

**Promotion Policy: Department of Film & Digital Media**  
**College of Arts & Sciences**  
**Baylor University**

Revisions Approved by the Office of the Provost, May 27, 2022—James Bennighof

This document serves as a description of expectations regarding teaching, research, service, and interpersonal relationships for candidates for promotion to the rank of Professor in the Department of Film & Digital Media.

**Teaching:** The candidate for promotion must have a strong record of effective teaching, both inside and outside of the classroom. This will be noted through:

- Peer and student course evaluations.
- Effective promotion and mentorship of undergraduate students in research or production projects.
- Supervision of independent studies and/or honors theses for undergraduate students.
- Successful mentorship of MA theses or professional projects to completion.
- Contributions to department, college, and/or university curricular developments and enhancements.

**Research:** A promotion candidate is expected to have established a record of scholarship in his or her field comparable to that of peers at R1 universities. He or she should be able to document that he or she has achieved a *national or international reputation* in his or her research area. In particular:

- The candidate for promotion will present research or creative scholarship in peer-reviewed venues (i.e. journals, conferences, film festivals, film distribution, etc.) at a rate comparable to that of Professors in departments of film and media at R1 universities.
- The candidate for promotion may have achieved external research funding at a rate comparable to that of Professors in departments of film and media at R1 universities or elite film programs in higher education, *if working in an area of the discipline where grant funding is possible or generally available.*

**Service:** It is expected that the candidate for promotion will have grown overall since receiving tenure. The candidate for promotion will participate meaningfully in the life of the department as evidenced by, for example:

- Contributing to departmental faculty/staff meetings.
- Regularly attending departmental events such as guest lectures and filmmaker screenings and Q&A sessions.
- Taking part in university service opportunities for the department, such as Invitation to Excellence and Distinguished Scholars Day.
- Helping students prepare for job interviews and post-graduate opportunities; writing letters of recommendation when appropriate.

Each candidate for promotion must be actively engaged in service to the department, the university, and, as importantly, the profession. Professional engagement at a national level is expected. Each candidate should be an active member of a faith community.

**Interpersonal Relationships:** The candidate should display civil interpersonal relationships with students, colleagues, and other members of the university community. She or he should also be supportive of Baylor's distinctive Christian mission.

**University Policies and Procedures Governing Promotion:** The Provost's website includes a page devoted to *Policies related to employment with Baylor*, <https://www.baylor.edu/provost/index.php?id=948441>, which contains useful links related to promotion. Specific policies regarding the promotion process are governed by *BU-PP 702* <https://www.baylor.edu/content/services/document.php?id=42355>.

**College of Arts & Sciences Policies and Procedures Governing Promotion:** Beyond the university policies governing promotion in rank, the College of Arts and Sciences stipulates the following.

1. **External Letters:** At least five external evaluation letters will be provided for each promotion candidate. The external evaluators will be faculty holding the rank of Professor at peer or aspirant *research universities*. These letters will address the *research stature* of the candidate. No more than one of these evaluators should be emeritus. None of the external evaluators should have been a collaborator or mentor of the candidate. The external evaluators will be instructed to specifically address the question of quality and impact of the candidate's work.
2. **Pre-promotion review:** Each faculty member interested in applying for promotion will arrange with the department to participate in a pre-promotion review three years before the year in which she or he intends to apply for promotion. (In rare instances, the Dean of the College of Arts & Sciences may grant an exception to the three-year lead time.) Pre-promotion reviews should include all of the Professors in the department and a representative from the A&S Dean's office. The candidate should provide a current CV and a brief letter indicating progress made towards promotion in the areas of teaching, research and service in light of the expectations indicated above. Following the review the department chair will provide a letter summarizing the Professors' evaluations to the candidate and the A&S Dean's office.