

## THE SCHOOL OF FINE AND PERFORMING ARTS

## PROMOTION AND TENURE POLICIES AND PROCEDURES

## I. CRITERIA FOR PROMOTION

The general basis for promotion in the School of Fine and Performing Arts are teaching; creative endeavors or scholarship or research; and service to the candidate's discipline and department, the School of Fine and Performing Arts, the University, and/or the community. A faculty member is expected to be competent in each category and should excel in either teaching or creative endeavors/scholarship/research.

## A. Teaching

1. A faculty member who excels in teaching is a person who is a scholar who guides and inspires students. Such a faculty member keeps informed about new developments in his or her area of expertise and strives continually to broaden and deepen his or her knowledge and understanding.

An outstanding teacher continually contributes to improving methods of teaching his or her subject matter. Indicators of excellence in teaching could include scholarly relationships with students, creativity in the classroom, opportunities provided students for independent study, results of standardized classroom achievement tests, or pre-course -- post-course assessment. Other important contributions to excellence in teaching may include curriculum development, development or use of instructional technology, teaching of various sizes and levels of classes, graduate program involvement, thesis direction, independent project direction, or influence as a teacher that extends beyond the local area, usually through publications, lectures, workshops, and other appropriate activities.

2. The evaluation of teaching shall include written evaluations by the chairperson and course evaluations, and may also include exit interviews, alumni evaluation, peer evaluation or outside professional evaluation.

B. Research, Scholarship, and/or Creative Endeavor

1. A faculty member who excels in this category is first of all creative. Distinguished creative work appropriate to the area of specialization is carried out and the results are disseminated by exhibition, performance, publication or other appropriate methods.
2. Specific arrangements should be made for external evaluation of representative creative work, published materials, performance, lectures, works of art, or creative writing.
3. Other evidence may be included, such as peer evaluation of creative endeavor or written public response to creative endeavor.

C. Service

1. To establish competence in service, a faculty member should have participated in student advising and recruitment and necessary committee work of the department, the School of Fine and Performing Arts, and the University.
2. A faculty member in this category may excel in institutional service or professional service. Excellence may be achieved by the display of leadership in academic and other university affairs. A significant contribution may be made as an officer of a professional, technical, or scholarly society at the state, regional, or national level.

II. CRITERIA FOR TENURE

Tenure is often linked to promotion to associate professor. In many careers the duration of the probationary period and the time needed to build a record in teaching, research, and service meriting promotion to associate professor are equivalent, and the university can address the separate decisions simultaneously. The university grants tenure and promotion to associate professor in the same year when a candidate meets the criteria established for both. Whenever these decisions are made in different years, however, a recommendation to award tenure is based upon evidence of:

- A. A record of significant achievement in teaching, research, and service;
- B. The likelihood of promotion to higher rank in the near future; and,

- C. The importance of the individual's contribution to the university.

### III. PROCEDURES

#### A. Nominations

Each faculty member must be considered for promotion or tenure, as appropriate, not later than during the penultimate year of the contractual probationary period.

##### 1. Development of the Case

Each candidate must prepare a case document for Promotion or Tenure in accordance with Vice-Chancellor's Promotion and Tenure Case Format, No. 79-7, or subsequent revision.

##### 2. Submission of the Case

All cases for promotion and tenure shall be forwarded to the Primary Committee of the candidate's department by the stipulated date.

#### B. Committees

There shall be two faculty advisory committees to evaluate the promotion and tenure cases and make recommendations thereon. These two committees shall be designated as the Primary Committee and the School Committee.

It is in the best interests of the University and the faculty that full and frank discussion occur during the deliberations of promotion and tenure committees. Therefore, the confidentiality of remarks made at such meetings should be carefully preserved.

##### 1. Functions of the Committees

###### a. Primary Committee

The Primary Committee shall evaluate all cases for promotion and tenure.

###### b. School Committee

The School Committee shall evaluate all cases for promotion and tenure.

## 2. Composition of Committees

### a. Primary Committee

The Primary Committee is a departmental committee. Each department shall establish its own Primary Committee, subject to the following conditions: If, by established departmental criteria, fewer than three persons are eligible to serve on the Primary Committee, the Dean of Fine and Performing Arts, in consultation with the department, shall appoint faculty members from other departments to bring the committee membership to a total of at least three and at most five. The committee shall be convened by the department chairperson (who shall serve without vote). The committee shall elect a chair. When the committee is considering the department chairperson's candidacy for tenure or promotion, the Dean of the School of Fine and Performing Arts shall serve as convener of the committee (without vote).

### b. School Committee

The members of the School Committee shall be elected by the voting faculty of the School of Fine and Performing Arts according to procedures established by that faculty. At least one-half of the membership of the School Committee shall consist of faculty. The committee shall be chaired by the Dean of the School of Fine and Performing Arts except when the committee is considering that person's candidacy for tenure or promotion, in which case the Vice Chancellor for Academic Affairs shall serve as chair of the committee.

## 3. Operation of Committees

### a. Primary Committee

The Primary Committee shall conduct a written ballot on each promotion case and on each tenure case. A simple majority of the ballots cast shall constitute a positive recommendation by the committee. The chair shall record the result of the balloting and append it to the case. He or she shall recommend or not recommend the candidate. Within five instructional days of the vote, and before the case is forwarded to the

School Committee, the chairperson shall advise the nominee in writing of the outcome of the balloting and of the chairperson's recommendation. The only cases which may not be withdrawn at this time are tenure cases in the penultimate year. The remaining cases shall be forwarded to the School Committee.

b. School Committee

The School Committee shall conduct a written ballot on each promotion case and on each tenure case. A simple majority of the ballots cast shall constitute a positive recommendation by the committee. The chair of the committee shall record the results of the balloting and append them to the case.

The chair shall then recommend or not recommend the nominee and attach his or her written evaluation to the case. Within five instructional days of the vote, and before the case is forwarded to the appropriate committee, the chairperson shall advise the nominee in writing of the outcome of the balloting and of the chairperson's recommendation. The only cases which may not be withdrawn at this time are tenure cases in the penultimate year. The remaining promotion and tenure cases shall be forwarded to the appropriate committee.