

**THE SCHOOL OF FINE AND PERFORMING ARTS  
PROMOTION AND TENURE POLICIES AND PROCEDURES**

**Preamble**

FWSO 88-13 (Amended 12/12/1988 and Amended and Approved 1/16-1/23/1989) charges each school/division faculty (1) to approve department/program promotion and tenure committee composition and functions (Section 1.1) and (2) to establish, with approval by the Senate, school/division promotion and tenure committee composition and functions (Section 1.3). This document is submitted to the Senate pursuant to FWSO 88-13, its provisions are subordinate to it, and revisions to it require Senate review.

**I. CRITERIA FOR PROMOTION**

The general bases 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 achieve levels of competence or excellence in each area as appropriate to rank proposed and in accordance with campus guidelines. The area of excellence will be that indicated as first in the bases for nomination on the cover sheet of each case.

**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 other forms of documentation, such as course evaluations, exit interviews, alumni evaluation, peer evaluation, record of student accomplishments, outside professional evaluation, and unsolicited communications.

**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 according to campus and department guidelines for external evaluation of representative creative work, published materials, performance, lectures, works of art, or creative writing. Level of competence or excellence for each case will be indicated in accordance with department and campus guidelines.
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 appropriate activities and necessary committee work of the department, the School of Fine and Performing Arts, and the university in accordance with department and campus guidelines.
2. A faculty member 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 tenure 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. 89-2, 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 at the department level.

b. School Committee

The School Committee shall evaluate all cases for promotion and tenure at the school level.

2. Composition of Committees

a. Primary Committee

The Primary Committee is a departmental committee. Each department shall establish its own Primary Committee, consistent with Senate document 88-13. All full-time, tenure-track members of the department should be consulted about each case for promotion and tenure.

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 as articulated in SFPA "Governance Document," 93-1. At least one-half of the membership of the School Committee shall consist of faculty without administrative appointment. The committee shall elect a chair from the voting faculty members. The Dean of the School of Fine and Performing Arts (who shall serve ex-officio, without vote, except when the committee is considering that person's candidacy for tenure or promotion. Department chairs may not serve in the years when cases from their respective departments are being presented, except in such case as the eligible voting members in that department be too few, in which case the chair could serve at the specific request of the department.

c. Campus Committee

The Faculty Affairs committee shall conduct a faculty election for two nominees to serve on the campus committee. The slate of candidates will be selected from among tenured faculty of the school. The names of two nominees will be forwarded to the chief administrative officer by the chair of the Faculty Affairs committee.

3. Operation of Committees

a. Primary Committee

The Primary Committee shall conduct an open 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 committee chair shall record the result of the balloting and append it to the case. The department chairperson 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 department 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 an open 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 the recommendation and append them to the case. A written summary supporting the vote shall be drafted and approved by the voting members of the committee. Within 4 working days after the close of the committee business, the recommendations and summary of the committee must be forwarded to the nominee, the department chair, the department committee chair, and with the case to the Dean.

Within 4 working days of receipt of the case and before the case is forwarded to the appropriate campus committee, the Dean shall forward a written recommendation and summary to the nominee, the department chair, and the department committee chair. 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 campus committee.