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Film Studies Department Policies

1. 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 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. The department offers internships that provide students applied learning opportunities in film publishing, production, distribution, promotion and exhibition locally, nationally, and internationally. 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. Students will demonstrate that the critical study of cinema inform their filmmaking and that the study and practice of film production enhance their work as film scholars and analysts.
   2. Students will demonstrate that they understand the pre-production, production, and postproduction filmmaking process.
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3. Students will demonstrate the relationship between film form and aesthetic effect through both film analysis and the creation of motion pictures.
4. Students will be able to conduct film research and compose cogent, persuasive, and valid essays about film.
5. Students will demonstrate a broad knowledge of film history, national cinemas and modes of production.

3. Planning and assessment
The Film Studies Department’s assessment program enables the department to continually assess student learning and revise its curriculum accordingly. Following the UNCW Division of Academic Affairs’ Guidelines for Annual Reporting of Assessment Activities, the department regularly reports assessment results and program improvements.

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

Exit exam. An exit exam administered every semester as part of a graduation checklist discerns whether students have learned essential principles of film production and of the critical study of film. Faculty assess the exam using rubrics, and results are sent to the assessment committee chair for evaluation and reporting. (SLO 2)

Portfolio of student work. Graduating seniors submit a portfolio containing a critical studies research paper and a production sample. The paper must be from either FST 496 or one of the Film History classes (FST 370-379). For the production sample, students are asked to submit their best film work (such as a script, short film, or course exercise) from an FST or cross-listed course at the 300 or 400 level. These items are collected from graduating seniors each semester and graded with a rubric by four faculty members, two from critical studies and two from production. Results are sent to the assessment committee chair for evaluation and reporting. (SLOs 3, 4)

Short essay. Graduating seniors submit an essay addressing the ways in which “the critical study of cinema informs their filmmaking” and “the study and practice of film production enhance their work as film scholars and analysts.” The essay is collected from graduating seniors each semester and graded with a rubric by four faculty members, two from critical studies and two from production. Results are sent to the assessment committee chair for evaluation and reporting. (SLO 1)

Curricular Review. Curriculum is subject to continual planning and assessment. Ongoing curricular review, performed by the department curriculum committee and by all permanent department faculty, assists in determining whether the department is meeting its learning objectives. Full-time faculty serve on the curriculum committee, which is responsible for reviewing existing courses and requirements for the major and proposing new courses or catalogue changes. The curriculum committee submits proposals to the full faculty for consideration at department meetings. (All SLOs)
The results of assessment are discussed each semester with the entire faculty during a department meeting. Assessment practices are reviewed and re-evaluated regularly by a standing Assessment Committee, which works in consultation with the entire faculty to increase the effectiveness of our methods and to ensure best practices. The chair and all full-time faculty participate in planning and assessment, and 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.

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 faculty, 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.

5. **Professional / Faculty Development**
   Research-active tenure-track faculty is eligible for professional development and travel support. All departmental support of professional/faculty development must be approved by the chair. Development/travel support for faculty on leave is subject to CAS and UNCW policy and chair’s approval in consultation with the CAS Dean’s office.

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
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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 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.

8. Persons using equipment must return it in working condition by the reservation deadline.

9. 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 Copyright Use and Ownership Policy (01.210) governs the use and ownership of “Student Works.” According to UNCW policy, ownership of the copyright to Student Works belongs to the student unless the work falls within one of the exceptions indicated in the policy. According to the “Academic Works” exception, “As a condition of enrollment, the university retains a non-exclusive, perpetual, royalty-free, world-wide Shop Right license to use all student works generated in the course of academic work at the university for educational or research purposes (including reproduction, distribution, the making of derivative works, public performances and public display). This university right is subject to the student’s privacy rights under federal law.”

The university therefore retains the right to screen student films for instructional purposes, at public events, and for other activities in pursuit of the university mission. Permissible uses of Student Works also include 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 compilations.

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 should inform UNCW whenever a new version of their work is completed, and UNCW may request that students provide copies of newer versions.

Students further must inform UNCW in writing if Student Work is subject to a Screen Actors’ Guild (“SAG”) Agreement. Provided with timely notice from a student, UNCW
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 up to three student awards: Excellence in Film Studies Award, Excellence in Critical Studies Award, and Excellence in Film Production Award.

   **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
The director of the student relations committee determines who is eligible for awards according to the eligibility requirements stated above and disseminates to all full-time and part-time 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 director of the student relations committee takes nominations of the eligible candidates for the Excellence in Film Studies Award and opens the floor to discussion. All full-time and part-time department faculty in attendance at the meeting may nominate and vote; faculty who are not present for the discussion may not nominate nor vote. After each nominated candidate is discussed, the committee chair takes a vote (by a show of hands) of all faculty in attendance to determine who will receive the award. Each eligible voting faculty member may vote for any number of nominees (“approval voting”). The student who receives the most votes receives the award. If no student receives a majority of votes (a majority being defined as half of the voting faculty plus one), then the department does not give the award that semester. In the event that more than one student receives the highest number of votes (and the number represents a majority), then there is a run-off between the nominees with the most votes; in this round of voting, each eligible voting faculty member votes for only one candidate. (There may be additional run-offs, if there are more than two students in a run-off and no candidate obtains a majority.) In the event of a tie between two run-off candidates, awards are given to both. A student cannot receive more than one student award.

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.

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 an
opportunity to hear from peers in regards to their professional progress, and is the principle basis for recommending salary increases based upon merit. Feedback from colleagues is the mentoring quality of the annual review process, and is particularly helpful to faculty members seeking reappointment, tenure (with automatic promotion), and promotion to full professor, and faculty preparing for post-tenure review.

Three major elements constitute the annual review: 1) teaching, 2) professional accomplishments, and 3) service. Articulated in detail below, these categories are intended to serve as a guide in constructing a faculty member’s yearly review document.

B. Period of Review

Full-time faculty are reviewed at the end of each academic year, with the chair providing a deadline when annual reviews are due, when peer reviews of annual dossiers begin, and when these evaluations must be submitted.

C. Evaluation Procedure

Full-time faculty must submit an annual report using the prescribed form available on the department’s website.

1. 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.

2. Tenure track and tenured faculty review and evaluate each tenured/tenure track faculty member's annual report and accompanying documents. Although all permanent faculty review one another, the chair may take into consideration rank and experience when considering the evaluations that faculty submit of their peers.

3. Peer reviewers follow the prescribed format found on the department website to write a candid evaluation of the faculty member's professional performance in the areas of teaching, professional accomplishment, and service, according to the criteria stated below. In addition to the chair, faculty who obtain a course release for administration also append a document indicating their administrative accomplishments for the year.

4. The chair consults the faculty member's annual report, accompanying documents, and peer reviews prior to writing the annual evaluation of the department’s faculty. Subsequent to this, each faculty member receives a copy of the chair's evaluation, may meet with the chair to discuss the evaluation, and has the right to append a written response to their evaluation. The chair forwards copies of the evaluations and responses to the dean.

5. The Department chair allocates merit raises based on her/his evaluation of faculty performance in the three major categories that constitute the annual review: teaching, professional accomplishments, and service. The chair’s evaluation is informed, but not
bound, by the numerical scores listed for each category on the Annual Faculty Evaluation forms submitted by evaluating faculty. The chair may weight one category more than another in the case of extraordinary achievement.

6. The **department chair** is evaluated in the same manner as other tenured faculty, except that the chair will also submit a report to the department faculty explaining his or her “administrative accomplishments” for the academic year. Using a format prescribed by the department, all full-time faculty (full-time instructors, full-time lecturers, and tenure-track and tenured professors) review and evaluate the chair’s performance in terms of leadership and management. The procedure for administering the evaluation of the chair by the full-time department faculty is indicated 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.

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. Any comments submitted by the faculty.

The associate chair submits copies of the report, including any comments submitted by faculty, to the chair, the CAS 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
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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 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 is 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,”
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 course.
   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
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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:

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
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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;
      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
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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. Student evaluation summary reports for the period under review, as stipulated on the department’s Annual Report on Professional Activities form. (Summer student evaluation summary reports are required for junior/untenured faculty, and are optional for tenured faculty).

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 student evaluations 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
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d. Part-time lecturers are observed by full-time faculty once each semester for at least three years, and once per academic year thereafter.

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
“Post-tenure review (PTR) is a comprehensive, formal, periodic evaluation of cumulative faculty performance to ensure faculty development and to promote faculty vitality. The purpose of PTR is to support and encourage excellence among tenured faculty by recognizing and rewarding faculty performance that meets or exceeds expectations; provide for a clear plan and timetable for improvement of faculty whose performance is judged to be below expectations; and for those whose performance remains below expectations, provide for the imposition of appropriate sanctions, which may, in the most serious cases, include a recommendation for discharge.”

B. Procedure
Faculty members must consult the UNCW policy on Post-Tenure Review, as indicated in the UNCW Faculty Handbook, whose guidelines the Department of Film Studies shall follow. The timetable for PTR is set according to the schedule indicated in the Faculty Handbook.

At the beginning of the PTR cycle, faculty members prepare, in consultation with the department chair, a brief written five-year plan or set of goals consistent with the expectations of the department. This plan can be modified annually by the faculty
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member in consultation with the department chair as deemed appropriate.

PTR originates at the department level. Film Studies faculty under review complete a succinct report on their professional activities for the prior five years, using the department Post-Tenure Review Report Form (available on the department website). Completed Post-Tenure Review Reports are made available to tenured faculty for review.

The chair convenes senior faculty. Prior to the meeting, the senior faculty review the candidate’s PTR documents and supporting materials. 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 on whether the candidate “exceeds expectations,” “meets expectations” or “does not meet expectations.” 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 evaluation. To adequately account for the consensus of the senior faculty in his or her evaluation, the chair may solicit additional comments during the meeting after the vote is taken.

Neither the faculty member nor any person related to or having a romantic relationship with the faculty member may deliberate or recommend on a PTR 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.

The chair writes an evaluation that states whether the faculty member’s overall professional performance “exceeds expectations,” “meets expectations” or “does not meet expectations” and the major reasons for the determination. In his or her evaluation, the chairperson must report the numerical results of the vote and state the chairperson’s recommendation. The chairperson must notify the senior faculty in writing whether the evaluation concurs with the faculty vote. If a majority of the department’s senior faculty disagree with the evaluation of the chairperson, they have the option to submit a separate recommendation. Only one such evaluation from senior faculty may be submitted, and it must be signed by a majority of the department’s senior faculty.

The chair informs the faculty member applying for PTR of the evaluation of the chair and of the senior faculty in a timely way in writing and, if possible, in person. The faculty member and chair sign the evaluation in acknowledgment of its receipt by the faculty member. The applicant may write a response if he or she disagrees with the chair’s evaluation.

The chair forwards a list of the peer evaluators; a copy of the written evaluation; a separate senior-faculty recommendation, if any; and the faculty member’s response, if any, to the appropriate dean.
D. Evaluative Criteria
Criteria for meeting expectations are professional competence and conscientious discharge of duties in relation to the goals/plan established at the beginning of the review period, taking into account distribution of workload as assigned by the department chair. Performance below these criteria does not meet expectations.

Criteria for exceeds expectations are sustained excellence in teaching, research/artistic achievement, and service; and professional performance that is substantially above expectations and that significantly exceeds the performance of most faculty in the department and the university.

E. Outcomes
Faculty should refer to the UNCW PTR Policy, which details the procedures regarding Outcomes, Due Process, Appeals, 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. Evaluation of Lecturers, Part-Time Faculty, and Graduate Teaching Assistants
1. Evaluation of Lecturers
The chair is responsible for hiring and evaluating lecturers. Each Lecturer is evaluated on his or her teaching performance every semester until s/he has taught ten semesters. Thereafter, the Lecturer may request a classroom observation or the chair may determine that one is necessary.
   a. A full-time faculty member assigned by the chair will review a lecturer’s syllabus and other relevant teaching materials, observe a session of a class, and complete a
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classroom visitation report, which s/he submits to the department chair. As is the case with other faculty evaluations, the observer confers with the part-time lecturer before and after the class session and supplies him or her with a copy of the completed observation report.

OR

b. If a Lecturer is teaching online, a faculty member assigned by the chair will be enrolled in the class to evaluate materials and online interaction, reporting on the departmental form.

AND

c. The chair reviews both the observation report and the Lecturer’s student evaluations and writes an end-of-year evaluation letter noting his or her performance. The evaluation is submitted to the College of Arts and Sciences and a copy is given to the Lecturer, who may, at his or her discretion, meet with the chair to discuss the letter. In the case of a poor performance evaluation, the chair will communicate to the lecturer areas that require improvement and formulate a plan to meet those requirements, assigning a faculty mentor to monitor and report on the part-time lecturer’s progress.

d. A lecturer given a three-year contract may be considered at the completion of that contract for promotion to senior lecturer. This promotion is based on the department’s desire to recognize superior performance and service to the department and is awarded by the department chairperson and the dean, after consulting with the assembled senior faculty members in the department or school. Senior lecturers receive three-year contracts. Such a designation does not guarantee further reappointment.

2. Evaluation of Part-Time Faculty

Oversight of the faculty member teaching on a course-by-course basis remains the responsibility of the chair. Evaluation of part-time faculty is based on an annual review of classroom observation reports, course syllabi, and student evaluations. Part-time faculty have no service or research expectations.

3. Evaluation of Graduate Teaching Assistants (GTAs)

GTAs are monitored and evaluated by their assigned faculty mentors each semester. The mentor helps the GTA identify areas for improvement in an ongoing way. At the end of the semester, the mentor submits to the department chair a written evaluation of the GTAs teaching performance, which is placed in the GTAs personnel file. The mentor also supplies a copy of the evaluation to the GTA and discusses the evaluation with the GTA as part of the ongoing mentoring process.

The chair reviews both the GTAs written evaluation and student evaluations to determine whether the GTA is performing at an acceptable level in the classroom. If the review reveals problems, the chair confers with the GTA and faculty mentor to formulate an appropriate course of action.

V. Faculty Workload Policies

1. Teaching Assignments

Faculty course assignments are determined by the chair and are based on department needs and faculty preferences.
Full time faculty are expected to contribute to the teaching of gateway courses (FST 200, 201, 205) on a regular and equal basis. 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 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. **Mentoring**
   The Chair shall appoint senior faculty members as mentors to junior faculty members and new hires. New and junior faculty may also select the mentor of their choice, after conferring with the proposed mentor and the chair. The primary purpose of mentoring is to advise junior faculty as they make progress toward tenure. Faculty mentors, however, also serve as resources for junior faculty with regard to all aspects of their professional activities.

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

5. **Faculty Office Hours**
   Although the university has no specific requirements regarding faculty office hours, each
member of the faculty is expected to be available to students and advisees for at least two hours per day during the regular academic year, and at least one hour per day during the term of a summer session in which a faculty member teaches. Office hours should be posted on office doors and should be at times convenient for students. On any occasion when an unavoidable conflict arises, faculty should post a note (or have the secretary post a note) on their office door.

6. Faculty Absences
Any faculty member who contemplates being absent from regular campus duties is expected to make arrangements in advance with the department chairperson. Where possible, the faculty member should prepare an assignment for each class affected and should arrange for a colleague to provide instruction. In the event of an absence caused by an emergency or sickness, the faculty member should inform the department chairperson. See also information on disability (Faculty Handbook).

7. Course Banking For Workload Reduction

A. Rationale
The College of Arts and Sciences faculty workload policy allows for the assignment of additional Credit-Hour Equivalents (CHEs) for “courses not taught in the standard lecture format or for courses in which content and/or pedagogy requires a different load measurement than their published credit hours.”

A department can therefore grant CHE credit to faculty members for Directed Independent Studies (DIS) and/or directing Honors Theses. These credit hours are accumulated or “banked” until they amount to at least 3 CHEs. At that point the accumulated CHEs can count toward a one-course reassignment, subject to the approval of the department chair and dean.

B. Course Banking Policy and Implementation

DIS course Restrictions
- DIS course sections may be banked toward a course release. Multiple students enrolled in single DIS sections do not generate additional CHE credits.
- DIS sections offered during summer sessions are compensated by Summer School, and thus are not eligible for CHE credits.
- Internships offered as DIS courses are not eligible for CHE credits.
- Directing an Honors thesis counts as six credits toward CHE banking. (Note: Honors students are required to complete 6 hours of FST499.)
- DIS sections and Honors theses failed by all participating students are not eligible for CHE credits.

Calculating DIS/Honors CHE credits:
- The total of qualifying credit hours may be multiplied by .067 to determine the number of CHE credits banked.

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A faculty member who accumulates (or “banks”) at least 3 hours of CHEs is eligible to petition the chair for a course release during a future semester by submitting a written request that includes the following:
A listing of all banked DIS sections, including
- course title
- names of enrolled students
- semester offered
- submitted course grades

A list of all banked directed Honors theses, including
- student name
- thesis title
- date of defense
- thesis defense decision

Distribution of Course Workload Reduction
All CHE-related course reductions are at the discretion of the chair with the approval of the CAS Dean. The department chair will assign approved course releases according to curricular and other departmental needs. If more course reductions are requested than are available, the chair will create a ranked waiting list of approved course reductions to be dispensed as circumstances permit.

VI. Personnel and Hiring Policies

1. Chair, policy for selecting and term
   A. On the recommendation of the provost and dean, the chancellor appoints all chairpersons. UNCW’s Faculty Handbook delegates to the dean the responsibility for determining the process leading to the recommendation. Each department must develop a policy on chair procedures and obtain the approval of the dean. The dean initiates the recruitment process and solicits input from the faculty with respect to the preferred option (see below). Final approval of all recommendations rests with the dean.

   B. 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.

   C. 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.

   D. 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.

E. Selection of a New Chair
On the recommendation of the provost and dean, the chancellor appoints all chairpersons. UNCW’s Faculty Handbook delegates to the dean the responsibility for determining the process leading to the recommendation. Each department must develop a policy on chair procedures and obtain the approval of the dean. The dean initiates the recruitment process and solicits input from the faculty with respect to the preferred option (see below). Final approval of all recommendations rests with the dean.

Procedure for Department Chair Recruitment
In the spring semester prior to a current chair’s last year of service, the dean will communicate the options available for departmental leadership to all full-time members of the faculty:

- Renewal of current chair if eligible according to departmental policy
- An internal search
- A national search

The third option is determined primarily by the availability of salary resources and a position to support the outside hire. In communicating the options available to the faculty, the dean will indicate whether the third option (a national search) is feasible.

In accordance with a department’s policy on personnel and hiring decisions, eligible members of the faculty, sans the department chair, will meet to review the available options and decide on a recommendation to the dean. Upon receiving the department’s recommendation, the dean will meet with all full-time members of the faculty to discuss the recommendation and share his/her decision with respect to the recommendation. If the faculty supports a renewal of the sitting chair, the dean will determine the current chair’s willingness to serve another term and will communicate this information when the dean meets with the faculty. The search process is then determined by the nature of the option approved by the dean.

Process for an Internal Search
The dean invites all tenured associate and full professors in the department to apply formally for the chair’s position. The current chair is eligible to apply if department policy permits another term. Applications must include (1) a statement of administrative philosophy, (2) a statement of applicant’s vision for the department’s future, and (3) curriculum vitae. The inclusion of external references is optional. The dean will appoint a senior faculty member to serve as the coordinator of the internal search. The internal search will then proceed according
to departmental policy (below). The dean may also invite faculty members to send their own individual assessments directly to the dean. The outgoing chair will not attend the formal departmental interview(s), but will have a separate, information interview with the applicant(s) and will submit a separate written assessment of the candidate(s) to the dean. Should the dean approve the department’s recommendation, the dean will recommend the applicant to the provost for approval. Should the dean discover, during the interview, problems that threaten a preferred applicant’s potential effectiveness as the next chair, the dean will meet with the department to discuss the search and to determine a mutually acceptable resolution. If no resolution results, the dean will indicate his/her recommendation to the provost, but will also communicate that the recommendation does not have the department’s full support.

Departmental Internal Search Procedure:
The search coordinator arranges interviews with the department 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 full time faculty. Professorial rank faculty and senior lecturers may vote; full time lecturers may be present but may not vote. (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.) 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.
Process for a National Search

The dean initiates the search by appointing a search committee comprised of members of both the senior and junior faculty in the department and one member-at-large at the senior rank from a comparable discipline; the current department chair does not serve on the search committee. The search committee should also include at least one junior member of the faculty and, in so far as possible, reflect the diversity in the department (gender and otherwise). The committee is charged with drafting a position announcement for the dean’s approval, screening all applications, and recommending a pool of finalists for the dean’s approval for presentation to the full-time departmental faculty. Internal candidates may apply, but all applicants in a national search, whether external or internal, must hold at least the rank of associate professor, although it is preferred that a candidate qualifies for the rank of full professor at UNCW. Also the candidate should have some degree of administrative experience. Applicants must include (1) a statement of administrative philosophy, (2) a summary of the applicant’s research, (3) evidence of teaching effectiveness, (4) curriculum vitae, (5) official copies of all university transcripts, and (6) the names, addresses, and telephone numbers of five references. They may also include a statement of the applicant’s vision for the department’s future.

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.

External candidates are normally invited to campus for a three-day interview that includes initial and closing meetings with the dean, a formal presentation to the full department, a dinner with the search committee, and a departmental reception and other opportunities to interact informally with faculty and students, as well as other activities deemed appropriate by the department. Internal candidates for the chair’s position must submit the same application materials and participate in the same interview activities as external candidates. The outgoing chair of the department will not attend any formal departmental interviews, but will be scheduled for a private interview with each finalist.

At the conclusion of the last interview, the department will have seven days to make its recommendation to the dean following procedures outlined in departmental policy. During the same seven-day period, all full-time faculty members are invited to send their individual assessments of the finals directly to the dean for consideration. The dean will then consult by telephone with the dean(s) of the finalist(s) receiving the strongest support by the departmental faculty. Pending a positive recommendation from the finalist’s dean and the UNCW dean’s concurrence with the departmental recommendation, the UNCW
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dean will inform the department that the candidate’s appointment is being forwarded for approval by the provost and chancellor. Should the dean discover serious problems with the faculty’s choice, the dean will meet with the department to discuss those problems and then solicit the faculty’s recommendation for either an alternative choice or a reopened search the following year.

Departmental Policy
Following the last visit, the committee chair calls another meeting of the professorial-rank faculty. Non-departmental members of the search committee and full-time lecturers may also be present and may participate in discussion but may not vote. Senior lecturers, however, may vote. 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 (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.

F. Renewal
If the current chair wishes to renew for an additional term, any tenured associate or full professor may also be nominated for the position. Any such nomination will trigger an election to which the foregoing hiring policies will apply. If no other nominations obtain, the dean will solicit the advice of the department faculty in determining the renewal of the chair. Should sufficient support for the renewal exist within the department, construed as a majority vote of 50% plus one, the faculty will recommend renewal to the dean. Otherwise, the foregoing procedures for hiring the chair (external or internal) will apply, and the current chair may participate as a candidate for the position.

G. Selection of the Associate Chair
The Associate Chair is selected by the chair based upon the following two criteria:
1. Seniority. Selections are based on seniority, but candidates who have not served in the position are given priority.
2. Teaching/research specialization. Whenever possible, the associate chair should be a critical studies professor if the chair is a production professor, and vice versa.

Those interested in serving as Associate Chair inform the Department Chair at or before the January department meeting preceding a position vacancy. The term is for two years.

The duties and responsibilities of the Associate Chair are formulated in consultation with the chair. A list of normal duties is available on the Film Studies
2. 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 applications 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 senior lecturers and 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 senior lecturers and 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 senior lecturers and 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.

3. **Hiring procedures (full-time lecturers)**
   Lectures 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.

4. **Hiring procedures (part-time faculty)**

   The chair has responsibility for the hiring and oversight of all part-time instructors teaching on a course-by-course basis. The chair seeks advice and endorsement from faculty as deemed appropriate. The chair then recommends hiring and justifies in writing the credentials in question to the dean of the college.

5. **Phased Retirement**

   The University of North Carolina at Wilmington Phased Retirement Program (the "Program") provides an opportunity for eligible faculty members, who meet certain age and service conditions, to retire and change from a full-time to half-time employment at the university for three (3) years. The goals of the Program are to promote renewal of the professoriate in order to ensure institutional vitality and to provide additional flexibility and support for individual faculty members who are nearing retirement. The Program is voluntary and involves creating a mutual written agreement between an eligible faculty member and the University of North Carolina at Wilmington ("UNCW"). For more information, see: http://uncw.edu/fac_handbook/employment/benefits/phased.htm

6. **Professional Conduct**

   The College of Arts & Sciences is a community of scholars engaging in a common task which is articulated in the mission statement. In addition to the various duties and responsibilities of the faculty outlined in the Faculty Handbook, the College expects that faculty behavior towards colleagues, staff, and students be consistent with professional standards. Therefore, the College of Arts and Sciences faculty are expected to abide by national standards for professional conduct as identified in the American Association of University Professors Statement on Professional Ethics. Please see UNCW Faculty Handbook for more information.