions to the Executive Committee are brought by either an Executive Committee member or a standing committee.

C. Budget Committee

1. Composition: The Budget Committee consists of three elected members.
2. Duties:
3. Budget Policies

Polices and Procedures for Requesting Budgetary Support.

Budgetary support for faculty and classroom support can be by individual faculty members in the following areas: 1) supplies and services, communication, travel, new equipment, replacement equipment, and student assistance. The following is a listing of Arts and Sciences Policy and departmental procedures for requesting support in the above-mentioned areas:

a. Supplies and Services

(1) Policy:

The supplies and services section of the budget covers a variety of items including spare parts for equipment, all requests for office furniture for departments and faculty, and software for existing computers. New equipment may also be requisitioned from this account. (The rental of films or video tapes for classroom use also comes from this account.) The guideline for such purchases is a single item cost of less than \$150.00. The Purchasing Office should be consulted if higher-priced equipment is needed from this

account.

(2) Procedure:

Any faculty member may request “special” supply needs above and beyond the normal departmental office support for the following academic year. Requests for special supplies such as video cassettes, photographic supplies, audio supplies, computer supplies, etc., and requests for services such as film/video program rentals, equipment repair, computer data bank fees, etc., will be considered by the Budget Committee only after appropriate justification, item description, and price quote is submitted with the request. See Exhibit A for categories currently funded.

b. Communication: (Postage and Telephone):

(1) Policy:

This area is generally allocated based on the previous year’s allotment. Departments should provide a justification for requests for even modest increases in this area.

(2) Procedure:

Any faculty member may request “special” communication above and beyond normal departmental support for the following academic year. Requests for long distance telephone expenses to computer data banks will be considered by the Budget Committee only after appropriate justification, item description, and price quote is submitted with the request.

c. Travel

(1) Policy: There are three categories of faculty instructional travel:

- (a) Priority #1, for required field trips, student supervision and pick up of class material;
- (b) Priority #2, for attendance by department chairs at system wide in-state meetings; and
- (c) Per Capita. Travel is allotted from funds based on the number of full time faculty in a department.

Per capita travel categories defined by the School of Arts and Sciences are as follows:

- i) Travel which includes articulation with discipline groups in the service area of California State University, Sacramento.
- ii) Travel which would result in a direct improvement in the teaching method or in the upgrading of the material offered in a course or courses taught in the department.
- iii) Travel which would indirectly improve the teaching of courses and/or would keep the department current in a major area taught in the department.
- iv) Travel to present a paper at a national or regional meeting.
- v) Travel to attend a meeting as an elected officer of an organization, or to chair or participate as an invited member of a panel.

(2) Procedure:

- (a) Priority #1 Travel - Required field trips and/or collecting trips, for each trip, provide the following information.
 - i) Identify the course number
 - ii) Provide the name of the instructor
 - iii) Indicate Fall or Spring semester
 - iv) Indicate whether the field trip is a requirement for the student, faculty member, or both
 - v) Provide the estimated cost of the trip
 - vi) Indicate whether the trip requires an overnight
- (b) Student-teacher supervision, field placement of students, and internships.

- i) Estimated number of students to be supervised, etc., based on known facts or previous experience.
- ii) Estimated cost of mileage based on the same.

(c) Mileage (pick up of class materials)

- i) Name of instructors/support staff making the trips
- ii) Identify the courses involved
- iii) Estimated mileage
- iv) Estimated costs

d. Department Allocation Policy

The school recommends that “preference in travel funds within a department should be given to junior faculty members who are still in the promotion cycle.”

To carry out the school requirements, the Budget Committee recommends the following department policy on the request for and use of travel funds:

- (1) Request for money in priorities 1 and 2 should be made during the budget cycle of the year preceding the anticipated use of the funds. Requests to meet unanticipated needs will be considered by the budget committee during the year of needs but they may be given lower priorities than those made at the original call for requests.
- (2) Requests for priority 3 will be allocated according to the following procedures:
 - (a) No person will be awarded money for travel within this priority category for more than one event during any one fiscal year.
 - (b) Ten percent of the per capita allocation will be reserved for use by applicants for priority 3a funds. Approved requests will be fully funded within that amount unless more is requested than can be awarded. In the event, the available funds will be distributed evenly among eligible applicants.
 - (c) Twenty-five percent of the per capita allocation will be reserved for applicants for priority 3b and 3c funds. Approved requests for in-state travel will be fully funded for transportation costs. If the event is out of state, the total miles to be traveled by applicants will be divided into the funds available to arrive at a “cents per mile” figure. Each applicant will be awarded an amount equal to the number of miles to be traveled by the “cents per mile” figure, up to a maximum of 50% of transportation costs. The Budget Committee will routinely refer applications in these categories to the Curriculum Committee for its concurrence that the requests meet school criteria for approval.
 - (d) After funds to meet b and c above have been allocated, approved requests for priority 3Ad (to present a paper at a national or regional organization) will be funded in the following manner:
 - i) Each eligible applicant below the rank of professor shall be awarded 5% of the remaining funds in priority 3. (Per capita travel).
 - ii) The remaining funds shall be allocated among all eligible applicants on a “cents per mile” basis described above.
 - iii) No awardee will be funded from department funds for more than 100% of transportation costs for in state travel and for 50% of transportation costs for out of state travel.
 - iv) If funds remain after the allocation in “b, c, dl, d2, d3” they will be divided equally among all remaining eligible applicants in priority 3Ad (to present a paper at a national or regional organization).

Persons who receive substantial funding from sources outside the department for priority 3 travel are encouraged to forego the use of department travel funds.

e. New Equipment

(1) Policy:

This category includes not only instructional equipment used by faculty and students in classes but also all types of office equipment. The University will not fund typewriters for use in faculty offices.

(2) Procedure:

Each request for new equipment must be accompanied by a completed equipment questionnaire (see Exhibit B). It is important to obtain accurate pricing information for items that are requested. There is no reserve to cover cost overruns for equipment. Requests for media production equipment must be submitted to the Media Committee for approval and ranking prior to action by the Budget Committee. All other requests can be submitted directly to the Budget Committee.

f. Replacement Equipment

(1) Policy:

Funds in this category are used to replace instructional equipment which is currently carried on the department's inventory. Office equipment must be requested as new equipment unless its primary use is in—class student use, classroom demonstration, or hands-on student use directly related to course work.

(2) Procedure:

Follow the procedure outlined above under the “New Equipment” heading.

g. Student Assistance

(1) Policy:

Most departments receive at least the same allocation for student assistance as in the prior year. This is a budget category which has been closely scrutinized in past years.

Adjustments to the department's allocations are based on information supplied the Committee which indicates an increase in workload due to such factors as FTE increases, shifts in student demand for courses, reduction of clerical/technical positions.

No funds for student assistance will be provided to a faculty member to support teaching of summer session courses (passed October, 1986).

(2) Procedure:

Faculty seeking student assistance funds should clearly identify the reasons for such a request and provide the Committee a break down and explanation of current and proposed uses of such funds.

Among those categories are:

- (a) department office help
- (b) lab or storeroom assistance
- (c) readers or assistants for courses
- (d) research assistants

D. Curriculum Committee

1. Composition: The Curriculum Committee consists of five elected members.
2. Duties: The Curriculum Committee handles all matters related to curriculum offerings, including graduate courses, makes recommendations to the faculty regarding new positions, and handles scheduling, catalog copy, and special session schedules.
3. Policies:

- a. Class Scheduling

The Department affirms its commitment to a policy of teaching rotation. We believe rotating keeps faculty informed and up-to-date in a variety of areas and helps prevent a narrow view of the discipline. However, we also recognize the need to have expertise in an area before attempting to teach it.

1. In order to be assigned to the rotation sequence for a course, faculty must present evidence of their expertise in the area along with a proposed syllabus and list of readings for the area. The following will be considered evidence of expertise:
 - a. Being assigned to teach in the area in initial hiring letter.
 - b. Having taught the course previously.
 - c. Having course work in the area.
 - d. Sitting in on the course for a semester.
 - e. Team-teaching the course for a semester.
 - f. Publishing work or presenting papers in the area.
2. Faculty who are qualified to teach a given course will rotate according to a policy based on the belief that rotation is advisable and in keeping with our long-standing policy that "no one owns a course."
 - a. A person who teaches a course for the first time will have first option to teach it a second time.
 - b. Other than in "2a" above, the person who has taught a course least recently will have first priority.
 - c. In calculating "2b" above, semesters faculty have not been teaching (i.e., have been on leave, sabbatical, etc.) will NOT be included. Teaching rotation for such faculty will be based on their schedules prior to taking leave.
3. In some cases, faculty may be denied assignment to a requested course for either of the following reasons.
 - a. Indication from the Faculty Evaluation Committee of significantly lower evaluations in a specific course than others who teach that course.

- b. Failing to teach according to goals of the course officially approved by faculty who teach the course and the Curriculum Committee in courses in which goals have been officially approved.

When there is a potential denial of a class assignment, the department chair will take a motion to deny a class assignment to the Curriculum Committee (if there is a problem with content preparation) or the FEC (if there is a student evaluation problem). The appropriate committee will make the final decision.

4. When no faculty volunteer to teach courses we must offer or to teach at times we need for curricular reasons, the following procedure will be followed:
 - a. The Curriculum Committee will extend informal request to qualified faculty.
 - b. The Curriculum Committee may call a faculty meeting to try to juggle schedules.
 - c. When the above remedies fail, the Chair is empowered to assign qualified persons to course or time slots. The following criteria will be used:
 - i) Previous record of faculty - how often they have changed before, whether they have a history of two-day schedule or two-prep loads, committee responsibilities, etc.
 - ii) What faculty member were hired to teach; faculty are presumed to have an obligation in times of need to teach courses they were hired to teach.
 - iii) Ease of covering faculty member's preferred schedule with part-time.
 - iv) The number of preps a teacher has in the semester in question.
 - d. If a faculty member objects to this assignment, she or he may appeal to the Curriculum Committee.

Extra Session Course Scheduling Principles

1. The first principle in scheduling extra session courses is curricular need. Is the course compatible with our extra session needs? Does it complement other offerings? Is the course sequencing logical (*e. g.* 100C in the first six weeks and 170 in the second)?
2. In order to provide students the most flexibility in scheduling, the curriculum committee may find it necessary to alter times of course offerings, *e. g.*, more afternoon classes in three-week sessions.
3. Scheduling will be based on projected student need or backlog for a given course.
4. All Summer classes will be offered through YRO scheduling. Limits to class size in extra sessions will be the same as in other semesters.

Extra Session Faculty Scheduling Principles

1. The same principles used for extra sessions in the past will determine priority for extra session offerings, *i.e.*, each faculty member who wants one course will get a course before another faculty member is given two courses, etc. The least recency principle (the faculty member who taught fewer courses in the preceding year[s]) will have priority for a second (or third) course. Under this policy first priority for two (or more) extra-session classes would go to newly hired full-time faculty members. The faculty member who gets the fewest courses overall is given first priority for a course where multiple requests are made for the same course. In the event of a tie in priority the curriculum committee will select by random drawing. It is understood that imposition of this means of prioritizing requests for classes must take into account curricular needs and the qualification of faculty members to teach specific needed courses.
2. The maximum teaching load for extra sessions is one class per three week session.
3. Recognizing the potentially higher remuneration for YRO classes, and in the interests of equity, the Curriculum Committee will make an attempt to rotate faculty teaching for extra pay between YRO and RCE offerings.

4. Part-time faculty will only be considered for extra session classes when no full-time faculty member is willing and available to teach a needed course.
5. First priority for YRO courses will go to faculty members opting or requested to teach Summer YRO as part of their regular annual course load.

Approved 4/13/98

b. Textbook Policies

1. Faculty teaching ComS 4 may not use textbooks used in ComS 103. The ComS 103 Coordinator will select the text for the ComS 103 lecture-lab section and coordinate texts for any independent sections of ComS 103. The receptionist, who receives requisitions, will monitor to see that no one teaching ComS 4 selects a ComS 103 text.
2. Faculty teaching ComS 5 must pick from a selected list of textbooks.

c. Special Session Teaching Rotation

Priority for all special-session teaching (Summer Sessions, Intersessions, and regular course offerings during the regular semester made through Regional and Continuing Education) will be determined as follows:

1. The Curriculum Committee will solicit requests from all Full Time Faculty members (including lecturers) for all special-session teaching for the coming calendar year early each Fall semester. The Committee will attempt to create inter- and summer-session schedules that accommodate faculty requests. The Committee will further attempt to create schedules that maximize the possibility that all faculty teaching in a given session will receive full salary for their rank. Disputes between faculty members and the Committee will be resolved by the Department Chair. If the faculty member is not satisfied with the Chair's decision, she/he may appeal the matter to the full faculty.
2. Working with the requests, the Committee will first determine whether all requestors can be scheduled for at least one course. If this is not possible, the Committee will use the tie-breaking procedure outlined below to determine which faculty members will be permitted to offer courses.
3. If it remains possible to schedule more courses after all requestors have been allocated one course, the Committee will determine whether all requests for a second course can be scheduled. If there are more requests for two courses than can be accommodated, the Committee will use the tie-breaking procedure below to determine which faculty members will be permitted to teach two courses. No one may be scheduled to teach two courses unless all requestors who wish one course are accommodated. The Committee will attempt to schedule those who are allocated two courses into six week sessions where that is possible and appropriate.
4. Tie-breaking procedures: In the event that there are more requests for classes than can be accommodated, priority will be determined using a principle of least recency of extra-session teaching during the current and previous years. The faculty member who taught no extra-session classes during the current year would have first priority, one who taught one class would have second priority, etc. If the current year's teaching fails to break a tie, the previous year(s) would be used in the same fashion. For the purposes of this tie-breaking procedure, offering a course that is canceled would not count as teaching. Offering a course that does not result in full pay appropriate to a professor's rank would be counted.

It is understood that this policy is intended to be implemented in the Fall of 1993 for the 1993 calendar year and that the current and previous years be used for tie-breaking purposes.

Adopted 3/18/92

4. Courses

a. Communication Studies Department Courses Used by Other Departments

- 2 1983-present GE Critical Thinking; for Engineering, double counts as oral communication and critical thinking.
- 4 1983-present GE Area 1A Oral Communication; Liberal Studies core requirement (either ComS 4 or 5). Physical Therapy graduate program prerequisite.
- 5 1983-present GE Area 1A Oral Communication; Liberal Studies core requirement (either ComS 4 or 5).
- 103 Required for Business majors; counts as GE oral communication for Accounting majors
- 104 Elective for Liberal Studies
- 105 Elective for Liberal Studies
- 108 Dual-listed with Family and Consumer Sciences, required course in FACS
- 114 GE Area E Understanding Personal Development
- 119 Elective for Liberal Studies; Peace & Conflict Resolution minor elective; Labor Studies minor certificate required course.
- 123 Dual-listed with Journalism
- 124 Dual-listed with Journalism
- 125 Dual-listed with Journalism
- 142A GE Further Studies in the Arts & Humanities
- 147 GE Major Social Issues of the Contemporary Era
- 158 Dual-listed with Journalism
- 173 Dual-listed as Anthro 162, required course in Anthro
- 186 Dual-listed with Women's Studies; dual-listed with Humanities

Journalism

- 50 1993-present GE Critical Thinking
- 172 GE Major Social Issues of the Contemporary Era

b. Course Restrictions

COMMUNICATION STUDIES DEPARTMENT

COURSE RESTRICTIONS

Spring 2004

<u>Comm. Studies Course Title</u>	<u>Prerequisite courses/ Major/Minor Accepted</u>	<u>Class Levels Accepted</u>
100B Critical Analysis of Messages	Comm. Studies	
100C Intro Methods Com. Research		soph-grad, 2 nd BA/MA
103 Presentational Speaking in Organizations		soph-grad, 2 nd BA/MA
105 Comm. in Small Groups		soph-grad, 2 nd BA/MA
106 Introduction to Digital Media		soph-grad, 2 nd BA/MA
107 Children and Television		soph-grad, 2 nd BA/MA
108 Family Communication	Communication Studies	soph-grad, 2 nd BA/MA
114 Communication and American Culture		soph-grad, 2 nd BA/MA
115 Non-Verbal Communication		soph-grad, 2 nd BA/MA
116 Intercultural Communication		soph-grad, 2 nd BA/MA
117 Multi-Media Communication		soph-grad, 2 nd BA/MA
118 Public Relations as Comm. Management		soph-grad, 2 nd BA/MA
119 Conflict Resolution Through Comm	Communication Studies, Liberal Studies, Fire Science	
120 History of the Media		soph-grad, 2 nd BA/MA
121 Media Aesthetics		soph-grad, 2 nd BA/MA
122 Writing for Interactive Media		soph-grad, 2 nd BA/MA
123 Publicity & Public Relations	Pass WPE	
126 Capturing and Editing Digital Media		soph-grad, 2 nd BA/MA
127 Producing and Directing for TV	ComS 20A, 20B, 27A, and 27B, with grade of B- or better	
128 Non-Studio TV Production	ComS 20A, 20B, 27A, and 27B, with grade of B- or better	
130 Staging and Lighting Digital Video		soph-grad, 2 nd BA/MA
142A Film as Communication - 3 rd World		soph-grad, 2 nd BA/MA
143 Theories of Interpersonal Communication	Comm. Studies	jun-grad, 2 nd BA/MA
144 Multimedia Design for the World Wide Web		soph-grad, 2 nd BA/MA
145 Organizational Comm.		soph-grad, 2 nd BA/MA
148 Mass Media Law and Regulation		soph-grad, 2 nd BA/MA
149A Introduction to Multimedia Authoring		soph-grad, 2 nd BA/MA
149B Advanced Multimedia Authoring		soph-grad, 2 nd BA/MA
150 Mass Communication Theories & Effects		soph-grad, 2 nd BA/MA
151 Visual Communication		soph-grad, 2 nd BA/MA
152 Freedom of Speech		soph-grad, 2 nd BA/MA
153 Mass Media Law and Regulation		soph-grad, 2 nd BA/MA
154 Instructional Design & Training		soph-grad, 2 nd BA/MA
158 Advanced Public Relations	ComS 123 or Jour 123, with grade of C- or better	
160 Political Comm.		soph-grad, 2 nd BA/MA
163 Comm., Self, & Society		soph-grad, 2 nd BA/MA
166 Persuasion and Attitude Change		soph-grad, 2 nd BA/MA
167 Systems and Theories of Rhetoric	ComS 100B, with grade of C- or better	
168 Approaches to Rhetorical Criticism	ComS 100B, with grade of C- or better	
169 Television Criticism	ComS 100B, with grade of C- or better	
170 Data Analysis Comm. Research	ComS 100C, with grade of C- or better	
171 Survey Methods Comm. Research	ComS 100C, with grade of C- or better	
172 Content Analysis	ComS 100C, with grade of C- or better	
173 Language and Culture		jun-grad, 2 nd BA/MA
174 International Comm.		soph-grad, 2 nd BA/MA
175 Creative Problem Solving		soph-grad, 2 nd BA/MA

<u>Comm. Studies Course Title</u>	<u>Prerequisite courses/ Major/Minor Accepted</u>	<u>Class Levels Accepted</u>
176 Broadcast Media Sales & Promotion		soph-grad, 2 nd BA/MA
154 Instructional Design & Training		soph-grad, 2 nd BA/MA
177 Broadcast Program & Audience		soph-grad, 2 nd BA/MA
178 Telecommunications Management		soph-grad, 2 nd BA/MA
179 Media, Sports & Society		soph-grad, 2 nd BA/MA
180 Senior Seminar Org. & Comm.	ComS 145, with grade of C- or better	
181 Senior Seminar Small Group	ComS 105, grade of C- or better	
182 Senior Seminar Interpersonal	Comm. Studies	jun-grad, 2 nd BA/MA
183 Senior Seminar Media Issues	Comm. Studies	jun-grad, 2 nd BA/MA
184A Multimedia Project Planning and Management		soph-grad, 2 nd BA/MA
184B Multimedia Project Completion		soph-grad, 2 nd BA/MA
185A Practicum in Video Production		soph-grad, 2 nd BA/MA
185B Practicum in Video Production		soph-grad, 2 nd BA/MA
186 American Women in Media and the Arts	Comm. Studies	soph-grad, 2 nd BA/MA
187 Senior Seminar in Public Relations		soph-grad, 2 nd BA/MA
188 Senior Seminar in Intercultural Comm.	ComS 116, with grade of C- or better	
190 Innovation in Telecommunication		soph-grad, 2 nd BA/MA
191 Innovation in Telecommunication		soph-grad, 2 nd BA/MA
200 Intro to Graduate Studies	Comm. Studies & Social Science	grad, 2 nd masters
201 Communication Theory	Comm. Studies & Social Science	grad, 2 nd masters
202 Research Methods in Comm.	Comm. Studies	grad, 2 nd masters
203 through 298		grad, 2 nd masters

Journalism Courses

120 History of the Media		soph-grad, 2 nd BA/MA
123 Writing for Public Information	Pass WPE	
125A Writing for Broadcasting: Copywriting		soph-grad, 2 nd BA/MA
125B Broadcast News: Theory and Practice		so-grad, 2 nd BA/MA
132 Magazine Writing	Pass WPE	
134 War, Peace, and the Mass Media		jun-grad, 2 nd BA/MA
158 Advanced Public Relations	ComS 123 or Jour 123, grade of C- or better	
172 Women in the Mass Media		soph-grad, 2 nd BA/MA
190 Literary Journalism		jun-grad, 2 nd BA/MA
195 Fieldwork in Journalism		jun-grad, 2 nd BA/MA
198 Journalism Laboratory		jun-grad, 2 nd BA/MA
295 Fieldwork in Journalism		grad, 2 nd masters

Updated 2/11/04

E. Academic Affairs Committee

1. Composition: the Academic Affairs Committee consists of three elected members.
2. Duties:
 - a. The Academic Affairs Committee shall develop criteria for dealing with readmission of students (see student policies section), student grievances, and student-related problems and shall recommend policies concerning instructional service and other academic matters, except curriculum and programs.
 - b. The Academic Affairs Committee may receive additional charges from the Department faculty, from the Department Chairperson, or from the Department Executive Committee.
 - c. When the Academic Affairs Committee completes a study it may offer alternative positions and/or actions, and/or make recommendations for such positions or actions to the Department Chairperson, either to recommend for the Chair's approval, or to recommend for Department consideration.
 - d. Such reports to the Chair shall be in writing. The Chair shall respond in writing to the Committee as to the action(s) she/he decides.

3. Policies:

- a. Course Credit by Challenge Exam

No credit by examination will be allowed for **performance courses**. The following Communication Studies courses are defined as falling into that category:

- 2 Argumentation
- 4 Introduction to Public Speaking
- 5 Communication Experience
- 8 Interpersonal Communication
- 10 Forensics Workshop
- 103 Presentational Speaking in the Organization
- 104 Persuasive Public Speaking
- 105 Communication in Small Groups
- 110 Advanced Forensics Workshop
- 111 Debate Research Practicum

No credit by examination will be allowed for **upper division media production courses**. The following are defined as falling into that category:

- 121 Media Aesthetics
- 127 Producing and Directing for Television
- 128 Non-Studio Television Production
- 142 Film as Communication
- 185 Practicum in Video Production

Other courses may be challenged for credit by exam.

In the media area, students **may** challenge the following courses for credit by examination:

- 20A Audio Production
- 20B Audio Production Lab
- 124A Writing for Broadcasting: Copywriting
- 124B Writing for Broadcasting: Scriptwriting

As well, students may challenge all other Communication Studies courses by exam except senior seminars and capstone courses and those disallowed by the department Academic Affairs Com.

Procedure for Challenge Exams

1. Students must apply during the first three weeks of the semester (except by permission of the chair) by filing a University Credit by Exam form with the department secretary who will forward it to the Academic Affairs Committee. As part of the process, students must attach relevant documents that attest to their preparation to take the exam.
2. The Academic Affairs Committee will poll professors who teach the course to be challenged as to the appropriateness of the challenge and will inform the student if his/her application is rejected. If it is accepted, the Committee will appoint a professor to administer the exam.
3. Students can ask for credit by exam on any course not specifically exempted that is offered in the academic year.
4. Students must enroll in the course to be challenged by the census date if the course is currently being offered.
5. Date and time of the exam will be decided by the professor and student, but university policy requires the grade to be filed no later than the twelfth week of school.
6. A portfolio of previous work, video tapes, audio tapes, or scripts may be substituted for, or added to, examinations.
7. Students will be given a syllabus of the course as a guide for study.
8. The main office will keep all exam questions on file for faculty reference.

Adopted 4/15/98

F. Hiring Committee

1. Composition: The Hiring Committee consists of three tenured elected members.
2. Duties: The Hiring Committee is charged with administering the various departmental hiring policies.
3. Policies: See Section II.

G. Graduate Committee

1. Composition: The Graduate Committee consists of five elected members for two-year terms.
2. Duties: The Graduate Committee serves as the sole oversight for graduate related matters in the department. Their duties include but are not limited to the following:
 - a. overseeing admission and readmission of students into the program.
 - b. making course rotation recommendations to the Curriculum Committee
 - c. considering recommendations from the Graduate Subcommittee for G.A./T.A. Selection and Evaluation Committee and forwarding G.A./T.A. recommendations to the chair of the department for final approval.
 - d. approving curricular plans of study proposed by students.
 - e. reviewing and approving 295/299 proposals.
 - f. assisting in the administration of comprehensive examinations by selecting committee members to write questions for each of the core areas in which a student is tested.
 - g. updating all relevant graduate related documents such as the department policy manual and the Graduate Document.
 - h. managing all graduate related department scholarships for graduate students.
 - i. selecting a graduate coordinator from the five person committee to serve as coordinator of the program. The graduate coordinator is elected annually.
3. Meetings: The Graduate Committee meets on the second and fourth Wednesday of the month from 3:00 p.m. – 4:15 p.m.

4. Policies:

a. Policy Involving Faculty Thesis Committee Service

A Faculty member may apply to the graduate committee for three units of assigned time after meeting the following conditions. The awarding of these units is dependent upon support from the dean's office.

- (1) Serving as a major advisor for five students who have completed the M.A. thesis or project
- (2) The procedure for receiving this assigned time is as follows:
 - a) At the completion (having obtained the appropriate signatures) of the fifth thesis or project the faculty member should submit the names and titles of the five completed theses or projects to the graduate coordinator, along with a request for assigned time indicating when the time is desired.
 - b) The graduate coordinator will review the request and verify the completion of the theses or projects. He or she will then forward the request to the curriculum committee.
 - c) The curriculum committee should determine the semester for the assigned time, depending on the demand for courses.

b. Policies Involving Faculty working with Graduate Students

- (1) Academic faculty advisors
 - a) meets with students to select classes for their M.A. program.
 - b) approves and signs temporary and final plans of study.
- (2) 295/299 advisors
 - a) assists the student in formalizing the proposal to be submitted to the graduate committee.
 - b) approves and signs the 295/299 coversheet indicating that they have read the proposal and that it conforms to the guidelines established by the graduate committee.
 - c) meets with the student throughout the semester to ensure that adequate progress on the 295/299 is made.
 - d) ensures that the students work is completed to a professional academic standard. This includes, but is not limited to spelling errors, grammar, punctuation, and adherence to university standards on the use of an acceptable format (e.g., APA or MLA) throughout the work.
 - e) submits a final grade that is to be awarded to the student based on the completed work.
- (3) Thesis/Project chairs
 - a) provides guidance to the student while he or she writes the pre-proposal, prospectus, and final thesis/project culminating work.
 - b) ensures that the students work is completed to a professional academic standard. This includes, but is not limited to spelling errors, grammar, punctuation, and adherence to university standards on the use of an acceptable format (e.g., APA or MLA) throughout the work.
 - c) allows the student to forward copies of their pre-proposal, prospectus, and final thesis/project culminating work when such work is considered by the chair to be complete and ready for committee review.
 - d) attends the students' pre-proposal, prospectus, and final thesis/project oral defense. At times, the committee chair may find it necessary to attend defenses through the use of phone conferencing or similar technologies. While it is acceptable for chairs to use alternative conferencing methods rather than the face-to-face approach, such methods should only be used when appropriate to the thesis/project or if it is absolutely necessary.
- (4) Thesis/Project committee members
 - a) provides feedback to the student while he or she is writing the thesis/project proposal if such feedback is requested.
 - b) reads the thesis and provides any written comments that may assist the student in finalizing his or her thesis or project.

c) attends the students' pre-proposal, prospectus, and final thesis/project oral defense. At times, committee members may find it necessary to attend defenses through the use of phone conferencing or similar technologies. While it is acceptable for faculty to use alternative conferencing methods rather than the face-to-face approach, such methods should only be used when appropriate to the thesis/project or if it is absolutely necessary.

c. Policies Involving Graduate Students

All policies pertaining to Graduate Studies can be found in the Graduate Document.

d. Policies involving Comprehensive Exams

All policies pertaining to faculty service in comprehensive exams can be found in the Comprehensive Exam Guidelines and Procedures for Communication Studies Master's Candidates.

Communication Studies Department Comprehensive Exam Policy

- I. Conditions that must be met are as follows:
 - A. The student must have advanced to candidacy.
 - B. The student must have completed as least 21 units of coursework toward the M.A. degree.
 - C. The student must be in the process of completing all 30 units of coursework toward the M.A. degree. (That is, the student must be in his/her final semester.)
- II. The procedures for the formation of the student's comprehensive exam committee:
 - A. The committee will consist of three members.
 - B. The members of the committee will be selected as follows:
 1. The candidate selects a full—time faculty of California State University, Sacramento (CSUS) Communication Studies Department to act as the Chair of his/her committee.
 2. The Graduate Committee of the Communication Studies Department of CSUC selects a full-time faculty member of CSUS Communication Studies Department to be the second member of the candidate's committee.
 3. The two committee members will select the third member of the committee who must also be a full-time faculty member of CSUS.
- III. The comprehensive exam will consist of two major parts as outlined below.
 - A. The candidate must submit to his/her committee a portfolio containing three papers written while a graduate student in the Communication Studies M.A. program at CSUS, which meet both of the following standards:
 1. The papers must have been written for one of the following:
 - a. A graduate level course in the Communication Studies Department of CSUS
 - b. an honors conference,
 - c. a professional organization for presentation at its convention, and/or
 - d. for publication in a refereed journal.
 2. The papers in the portfolio may not have been co-authored.
 - B. The student's committee will be responsible for constructing a comprehensive exam that fulfills the following:
 1. The exam contains questions that are consistent with the candidate ' s program of study.
 2. The exam should be designed to last no less than six and no more than eight hours. (Each question on the exam should be given a time limit.)
 3. Two hours of the comprehensive exam will cover core coursework. (Comm Studies 200, 201, 202)
 4. No area of study should have questions requiring more than 2 hours of the exam.
- IV. The Graduate Coordinator will keep and maintain a file of comprehensive exam questions.
 - A. The graduate coordinator will obtain, from candidate's committee members, copies of comprehensive exams questions.
 - B. The graduate coordinator will make the file of questions available to candidates who are preparing for their comprehensive exam.
- V. Comprehensive exams are to be administered as follows:
 - A. Comprehensive exams are to be administered as follows:
 1. Comprehensive exam dates which will be about the 10th week of the semester.
 2. No comprehensive exams will be given during the summer.
 - B. At least thirty days in advance of the comprehensive exam date the candidate will be informed of the areas of the graduate curriculum to be tested. (Note the reference is to areas and not questions. The committee may write more than one question per area of the graduate curriculum tested.)

- C. At least thirty days in advance of the comprehensive exam date the candidate will give the Chair of the committee a copy of his/her paper portfolio.
 - D. The exam must be administered over a two day period.
 - E. The exam will be proctored by the Graduate Coordinator or his/her representative.
- VI. The evaluation of comprehensive exams.
- A. All members of the candidate's committee will read and evaluate the contents of the candidate's paper portfolio as acceptable/unacceptable.
 - B. All members of the candidate's committee shall evaluate the answers to the comprehensive exam questions using a pass/fail grading system.
- VII. Passing the comprehensive exam.
- A. A candidate shall be considered to have passed the exam when both of the following criteria are met:
 - 1. Two of the candidate's committee agree that the contents of the paper portfolio are acceptable,
 - 2a. Two of the three members of the candidate's committee or all three members of the candidate's committee agree that the answers to the major areas of the graduate curriculum tested are acceptable (received a grade of pass) and that the candidate need not retake the area failed (Note the reference is to areas and not questions.)
 - 2b. Two of the three members of the candidate's committee or all three members of the candidate's committee agree that the answers to all the areas of the graduate curriculum tested are acceptable (received a grade of pass). (Note the reference is to areas and not questions.)
- VIII. Failing the comprehensive exam.
- A. The candidate may fail for one or more of the reasons outlined below:
 - 1. Two of the three members of the candidate's committee or all three members of the candidate's committee agree that the contents of the paper portfolio are unacceptable.
 - 2. Two of the three members of the candidate's committee or all three members of the candidate's committee agree that the answers to one of the major areas of the graduate curriculum tested is unacceptable (received a grade of fail) and that the candidate must retake the area failed (Note the reference is to areas and not questions.)
 - 3. Two of the three members of the candidate's committee or all three members of the candidate's committee agree that the answers to two or more of the areas of the graduate curriculum tested are unacceptable (received a grade of fail). (Note the reference is to areas and not questions.)
- IX. Procedures to be followed after a failed comprehensive exam.
- A. A candidate whose paper portfolio is found unacceptable will be required to submit additional samples of writing.
 - 1. The additional samples must meet the standards outlined in Section III A of this document.
 - 2. The committee will specify, in a memo, the nature of the deficiencies in the candidate's paper portfolio.
 - 3. The committee may require that the candidate submit no more than three additional samples.
 - 4. The candidate can only resubmit the papers after 4 calendar months (this is University policy). The committee in consultation with the candidate will set the due date for submitting additional writing samples.
 - B. A candidate that fails one area of the comprehensive exam may be required by the committee to retake only that part of the comprehensive exam failed.
 - 1. The committee will specify, in a memo, the area that the candidate failed.
 - 2. The committee will write new questions for the area failed by the candidate that meets the standards outlined in Section III B items 1 and 2, and Section V items A, C, D, and E of this document.
 - 3. The answer(s) to the new question(s) must meet the standards outlined in Section VII A 2a or A 2b or the candidate will considered to have failed the exam.

4. The candidate can retake the exam during the next regularly scheduled exam dates. (University policy requires at least four calendar months since the previous examination.)
- C. A candidate that fails two or more areas tested by the comprehensive exam will be required to retake the entire exam.
1. The committee will specify, in a memo, the areas that the candidate failed and passed.
 2. The committee will write a new comprehensive exam for the candidate that meets the standards outlined in Section III B items 1, and 2, and Section V items A, C, D, and E of this document.
 3. The answers to the new comprehensive exam must meet the standards outlined in Section VII 2a or A 2b or the candidate will be considered to have failed the exam.
 4. The candidate can retake the exam during the next regularly scheduled exam dates. (University policy requires at least four calendar months since the previous examination.)
- X. A candidate may retake the failed part of the comprehensive exam or the entire exam only once.
- XI. A candidate who fails the comprehensive exam may not elect to then write a thesis or conduct a project.

TO: Graduate Students taking Comprehensive exams

FROM: The Graduate Committee

RE: Comprehensive Exams

The intent of the comprehensive exam is to test the breadth of your knowledge in Communication Studies. You should not select this culminating option or any other culminating option (thesis or project) without first talking with your advisor.

The following steps should be taken to insure the timely completion of this option:

- I. You should contact your advisor one semester in advance of the semester you plan to take the comprehensive exam.
 - A. Review with your advisor the following items:
 1. The eligibility standards set forth in Section I, A, B, and C, of the Communication Studies Department's Comprehensive Exam Policy.
 2. The Communication Studies Department's Comprehensive Exam Policy.
 3. Your course of study and the classes you intend to take in your final semester.
 - B. Create a list of the major areas of the graduate curriculum (e.g., criticism, health communication, interpersonal communication, mass communication, etc.).
 1. The list should be consistent with your course of study.
 2. This list must be given to the Graduate Committee when the request is made that they appoint a member to your comprehensive exam committee. (There is a form for doing this.)
- II. Request that the Graduate Committee appoint a faculty member to serve on your committee.
- III. Begin assembling your paper portfolio.
 - A. The contents of your paper portfolio must meet the standards set forth in Section III, A, 1, a, b, c, and d of the Communication Studies Department's Comprehensive Exam Policy.
 - B. The paper portfolio should be in the hands of your committee chair at the earliest possible date but no later than 30 days in advance of when the comprehensive exam is scheduled.
- IV. When preparing for your comprehensive exam keep the following in mind:
 - A. Your committee is responsible for constructing the exam so that it fulfills the following:
 1. The questions are consistent with your program of study.

2. The exam questions will come from major areas of the graduate curriculum, including the core graduate courses. (Note the reference is to areas and not questions.)
 3. The exam will be designed to last no less than six hours but no more than eight hours. (Each question on the exam will be given a time limit.)
 4. The Graduate Coordinator will have a file of past comprehensive exam questions which you may review.
- V. Thirty days in advance of your comprehensive exam dates you will be told which of the major areas of the graduate curriculum the exam will cover.
- VI. Your comprehensive exam will be administered as follows:
- A. The date of the administration of the comprehensive exam will be announced at the beginning of each semester by the Graduate Coordinator. 1. Usually, the exam will be given in the 10th week of the semester. 2. No exams will be given in the summer.
 - B. The exam must be administered over a two day period.
- VII. The evaluation of comprehensive exams.
- A. All members of the committee will read and evaluate the contents of your paper portfolio as acceptable/unacceptable.
 - B. All members of the committee shall evaluate the answers to your comprehensive exam questions using a pass/fail grading system.
- VIII. Passing the comprehensive exam.
- A. A candidate shall be considered to have passed the exam when both of the following criteria are met:
 1. Two of the three members of the committee or all three members of the committee agree that the contents of the paper portfolio are acceptable.
 - 2a. Two of the three members of the candidate's committee or all three members of the candidate's committee agree that the answers to the major areas need not retake the area filed (Note the reference is to areas and not questions.)
 - 2b. Two of the three members of the candidate's committee or all three members of the candidate's committee agree that the answers to the major areas of the graduate curriculum tested are acceptable (received a grade of pass). (Note the reference is to areas and not questions.)
- IX. Failing the comprehensive exam.
- A. The candidate may fail for one or more of the reasons outlined below:
 1. Two of the three members of the candidate's committee or all three members of the candidate's committee agree that the contents of the paper portfolio are unacceptable.
 2. Two of the three members of the candidate's committee or all three members of the candidate's committee agree that the answers to one of the major areas of the graduate curriculum tested is unacceptable (received a grade of fail) and that the candidate must retake the area failed (Note the reference is to areas and not questions.)
 3. Two of the three members of the candidate's committee or all three members of the candidate's committee agree that the answers to two or more of the areas of the graduate curriculum tested are unacceptable (received a grade of fail). (Note the reference is to areas and not questions.)
- X. Procedures to be followed after a failed comprehensive exam.
- A. A candidate whose paper portfolio is found unacceptable will be required to submit additional samples of writing.
 1. The additional samples must meet the standards outlined in Section III A of this document.
 2. Your committee will specify, in a memo, the nature of the deficiencies in the candidate's paper portfolio.
 3. Your committee may require that you submit no more than three additional samples.
 4. The portfolio can only be resubmitted after 4 calendar months. Your committee, in consultation with you, will set the due date for submitting additional writing samples.

- B. A candidate who fails one area of the comprehensive exam may be required by their committee to retake only that part of the comprehensive exam failed.
 - 1. Your committee will specify, in a memo, the area that you failed.
 - 2. Your committee will write a new comprehensive exam for the area failed that meets the standards outlined in Section III B items 1, 2, and 3, and Section V items A, C, D and E of department's comprehensive exam policy.
 - 3. The answers to the area retaken must meet the standards outlined in Section VII A 2a or A 2b of the department's comprehensive exam policy, or you will be considered to have failed the exam.
 - 4. The candidate can retake the exam during the next regularly scheduled exam dates. (University policy requires at least four calendar months since the previous examination.)
- C. If you fail two or more areas tested by the comprehensive exam you will be required to retake the entire exam.
 - 1. Your committee will specify, in a memo, the areas that you failed and passed.
 - 2. Your committee will write a new comprehensive exam for you that meets the standards outlined in Section III B items 1, 2, and 3 and Section V items A, C, D, and E of the department's comprehensive exam policy.
 - 3. The answers to the new comprehensive exam must meet the standards outlined in Section VII A 2a or A 2b of the department's comprehensive exam policy, or you will be considered to have failed the exam.
 - 4. The candidate can retake the exam during the next regularly scheduled exam dates. (University policy requires at least four calendar months since the previous examination.)
- XI. You may retake the failed part of the comprehensive exam only once. You are not allowed to choose to do a thesis or project after failure of the exam.

3/88

To: Advisors/Comprehensive Exam Committee Chairs

From: Graduate Committee

Re: Your duties as chair of a Comprehensive Exam Committee

You are responsible for helping the student to prepare for his/her comprehensive exam. Keep in mind that the comprehensive exam is intended to test the candidate's breadth of knowledge acquired while in the M.A. program. The candidate should be encouraged to begin planning for his/her comprehensive exam the semester before he/she intends to take it. The following steps are outlined for your convenience.

- I. Review with the candidate the following:
 - A. The Communication Studies Department's comprehensive exam procedures.
 - B. Determine if the student meets the conditions set forth in Section I of the Comprehensive Exam Policy Document.
- II. Review the student's course of study and create a list of the major areas of the graduate curriculum (e.g., criticism, health communication, interpersonal communication, mass communication, etc.).
 - A. This list should be consistent with the candidate's course of study.
 - B. The list is to be given to the Graduate Committee at the time you request that it appoint a member to the candidate's comprehensive exam committee.
- III. Request that the Graduate Committee appoint a faculty member to serve on the candidate's comprehensive exam committee.

- IV. The candidate should then be encouraged to begin assembling his/her portfolio.
- A. The paper portfolio should be in your hands at the earliest possible date but no later than 30 days in advance of when the comprehensive exam is scheduled.
 - B. It is your responsibility to insure that each member of the candidate's committee reads the papers and indicates whether or not the portfolio is acceptable or unacceptable.
- V. Meet with the faculty member appointed by the Graduate Committee to select the third member of the candidate's committee, and report the decision to the Graduate Committee.
- VI. Call a meeting of the candidate's committee at least 60 days in advance of the comprehensive exam date.
- A. Review the candidate's course of study.
 - B. Review the list of major areas of the graduate curriculum submitted to the Graduate Committee.
 - C. The candidate's committee should then develop its own list of major areas of the graduate curriculum from which to construct an exam fulfills the following:
 1. Two hours of the exam will cover the core (Com Studies 200, 201, 202)
 2. The exam questions will come from major areas of the graduate curriculum consistent with the candidate's program of study. (Note the reference is to areas and not questions. The committee may write more than one question per major area of the graduate curriculum tested.)
 3. The exam is designed to last no less than six but no more than eight hours. (Each question on the exam should be given a time limit.)
 4. Copies of the exam questions are to be given to the Graduate Coordinator.
 - D. No less than thirty days in advance of the exam date the candidate should be given the major areas of the graduate curriculum that they will be tested on. (Note the reference is to areas and not questions.)
- VII. Comprehensive exams are to be administered as follows:
- A. The Graduate Coordinator will at the beginning of every semester announce the dates for the comprehensive exam which will usually be in the 10th week of the semester. (No exams given during the summer.)
 - B. The exam must be administered over a two day period.
- VIII. Evaluation of the comprehensive exams
- A. All members of the committee are to read and evaluate the contents of the candidate's paper portfolio on an acceptable/unacceptable basis.
 - B. All members of the committee shall evaluate the answers to the comprehensive exam questions using a pass/fail grading system.
- IX. Passing the comprehensive exam.
- A. A candidate shall be considered to have passed the exam when both of the following criteria are met:
 1. Two of the three members of the committee or all three members of the committee agree that the contents of the paper portfolio are acceptable, or
 2. Two of the three members of the committee or all three members of the committee agree that the candidate has written acceptable answers (a grade of pass) to the areas of the graduate curriculum tested by the exam (Note the reference is to areas and not questions).
- X. Failing the comprehensive exam.
- A. The candidate may fail for one or more of the reasons outlined below:
 1. Two of the three members of the committee or all three members of the committee agree that the candidate's paper portfolio is unacceptable.

2. Two of the three members of the committee or all three members of the committee agree that the candidate's answers to one of the areas tested by the exam are unacceptable (a grade of fail). (Note the reference is to areas and not questions).
3. Two of the three members of the committee or all three members of the committee agree that the candidate's answers to two of the major areas tested by the exam are unacceptable (a grade of fail). (Note the reference is to areas and not questions).

XI. Procedures to be followed after a failed comprehensive exam.

- A. A candidate whose paper portfolio is found unacceptable will be required to submit additional samples of his/her writing.
 1. The comprehensive exam committee will specify, in a memo, the deficiencies in the paper portfolio that caused it to be unacceptable.
 2. The comprehensive exam committee will specify, in a memo, the number of additional papers that must be submitted.
 - a. The papers must meet the standards set forth in Section III, A of the Comprehensive Exam policy document.
 - b. The number of additional papers submitted shall not exceed three.
 3. The portfolio can only be resubmitted after four calendar months (University policy). The comprehensive exam committee, in consultation with the candidate, will set the date by which the additional papers must be submitted.
- B. A candidate that fails one area of his/her comprehensive exam will be required to retake only that part of the exam (Note the reference is to area and not questions).
 1. The committee will specify, in a memo, the area that the candidate failed.
 2. The committee will specify, in a memo, why the candidate failed this area.
 3. The candidate can retake the exam during the next regularly scheduled exam dates. (University policy requires at least four calendar months since the previous examination.)
- C. A candidate that fails two or more areas of the comprehensive exam will be required to retake the entire exam (Note the reference is to areas and not questions).
 1. The committee will specify, in a memo, the areas failed and the areas passed.
 2. The committee will specify, in a memo, why the candidate failed these areas.
- D. The candidate can retake the exam during the next regularly scheduled exam dates. (University policy requires at least four calendar months since the previous examination.)

XII. A candidate may retake the failed part of the comprehensive exam only once.

H. Part-Time Faculty Evaluations

1. Composition: The Part Time Faculty Evaluation Committee consists of five elected tenured faculty members.
2. Duties: The Part Time Faculty Evaluation Committee will evaluate the teaching performance of part time faculty and provide their evaluations.
3. Policies:

Procedures for the Evaluation of Part Time Temporary Faculty

I. Introduction

- A. This document describes the department criteria, policies and procedures of the Department of Communication Studies for the evaluation of part time temporary faculty.
- B. This document supplements the Collective Bargaining Agreement between the Board of Trustees of the California State University and the California Faculty Association, the University ARTP Policy adopted by the Academic Senate and approved by the President of the University, and the College of Arts and Letters ARPT Policy and Procedures.
- C. This document is intended to be consistent with all applicable authorities. Any inconsistencies brought about by changes in applicable authorities cited above shall be remedied as soon as possible. Unless specifically directed by appropriate University Administrators, all changes made will be effective by the following RPT and E cycle.
- D. Any changes in this document require a majority vote of the full-time faculty. For RTPE purposes full time faculty refers to those individuals who are tenured, hold tenure track appointments, or hold full time lecturer appointments.

II. Committee Structure

- A. The Part Time Faculty Evaluation Committee consists of five full time members of the faculty with tenure.
- B. Members are elected by all full time members of the department for two-year terms in the same manner as are members of other standing committees of the department.

III. Candidacy and Calendar

- A. The committee will evaluate each instructor at least once a year.
- B. Those instructors in their first semester of employment with the department must be evaluated by the end of their first semester of teaching.
- C. The committee shall inform individuals who are being evaluated of appropriate deadlines for the submission of evaluation materials.

IV. Input

- A. The candidate is responsible for providing the committee with all material not in the candidate's Personnel File.
- B. Student Evaluations

Standardized written student evaluation questionnaires are required for all current candidates annually in all courses. The committee is responsible for the administration of evaluation questionnaires, for insuring that the distribution and collection of questionnaires maintain student anonymity. Summaries of the results of the questionnaires shall be placed in the files of the faculty. The results of the student evaluations shall be given to the instructor and department chair after grades have been assigned.

- C. Grade Distributions

Reports of grade distributions in courses taught by part time faculty shall be given to the instructor.

- D. Letters of Complaint

In the event that a signed letter of complaint is received by the department chair, a copy of the letter shall be forwarded to the part time faculty member who will be given one week to respond. The response may be a general reply, in which case both the letter and the response will be bound together and placed in the part time faculty member's evaluation file. The response may also request that the letter not be included in the file, in which case the PTEC may recommend to the department chair who as custodian of the part time faculty member's PAF makes the decision.

- E. Students presenting evaluative material to a department chair shall be advised by the chair that to be considered in the evaluation process the student must present his/her comments signed and in writing.

V. Candidate Notice

All material generated by the committee shall be identified by date and source. Part time faculty will be given notice that such material will be placed in their Personnel File within a week of notification. Part time faculty have up to a week from notification to provide a written response to such material.

VI. Criteria For Evaluations

Competent teaching performance and preparation is the primary criteria in evaluation of part time personnel.

Evidence includes:

- A. Input from the individual who is being considered such as current vitae, courses taught, instructional materials, course outlines, class preparation, teaching awards or honors, and written information from students.
- B. Input from professional colleagues both on and off campus such as letters of evaluation and recommendation regarding teaching performance, acknowledgment of teaching awards or honors, opinions and/or evaluation of peers.
- C. Input from students
 - 1. The results of the application of a standardized departmental/school/or division procedure which provide student opinions and/or evaluation of the faculty member's teaching performance.

D. Letters of Complaint

- 1. In the event that a signed letter of complaint is received by the department chair, a copy of the letter shall be forwarded to the part time faculty member who will be given one week to respond. The response may be a general reply, in which case both the letter and the response will be bound together and placed in the part time faculty member's evaluation file. The response may also request that the letter not be included in the file, in which case the PTEC may recommend to the department chair who as custodian of the part time faculty members PAF makes the decision.
 - 2. Part time faculty members may request the removal of any such letter of complaint from their files by asking the chair in writing. The PTEC will make a recommendation to the department chair concerning the chair's ruling on such a request.
- E. Other evidence provided by the part time faculty member such as department service, research, creative achievements, advanced degrees, and teaching in external degree programs. For each of these specific contributions, the following information shall be provided.
- 1. Description of exact contributions, including level of responsibility and amount of time involved.
 - 2. Achievements and/or accomplishments of the individual.
 - 3. Relationship to teaching should be specified: the candidate should tell what was learned, what was brought back to students, and what was carried into the classroom, etc.

F. Results of in class visitations. Procedures for these are as follows:

- 1. There will be two visitations by members of the Part Time Faculty Evaluation Committee (PTEC) or their delegates (see #3 below) in classrooms of new part time faculty members during their first two semesters of employment. In the event that the individual being evaluated is teaching more than one course or more than one section of a course, the section or the course to be visited will be determined by random.
- 2. At least one of the visiting evaluators will be versed in the area of expertise required by the course to be visited.
- 3. In the event that no member of the PTEC possesses expertise in the area of the teacher under evaluation, a delegate with such expertise will be chosen from the full time faculty at large. To this end, a list of full time faculty according to their areas of expertise will be assembled and a rotation system will be employed to assure an equitable distribution of visitation assignments. (Note: under ordinary circumstances, it is expected that no such delegates would actually be needed, and even under the most extraordinary conditions, we would not expect anyone not on the PTEC to be asked to perform a visitation more than once a year.

4. All new part time faculty and all other part time faculty scheduled for evaluation will be asked to submit a written syllabus to the PTEC prior to the fourth week of the semester for each of their courses. Syllabus information will be made available to whoever is performing the visitation.
5. Visitations will occur between the beginning of the fourth and the end of the tenth week of the semester, at the convenience and with the agreement of the visitor and the instructor.
6. Part time faculty to be visited will be notified during the third week of the semester, and requested to respond within one week with two alternate dates for the visitation. The visitor will select one of the two dates. As indicated above, the dates must occur by the end of the tenth week of the semester. Should the two dates chosen be unacceptable to the visitor, the process shall be repeated.
7. A written report on the visitation, using a form devised by the PTEC (see attached) will be filed with the PTEC within four working days of the visitation.
8. Within four working days of filing the report, there will be an informal conference between the instructor and visitor, for the sake of improving instruction and increasing the fraternity between part time and full-time members. (Note: This item is included at the express request of the members of the part time faculty, and is not intended to have any bearing whatever on the evaluation process itself.)
9. Within four working days of the informal conference, a copy of the evaluation report will be sent to the individual being evaluated. The part time faculty member will then have seven days to file an optional written response to the evaluation report with the PTEC.
10. The report submitted to the PTEC will be included, along with any written response submitted by the part time faculty member, student evaluation results, syllabus information, and other documents included at the request of the instructor being evaluated, as a part of the evaluation process. No weightings will be assigned to any part of the process; all information assembled will be evaluated as a whole through committee deliberation.
11. Part time faculty members hired prior to the initiation of this visitation procedure will also be visited, as may each year as can be reasonable accommodated. Individuals to be visited in this manner will be selected at random until all part time faculty employed by the department have been visited twice for two semesters.
12. All part time faculty members will receive a copy of these procedures and the evaluation form at the beginning of their first semester of employment.

G. Reports of grade distributions in courses taught by part time faculty members.

VII. Evaluation Procedure

- A. The committee will meet to deliberate as necessary. All members will be present at all meetings.
- B. The committee will evaluate on the above criteria. An evaluation report will be prepared and approved by a majority of the committee. This report shall be based on materials received and shall be given to the instructor. The report will be placed in the Personnel File within five days of notification and the instructor has seven days to provide a written response. If the candidate is requesting hiring or rehiring, evaluations of temporary faculty will receive careful consideration in subsequent hiring decisions per Article 12.7 of the Unit 3 MOU.

VIII. Relationship Between Performance Evaluation and Hiring

It is the desire of the department to provide the best possible instruction to its students. The performance evaluation described in this document is one means of insuring quality teaching. However, there are many other factors outside of the performance evaluation which influence the hiring process. These include but are not limited to: academic preparation of candidates, availability of candidates, schedules, timing of appointment, etc. There is absolutely no guarantee or implied promise that a positive performance evaluation will result in being rehired. (See hiring procedures.)

IX. Confidentiality

Final evaluations and all discussions shall be confidential except for information provided the chair and the hiring committee (when the candidate is asking to be hired or rehired.)

Amended on May 5, 1988, by a unanimous vote of full-time faculty of the Department, and amendments incorporated herein.

I. Faculty Evaluation Committee

1. Composition: The Faculty Evaluation Committee consists of three tenured, elected members.

2. Duties: The Faculty Evaluation Committee evaluates tenure-track, post tenure and probationary faculty, and those being considered for retention; and recommends on retention, promotion, tenure and related issues as directed by the Department Chair.
3. Policies: The Faculty Evaluation Committee is bound by the Memorandum of Understanding and University procedures. Departmental policies operating within that framework are attached.

Criteria, Policies and Procedures for Full-Time Faculty Retention, Tenure, Promotion and Evaluation

I. Introduction

- A. This document describes the department criteria, policies and procedures of the Communication Studies for the retention, tenure and promotion of tenure track faculty, the evaluation of full-time lecturers, and the periodic review of tenured faculty. Hereafter, Retention, Promotion, Tenure and Evaluation shall be referred to as R,P,T,& E.
- B. This document supplements the memorandum of understanding between the California State University and the California Faculty Association (M.O.U.), the University ARTP Policy adopted by the Academic Senate and approved by the President of the University on August 5, 1985 and the School of Arts and Sciences ARPT Policy and Procedures.
- C. This document is intended to be consistent with all applicable authorities. Any inconsistencies brought about by changes in applicable authorities cited above shall be remedied as soon as possible. Unless specifically directed by appropriate University Administrators, all changes made will be effective by the following RPT and E cycle.
- D. The RPT and E criteria, policies and procedures are subject to periodic review. Because faculty often use the criteria, policies and procedures are reviewed on a five-year cycle as part of the department's self-study process.
- E. Any changes in this document require a majority vote of the full-time faculty. For RTPE purposes full-time faculty refers to those individuals who are tenured, hold tenure track appointments, or hold full time lecturer appointments.

II. Committee Structure

- A. The department primary RTPE committee shall be called the Full-Time Faculty Evaluation Committee (hereafter referred to as the FFEC).
- B. The FFEC shall conduct performance reviews and recommend tenure-track faculty for retention, tenure and promotion; and tenured faculty for promotion. This committee shall also conduct performance reviews of full-time lecturers, and periodic review of tenured faculty, make recommendations regarding certificates of eligibility for faculty who wish to continue employment after the age of 70.
- C. The FFEC shall consist of four members all of whom are tenured faculty in the Communication Studies Department. Three of the members shall be full professors who are elected by majority vote of the full-time faculty. The chair shall serve on the committee as an ex-officio voting member.
- D. Faculty members being reviewed by the FFEC are ineligible to serve on the committee as are faculty emeriti, faculty members on leave from the University, faculty members who have submitted their resignation and faculty members serving on another level of peer review.
- E. The FFEC Committee shall be elected in the spring by a majority vote of the full-time lecturers, probationary and tenured faculty. The committee shall serve for two calendar years, beginning at the start of the fall semester. Immediately after the spring election, the department chair shall convene the FFEC and direct the committee to choose a chair from among its elected members. Special elections will be held as necessary to replace faculty who cannot complete their elected term.
- F. If the department chair is being considered for retention, tenure, of promotion, the department shall elect a proxy department head from its full-time tenured faculty who will carry out the RTPE duties of the department chair.

III. Candidacy and Calendar

- A. Candidates

1. Eligibility for candidacy

- a. Retention: all probationary faculty members and full-time lecturers
- b. Tenure: all faculty members due tenure consideration
- c. Promotion: Faculty who are eligible under terms of sections 14.2-14.4 of the existing contract.
- d. Evaluation: all full time lecturers and those tenured faculty scheduled for periodic review, and those faculty seeking certification to continue employment past age 70.

2. Candidacy List

- a. The FFEC shall request a list of certified candidates from the department chair.
 - b. By the end of the third week of the Fall term the FFEC shall prepare and distribute by department memo a complete Candidacy List. By the end of the fourth week, persons who wish to correct the list of candidates must submit corrections with supporting evidence to the FFEC. By the end of the fifth week, the FFEC shall distribute a corrected list of candidates.
 - c. A faculty member who is lower than the top step in his/her rank and who wishes to be considered for early promotion must apply in writing to the FFEC before or within two weeks of publishing the candidacy list to be considered for promotion.
 - d. A faculty member who wishes to be considered for early tenure must apply in writing to the FFEC before or within two weeks of publishing the Candidacy List to be considered for tenure.
 - e. Any faculty member scheduled for an evaluation regarding promotion who does not wish to be evaluated and considered for promotion shall inform the FFEC in writing before or within two weeks of publishing the Candidacy List.
- B. The RPT and E cycle begins in the Fall of each year. No later than two weeks after notification of specific school deadlines, the FFEC shall publish a Retention, Tenure, Promotion and Evaluation Calendar of the department. This calendar will note the date that files will close and other dates relevant to the Retention, Tenure, Promotion and Evaluation cycle.

IV. Definitions

- A. Retention, Tenure and Promotion: The department's recommendation for Retention, Tenure, Promotion (R,T,P).
- B. Candidate: A full-time faculty member being considered for Retention, Tenure, Promotion, or Evaluation.
- C. Quorum: All four members of the FFEC.
- D. Evidence: Any artifact or written document used by the FFEC to make or support its evaluative judgments.
- E. Decision: Majority decision of the full FFEC concerning a recommendation or ranking for retention, tenure, or promotion. An abstention from voting by a member of the FFEC shall count as a negative vote.
- F. Principal: A candidate about whom a decision is made, members of FFEC, the department chair, university officers and committee members required to act on department R,T,P recommendations, and (for temporary faculty only) the department Hiring Committee.

V. Material and Sources

A. Candidate Input

The candidate is responsible for providing the FFEC with the necessary favorable information. The material shall be in the form of a Working Personnel Action File. The contents of both the Working Personnel Action File (WPAF) and the Personnel Action File shall be used by the FFEC in their evaluation. Each faculty member must prepare his/her WPAF in accordance with school guidelines. The department chair shall be available for consultation regarding the preparation of the WPAF. The candidate may provide the FFEC with a written statement which discusses the candidate's abilities and/or explains the importance of information submitted.

B. Additional faculty/FFEC input

1. Any Faculty Unit Employee may provide the FFEC written and signed information on candidates which is relevant to the evaluation criteria.
2. The FFEC may also secure additional written information from either the candidate or other sources which is relevant to the evaluation criteria.
3. The FFEC will conduct at least two observations of the candidate's in-class performance during the Fall or Spring semester prior to the closure of the candidate's WPAF. A standardized written form shall be used to report on such visits, copies of which will be made available to the candidate no later than 10 working days after each in-class observation. The originals shall be placed in the candidate's Personnel Action File.
4. The FFEC shall meet with the candidate if the candidate so desires prior to its evaluative decision.

C. Student Input

1. Evaluations

- a. The FFEC is responsible for the development and administration of evaluation questionnaires, and for insuring that the distribution and collection of questionnaires maintain student anonymity.
- b. Summaries of the results of the questionnaires shall be placed in the Personnel Action Files of the faculty. All written comments submitted with the standardized evaluation questionnaire must not be summarized but maintained in their original form. The results of the student evaluations shall be given to the instructor and department chair after grades have been assigned. The File custodian will place these results in the Personnel Action File.
- c. Standardized written student evaluation questionnaires are required for all untenured candidates annually in all courses excluding RCE-sponsored courses. Tenured candidates are required to collect student evaluation questionnaires in a minimum of two courses per academic year excluding RCE-sponsored courses.

2. Signed Statements

All material in the Personnel Action File must be in writing and signed by the originator.

- a. Students may, with the approval of a majority of the Full Time Faculty Evaluation committee be provided an opportunity to submit a written and signed statement regarding a candidate to the FFEC. Copies of the statement will be distributed to the candidate 5 days before placement in the candidate's Personnel Action File.
- b. The absence of student reports in a faculty member's file shall not be considered either positive or negative evidence during RTPE considerations.
- c. Students may not participate in the evaluation process except in the manner described in the above sections.

d. Candidate Notice

All material and other evidence submitted to, or generated by the FFEC shall be identified as to date and source. Information supplied by others shall be given to the candidate 5 days before the material is placed in his/her file to provide the candidate an opportunity to respond in writing to this material.

VI. Criteria for Evaluations

A. Competent Teaching Performance

Evidence shall include –

1. Input from the individual faculty member who is being considered for promotion, retention, or tenure such as instructional materials, course outlines, class preparation, teaching awards or honors.
2. Input from professional colleagues both on and off campus such as letters of evaluation and recommendation regarding teaching performance, acknowledgment of teaching awards or honors, results of class visitations, opinions, and/or evaluation of peers.
3. Input from students in terms of (1) the results of the application of a standardized department/school or division procedure which provide student opinions and/or evaluation of the faculty member's teaching performance and (2) written letters, if any.

B. Scholarly or Creative Achievements

The emphasis of this subsection shall be on work which is unique; develops original concepts or new perspectives; adds to the general body of knowledge in the field of communication; demonstrates the application of a high level of professional skill.

Evidence may include –

1. Accomplishment in research and/or creative projects.
2. Publication of articles, books, review, and research papers consistent with the mission of the University.
3. Unpublished manuscripts.
4. Membership and appropriate participation in activities of professional organizations.
5. Presentation of professional lectures.

Evidence of accomplishment shall include: acceptance for publication in appropriate media; selection of or requests for papers and panel presentations from communication conventions; input from professional colleagues or evaluator on the merits of the achievement; accomplishment based selection for service on professional committees; awards or honors; acknowledgment or citation by professional colleagues; and other evidence which would demonstrate the general acceptance and merit of research or creative projects.

Publications or creative projects made prior to CSUS service entry will not be considered during a promotional cycle. Those publications or projects since the individual's last promotion, using the publication date and the file closing date, shall be considered.

For each achievement listed under VI. B. 4., the candidate shall provide the following information:

- a. Dates of contribution.
- b. Job title, if applicable, or position title.
- c. Description of exact duties, including level of responsibility and amount of time involved.
- d. Achievements and/or accomplishments of project and of individual candidate.
- e. How the activity primarily fulfilled a scholarly or creative function.

C. Contributions to the Institution.

Evidence may include –

1. Contributions to the faculty member's department such as membership on a departmental committee, department chair of a departmental committee, special assignments, curriculum development, student advising, External Degree teaching, participation in summer institutes and/or formalized department initiated programs; summer session teaching when documented by a formal request from the department.
2. Contributions to the faculty member's school or division such as membership on a school or division committee, department chair of a school or division committee, department chair of a school or division committee, special assignments, curriculum development, student advising.
3. Contributions to the University such as membership on a university-wide committee, department chair of a university-wide committee, special assignments curriculum development, student advising.
4. Greater emphasis shall be given to department contributions than to school or university contributions.

For each specific contribution included, the candidate shall provide the following information:

- a. Dates of contribution.
- b. Job title, if applicable, or position title.
- c. Description of exact duties, including level of responsibility or amount of time involved, and whether the activity was paid, unpaid, or received release time.
- d. Achievements and/or accomplishments of project and of individual candidate.

D. Contributions to the Community

Evidence may include the following contributions; however, more emphasis shall be given to community contributions directly related to the faculty member's teaching service area(s) –

1. Office or directorship on a volunteer basis (national, state, local).
2. Volunteer or paid consultant.
3. Participation on committees of agencies or organizations (national, state, local).
4. Participation in mass media.
5. Community honors and awards.

For each specific contribution included, the candidate shall provide the following information:

- a. Dates of contribution.
- b. Job title, if applicable, or position title.
- c. Description of exact duties, including level of responsibility and amount of time involved, and whether the activity was paid, unpaid, or received released time.
- d. Achievements and/or accomplishments of project and of individual candidate.
- e. Relationship to teaching should be specified; the candidate should tell what was learned, what was brought back to students, what was carried into the classroom, etc.

E. Possession of Appropriate Academic Preparation.

Evidence shall include –

1. The doctorate, equivalent attainment, or appropriate degree. Equivalent attainment of appropriate degree may be accepted:
 - a. In those fields where the doctorate is not common and,
 - b. In vocational fields where experience may be substituted for academic preparation.
2. Relevant experience.
3. Continued professional productivity.

F. Weighted Percentages Assigned by Committee.

The above sections (VI.A,B,C,D) shall be given the following weighted percentages:

Competent Teaching Performance	0-55 points
Scholarly or Creative Achievement	0-25 points
Contributions to the Institution	0-15 points
Contributions to the Community	0- 5 points

No candidate lacking appropriate academic preparation shall be recommended for retention, tenure, or promotion.

VII. Early Tenure

- A. Notwithstanding any provision to the contrary, early tenure is recognition of qualifications and performance substantially beyond that required for the granting of tenure after the normal probationary period. Early tenure is granted for attaining a professional standard that includes activities which bring widespread recognition to the individual and the university from the academic community and/or the general public. Early tenure is not a right.
- B. To be considered for early tenure, a faculty member must demonstrate recognized outstanding performance in teaching, which shall be given primary weight, and possess appropriate academic preparation. In addition, recognized outstanding performance must be demonstrated in at least two (2) of the remaining three (3) departmental criteria for retention, tenure, and promotion: Scholarly or creative achievement, contribution to the institution, and contribution to the community.

VIII. Promotion from a Step Below Step Five

Candidates who apply for promotion from step four (4) or below shall demonstrate outstanding performance in teaching, which shall be given primary weight, and possess appropriate academic preparation. In addition, outstanding performance must be demonstrated in at least two (2) of the remaining three (3) department criteria for retention, tenure, and promotion: scholarly and creative achievement, contribution to the institution, and contribution to the community.

IX. Evaluation Procedures for Retention, Tenure and Promotion

- A. The FFEC shall receive materials by the data specified in the R,T,P, and E calendar and meet as necessary to deliberate. All members must be present at all meetings.
- B. The FFEC shall vote by secret ballot, with all members present, on granting retention, tenure, or promotion. This is decided by a simple majority.
 1. The committee shall also vote whether or not to rank candidates in any given year after reviewing the candidates' files. This is decided by a majority vote.
 2. If the committee votes to rank some or all of the candidates:
 - a. Each member of the FFEC shall assign, by secret ballot, points to those candidates who will be ranked. These points are based on the weighted percentages of section VI.F.
 - b. Each member of the FFEC shall then secretly order those candidates for promotion to the same rank based solely on the total points each candidate received in the above process.
 - c. The promotion list for each rank shall be determined by adding the total rankings each candidate received in IX. "b". The lowest cumulative rankings will determine final placement on the promotion list.
 - d. Ties in rankings will be broken by the highest total cumulative points received in "a" above.
- C. The FFEC shall prepare an evaluation report for each candidate. This report along with its recommendation shall be approved by a simple majority of that committee. An abstention shall count as a negative vote. The decision on retention, tenure, or promotion shall be forwarded to the department chair along with the evaluation report. The department chair shall then forward the recommendation to the School of Arts and Sciences. If the department chair finds procedural errors, she/he may return the decision(s) to the FFEC for reconsideration.
- D. The FFEC shall furnish each candidate and the department chair a written evaluation which reflects the basis for both the majority decision on PRT and the relative ranking of the candidate on the appropriate promotion list (should the committee decide to rank).
- E. The Candidate has 7 days to respond or submit a rebuttal statement in writing to the committee's recommendation.
- F. All ballots shall be maintained by the FFEC and transmitted to the department chair at the end of each evaluation cycle. Ballots are to be maintained in the department office.
- G. Candidates shall have access to a copy of each ballot used in the decision process on promotion, retention, and tenure.

X. Evaluation Procedures for Full Time Lecturer

- A. The FFEC shall receive materials by the date specified in the R,T,P & E calendar and meet as necessary to deliberate. All members must be present at all meetings.
- B. The FFEC shall prepare an evaluation report based on appropriate material.
- C. By secret ballot this report shall be approved by a simple majority.
- D. The department chair is excluded from the balloting process and shall not vote.
- E. The FFEC shall forward the evaluation report to both the candidate and the department chair.
- F. The department chair can concur or write a separate evaluation which will be forwarded to the candidate.
- G. The Candidate has 7 days to respond or submit a rebuttal statement in writing to the committee's and/or department chair evaluation.
- H. All ballots shall be maintained by the FFEC and transmitted to the department chair at the end of each evaluation cycle. Ballots are to be maintained in the department office.

- I. Candidates shall have access to a copy of each ballot used in the decision process on promotion, retention, and tenure.
- J. The evaluation report shall be forwarded to the Dean's office for inclusion, along with any rebuttal statement, in the Candidate's Personnel Action File.

XI. Evaluation procedures for the Periodic Review of Tenured Faculty

- A. The FFEC shall receive materials by the date specified in the R,T,P & E calendar. These materials will be limited to those items related to competent teaching performance as indicated in VI.A. The FFEC will meet as necessary to deliberate. All members must be present at all meeting.
- B. The FFEC shall prepare an evaluation report of the faculty members teaching effectiveness based on appropriate material.
- C. By secret ballot this report shall be approved by a simple majority.
- D. The FFEC shall forward the evaluation report to both the candidate and the department chair.
- E. All ballots shall be maintained by the FFEC and transmitted to the department chair at the end of each evaluation cycle. Ballots are to be maintained in the department office.
- F. Candidates shall have access to a copy of each ballot used in the decision process.
- G. The evaluation report shall be forwarded to the Dean's office for inclusion, along with any rebuttal statement, in the Candidate's Personnel Action File.
- H. Following the review the FFEC will schedule a meeting with this candidate to discuss his/her strengths and weaknesses along with suggestions for his/her improvement.

XII. Evaluation procedures for the Certification of Faculty for Employment Beyond Age 70

- A. The FFEC shall receive materials relating to teaching competence as specified in VI.A. The FFEC will meet as necessary to deliberate. All members must be present at all meetings.
- B. The FFEC shall prepare an evaluation report of the faculty member's teaching effectiveness and a recommendation regarding certification to teach. This report and recommendation will be based on appropriate materials and in class visitations.
- C. By secret ballot this report and recommendation shall be approved by a simple majority.
- D. The FFEC shall forward the evaluation and recommendation report to both the candidate and the department chair.
- E. The Candidate has 7 days to respond or submit a rebuttal statement in writing to the committee's and/or department chair evaluator.
- F. All ballots shall be maintained by the FFEC and transmitted to the department chair at the end of each evaluation cycle. Ballots are to be maintained in the department office.
- G. Candidates shall have access to a copy of each ballot used in the decision process.
- H. The evaluation report and recommendation shall be forwarded to the Dean's office for transmission to the President.

XIII. Confidentiality

Recommendations shall be confidential except that the affected faculty unit employee, the appropriate administrator, the President, and the peer review committee members in a Performance Review or a periodic evaluation shall have access to written recommendations.

Amended on May 3, 200

4. Procedural Information for Course Evaluations:

INFORMATION ON ADMINISTERING COURSE EVALUATIONS

In an effort to save you time, inform new faculty members and to avoid potential inconvenience or misunderstanding for all involved, we ask you to review these guidelines before evaluation time.

1. Try to schedule evaluations during the period indicated in the memo.
2. Inform your students one class in advance that evaluations are to be conducted, and we suggest you ask for a volunteer who has time after class to hand-carry completed evaluations to the Comm. Studies office. You might want to review these procedures with the volunteer either on this, or evaluation, day.
3. In the interest of consistency in results, we ask that no food or beverages be provided on the day of evaluations.
4. Labeled PACKETS for each faculty member's classes include: **Evaluation questionnaires, red NCS answer sheets, green Student Comment questionnaires, and #2 golf pencils.** These are placed in your mailbox or office.
5. Before handing out the evaluation form, we ask you to encourage students to faithfully complete the evaluation individually and not as part of a "group activity." You might also stress that these evaluations are considered carefully by both Evaluation and Hiring Committees and ask that there be no talking until after everyone's finished.
6. Then pass out only the NCS sheets, write **correct** course code clearly on the board, and instruct the class in how to mark this code on their NCS sheet. **Please remind students to bubble in semester and course code.** Once students have finished coding, pass out the questionnaires and student comments forms. Have them mark only in the designated areas (not along the top or side margins) as this interferes with the scanner's ability to read the forms. Remind students not to write on the questionnaire itself.
7. **Use of the open-ended Student Comments form is required. Student Comments form will be collected as part of the evaluation process and will be automatically placed in your Personnel Action File. They will be available to you after grades are turned in.**
8. Since some students may be reluctant to fully express their opinions with a faculty member present, we suggest you consider leaving the room after passing out evaluations.
9. Sufficient time to complete the questionnaire should be allowed. At least 15 minutes is suggested; logistically, this is often best accomplished at the end of the class period.
10. Once the last student leaves their NCS sheet at the front of the room, the volunteer should put only complete evaluations into the pre-marked large envelope, then seal the flap and take this packet directly to the Comm. Studies office. **If the Comm Studies office is closed, instruct the student to deposit the evaluations in the locked pink Cadillac drop box in the lobby. To be valid, completed evaluations must either be turned into the Communication Studies office staff directly or put into the locked pink Cadillac drop box.**
11. All material goes to the Department Office (MND-5014). If the Comm. Studies office is closed, the volunteer should drop the sealed packet of evaluations into the locked pink Cadillac drop box in MND Hall 5th floor lobby (next to the campus phone).

We hope this review of procedures will save you time and confusion, but **if you have any questions, please feel free to ask Lori, Peggy, Maggie,** or an Evaluation Committee member. Thanks.

STUDENT OPINION OF TEACHING AND COURSE

Please read the instructions.

The purpose of this evaluation is to provide information to the faculty member for the improvement of teaching skills and course substance. This evaluation will also be used for promotion and retention considerations.

Please respond from **YOUR PERSONAL EXPERIENCE IN THIS CLASS**. Avoid basing any of your responses on rumors or speculations from other students. Above all, be honest. Your anonymity will be protected. A person in the class will be asked to collect the response forms and take them to the department office. The instructor will not see any of your responses until after the semester is over.

CHARACTERISTICS OF THE TEACHER AND TEACHING

1. The instructor was helpful.
Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree
2. The instructor tolerated open discussion and encouraged student input.
Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree
3. The instructor was flexible while adhering to course objectives.
Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree
4. The instructor was fair in dealing with me.
Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree
5. The instructor's presentations were clear.
Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree
6. The instructor provided a sufficient number of definitions, examples, and illustrations.
Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree
7. The presentation of material in class was well organized.
Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree
8. The instructor was enthusiastic about the subject..
Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree
9. The instructor stimulated my intellectual curiosity.
Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree
10. The instructor provided timely feedback appropriate to the assignment.
Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree
11. The instructor provided adequate feedback on written and/or oral work.
Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree
12. The instructor's vocal characteristics (volume, rate, tone, etc.) were effective.
Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree
13. The instructor has been available to me on an individual basis.

Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree

14. The instructor's interactions with students demonstrated respect.

Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree

15. Considering everything, how would you rate this instructor?

Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree

16. How would you rank this instructor in terms of all other instructors you have had at this university?

Strongly Agree (A) : (B) : (C) : (D) : (E) Strongly Disagree

J. Faculty Development Committee

1. Composition: The Faculty Development Committee consists of five elected faculty members. The fifth position on the Faculty Development Committee may be a part-time faculty member position. Any member of the part-time faculty may be nominated, including self nominations. All full time and part time faculty members may vote for this position. The term of the position will be one year, only if the part time faculty member is employed for the entire year. The part time faculty member must understand that committee membership is voluntary and will not influence employment or evaluation or hiring procedures.

For each special event planned, the FDC will appoint a one-time Event Liaison who will assist FDC on a one-time basis with the kind of activities that relate to the specific event, such as advertising, generating enthusiasm, making room reservations, buying or making refreshments, setting up space, editing an edition of the newsletter, etc.

2. Duties:
 - a. Organize and promote social activities, including:
 - 1) Annual gatherings and receptions
 - 2) Special occasions and events
 - b. Facilitate collegial interaction, including:
 - 1) Research discussions and workshops
 - 2) Brown bag luncheons
 - 3) A departmental newsletter
 - c. Coordinate visiting lectures and colloquia
 - 1) Encourage and assist the solicitation of University resources for departmental use to bring scholars to campus
 - 2) Facilitate and help coordinate the visits of such scholars
 - 3) Plan and promote colloquia among faculty
 - 4) Promote hiring research presentations as colloquia in conjunction with Hiring Committee
3. Policies:

revised 4-16-97

K. ADDITIONAL SERVICE

1. Academic Senate Representative
2. Library Representative
3. Human Subjects Committee
4. Ad Hoc Committees

L. Human Subjects Committee

1. Composition:
4. Duties:
5. Policies:

M. ADDITIONAL SERVICE

6. 1. Academic Senate Representative

7. 2. Library Representative
8. 3. Ad Hoc Committees

N. Assessment Committee

1. Composition:
2. Duties:
3. Policies:

Assessment Plan

1. Suspend the department's portfolio requirement, beginning with the 2006-2008 catalog.
2. Suspend the three common goals for all ComS majors. Redefine department assessment goals exclusively in terms of program exit knowledge, competencies and/or abilities.
3. Retain the existing departmental assessment structure including the departmental assessment committee, subject area committees, and office support staff.
4. Beginning with the 2006-2008 catalog, require all ComS and Jour majors to complete a capstone course: senior seminar (ComS 168, 180, 181, 182, 183, 187, 188, 189, 190, 191), senior project course (ComS 184A/B or 185), Journalism course(s) or senior research course (e.g., a revamped ComS 171).
5. Prior to Fall 2005 area committees will designate a suitable capstone exercise for respective capstone courses. Exercises will facilitate assessment of area exit knowledge, competencies and/or abilities. Area capstone exercises may include papers, projects or research reports. Area committees will, however, designate a single common exercise. Capstone instructors execute capstone exercises.
6. As a graduation requirement students shall submit a *copy* of their capstone exercise to the department office prior to the last day of their final semester of coursework. Faculty who teach the capstone courses are responsible for keeping a copy of the capstone exercises or other relevant documents. Formative evaluation of a random *sample* of capstone exercises by area committees will take place during the following semester (e.g., Spring 07 capstone exercises would be assessed during the Fall 07 semester).
7. Area committees will continue to use the existing "four question" assessment format until area committees can formulate suitable assessment rubrics.
8. The current portfolio assessment plan will remain in force until fall semester 2005. During fall 2005 and Spring 2006 semesters students not including a qualifying capstone course within their graduation petitions will submit a portfolio as per the department's existing assessment plan. Area assessment committees will continue to examine a sample of these portfolios during the 2005-2006 academic year.
9. The department Assessment Committee will, at its discretion, conduct senior surveys, alumni surveys and focus groups as deemed appropriate.
10. The department will include in the 2006-2008 CSUS catalog all necessary enabling language.

V. Coordinators

A. Intern Coordinator

1. Coordinator's Selection, Term and Duties:

- a. One full—time faculty member is assigned to the internship program with responsibility for all areas of the program and for both undergraduate and graduate internships. That person is released from other teaching for 6 units. Note that the program “generates” nine units based on the three “sections” in the schedule, and under the MOU provisions for supervision would generate a far greater proportion of faculty load. I regularly am asked to sign a waiver form indicating that I am not requesting additional compensating time for the number of students in the program.
- b. Because of the different areas of their expertise each faculty member will be working with different groups of students and different agencies; however, the department should have only one internship program. The forms to be used in administering the program, the criteria for screening applicants, and other requirements and evaluations should be the same.
- c. The faculty member with the 6 unit assignment should be named as the Coordinator of the internship program; the other member as Associate Coordinator.
- d. The assignments as internship coordinator and associate coordinator should be made by the department's Executive Committee, which will serve as the review committee for the internship program.
- e. Primary criteria for assignment should be the faculty member's expertise in the area, contacts in the community, administrative experience, and interest. The assignment shall be made for a term of two years, renewable upon mutual agreement of the faculty member and the Executive Committee. These assignments should not come under the curriculum committee's “bumping” policy.

2. Internship Program:

- a. Standards - Interns should be seniors or graduate students, or mature students with proven proficiency in the specific area. We should also have a minimum course and/or proficiency requirement for each area.
- b. Requirements - Students must apply for internships. There should be a minimum of 10 hours per week x 15 week course = 150 hours total per semester for 3 units of internship. Under special circumstances we will accept internships for fewer than 3 units, but usually discourage the practice as not providing enough time “on the job” for students to become familiar with the agency and its operations.

We are considering implementing trouble-shooting seminars. All students with a specific work area would meet at 3 week intervals, five times per semester for trouble-shooting seminars and to share insights and problem areas. All interns would be required to attend these seminars. The specific work area supervisor will arrange and coordinate these meetings.

- c. Applications - All student applications should follow format and include a resume of educational experience. Student should submit applications the semester prior to the internship. We would like to be able to send two or more applications to the sponsor. Therefore, an available list of student interns would be an asset to the program.

All internship sponsors will fill out a card describing the position and minimum requirements. All internship applicants will fill out an application stating academic and other preparation, and proficiencies in specific areas. A binder listing all positions will be maintained and kept available for students.

- d. Reporting - The first report will be due after a three-week probation period. Thereafter, there will be two reports, at midterm and final period in the semester. During the summer only two reports are required.

The student will report the new learning experiences, etc. gained during the program. The report will include any artifacts from experience in the form of writing, tapes, or other information display produced by the student as tangible evidence of the experience. A final report will be delivered at the end of the semester. We want evaluative reports from the student so the committee may evaluate specific internship sponsors for future placement. The agency also completes an end of semester evaluation.

- e. Publicizing the Program - We will produce an internship packet to mail to potential and current internship sponsoring institutions. This package will include a cover letter, brochure, intern file card, and forms for reporting progress. Further notification of training officers, information officers, personnel office, and all possible internship positions should be considered. Staff members, and current interns may consider giving presentations to various professional associations, i.e., American Society of Trainers and Developers.

Our policy and expectations concerning the student's developmental experience during the internship experience will be clearly delineated in the brochure.

3. Graduate Assistants:

A graduate student assistant is provided to help with the clerical tasks of the program. Presently ten hours per week are made available during the academic year, and we also support these hours during intersessions and summer as well, using different funding sources.

4. Internship Program Policy (2-15-89):

- a. The Department will establish a three-member advisory committee to advise the internship coordinator. The committee will be comprised of the chair of the curriculum committee, the media coordinator, and the vice chair.
- b. The internship coordinator shall be appointed for a two-year term, renewable. The internship coordinator will receive six units of credit per semester. In addition to the present duties, the coordinator should make a site visit and meet with sponsors for any new agency. The coordinator will devise a schedule of site visits for "old" agencies. The coordinator will make a report to the department chair of visits.
- c. During the semester previous to a change in internship coordinator, the successor will work in conjunction with the internship coordinator and receive 3 units.
- d. There will be a 20 hour per week graduate assistant assigned to the internship program during regular semesters.
- e. Revenues generated through winter session and summer sessions will be used to provide a graduate assistant for the internship program during the summer. In addition, the internship coordinator will receive a proportion; any remainder will be used to provide equipment, supplies, and services for the internship program.

B. MEDIA COORDINATOR

1. The Media Coordinator will receive a minimum of 3 units of release time a semester to coordinate facilities use, keep track of inventory, make recommendations to the Budget Committee on purchases of equipment, configuration of the lab rooms, etc. The Media Coordinator should also volunteer to be a member of the University Media Services Subcommittee of the Academic Policies Committee. Individuals will self nominate and the Executive Committee will select the Coordinator.
2. Specific duties include:
 - a. Facilitate media equipment selections and prioritizations.
 - b. Coordinate media equipment purchasing.
 - c. Serve as liaison with University Media Services (regarding facilities, personnel, maintenance, equipment and films).
 - d. Facilitate computer acquisitions and utilization (hardware and software).
 - e. Serves as liaison with the Computer Center (regarding personnel, training and acquisitions).
 - f. Coordinate planning of new media facilities.
 - g. Serves as liaison with the Library's Media Center (regarding video acquisitions and lists of audio-video material available).

C. ComS 103 Coordinator

1. Coordinator's Selection

- a. One faculty member will be assigned as the ComS 103 Coordinator. The 103 coordinator will be responsible for course content and instruction in all sections of 103 taught by lab and part-time instructors. The 103 coordinator will have six units per year of assigned time for these services.

- b. The assignment as 103 Coordinator will be made by the Department's Executive Committee, which will serve as the review committee for the 103 program.
2. Responsibilities for course lab instruction:
 - a. Teach 3 hours of large lecture sections (considered "workload" and not included in assigned time).
 - b. Train lab instructors (L.I.s) in course content and instruction.
 - c. Evaluate L.I.s based on student evaluations, in-class observations, records of attendance and participation at L.I. meetings, attendance at large lecture sessions, special instructional student problems.
 - d. Make written recommendations to graduate assistant selection committee.
 - e. Prepare course syllabus, determine course policy, prepare and grade lecture/text examinations, prepare and distribute course handouts, select required presentational speaking text(s), prepare sample speech evaluations for all major/minor presentations required.
 - f. Hold monthly L.I. meetings
 - g. Coordinate content of ComS 103 with GE demands in ComS 4 to avoid content overlap.
 - h. Train L.I.s in identifying and helping high communication-apprehensive students.
 - i. Develop criteria for evaluation of graduate students who seek to become L.I.s. (These criteria will be reviewed by the graduate assistant selection committee.)
 - j. Develop criteria for use in case a drop in enrollment requires that one or more lab section(s) be cancelled. (These criteria will be reviewed by the graduate assistant selection committee.)
 - k. Correspond with graduate students seeking to become L.I.s.
 - l. Maintain a file of L.I. applications.
 - m. Review applications and make recommendations regarding who is to be hired as an L.I.
 3. Responsibilities for part time faculty teaching sections of ComS 103:
 - a. Provide copies of course handouts
 - b. Inform them of policy regarding "speaking time" (as specified by the Business school).
 - c. Inform them of the speech "types".
 - d. Provide a list of textbooks that they may select to use.
 - e. Provide copies of speaking assignments currently in use.
 - f. Be available to discuss with part time faculty the items above.
 - g. Communicate course content concerns.
 - h. Hold 103A faculty meetings when necessary.
 4. Primary Criteria for Assignment
 - a. Expertise in teacher training
 - b. Competence in course content
 - c. A "model" public speaker
 - d. Experience with the problem of communication apprehension.
 5. Term:

Assignment shall be made for a term of two years, renewable upon mutual agreement of the faculty member and the Executive committee. Such assignment will not come under the curriculum committee's "bumping" policy.

D. ComS 2, ComS 4 and ComS 5 Teaching Associate Coordinators

1. Coordinator Selection:
 - a. Faculty members are assigned as the ComS 2 Coordinator, the ComS 4 Coordinator and the ComS 5

Coordinator. Each coordinating task shall receive 3 units of assigned time per year.

- b. The assignment as 2, 4, and 5 Coordinator will be made by the Department's Executive Committee, which will serve as the review committee for the 2, 4, and 5 programs.

2. Responsibilities for ComS 2, ComS 4, and ComS 5 Coordinators:

- a. Teaching associates evaluation
 - 1) Teaching associates are observed at a minimum of once a semester by their respective coordinator. See a sample teaching associate evaluation form on the next page.
 - 2) Before the observation, coordinators are briefed on the TA's goals for the lesson, the plan for the lesson, and the context of the lesson in the overall course plan.
 - 3) The TA and the coordinator meet after the class to discuss how the class proceeded: what the TA learned from the class experience; how he or she will develop his/her teaching based on what was learned. The coordinator shares observations and makes suggestions, if necessary, or if requested by the TA.
 - 4) The coordinator provides the TA with a copy of comments based on the observation.
 - 5) TA's participate in the student evaluations of teaching as do all faculty.
- b. Each semester, coordinators make a report to the Graduate Committee regarding TA performance, which is coupled with student evaluations to comprise the overall evaluation.

Sample Teaching Associate Evaluation

Evaluator: _____ TA: _____

Date: _____

Topic: _____

Degree of planning exhibited:

Meets various student learning styles:

Works for highest cognitive level of learning:

Implementation:

Provides a clear focus and context for the lesson:

Involves students in lesson:

Delivery:

Has a repertoire of delivery strategies (lecture, discussion, small group, etc.)

Emphasizes key facts, concepts, and ideas:

Facilitates students making connections between ideas:

Models thoughtfulness

Provides clear organization of blocks of content and practice:

Asks questions at a variety of cognitive levels (knowledge, analysis, synthesis, etc.)

Exhibits a repertoire of responses to student comments:

Involves a wide range of students:

Provides sufficient time for students to comment:

Monitors student activities during lesson:

Concluding lesson:

Has clear conclusion to lesson:

Makes connections between ideas and other lessons:

Classroom climate:

Develops an environment conducive to student thinking:

Has routinized daily tasks:

Other comments:

E. Special Coordinators

Special coordinators will be elected by the Executive Committee.

F. Graduate Coordinator

1. Coordinator Selection:

The chair of the Graduate Committee is identified as our Graduate Coordinator. The coordinator is elected in the Spring by the Graduate Committee elected for the upcoming academic year. The Graduate Coordinator will receive 3 units of assigned time per semester.

2. Coordinator Responsibilities:

a. General Responsibilities

Attend campus-wide meetings for graduate coordinators. Consult with the Office of Research and Graduate Studies on matters concerning student recruiting, admissions procedures and requirements, graduation procedures and requirements, Graduate Assistant and Teaching Associate procedures and requirements, and other matters. Respond to queries about the graduate program (e.g., phone, e-mail); meet with prospective and current graduate students.

b. Responsibilities in conjunction with the Graduate Committee

Call, direct, and attend graduate committee meetings; type meeting minutes for approval and distribution. Organize, distribute, and review all graduate applications to M.A. program; notify students of decisions. Review and approve/disapprove graduate student plans of study; notify students about problems, concerns. Review and approve/disapprove graduate student proposals for ComS 299 and ComS 295 courses; notify students of decisions. Review and approve/disapprove graduate student special requests (e.g., to waive prerequisites, to substitute courses and/or committee members, to have courses taken as unclassified student to count toward degree, etc.); notify students of decisions. Review and propose revisions to the graduate document. Review and propose revisions to the graduate catalog copy (also with Curriculum Committee). Review and coordinate the graduate course schedule and course rotation (also with Curriculum Committee).

c. Certifying Responsibilities

Review and certify all Advancement to Candidacy applications. Review and certify all graduate thesis/project prospectus defenses. Review and certify minimum requirements for all Graduate Assistants and Teaching Associates. Review and certify all graduate requests to enroll in culminating experience units. Review all theses and projects to certify that students meet format and graduation requirements.

d. Miscellaneous Responsibilities

Appoint temporary advisors to new graduate students. Coordinate Special Masters students whose home department is Communication Studies. Coordinate comprehensive exams for culminating experience. Coordinate competency exams for students who have not completed their degree in the 7-year period. Consult with ComS 2, 4, 5, and 103 coordinators about selections, retentions, departures, etc., of Graduate Assistants and Teaching Associates. Mediate conflicts among graduate students and/or graduate committee. Conduct new graduate student orientation. Review and coordinate graduate material on ComS web site.

VI. Policies Involving Students

A. Add Policy

1. Individual instructors may formulate their own add policy. This should be clearly articulated THE FIRST DAY OF CLASS and be given to the students in written form, either as part of the class syllabus or as a separate handout.

The Add/Drop Policy Committee recommends that these be considerations for adding:

- a. Major - Certain majors use Communication Studies courses as optional requirements (see IV. D. 2. a.). Students from these majors may receive priority for the classes that they are required to take. Communication Studies majors may receive priority for courses that are used in the major. Communication Studies major is coded COMS, DCMS, MCOM, OCOM, DMCS, and PRCS.
 - b. Minor - Communication Studies minors may get priority over non-majors and non-minors in classes designed for the major. Minors can be checked through SIS+.
 - c. Class Level - Graduating seniors can show a copy of their graduation evaluation to prove they are graduating; they may be given priority. Students who can prove they are upper division may be placed ahead of freshmen and sophomores in upper division courses.
 - d. Previous Preparation - students with previous work in an area (and certainly those with prerequisites) may be given priority.
 - e. Availability of other sections may be taken into account.
 - f. Requirement to take the course for subsequent work (e.g., graduate students needing 167) may be taken into account.
 - g. Special qualifications to take the course (e.g., having worked in the area, having read extensively, etc.) may be considered.
2. Faculty are reminded of the University policy as stated on page 10 of the Fall 2000/Spring 2001 Class Schedule:
Instructors have the right to administratively remove any student who, during the first two weeks of instruction, fails to attend any two class meetings (for courses that meet two or more times a week), or one class meeting (for courses that meet once a week). It is therefore especially important that students contact instructors in advance regarding absences during the add/drop period. However, do not assume instructors will turn in official drops. It is the responsibility of each student to officially drop any scheduled courses he or she is not attending. Failure to do so will result in penalty grades ("U" or "F").

B. Policy on Dropping Classes

The Communication Studies Department is conveying the University Policy for dropping courses:

1. Drops during the first two weeks should be done over Casper.
2. Drops after the first two weeks but before Census Date need a Petition to Drop signed by the instructor with documentation of "serious and compelling" reasons attached. Turn it in to the department office to drop.
3. Drops after Census Date through the sixth week of the semester need a Petition to Drop signed by the instructor with documentation of "serious and compelling" reasons attached. After obtaining the Department Chair approval on the petition, bring the petition to the Admissions and Records Counter.
4. Drops after the sixth week must be for career-related or medical reasons beyond the control of the student (a student-initiated job change does not qualify). Written verification of career or medical circumstances must be attached to drop petition approved by the instructor, Department Chair, and College Dean. Bring petition to the Admissions and Records Counter. No drops accepted after the 15th week.

C. Policy on Plagiarism

Any student proved guilty of plagiarism in this course will be failed for the entire course, not just for the piece of work in which the plagiarism occurs. It is important, therefore, to understand exactly what plagiarism is

Any student proved guilty of plagiarism in this course will be failed for the entire course, not just for the piece of work in which the plagiarism occurs. It is important, therefore, to understand exactly what plagiarism is

Plagiarism is literary thievery: the use of somebody else's material as your own in a speech, film or research paper without giving credit to the author. It includes, particularly, the following:

1. Use of somebody else's exact wording, whatever the material, without indication of the source and quotation marks or other accepted typographical devices. Changing a few words here and there is not sufficient to avoid plagiarism.
2. Borrowing the whole pattern of organization and points of view of a source without giving credit via standard in-text written citation.
3. Borrowing facts, figures, or ideas which originated with and are the property of a particular source, rather than a matter of common information available in many sources.
4. Collaborating with other students to the extent that two or more assignments are identical in pattern of organization, points of view, or wording.

D. ACADEMIC DISHONESTY PROCEDURES

WHEN CHEATING OCCURS OR IS SUSPECTED THE INSTRUCTOR SHOULD:

1. Meet with student and discuss the cheating incident.
2. If the student admits to cheating he/she should be told:
 - a. The incident will be reported to the Dean of Student's office.
 - b. The letter grade that will be given; including final course grade, if appropriate.
 - c. Complete the Academic Dishonesty Report and forward to Ann Malveaux in the Dean of Student's Office with a copy going to the Department Chair.
3. If the student denies cheating follow a and c above.
4. All incidents referred to the Dean's Office will be investigated and students will be seen.
5. Possible sanctions for academic dishonesty
 - a. Reprimand, oral or written
 - b. Probation, allows student to continued enrollment
 - c. Suspension, period of time varies depending upon circumstances
 - d. Expulsion
6. Only faculty have the authority to issue and/or change grades.
7. Students can formally appeal final grades only.
8. Final grades are subject to a grade appeal, and not to a grievance.
9. Please feel free to call Ann Malveaux, Discipline Coordinator X6060 for assistance.

ACADEMIC DISHONESTY REPORT FORM

Faculty Name _____ Extension _____

Course Name and number _____ Office hours _____

Student Name _____ SS# _____

Description and date of incident:

Date of Faculty/Student conference: _____

Faculty Action: _____

Are you aware of any other incidents of academic dishonesty involving this student? If so, please elaborate

FOR DEAN OF STUDENTS OFFICE USE ONLY

Date Received _____ Date of Student interview _____

Date of notice to student Action taken: _____

Please call Ann Malveaux, Discipline Coordinator at 6060 if assistance is needed in completing form and/or to discuss action to be taken.

E. Policy on Readmission of Undergraduate Communication Studies and Journalism Majors to the Department

Preamble/Rational

Consistent with the need to maintain high academic standards for students in our programs, the Communication Studies Department recognizes the following policy effective February 2000.

The Communication Studies Department will consider re-admission petitions ONLY from current majors. Students who are majors in another department should apply for readmission to their major or seek re-admission as an undeclared major through the Academic Advising Office. Students interested in becoming Communication Studies majors should seek information on the procedure from the Department office after they have achieved an overall GPA of 2.0 or better.

1. Students who have been disqualified once by the department may be readmitted only with the approval of the department chair or his/her designee. Each student applying for first-time readmission will be counseled by the chair or his/her designee regarding acceptable course choices and minimum grade expectations for their returning semester. Students are also to be informed at this time regarding department requirements and standards, including the department policy regarding second disqualifications.
2. Students who are applying for readmission after having been on probation who have not followed the department's academic advice will receive little consideration.
3. Students who have been disqualified twice are seldom readmitted to the department. If their university G.P.A. has been raised to 2.0 or above, and they have met all conditions for readmission identified by the Department, students may petition the committee for readmission. Such readmission is granted only in exceptional cases.
4. Students who have been disqualified more than twice are not readmitted to the department.
5. Students who have been disqualified by other departments or by Communication Studies or Journalism departments at other universities are also subject to these procedures.
6. Any appeal of these decisions and policies is to be directed to the Academic Affairs Committee.
7. Students on probation will be given a copy of the Department's readmission policy at the time that they receive their registration materials from the Departmental office. Also, the Chair will include in his or her response to students seeking readmission a copy of the department's readmission policy.
8. Refer all readmission petitions to: Chair, Department of Communication Studies.

Revised 2-15-00

F. Grievance

1. Informal Student Grievance Practices
 - a. If a student has a problem with an instructor, the department encourages the student to complain directly to the instructor.
 - b. If the student cannot get satisfaction by speaking to the instructor, the student is referred to Nick Burnett, a member of our department that handles problems between teacher and student. If needed, Nick will speak to the faculty to try to resolve the problem.
 - c. If the student is not satisfied with what the department representative has come up with, the student may see the chair of the department.
 - d. If the student is still not satisfied after talking with the chair of the department, the student is referred to the Dean of Students who will inform him/her of formal University Student Grievance Procedures.
2. Student Grievance Procedures
 - a. General Policy: It is the policy of California State University, Sacramento, to comply with the Section 504 Regulations adopted by the Department of Health and Human Services (previously the Department of Health, Education and Welfare). Accordingly, any student who believes that there has been a violation of the regulations is encouraged to discuss the matter with the campus 504 Coordinator or with the Dean of Students. If such discussion does not resolve the matter, the student may then initiate a grievance. The 504 Coordinator shall inform the grievant of his/her right to file a grievance directly with the Office of Civil Rights, Department of Justice, in lieu of or in addition to filing under university grievance procedures.

- b. Application: This procedure will apply to:
- 1) Persons who have gained admission to the campus in a student capacity; and
 - 2) Persons who are considered a continuing student pursuant to campus regulations; and
 - 3) Persons who were students at the time the alleged event occurred.
- c. Time Limits: The 504 Coordinator will not accept a grievance in which the allegations are based on event an that occurred more than 180 calendar days prior to the date the complaint was filed, if the grievant knew of or should have known of the occurrence of such event. If the grievant did not know, or should not have known of the event when it occurred, the 180 calendar days shall begin to run as of the date the grievant knew of or should have known of the occurrence of the event, provided that in no circumstance will an allegation be reviewed if it arises out of events that occurred more than one year prior to the date the complaint was filed. All time periods specified herein may be extended by written agreement of the grievant and the President.
- d. Definitions: For purposes of these procedures, the following definitions shall control the interpretation of the following terms.
- 1) **Section 504 Regulations** - are the administrative regulations adopted by the Department of Health and Human Services pursuant to Section 504 of the Rehabilitation Act of 1973. The regulations are found in Part 84 of Title 45 of the Code of Federal Regulations, with an effective date of June 3, 1977.
 - 2) **Student** - means a person who has gained admission to the campus. Student also means a person who is considered a continuing student pursuant to campus regulations or was a student at the time of the alleged event occurred.
 - 3) **Admission** - means selection for full-time or part-time regulars, special, extension, external, associate, transfer, exchange, or any other enrollment, membership, or matriculation in or at any educational program or activity of the campus.
 - 4) **Grievance** - means a complaint filed by one or more grievants which alleges a violation of one or more provisions of the Section 504 Regulations.
 - 5) **Grievant** - means a student who alleges that he or she is personally wronged as a result of an alleged violation of the Section 504 Regulations.
 - 6) **President** - means the President or acting President of the campus or such persons as the President may designate to act for the President.
 - 7) **Respondent** - means a person alleged to be responsible, or who may be responsible for the Section 504 Regulation violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.
 - 8) **504 Coordinator** - means the Affirmative Action Coordinator or acting Affirmative Action Coordinator of the campus or such persons as the 504 Coordinator may designate to act for the 504 Coordinator. This person will coordinate the campus efforts to comply with Section 504 Regulations.
- e. Grievance Process: The Section 504 Regulations Student Grievance Form can be obtained from the 504 Coordinator or from the Dean of Students. A grievance is initiated by completing and filing the form with the 504 Coordinator. The 504 Coordinator may assist the grievant in completing the form, but shall not serve as an advocate for the grievant.

Upon receipt of the completed form, the 504 Coordinator will verify that the grievant is a student, that the grievance was timely filed and that the respondent is identified. Within five instructional working days, the 504 Coordinator will notify the grievant that (a) the grievance was rejected, stating the reasons, or that (b) the grievance was accepted. If the grievance was accepted, the 504 Coordinator will forward a copy of the grievance to the grievant, to the respondent, and to the President

Within ten instruction working days after receipt of the grievance copy, the respondent shall submit a written grievance answer to the 504 Coordinator. This answer shall:

- 1) Confirm or deny each fact alleged in the grievance;
- 2) Indicate the extent to which the grievance has merit; and

- 3) Indicated acceptance or rejection of any desired relief requested by the grievant or propose an alternative relief.

Copies of the response will be forwarded to the grievant by the 504 Coordinator.

If the grievance answer confirms the facts alleged by the grievant and accepts the relief requested or proposes an alternative relief acceptable to the grievant, the 504 Coordinator shall terminate the grievance upon written agreement of the grievant and the respondent. If no agreement can be reached, the 504 Coordinator shall initiate the selection of a Grievance Committee to review the complaint and the response to the complaint. The Grievance Committee shall consist of five members - two faculty members, two students, and one staff member. The committee shall be selected from a fifteen-person grievance panel composed of six faculty members, six students, and three staff members. Selection of faculty members shall follow grievance and disciplinary action panel procedures. Selection of staff members shall follow grievance and disciplinary staff action panel selection procedures. Selection of student members will be by the Student Senate.

Members of the panel will be chosen at the beginning of each academic year for a period of one year. Members of the panel will receive a minimum of two hours of instruction in Section 504 Regulations. The grievant and the respondent shall each have the right to excuse without cause as many as two persons from those selected (preemptory challenges). Each may challenge for cause any of the persons selected and any person selected may ask to be disqualified for cause.

- 1) Challenges for cause or excuses, if any, shall be exercised by the close of the second instructional working day following the day of selection.
- 2) The 504 Coordinator shall rule on all disqualifications for cause, and shall grant such disqualifications when it is made to appear probable that, by reason of bias or prejudice of a person selected, a fair and impartial grievance hearing could not otherwise be had.
- 3) Neither race, color, religion, sex, national origin, age, disability, nor membership in any organization shall constitute grounds for a challenge for cause.

In order to meet the two-day requirement for challenging for cause:

- 1) Challenges for cause, if any, shall be submitted in writing to the 504 Coordinator no later than 4:00pm of the second instructional working day following the day of the initial selection.
- 2) If challenges for cause are submitted, the 504 Coordinator shall rule on the challenges no later than 4:00pm of the second received.

Within five instructional working days of the selection of the final Grievance Committee, the 504 Coordinator shall schedule a meeting of the committee. The Grievance Committee will elect its own Chair, who will schedule all future meetings, notify participants, maintain records, and submit in writing to the President the findings and recommendations of the committee.

The Grievance Committee shall conduct an initial review of the grievance to determine if the complaint:

- 1) Alleges facts which, if true would demonstrate a violation of the Section 504 Regulations; and
- 2) Contains allegations that appear to be substantially credible; and
- 3) Address a violation which, if it exists, result in a personal wrong to the grievant.

If the grievance does not meet all of these criteria, the Grievance Committee must terminate the grievance and notify the President, grievant, respondent, and the 504 Coordinator of its decision.

If the grievance meets all of the above criteria, the Grievance Committee will notify the President, grievant, respondent and the 504 Coordinator of its decision to schedule a hearing. The grievant will notify the committee chair if the hearing is to be open to the public or closed. Present at the hearing will be the grievant and the grievant's advisor, if any; the respondent and the respondent's advisor, if any; any member of the campus community whom the Grievance Committee believes to be interested in the complaint; and the 504 Coordinator.

Within ten instruction working days after the hearing, the Grievance committee will determine whether a violation of Section 504 Regulations has been demonstrated. If not, the Grievance committee will notify the President, grievant, respondent and the 504 Coordinator of the termination of the grievance. If it is decided that such a violation has been demonstrated, the Grievance Committee shall determine if the requested relief should be granted. If the Grievance Committee decides that some remedial action should be taken, they will man an

appropriate recommendation to the President with a copy of the recommendation to the grievant, respondent and 504 Coordinator. Such relief need not be limited to that requested by the grievant and may include a change in campus policy.

The President may accept, reject, or modify the recommendation of the Grievance Committee, and the President's decision is final. The President will advise the grievant and all others involved of his or her decision. If the President determines that violation of the Section 504 Regulations exists but that the violation is a result of system wide policy or other reasons beyond the control of the campus, the President will make an appropriate recommendation to the Chancellor.

f. Hearing Procedures:

- 1) Conduct: The Grievance Committee will make all rulings relating to the conduct of the hearing, including:
 - a) Matters regarding admission of evidence.
 - b) The calling and questioning of witnesses.
 - c) Whether a tape recording of the hearing or notes of the hearing kept by the chair will serve as the official record of the hearing. The grievant will be given a copy of the official record of the hearing upon request, provided the campus is reimbursed for its expense in providing the copy.
 - d) The majority of the Grievance Committee shall constitute a quorum. However, the quorum must include one student and one faculty member.

The chair of the Grievance Committee will maintain an orderly meeting and permit no person to be subjected to abusive treatment. In this regard he or she may eject or exclude any person who refuses to be orderly.

- 2) Access to Campus Records: The Grievance Committee, upon request of the grievant, the respondent, or any interested person, may obtain copies of all campus records which are relevant to the complaint and which may lawfully be released by the campus. The Grievance Committee will refuse to obtain such records if they determine that the burden of producing them outweighs the probative value of the records.
- 3) Legal Advice: The Grievance Committee may on the basis of their own need, or at the request of the grievant, the respondent, or any interested person, request legal advice from the Office of General Counsel.
- 4) Representation: Both the grievant and the respondent may have an advisor. If at any time the grievant or the respondent designates an attorney as her/his advisor, the proceedings under this procedure shall be suspended for a reasonable period of time so that the campus may obtain the services of counsel. The grievant or the respondent may authorize her/his advisor to take any action required by this procedure and such authorization may be revoked at any time.
- 5) Retention of Records: All Grievance records shall be retained by the 504 Coordinator for a period of three years pursuant to Section 86.3(d) of the Section 504 Regulations.
- 6) Disabled Accommodation: Care should be taken to ensure that adequate means of communication are available for the sensory, manipulatively impaired and print handicapped. A grievant whose disability necessitates tape recording the proceedings of the hearing, for memory/retention purposes, shall be allowed to do such, if this is the typical procedure utilized for ongoing course work. In order to preserve confidentiality in such cases, tapes must not be replicated and will be destroyed following the closure of the grievance.

All materials are to be accessible, appropriate and adequate to the needs of the participants. Note takers, interpreting support services, brailled, taped or large print copies will be provided by the university when notification is given ten days in advance.

g. Brief Guideline to 504 Grievance:

- 1) 504 of the Rehabilitation Act of 1973 requires that:

“No otherwise qualified disabled individual in the United State... shall, solely by reason of her/his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”
- 2) The regulation to implement 504, issued by the Office of Civil Rights, Department of Health and Human Services, became effective on June 3, 1977. I specified detailed prohibitions of discrimination on the basis

of physical or mental disability in education and institutions receiving federal funds. Students may file a grievance alleging discrimination on the basis of disability in the following areas:

- a) access to programs and courses
- b) course content or appropriate substitutions that will not hinder the integrity of the course content
- c) access to and use of school facilities
- d) counseling and guidance materials, tests, and practices
- e) vocational education
- f) physical education
- g) competitive athletics
- h) graduation requirements
- i) student rules, regulations, and benefits
- j) housing
- k) financial assistance
- l) health services
- m) school sponsored extracurricular activities
- n) most other aid, benefits, or services

STUDENT COMPLAINT FORM

NAME SS#

ADDRESS TELEPHONE #

Name of the person and his/her position responsible for alleged actions which prompted this complaint.

COMPLAINANT'S STATEMENT (relevant facts including date, time and place of alleged incident)

Relief Requested:

I have followed the informal procedures in the Student Complaint Procedures and have been unable to reach a satisfactory resolution.

Date signed

Complainant's Signature

Date received in Office of the Vice President for Student Affairs

Submit to Office of Vice President for Student Affairs, Lassen 3008

Guidelines for students enrolled in Communication Studies 199

NOTE: Students wishing to sign up for 199 should 1) read this; 2) go find the instructor with which you wish to take the 199; 3) write/type a description of the proposed project on the Special Problem Contract; 4) meet with instructor to decide on units for credit; 5) have instructor sign special problems petition; 6) turn in the petition along with the project description to the Communication Studies Department office. Allow up to one week for processing this form because it requires evaluation and approval by the Department Chair; 7) come back to the Department Office and pick up your copy of the approved petition from the student pick-up.

1. To earn three units of credit for ComS 199, a student should expect to put in 135 hours of work during a semester, including time spent writing the final report and meeting with the instructor; for two units of credit, 90 hours; for one unit of credit, 45 hours. (These are the general requirements for all 3/2/1 unit courses.)
2. The successful completion of ComS 100A and 9 additional units of upper division Communication Studies coursework will be required as pre-requisites for ComS 199. Only the department chair can make exceptions to these pre-requisites. Request for exemption including reasons, must be stated on the attached Special Problems Contract.
3. Each student enrolled in ComS 199 will be expected to do scholarly and original research. Such research may take any of the following forms:
 - a. Original research with primary documents. (This would probably have to be done at the State Library or similar research library, or my mail.)
 - b. Extensive secondary research or directed readings involving extensive review of the literature in a specific subject area.
 - c. A mail or interview survey, large enough to produce significant results, plus an interpretation of the results. The subject matter should focus on a current problem relevant to communication studies.
 - d. An original piece of research that will result in a research report.
 - e. An original piece of creative work (video tape, film, etc.)
 - f. Writing a convention paper or journal article using previous research/scholarly activity as the basis for writing.
4. ComS 199 will be graded according to the same standards as any other upper division course, and unsatisfactory work will result in an unsatisfactory grade.

COMMUNICATION STUDIES DEPARTMENT
CALIFORNIA STATE UNIVERSITY, SACRAMENTO

SPECIAL PROBLEMS PETITION

COMS 199

NAME _____ SEMESTER _____ YEAR _____
E-MAIL _____ NUMBER OF UNITS: 1 2 3 (circle)
PHONE NUMBER _____ TYPE OF GRADING: Letter grade CR/NCR
SOCIAL SECURITY # _____ CLASS LEVEL: FR SOPH JR SR
(circle one)

TITLE OF PROPOSED PROJECT

Sponsor's Signature Date

Department Chair's Signature Date

INSTRUCTIONS TO STUDENT

Please fill out Special Problems Petition and attached contract. The signed forms must be submitted by the end of the 3rd week of the semester, and should be submitted for the Department Chair's signature by the beginning of the 3rd week.

Office use:

199 section # _____ Call # _____ Date added _____

Revised 5/14/09

COMMUNICATION STUDIES DEPARTMENT
CALIFORNIA STATE UNIVERSITY, SACRAMENTO

SPECIAL PROBLEMS PETITION

JOUR 199

NAME _____ SEMESTER _____ YEAR _____
E-MAIL _____ NUMBER OF UNITS: 1 2 3 (circle)
PHONE NUMBER _____ TYPE OF GRADING: Letter grade CR/NCR
SOCIAL SECURITY # _____ CLASS LEVEL: FR SOPH JR SR
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Office use:

199 section # _____ Call # _____ Date added _____

Communication Studies and Journalism

Major Advising Policy

1. All majors on probation must see an advisor before they will be allowed to register for classes.
2. All majors must see an advisor during their first semester in the Communication Studies Department.
3. Majors who enter the university as freshmen must also see an advisor again during the second semester of their sophomore year.
4. Registration holds will be placed on all students falling in any of the categories above. To get the hold removed, students must obtain a form to remove holds from the department office, get it signed by their advisor, and return it to the department. Students on probation must see either the advising coordinator or a member of the Academic Affairs Committee to get their registration hold removed.

Communication Studies Department Undergraduate Advising Policy

Assigning Advisors

Students will fill out a form where they designate an area of interest. An advisor will be assigned matching students to advisors by subject areas, trying to keep numbers of advisees fairly even per advisors within subject areas. Advisors who are on leave will have their advisees temporarily assigned to another advisor.

Record Keeping

The Department receptionist will input the advisor information into SIS+.

Notifying Students

The Department will send all newly assigned students a postcard telling them who their assigned advisor is and where to get information on office hours. The student's advisor's name will be listed on the invitation to register that is mailed to students each semester.

Changing Advisors

A student wishing to change advisors should fill out a change of advisor form so record keeping can be updated. A faculty member who wishes to drop an advisee also needs to fill out a change of advisor form.

Graduation Petitions and Holds

Students are expected to have their assigned advisor sign their graduation petition. Students are expected to consult with their advisor regarding the removal of academic holds. The advisor's signature is needed to remove holds.

Communication Studies/Journalism Major Advisor Form (Request for Advisor)

Notes:	<p>Students:</p> <p>You may use this form to request an advisor in your specific area of study. An advisor will be assigned based on the item marked below. The department will mail a postcard to you indicating the advisor's name and contact information.</p> <p>You are not required to stay with this advisor. If you feel it is necessary to change advisors, you may meet with someone else on the advising schedule, or you may ask the department to make an official change. (Use the Major Advisor Change Form if making an official change.)</p>
Student Information:	<p>Student Name: _____ Student ID Number: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Phone or email: _____</p>

Communication Studies:
Please select an area of study:

- Organizational Communication (OCOM)
- Media Communication (MCOM)
(if choosing Media, indicate area of study below)
- Mass Communication
- Telecommunication & New Media
- General Communication (COMS)
(if choosing General, indicate area of study below)
 Criticism
- Interpersonal & Small Group
- Intercultural & International
- Self-Designed Option
- Public Relations (PRCS)
- Digital Media (DMCS)
(if choosing Digital Media, indicate area of study below)
- Digital Video
- Multimedia

Journalism:
Please select one of the following:

- Print Journalism (JOUR)
 - Government/Journalism (GJOU)
(students should also meet with an advisor in the Government dept.)
 - Undecided
- Journalism majors must have a minor.
What is your minor? _____
- Undecided

For Dept. Use Only

Advisor Assigned: _____ Date: _____

Postcard mailed

SIS+

Major Advisor Change Form

Name _____ Student ID Number _____ - _____ - _____

Current Advisor _____

Area of Interest _____

New Advisor's Signature _____

Office Use Only

Advisor Assigned _____ Date _____

Entered in SIS+