

## Communication & Fine Arts Promotion and Tenure Guidelines

[C:P&T Roach]

**Promotion and tenure are among the most important decisions that universities make about their faculty members.** The fact that these decisions are shared among the department, school, college and the university, plus among the faculty and administration, help indicate the importance of the promotion and tenure process. This is because decisions to award promotion and tenure must take into account the long-term goals of the institution, college, school and department. They must also consider the individuals being evaluated and strive to be fair and accountable to both the candidates and to the university.

**Tenure and promotion is an earned privilege,** not a right. Faculty members who are candidates for tenure and/or promotion have responsibilities to develop professionally, to become valued members of TROY's academic community and to strive for excellence in teaching, service and research/creative activities.

**Tenure and promotion guidelines** are provided in the Troy University Faculty Handbook. The College of Communication Promotion and Tenure Committee met during 2007 to discuss ways to make the P&T evaluation process more efficient and effective. There are very few, if any, absolutes. However, in the following pages, CCFA has tried to articulate suggestions and/or guidelines to assist both the P&T applicants and reviewers to make this a more positive and productive experience for all involved. No part of this document is intended to supersede or replace the Handbook.

**There is no single evaluation formula** or technique for promotion and tenure that may be applied to all faculty members. Every faculty member's promotion and tenure packets and portfolios must be individually reviewed and evaluated. Thus, there are no thresholds for either promotion or tenure given or implied in this document. The point scales and evaluation guidelines are to be used as one of the tools to aid the department and/or school and college's Promotion and Tenure Committees. The reliance on a single scale or tool for these important items would be limiting and alien to the spirit of *academic freedom* and the traditional promotion and tenure process found in higher education.

**All full-time, tenure track faculty members in the College of Communication and Fine Arts are to be evaluated annually** in the areas of teaching, research and service in accordance with their mutually agreed on Professional Development Plans and the School's objectives.

**At the beginning of the academic year,** all full-time faculty members, in consultation with the Director/Chair, will establish their tentative percentages in their PDPs. Teaching loads are determined in accordance with individual program and enrollment needs as well as funding. Percentage of assignments among teaching, service, and research/creative activities are determined on a yearly basis and may be changed based on the faculty member's projected activities and the college's needs.

**According to the Troy University Handbook**, the initial responsibility for applying for advancement in rank and the burden of proof for advancement rests with the individual faculty member. **Each faculty case will stand on its own merit. Decisions will be based on demonstrated evidence provided by the candidate. All evaluation is subjective.** No faculty member is entitled to promotion or tenure solely because of length of service.

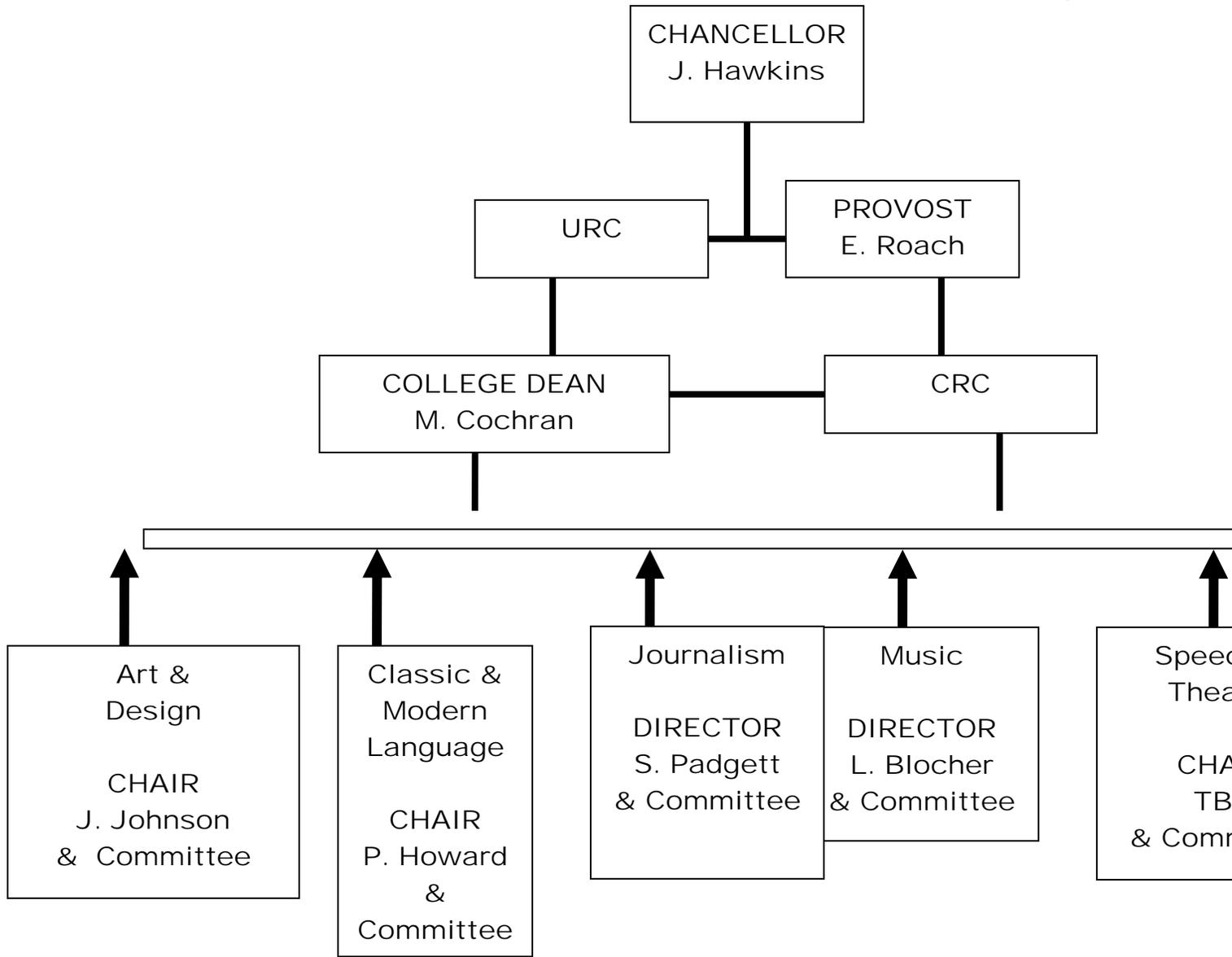
**The Troy University Faculty Handbook** states that teaching, research/creative activity and service should be considered when reviewing a candidate for promotion and/or tenure. However, these three areas do not need to be treated equally. Their contributions to the promotion and tenure process should be determined as much as possible in mutual agreement between the candidate and the Director of the School or the Chair of the Department using the candidate's PDP as the basis for negotiations.

**We all recognize the limitations of this document.** Still, it does provide a "snapshot" of a faculty member's work during the promotion and tenure process on a wide range of activities. Additionally, it should be noted that this is not intended to be the definitive structure and that senior faculty members are encouraged to be active participants in the evaluation of junior faculty work throughout their tenure and not just during the promotion/tenure cycle.

**To ensure the integrity of the promotion and tenure process**, there are three levels of analysis and endorsement before the materials reach the Chancellor for final evaluation:

1. The Department Chair or School Director and the Department or School Promotion & Tenure Committee
2. The College Dean and the CCFA College Review Committee
3. The Provost and the University Review Committee
4. The Chancellor of Troy University

# Promotion & Tenure Grid 2/08



**School/Department Review Committee:** The College of Communication and Fine Arts has established that faculty eligible for promotion and tenure will first be reviewed by their School / Department Review Committee and Chair. There will be at least 3 senior faculty members on the committee (Tenured & Associate or Full Professors) plus the Chair/Director. If there are not 3 faculty members eligible to serve on the committee within the discipline, the Chair/Director will appoint a senior faculty member from within the college to fill out the membership. The Chair/Director's vote is independent. If both the School/Department P&T committee and the Chair/Director vote favorably for continuation in the P&T process, the applicant's portfolio will be forwarded to the Dean and the CRC. If the vote is split, the portfolio will be forwarded. If the vote is NO from the committee and NO from the Chair/Director, the promotion and tenure process will stop for that candidate.

**Terminal Degrees:** *3.2.1.2 ASSISTANT PROFESSOR: Possession of an appropriate earned doctorate or an appropriate professional degree from a regionally accredited institution, or*

*accomplishments that are considered equivalent (e.g., outstanding performance in the creative arts).*

The Master of Fine Arts (M.F.A.) is considered the terminal degree for visual artists and technical theatre faculty. No academic degree other than the M.F.A. or equivalent professional achievement should be regarded as qualification for appointment to professional rank, promotion, or tenure. Degrees in education and related fields should not be required except for faculty appointed specifically to teach courses in Education. Similarly, education degrees should not be regarded as constituting appropriate preparation for teaching studio art or technical theatre. For most disciplines in Communication and Fine Arts (music, speech, journalism and foreign language), the Ph.D., D.M.A, D.M. or a doctoral equivalent is the preferred terminal degree. However, there are exceptions for faculty members with extenuating circumstances including national acclaim in their field. For example, the Master of Music in Media Writing and Production is considered a terminal degree in music. Degree requirements for tenure and promotion must be made clear at the time of appointment and expectations should not change during an individual's probationary period.

**Teaching:** The criteria for promotion, retention, and tenure for CCFA faculty shall be teaching effectiveness; professional development, research and/or creative activity; and service to the Department or School, College, and University. While student evaluations are meaningful aids in determining teaching effectiveness, those involved with the faculty review should also consider the following and other items: peer reviews of teaching, teaching awards, innovative pedagogy, student achievements, and student awards.

**While "traditional" scholarly research is generally considered one of the three legs of the promotion and tenure stool, {Teaching, Research and Service};** Communication and Fine Arts faculty often direct their scholarly pursuits in creative and artistic activities. The conundrum for faculty outside of the fine and performing arts is how to fairly and adequately evaluate a creative body of work. Sometimes it really is "apples and oranges". English, History and Speech, for example, might evaluate exceptional scholarly work as an article that is published in a highly refereed publication of national/international scope or significance. However, for a sculptor, having his/her artwork exhibited at the Whitney Museum or reviewed by a internationally known critic for a top tier publication could constitute "creative scholarship". Likewise, a musician's debut at Carnegie Hall could signify intellectual and artistic excellence.

**When Communication and Fine Arts (visual & performing arts programs) define their standards of excellence,** they should be founded upon realistic criteria. Research and or performance expectations should be commensurate with teaching loads, service to the institution, professional and financial support. Teaching expectations should be also commensurate with class size, facilities, and teaching loads. Professional expectations should also take into consideration changes in academia, the commercial marketplace, the discipline of the visual & performing arts faculty member, and so on. When a faculty member applies for promotion and/or tenure justification for the change in status or "burden of proof" must be reflected in the content and presentation contained in the self-evaluation, vita and supporting documents contained in the portfolio. The Chair/Director and senior faculty members of the academic discipline have an obligation to assist the junior faculty members in reviewing and

preparing their materials, but, ultimately the responsibility rests with the individual faculty member.

- a. Significance of creative and or scholarly activity will be evaluated on the basis of location, nature of audience, quality, quantity, and critical review (if any).
- b. The Candidate must provide evidence documenting significance.
- c. Significance, visibility and consistency should increase in all areas as the candidate moves through assistant to associate to full professor ranks.

Promotion and Tenure  
TEACHING, RESEARCH & CREATIVE WORK, PROFESSIONAL DEVELOPMENT  
AND SERVICE ACTIVITY RUBRIC:

CRITERION	LEVEL 1 +1	LEVEL 2 +2	LEVEL 3 +3
<b>TEACHING:</b>			
<p>A record of successful teaching must be DOCUMENTED and EXPLAINED. Documentation should include, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Command of one's subject</li> <li>2. Ability to organize subject matter and present it clearly, logically &amp; imaginatively</li> <li>3. Knowledge of current developments in one's teaching discipline</li> <li>4. Ability to relate one's subject to other areas of knowledge</li> <li>5. Ability to provoke and broaden student interest in the subject matter</li> <li>6. Ability to develop and utilize effective teaching methods and strategies</li> <li>7. Availability for and effectiveness in academic advising and directing students</li> <li>8. Ability to develop and foster student utilization of current information technology</li> <li>9. Possession and demonstration of the attributes of integrity, industry, open-mindedness, and objectivity in teaching</li> <li>10. Knowledge and proficiency in current educational technologies</li> </ol>	<p><b>ALL COURSE EVALUATIONS COVERING THE PERIOD UNDER CONSIDERATION</b></p> <p>-results of student evaluation data collected over time by the School / Department using a standardized collection format</p> <p>-peer evaluations by other faculty</p> <p>- outside peer evaluation</p> <p>- actual performance and achievement by students (explanation &amp; documentation required)</p> <p>- other (explanation and documentation required)</p>	<p><b>ASSOCIATE PROFESSOR:</b></p> <ol style="list-style-type: none"> <li>1. Possession of an appropriate earned doctorate or an appropriate professional degree OR accomplishments that are considered equivalent (e.g., outstanding performance in the creative arts)</li> <li>2. <b>EVIDENCE OF SUSTAINED, NOTEWORTHY TEACHING ABILITY</b></li> </ol> <p><u>NOTEWORTHY:</u> Deserving of recognition; worthy of notice; remarkable</p>	
CRITERION	LEVEL 1 +1	LEVEL 2 +2	LEVEL 3 +3
<b>Research and Creative Work:</b>			
<p><b>ASSOCIATE PROFESSOR:</b> 3.2.1.3.4 Evidence of developed scholarship in the subject-matter field, or continued, in the creative arts</p> <p><b>PROFESSOR:</b> 3.2.1.4.4 Evidence of mature scholarship in the subject-matter field, or of widely acclaimed accomplishments in the creative arts.</p>			

<p>Research Grants   Sponsored Research Projects: Performance quality relates to development of research proposals; securing of funding; ability to engage students/colleagues; project execution; community impact; and critical evaluation.</p>	<p>- approval and execution of a research-related grant or sponsored project funded at the local level. (\$500 &amp; under)</p>	<p>- approval and execution of a research-related grant or sponsored project funded at the local, state or regional level. (\$501-\$999).</p>	<p>- approval and execution of a research-related grant or sponsored project funded at the local, state or regional level. (\$1,000-4,999).</p>	<p>- r a (</p>
<p>Exhibitions   Performance: Performance quality relates to stature of sponsor (local/regional/national/international); number selected/number entered; jurors; reputation; and critical reviews.</p>	<p>- creative work is selected for a lower stature venue- may or may not be juried</p>	<p>- creative work is selected for a moderate-stature venue- by jury or invitation</p>	<p>- creative work is selected/awarded in a moderate-highly juried venue. could be regional, national or international in stature</p>	<p>- h in</p>
<p>Reviews: <b>Professionally reviewed performance/exhibition/work</b> – Review quality relates to stature of critic and/or stature of publication/venue in which review appears local, regional, national, or international.</p>	<p>- creative work receives an adequate written review from a source of minimal stature</p>	<p>- creative work receives an adequate written review from a source of minimal stature</p>	<p>- creative work receives an adequate written review from a source of minimal stature</p>	<p>- w s</p>
<b>CRITERION</b>	<b>LEVEL 1 +1</b>	<b>LEVEL 2 +2</b>	<b>LEVEL 3 +3</b>	<b>L</b>
<p><b>Professional Competence &amp; Activities:</b>  <b>3.2.1.2 ASSISTANT PROFESSOR: Possession of an appropriate earned doctorate or an appropriate professional degree for satisfactorily fulfilling the duties and responsibilities of a faculty member; Proven scholarship in the subject-matter competence in instruction.</b>  <b>3.2.1.3 ASSOCIATE PROFESSOR: Possession of an appropriate earned doctorate or an appropriate professional degree; NOTEWORTHY fulfillment of the duties and responsibilities of a faculty member; EVIDENCE of DEVELOPED scholarship in the subject-matter field or continued NOTEWORTHY performance in the creative arts.</b>  <b>3.2.1.4 PROFESSOR: Possession of an appropriate earned doctorate or an appropriate professional degree; EVIDENCE of faculty leadership and devoted service to students; EVIDENCE of mature scholarship in the subject-matter field and significant accomplishments in the creative arts.</b></p>				
<p>Education / Advanced Degrees</p>	<p>M.A.</p>	<p>M.F.A. / Ph.D.  Possession of an appropriate earned doctorate or an appropriate professional degree from a regionally accredited institution, or accomplishments that are considered equivalent (e.g., outstanding performance in the creative arts; Master of Music in Media Writing &amp; Production)</p>	<p>M.F.A. / Ph.D.  Possession of an appropriate earned doctorate or an appropriate professional degree from a regionally accredited institution, or accomplishments that are considered equivalent (e.g., outstanding performance in the creative arts; Master of Music in Media Writing &amp; Production)</p>	<p>M</p>
<p>Awards   Grants   Fellowships: Grants and sponsored projects - Performance quality relates to professional development; securing of funding; ability to engage students; community impact; execution; and critical evaluation.</p>	<p>- recipient of award/grant/or fellowship of a minimal stature and little to moderate impact on professional development</p>	<p>- recipient of award/grant/or fellowship of a moderately competitive stature (local to regional) and/or moderate impact on professional development</p>	<p>- recipient of significant award/grant/fellowship of a high stature (highly competitive and of regional, national or international scope)</p>	<p>- a s n</p>
<p>Appointment to Scholarly Office or Board:</p>				

<b>Panels/juries/editorial boards</b> - Performance quality relates to invitations to the candidate to serve on professional panels and juries for competitions and publications/stature of panel/jury (local/regional/national/international/graduate/professional, fellow jurors' reputations and stature of sponsor.) (university, association, publication)				
Role in Professional Organization: Memberships in professional associations, memberships on commissions and committees, offices held, or service to profession.	- member of a professional organization ----- appointed officer of a professional organization (local or state level)	- active member or appointed officer of a professional organization; (regional or national level) in service to the profession	- elected officer of a professional organization (state or regional in scope) in service to the profession	
Paper Presentations: Performance quality relates to stature of sponsor and audience (community, university, association); scope of presentation participation (delivering a paper, portfolio presentation); and critical reviews.	- non-refereed professional paper presentation made to a local university or community audience	- non-refereed professional paper presentation made to a state, regional or national audience of professional peers	- refereed professional presentation made to a state, regional or national audience of professional peers	- to v
Conferences/Institutes:	- attended a local, state or regional conference or institute	- attended a national or international conference or institute	- presented at a state or regional professional conference or institute	- p
Post-Terminal Education:				P
Special Programs:		Chancellor's Fellow	Sabbatical	F
<b>CRITERION</b>	<b>LEVEL 1 +1</b>	<b>LEVEL 2 +2</b>	<b>LEVEL 3 +3</b>	<b>L</b>
<b>SERVICE:</b>				
<p><b>Faculty members USE THEIR PROFESSIONAL EXPERTISE</b> to undertake a reasonable number of non-teaching assignments, attend meetings, contribute their ideas &amp; experience during the decision-making process, shoulder their fair share of the work. Faculty members are expected to be <b>ACTIVE</b> and <b>COLLEGIAL</b> University citizens.</p> <p><b>Visibility is essential for the faculty in CCFA at the local/state level (asst. prof); state/regional level (assoc. prof); and national/international level (full professor).</b></p> <p>The effective recruitment and retention of students are viewed as essential expectations for ALL members of the CCFA faculty. While methods, procedures and circumstances may vary with the disciplines, activities</p>	<p><b>Service to Department or School:</b></p> <p>All departmental duties assigned; participate actively in work assigned</p> <p>Documented of recruitment and retention activities on and off campus may include but are not limited to:  <input type="checkbox"/> performances  <input type="checkbox"/> clinics  <input type="checkbox"/> advising  <input type="checkbox"/> public lectures &amp; presentations  <input type="checkbox"/> 1<sup>st</sup> year experience  <input type="checkbox"/> creation of recruiting materials  <input type="checkbox"/> advising department and professional organizations</p>	<p><b>Service to CCFA</b></p> <p>Participate actively in college meetings and activities, serve on committees and other work assigned at the college level</p>	<p><b>Service to Troy University</b></p> <p>Serve on University committees, advise student groups, short-term administrative responsibilities, assisting with registration. Attend commencements &amp; participate in university-sponsored activities. Participation in international pursuits &amp; activities incl.  <input type="checkbox"/> develop international curricula  <input type="checkbox"/> study abroad  <input type="checkbox"/> international teaching</p> <p><input type="checkbox"/> CHANCELLOR'S FELLOW</p>	S o M to a p l P r g e c S

considered as recruitment should be visible, and must be documented.			
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Full professor:

- **Teaching Profile:** effective and inspiring performance in the classroom with a strong connection of teaching to scholarship; curriculum design/program development; directing research projects; participating in workshops/institutes/interdisciplinary programs; developing instruction technology/innovative pedagogies/developing instructional material; results may lead to textbooks, manuals, software and other course materials, articles, curriculum design, reports based on program grants
- **Creative Activity Profile:** substantial national/international reputation in the faculty member's academic and professional field; significant works that may include performances, compositions, exhibitions, creative works, books, and/or juried articles; confirmation will be based on testimony of qualified, impartial reviewers.

### Faculty Handbook 3.4.5 Research and Creative Work

1. The School/Department Criteria would be advisory only.
2. The Criteria would serve as guidelines for deliberation by the P&T Committees at all levels.
3. Each faculty case will stand on its own merit.
4. Decisions will be based on demonstrated evidence provided by the candidate.
5. All evaluation is subjective.

**BIG QUESTION** needing to be answered: Is a faculty member "ready" for promotion and/or tenure based on stated criteria?

**Finally, CCFA will review a candidate's materials to determine if the faculty will be successful in his/her bid for promotion and/or tenure by evaluating their teaching, scholarly and creative activity and overall service. It is the candidate's responsibility to provide compelling evidence to document their achievements in all three areas including the professional presentation of the portfolio and supporting materials.**

#### THE PORTFOLIO MUST INCLUDE:

1. Review information Form (Appendix C/Form B)
2. Faculty essay (max 10 pages double spaced) that addresses TEACHING/ADVISING; SCHOLARLY & CREATIVE ACTIVITIES; LEADERSHIP & SERVICE.
3. Professional Development Plan/s covering period under consideration.
4. Faculty evaluation documents covering the period under consideration.
5. All course evaluations covering the period under consideration.
6. Appropriate documentation and evaluations of reported activities and achievements. (Form C/ Candidate Evaluation must be used if the candidate wishes to include letters of support. Appendix C, Form C)

**RECOMMENDATIONS & GUIDELINES FOR EVALUATING THEATRE FACULTY FOR  
PROMOTION AND TENURE** **page 1**

**Evidence of mature scholarship in the subject-matter field, or continued, noteworthy performance in the creative arts.**

<b>Category I—Theatre (Adjudicated/Refereed)</b>	<b>Number Points Total</b>
Director for a major theatre production with peer review written response through the Kennedy Center/American College Theatre Festival with a designation of “Recommended” or “Highly Recommended.”	4-5
Scene Designer for a major theatre production with peer review written response through the Kennedy Center/American College Theatre Festival with a designation of “Recommended” or “Highly Recommended” and with a commendation for Scenic Design.	4-5
Costume Designer for a major theatre production with peer review written response through the Kennedy Center/American College Theatre Festival with a designation of “Recommended” or “Highly Recommended” and with a commendation for Costume Design.	4-5
Lighting/Sound Designer for a major theatre production with peer review written response through the Kennedy Center/American College Theatre Festival with a designation of “Recommended” or “Highly Recommended” and with a commendation for Lighting or Sound Design.	4-5
Leading role (character) for a major theatre production with peer review written response through the Kennedy Center/American College Theatre Festival with a commendation for acting.	4-5
Director/Designer/Technical Director for Kennedy Center/American College Theatre Festival Region IV Showcase production, selected by Region IV Selection Committee from “Recommended” or “Highly Recommended” productions from colleges or universities in a 10-state southeastern region. Production must appear at regional festival if tenure/promotion credit is to be awarded.	4-5
Guest professional theatre artist under external contract for the following: acting, directing, scene design, lighting design, costume design and /or execution of design, playwriting, etc.	4-5
Publication of periodical/journal article (academic, professional, practitioner)	4-5
Publication of book/monograph (including dissertation) authored or edited	4-5
Chapter, case study, instructional materials, or book	4-5
Other original work in the arts (performance art, film, one-act or full-length play, etc.)	4-5

Extramurally funded fine arts grants and contracts 4-5

Other: \_\_\_\_\_

*(c: CCFA P&T Art, Music & Theatre)*

**RECOMMENDATIONS & GUIDELINES FOR EVALUATING THEATRE FACULTY FOR PROMOTION AND TENURE** **page 2**

**Category II-Theatre (Adjudicated/Refereed)**

Director for a major theatre production with peer review written response through the Kennedy Center/American College Theatre Festival with a positive review 3

Scene Designer for a major theatre production with peer review written response through the Kennedy Center/American College Theatre Festival with a positive review 3

Costume Designer for a major theatre production with peer review written response through the Kennedy Center/American College Theatre Festival with a positive review 3

Lighting/Sound Designer for a major theatre production with peer review written response through the Kennedy Center/American College Theatre Festival with a positive review 3

Actor with a leading role in a major theatre production with a positive peer review written response through the Kennedy Center/American College Theatre Festival with a positive review 3

Technical Director for a major theatre production with peer review written response through the Kennedy Center/American College Theatre Festival with a positive review 3

Paper in proceedings of state, regional, or international professional conferences 3

Presentation of professional theatre workshop at state, regional, or national conference or festival. 3

Paper presented at state, regional, national, or international professional conference 3

Book, play script, or theatre performance review (published in refereed periodical) 3

Teaching material (e.g. published instructor's manual) 3

Other: \_\_\_\_\_

**RECOMMENDATIONS & GUIDELINES FOR EVALUATING THEATRE FACULTY FOR  
PROMOTION AND TENURE** **page 3**

**Category III-Theatre (Adjudicated/Peer Reviewed)**

Guest adjudication of another college or university theatre production through KC/ACTF with oral and written response.	1-2
Guest adjudication of high school or community college theatre production through state or regional theatre organization.	1-2
Guest adjudicator/judge for high school or university individual events, competitions, auditions (Trumbauer Festival, intercollegiate forensics competitions, etc.)	1-2
Coach/mentor for student(s) selected through adjudicated performances for competition in regional or national events (Irene Ryan, design, costume, stage management, lighting, sound, etc.)	1-2
Abstract published in proceedings of state, regional, national, or International professional conferences	1-2
New distance learning course (after 1-1-2000)	1-2
Consulting work product (e. g. report, survey, tests, audit)	1-2
Book or chapter review for textbook publisher	1-2
Adjudication of state, regional, national, international, professional conference	1-2
Moderator/discussant at state, regional, national, international meeting	1-2
Receipt of awards, fellowship, internal grants, etc. for scholarly or creative projects (other than those listed in Categories I and II)	1-2
Poster presentation before learned societies	1-2
Active practitioner, consultant, director, designer, etc. for external clients	1-2
Other: _____	

Note: Additional points may be awarded for projects of extensive magnitude or considerable merit. Should the Kennedy Center/ACTF discontinue leadership in adjudication of college and university theatre productions, another adjudication process may be substituted.

**Total points necessary in Research or Creative Work for consideration for tenure or promotion in theatre: (Additional points required for Teaching and Service/Leadership)**

	Tenure	Assistant Prof	Associate Prof	Full Professor
Research & Creative Work	18	18	24	30

*Saved as: Promotion and Tenure Theatre Criteria.doc (4-17-06)*

**RECOMMENDATIONS & GUIDELINES FOR EVALUATING MUSIC FACULTY FOR PROMOTION AND TENURE** **page 1**

*School of Music faculty met on 4/10 to discuss criteria for tenure and promotion. Initial discussions centered on the need to qualify rather than quantify criteria.*

**Initial Ideas:**

6. The School of Music Criteria would be advisory only.
7. The Criteria would serve as guidelines for deliberation by the P&T Committees at all levels.
8. Each faculty case will stand on its own merit.
9. Decisions will be based on demonstrated evidence provided by the candidate.
10. All evaluation is subjective.

**BIG QUESTION** needing to be answered: Is a faculty member “ready” for promotion and/or tenure based on stated criteria?

**Special considerations for promotion and tenure for all SOM faculty members:**

- A. Significance of creative/scholarly activity will be evaluated on the basis of location, nature of audience, quality, quantity, and critical review (if any).**
- B. The candidate must provide evidence documenting significance.**
- C. Significance/visibility/consistency should increase in all areas as the candidate moves through assistant to full professor ranks.**

1. **The effective recruitment and retention of students** are viewed as essential expectations for **all** members of the SOM faculty. While methods, procedures, and circumstances may vary with the area of music specialization, activities considered as recruitment should be visible, and **must be documented**. Documentation of recruitment/retention activity may include:
  - Public performances on and off campus
  - Clinics, on and off campus
  - Private teaching
  - Affiliation with professional organizations (local, state, national)
  - Public lectures, paper presentations
  - Advising
  - Quality and quantity of majors within a specific studio/degree track
  - Other (explanation and documentation required)

2. **Teaching:** A record of successful music teaching **must be documented** as follows:

- results of student evaluation data collected over time by the SOM using a standardized collection format
- peer evaluation of the teacher as a musician/teacher

Additional documentation **may include:**

- outside peer evaluation
- actual performance of music students (awards/achievements, employment, etc)
- other (explanation and documentation required)

**RECOMMENDATIONS & GUIDELINES FOR EVALUATING MUSIC FACULTY FOR PROMOTION AND TENURE** **page 2**

3. **Creative activity leading to professional attainment:** Faculty members in the SOM may have multiple areas of responsibility/expertise, and therefore, creative activity may take many forms. Examples of creative activity for specific areas may include:

- **Performance studies:** public performance; activities demonstrating teaching skills; participation and leadership in workshops, seminars, conferences, contribution to professional journals
- **Conductor:** guest conducting; performances for professional societies; adjudication other than at the purely local level; university performances
- **Theory-composition:** publication of compositions/editions/arrangements; commissioning and performances of compositions on/off campus; publication of articles, reviews, books
- **Music history/literature:** publication of articles, books, scholarly editions; presentation of papers for scholarly societies; guest lecturer/seminar leader on the college/university level
- **Music education:** publication of books, articles, reviews; paper presentations at scholarly societies; involvement with workshops, conferences, seminars and convention sessions designed to update teaching skills

4. **Leadership and service:** Visibility is essential for faculty in the SOM at the local/state level (assistant professor), state/regional level (associate professor), and national level (full professor). Documentation of such leadership/service may include:

- participation in professional organizations ( attend meetings, hold office)
- serving as an adjudicators
- serving on editorial/advisory boards
- guest appearances
- clinics in public schools and on other campuses
- other (explanation and documentation required)

5. **Promotion and/or tenure without the doctorate/exceptional:**

- **Performance studies:** advanced study; professional performing experience as soloist, as orchestral performer or as chamber performer; significant prizes/awards
- **Conductor:** advanced study; professional performing experience as a conductor or as member of ensembles under distinguished conductors, prizes/awards
- **Composer:** advance study with recognized composer; distinguished record of commissions and performances; significant prizes/awards

- **Theorist/musicologist:** distinguished record of significant publications, public lectures at major universities; nationally and internationally renowned; significant prizes/awards
- **Music education:** distinguished record of significant publications; public lectures at distinguished universities; nationally and internationally renowned; significant prizes and awards

**RECOMMENDATIONS & GUIDELINES FOR EVALUATING MUSIC FACULTY FOR  
PROMOTION AND TENURE** **page 3**

**6. Full professor:**

- **Teaching Profile:** effective and inspiring performance in the classroom with a strong connection of teaching to scholarship; curriculum design/program development; directing research projects; participating in workshops/institutes/interdisciplinary programs; developing instruction technology/innovative pedagogies/developing instructional material; results may lead to textbooks, manuals, software and other course materials, articles, curriculum design, reports based on program grants
- **Creative Activity Profile:** substantial national/international reputation in a scholarly field; significant works that may include performances, compositions, books, and/or juried articles; confirmation will be based on testimony of qualified, impartial reviewers

**RECOMMENDATIONS & GUIDELINES FOR EVALUATING ART & DESIGN FACULTY  
FOR PROMOTION AND TENURE** **page 1**

**TROY UNIVERSITY**

DEPARTMENT OF ART AND DESIGN

..... <DTI ■ TROY> .....

**Faculty Handbook 3.4.5 Research and Creative Work**

A requisite for effective teaching is active involvement in the intellectual and scholarly developments of an individual's field. Because what is considered appropriate research in one discipline may not be recognized as appropriate in another discipline, an individual's research or creative work should be evaluated in terms of its quality, its level of recognition among peers, and its significance to the particular discipline. Moreover, the University recognizes that not all research ends in publication and that the significance of all research and creative endeavors is that it underscores and illumines excellent classroom teaching. Evidence of appropriate endeavors and activities includes:

1. Publications.
2. Research grants and sponsored research projects.
3. Inventions and patents.
4. Artistic works and performances.
5. Reviews of creative and scholarly work.
6. Creation of educational materials.

**Faculty Handbook 3.4.6 Professional Competence and Activities**

Each faculty member has an obligation to maintain a high level of professional competence and to keep abreast of the developments in the academic discipline. In addition to research or creative work, other evidence of growth in professional competence includes:

1. Receipt of awards, grants, or fellowships.

2. Appointment in a scholarly capacity to state, regional, or national posts.
3. Active participation in professional organizations.
4. Reading papers or making presentations before learned societies.
5. Participation in conferences and institutes.
6. Postdoctoral education.
7. Participation in special programs (e.g., writing-across-the-curriculum, technology instruction, distance learning).

**RECOMMENDATIONS & GUIDELINES FOR EVALUATING ART & DESIGN  
FACULTY FOR PROMOTION AND TENURE** **page 2**

Promotion and Tenure (ART+DESIGN)  
CREATIVE/PROFESSIONAL/SCHOLARLY ACTIVITY RUBRIC:

CRITERION	LEVEL 1 +1	LEVEL 2 +2	LEVEL 3 +3	LEVEL 4 +4
<b>Research and Creative Work:</b>				
<p style="text-align: center; color: blue;">Publications (print or web):</p> <p><b>Publication of writing on art, design or both</b> - Performance quality relates to stature of publications in which candidate's writing appears (local/ regional/ national/international, area of scholarship) and nature of writing (book review, feature article, critical review). <b>Reproduction of work in publications and online</b> - Performance quality relates to stature of publication (refereed/non-refereed, local/regional/national/ international distribution, area of scholarship); context of coverage (feature article, documentation of exhibition); and critical reviews.</p>	- scholarly written or creative work is published in a non-refereed publication	- scholarly written or creative work is published in a moderately refereed publication of regional scope	- scholarly written or creative work is published in a highly refereed publication of regional scope	- scholarly written or creative work is published in a highly refereed publication of national/international scope/significance
<p style="text-align: center; color: blue;">Research Grants   Sponsored Research Projects:</p> <p>Performance quality relates to development of research proposals; securing of funding; ability to engage students/colleagues; project execution; community impact; and critical evaluation.</p>	- approval and adequate execution of a research-related grant/sponsored project	- more-than-adequate execution of a research-related grant/sponsored project	- outstanding execution of a research-related grant/sponsored project from a non-local source	- outstanding execution of a research-related grant/sponsored project from a national or international source leading to superior evaluation
<p style="text-align: center; color: blue;">Inventions   Patents:</p>	- ?	- ?	- ?	- ?
<p style="text-align: center; color: blue;">Exhibitions   Performance:</p> <p>Performance quality relates to stature of sponsor (local/regional/national/international); number selected/number entered; jurors; reputation; and critical reviews.</p>	- creative work is selected for a lower stature venue- may or may not be juried	- creative work is selected for a moderate-stature venue- by jury or invitation	- creative work is selected/awarded in a moderate-highly juried venue. could be regional, national or international in stature	- creative work is selected/awarded in a highly juried venue. could be national or international in stature
<p style="text-align: center; color: blue;">Reviews:</p> <p><b>Professionally reviewed performance/exhibition/work</b> – Review quality relates to stature of critic and/or stature of publication/venue in which review appears (local/regional/national/international).</p>	- creative work receives an adequate written review from a source of minimal stature	- creative work receives an adequate written review from a source of minimal stature	- creative work receives an adequate written review from a source of minimal stature	- creative work receives an adequate written review from a source of minimal stature
<p style="text-align: center; color: blue;">Creation of Educational Materials:</p>				

<b>Professional Competence &amp; Activities:</b>				
<p><b>Awards   Grants   Fellowships:</b> Grants and sponsored projects - Performance quality relates to professional development; securing of funding; ability to engage students; community impact; execution; and critical evaluation.</p>	- recipient of award/grant/or fellowship of a minimal stature and little to moderate impact on professional development	- recipient of award/grant/or fellowship of a moderately competitive stature (local to regional) and/or moderate impact on professional development	- recipient of significant award/grant/fellowship of a high stature (highly competitive and of regional, national or international scope)	- recipient of significant award/grant/fellowship of a superior stature (highly competitive and of national or international scope)
<p><b>Appointment to Scholarly Office or Board:</b> <b>Panels/juries/editorial boards</b> - Performance quality relates to invitations to the candidate to serve on professional art panels and juries for competitions and publications/stature of panel/jury (local/regional/national/international/graduate/professional, fellow jurors' reputations and stature of sponsor.) (university, association, publication)</p>				
<p><b>Role in Professional Organization:</b> Memberships in professional associations, memberships on commissions and committees, offices held, or service to profession.</p>	- member of a professional organization	- active member of a professional organization with nominal responsibilities in service to the profession	- elected officer of a professional organization (local or regional in scope) in service to the profession	- elected officer of a professional organization (national or international in scope) in service to the profession
<p><b>Paper Presentations:</b> Performance quality relates to stature of sponsor and audience (community, university, association); scope of presentation participation (delivering a paper, portfolio presentation); and critical reviews.</p>	- non-refereed professional paper presentation made to a local university or community audience	- refereed professional paper presentation made to a local or regional audience	- refereed professional presentation made to a regional or national audience of professional peers	- refereed professional presentation made to a national or international audience of very high stature
<p><b>Conferences/Institutes:</b></p>	- attended a local or regional conference or institute	- active participant in a regional conference or institute	- attended a local or regional conference	- attended a local or regional conference
<p><b>Post-Terminal/Education:</b></p>				
<p><b>Special Programs:</b></p>				

