

**Appendix:**  
**COMMUNICATION DEPARTMENT VALUES**

1. We practice excellence in communication behavior, emphasizing honesty, authentic dialogue, careful listening, collaborative problem solving, and inclusive decision-making.
2. We practice a “can do” attitude, are open to feedback, and aim to do our best through continuous improvement, realizing that mistakes may occur.
3. We recognize our interconnectedness; we share responsibility and value working together; we are a community.
4. We develop a climate of:
  - caring
  - creativity
  - engagement
  - respect
  - trust
  - personal accountability

**Meeting Procedures and Behaviors**

**Mechanics and Agenda:**

As members of the Communication Department we aim to:

1. Meet regularly and communicate routinely. If there ample reason for meeting does not emerge, then the meeting will be cancelled 24 hours ahead of time.
2. Begin and end our meetings on time. We will survey the group if we wish to extend the discussion.
3. Accept the decisions of others if we miss a meeting.
4. Distribute (by the chair) an agenda at least a day before each meeting, so that each member has the opportunity to modify the agenda; any revised agenda will be distributed no later than early on the day of the meeting.
5. Follow the agenda set for the meeting.
6. Minimize time spent on announcements by electronically mailing what we can in advance and by minimizing discussion of announced items on agenda.
7. Carefully assign actions and responsibilities.
8. Summarize the substance and intent of each action item before proceeding to the next item.

9. Document and distribute meeting outcomes (e.g., minutes), attending to the possibility of public consumption.
10. Follow the lead of the chair who will direct the conversation of the meeting (unless he/she delegates this role) by:
  - A. Supervise the meeting by directing the flow of the discussion, by recognizing those members who wish to speak and ensuring that they are given an opportunity to speak.
  - B. Organizing the discussion – if needed – by writing comments on the board, or reiterating the key points being discussed for the group.
  - C. Making certain that all faculty members are heard.
  - D. Making certain that each issue is discussed as fully as needed.
11. Act as responsible department members by:
  - A. Asking to be acknowledged to speak, and speaking in the order selected by the chair (facilitator), so that each department member may be heard in a timely and organized fashion.
  - B. Avoiding interrupting others and jumping into the conversation when another faculty member has the floor; careful to self-monitor both verbal and non-verbal communication.
  - C. Keeping the conversation on topic, on time, and making sure that everyone is heard; every effort is made to promote even (equitable?) participation by group members.
12. Provide time, at the end of each meeting, for department members to ask for a check-in, during which each member is given the opportunity to express his/her thoughts and/or feeling about the meeting.
13. To the extent possible, we need to “keep current” with each other.

Decision-making and Participation:

13. The actions of the department are made by cooperative collaboration. We value varying perspectives and encourage serious debate, which ends – in so far as possible – with consensus.
14. Participation is a right and responsibility.
15. Preparation for meetings is expected.
16. Regardless of years of experience, all voices are encouraged and valued.
17. We work for consensus. In its absence, we test for decision-making readiness and either table an issue or resort to voting.

18. When action must be taken, we strive for all present to view the department's action as "ours," even though it might not be everyone's preference.
19. We speak with a united voice outside the department knowing that this requires sensitivity to those points where values are in play rather than simply preferences.
20. We attend to people's feelings as well as their thoughts, making sure task-oriented processes don't unproductively block out the affective dimension.
21. We avoid hasty moves or premature decisions/voting.
22. We apply and occasionally discuss the concepts and techniques we know about small, talk-oriented groups (e.g., antecedents to group think); we step back and look at how we're functioning as a decision-making body.
23. We invite laughter and creativity.
24. We are accountable to these guidelines.

## **General Expectations for Faculty Members in Communication:**

### **Teaching:**

1. Will maintain student ratings of “very good” or “outstanding” on average in two-thirds of the courses taught--those required to be evaluated.
2. Will maintain appropriate standards for the various levels of courses taught, especially lower division service courses, lower division major courses, upper division major courses and graduate courses as reflected in the course outlines filed with the department for each course.
3. Will be found “fully competent” by a colleague evaluation every five years.
4. Will adapt courses taught to meet the needed departmental goals for majors as appropriate and continually revise courses to include appropriate and contemporary content.
5. Will participate in some professional activities each year on and off campus designed to improve teaching including the acquiring of new skills, up-grading existing skills, developing and improving classroom management skills and keeping course content current. The level of participation in such professional activities required will take into consideration the loading of each faculty.

### **Non-Teaching:**

1. Will attend department meetings regularly, participating in the development and implementation of departmental policies, in the completion of departmental business and in accomplishing tasks assigned to the department.
2. Will interact with departmental colleagues on matters of departmental business, teaching and scholarship.
3. Will participate in the recruiting, advising and assessment of students.
4. Will participate in departmental, school and university governance. The level of participation required will take into consideration the loading of each faculty.
5. Will participate from time to time, in the extracurricular activities of the department such as forensic tournaments, student clubs, retreats, and related social events.
6. Will maintain at least four hours each week per quarter (if teaching 12 credit hours) for meetings with students and colleagues, with more as needed for advising. The hours should be spread through the week and chair may make occasional exceptions for course release and the like.

### **Scholarship:**

1. Will maintain and extend competence in core areas of communication studies related to the teaching assignment.
2. Will maintain a program of personal research and writing, participating in regional and/or national professional meetings.
3. Will articulate scholarly and creative activities in your area to the faculty as represented by the FPAP/FPAR. These activities should be consistent with those described under Scholarship and Professional Development in the faculty by-laws.