

Conservatory Approved: 11/14/16  
College Tenure & Promotion Committee Approved: 08/21/2017  
Dean Approved: 10/09/2017  
University Tenure & Promotion & Sabbatical Leave Advisory Committee Approved: 02/16/2018  
Provost Approved: 03/10/2018

**CRITERIA for ACADEMIC RANK, TENURE and MERIT**  
**Assistant Professor, Associate Professor, Tenure,**  
**Professor, and Post-Professorial Merit**  
**THE CONSERVATORY OF THEATRE AND DANCE**

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**Notes to the Candidate**

- The Conservatory considers **the M.F.A.** to be distinct from but **equivalent to the Ph.D.**
- The Conservatory will carefully **balance qualitative** and **quantitative** measures in assessing the Candidate's promotion and tenure application.
- The Conservatory upholds guidelines recommended by the **National Association of Schools of Dance (NASD)** and the **National Association of Schools of Theatre (NAST)** that "**creative activity must be regarded as being equivalent to scholarly efforts and publication** when the institution has goals and objectives for the preparation of theatre professionals in practice-oriented specializations."
- The Conservatory considers the following as **acceptable means of assessing and evaluating creative activity**:
  - Regular evaluation by the Conservatory Chairperson;
  - Written peer evaluation by outside faculty and other professionals;
  - Written peer evaluation by Dance Coordinator and Conservatory or other Southeast colleagues;
  - Other written evaluations of work, including but not limited to qualified media reviews, unsolicited correspondence, and other less formal forms of documentation from trained professionals in the field;
  - Self-analysis.
- As a general principle, The Conservatory of Theatre & Dance considers **co-curricular assignments** (e.g., designing, shop supervision, acting, directing, dancing, choreographing, and so forth) distinct from but **equivalent to teaching assignments** with release time assigned as appropriate. However, to the extent that such **efforts extend past regular teaching loads, some portions** of this work may also be **considered as professional growth and scholarship or service** when carefully documented as such.

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- For promotion or merit increase, the Candidate must document a sustained record of accomplishments covering the majority of years in rank. The Record of Service details only the Candidate's accomplishments in current rank and since the last promotion.

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

- Teaching Effectiveness;
- Professional Growth and Scholarship;
- Service (Conservatory, College/University, Profession, and Community)

**Performance Levels:**

- Outstanding
- Superior
- Good
- Unacceptable

**Required Performance Level for Promotion and/or Tenure:**

- **Professor and Post-Professorial Merit:** A minimum of one rating of outstanding and two ratings of superior
- **Associate Professor and Tenure:** A minimum of one rating of outstanding and one superior (one of which must be in Teaching Effectiveness) and one rating of good
- **Assistant Professor:** A minimum of two ratings of superior (one of which must be in Teaching Effectiveness) and one rating of good

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## I. EVIDENCE OF TEACHING EFFECTIVENESS

**Teaching Effectiveness may be evidenced by careful documentation of . . .**

- 1. Effective planning and preparation** (e.g., classroom materials, lesson plans, syllabi, handouts, exams, electronic materials, computer and Internet-based materials, and so forth);
- 2. Success in the classroom** (e.g., peer reviews, video and audio recordings, any demonstrably valid evaluation instruments or techniques approved by the Conservatory);
- 3. Ongoing improvements in teaching** (e.g., course revisions, innovations in teaching techniques, faculty development clearly related to improved teaching effectiveness, expanded utilization of technology to enhance instruction, and so forth);
- 4. Successful supervision of students in curricular or co-curricular settings** (e.g., BFA projects, BFA reviews, dance proficiencies, independent studies, honors projects, Conservatory productions—Main Stage, Second Stage, Workshop, Showcase, and Master Classes—and so forth);
- 5. Successful supervision of students in extra-curricular settings** (e.g., interviews, auditions, graduate schools, professional internships, outside professional master classes, summer intensive programs, outside professional theatre and dance productions, conferences, and so forth);
- 6. Involvement in curriculum development** (e.g., development of new or revised courses/degree programs approved by COLA college Council, development of extracurricular programs that directly relate to student training, and so forth).

### **Performance Levels:**

- **Outstanding:**  
Well-documented quality accomplishments in at least five categories listed above – including Number 1.
- **Superior**  
Well-documented quality accomplishments in at least four categories listed above – including Number 1.
- **Good**  
Well-documented quality accomplishments in at least three categories listed above – including Number 1.

## II. EVIDENCE OF PROFESSIONAL GROWTH AND SCHOLARSHIP

**Professional Growth and Scholarship may be evidenced by careful documentation of . . .**

### **Category A: *Primary Artistic and Scholarly Contributions:***

1. Scholarship, research, and study leading to **pre-production planning and preparation/design, and rehearsal/construction** and culminating in a **theatre, dance, film, television, or other mass media production or performance** with **non-academic professional organization** (union or non-union affiliation with a regional, national, or international reputation) that is presented to the general public and/or juried or peer-reviewed;
2. Scholarship, research, and study leading to **pre-production planning and preparation/design, and rehearsal/construction** and culminating in a **theatre, dance, film, television, or other mass media production or performance** within **The Conservatory of Theatre and Dance** that is presented to the general public and/or juried or peer-reviewed;
3. Scholarship, research, and study leading to **pre-production planning and preparation/design, and rehearsal/construction** culminating in a **theatre, dance, film, television, or other mass media production or performance** in conjunction with **another department at Southeast Missouri State University** or **another accredited university or college** that is presented to the general public and/or juried or peer-reviewed;
4. **Published books** authored by the Candidate **within the disciplines of theatre, dance, film, or television**;
5. **Chapters or excerpts** from a published book **within the disciplines of theatre, dance, film, or television** authored by the Candidate—including the published use of the Candidate's creative materials for support (e.g., photographs, designs, performance videos, and so forth);
6. The Candidate's authorship of **journal or magazine articles within the disciplines of theatre, dance, film, or television**—including the published use of the Candidate's creative materials for support (e.g., photographs, designs, performance videos, and so forth);
7. The Candidate's **translation or editorship** of published books, chapters or excerpts within a published book, journal or magazine articles, or other publications **within the disciplines of theatre, dance, film, or television**;

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8. **Professional presentations** (e.g., lectures, seminars, workshops, readings, presentations of papers, consultations, and so forth) at **regional, national, or international theatre and dance conventions, forums or meetings**;
9. **Produced plays, musicals, screenplays, television scripts, or other produced written works** by the Candidate that is presented to the general public and/or juried or peer-reviewed.
10. The **recognition of the Candidate's scholarly or artistic achievements** by others in the theatre and dance disciplines (e.g., demonstrated by **offices held, honors, grants received (including those written for the benefit of The Conservatory)** or related **recognitions of merit**, and so forth).

**Category B: *Secondary Artistic and Scholarly Contributions:***

1. Scholarship, research, and study leading to **pre-production planning and preparation/design, and rehearsal/construction** culminating in a **theatre, dance, film, television, or other mass media** production with an **amateur or community organization** in which the faculty was a paid professional that is presented to the general public;
2. Scholarship, research, and study leading to **pre-production planning and preparation/design, and rehearsal/construction** culminating in a **theatre, dance, film, television, or other mass media** production with a **secondary or elementary school** in which the faculty was a paid professional that is presented to the general public.
3. **Professional presentations** (e.g., lectures, seminars, workshops, readings, presentations of papers, consultations, and so forth) at **state theatre and dance conventions, forums, or meetings**;
4. **Published books** authored by the Candidate and **related to the disciplines of theatre, dance, film, television, or the entertainment industry**;
5. The Candidate's authorship of **chapters or excerpts**—including the published use of the Candidate's creative materials for support (e.g., photographs, designs, performance videos, and so forth)—within a **published book** related to the disciplines of **theatre, dance, film, television, or the entertainment industry**;
6. The Candidate's authorship of **journal or magazine articles** —including the published use of the Candidate's creative materials for support (e.g., photographs, designs, performance videos, and so forth)—within a published book related to the disciplines of **theatre, dance, film, television, or the entertainment industry**;

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7. The Candidate's **translation or editorship** of published books, chapters or excerpts within a published book, journal or magazine articles, or other publications related to the disciplines of **theatre, dance, film, television, or the entertainment industry**;
8. **Additional travel** (exclusive of research, attendance, and participation in professional organizations or conferences) which contributes to professional growth as a scholar-teacher-artist;
9. **"In-Progress" and unpublished research and creative activities** that contribute to effectiveness as a faculty member;
10. **Advanced study** (e.g., private classes, high-level instruction, advanced seminars, advanced workshops, and so forth);

**Performance Levels:**

- **Outstanding:**  
Well-documented quality accomplishments in at least five categories listed above—at least four of which must come from Category A.
- **Superior**  
Well-documented quality accomplishments in at least four categories listed above—at least three of which must come from Category A.
- **Good**  
Well-documented quality accomplishments in at least three categories listed above—at least two of which must come from Category A.

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### **III. EVIDENCE OF SERVICE TO THE CONSERVATORY, UNIVERSITY, AND COMMUNITY**

**Service may be evidenced by careful documentation of . . .**

**Category A: *Conservatory and Professional Service:***

- 1. The Candidate's membership and active participation on **Conservatory committees** and in Conservatory **co-curricular activities** (in agreement with the requirement of Board policies and procedures);**
- 2. The Candidate's participation in Conservatory and University **recruitment** and **retention** activities;**
- 3. The Candidate's **administrative** or **supervisory responsibilities** with the Conservatory;**
- 4. The Candidate's **sponsorship of student organizations**;**
- 5. **Student advising** or **professional counseling** or both;**
- 6. **Work with alumni** (e.g., artistic endeavors using alumni talent, and so forth);**
- 7. **Fundraising** for scholarships, productions, special events, and so forth;**
- 8. **Other significant Conservatory service**;**
- 9. **Service to the Profession at large** (e.g., national, regional and state committees, commissions, task-forces, consulting, reviews, and so forth).**

**Category B: *College and University Service:***

- 1. Membership and active participation on **College** and **University committees**;**
- 2. Contributions to **interdisciplinary projects** or programs;**
- 3. Service to **other departments** and **divisions** of the University.**

**Category C: *Community Service:***

- 1. **Professional service to the community** (e.g., service on arts councils; advisory or consultancy work for community artists or arts organizations; theatre, dance, or teaching presentations, and so forth);**

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- 2. Service to area elementary and secondary schools** (e.g., advisory or consultancy work for schools, guest teaching, demonstrations, and so forth – distinct from recruiting visits).

**Performance Levels:**

- **Outstanding:**  
Well-documented quality accomplishments in at least five Category A listings (including #1), plus quality achievements in three listings drawn from categories B or C or both.
  
- **Superior**  
Well-documented quality accomplishments in at least four Category A listings (including #1), plus quality achievements in three listings drawn from categories B or C or both.
  
- **Good**  
Well-documented quality accomplishments in at least three Category A listings (including #1), plus achievements in three listings drawn from categories B or C or both.

**NOTE:** Additional accomplishments in Category A negate the requirements for achievements in Categories B and C.

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**CRITERIA for ACADEMIC RANK and MERIT  
Returning Non-Tenure Track (RNTT) Instructor  
THE CONSERVATORY OF THEATRE AND DANCE**

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**Notes to the Candidate**

- The Conservatory considers **the M.F.A.** to be distinct from but **equivalent to the Ph.D.**
- The Conservatory will carefully **balance qualitative** and **quantitative** measures in assessing the Candidate's promotion and tenure application.
- The Conservatory upholds guidelines recommended by the **National Association of Schools of Dance (NASD)** and the **National Association of Schools of Theatre (NAST)** that "**creative activity must be regarded as being equivalent to scholarly efforts and publication** when the institution has goals and objectives for the preparation of theatre professionals in practice-oriented specializations."
- The Conservatory considers the following as **acceptable means of assessing and evaluating creative activity**:
  - Regular evaluation by the Conservatory Chairperson;
  - Written peer evaluation by outside faculty and other professionals;
  - Written peer evaluation by Dance Coordinator and Conservatory or other Southeast colleagues;
  - Other written evaluations of work, including but not limited to qualified media reviews, unsolicited correspondence, and other less formal forms of documentation from trained professionals in the field;
  - Self-analysis.
- As a general principle, The Conservatory of Theatre & Dance considers **co-curricular assignments** (e.g., designing, shop supervision, acting, directing, dancing, choreographing, and so forth) distinct from but **equivalent to teaching assignments** with release time assigned as appropriate. However, to the extent that such **efforts extend past regular teaching loads, some portions** of this work may also be **considered as service** when carefully documented as such.
- For merit increase, the Candidate must document a sustained record of accomplishments covering the majority of years in rank. The Record of Service details only the Candidate's accomplishments since the last merit increase.

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**Areas to be considered for Returning Non-Tenure Track (RNTT) Merit:**

- Teaching Effectiveness;
- Service (Conservatory, College/University, Profession, and Community)

**Performance Levels:**

- Outstanding
- Superior
- Good
- Unacceptable

**Required Performance Level for Promotion and/or Tenure:**

- **Returning Non-Tenure Track (RNTT) Merit:** A minimum of rating of superior in Teaching Effectiveness and good in Service

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## I. EVIDENCE OF TEACHING EFFECTIVENESS

**Teaching Effectiveness may be evidenced by careful documentation of . . .**

- 1. Effective planning and preparation** (e.g., classroom materials, lesson plans, syllabi, handouts, exams, electronic materials, computer and Internet-based materials, and so forth);
- 2. Success in the classroom** (e.g., peer reviews, video and audio recordings, any demonstrably valid evaluation instruments or techniques approved by the Conservatory);
- 3. Ongoing improvements in teaching** (e.g., course revisions, innovations in teaching techniques, faculty development clearly related to improved teaching effectiveness, expanded utilization of technology to enhance instruction, and so forth);
- 4. Successful supervision of students in curricular or co-curricular settings** (e.g., BFA projects, BFA reviews, dance proficiencies, independent studies, honors projects, Conservatory productions—Main Stage, Second Stage, Workshop, Showcase, and Master Classes—and so forth);
- 5. Successful supervision of students in extra-curricular settings** (e.g., interviews, auditions, graduate schools, professional internships, outside professional master classes, summer intensive programs, outside professional theatre and dance productions, conferences, and so forth);
- 6. Involvement in curriculum development** (e.g., development of new or revised courses/degree programs approved by COLA college Council, development of extracurricular programs that directly relate to student training, and so forth).

### **Performance Levels:**

- **Outstanding:**  
Well-documented quality accomplishments in at least five categories listed above – including Number 1.
- **Superior**  
Well-documented quality accomplishments in at least four categories listed above – including Number 1.

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- **Good**  
Well-documented quality accomplishments in at least three categories listed above – including Number 1.

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## **II. EVIDENCE OF SERVICE TO THE CONSERVATORY, UNIVERSITY, AND COMMUNITY**

**Service may be evidenced by careful documentation of . . .**

### ***Category A: Conservatory and Professional Service:***

- 1. The Candidate's membership and active participation on **Conservatory committees** and in Conservatory **co-curricular activities** (in agreement with the requirement of Board policies and procedures);**
- 2. The Candidate's participation in Conservatory and University **recruitment** and **retention** activities;**
- 3. The Candidate's **administrative** or **supervisory responsibilities** with the Conservatory;**
- 4. The Candidate's **sponsorship of student organizations**;**
- 5. **Student advising** or **professional counseling** or both;**
- 6. **Work with alumni** (e.g., artistic endeavors using alumni talent, and so forth);**
- 7. **Fundraising** for scholarships, productions, special events, and so forth;**
- 8. **Other significant Conservatory service**;**
- 9. **Service to the Profession at large** (e.g., national, regional and state committees, commissions, task-forces, consulting, reviews, and so forth).**

### ***Category B: College and University Service:***

- 1. Membership and active participation on **College** and **University committees**;**
- 2. Contributions to **interdisciplinary projects** or programs;**
- 3. Service to **other departments** and **divisions** of the University.**

### ***Category C: Community Service:***

- 1. **Professional service to the community** (e.g., service on arts councils; advisory or consultancy work for community artists or arts organizations; theatre, dance, or teaching presentations, and so forth);**

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2. **Service to area elementary and secondary schools** (e.g., advisory or consultancy work for schools, guest teaching, demonstrations, and so forth – distinct from recruiting visits).

**Performance Levels:**

- **Outstanding:**  
Well-documented quality accomplishments in at least five Category A listings (including #1), plus quality achievements in three listings drawn from categories B or C or both.
- **Superior**  
Well-documented quality accomplishments in at least four Category A listings (including #1), plus quality achievements in three listings drawn from categories B or C or both.
- **Good**  
Well-documented quality accomplishments in at least three Category A listings (including #1), plus achievements in three listings drawn from categories B or C or both.

**NOTE:** Additional accomplishments in Category A negate the requirements for achievements in Categories B and C.