

## **Appendix B – Dept. of Performing Arts Promotion and Tenure Policy**

### **Section 1 – Department Promotion and Tenure Committee**

The department's Personnel Committee shall serve as the department's tenure, promotion, and (re)appointment committee. In Full Professor promotion cases a Promotion Personnel Committee (made up of all dept. Full Professors) will be formed.

### **Section 2 – Promotion and Tenure Criteria**

- A. Any tenure recommendation shall take into account future department needs in the area of the faculty member's specialization(s).
  
- B. Criteria for promotion to Senior Lecturer
  - (1) Classification as a permanent lecturer by the Office of Human Resources
  - (2) Demonstrate a record of effective teaching that shall be documented by student evaluations, peer evaluations, or other appropriate means
  - (3) Significant contributions to the mission of the department and university

The following factors may also be considered:

- (4) Present a record of significant scholarly and/or creative activities at the state and regional level, such as publications, papers read, presentations given, participation on panels or in seminars, composing, writing, choreographing, designing, conducting, directing, or performing
  - (5) Present a record of professional activities and recognitions, such as consulting, adjudicating, serving as an association officer, serving on professional committees, receiving awards, or obtaining grants
  - (6) Present a record of contributions to Clemson University such as serving on department, college, or university commissions, committees, or councils; serving as student advisor; assisting in student activities; and performing community services related to his/her professional training and/or activities
- C. Criteria for promotion to Assistant Professor
    - (1) Normally hold the appropriate terminal degree
    - (2) Demonstrate a record of effective teaching that shall be documented by student evaluations, peer evaluations, or other appropriate means
    - (3) Demonstrate potential for scholarly, creative, and/or other commensurate professional accomplishments

- D. Criteria for promotion to Associate Professor
- (1) Normally hold the appropriate terminal degree
  - (2) Demonstrate a record of effective teaching that shall be documented by student evaluations, peer evaluations, or other appropriate means
  - (3) Present a record of significant scholarly and/or creative activities at the state and regional level, such as publications, papers read, presentations given, participation on panels or in seminars, composing, writing, choreographing, designing, sound recording and production, conducting, directing, or performing
  - (4) Present a record of professional activities and recognitions, such as consulting, adjudicating, serving as an association officer, serving on professional committees, receiving awards, or obtaining grants
  - (5) Presenting a record of contributions to Clemson University such as serving on department, college, or university commissions, committees, or councils; serving as student advisor; assisting in student activities; and performing community services related to his/her professional training and/or activities
  - (6) Show significant evidence of emerging regional and national/international reputations as authorities in their fields
- E. Criteria for promotion to Full Professor
- (1) Normally hold the appropriate terminal degree
  - (2) Demonstrate a record of effective teaching that shall be documented by student evaluations, peer evaluations, or other appropriate means
  - (3) Present a record of significant scholarly and/or creative activities at the regional, national, and international level, such as publications, papers read, presentations given, participation on panels or in seminars, composing, writing, choreographing, designing, conducting, directing, or performing
  - (4) Present a record of professional activities and recognitions, such as consulting, adjudicating, serving as an association officer, serving on professional committees, receiving awards, or obtaining grants
  - (5) Presenting a record of contributions to Clemson University such as serving on department, college, or university commissions, committees, or councils; serving as student advisor; assisting in student activities; and performing community services related to his/her professional training and/or activities
  - (6) Show significant evidence of high levels of regional, national/international attainment, with the likelihood of maintaining stature appropriate to their work assignments and the mission of the department

### **Section 3 – Internal and External Letters of Review**

The Department of Performing Arts requires six letters of review to be included in the dossier of each candidate for promotion to associate professor, professor and/or for consideration of tenure.

- A. Three of the six reviewers are to be identified by the department chair, in consultation with the Personnel Committee.
- B. The other three reviewers are to be selected by the candidate; however, they may not be employed as faculty or staff within the Department of Performing Arts at Clemson University.
- C. The three external reviewers are to be employed outside of Clemson University, distinguished in their discipline, and are to have no personal relationship with the candidate.
- D. External reviewers from academia must hold rank at or above the rank for which the candidate is applying.
- E. All reviewers are to be contacted by the department chair and requested to address their perception of the candidate's accomplishments as they relate to their discipline and to the department's and Clemson's promotion and tenure criteria (a copy will be included with the letter of request).
- F. The reviewer is to be provided with a dossier of the candidate's activities in teaching, research/creative activity and service/outreach as they relate to the department's mission.
- G. Reviewers are to be asked to include a copy of their most recent curriculum vitae and to identify their relationship, if any, to the candidate.
- H. The Department Chair is responsible for collecting all letters as well as the curriculum vitae of each reviewer and placing them in the candidate's packet.
- I. The letters are to be included in the candidate's promotion and tenure dossier and available for review by the Personnel Committee, department chair, dean, provost, and president.

### **Section 4 – Procedure for Tenure Recommendations**

- A. Normally, the personnel committee shall conduct a special "mini-tenure" review of the faculty member's performance to date during his/her third year of tenure-track service at Clemson University.
- B. The committee shall request that the department chair inform the faculty member in writing that the third-year review is to be conducted and ask the faculty member in writing to provide the following materials to the chair of the Committee:
  1. a current resume
  2. all relevant materials pertaining to the faculty member's professional accomplishments
  3. evaluations of teaching and any other relevant matter pertaining to the faculty member's teaching

4. a statement pertaining to the candidates professional standing and plans for the future
- C. The committee shall forward its findings to the department chair, who shall furnish the contents of these findings to the faculty member.
- D. The committee shall conduct a formal tenure review in the faculty member's sixth year of tenure-track credit, or earlier, as provided in the Clemson University *Faculty Manual*.
- E. The committee shall request that the department chair inform the faculty member in writing that the formal tenure review is to be conducted and ask the faculty member in writing to provide the chair of the committee with the materials listed above.
- F. The committee shall have the right to ask the faculty member to appear in person before the committee.
- G. The faculty member shall have the right to ask to appear in person before the committee, and the committee shall honor this request.
- H. The recommendation of the committee shall be either to grant or to deny tenure. This recommendation shall be forwarded in writing with accompanying written explanation to the dean.
- I. The department chair shall forward this recommendation, along with his/her own separate independent recommendation, to the dean of the college
- J. The department chair will furnish contents of these recommendations to the faculty member.
- K. In the event that the department chair is being considered for tenure, the personnel committee chair, in liaison with the dean, shall notify the chair that a tenure review is to be conducted. Upon review of the chair's tenure materials, the committee shall forward its findings directly to the dean. Procedures for tenure recommendation will apply to the chair's review as well as to all other faculty.

#### **Section 5 – Procedure for Promotion to Assistant, Associate, or Full Professor**

- A. A nomination for promotion shall be made in writing to the department chair either by the candidate or by any tenured or tenure-track faculty member of the Department of Performing Arts. If the nomination is made by a faculty member on behalf of another, the department chair shall secure the latter's consent in writing.
- B. The department chair shall inform the chair of the personnel committee in writing that the faculty member has been nominated for promotion.
- C. The department chair shall ask in writing that the faculty member provide the chair of the Committee with:
  1. a current resume
  2. all relevant materials pertaining to the faculty member's professional accomplishments
  3. evaluations of teaching and any other relevant matter pertaining to the faculty member's teaching

4. a statement pertaining to the candidates professional standing and plans for the future
- D. The personnel committee shall forward to the dean of the college in writing either a positive or a negative recommendation with accompanying written explanation.
- E. The department chair shall make his/her own separate positive or negative recommendation.
- F. The department chair shall forward the two department recommendations to the dean of the college and furnish these recommendations to the faculty member.
- G. The faculty member shall have the right to withdraw from consideration at any time.
- H. In the event the department chair is being considered for promotion, all recommendations and materials will pass directly from the personnel committee to the dean.

### **Section 6 – Procedure for Promotion to Senior Lecturer**

Promotion to Senior Lecturer shall follow the guidelines in the *Faculty Manual*, Part III, Section E.8...

After four full academic years of service (beginning in Fall 2013), a lecturer may apply for promotion to senior lecturer; equivalent experience at Clemson may be counted towards the four year service requirement. A department chair/school director and the department/school tenure-promotion-(re)appointment committee make independent promotion recommendations to the college dean, who makes the promotion decision and appointment. Senior lecturers shall be offered three-year contracts with the requirement of one year's notice of non-renewal before July 15. Beginning Fall 2013, Senior lecturers shall be evaluated annually by their department chair/school director. Senior lecturers shall be evaluated by their department/school tenure-promotion-(re) appointment committee, following procedures and standards that shall be specified in the unit's tenure-promotion-(re)appointment document, at least once every three years as determined by the faculty. Senior lecturers shall have no administrative duties inconsistent with those of regular faculty.

The senior lecturer appointment is intended to recognize the efforts, contributions, and performance of lecturers who combine effective instruction with additional significant contributions to the mission of the University. Accordingly, beginning in Fall 2013, length of service as lecturer is, itself, not a sufficient criterion for promotion to senior lecturer.

Lecturers must document and provide evidence of their teaching performance and additional contributions/activities to the department chair/school director and department/school tenure-promotion-(re)appointment committee for evaluation and consideration for promotion to senior lecturer.

## **Section 7 – Additional Policies On Reappointment, Tenure, and Promotion**

The performing arts are diverse; therefore, the Department of Performing Arts must remain flexible and consider the individual rather than the rule. The criteria for reappointment, promotion and tenure need to be particular to individual faculty members who may fulfill a variety of functions: some direct ensembles; others focus predominantly on classroom teaching; and others fulfill teaching/scholarship/service responsibilities.

The Department of Performing Arts bases recommendations for reappointment, promotion, and tenure on a record of effective teaching, research/creative activity, and service. Tenure-track faculty are expected to expand their spheres of influence from state to regional, and regional to national or international. These expectations may be accomplished through excellence in teaching which attracts, produces, and retains successful students; outstanding research or other creative contributions which attract the attention and praise of peers and other professionals in the field; and effective service to the department, college, and university, and state, regional, and national professional organizations.

The successful faculty member will develop a strong professional reputation and will have substantially contributed to the functioning of the academic program. In addition, factors such as leadership, collegiality, mentoring, and other contributions to the department will be considered. The value of these contributions is significant. Actions that demonstrate a lack of collegiality or significantly interfere with the mission of the department, such as non-cooperation, disruptive and/or combative behavior, will be noted and evaluated as well.

## **Section 8 – Performance Indicators For Tenure and Promotion**

- A. Teaching
- Evidence of excellence as a classroom teacher (including student performances)
  - Student success in achieving professional student career placement (e.g. graduate school, professional employment, etc.)
  - Consistently high evaluations
  - High level of educational value and artistic quality in student research, performances, and experiential education
  - Ability and success in recruiting and retaining qualified majors
  - Accurate and appropriate student advising
  - Authorship in appropriate professional teaching publications

- Appropriate teaching portfolios (e.g. syllabi, tests, assignments, teaching philosophies, etc.)
- Positive recognition in exit interviews and alumni surveys
- Evidence of significant regional or national recognition as a creative teacher
- Significant teaching awards, honors, and/or recognition
- Other evidence of excellence in teaching as appropriate

B. Research/Creative Activity

- Authorship in appropriate professional publications
- Significant grant proposals and receipt of funded grants
- Invited presentations and performances in professionally significant venues (e.g. concerts, designs, acting, costuming, broadcast media, workshops, symposia, presentations, master classes, recitals, clinics, festivals, institutes, etc.)
- Recordings and/or designs (audio, scenic, lighting, etc.) with reputable institutions
- Successful interdisciplinary collaborations
- Development of new technologies related to performing arts
- Professional recognition of scholarship and creative work
- Reviews of faculty publications, performances, and/or creative work
- Presentations and performances, both invited and competitive, at professional meetings
- Refereed performances, publications, and/or creative activity
- Editorial board memberships, publication reviews, panel participation, regional or national adjudication, professional jury service, etc.
- National or international honors or recognition as a scholar or artist
- Performances and/or recordings at a high artistic level at Clemson University
- Positive reviews in major media of creative or scholarly work
- Other evidence of research or creative accomplishments as appropriate

C. Service

(i) University Service

- Committee work (to the department, college, university)
- Student advising
- Organizational sponsorship
- Administration
- Performances
- Recruitment

(ii) Professional Service

- Local, state, regional, national professional organizations
- Authorship of program notes, performance lectures, panels, etc.
- Contributions to auditions, competitions, and similar activities

- Editorship/editorial board service
- Invited service on juries, adjudication, presentations, etc.
- Invited guest directing, design, conducting, performing, etc.
- External reviews for promotion and tenure
- Program and committee work for conferences, festivals, and the profession

(iii) Community Service

- Community presentations, workshops, designs, etc.
- Service learning/community service projects

(iv) Miscellaneous Service

- Professional development workshops (e.g. OTEI participation)
- Volunteer work and collaborations related to profession
- Other service to the academy and profession as appropriate