

**SCHOOL OF MUSIC / COLLEGE OF FINE
ARTS PROMOTION AND TENURE
GUIDELINES**

~~~~~ **College of Fine Arts Content** ~~~~~

Revised Spring 2013

It is understood that all College and School guidelines will adhere to *Ohio University Faculty Handbook* Section C, the University's Promotion and Tenure Procedures and Regulations.

**I. SCHOOL COMMITTEES**

By the end of the spring semester, all academic units in the College of Fine Arts will review and approve their own Promotion and Tenure Guidelines and Committee(s) for the following year. Guidelines and procedures for establishing these committees must be approved by each school faculty and be on file in the Office of the Dean. The document will specify the composition of the committee(s), the term of membership, and the method of choosing a chair. Academic units are charged with evaluating all candidates for promotion as well as reviewing the progress toward tenure of all tenure-track faculty annually. At the midpoint of the probationary period for each probationary faculty member, the committee(s) will conduct a comprehensive evaluation of the achievements in teaching, scholarly and/or creative research and service to determine the status of the progress toward tenure and promotion.

Committees shall evaluate each candidate for Promotion and/or Tenure based on established criteria in each of the three areas of consideration: teaching, scholarly and/or creative research and service and submit a report of the assessment, including any statements of minority opinions.

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FORMULATING THE SCHOOL OF MUSIC COMMITTEE

The Promotion and Tenure Committee will comprise five (5) tenured, full-time Associate Professors or Professors elected by the faculty no later than last day of classes spring semester each year. If there is an Instructional Faculty candidate for promotion or progress toward promotion review, an eligible Instructional Faculty member (Associate Professor or Professor of Instruction) will be elected to serve on the Promotion/Tenure Committee in an advisory capacity for the Instructional Faculty member(s). The new Committee will meet and elect a chair by the end of spring semester. The Director and Associate Director will not serve on the Promotion and Tenure Committee. The committee will include faculty representation by area as follows:

- Academic Studies One (1) member
- Performance Two (2) members
- Professional Studies One (1) member
- At Large One (1) member
- Instructional Faculty One (1) member (as needed)

The term of service will be three (3) years. In the event that a member of the Promotion/Tenure Committee is unable to complete his/her term, new elections will be held to replace that member. The new member will serve a full term retroactive to the beginning of that academic year. No

member may succeed him/herself before three (3) years have intervened. In the event that fewer than two faculty are eligible for election in an area, that committee position will change to an at-large position for the three-year term, after which that position will return to its intended area

SCHOOL OF MUSIC PROCEDURES

All matters relating to promotion and tenure will be confidential.

By the end of each spring semester, the Director of the School of Music will provide the Promotion and Tenure Committee with a list of faculty members to be reviewed, the type of review to be conducted (i.e. tenure, promotion, progress toward tenure, progress toward promotion, or midpoint review), and the deadlines for completion of these reviews. The Director will also notify in writing all candidates undergoing a midpoint review, all candidates undergoing a tenure review, and all candidates eligible for promotion.

Progress Toward Promotion and Tenure:

The Promotion and Tenure Committee will conduct an annual Progress Toward Promotion and Tenure evaluation for each probationary Tenure Track and Instructional faculty member. First-year faculty will receive their first Progress Toward Promotion and Tenure report in their second year of employment, covering their first three semesters of teaching. If granted credit towards tenure in the contract, the first-year faculty member will receive a Director's evaluation and Progress Toward Promotion and Tenure evaluation in the first year. The evaluation should be based upon the entire calendar year's activities, including activities and documentation from the previous institution or position. The evaluation will be based primarily upon the faculty member's Faculty Annual Report and two evaluation letters. These letters are typically written by the candidate's division chair and area coordinator, or the Associate Director when the candidate is a division chair or area coordinator. Under some circumstances though and in consultation with the SOM Director, the P and T Committee may instead designate that one of the letters be written by tenured or promoted faculty with the most appropriate expertise or knowledge in the professional, applied, or academic area of the candidate. At least one of the two letters will include a report on a minimum of one observation of the candidate's teaching. The Chair of the Promotion and Tenure Committee will solicit these evaluation letters, as specified in section VII.B. of the Faculty Annual Review (FAR) Guidelines and Procedures document governing annual merit evaluation. The director's evaluation and the committee's Progress Toward Promotion and Tenure report for the faculty member from the previous year will be provided to the committee for reference. The committee will submit its Progress Toward Promotion and Tenure report directly to the faculty member, with a copy given to the director. The Director will set the deadlines for this process according to university-mandated requirements.

Midpoint Review:

The Midpoint Review is both an annual Progress Toward Promotion and Tenure report, plus an examination of all previous evaluation letters from appropriate division chair(s) and area coordinator(s). It may also encompass an examination of previous Faculty Annual Reports held on file. Additional documentation will not be required of the candidate. The Chair of the Promotion and Tenure Committee will solicit letters, as specified in section VII.B. of the *Faculty Annual Review (FAR) Guidelines and Procedures* document governing annual merit evaluation. The committee will submit its Midpoint Review/Progress Toward Promotion and Tenure report directly to the faculty member, with a copy given to the director. Deadlines will be identical to the annual Progress Toward Tenure process.

Consideration of Promotion:

Faculty members eligible for promotion may request a Consideration of Promotion evaluation in a written statement to the chairperson of the Promotion and Tenure Committee, before the deadline announced in writing by the Director. This evaluation, covering the years since the last promotion, is based primarily on a review of director evaluation letters, but may also encompass an examination of previous Faculty Annual Reports held on file. Additional documentation will not be required of the candidate. The committee will report to the Director of the School of Music, who will then submit a formal letter to the candidate by the date set forth in the Faculty Handbook. Other deadlines will be identical to the annual Progress Toward Tenure process.

Promotion and Tenure:

The Promotion and Tenure Committee will conduct a review of all candidates for tenure and all candidates eligible for promotion who notify the committee of their intention to seek promotion that year. Promotion and Tenure considerations will follow the schedule as listed in the Faculty Handbook unless otherwise specified in the initial contract.

It is the sole responsibility of the faculty member to format their dossier according to school and college guidelines. The faculty member may solicit the assistance of senior faculty.

In determining who will be considered, the Director will refer to the Faculty Handbook, the College of Fine Arts minimum criteria for promotion and tenure, and the faculty member's initial contract. A faculty member may be considered for early promotion and tenure only in exceptional cases and upon recommendation of the Division Chair or Area Coordinator.

The committee will decide each case on the basis of the information contained in the dossier, supporting materials submitted by the candidate, letters of evaluation, student evaluations, annual Director evaluations, and Progress Toward Tenure (Tenure Track Faculty) or Progress Toward Promotion (Instructional Faculty) letters. The committee may also request reports or information contained in the candidate's faculty file in the director's office.

Current student feedback will be solicited via survey and distributed and collected by members of the Promotion and Tenure Committee. Copies of any survey instrument used in the collection of data from students will be furnished to the candidate.

As a part of the Promotion or Tenure procedure, the candidate may be invited to appear in support of his/her promotion and tenure before the Promotion and Tenure Committee prior to the vote on his/her candidacy. All candidates will be informed in advance of areas to be discussed.

The Director will notify the candidate about his/her candidacy according to the procedures outlined by the Provost. The faculty member will receive a copy of the committee's letter to the Director regarding his/her candidacy.

Grievance Procedures

Should the faculty member feel a need for redress, he/she may appeal to the Promotion and Tenure Committee (through its chairperson) for reconsideration by the committee. After such

reconsideration, a written statement concerning the decision will be supplied to the faculty member by the Director of the School of Music. If the faculty member desires further hearing, the procedures outlined in the Faculty Handbook will be followed.

College of Fine Arts Content

II. COLLEGE COMMITTEE

The College Committee on Promotion and Tenure will be composed of a tenured representative from each school within the College of Fine Arts.

All members must be elected or appointed by the end of the spring semester for service during the following academic year. The committee will elect its own chair.

When the committee has not reached a unanimous vote on a candidate, the evaluative statement must include a discussion of the reasons for divergent opinions.

III. PROMOTION AND TENURE CRITERIA

A. Group I Faculty

The faculty of the College of Fine Arts are devoted to the training and development of professional artists, educators and scholars in visual art, dance, film, interdisciplinary arts, music and theater. The College regards the quality of teaching, research, creative accomplishments, and service to be vital. The integration and balance among these three areas are determined by each faculty member in accordance with the respective school promotion and tenure guidelines.

Criteria for Promotion and Tenure

It is expected that faculty members will achieve tenure and advance in rank through attainment of skills, experience, and an increasing level of effectiveness, responsibility, and professional recognition. Length of service alone will not be the criterion for promotion or tenure.

Factors important to the College of Fine Arts are high quality teaching, achievement in professional activities, conscientious service and record of collegial responsibility. A pattern of achievement and productivity in these areas is expected along with demonstrable excellence as educators and professionals.

Quality of Teaching

The College is dedicated to maintaining high quality teaching effectiveness. Faculty are responsible for communicating rigorous and artistic discipline-specific standards, fostering critical thinking and research skills, developing an ability to communicate, and leading students to a mastery of the subject matter. This is achieved not only through effective teaching and advising, but also by setting a professional example in creativity, performance, exhibition activity or scholarship as appropriate to the discipline.

In the College of Fine Arts, a great deal of teaching extends beyond the classroom and may include the supervision of theses, projects, productions and guiding students to professional careers. Therefore the evaluation of teaching will include such activities as advising and supervision, quality of critiques, rehearsals and workshops.

Quality of Creative and Scholarly Research

Creative, scholarly and interpretive contributions in the arts are equally valued and weighed. Accomplishments are expected to be of high quality and professionally significant. Contributions may include: new works of art; choreographed, musical or theatrical performance; scholarly publications; preparation of and participation in exhibitions; commissioned and professional work; other artistic and scholarly achievements. Continued artistic or scholarly contributions must be evident.

Quality of Service to the University, Society and the Profession

There should be evidence of contributions to departmental, college, university committees and programs and to the public through the extension of specialized knowledge and service to local, state and national organizations.

Promotion & Tenure from Assistant Professor to Associate Professor

University policy as stated in the Faculty Handbook (Section II.E.4) mandates that all awards of tenure and all promotions in rank must originate in a positive recommendation by the appropriate School Faculty Committee. Candidates for tenure who hold the rank of Assistant Professor will be reviewed simultaneously for tenure and promotion to the rank of Associate Professor. Early tenure and/or promotion decisions may be considered for a candidate whose productivity and achievement are exceptionally meritorious (Faculty Handbook, Section II.C.6.c).

Important to the College of Fine Arts are high quality teaching, a demonstration of professional achievement, including regional and increasing national prominence in professional activities, conscientious service and record of collegial responsibility. A pattern of achievement and productivity in these areas is expected along with demonstrable excellence as educators and professionals.

Promotion from Associate Professor to Professor

The minimum criteria for promotion from Associate Professor to Professor are a distinctive and sustained level of productivity and achievement in teaching, professional activity, and service. There should be clear evidence of a national professional profile and professional activity. Minimum time in rank as an Associate Professor before being considered for promotion is five (5) years.

The College sets down general guidelines for all schools in the College with awareness that each school has developed discipline specific criteria for promotion and tenure.

B. Group II Faculty*

The College of Fine Arts at Ohio University expects its Group-II faculty to contribute to its mission of supporting a program of national prominence in the training of studio artists, designers, and scholars through effective teaching, student advising, and participation in relevant administrative service. In evaluating Group-II faculty for promotion, the College of Fine Arts expects demonstrable achievement in student learning and excellence in teaching.

[*School of Music Note: In F2019 the term “Instructional Faculty” replaces “Group II Faculty”]

The relevant guidelines governing the promotion assessment of Group-I faculty will be applied to Group-II faculty. Thus, the normative criteria covering Group II *teaching* and *service* directly mirror those of the teaching and service criteria for Group-I faculty (section III A in the College of Fine Arts Promotion and Tenure Guidelines). Professional service and shared governance expectations may also be evaluated depending upon the specific job duties outlined in the letter of appointment. (i.e., 80:0:20 vs. 100:0:0; cf. Faculty Handbook II.C.3.b).

Timeline

The deadlines for tasks associated with promotion of Group-II faculty will be the same as the deadlines published annually for the promotion of Group-I faculty.

Preparing the Dossier

The construction of the dossier will parallel that submitted by Group-I faculty seeking promotion (see School Guidelines for Dossier Preparation), but with an emphasis on teaching and service and with the modifications below.

The candidate is responsible for preparing and arranging all sections of the dossier with the exception of Section IIIA Creative and Scholarly Activity. *External* letters of reference will not be accepted for Group-II faculty promotion. However, at least two (no more than three) *internal* letters must be provided in this section from faculty who have conducted some form of comprehensive teaching peer review and can adequately speak to the candidate's expertise in this area.

All sections should be available to the College of Fine Arts Promotion and Tenure Committee. All participants in the process should have access to School policies concerning the Initial Hire as well as Guidelines and Criteria for Tenure and Promotion.

Grievance Procedures

Should a candidate not be recommended for promotion, they are entitled to an appeal. All sections of the Faculty Handbook apply (II.F.). Appeals should be initiated at the level at which the decision was made (i.e., department/school, dean, provost). Deadlines for this process are specified in section II.F.2.d of the Faculty Handbook.

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ADDITIONAL SCHOOL OF MUSIC CRITERIA FOR TENURE TRACK FACULTY PROMOTION AND TENURE

In the areas of **Professional Studies** and **Academic Studies** the following shall be required for promotion to:

Assistant Professor
Associate Professor

completion of Master's degree
the doctorate or equivalent*; demonstration of
Scholarship/Creative Activity, including regional
and increasing national prominence.

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| Professor | the doctorate or equivalent*; demonstration of notable and sustained professional activity on a regional and national scale; publication |
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In the area of **Performance** the following shall be required for promotion to:

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| Assistant Professor | completion of Master’s degree or equivalent in professional activity |
| Associate Professor | demonstration of further musical and Scholarship/Creative Activity, including regional and increasing national prominence. |
| Professor | the doctorate or equivalent*; demonstration of notable and sustained professional activity on a regional and national scale. |

* In music, the doctorate (Ph. D.; D. Mus.; Ed. D.; A. Mus. D.; D.M.A.) represents the highest level of formal education. We also recognize that significant accomplishments may constitute the equivalent of a doctorate. Among these are professional experience, creative and scholarly accomplishments, awards, professional service, and national or international stature in the candidate’s areas of expertise.

ADDITIONAL SCHOOL OF MUSIC CRITERIA FOR INSTRUCTIONAL FACULTY PROMOTION

In the areas of **Professional Studies** and **Academic Studies** the following shall be required for promotion to:

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| Assistant Professor
of Instruction | completion of Master’s degree |
| Associate Professor
of Instruction | demonstration of further success in teaching, service, recruitment and retention as assigned. |
| Professor of
Instruction | demonstration of notable and sustained success in teaching, service, recruitment and retention as assigned. |

In the area of **Performance** the following shall be required for promotion to:

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| Assistant Professor
of Instruction | completion of Master’s degree or equivalent professional activity |
| Associate Professor
of Instruction | demonstration of further success in teaching, service, recruitment and retention as assigned. |

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| Professor of
Instruction | demonstration of notable and sustained success in teaching,
service, recruitment and retention as assigned. |
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IV. PREPARATION OF EXTERNAL EVALUATION PACKET

The purpose of soliciting assessments by external evaluators of faculty applicants for promotion and tenure is to substantiate the contribution to the field primarily in the area of scholarly and creative research. However, assessments are welcomed in the areas of teaching and service should the evaluator have first-hand knowledge of these achievements.

Referees must be highly qualified artists/scholars with a professional stature or academic rank equal to or exceeding that which the candidate is seeking. Every effort should be made to ensure that the external reviewers have no personal connection that would bias the evaluation; the goal is a careful, thorough, unbiased appraisal of the packet as presented. Indirect relationships, such as familiarity with the candidate's creative or scholarly work, observance of conference presentations or master classes, generally provide useful evaluative comments and are not reasons for disqualification. Letters from the candidate's dissertation advisors, former teachers, co-authors, friends, relatives, or other persons closely aligned with the candidate will not be accepted as external review letters.

The candidate is invited to provide the school's Promotion and Tenure Committee chairperson with a list of four possible evaluators and include a brief statement outlining their relationship by April 15th. It will be the responsibility of the school's Promotion and Tenure Committee to develop the final list of possible external evaluators from suggestions provided by both the candidate and committee. This list will consist of at least six names and must include choices that originated with the committee. The selection must be completed no later than the last day of classes of the spring semester. The director of the school will contact in writing the selected evaluators by June 1st requesting their service. The confirmed list of external evaluators will be determined no later than the first day of Fall Semester. No fewer than four external reviewers should be included in Section X. of Binder I.

The preparation of the external evaluation packet is the responsibility of the candidate. Each candidate may consult with the school director or the chair of the Promotion and Tenure Committee in preparing his/her packet. The preparation should take place over the summer months and be completed by the candidate no later than September 1st.

The External Evaluation Packet will consist of the following:

- The candidate's curriculum vitae;
- The representative samples of the candidate's creative/scholarly work;
- The respective School's criteria for tenure and/or promotion to the specified rank;
- A letter to external reviewers that summarizes their task and includes the school's deadline for submitting their report.

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**ADDITIONAL SCHOOL OF MUSIC POLICIES FOR EXTERNAL EVALUATORS**

Instructional Faculty in the School of Music are not required to solicit external evaluations. The following information is applicable to Tenure Track Faculty applying for Promotion and Tenure.

For each potential external evaluator they suggest, candidates will provide a one-paragraph professional biography, mailing and e-mail addresses and phone numbers, and a brief statement outlining their relationship with each evaluator.

For School of Music candidates, materials provided to external evaluators will include a curriculum vitae and appropriate samples of creative/scholarly work, such as audio and video recordings, scores, published articles, book chapters, and course syllabi.

The School of Music Promotion and Tenure Committee will send external evaluation packets to each external reviewer on the final list of evaluators, along with a cover letter from the Director of the School of Music and the school’s criteria for promotion and tenure to the specific rank. The Director’s letter will indicate that the due date for external reviewers to submit their letters will be October 15. In addition to soliciting external letters, the committee will oversee the process of collecting them.

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Promotion & Tenure Schedule of Deadlines

The Promotion & Tenure process begins in the Spring Semester prior to the year the candidate actually proceeds through the review process. This provides each School with adequate time to confirm the final list of external evaluators.

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| April 15 | Candidate provides the School’s P&T Committee Chair with a list of four possible evaluators, inclusive of a brief statement outlining their relationship with each evaluator. |
| Last day of Spring Classes (late April) | School committees will determine the final list of possible external evaluators from both the candidate and P&T committee’s suggested lists (6 names). Thus the compiled list represents recommendations from both the candidate and committee. |
| June 1 | The School Directors will request “in writing” the service of the selected external evaluators. |
| First day of Fall Semester (August) | The final confirmed list of external evaluators is determined. |

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| September 1 | The candidate should deliver the completed external evaluation packet to the School Promotion & Tenure committee. |
| Second Friday in September | Candidate provides the School’s P&T Committee Chair with their Promotion and Tenure dossier. |
| (School sets Deadline) | Each external evaluator should have completed his/her review and have sent their response to the School by the date specified in the letter to external reviewers. |
| First day of Spring Semester (January) | Promotion & Tenure Dossiers (ONLY Binder I, and only those approved by the School) are due in the Dean’s Office. |
| March 1 | Promotion & Tenure Dossiers are due in the Provost’s Office. Dean notifies Director and candidate of any rejections. |
| April 1 | Provost sends written notification to Dean, Director and candidate of approval/rejection. |

**Appendix
Format for the Promotion and Tenure Document**

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Candidates seeking promotion or tenure are required to submit thorough and accurate documentation in accordance with the criteria and guidelines specified in their School’s Promotion and Tenure document by the second Friday in September. Unless otherwise specified in those school guidelines or in this college document, or unless otherwise instructed by the Chair of the School Promotion and Tenure Committee, the dossier will cover activities since the beginning of the probationary term in the case of tenure matters, or since the last promotion in the case of promotion matters. Materials provided by the candidate are to be examined, verified, and evaluated by the School Promotion and Tenure Committee. If the candidate is recommended, the School will then forward to the College, in the format described below, the documentation required to justify its decision. *[Overview of Binder I: Section I is the joint responsibility of the School Promotion and Tenure Committee and the candidate. Candidates are then responsible for preparing Sections II-VIII and Section XII. The School Promotion and Tenure Committee prepares Section IX, and X and the School Director prepares Section XI.]*

Binder I (1-inch, three-ring, loose-leaf, with tabbed separating pages between sections) will contain the required materials submitted by the candidate, the School Promotion and Tenure Committee report, external letters of review, and the School Director report.

Binder II (three-ring, loose-leaf, with tabbed separating pages between sections) will contain publications, posters, photographs, video and audio tapes, scores, slides, appendices, unsolicited testimonial letters, and any other supporting materials submitted by the candidate—plus an appendix to be used by the School Promotion and Tenure Committee for including the originals of letters or other material summarized in its report, but not included in Binder I.

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**Binder I** Binder format

All materials are to be organized in a three-ring binder, loose-leaf. *No sheet protectors are to be used.* Tabbed separating pages should be used with typed numbers and titles clearly delineating sections I through XII of Binder I. The candidate will provide a table of contents page as well. The candidate needs to provide a cover sheet to be placed in the outside binder cover.

**Binder II** Letters Solicited by School of Music Candidates

Candidates may request up to four letters total from both qualified professionals outside the university deemed inappropriate to serve as formal external reviewers but whose insights may nonetheless be valuable to the Promotion and Tenure Committee, and from Ohio University colleagues or faculty members outside the School of Music. No letters should be solicited from School of Music faculty members or former students.

All letters solicited by the candidate should be sent to the chair of the Promotion and Tenure Committee. As a courtesy, the names of all persons solicited by the candidate are to be provided to the chairperson of the Promotion and Tenure Committee when the dossier is submitted.

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**College of Fine Arts Content**

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Arrange Binder I according to the following sections:

- I. Required Documents.** [*Chair of School Promotion and Tenure Committee and the Candidate*]
- A. Review Form for Promotion and/or Tenure (Signature Cover Sheet)**
  - B. A copy of original contract**
  - C. A copy of most recent appointment letter**
  - D. A copy of the candidate's original letter of offer**
  - E. The School's criteria for promotion and/or tenure**
  - F. Annual review letters**
  - G. Other official review letters (e.g. third-year review, etc.) if applicable**

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The Promotion and Tenure Committee will provide I. A. The Candidate will provide I. B – G. If items B and D are the same document, the candidate will only provide one document. The annual review letters are the candidate's director evaluations, and the other official review letters include the candidate's Progress Towards Promotion and Tenure letters.

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**II. Academic Preparation/Professional Training.**

List institutions, dates of study, and degrees awarded. Also list post-doctoral awards, residencies, and other post-graduate study, whether leading to a degree or not. *[This same information will be included in number 1 of Section XII.]*

**III. Professional Experience.**

Provide a comprehensive list of teaching and/or other professional work experience (in reverse chronological order beginning with most recent); specify dates. Indicate date of last promotion, if applicable. *[This same information will be included in number 2 of Section XII.]*

**IV. Teaching and Advising.****A. Personal Statement.** (Optional)

**B. Courses Taught.** List the courses you have taught each academic term for the past three years. Provide course numbers, titles, enrollments, and assistance (teaching assistants, readers, etc.). Note any changes in your teaching assignment since your initial appointment.

**C. Innovative Teaching.** Describe any particularly innovative approaches you have developed during the course of your teaching. Include any original uses of technology where appropriate.

**D. Interdisciplinary Teaching.** List your contributions.

**E. Advising and Supervision of Students.** Indicate the number of undergraduate and graduate students you regularly advise. Indicate the number of thesis and dissertation committees you have chaired and served on. List any significant experiences supervising student exhibitions, performances, recitals, laboratory and field work, directing independent study, Honors College tutorials, participating in Study Abroad and participating in summer programs involving students. Detail any other noteworthy experiences offering students personal advising or assisting in Student Affairs activities.

**F. Evidence of Effectiveness.**

1. In Binder I summarize with a table the overall instructor rating for each course taught during the past three years and, if possible, include a comparison with average student evaluations for all instructors of similar courses in the School. List teaching awards and other recognitions, such as Outstanding Teaching Award, University Professor Award, presenter at Alumni College, etc. Include a brief listing of the highlights of student successes. You may include in a brief

statement quoting highlights from written comments and testimonials received from students and colleagues.

2. In Binder II place original documents plus any supporting material from the above items along with other supporting material related to teaching effectiveness, such as the following:
  - Unsolicited testimonial letters from colleagues and students.
  - Copies of the actual written comments for a representative sample of courses
  - Sample syllabi, class handouts, examinations, and other related materials.

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### School of Music Content

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#### **Teaching and Advising in the School of Music**

The candidate should refer to the *School of Music Faculty Annual Report (FAR) Guidelines and Evaluation Procedures* document for the most comprehensive listing of activities and achievements to be considered in the category of Teaching and Advising.

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## **V. Scholarship/Creative Activity.**

### **Nature and Significance of Scholarship/Creative Activity.**

Provide a brief statement explaining the nature and significance of your accomplishments to date in research or creative activity in Binder I. Place all supporting materials in Binder II, including any copies of publications, programs, exhibition catalogs, and audio, video, or computer media.

#### **A. Creative Activity.** *[See School document for specific types.]*

1. List creative work by type in reverse chronological order. Specify the nature of the exhibition/performance/publication, e.g., solo, group, original, re-creative, etc.
  - In collaborative creative work, clearly indicate your contribution.
  - Provide complete program information, the date, venue, sponsoring organization, publication data; specify, local, national, international, commercial, juried.
  - List separately any work submitted and accepted. Do not list work submitted but still under review.
  - Provide complete information about visiting artist residencies, clinics and/or festivals. Include only those in which you were a contributor.

2. Separately list reviews, competition results, jury members' credentials (if available), and awards.

**B. Scholarly Activity.** [See School document for specific types.]

1. List publications by type (article, book, abstract, etc.) in reverse chronological order.
  - In co-authored publications, list authors in publication order. Clearly indicate your contribution to the publication.
  - Provide the complete publication information, date, publisher; specify local, national, international, commercial, refereed.
  - List separately any publications in press or submitted and accepted. Do not include publications submitted but still under review or publications in preparation.
2. Provide complete information about conference papers, invited lectures, symposia, workshops, and other professional presentations. Do not include conferences that you attended, but in which you had no professional role.

**C. Grants and Awards.** List proposal title, funding agency and duration of award.

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**School of Music Content**

**Scholarship/Creative Activity in the School of Music**

The candidate should refer to the School of Music *Faculty Annual Review (FAR) Guidelines and Procedures* document for the most comprehensive listing of activities and achievements to be considered in the categories of Scholarship/Creative Activity.

Instructional Faculty candidates are not required to have scholarship/creative activity but are encouraged to include scholarship/creative activity in Binders 1 and 2 if they feel that this activity supports their teaching and/or service activities.

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**VI. Professional Service.**

List any memberships in professional associations, memberships on commissions and committees, offices held, or service to profession. Provide any assessments of these activities in Binder II.

**VII. University and Community Service.**

List any contributions to university governance through serving on or chairing school, college, or university committees, task forces, work groups, and ad hoc committees. List any contributions to community, civic, or political organizations.

**VIII. Inter-Unit Contributions.**

List any contributions beyond teaching to interdisciplinary, inter-school, or inter-university programs and activities; service on thesis or dissertation committees not noted above; program development, curricular planning, or other contributions to other units.

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Professional, University, and Community Service in the School of Music

The candidate should refer to the School of Music *Faculty Annual Review (FAR) Guidelines and Procedures* document for the most comprehensive listing of activities and achievements to be considered in the category of Service.

List all service activities in reverse chronological order.

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**IX. School Promotion and Tenure Committee. [Chair of School P&T Committee]**

**A. School Promotion and Tenure Committee.**

List of members, including faculty ranks and fields of specialization.

**B. Recommendation of the Promotion and Tenure Committee.**

Provide a copy of the letter of recommendation of the School’s promotion and tenure committee. This letter will indicate the committee vote.

**C. Peer Evaluations.** Follow School guidelines.

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Binder I Letters Solicited by the School of Music Promotion and Tenure Committee

Included in Binder I (Section IX-C.), will be two evaluation letters solicited by the Chair of the Promotion and Tenure Committee from the candidate’s division chair and area coordinator, as specified in Section VII.B. of the *Faculty Annual Review (FAR) Guidelines and Procedures* document governing annual merit evaluation. It is required that these letters include input from all tenured and untenured members of the division(s).

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**D. Additional Supporting Material.**

Summaries of any additional documents that played a significant role in helping the committee arrive at its decision may be included in the Committee report. Such

documents might include collegial letters not part of the School’s official Peer Review process, testimonial letters from qualified professionals not included in the formal external review, letters from former students, etc. Original documents may be submitted in the appendix of Binder II.

**X. External Letters of Reference.** *[Chair of School P&T Committee]*

Provide copies of all external letters solicited and received. Provide a brief one-paragraph professional biography with a description of the referee’s scholarly/creative accomplishments and/or professional standing, along with a statement indicating any relationship to the candidate. Submit an External Review Process Report that includes a copy of the letter used to solicit external reviewers and describes (1) why these reviewers were chosen; (2) how they were contacted; and (3) what they were sent to review.

**XI. Recommendation of the School Director.** *[School Director]*

The School Director will provide a complete and incisive evaluation of the candidate’s professional progress and prospects. Address standards of teaching, scholarship, and creative activity in the School and assess the venues in which the candidate’s work has appeared. Describe any special considerations with respect to teaching, creative activity, or scholarship in the candidate’s field. Indicate how the candidate fulfills the promotion and tenure criteria of both the School and the College. Note any School-wide votes, indicating pro, con, and abstention numbers.

**XII. Curriculum Vitae.** *[Prepared by the candidate]*

Provide a separate comprehensive curriculum vita (CV). This document should cover the entire career of the candidate in a format suitable in length and content for grant applications or initial employment applications. It should contain a listing of the following items:

1. Complete education background.
2. All relevant professional employment.
3. Highlights of professional activities.
4. Highlights of service activities.
5. Any other relevant information normally included on your professional vita.

~~~~~ **School of Music Content** ~~~~~

SCHOOL OF MUSIC APPENDIX ADDENDUM

The committee may suggest alterations to the candidate’s dossier to insure compliance. A document that does not adhere to the required format may not be considered. All information submitted by the candidate will be returned.

~~~~~ **End of Document** ~~~~~

*Revised and adopted by vote of the faculty, April 2019.*