



Office of the Dean

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DATE: 8/20/2012

TO: William M. Sherman
Sr. Vice President, Provost and C.O.O.


FROM: Chand Midha
Dean

RE: Reappointment, Tenure and Promotion Guidelines and Criteria

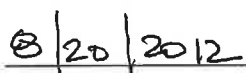
The attached guidelines have been approved by the faculty of the School of Dance, Theatre, and Arts Administration on 8/20/2012.

I have approved all attached guidelines and criteria.


If you concur, we ask that you also approve the guidelines and criteria.



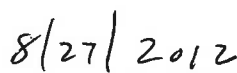
School Director or Faculty Representative




Date



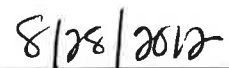
Dean



Date



Senior Vice President, Provost
and Chief Operating Officer



Date

Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in the School of Dance, Theatre and Art Administration

Introduction

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the Retention, Tenure and Promotion (RTP) of Bargaining Unit members, and should be referred to for such matters. This document serves to enumerate the minimum criteria for tenure/promotion relevant to the discipline(s) represented in the academic unit listed above. These criteria may include quantitative and/or qualitative measures, and meeting these minimum criteria does not guarantee a positive recommendation. Nothing contained in this document can conflict with the CBA or University rules.

1. Materials for the RTP file

Documentations of teaching, scholarly, creative and service accomplishments must be completed and included in the candidate's folder, prior to the start of the RTP process.

2. Annual Reappointment

Clear and specific measures of performance and indications of progress toward tenure:

- A. Non-tenured tenure-track faculty shall be evaluated in terms of teaching, research, and service. The Reappointment Committee shall conduct its review of the candidate with an emphasis on the candidate's progress toward Tenure.
- B. The Reappointment Committee's recommendation letters to the candidate and the Department Chair shall contain an explicit assessment of the candidate's strengths and weaknesses, if any. In the event of a perceived weakness, the Committee shall recommend a plan to give the candidate an opportunity to correct any deficiencies before the time of application for Tenure.
- C. It is the responsibility of a tenure-track candidate for Reappointment to provide evidence / document that he or she shall be able to meet the criteria for Tenure and Promotion to Associate Professor (if applicable) at the end of the probationary period.

Academic standards and expectations for tenure-track faculty:

Assistant Professor is the rank at which the probationary period culminating in tenure decisions begins (unless the faculty member was issued his/her initial appointment without tenure at the rank of Associate Professor or Professor). This rank is generally appropriate for those who have completed their formal education and/or achieved equivalent professional expertise in their respective areas of specialization. There must be

evidence / documentations of potential for growth in (a) teaching; (b) scholarship, performance, and/or other creative accomplishments in the field; and (c) professionally-oriented service and service to the University.

Formal Education: Possession of an earned terminal academic degree will be required for all persons appointed to the rank of Assistant Professor. Where appropriate, appointments may be made of candidates possessing relevant professional or other advanced degrees. Exceptions to this degree requirement may be made for those exhibiting extraordinary accomplishment in a highly recognized professional performing art field. Once this equivalency has been established through the initial hire process, the matter of equivalency shall no longer enter into subsequent promotion or tenure decisions.

1. Teaching:

Comprehensive and current knowledge of the field of study, thorough preparation, and evidence of the ability to teach effectively are requirements of all persons seeking reappointment at the rank of Assistant Professor. Following are some examples of the types of evidence that might be presented to document the quality of teaching expected at this level:

- a. positive evaluation by peers and students
- b. demonstrated ethical standard in regard to engagement with students, faculty, staff and effectiveness in identifying student problems and deficiencies, and resourcefulness in finding solutions
- c. evidence of adequate course preparation and organization, which may include syllabi, handouts, and other materials
- d. evidence of effective collaboration with colleagues on curriculum development and creative works.
- e. evidence of courses taken related to one's professional development, or advanced study with recognized specialists in one's field.

2. Scholarly/Creative/Performing Activity:

Because the School of SDTA recognizes its obligation to promote excellence in performance / production and to contribute to the growth of knowledge, all persons seeking reappointment at the rank of Assistant Professor must demonstrate commitment to and ability in scholarship, creative achievement, and/or performance. SDTA faculty must engage in a diversity of creative/scholarly activities. Some of these activities include but are not limited to:

- a. evidence of the "scholarship of teaching"
- b. publication in field-related journals
- c. active membership in related professional organizations
- d. attendance at related conferences at the area, state, regional, and/or national level
- e. participating as a panel member in programs of professional organizations
- f. new, unpublished compositions, performed locally and/or on campus
- g. performances of previously composed works both on and off campus
- h. demonstrated capability and willingness to conduct or to perform on campus as a soloist and/or in an ensemble with colleagues
- i. demonstrated performance ability of high quality, with evidence of continued artistic

growth and recognition

j. wide knowledge of the literature for one's area demonstrated through varied performance and production programs

k. favorable printed reviews by qualified critics

3. Service:

All persons seeking reappointment at the rank of Assistant Professor must be willing to assume responsibility for appropriate service to the program and School, the College and the University. Evidence of the quality of service normally expected at this level includes, but is not limited to, the following:

a. advising student organizations

b. recruiting, if applicable

c. membership on School, College or University committees

d. participating in School auditions, if applicable

e. working in various capacities with community groups

f. directing, membership in, or performance in performing arts organization and the profession

g. adjudicating contests or festivals

h. giving workshops at area high schools

3. Promotion to Associate Professor

A. Teaching. Teaching expectations are the same as for tenure.

B. Scholarly Research and Creative Accomplishment. Scholarly Research and Creative Accomplishment are the same as for tenure, except that documented scholarly research and creative accomplishments done elsewhere may be taken into consideration by the Promotion to Associate Professor Committee.

C. Service. Service expectations are the same as for tenure.

4. Indefinite Tenure

Candidates for indefinite tenure must provide evidence / documentation of teaching effectiveness, productive on-going research and active and engaged service.

A. Teaching.

A candidate for Indefinite Tenure shall have demonstrated a history of effective teaching as evidenced by the following:

1) Teaching and peer evaluations (student evaluations, written student comments if included, and peer, mentor or external evaluations of classes and course materials where applicable);

- 2) Teaching portfolio, which includes course syllabi, examples of student work, lecture handouts, and other instructional materials that help to organize and direct the learning environment;
- 3) Curricular development, where applicable;
- 4) Details of attendance and participation in conferences, courses and workshops on teaching, as applicable;
- 5) Innovations in pedagogy developed and introduced;
- 6) Evidence of student success; student graduations and employments.
- 7) Details of efforts to stay current in one's discipline;
- 8) Contribution of significant new knowledge to the course and/or subject matter through related personal and/or professional research;
- 9) Concern for and maintenance of a safe classroom environment;
- 10) Establishment of a learning environment that promotes advanced skills, scholarly and creative research, and collaboration to advance the academic program.
- 11) Effective coordination and leadership of an area / program, when applicable.

B. Scholarly Research and Creative Accomplishment.

1). The candidate should demonstrate substantial contributions in the candidate's area of discipline resulting in a minimum of eight (8) significant / substantive professional accomplishments (2 local, 3 regional and 3 national), beyond the assigned departmental credits, in the areas of research, creative activity and/or scholarly inquiry. The candidate's accomplishments must include work on the local, regional and national levels as identified by highly recognized national professional organizations.

2) For performance / production faculty, depending on the discipline and specialization involved, substantial creation, resulting in a minimum of eight (8) significant / substantive professional accomplishments (2 local, 3 regional and 3 national), beyond the assigned departmental credits, in production, interpretation and/or criticism of works of performing art are expected. Such activity may include exhibitions, performances, productions, awards, grants, scholarly and /or creative presentations, technology research and scholarly writings and publications. For dance faculty, outside restating, choreographing and or notation of dances are appropriate for consideration. The candidate's accomplishments must include work on the local, regional and national levels as identified by highly recognized national professional organizations.

3) For arts administration and history faculty, substantial works resulting in a

minimum of eight (8) significant / substantive professional (2 local, 3 regional and 3 national) accomplishments beyond the assigned departmental credits; these may include refereed journal articles, refereed conference papers and proceedings, books, reviews, book chapters, lectures, seminars in professional conferences, creative programming, and awarded external research grants, and papers presented at professional meetings or conferences, design of academic or professional computer programs or software, and professional paid consultancies report and analysis within and without the university. The candidate's accomplishments must include work on the local, regional and national levels as identified by highly recognized national professional organizations.

4) For design / technology faculty, substantial design work resulting in a minimum of eight (8) significant / substantive professional accomplishments (2 local, 3 regional and 3 national), beyond the assigned departmental credits; these may include consultation, design research, productions, awards, grants, lectures, design articles, books, affiliation in national professional unions, multi-media technology research, publication, presentations and professional consulting. The candidate's accomplishments must include work on the local, regional and national levels as identified by highly recognized national professional organizations.

5) In evaluating a faculty member's documentations of research, creative activity and scholarly inquiry, attention will be directed to overall professional quality and significance to the field. The evaluation of this body of scholarly research and creative accomplishment shall include such things as: the quality of the work over time; the quality of the outlets; and evidence of progression in thought, scholarship, artistic and technological methodology and analysis.

6) Tenure relates to the potential for and promise of future achievement and recognition based on performance and accomplishment exhibited during the review period.

C. Service. Candidates should demonstrate active engagement with colleagues within the program, School and College in the area of service. Such engagement may be evidenced by active contributions to program, school and college committees and professional activities within the School and College as well as professional activities at local, regional and national levels. Also included are participation in a leadership role in the nonprofit sector and professional organizations and serving on advisory boards within/without the university community. Faculty members are encouraged to show commitment to the community betterment and discipline related service at the local, regional and national level.

5. Promotion to Professor

Clear and specific minimum criteria that a candidate must meet to be recommended for promotion to Professor:

A candidate for promotion to Professor will have already demonstrated competence in teaching and research by attaining the rank of Associate Professor. It is therefore expected that the candidate must also demonstrate leadership in teaching, research and service. The Promotion to Professor Committee shall consider the candidate's leadership role in each of these areas in the context of the candidate's entire career, and may place a different emphasis on each area for different candidates. The candidate's accomplishments must include work on the local, regional and national levels as identified by highly recognized national professional organizations.

A. Teaching. In addition to teaching effectiveness, candidates should also demonstrate leadership in teaching. Such leadership may be evidenced by effective curricular development, innovations in pedagogy and evidence of student success, or other appropriate activities.

B. Scholarly Research and Creative Accomplishment.

1) Candidates must demonstrate leadership in research, as evidenced by on-going research with visibility outside The University of Akron. The candidate should demonstrate substantial and sustained contributions resulting in a minimum of twelve (12) significant / substantive professional accomplishments since tenure (4 local, 4 regional and 4 national), beyond the assigned departmental credits, in the areas of scholarly and creative research. The candidate's accomplishments must include work on the local, regional and national levels as identified by highly recognized national professional organizations.

2) For performance / production faculty, depending on the discipline and specialization involved, substantial creation resulting in a minimum of twelve (12) significant / substantive professional accomplishments since tenure (4 local, 4 regional and 4 national), beyond the assigned departmental credits, beyond the assigned departmental credits, in production, interpretation and criticism of works are expected. Such activity may include exhibitions, performances, productions, awards, grants, commissions, presentations, multi-media publication, technology research, scholarly writings and publication. For dance faculty, outside professional restating, choreographing and or notation of dances are appropriate for consideration. The candidate's accomplishments must include work on the local, regional and national levels as identified by highly recognized national professional organizations.

3) For arts administration and history faculty, substantial works, such as, minimum of twelve (12) significant / substantive professional accomplishments since tenure (4 local, 4 regional and 4 national), beyond the assigned departmental credits; these may include refereed journal articles, refereed conference papers and proceedings, books, reviews, book chapters, lectures, seminars in professional conferences, creative programming, and awarded external research grants, and papers presented at professional meetings or conferences, design of academic or professional computer programs or software, and professional paid consultancies report and analysis within and without the

university. The candidate's accomplishments must include work on the local, regional and national levels as identified by highly recognized national professional organizations.

4) For design faculty, substantial design work resulting in a minimum of twelve (12) significant / substantive professional accomplishments since tenure (4 local, 4 regional and 4 national), beyond the assigned departmental credits; these may include consultation, design research, productions, awards, grants, lectures, design articles, books, affiliation in national professional unions, multi-media technology research, publication, presentations and professional consulting. The candidate's accomplishments must include work on the local, regional and national levels as identified by highly recognized national professional organizations.

5) In evaluating a faculty member's research, creative activity, or scholarly inquiry, attention will be directed to overall quality and significance to the field as judged by RTP professional colleagues on and off campus. The evaluation of this body of scholarly research and creative accomplishment shall include such things as: the quality of the work over time; the quality of the outlets; and evidence of progression in thought, method, design, and/or analysis and professional consulting. The candidate's accomplishments must include work on the local, regional and national levels as identified by highly recognized national professional organizations.

C. Service.

Candidates should demonstrate leadership within the School, College and University in the area of service. Such leadership may be evidenced by, for example, the chairing of school or college committees and professional activities within the School, College and University as well as professional activities at local, regional and national levels. Also included is participation in a leadership role in the nonprofit sector and professional organizations and serving on advisory boards within/without the university community. Faculty members are encouraged to show commitment to the community betterment and discipline related service at the local, regional and national level.

6. Supplemental Guidelines

Supplemental academic unit guidelines that do not contradict the CBA should be listed in this section:

1. The minutes of the RTP deliberations must be forwarded with the RTP recommendation to the school director.
2. All deliberations relating to candidates being reviewed for retention, tenure or promotion will be kept in the strictest professional confidence by the RTP chair and committee members.

7. Materials for External Review

Specific materials that are to be sent to external reviewers for tenure and promotion cases and the bases by which these materials are assessed:

1. Materials sent to external reviewers shall include the candidate's curriculum vita, the candidate's narrative statement of teaching, research and service and documentation of teaching, research and service.
2. External reviewers shall be instructed to review the candidate based upon the criteria outlined in this document, as appropriate to the candidate's request for tenure and/or promotion.

Approved by the faculty of the School of Dance, Theatre and Art Administration.

Date: August 20, 2012

Attachments:

APPENDIX A: FORMAT FOR VITA

The candidate's current vita should be typed and have the following information in the order indicated:

1. Candidate's Name

2. Educational background

List all degrees, schools granting the degree, and year received.

3. Additional training and/or professional development

4. Professional experience

Begin with current position and list all professional work experience appropriate to the academic appointment in reverse order.

5. Publications

List all published works with appropriate citations (including pagination where appropriate). Also indicate whether the publication was referred or whether it was an invited publication.

6. Public presentations

List all professional presentations given at professional conferences

7. Creative activities

List all creative activities, with dates and locations. State whether the activity was juried and whether it was local, regional, or national in scope.

8. Membership in professional societies

List all such memberships that are relevant to your professional development

9. University service

List all committee memberships in the SDTA, College and the University, complete with years of service and any special work assignment (such as committee chair).

10. Honors and awards

List any special honors or awards not mentioned in any other part of the vita. These may include honors received on campus, in the community, or through professional associations.

11. Any additional material. List any additional information helpful in appreciating your professional accomplishments.

12. Documentations of teaching, scholarly, creative and service accomplishments must be included in the candidate's folder, prior to the start of the RTP process.

APPENDIX B: PRESENTER LETTER FORMAT

Paragraph One

Date of Committee meeting
Nature of deliberation (to consider reappointment, tenure, or promotion)
General assessment of positive and negative qualities

Paragraph Two

Teaching
Analysis and interpretation of student evaluations for all relevant semesters
Summary of findings from peer observations
Additional findings from study of submitted material, discussion with peers, and discussion with current and former students

Paragraph Three

Research/Creative/Performing Activities
Evaluation of extent and significance (local, regional, national)

Paragraph Four

Service
Evaluation of importance to School, College, and/or University

Paragraph Five

Committee recommendation (precise vote to be listed)
Concluding remarks, with specific reasons for support or denial, and suggestions for improvement if the vote not be in the candidate's favor

Signature: "For the Committee"

(Chair's signature and rank)

Initials of all members of the Committee with the statement:

"I agree that these statements are an accurate -----inaccurate -----reflection of the discussion considering this candidate's request and not necessarily my vote for the candidate."

The minutes of the RTP deliberations must be forwarded with the RTP recommendation to the school director.

Approved by the faculty of the School of Dance, Theatre and Art Administration.
Date: August 20, 2012