

**Film Studies Department Policies Handbook**

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## **I. General Policies**

### **1. Department Mission Statement**

The Department of Film Studies prepares students to participate in a world increasingly shaped by moving pictures. Through courses that offer a foundation for understanding cinema—and its relation to culture, history, technology and aesthetics—Film Studies teaches students to create and analyze moving images, to produce research, and to make art.

The department's primary mission is to provide excellent undergraduate teaching in the study of cinema and the practice of making motion pictures. The department moreover advances the production and scholarly understanding of motion pictures by employing experienced, talented film scholars and filmmakers and through activities in support of faculty and student scholarship, research, and creative work.

The department is founded on the principle that the study of cinema and the artistic production of motion pictures complement one another, and all film studies majors perform substantial work in both areas. In critical studies courses, students learn the history, aesthetics, business, and social significance of film and filmmaking. Film production courses teach students to write, develop, produce and edit their own fiction and non-fiction works, under the guidance of professional filmmakers. Courses in the Film Studies Department serve the university's liberal arts mission and develop skills and knowledge that students can apply to a variety of professions within and outside the film industry and to graduate study in film production, cinema studies and other fields. Students in the program develop knowledge and skills in filmmaking and cinema studies, critical thinking, persuasive and creative writing; research and analysis; business and budgeting; visual design; computer use; and oral presentation.

The Film Studies Department employs the resources of the university community and the regional filmmaking community in order to provide a variety of perspectives on the art of film. The department fosters interdisciplinary and international education through courses and cultural events that draw on the expertise of faculty from departments throughout the university and that teach students about cinema from around the world. Film Studies also draws on local and visiting professional filmmakers to teach courses in specialized aspects of film production and to discuss, through guest lectures and workshops, their work in film and the film industry. Through its relationship to the local filmmaking community, the department offers internships and courses that give students opportunities to work on film productions in the Wilmington area, at EUE Screen Gems Studios, and at other film-related agencies. Film Studies also seeks to disseminate knowledge of film and film history by sponsoring a variety of film festivals, film screenings, and lectures and symposia on campus and in the city of Wilmington.

## **2. Department Learning Objectives**

The Film Studies major is designed to help students to meet the following learning objectives:

1. to communicate story, mood, character, and ideas cinematically;
2. to understand the pre-production, production, and post-production filmmaking process by conceiving, planning, writing, scheduling, budgeting, shooting, and editing motion pictures;
3. to have a basic knowledge of how motion pictures are marketed, promoted, and distributed;
4. to develop research and writing skills in order to compose cogent, persuasive, and valid essays about film;
5. to have a broad knowledge of film styles, genres, and various national cinemas;
6. to analyze closely the formal aspects of film, including narrative, cinematography, sound, script, genre, performance, editing, and other stylistic components;
7. to understand film criticism, film theory, the history of film, and the relationship between film style and the modes of film production;
8. to develop knowledge and skills applicable to work in the film industry and related fields and to graduate study in filmmaking and cinema studies.

## **3. Planning and assessment**

Planning and assessment are the responsibility of the chair and the full-time faculty.

The faculty may at any time assess departmental policies, goals, and performance and propose policies and actions for departmental consideration at department meetings. At these monthly meetings, the faculty convenes to act on proposals and to further assess department goals, policies, and performance. Any member of the full-time faculty may initiate a motion at any department meeting.

The department's Mission Statement, consistent with the university and College mission statements, and department's Learning Objectives are reviewed annually by the faculty. Changes are proposed to the department as needed and acted on by faculty at department meetings.

The following four instruments are used to assess whether students are meeting the department's learning objectives:

1. **Exit Exam.** An exit exam administered in the senior seminar courses (FST 495 and 496) every semester discerns whether students have learned essential principles of film production and of the critical study of film. The Curriculum Committee, with the help and guidance of the Student and Alumni Relations committee and all other film faculty, composes and evaluates this exit exam. (Objectives 2, 3, 5, 7)
2. **Student Film Screening Evaluation.** In order to assess whether students have learned to communicate story, mood, character, and ideas cinematically, all film studies faculty at the screenings of student films each semester evaluates whether

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- each student production adequately meets this stipulated production goal. Faculty deem each student work as having “satisfied” the objective or “not having satisfied” the objective on a checklist. (Objective 1)
3. Curricular Review. Ongoing curricular review, performed by the department curriculum committee and by all permanent faculty in the department of Film Studies, assists in determining whether the department’s learning objectives are being met. Curriculum is subject to continual planning and assessment. Full-time faculty serve on the curriculum committee, which is responsible for reviewing existing courses and requirements for the major and minor and proposing new courses or catalogue changes. The curriculum committee submits proposals to the full faculty for consideration at department meetings. (All objectives)
  4. Exit Survey. An exit survey, given to graduating seniors each semester, indicates whether the department curriculum is helping students meet their professional and scholastic goals. The survey solicits students’ career and educational plans and asks them to evaluate the degree to which their studies in the film studies major prepared them to pursue their career and educational goals. (All objectives, particularly #8)

The department uses the foregoing instruments to gather information in order to revise and strengthen curriculum.

### **4. Assignment of Faculty Offices**

When a faculty office becomes vacant, it is assigned to the professorial-rank faculty member with the most seniority (i.e., with the most years in the department at professorial rank, regardless of rank) among those who request the office. When two or more faculty members with equal seniority request the same office, tenancy is determined by a coin toss.

When a faculty member assumes an administrative position in the department (e.g., as chair or associate chair) or outside the department (e.g., as dean) and that position requires the faculty member to move to a different office, the faculty member may declare the right to return to the vacated office upon completion of the administrative term. Anyone moving into the vacated office does so on the understanding that his or her tenancy in the office is temporary and that he or she may be required to vacate the office upon the original tenant's return. This provision serves the interest of fairness: accepting administrative service should not cause a faculty member to lose a desirable office.

Otherwise, the offices of professorial-rank faculty are theirs to keep for as long as they wish. That is, a professorial-rank faculty member cannot be bumped from an office by a more senior faculty member.

The offices of full-time and part-time lecturers, TAs, and visiting faculty are assigned by the chair.

The above provisions may be overridden only in the case of an emergency or other exigency.

## **II. Policies Pertaining to Department Equipment, Student Works, and Student Awards**

### **1. Use of Department Filmmaking Equipment**

#### **A. Policy Statement**

The Film Studies Department provides filmmaking equipment for the express and primary use of permanent professorial-rank faculty in the Film Studies Department carrying out projects to support their work as UNCW faculty and of students who are enrolled in and completing assignments for designated departmental film production courses. Use by other persons may at times also be permitted, based on availability and purpose, according to the priorities and conditions stated below. The department chair has the final authority to make all decisions regarding equipment use.

#### **B. Priority of Use**

1. Primary and equal priority is given to permanent professorial-rank faculty (tenured and tenure-track faculty) in the Film Studies Department carrying out projects to support their work as UNCW faculty; to students enrolled in and completing assignments for designated departmental film production courses; and to all film studies faculty using the equipment for instructional purposes, such as class preparation, in-class activities, or creating or grading assignments;
2. Full-time lecturers and visiting full-time faculty in the Film Studies Department carrying out projects to support their work as UNCW faculty are given secondary priority;
3. Equipment is not made available to other individuals, including students in internships, students completing work for courses in other departments, part-time Film Studies faculty, faculty in other departments, students completing directed independent studies projects or honors projects, or individuals outside the university community.

The equipment is made available to eligible individuals in accordance with the following guidelines:

1. Equipment must be reserved using the department's reservation procedure;
2. In the event that individuals with equal priority request to use the same equipment during the same time period, the earlier reservation takes precedence;
3. In the event that an individual requests equipment that has previously been reserved by another individual who has lower priority (according to the priority guidelines stated

above), the chair will determine which individual may use the equipment.

### **C. Conditions of Use**

1. Persons using the equipment must complete the Equipment Request Form and receive a reservation confirmation.
2. All equipment must be checked-out and checked-in by the Equipment Supervisor or someone working on behalf of the Equipment Supervisor. Students and faculty generally may not check out equipment to themselves or check it back in themselves. Faculty may check out equipment themselves after receiving approval from the Equipment Supervisor.
3. No one may reserve the equipment for a length of time that would overly burden other individuals' access to the equipment.
4. Equipment may be used only for purposes that are legal and in support of the department and university missions.
5. Equipment may not be used for personal or private purposes (for example, to film a wedding or to edit personal footage).
6. Equipment may be used only by persons who are familiar with and competent in its operation.
7. Persons using the equipment must read and understand the "Film Production Policies and Procedures Handbook," which is available on the department website.
8. Persons using equipment must complete the "Production and Equipment Liability Agreement," located at the end of the "Film Production Policies and Procedures Handbook," acknowledging financial responsibility for damage to or loss of the equipment.
9. Persons using equipment must return it in working condition by the reservation deadline.
10. Persons who violate any aspects of the policy for the Use of Department Filmmaking Equipment may be permanently excluded from further use of the equipment.

### **2. Ownership and Licensing of Student Works**

UNCW's Film Studies Department believes that students should own the work they create as film studies students. The department nonetheless wants to be able to screen student films for instructional purposes, at public events (such as year-end student film screenings), and for other activities in pursuit of the university mission. The department, therefore, has adopted the following policy for the ownership and license of student works:

According to the UNCW Copyright Use and Ownership Policy, "Student Works" are "papers, computer programs, theses, dissertations, artistic and musical works, and other creative works made by students." Such works include, but are not limited to, student film, video and computer projects created wholly or in part

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pursuant to UNCW film studies course requirements or that utilize any UNCW resource (including but not limited to UNCW personnel, equipment and property) while the student is enrolled at UNCW. For the purposes of this policy, “Student Works” also include projects that incorporate portions of Student Works, including but not limited to revised versions of Student Works.

In consideration of the “Student License” (described below), UNCW grants to students any and all right, title and interest in perpetuity, including copyright ownership, if any, in and to Student Works (“Ownership Grant”). As a result of the Ownership Grant, students shall own their work outright, subject only to the provisions of this policy.

In consideration of the Ownership Grant as well as of the use of UNCW resources, the university retains a non-exclusive, perpetual, royalty-free, world-wide license to use all Student Works, in any medium known or later devised, provided that the university exercises this license in furtherance of its mission (“Student License”). Permissible uses of Student Works under the Student License include but are not limited to educational, promotion, publicity and fundraising efforts by UNCW and its Film Studies Department through reproduction, the Internet, the making of derivative works, public screenings, public display, and the distribution of compilation videotapes and DVDs.

In a timely manner and in a format specified by UNCW, students must provide UNCW with a copy of all film, video and computer work created in full or in part in film studies department courses. UNCW will supply students with the necessary media and access to equipment in order to comply with this provision. Students must inform UNCW whenever a new version of their work is completed, and UNCW may request that students provide a copy of the new version.

Students further must inform UNCW in writing if Student Work is subject to a Screen Actors’ Guild (“SAG”) Agreement. Provided a timely notice from the student, UNCW agrees not to use the Student Work in any way that triggers additional student obligations under the pertinent SAG Agreement.

### **3. Acknowledgement of the Department in Student Works**

Faculty who teach film studies courses in which students make motion pictures (including film, video and computer fiction and non-fiction works) ensure proper acknowledgement of the film studies department in student work by implementing the following policy, which should be included in their course syllabi:

It is the policy of the Film Studies Department that the final image of student film, video and computer work created wholly or in part in film studies courses must be a title card that reads exactly as follows:

“This has been a student production of the Department of Film Studies at the University of North Carolina Wilmington.”

The name of the department and of the university should not be abbreviated in credits.

#### **4. Student Awards**

##### **A. Philosophy**

Every semester the department honors exceptional students at the graduation ceremony by conferring three student awards: Excellence in Film Studies Award, Excellence in Critical Studies Award, and Excellence in Film Production Award. The department grants two of each award every year—once at the spring department graduation ceremony and again at the fall ceremony.

##### **B. Eligibility**

In order to be eligible for an award, a student must be a graduating senior who has at least a 3.0 GPA overall and a 3.5 GPA in the Film Studies major. A graduating senior who wins one award is ineligible for another.

##### **C. Criteria**

###### **i. Excellence in Film Studies Award**

The Excellence in Film Studies award is the department's top honor given to a graduating senior and recognizes an exemplary film studies student major. The recipient must have a strong record in both production and critical studies courses and demonstrate excellence in all aspects of the major, such as through extensive research skills, outstanding critical and writing skills, outstanding filmmaking skills, an outstanding honors thesis, support given to fellow students, and superior work in both film production and critical studies courses.

###### **ii. Excellence in Critical Studies Award**

The recipient of the Excellence in Critical Studies Award must demonstrate excellence in the academic study of the cinema, such as through extensive research skills, outstanding critical and writing skills, support given to fellow students, outstanding contribution to the department, an outstanding honors thesis, and superior work in critical studies courses.

###### **iii. Excellence in Film Production Award**

The recipient of the Excellence in Film Production Award must demonstrate excellence in filmmaking, such as through extensive screenwriting, film production, or post-production skills, support given to fellow students, outstanding contribution to the department, an outstanding honors thesis involving a film production, and superior work in film production courses.

##### **D. Procedure**

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The student and alumni relations committee determines who is eligible for awards according to the eligibility requirements stated above and disseminates to all full-time, part-time and interdepartmental film studies faculty the names and grade point averages (both overall GPAs and GPAs in the major) of all eligible candidates for the award before the last department meeting prior to the graduation ceremony.

At the meeting, the chair of the committee takes nominations of the eligible candidates for the Excellence in Film Studies Award and opens the floor to discussion. After each nominated candidate is discussed, the committee chair takes a vote of all faculty in attendance to determine who will receive the award. All full-time and part-time department and interdepartmental film studies faculty in attendance at the meeting may vote; faculty who are not present for the discussion may not vote. In the event that one student does not receive a majority of votes, there is a run-off between the two nominees with the most votes. The student obtaining the majority of votes is the recipient of the award. In the event of a tie between the two run-off candidates, awards are given to both.

The procedure is repeated for the Excellence in Critical Studies Award, except that only faculty who regularly teach critical studies courses may vote for the recipient. The Excellence in Film Production Award is determined last according to the same procedure, except that only faculty who regularly teach film production courses may vote.

The department chair announces and grants the awards at the department graduation ceremony. All award recipients receive a certificate indicating their accomplishments, and the Excellence in Film Studies Award recipient also receives an additional gift (such as a gift certificate to a bookstore).

### **III. Policies for Evaluation of Full-Time Faculty**

#### **1. Annual Evaluation: Procedures And Expectations**

##### **A. Philosophy**

The annual review of faculty satisfies a University-wide mandate, provides faculty with feedback about their performance, and is the principle basis for recommending salary increases based upon merit. A second purpose of the annual review is to provide faculty with an opportunity to hear from peers in regards to their own professional progress. This is the mentoring quality of the annual review process, and will be particularly helpful to faculty members seeking tenure and promotion, or preparing for post-tenure review.

Three major elements constitute the annual review: 1) Teaching; 2) Professional Accomplishments; and 3) Service. Articulated in detail below, the categories are intended to serve as a guide in constructing one's yearly review document.

##### **B. Period of Review**

Full-time faculty are reviewed annually from January 1 of the preceding year through December 31 of the preceding year

**C. Evaluation Procedure**

Full-time faculty must submit an annual report using a prescribed form, no later than the last day of February each year or by the due date specified by the chair. Two copies of this report and one copy of supplemental documents, are placed on file in the departmental office, where they are available for consultation and review by other faculty.

For each **full-time lecturer** and instructor, the chair uses a random method to assign three tenure-track or tenured faculty who independently review and evaluate the faculty member's annual report and accompanying documents.

For each **untenured assistant professor**, all untenured assistant professors and all tenured faculty review and evaluate the faculty member's annual report and accompanying documents.

For each **tenured faculty member who is seeking promotion** during the upcoming year, all tenured faculty review and evaluate the faculty member's annual report and accompanying documents.

For each **tenured faculty member** who is not seeking promotion during the upcoming year, the chair uses a random method to assign three tenured faculty who independently review and evaluate the faculty member's annual report and accompanying documents.

The **department chair** is evaluated in the same manner as other tenured faculty, except that the chair will also submit a report to all of the department faculty explaining his or her "administrative accomplishments" for the academic year. (The chair's administrative accomplishments report, unlike the annual report, follows the academic year, rather than the calendar year, to make it consistent with the term of the chair's administrative appointment.) Using a format prescribed by the department, all full-time faculty (tenured, tenure-track, and full-time lecturers and instructors) review and evaluate the chair's performance as chair for the year by reviewing the chair's entire annual report. The procedure for administering the evaluation of the chair by the full-time department faculty is indicated below.

Peer reviewers follow a prescribed format to write a candid evaluation of the faculty member's professional performance in the areas of teaching, research/creative work, and service, in relation to the criteria stated below. Faculty who obtain a course release for administration also append a document indicating their administrative accomplishments for the year. The identity of peer reviewers is known only to those who participated in assigning them. The chair consults the faculty member's annual report, accompanying documents, and peer reviews before writing the annual evaluation. The faculty member receives a copy of the chair's annual evaluation, may

meet with the chair to discuss the evaluation, and has the right to append a written response. The chair forwards copies of the evaluations and responses to the dean.

If there are fewer than three tenured faculty (excluding the chair) in the Film Studies Department, the chair will determine what combination of colleagues from outside the department will comprise an ad hoc evaluative committee of three tenured faculty for reviewing tenured faculty in the department, according to the Procedure for Determining an Ad Hoc Evaluative Committee stipulated below.

**D. Procedure for Annual Evaluation of the Chair by the Full-Time Department Faculty**

The associate chair is responsible for administering the annual evaluation of the chair by the full-time department faculty. By the end of April, the associate chair supplies each full-time faculty member with the **Film Studies Department Chair Evaluation Form**. The form must be completed and returned by a specified date, usually in the second week of May. The form, which is anonymous, is completed after consulting the chair's annual report. Each evaluating faculty member returns the form to the department administrative assistant, who collects them. Upon returning the form, each evaluating faculty member signs a **signature page** indicating that he or she has submitted a completed evaluation. After the deadline, the department administrative assistant photocopies each of the forms, including any typed comments, and separately submits the original forms to the associate chair and the photocopies to a full-time department faculty member who has been randomly selected by the associate chair to be an independent tabulator of the form's results. Any full-time department faculty member may serve as an independent tabulator, except for the department chair. The associate chair must also inspect the signature sheet, ensuring that each full-time faculty member in the department, other than the chair, has submitted an evaluation.

In order to ensure accuracy and accountability, the associate chair and the tabulator are each responsible for independently tabulating the results of the evaluation. Their tabulation must determine both the *mean* and the *median* for the answers to each question. When both faculty are satisfied that their results agree, the associate chair prepares a report titled "Annual Evaluation of the Film Studies Department Chair by Full-Time Department Faculty." The report includes the following information:

1. the name of the department chair and the date of the evaluation;
2. the form's rating scale (1= poor, 2=fair, 3=good, 4=very good, and 5=excellent);
3. each question in its entirety;
4. the *mean* and *median* scores for each question;
5. A statement, using the chair's *median* score on the form's final question, that verbally (non-numerically) indicates the full-time department faculty's collective evaluation of the chair's overall performance during the previous year. The statement reads as follows, "Overall, the film studies department faculty rated the performance of the department chair this past year as:"

followed by the appropriate median rating, in italics (“poor,” “fair,” “good,” “very good,” or “excellent”);

6. photocopies of any typed comments submitted by the faculty.

The associate chair directly submits copies of the report, including photocopies of any typed comments submitted by faculty, to the chair, the dean, and the full-time department faculty.

#### **E. Criteria and Expectations**

The principles stated in UNCW’s “Criteria for Reappointment, Promotion and Award of Tenure (Appendix C of the Faculty Handbook) are pertinent to annual evaluations. As such, faculty are urged to consult the full text of that document. The principles contained herein encourage department members to think of the larger picture when constructing and reviewing annual review documents.

For example, Appendix C states, in part:

It is essential that the University faculty be composed of individuals with superior personal and professional qualifications... It is essential also that the University faculty be composed of individuals with a variety of strengths. Heterogeneity among faculty in contributions to the University is crucial... Fixed weightings to be used in determining the relative importance of these different areas should be avoided... These evaluations should be used to determine the answer to what may be the overriding question, “In what way is this individual of importance to the University?”

The department expects all its faculty to be highly committed and effective teachers, scholars or artists, and contributors of service to the university, department, college, community and/or profession. The following criteria are used by peer reviewers and the department chair in evaluating the professional performance of full-time faculty during the annual review.

##### **i. Teaching**

With regard to “teaching,” the RTP criteria document states:

The primary concern of the University is teaching its students. Thus teaching effectiveness is the primary criterion for [evaluation]. Faculty must be well-trained, knowledgeable, skillful, and enthusiastic presenters of knowledge. In addition, they should embody for their students the life of scholarship. Teaching involves not only the transmission of knowledge, but the development of the students’ desire for knowledge, of the skills for acquiring knowledge and for critical evaluation, and of the factors that enable the student to assume a responsible position in society. Teaching, then, involves all aspects of the

educative process inside and outside the classroom. In addition to teaching courses, these aspects include revising old courses and developing new ones; developing teaching methods; and assisting, advising, and counseling students in academic matters. Commitments to learning, to fostering the intellectual development of students, and to improving educational programs mark the dedicated teacher. The nature of the University demands such a commitment and performance from all its faculty members.

All faculty should be *effective* teachers. Evaluations by students, observations by peers, and reviews of syllabi and classroom materials are among the means that can be used to judge effectiveness. Of no less importance is that faculty be *committed* teachers, dedicated to educating students both inside and outside the classroom. Commitment can be demonstrated in many ways, including making efforts to improve teaching, developing new courses, revising courses to reflect current professional thinking and practices, giving guest lectures, meeting with students in conferences, providing effective feedback on assignments, mentoring students, directing theses and serving on thesis committees, directing independent study, working with students on projects, and fostering student groups and organizations. No faculty member is expected to do all of these things. However, all faculty are expected to do more than merely meet their classes and provide routine advising.

**ii. Professional Accomplishments**

**a. Research/Artistic Achievement**

A reputation for strong faculty scholarship or artistic achievement is essential to an academic department in a comprehensive university, and active scholarship and/or artistic achievement is expected of all professorial-rank faculty members. Scholarly achievements include the publication of books, articles, chapters, and reviews; the presentation of papers at academic conferences; the delivery of invited public lectures; and the securing of grants. Artistic achievements include serving a “significant” role (e.g., writer, director, producer, director of photography, editor) in the production of original motion pictures; staged readings; optioned screenplays, scripts and stories; festival screenings; and awards for original motion pictures.

Research and artistic achievements are equally valued. Research and artistic achievement are judged by their

quality, impact and originality and the prestige of the publication or venue in which they are presented.

Most valued are original films on which the faculty member served a significant role and original film studies scholarship in the form of books and articles in scholarly presses and publications. Textbooks, published interviews, reviews, and popular writing directly pertinent to filmmaking or the discipline of film studies are also valued, though to a lesser degree than original films and film scholarship. The department, however, recognizes the expense and difficulties of filmmaking and does not expect production faculty to produce new artistic works every year. Consequently, although production faculty are encouraged to focus on creating artistic works, the department also supports production faculty who choose to produce other works related to film and filmmaking, such as textbooks or chapters in textbooks, interviews, reviews and popular writings about film, film studies, or filmmaking.

The department also values publications and artistic works that are not directly related to film but that still contain a tangible bearing on film or the discipline of film studies. It is incumbent upon the faculty member to demonstrate that the work manifests a tangible bearing.

The departmental criteria for evaluating research/artistic achievement for Reappointment, Promotion, and Tenure and Graduate Faculty Status are identical to those used in evaluating research/artistic achievement for the Annual Evaluation of Full-Time Faculty.

**b. Expectations for Research/Artistic Achievement**

Expectations for research/artistic achievement vary as follows:

**Professorial-rank faculty teaching three courses** per semester have been given a one-course release, and they have a significant expectation for research or artistic achievement. While expectations for scholarship or artistic work cannot and should not be quantified, faculty teaching three courses are expected to give tangible evidence of a research program involving no less time and effort than the course-per-semester from which they have been

released. Because major scholarly and artistic projects may have timetables that exceed a single year, output of individual faculty can be expected to vary from year to year, and forthcoming work and work in progress should be considered in annual evaluations of scholarship and artistic achievement.

**Professorial-rank faculty teaching four courses** per semester have a lesser but not negligible expectation for research or artistic achievement. Efforts to gain research-active status and move to a three-course teaching load are highly encouraged.

A lectureship is a teaching and service position, and **lecturers** are not obligated to produce research.

**c. Completed v. Works-in-Progress**

The department chair and peer reviewers reserve the right to evaluate the “merit” of any given entry. However, as a general tenet, the department holds that research projects completed (i.e., in print, and/or screened on television or in theaters or festivals) should reap the most rewards, as compared to materials “forthcoming,” “in progress,” “submitted,” or “under consideration/review.”

**iii. Service**

The department, the university, and the profession depend on the service contributions of faculty to accomplish their missions. Active, effective service is expected of all full-time faculty. Service is demonstrated by work on committees and by a variety of other means as well. However, merely routine or pro forma service is not sufficient. Service that makes an active contribution to advancing the goals of the department is expected, and faculty are judged on the initiative, effort, effectiveness, and reliability of their service efforts. Service that benefits the university, the community (when professionally related), and the profession is equally valued and meritorious. Faculty are evaluated according to the initiative, effort, effectiveness, and reliability of their service efforts. For each service entry, reviewers may assess factors including level of responsibility, time and energy commitment, special accomplishments of the individual or group, and general level of involvement.

**F. Annual Report Form**

Faculty submit their annual reports using a prescribed form that is available on the department website. When completing the annual report, brief, factual information should suffice. However, it might be useful to offer explanations when deemed

appropriate. Do not assume reviewers will have knowledge of all aspects of your work. Explanations might include a description of the nature of a refereed work, quality of the publishing house, or the significance of a production. Some activities might properly be listed under more than one category. If so, give the complete listing under the first of these categories and a brief listing in the second category. Use a “see” cross-reference to refer to the first category. Generally, however, faculty should report an activity only once.

Each faculty member should submit a cover page, containing highlights of the annual report, broken down into three major paragraphs. This one-page summary should consist of separate paragraphs devoted to teaching, professional accomplishments, and service. Along with this cover page, and the annual report document, faculty should also submit supplemental documentation, as indicated on the Annual Report form.

The template to be used by faculty in the construction of their annual review document provides an opportunity for faculty to report the following information about their accomplishments for the year under review:

**i. Teaching**

- a. A list of courses taught during the review period, including the number and name of each courses.
- b. A list of Independent Study courses supervised, including the title of each DIS, the name of the student enrolled , and the number of student credit hours generated;
- c. For the Director of Internships, internships supervised, including the agency for each internship, the name of the student at that agency, the number of student credit hours generated , and the semester the internship took place.
- d. Efforts to improve teaching. Possibilities include:
  1. Participation in workshops/symposia;
  2. Grants and fellowships related to teaching (applied for, secured, pending or denied);
  3. New courses developed or significantly revised;
- e. Supervising student involvement in research projects or instruction outside the traditional confines of the classroom;
- f. When appropriate, faculty submit classroom observation reports.

**ii. Professional Accomplishments**

The department’s values with regard to professional accomplishments are stated in the earlier section titled “Research/Artistic Achievement” in this document. The following list, which is provided to assist faculty with their annual report, provides examples of the types of accomplishments faculty might include:

## Film Studies Department Policies

- a. Research
  - i. Articles in academic journals, professional journals, trade journals and popular magazines.
  - ii. Published books
  - iii. Published book chapters
  - iv. Published book reviews
  - v. Research reference entries
  - vi. Other publications
- b. Artistic Achievements
  - i. Serving a significant role (e.g., writer, director, producer, director of photography, editor) in the production of original motion pictures and documentaries.
  - ii. Produced, published, optioned, distributed or broadcast works.
  - iii. Juried staged readings
  - iv. festival screenings
  - v. awards or recognition for other artistic achievements
- c. Conference participation, including paper presentations, workshops/short courses conducted at conferences, panels chaired, service as a respondent or moderator, etc. Please note the title of the paper or presentation, title of the conference, the date and location.
- d. Professional development

There may be some logical overlap between endeavors in this category and those undertaken to improve teaching performance. Please do not list such entries twice. Rather, judge the value or outcome of the effort and list it either as efforts to improve teaching or here. Items in this category may include:

  - i. Attendance at professional meetings (note specific workshops, seminars, symposia, or panels attended);
  - ii. Completion of on- or off-campus professional training;
  - iii. Professional consultancies, paid and non-paid, resulting in professional development
  - iv. Workshops conducted, if such instruction enhanced your scope of knowledge via exchange with the audience;
  - v. Grants and fellowships for on- or off-campus professional development, whether secured and/or completed, applied for and pending, or denied;
  - vi. Honors, awards, or recognition for professional development;
  - vii. Memberships in professional societies

### iii. Service

- a. Service to the **University** might include:
  - i. Service/leadership on governing committees, e.g., Faculty Senate;

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- ii. Service/leadership on standing committees;
  - iii. Service/leadership on task forces or ad hoc committees, including thesis defense committees;
  - iv. Special consultancies to the university;
  - v. Student academic support advising;
  - vi. Advising University-wide student organizations;
- b. Service to the **College** might include:
- i. Service/leadership on college-wide committees (e.g. College Curriculum Committee)
  - ii. Service/leadership in college-wide programs (e.g. participation in College Day)
- c. Service to the **Department** might include
- i. Special on-going responsibilities in addition to a full teaching load;
  - ii. Service/leadership on a standing committee or ad hoc committee;
  - iii. Transfer advising;
  - iv. Advising of majors (please list number of majors advised);
  - v. Advising a departmental student organization;
  - vi. Serving as a departmental representative at visitation or recruitment events;
  - vii. Organizing a special departmental event, e.g., movie series, arrangement of guest speakers, etc.;
  - viii. Creating a departmental publication;
- d. Service to the **Profession** might include:
- i. Service/leadership in professional organizations; offices held; accomplishments under your guidance
  - ii. Service as a journal or manuscript referee/reviewer
  - iii. service in the publication or creation of organizational products, e.g., journals;
  - iv. Service/leadership in organizing conventions, meetings, panels, or sessions.
- e. Service to the **Community** includes *professionally-related* service to organizations outside of both the university and professional organizations. Such service might include:
- i. Instruction or assistance offered to an organization on a volunteer basis specifically related to a faculty member's area of expertise
  - ii. Supervision of student community service related to a faculty member's area of expertise;
  - iii. Serving on a governing board related to the faculty member's area of expertise.

**iv. Supplemental Materials**

In addition to listing accomplishments on the form, faculty must supply supplemental materials including:

- a. Instructional materials for courses taught:
  1. Required: Syllabi for all courses taught during the review period;
  2. Optional: A sample of handouts, assignment descriptions, tests, feedback offered by students, etc. for courses taught during the review period
- b. Peer evaluations of teaching. Reviews are mandatory for untenured and junior faculty.
- c. SPOT summary “green bar” reports for the period under review. (Summer SPOTS are required for junior/untenured faculty, and are optional for tenured faculty). While faculty may submit numerical summaries for Questions #16, they should provide reviewers with the computer-generated green-bar averages for all SPOT questions.
- d. Copies of publications and / or completed creative work.
- e. A one-page summary of the annual report, broken down into the three areas of teaching, professional accomplishments, and service.

**2. Classroom Observation**

Because teaching is of fundamental importance to the University, classroom observations are essential in assessing and documenting instructional effectiveness. It is a means to supplement SPOT scores and is required for tenure, promotion, and post-tenure review.

**A. Requirements:**

- a. Tenure-track faculty are observed in the classroom by a colleague each semester of their probationary appointments;
- b. Faculty seeking promotion must be observed by colleagues of the same or higher academic rank for at least two semesters;
- c. Full-time lecturers are observed in the classroom every semester by a colleague of senior rank for at least five years; part-time lecturers are observed by full-time faculty as determined by the chair.

**B. Procedure:**

The chair provides the faculty member under review with the name of the observer. The observed faculty member is responsible for establishing classroom observation dates and times with the observer, and observations must occur at least two weeks before final exams begin. Failure to arrange observations provides grounds for denial of reappointment, tenure, or promotion. Lecturers who do not arrange observations may not be rehired.

Observers fill out a classroom observation form, which can be found on the department’s website. A copy of each observation report is submitted to the chair; another is given to the observed faculty member. This copy should be retained for

inclusion in annual reports and applications for reappointment, tenure, and promotion or post-tenure review.

### **3. Graduate Faculty Status**

#### **A. Criteria**

The bylaws of the Graduate Faculty state in part:

Persons employed for the first time at UNCW as tenure track faculty, adjunct, or visiting faculty may be granted membership on the Graduate Faculty at the discretion of the graduate dean for an initial appointment not to exceed three years.

An eligible person desiring membership on the Graduate Faculty may be appointed (or reappointed) to a five-year membership by the dean of the Graduate School upon nomination by the appropriate department chair and college or school dean, and with the advice and consent of the Graduate Council.

The following criteria shall be required for membership on the Graduate Faculty.

1. An earned terminal degree in an appropriate discipline along with demonstrated effectiveness in teaching.
2. A continuing record of productive scholarship. Scholarship shall be defined as the creation of factual, theoretical, or interpretive knowledge, including performances, showings, and other forms of artistic accomplishment, which (a) is subject to regional, national, or international peer evaluation, (b) is disseminated regionally, nationally, or internationally in professional media, and (c) establishes a permanent record in a format appropriate to the discipline.
3. A record or strong indication of growing involvement with scholarship for those applicants/members holding the rank of assistant professor.

The Film Studies Department's criteria for scholarship are stipulated in the portion of this document titled "Research/Artistic Achievement" within the section "Policies for Evaluation of Full-Time Faculty"

#### **B. Procedure**

A faculty member seeking graduate-faculty status or renewal must complete a form, available from the department office, and submit it to the chair. The chair and senior faculty review the application/renewal form and communicate their recommendation, if positive, to the Graduate School. The Graduate School makes the determination as to the faculty member's status.

### **4. Recommendations for Reappointment, Tenure and Promotion (RTP)**

**A. Guidelines for Departmental Recommendations**

In accordance with policies set forth in the *Faculty Handbook*, the department's senior faculty make recommendations to the department chair regarding the reappointment, tenure and/or promotion (RTP) of department faculty. The department chair considers senior faculty recommendations in making recommendations regarding reappointment, promotion, and tenure.

**B. Senior Faculty Criteria**

For reappointment of assistant professors and for all tenure recommendations, "senior faculty" is defined to include all tenured faculty in the department. For promotion recommendations, "senior faculty" is defined to include all tenured faculty holding at least the rank for which the candidate is seeking promotion. That is, tenured associate and full professors recommend regarding promotion to associate professor; tenured full professors recommend regarding promotion to full professor.

If there are fewer than three senior faculty (excluding the chair) in the Film Studies Department, the chair will determine what combination of colleagues from outside the department will comprise an ad hoc evaluative committee of three senior faculty for reviewing candidates for reappointment, tenure and/or promotion, according to the Procedure for Determining an Ad Hoc Evaluative Committee stipulated below.

**C. Procedures for Reappointment, Tenure and Promotion**

Except in the case of an RTP application of a department chairperson, recommendations for reappointment, tenure, or promotion are initiated by the department chairperson after consultation with the assembled senior faculty of the department involved. According to the Faculty Handbook, senior faculty make recommendations to the department chair regarding the reappointment, promotion, and/or tenure of department faculty.

The chair convenes senior faculty. Prior to the meeting, the senior faculty review the candidate's RTP documents and supporting materials, in light of the criteria for the action being considered. Those criteria are stipulated below. At the meeting, the chair solicits input from the senior faculty, who discuss the candidate's materials with regard to the main categories of teaching, research/artistic achievement, and service. The chair participates fully in the discussion.

An anonymous vote is taken of all present senior faculty, excluding the chair, who vote either in favor of the recommendation or against it. The chair does not participate in the counting of the vote; rather it is taken, counted, and reported at the meeting by two other faculty. The chair takes note of the vote and of the comments made by the committee to write his/her report. To adequately account for the consensus of the senior faculty in his or her report, the chair may solicit additional comments during the meeting after the vote is taken.

Along with writing a detailed evaluation of the candidate, the chairperson must report the numerical results of the vote and state the chairperson's recommendation for or

against the RTP action. At least five business days prior to forwarding the candidate's dossier to the dean, the chairperson must notify the senior faculty, by either written or electronic means, whether the recommendation is for or against the action. If a majority of the department's senior faculty disagree with the recommendation of the chairperson, they have the option to submit a separate elaborated recommendation. Only one such recommendation from senior faculty may be submitted, and it must be signed by a majority of the department's senior faculty. The chairperson's recommendation and a separate senior-faculty recommendation, if any, are forwarded as part of the faculty member's RTP dossier.

The chair informs the faculty member applying for RTP of the recommendation of the chair and of the senior faculty in a timely way in writing and, if possible, in person. Only in the case of reappointment to assistant professor is the chair's report shared with the faculty member applying for RTP; in such cases, the report, if any, of the senior faculty is also shared with the candidate for RTP.

Neither the faculty member nor any person related to or having a romantic relationship with the faculty member may deliberate or recommend on an RTP action. Other persons may also recuse themselves if they believe their relationship with the faculty member prevents them from fair and objective consideration of the application.

Applications for tenure or promotion of a department chairperson follow the same process as for other faculty except that recommendations are initiated by the chairperson's dean after consultation with the assembled senior faculty of the department involved. The dean must report the numerical results of the senior-faculty vote along with the dean's recommendation. A majority of the department's senior faculty may, at their option, submit a separate elaborated recommendation, according to the procedure stated above.

#### **D. Criteria for Reappointment, Tenure and Promotion**

##### **i. General Criteria**

The Film Studies Department abides by the criteria for Reappointment, Tenure and Promotion stipulated in the UNCW Faculty Handbook, which all candidates for RTP must familiarize themselves with.

Senior faculty and the chair interpret the criteria for RTP in terms of specific accomplishments by the faculty member being reviewed. In doing so, the senior faculty and chair should, as a practical matter, take into consideration how the criteria have been interpreted in recent years by the University RTP Committee and the Dean of the College of Arts and Sciences. In the first semester of employment and during each year as part of the evaluation process, the chair shall give each member of the junior faculty and each candidate for promotion a candid assessment of what, in the chair's judgment, is needed for tenure and promotion. Candidates should understand that the interpretations and recommendations of the senior

faculty and the chair are not binding on those involved in the approval process beyond the department.

**ii. Departmental Criteria for Research/Artistic Achievement**

The Film Studies departmental criteria for evaluating research/artistic achievement for Reappointment, Tenure and Promotion are identical to those used in evaluating research/artistic achievement for the Annual Evaluation of Full-Time Faculty. The criteria are as follows:

A reputation for strong faculty scholarship or artistic achievement is essential to an academic department in a comprehensive university, and active scholarship and/or artistic achievement is expected of all professorial-rank faculty members. Scholarly achievements include the publication of books, articles, chapters, and reviews; the presentation of papers at academic conferences; the delivery of invited public lectures; and the securing of grants. Artistic achievements include serving a “significant” role (e.g., writer, director, producer, director of photography, editor) in the production of original motion pictures; staged readings; optioned screenplays, scripts and stories; festival screenings; and awards for original motion pictures.

Research and artistic achievements are equally valued. Research and artistic achievement are judged by their quality, impact and originality and the prestige of the publication or venue in which they are presented.

Most valued are original films on which the faculty member served a significant role and original film studies scholarship in the form of books and articles in scholarly presses and publications. Textbooks, published interviews, reviews, and popular writing directly pertinent to filmmaking or the discipline of film studies are also valued, though to a lesser degree than original films and film scholarship. The department, however, recognizes the expense and difficulties of filmmaking and does not expect production faculty to produce new artistic works every year. Consequently, although production faculty are encouraged to focus on creating artistic works, the department also supports production faculty who choose to produce other works related to film and filmmaking, such as textbooks or chapters in textbooks, interviews, reviews and popular writings about film, film studies, or filmmaking.

The department also values publications and artistic works that are not directly related to film but that still contain a tangible bearing on film or the discipline of film studies. It is incumbent upon the faculty member to demonstrate that the work manifests a tangible bearing.

**iii. Criteria according to Academic Rank**

The criteria for reappointment, promotion, and tenure vary according to the type of recommendation:

**a. Assistant professor**

For appointment to the rank of assistant professor a candidate shall show promise as a teacher and evidence of progress in the area of research or artistic achievement.

**b. Associate professor**

For appointment to the rank of associate professor a candidate shall show evidence of having developed into an effective teacher, of a continuing pattern of research or artistic achievement, of regular professional service, and of scholarship and professional development.

**c. Professor**

For appointment to the rank of professor a candidate shall have exhibited during her/his career distinguished accomplishment in teaching, a tangible record of research or artistic achievement, and a significant record of service. An individual with the rank of professor should have a reputation as an excellent teacher and be recognized as a scholar or artist within her/his professional field.

**5. Post-Tenure Review (PTR)**

**A. Philosophy**

According to University policy, the purpose of Post-Tenure Review (PTR) is “to support and encourage excellence among tenured faculty by recognizing and rewarding exemplary faculty performance” and to provide “for a clear plan and timetable for improvement of faculty found deficient.” A faculty member undergoing post-tenure review is determined to be either *exemplary*, *satisfactory*, or *deficient*, according to the criteria stipulated below.

In most cases, tenured faculty undergo post-tenure review every five years. Faculty members are urged to consult the [UNCW policy on Post-Tenure Review](http://www.uncwil.edu/facsen/ptr/policy.htm) (<http://www.uncwil.edu/facsen/ptr/policy.htm>), whose guidelines the Department of Film Studies shall follow.

**B. Procedure**

Faculty under review complete a succinct report on their professional activities for the prior five years, using the department Post-Tenure Review Report Form. These reports are made available to tenured faculty for review. Tenured faculty complete an evaluation form for each colleague being reviewed and submit it to the chair. In certain cases, the chair may convene the tenured faculty for additional consultation. In

the event that the chair plans to recommend a rating of deficient for the faculty member under review, the chair must first convene the tenured faculty for consultation. If a majority of the department's tenured faculty disagree with the recommendation of deficient by the chairperson, the tenured faculty have the option to submit a separate elaborated recommendation. Only one such recommendation from tenured faculty may be submitted, and it must be signed by a majority of the department's tenured faculty. The chairperson's recommendation and a separate tenured-faculty recommendation, if any, are both forwarded to the dean.

If there are fewer than three tenured faculty (excluding the chair) in the Film Studies Department, the chair will determine what combination of colleagues from outside the department will comprise an ad hoc evaluative committee of three tenured faculty for reviewing the faculty member for PTR, according to the Procedure for Determining an Ad Hoc Evaluative Committee stipulated below.

The chair reviews the reports and faculty evaluations and writes the chair's evaluation. The faculty member and chair sign the evaluation in acknowledgment of its receipt by the faculty member. The chair forwards a list of the peer evaluators, a copy of the evaluation, and the faculty member's response, if any, to the dean for information.

### **C. The Faculty Member's Report**

Faculty in the Department of Film Studies who undergo post-tenure review submit a succinct report, using a prescribed form available on the department website, that lists professional activities, limited to the period under review (in most cases, the prior five years), as follows:

1. Courses taught, listed in numerical order, not chronological order;
2. Theses directed;
3. Publications and/or artistic achievements;
4. Presentations of scholarly and/or artistic work;
5. Service Activities: University, College, Departmental, Professional, Community
6. Awards (teaching, research, service)
7. Required Attachments:
  - a. peer evaluations of teaching
  - b. representative syllabi
  - c. copies of publications and/or productions;
  - d. curriculum vitae.
8. Optional Attachments:
  - a. Annual reports covering the period under review
  - b. complete SPOT results
  - c. a one-page summary of accomplishments during the period under review addressing the three categories of teaching, scholarly/artistic achievement, and service.

SPOT results for question 16 are provided to the chair by Institutional Research. Annual evaluations for the prior five years are provided by the chair.

#### **D. Evaluative Criteria**

The chair's PTR evaluation "shall state whether the faculty member's overall professional performance has been exemplary, satisfactory, or deficient." The policy recognizes that the large majority of faculty attain a high level of professional performance and that only an exceptional few will stand out as either exemplary or deficient.

##### **i. Exemplary**

To be found *exemplary*, a faculty member shall have achieved a level of professional excellence that is significantly above that of most colleagues in the university. Exemplary performance will be limited to those with exemplary achievement in at least two of the three categories of teaching, research/artistic achievement, and service.

*Teaching:* To be considered exemplary in teaching, the faculty member should significantly *surpass the high standards set by other faculty* at the university. In addition to having what is expected of all faculty, an exemplary faculty member should, for the period under review, either have won or be highly qualified to win teaching awards at the college or university level, should have teaching evaluations significantly above those of most departmental colleagues, should be a regular recipient of graduating students' "Significant Impact" statements, and should have demonstrated teaching innovation, such as course development and/or the direction of theses.

*Research and Artistic Achievement:* To be considered exemplary in research/artistic achievement, the faculty member should show a record of publications and/or artistic achievements that *significantly surpass* that of most of university colleagues. Research/artistic achievements for the period under review should significantly exceed the minimum for departmental graduate faculty status.

*Service:* To be considered exemplary in service, the faculty member should significantly surpass the high standards set by other university faculty. Such service might include significant contributions in service to the department, college, university, profession, and/or community; significant advising duties; graduate mentorship; and participation in departmental functions, meetings, and hirings.

##### **ii. Satisfactory**

A faculty member in the Department of Film Studies is expected to be professionally competent, conscientious in the practice of teaching, and demonstrably engaged in scholarship and other duties given departmental distribution of workload, and to have made efforts to improve performance.

To be considered *satisfactory*, a faculty member should meet departmental expectations for solid teaching such as acceptable SPOT scores, have syllabi that show awareness of the discipline of Film Studies and that reflect departmental guidelines and requirements, and show demonstrable engagement in scholarship and service appropriate to the faculty member's assignment of duties. As stated in the University Policy, a faculty member "whose annual reviews have indicated satisfactory performance or better during [the period under review] shall normally be expected to receive a satisfactory evaluation or better under PTR." A rating of satisfactory is the expected rating for almost all departmental faculty members under review.

iii. **Deficient**

A rating of *deficient* shall result when a faculty member's performance falls below the criteria for being satisfactory (as stated above). Except under exceptional circumstances, a faculty member should not be found deficient if annual evaluations for the period under review indicate satisfactory performance.

**E. Outcomes**

In the case of performance judged to be deficient, the chair shall forward to the faculty member a copy of the evaluation by the deadline set by the provost. Within ten working days of receipt of the evaluation, the chair and faculty member will meet and collaborate to create a development plan. The plan must include the following:

1. specific strategies and steps designed to lead to improvement;
2. delineation of specific outcomes which constitute improvement;
3. resources to be committed, if any;
4. a specific timeline;
5. a statement of the process by which performance under the plan will be evaluated and feedback provided to the faculty member, and;
6. a clear statement of consequences should the improvement not occur.

The faculty member and the chair shall sign the development plan, and the chair shall forward a copy to the CAS dean who must approve any resources to be committed.

If a mutually acceptable plan is not reached within one month after the initial meeting, the currently existing mediation process of the Faculty Professional Relations Committee shall be utilized. If a mediated settlement cannot be achieved under the auspices of the FPRC, the CAS dean shall act as arbitrator in the development of a plan.

A development plan shall not be required of a faculty member who has received a satisfactory or exemplary review.

Faculty should refer to the UNCW PTR Policy for details regarding **Due Process and Policy Review and Revision**.

**6. Procedure for Determining an Ad Hoc Evaluative Committee**

Some departmental evaluations of faculty require a minimum of three qualified faculty to serve as an evaluative body. In the event that the department does not house three qualified faculty at the time of the review, the chair will create an ad hoc evaluative committee of qualified faculty. In such cases, the chair will appoint to the committee all qualified film studies department members and as many qualified members outside the department as are needed to satisfy the minimum requirement of three qualified faculty.

Qualified faculty members outside the film studies department include both faculty at UNCW in other departments and faculty at other comparable institutions who a) satisfy the requirements for serving as a reviewer for the particular recommendation being considered (e.g. tenured or of a rank senior to the faculty member under review), b) work or supervise faculty in the field of filmmaking or film studies or in a related field, and c) are able to provide an objective evaluation of the work of the faculty member under review.

The procedure for determining the outside members of such a committee is as follows:

1. The candidate under review supplies the chair with the names and contact information of twice as many qualified faculty outside the department as are needed to satisfy the minimum requirement of three qualified faculty;
2. In consultation with the candidate, the chair chooses from among the list submitted by the candidate the names of as many faculty as are needed to satisfy the minimum requirement;
3. At his or her discretion, the chair may replace one of the reviewers with a qualified reviewer not listed by the candidate under review.

#### **IV. Faculty Workload Policies**

##### **1. Teaching Assignments**

Faculty course assignments are determined by the chair and are based on department needs and faculty preferences.

Each academic year all full-time faculty will teach at least one of the “core courses” in film studies (FST 201, 203, 204, and 205). The department expects the chair to make every effort to meet this goal in the assignment of classes, insofar as scheduling needs and staffing availability permit.

##### **2. Advising Assignments**

The Department’s Academic Coordinator is responsible for advising students in the major. The chair may also appoint an assistant to the academic coordinator for advising. In the event that the advising duties of the Academic Coordinator become overly burdensome, the chair assigns film studies major or pre-major advisees to every full-time faculty member in the department, as evenly as possible. The chair may make exceptions to this policy, at his or her discretion, in the following cases:

- A. Junior faculty in their first year of employment.
- B. Faculty in administrative positions.

##### **3. Research-Active Status and Criteria**

###### **A. Criteria**

Research-active status results from demonstrated scholarly productivity over a five-year period.

The following criteria shall be used to determine research-active status:

1. An earned terminal degree in an appropriate discipline.
2. A continuing record of productive scholarship/artistic activity. Scholarly and artistic achievements include the publication of books, articles, and chapters; serving a “significant” role (e.g., writer, director, producer, director of photography, editor) in the production of original motion pictures; optioned screenplays, scripts and stories; and other forms of scholarly or artistic accomplishment that (a) is subject to regional, national, or international peer evaluation, (b) is disseminated regionally, nationally, or internationally in professional media, and (c) establishes a permanent record in a format appropriate to the discipline.

###### **B. Procedure**

Faculty members who wish to apply for or renew their research-active status must submit an application prior to the semester in which they seek to obtain research-active status. The application form, which may be obtained from the department office or downloaded from the department website, includes a list of scholarly/artistic achievements. Candidates must also submit copies of their published work. The senior faculty in the department review the application/renewal form and

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communicate their recommendation to the chair, who makes the determination as to the faculty member's status.

## V. Personnel and Hiring Policies

### 1. Chair, policy for selecting and term

#### A. Term of Office

The department chair is typically appointed to a three-year term. Upon recommendation of the department and approval by the dean, a chair may be reappointed to any number of additional terms.

#### B. Temporary Absence of the Chair

When the chair is absent from campus or unable to perform the duties of office, those duties are temporarily assumed by the associate chair. If the associate chair is also unavailable, the most senior member of the department performs the chair's duties.

#### C. Vacancy of the Position on Short Notice

If the chair resigns on short notice or if the position otherwise becomes suddenly vacant, the associate chair performs the chair's duties until the dean appoints an acting chair or, after a departmental recommendation, a full-term successor.

#### D. Selection of a New Chair

When a vacancy in the chair position occurs or is anticipated, the department recommends a candidate to the dean. The departmental recommendation procedure is as follows:

The department determines, by vote of the professorial-rank faculty, whether to recommend an **inside search** (limited to departmental candidates) or an **advertised national search** (open to departmental and non-departmental candidates). The dean may wish to meet with the department to discuss these options. The department forwards its recommendation regarding the search to the dean.

##### i. Inside Search

If the dean authorizes an inside search, the search process is supervised by a "search coordinator," who cannot be the outgoing chair or a candidate for the position. If the department has an acting chair who is not a candidate for the position, the acting chair is the search coordinator. Otherwise, the associate chair or, if the associate chair is a candidate, the most senior member of the department who is not a candidate is the coordinator (seniority determined by years of UNCW service at the professorial rank).

Only tenured professors are eligible for appointment as chair. The coordinator solicits nominations, including self-nominations, from the professorial-rank faculty. The coordinator then contacts all nominees to ask if they accept candidacy and makes the slate of candidates known to the department. From each candidate the coordinator requests a vita, supporting materials including publications,

productions and teaching evaluations, and a statement of goals. The coordinator makes these available to the department and to the dean.

The search coordinator arranges interviews with the department and the dean for each candidate. For each interview, the full-time faculty meet in executive session with the candidate, except that any other candidates for the position may not be present. At the interview the candidate makes a presentation and answers questions.

After the last of the interviews, the coordinator calls another meeting of the professorial-rank faculty, except that the candidates may not be present and may not vote. Full-time lecturers may be present but may not vote. The outgoing chair may be present and may vote.<sup>1</sup> The coordinator chairs the meeting and invites discussion. Following discussion, professorial-rank faculty cast a secret ballot in which each voter names the preferred candidate. The results are immediately tallied and made known to the assembled faculty. If no candidate receives a majority among those present, the candidate with the fewest votes is eliminated and a second ballot is taken. The process is repeated as needed until one candidate attains a majority. Procedures for breaking ties and for recording the votes of absent faculty are those stated in the procedures for hiring new faculty. Finally, a single yes/no ballot is taken on whether the department supports a recommendation for the majority candidate, and the tallied results are reported to the assembled faculty.

Following this meeting, the search coordinator communicates the results of the balloting to the dean, stating a recommendation accompanied by supporting reasons. In addition, any professorial-rank faculty may send an individual letter to the dean, stating a recommendation and supporting reasons. If the dean concurs with the department's majority recommendation, the dean offers the position to that candidate. If the dean does not concur, the dean meets with the professorial-rank faculty to explain the reasons for non-concurrence. The dean and the department then determine what steps are to be taken to select a chair.

If sufficient lead time is available and if the department and dean concur, the selection of an internal chair-designate may be made a year prior to the beginning of the term of office so that the chair-designate may have the benefit of serving as associate chair before taking office.

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<sup>1</sup> Once the Film Studies Department includes more than seven professorial-rank faculty, the department shall revisit the policy that the chair may be present for these deliberations. The department may determine at that time that the outgoing chair may only vote by absentee ballot.

**ii. Advertised National Search**

If the dean authorizes an outside search, the dean meets with the professorial-rank faculty to discuss the search and to solicit recommendations for a search committee. The dean appoints a committee chair and a committee that reflects the diversity of the department and that typically includes at least one junior member of the department and one member from outside the department. The search committee drafts an advertisement, which the committee chair makes available to the department for review. Following review, the committee chair forwards the revised draft to the dean for approval.

After the date established for screening of applicants, the committee selects a pool of semi-finalists. Upon permission of the dean, the committee interviews semi-finalists, either at a conference or by other means, which may include telephone interviews, and researches their qualifications. The committee recommends to the dean a slate of finalists to be invited to campus.

Upon approval of the dean, the committee chair invites finalists to campus and superintends all aspects of the visits. The committee chair makes the credentials of the finalists available to the department and to the dean. The committee chair also obtains permission from the finalists to contact references and others familiar with their records. The search committee makes extensive efforts to research the backgrounds, qualifications, and administrative records of the finalists. Campus visits include one or more interviews with the dean and a presentation/interview with the full-time faculty. No other finalists for the position may be present at the interviews.<sup>2</sup> Non-departmental members of the search committee may be present.

Following the last visit, the committee chair calls another meeting of the professorial-rank faculty, except that any internal finalists may not be present and may not vote. Non-departmental members of the search committee and full-time lecturers may also be present and may participate in discussion but may not vote. The outgoing chair may be present.<sup>2</sup> The meeting is chaired by the search committee chair. For each candidate, the search committee reports on its investigation of the candidate, and the faculty discuss that candidate. Following discussion of the final candidate, the professorial-rank members present cast secret ballots following the same procedure as for an inside search

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<sup>2</sup> Once the Film Studies Department includes more than seven professorial-rank faculty, the department shall revisit the policy that the chair may be present for these deliberations. The department may determine at that time that the outgoing chair may only vote by absentee ballot.

(above), including a final vote on whether to support a recommendation for the majority candidate.

After this meeting, the committee chair communicates the results of the balloting to the dean, accompanied by supporting reasons. In addition, any professorial-rank faculty may send an individual letter to the dean, stating a recommendation and supporting reasons. If the dean concurs with the department's majority recommendation, the dean offers the position to that candidate. If the dean does not concur, the dean meets with the professorial-rank faculty to explain the reasons for non-concurrence. The dean and the department then determine what steps are to be taken to select a chair.

### **Hiring procedures (professorial rank)**

In addition to complying with all university and College procedures, the Department of Film Studies observes the following procedures in hiring professorial-rank faculty:

#### **Step 1: Advertising the Position**

1. The department determines by vote the area in which to hire a new professorial-rank faculty member and seeks approval from the dean to recruit. Upon receiving authorization, the department chair, in consultation with the faculty, appoints a search committee and names a committee chair.
2. The search committee drafts an advertisement, which the department chair circulates to the department for review. Typically, the advertisement does not state a deadline for application but includes the statement, "Screening begins [date] and continues until the position is filled." With approval from the dean, the department chair places the ad.

#### **Step 2: Selecting Semi-Finalists and Bringing Final Candidates to Campus for Interviews**

3. The search committee, having established criteria, reviews applications and selects semi-finalists for interviews (typically by telephone). After approval is received from the dean, the committee chair contacts the candidates to arrange semi-final interviews.
4. After the interviews, the search committee selects finalists for campus visits, in consultation with the department chair. The department chair seeks approval from the dean for the visits.
5. The search committee chair invites candidates to campus and, in consultation with the department chair, makes all arrangements for the visits. The committee chair oversees the visits, but the department is collectively responsible for hosting the candidates.
6. Each visit includes a teaching demonstration, a presentation, an interview with the department, and a reception. All professorial-rank faculty are expected, at a minimum, to be present at each interview, reception, and either the teaching demonstration or the presentation.

#### **Step 3: Ranking Candidates**

7. **Eligible Voters:** Only professorial-rank departmental faculty who have attended all interviews and at least one other event with each candidate that allowed for significant interaction (teaching demonstration, presentation, reception, or a meal) may vote for job candidates. Eligible voters who are not present at the department meeting to determine the final ranking of candidates may not vote, nor submit a proxy or absentee ballot.
8. Following the visit of the last candidate, eligible voting faculty meet to determine the order in which candidates shall be offered the position. If prior departmental approval is given, certain other faculty may be present for initial discussion but may not remain for balloting. The meeting is chaired by the department chair. A discussion of the candidate who visited first takes place, followed by a discussion of the second candidate, and so on. All discussions of candidates during the meeting as well as all votes and proceedings are strictly confidential and may not be disclosed or discussed with others outside the meeting. All votes are by secret ballot.
9. Following discussion, only professorial-rank departmental faculty remain, and voting takes place. Ballots are not signed. On the initial ballot, each voting faculty member lists one name, the voter's first preference among the candidates.
10. If one candidate receives a majority of votes among those casting ballots, that candidate shall be offered the position, upon approval from the dean.
11. The department ranks each of the other candidates with a separate vote, according to the same procedure used to determine the first choice candidate. Accordingly, the department votes on the second choice candidate, and so on, until all of the candidates have been ranked according to the preferences of the department.
12. If no candidate obtains a majority in any one of the rankings, an "Approval Voting" procedure is adopted to determine the department preference:
  - a. The department chair explains the Approval Voting procedure (indicated in 12b-e below).
  - b. The department chair leads further discussion of any of the candidates until a majority of the department wants to close discussion.
  - c. The department chair shall ask each eligible voting faculty member to either "approve" or "disapprove" of each candidate as acceptable for the position by secret ballot. Voting faculty may approve of as many candidates as they wish. The department chair does not vote, except in the event of a tie, as stipulated below.
  - d. The number of approval and disapproval votes for each candidate is announced, and the candidate with the highest number of "approve" votes is determined to be the preferred candidate of the department.
  - e. If more than one candidate is tied for the highest number of "approve" votes, then the department chair determines the first choice candidate by choosing one among the candidates tied for the highest rank.
13. After the candidates have been ranked, the department votes, by secret ballot, on whether each candidate should be offered the position. Each candidate is determined to be either "acceptable" or "unacceptable" accordingly. Candidates who obtain a majority of "acceptable" votes remain among the ranked candidates, and candidates who do not obtain a majority of "acceptable" votes do not.

14. The department chair, upon approval from the dean, contacts the first-choice candidate to make the offer. Alternative candidates are offered the position, in ranked order according to the department preference, in the event that the first choice candidate declines the offer.

## **2. Hiring procedures (full-time lecturers)**

Lecturers are typically appointed for between one and three years. Appointments are renewable, given satisfactory performance and available resources. Duties are primarily instructional, involving a four-course load, with possible reduction for an administrative responsibility such as serving as the Associate Chair or coordinating undergraduate advising or internships.

Lecturers advise undergraduate majors, serve on departmental committees, and attend regular faculty meetings. Senior lecturers have the same voting rights as professorial rank faculty, except that they may not vote on policies pertaining to the review of professorial rank faculty. They submit annual reports to the Chair, which are reviewed by three randomly-selected members of the permanent faculty. They can be evaluated entirely in the areas of teaching and service; however, lecturers may, if they choose, also include scholarly or artistic work in their annual reports.

The Department of Film Studies complies with all University and College policies that govern the hiring of full-time lecturers. Under normal circumstances, the Chair, considering the department's instructional and administrative needs, drafts an advertisement for publication in the local newspaper and/or other appropriate venues and submits it to the faculty for approval. After examining all applications, the Chair and members of the faculty interview any number of qualified candidates and offer a recommendation to the Dean. Under extraordinary circumstances (e.g., temporary appointments or unanticipated vacancies that occur during the summer break), the Chair may recommend an individual for a one-year appointment without departmental deliberation. A lecturer hired under these circumstances may be reappointed only after reapplying and participating in the customary search procedures the following year.

## **3. Hiring procedures (part-time faculty)**

The Department of Film Studies complies with all University and College policies that govern the hiring of part-time lecturers. The department chair hires qualified part-time faculty to teach based on the candidate's qualifications and department needs.