

## **DEPARTMENT OF MUSIC**

### **PROMOTION AND TENURE CRITERIA**

#### **INTRODUCTION**

##### **Areas to be considered for promotion to Associate Professor/Tenure, Full Professor and Post Professorial Merit:**

- Teaching Effectiveness
- Professional Growth
- Service

##### **Performance Levels:**

- Outstanding
- Superior
- Good
- Unacceptable

##### **Proposed Minimum Levels for promotion and/or tenure**

- Professor and Post Professorial Merit: One outstanding (in either teaching effectiveness or professional growth) and two superior ratings
- Associate Professor and Tenure: Outstanding in teaching effectiveness, superior in professional growth and good in service

##### **Proposed Minimum levels to receive RNTT Faculty Merit:**

- RNTT Merit: Superior in teaching effectiveness and superior in service. The candidate may also elect to include evidence in the category of professional growth.

##### **Definitions:**

###### **Peer reviewed and juried activity**

For promotion to Associate and Full Professor and for post professorial merit, the candidate must demonstrate peer reviewed publication(s) or invitational or juried creative activity off campus (in addition to on-campus performances). "Peer review" in the field of music performance or composition occurs in the selection process before, and leads to, the actual performance. A written or published public or peer review is not required but may be included. Examples of "invited" performances include conducting or performing on an established concert series; a performance with an established professional soloist, chamber music ensemble, or choir; a performance funded by state agencies or other professional agencies and/or touring programs; a performance resulting from peer-reviewed or juried proposals, sample CD/audio files, or demonstration recordings submitted to the presenting agency; a performance sponsored by a university or other agency.

###### **Significant and sustained activity**

The Retention, Promotion and Tenure Committee of the Department of Music will evaluate the performance levels of promotion candidates. The word "sustained," as used in the phrase "significant and sustained achievement," refers to the total of professional development activities. It is not expected that a candidate will have sustained activity in each identified subcategory throughout the entire length of service at rank.

## **TEACHING EFFECTIVENESS**

The University, the Holland College of Arts and Media, and the Department of Music view teaching effectiveness as the most critical aspect in the panoply of faculty responsibilities. A candidate for promotion or tenure may demonstrate teaching effectiveness through classroom, studio, and ensemble instruction; individual and ensemble coaching; advising; curriculum development; and student achievement.

I. Empirical Evidence of teaching effectiveness must include:

A. **Teaching portfolio** which may include materials such as:

- Videos of classroom instruction, ensemble rehearsal, and/or studio teaching
- Examples of student work including exams, papers, compositions, arrangements, or video of student performance
- Student course evaluations\*

B. **Peer evaluation** should include at least two current recommendations by colleagues of equal or higher rank, one of which must be a colleague in the Department of Music. Chair's evaluations may be included in either category but are not mandatory. Peer evaluation may also include written recommendations by outside faculty and other professionals. When possible, recommendations should address collegiality.

II. **Evidence of planning and preparation** may include:

- Course materials, handouts, syllabi
- Sample exams, quizzes, assignments
- Submission of repertoire and/or library acquisition lists
- Unpublished books, articles, or monographs designed for pedagogical application in the curriculum
- Facilitation of guest artists or lecturers on campus
- Receipt of awards for meritorious teaching

III. **Efforts to improve instruction** may include:

- Attendance at teaching seminars or conferences and integration of teaching techniques, materials, and/or strategies into the instructional process.
- Course/syllabus revisions or innovations in teaching techniques
- Updates to course materials to incorporate current and diverse topics
- Receipt of internal or external grant for teaching enhancement

IV. **Supervision of students** in creative activity or **scholarship** on or off campus may include:

- Supervision of student recitals
- Supervision of independent studies, honors projects, or creative projects at any level
- Faculty sponsorship of student academic organizations
- Accompanying students in rehearsals or performance, or performing in ensembles with students

V. Evidence of **Student achievement** may include:

- Documentation of music or academic awards, honors or scholarships bestowed upon students of the faculty member within the university
- Documentation of students' acceptance into graduate programs
- Documentation of students' participation in workshops, festivals, research conferences
- Documentation of students' entry into professional positions
- Evidence of student achievement of defined outcomes (applied music competencies, proficiency exams, course outcomes, etc)

VI. Participation in **curriculum development** may include:

- Development of new courses and major revisions of existing courses approved at the department and college level
- Syllabus revisions to maintain currency in instruction approved at the department level
- Development of extracurricular programs to enhance student training and preparation.

\* Faculty handbook, page 80: The faculty member may not be compelled by unit criteria, committees, or individuals to submit student evaluation data as evidence of teaching effectiveness (Student Evaluation of Instruction Policy). The absence of such data may not be construed negatively.

**Performance levels**

**Outstanding:** To achieve a performance level of "outstanding," the candidate must demonstrate significant and sustained achievement in both subcategories of Category I (A-B) and four additional categories from II-VI.

**Superior:** To achieve a performance level of "superior," the candidate must demonstrate significant and sustained achievement in both subcategories of Category I and three additional categories from II-VI.

**Good:** To achieve a performance level of "good," the candidate must demonstrate significant and sustained achievement in both subcategories of Category I and two additional categories from II-VI.

**Unsatisfactory:** The candidate has not met the requirements for a ranking of "Good."

## **PROFESSIONAL GROWTH**

Faculty in the Department of Music demonstrate professional growth through scholarly activities that include research, scholarship, and creative endeavors which are oriented toward the academic programs of the Department and its collegially established goals and objectives.

**Creative activity:** the creation and/or performance of a tangible artistic or aesthetic product subject to judgment by public and peers via the mediums of performance, show, publication, display, or exhibit.\* (see introduction page) In general, performing faculty are expected to perform both on-campus and off-campus on a regular basis (not exclusively one or the other). Performing faculty may include a rationale in their dossier for their performance activities when they do not follow these expectations.

- I. Peer-reviewed or juried scholarly activities, publishing:**
  - Publication of books or articles in professional journals, magazines, or other print or digital media, either juried or refereed\* (see introduction page)
  - Completed scholarly works in review or press
- II. Peer-reviewed or juried activities, outside of publishing:**
  - Juried or invitational presentations of scholarly papers, research findings, or lectures, participation in panel discussions or presentations of lecture-recitals at international, national, regional, or state meetings of learned societies or professional organizations.
  - Invitational course, seminar, or workshop presentations
- III. Contributions to the field of music through adjudication or peer-review, including but not limited to:**
  - Serving as a peer reviewer or referee for publications within the discipline of music
  - Serving as an outside reviewer for a tenure candidate in music at another institution
  - Serving as an editor or jury member for scholarly publications within the discipline of music
  - Adjudicating music festivals, auditions, or competitions outside this institution
- IV. Contributions to the field of music through commissions, participation in professional organizations, or other activities, including but not limited to:**
  - Participation in commissions and/or consortiums for new works in the faculty member's discipline
  - Attendance at international, national, regional, or state conferences or conventions
  - Serving as an officer of a professional organization in the faculty member's discipline

- Other activities that raise the faculty member's profile in their discipline

**V. Professional Growth through study and scholarship**

- Advanced academic study through courses, seminars, or workshops in fields related to the discipline of the faculty member
- Individual professional study or coaching with a recognized expert in the field
- Receipt of internal or external grants to enhance research, creative activity, or expertise in the faculty member's field or in fields relating to the discipline

**VI. Peer-reviewed, juried, or invited creative activity, off campus or at a conference of an outside organization hosted at Southeast**

- Invited performance as a solo recitalist in an academic setting or on a series
- Invited performance as a soloist, accompanist, or member of an academic or professional chamber or large ensemble.
- Composition: performances of original works or arrangements on academic or professional concerts or series
- Recording musical works for commercial distribution or pedagogical purposes
- Performances accepted for radio broadcast (works performed or composed by faculty)

**VII. Invited coaching, directing, designing, or producing activities in an academic or professional setting outside this institution:**

- Coaching performers for presentation on the musical stage
- Designing presentations, shows, or entertainments
- Producing presentations, shows, or entertainments

**VIII. On-campus activities**

- Performance on faculty recitals, either solo or chamber music
- Conducting or performing in a chamber or large ensemble of a professional caliber in an academic or professional setting, which extends beyond the principal responsibilities of the faculty member to the institution.
- Receipt of institutional awards for creative activity
- Creation of, hosting or participation in on-campus seminars or workshops that contribute the faculty member's discipline or to a related field

### **Performance Levels**

**Outstanding:** To achieve a performance level of “outstanding,” the candidate must demonstrate significant and sustained achievement within four categories and must include “peer reviewed publications and/or juried performances off campus” as described above.

**Superior:** To achieve a performance level of "superior," the candidate must demonstrate significant and sustained achievement in three categories and must include “peer reviewed publications and/or juried performances off campus” as described above.

**Good:** To achieve a performance level of "good," the candidate must demonstrate significant and sustained achievement in two categories.

**Unsatisfactory:** The candidate has not met the requirements for a ranking of “Good.”

## **UNIVERSITY SERVICE**

The individual faculty member's contributions to the University and the community in time and talent should be considered when a review for promotion or tenure is in progress. While such activities may often fall outside the realm of "scholarly endeavor," such work remains an essential part of a faculty member's responsibilities in the Department of Music and should be acknowledged even when that service is compensated.

Special letters of support, solicited or unsolicited, from University faculty (other than Music Department faculty), community persons, or students may be submitted. Likewise, awards for faculty service may be included in this section.

- I. **Recruiting and Retention:** The candidate must demonstrate an ongoing and active commitment to and involvement in the recruitment and retention of students for the Department of Music. The granting of load credit for recruitment or retention activities does not preclude these activities from being considered for promotion or tenure purposes.

**Recruiting** may be demonstrated in the following ways:

- On-campus activities such as open houses, college fairs, and Show-Me Days
- Off-campus activities such as representing the department at All-State auditions or conferences
- School visits and clinics
- Hosting clinics or workshops on campus for high school students
- Calls and emails to prospective students or hosting individual students or groups on campus for visits
- Maintenance of social media pages for the faculty member's area

**Retention** may be demonstrated in the following ways:

- Tutoring and other academic support activities and interventions
- Active participation in progress reports through SupportNET
- Activities to support student wellness and health
- Fostering mentorship among students in the department

- II. **Committee Membership:** Committee service constitutes a vital service to the institution and empirical evidence of sustained work on departmental, college, University, or Faculty Senate committees will be deemed an asset in consideration for promotion.

**Evidence of committee membership** can be provided in the following ways:

- Letter from the chairperson of the committee defining the candidate's contributions to the committee.
- Documentation of committee membership in any form, including email

correspondence or documents that list committee members

- III. Assistance to the University through **Special Performance or Interdisciplinary Activities:** Assistance given by Department of Music faculty in concerts or other events on campus shall be considered an important contribution to the University and to the community.
- Performances which are part of official University functions, either by the faculty member or students supervised by the faculty member
  - Participation by providing expertise and supervision for activities in other University departments
- IV. **Administrative duties:**
- Management of funds, personnel, or academic programs within the department
  - Oversight of initiatives within the department such as recruiting hub, scholarship spreadsheet, recital tracking technology
  - Management of equipment within the Department of Music
- V. **Advising and Non-academic Student Organization Sponsorship:**
- Serving as academic advisor to music majors and minors
  - Serving as faculty sponsor or advisor to music sororities and fraternities
  - Serving as faculty advisor to student professional organizations or other student organizations, either within or outside the discipline of music
  - Completing master advising course or receipt of awards for excellence in advising
- VI. **Special Professionally-related Community Service:** Because the Department of Music plays an active role in training amateur musicians in the community, special service by faculty in local community performing organizations is desirable and may include, but are not limited to, the following:
- Active participation in a local church music program
  - Membership in local municipal band
  - Teaching in the Southeast Music Academy
  - Participation in summer programs in the Southeast region
  - Local speaking engagements or concerts intended for outreach in the Southeast region
- VII. **University Advancement:** the Department of Music supports the work of the University Advancement by connecting and networking with supporters, patrons, and alumni of the university.
- Providing entertainment for dinners or social functions
  - Assisting in fundraising efforts
  - Inviting alumni and/or donors to campus for University Advancement-sanctioned



events

- Involving or connecting with alumni in concert settings

### **Performance levels**

**Outstanding:** To achieve a performance level of "outstanding," the candidate must demonstrate significant and sustained achievement in any five or more service categories listed above, and must include recruiting and committee membership.

**Superior:** To achieve a performance level of "superior," the candidate must demonstrate significant and sustained achievement in any four or more service categories listed above, and must include recruiting and committee membership.

**Good:** To achieve a performance level of "good," the candidate must demonstrate significant and sustained achievement in any three categories listed above, one of which must be recruiting.

**Unsatisfactory:** The candidate has not met the requirements for a ranking of "Good."