



Office of the Dean

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DATE: April 11, 2012

TO: W. Michael Sherman
Senior Vice President, Provost and Chief Operating Officer

FROM: Chand Midha
Dean

SUBJECT: Reappointment, Tenure, and Promotion Guidelines and Criteria

The attached guidelines have been approved by the faculty of the School of Music on April 6, 2012.

I have approved all attached guidelines and criteria.

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



Department Chair or Faculty Representative



Date



Dean, Buchtel College of Arts and Sciences



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 Music

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

Specific materials, other than those already specified in the CBA, that are to be included in the candidate's RTP file.

N/A

2. Annual Reappointment

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

Assistant Professor: Standards and Expectations

Assistant Professor is the rank at which the probationary period culminating in a tenure decision 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 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 normally 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 musical field. Once this equivalency has been established through the initial hire process, the matter of equivalency shall no longer enter into any subsequent promotion or tenure decision.

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 appointed to 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 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 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 Music recognizes its obligation to promote excellence in musical performance and to contribute to the growth of musical knowledge, all persons appointed to the rank of Assistant Professor must demonstrate commitment to and ability in musical scholarship, creative achievement, and/or performance. Music faculty 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/conducting ability of high quality, with evidence of continued artistic growth and local recognition
 - j. wide knowledge of the literature for one's instrument/voice/ensemble, demonstrated through varied recital and concert programs
 - k. favorable printed reviews by qualified critics
3. Service: All persons appointed to the rank of Assistant Professor must be willing to assume responsibility for appropriate service to the School of Music, 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 of Music auditions, if applicable
 - e. working in various capacities with community groups

- f. directing, membership in, or performance with a church choir or other community musical group or organization
- g. adjudicating music contests or festivals
- h. giving clinics, recitals or workshops at area high schools

3. Promotion to Associate Professor/Indefinite Tenure

Associate Professor/Indefinite Tenure: Standards and Expectations

A faculty member may request promotion in rank after at least two years at his/her current rank. The award of tenure and promotion to a higher rank may occur at the same time, provided the guidelines are followed. A person at the rank of Assistant Professor who is standing for tenure must be considered for promotion to the rank of Associate Professor.

Above and beyond the requirements for Assistant Professor, persons requesting the rank of Associate Professor will have demonstrated a high level of teaching at both the undergraduate and graduate levels; will show evidence of emerging professional recognition on a regional level in their respective areas of specialization; and will have made substantial service contributions to the School, the College and/or the University.

1. **Teaching:** Faculty at the rank of Associate Professor with tenure will have established a record of continued and sustained excellence as a teacher through exemplary fulfillment of all teaching obligations, a demonstrated ability to organize and communicate the subject matter effectively, and maintained an up-to-date knowledge of the subject. In addition, faculty at this rank will have demonstrated a mastery of at least one graduate subject. Following are 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 at the undergraduate and graduate levels
 - b. effective use of teaching supplements, such as guest lecturers, field trips, and newer technologies
 - c. presentations in one's specialty area to groups within the University, outside of the School of Music
 - d. development and use of new methodologies or educational concepts, innovative instructional techniques, and/or original text materials
 - e. development and teaching of new courses
 - f. guest lectures at other institutions within the state or region
 - g. receipt of awards for teaching excellence
 - h. direction of theses/graduate recitals

2. Scholarly/Creative/Performing Activity: To attain the rank of Associate Professor with tenure, faculty will have a record of significant scholarly, creative, and/or performance contributions to the field. These contributions will have been recognized as significant beyond the University community as judged by fellow scholars or professionals. Music faculty engage in diverse creative/scholarly activities. Some of these activities include but are not limited to:
- a. evidence of the “scholarship of teaching”
 - b. participation in programs at professional conferences at the local, state, and/or regional level – as lecturer, moderator, or through performance of one’s compositions.
 - c. performance of one’s compositions at other educational or cultural institutions within the state or region.
 - d. publication of research in regionally-recognized journals and proceedings of professional societies (refereed works are considered to be of higher importance/impact than non-refereed works)
 - e. authorship of book chapters
 - f. outside citation or other recognition of research activities
 - g. publication of original compositions
 - h. manuscript reviews for commercial publishers
 - i. awards of grants, commissions, or prizes
 - j. conducting workshops or coaching in high school music programs for music educators
 - k. performance activities such as:
 - i. continued on-campus solo and ensemble recitals demonstrating a thorough technical mastery and mature musical understanding
 - ii. continued addition of new repertory
 - iii. solo and ensemble performances on programs at state or regional meetings of professional societies
 - iv. performance as conductor, soloist, or as a member of an ensemble at other institutions in the state or region
 - v. holding a seat in a professional orchestra, or holding a post as conductor of such an ensemble at other educational or cultural institutions in the state or region
 - vi. favorable printed reviews in newspapers within the state or regional
 - vii. awards, prizes, or honors earned in performance or conducting
 - viii. research grants applied for and/or granted in the field of conducting, performance, and/or performance practice
 - ix. presentation of concerts, recitals, or workshops in high school music programs
3. Service: To attain the rank of Associate Professor with tenure, faculty will have provided evidence of continued service to the School, and/or the College and the University. Evidence of community service and activity in professional organizations related to one’s area of specialization is also desirable. However, it

should be understood that service activities of any nature will not be a substitute for excellence in teaching and scholarly, creative or performing activity as described above. It is further recognized that the nature of service activities may vary, depending on the area of one's specialization, ancillary skills, and interests. Evidence of the quality of service expected at this level include, but is not limited to:

- a. effective student advising
- b. recruiting effectively, if applicable
- c. membership and chairmanship of School, College, or University committees
- d. participating in School auditions, if applicable
- e. organization of research conferences, festivals, and workshops
- f. serving as a Coordinator of any of the areas of the School or as a Section Chair
- g. participation in evaluations by accreditation associations
- h. acting as a consultant in one's area of specialization in a way that will advance the mission/reputation of the School and/or University

4. Promotion to Professor

Professor: Standards and Expectations

Professor is the most senior of the standard professional ranks. Above and beyond the requirements for Associate Professor, persons holding this rank will have demonstrated the highest level of teaching at both the undergraduate and graduate levels, which may include the direction of theses/graduate recitals; will have achieved national recognition as respected pedagogues, scholars, composers, or performers in their respective areas of specialization; and will have made contributions of the highest order to the School, the College and/or the University.

1. **Teaching:** Faculty at the rank of Professor will have established a record of superior accomplishment as a teacher, and have achieved and maintained graduate faculty status. Following are some examples of the kinds of evidence that may be presented to document the quality of teaching expected at this level:
 - a. strong valuation by peers and students at the undergraduate and graduate levels
 - b. invited guest lectures/clinics at other colleges and universities beyond the state or region
 - c. publication of new teaching methodologies or other pedagogical material
 - d. receipt of awards for teaching excellence
 - e. direction of theses/graduate recitals
 - f. outstanding performances by former students in their professional endeavors, attainment of leadership positions in teaching or in graduate study

2. Scholarly/Creative/Performing Activity: Faculty at the rank of Professor will have sustained a record of superior scholarly, creative, and/or performing contributions to the field. Moreover, recognition of these contributions will normally be national in scope. Music faculty engage in a diversity of creative/scholarly activities. Some of these activities include:
 - a. evidence of the “scholarship of teaching” at the highest level
 - b. continued participation in programs at professional conferences at the local, state, regional, and national level
 - c. an extensive record of performances of one’s compositions at other institutions, educational and/or cultural, beyond the state or region
 - d. continued composition and/or publication of original compositions
 - e. inclusion of one’s compositions on a commercial recording
 - f. public broadcast of one’s compositions
 - g. reviewing and/or editing journals in the field
 - h. publication of articles in nationally-recognized journals within the field (note if refereed)
 - i. authoring or co-authoring a textbook, manual, or chapters of a book in one’s area of specialization
 - j. receipt of fellowships, grants, commissions, or editorships of nationally-recognized journals
 - k. service on scholarly press editorial or advisory boards
 - l. performance activities such as:
 - i. continued on-campus recitals demonstrating thorough technical mastery and mature musical understanding
 - ii. continued addition of new repertory
 - iii. innovative performances, including premiere performances and new ensemble combinations
 - iv. solo and/or ensemble performances at colleges or universities beyond the region
 - v. performances on programs of professional society conferences
 - vi. performances at major national and/or international festivals
 - vii. holding principal or associate principal chairs in professional orchestras or other professional performing groups, or holding a post as a conductor of such an ensemble
 - viii. awards, prizes, or other recognition in major national and/or international competitions
 - ix. performances with nationally-recognized performing organizations
 - x. outstanding printed reviews
 - xi. commercial recordings of solo and/or ensemble performances
3. Service: Faculty at the rank of Professor will have provided evidence of outstanding and continued service to the School, and/or the College and the University. The nature of such service should suggest that the person is regarded by faculty and administration as a leader among his/her peers, capable of making

responsible policy decisions, and playing a significant role in the School, College, and University matters. However, it should be understood that service activities of any nature will not be substituted for excellence in teaching and scholarly, creative, or performance activity as described above. It is further recognized that the nature of service activities may vary, depending on the area of one's specialization, ancillary skills, and interests. Evidence of the quality of service expected at this level may include, but is not limited to, the following:

- a. service on major standing committees or other bodies within the School, College and/or the University, as a member or chair
- b. leadership roles in major School of Music undertakings
- c. offices held or official functions performed in regional, state, and/or national professional organizations
- d. recruiting, if applicable, resulting in the development of an outstanding studio
- e. activity with local or state organizations, agencies, councils, or advisory boards

5 . Materials for External Review

EXTERNAL REVIEW PROCEDURES

The selected external reviewers will be provided with a copy of the School's criteria, standards for RTP as appropriate for the action requested, and a copy of the candidate's vita and some samples of their work.

The form of the external reviewer's evaluation letter should address all three specific areas separately so that the Committee has a clear understanding of the reviewer's knowledge of the candidate's work in those areas.

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 or 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 School of Music, the College of Creative and Professional Arts, 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.

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 not to be revealed)

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 reflection of the discussion considering this candidate's request and not necessarily my vote for the candidate."