

UMD Department of Theatre
Indices and Standards for Tenure and Promotion to Professor as Required by Section 7.12
of the
Board of Regents Policy on Faculty Tenure (June 10, 2011) and
Indices and Standards for Promotion to Associate Professor
Approved by the Faculty on May 12, 2010
Approved by Dean on June 2, 2010
Reviewed by VCAA on June 8, 2010
Reviewed by Sr. VP on December 8, 2011
Approved by Chancellor on December 15, 2011

I. Introduction

This document describes with more specificity the indices and standards which will be used to evaluate whether candidates meet

- the general criteria for tenure as described in Section 7.11 (Appendix 1) of the *Board of Regents Policy on Faculty Tenure* (June 10, 2011) with revisions noted in the *Tenure Code Application to the UEA Contracts*,
- the general criteria for promotion to associate professor and
- the general criteria for promotion to professor as described in Section 9.2 (Appendix 2) of the *Board of Regents Policy on Faculty Tenure* (June 10, 2011) with revisions noted in the *Tenure Code Application to the UEA (University Education Association) Contracts*.

II. Departmental Mission

The department of theatre works to affirm the importance of a program providing for a strong foundation in theatre arts. As educators we act to clarify the fundamental relationships of the critical, creative, historical and practical natures of the theatre. As artists and scholars we affirm and recognize the importance of creative and scholarly inquiry. We embrace institutional and public service, both as a way of expanding knowledge about the importance of theatre to other cultural practices, and as a way of enriching our own views and those of our students about the interconnectivity of ideas and concepts.

The Department of Theatre has identified four distinct areas that are central to our mission and goals: to prepare our students for careers in theatre and dance; to serve all UMD students through artistic fulfillment in and appreciation of theatre and dance; to serve as a center for campus and community cultural enrichment; and to serve as a guidance and resource center for anyone desiring information about theatre and dance.

III. Criteria for Tenure

To be awarded indefinite tenure, a faculty member will be expected to have demonstrated effectiveness in teaching, productivity in research and/or artistic production, and distinguished achievement in service. Because there is diversity within the department in the distribution of responsibilities among these three areas, the emphasis on each endeavor may vary. The primary criteria for demonstrating this potential are effectiveness in teaching and professional distinction in research. The general criteria for tenure are described in Appendix 1 *Section 7.11 General Criteria (for tenure)*.

A. Teaching

The department has established the following standards for effective teaching.

1. Mastery of subject area.
2. Ability to communicate and speak clearly.
3. Conscientious course planning.
4. Concern for students and understanding of their scholastic needs.
5. Concern for students and understanding of their artistic needs.
6. Determination of grades through timely, competent and fair measurement of students' achievements.
7. Individual and cooperative effort in the development of new courses, or the redesign of existing courses, to respond to changing knowledge and changing student needs.
8. Appropriate techniques for course delivery.

The department recognizes that more frequent evaluation of a broader spectrum of courses may provide stronger documentation for evaluation. Appropriate documentation may include but shall not be limited to any of the following:

1. Summaries of student evaluation forms.
2. Peer evaluation of actual class/studio activities.
3. Peer evaluation of class outline, syllabus, assigned texts, other instructional materials, tests, papers or creative tasks assigned, and teaching techniques.
4. Off-campus peer evaluation of class outline, syllabus, assigned texts, other instructional materials, tests, papers or creative tasks assigned, and teaching techniques.
5. Peer and/or off-campus evaluation based upon the observation and performance of students who have been under the tutelage of the instructor.
6. Survey of recent graduates of the program for their evaluation of an instructor's classes.
7. Summaries of new courses developed or existing courses revised.
8. Summaries of faculty development activities related to teaching and advising.
9. Evidence of teaching awards or honors.
10. Evaluation, through appropriate documentation, by the instructor him/herself.

Other aspects of teaching which may be considered in tenure or rank advancement considerations include a faculty member's participation and effectiveness in undergraduate academic advising, professional and/or career counseling, coordination of special departmental programs, and supervision of teaching assistants. Some present indicators of effective advising are student letters, feedback in senior surveys, advising awards, peer evaluation of advising activities, attendance at advising-related workshops. Additionally, as the University and UEA consider the evaluation of advising, new measurement tools may be established and will subsequently be used departmentally.

B. Research/Creative Activities

(Professional Distinction in Artistic Production or in Research and Writing)

1. Artistic productions on or off campus in areas such as acting, choreography, costume design, makeup design, hair/wig design, directing, dance performance, lighting design, scenic design, sound design, playwriting, vocal direction or coaching and/or the execution of any of the above. The method for documenting and evaluating an artistic production given public performance may include but shall not be limited to:
 - a. written statement of intent of the faculty member's artistic contribution that should also serve as a self-evaluation of the project. This statement should be available to other evaluators and should be included in the P&T file.
 - b. written evaluation(s) of the faculty member's artistic contribution by peer(s) from the Department of Theatre.
 - c. written evaluation(s) of the faculty member's artistic contributions by professional evaluator(s) outside the department.
 - d. written evaluations by professional critics.
 - e. evidence of peer esteem documented by invitations to perform, design, direct, choreograph, vocal coach, write, or serve as consultant with respected organizations.
2. Research and writing in such areas as choreography, costume design, makeup design, hair/wig design, directing, dance performance, lighting design, scenic design, sound design, playwriting, vocal direction or coaching, pedagogy and scholarship of engagement or the execution of any of the above. Publications of books or book chapters.
3. Publications in refereed journals/periodicals. A listing is maintained in the theatre department office.
4. Evaluations by peers not on the UMD campus of the instructor's articles, reviews, and books.
5. Presentations of papers, workshops and/or panel participation by invitation or selection at professional meetings of organizations. A listing of such organizations is maintained in the theatre department office.
6. Chronological listing of research, training, and other grant proposals as submitted and awarded.

C. Service

Service contributions must be viewed within the context of general University definitions and existing policies of the UMD School of Fine Arts.

The Tenure Regulations approved by the Board of Regents on June 10, 2011 state that the individual's "participation in the governance of the institution and other services to the University and service to the academic unit may be taken into consideration, but are not in themselves bases for awarding tenure."

Contributions and service to the University and community are expected. All faculty should participate in department, school, and campus committees and events. Community service and involvement is a necessary professional obligation to the perpetuation of the arts.

Apart from regular participation in the routines of institutional governance, the following are examples of activities, which may indicate outstanding contributions in the area of service:

1. Evidence of significant activity and/or leadership with organizations related to the instructor's discipline on the local, state, national, and international level. These activities should result in observable changes for the improvement of the arts of theatre and dance that can be clearly supported by others involved in the organization.
2. Evidence of significant activity and leadership on department, school, University and community level, for example, participation in the University governance process and/or special committees or task forces.
3. Activity as a consultant, juror, or panelist in the arts. The reputation and influence of the sponsoring organization should be considered.
4. Editorial service for professional publications.
5. Guest lecturing, both within the University outside the Theatre Department and at other institutions.

The quality of participation in service activities may be supported through letters or comments from others who have served with the faculty member.

IV. Criteria for Promotion

A. To Associate Professor

Promotion to Associate Professor is based on effectiveness in teaching; a strong record of creative work or scholarly research and publication; and local, regional and national recognition through creative work and/or service to recognized professional organizations. A strong, ongoing record of creative work is expected with positive evaluations documented by other professionals in the field. This creative work may encompass stage directing, choreography for major works, scenic design, costume design, makeup design, hair/wig design, acting, dramatic writing, vocal direction or coaching, lighting design, sound design, or other major accomplishments related to the faculty member's expertise; or evidence of scholarly work which may encompass juried articles in journals, production of books or editorship on journals or catalogs.

Except in rare cases, promotion to the associate professor rank is associated with a positive decision concerning tenure.

Effectiveness in teaching should be documented as indicated in Section III. A. Teaching.

Evidence of service at the various levels should be indicated as outlined in Section III.C. Service.

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Normally, the M.F.A. is the expected terminal degree necessary for tenure or advancement in rank. In some circumstances (e.g. theatre historians) the Ph.D. would be the appropriate terminal degree.

B. Promotion to Professor

For promotion to Professor the faculty member must document a consistent record of positive evaluations of his or her creative work, must attain positive recognition by peers in the professional theatre world, and must document continuing positive evaluations of teaching effectiveness. Often the measure of success in teaching can be measured in the ongoing success of the students affected by a faculty member and may be included as documentation of teaching effectiveness. Other criteria summarized earlier in this section also apply to promotion to Professor. Refer to Appendix 2, *Section 9.2 Criteria for Promotion to Professor*.

V. Procedures

The Department of Theatre complies with the procedures for promotion and conferral of indefinite tenure set forth in Section 201.000 of the *Collective Bargaining agreement between the Regents of the University of Minnesota and the University Education Association* that is in effect at the time of the promotion and tenure review and decision.

Appendix 1

Section 7.11 General Criteria (for tenure). What the University of Minnesota seeks above all in its faculty members is intellectual distinction and academic integrity. The basis for awarding indefinite tenure to the candidates possessing these qualities is the determination that each has established and is likely to continue to develop a distinguished record of academic achievement that is the foundation for a national or international reputation or both [2]. This determination is reached through a qualitative evaluation of the candidate's record of scholarly research or other creative work, teaching, and service [3]. The relative importance of these criteria may vary in different academic units, but each of the criteria must be considered in every decision [4]. Demonstrated scholarly or other creative achievement and teaching effectiveness must be given primary emphasis; service alone cannot qualify the candidate for tenure. Interdisciplinary work, public engagement, international activities and initiatives, attention to questions of diversity, technology transfer, and other special kinds of professional activity by the candidate should be considered when applicable. The awarding of indefinite tenure presupposes that the candidate's record shows strong promise of his or her achieving promotion to professor.

[2] "**Academic achievement**" includes teaching as well as scholarly research and other creative work. The definition and relative weight of the factors may vary with the mission of the individual campus.

[3] "**Scholarly research**" must include significant publications and, as appropriate, the development and dissemination by other means of new knowledge, technology, or scientific procedures resulting in innovative products, practices, and ideas of significance and value to society. "**Other creative work**" refers to all forms of creative production across a wide range of disciplines, including, but not limited to, visual and performing arts, design, architecture of structures and environments, writing, media, and other modes of expression. "**Teaching**" is not limited to classroom instruction. It includes extension and outreach education, and other forms of communicating knowledge to both registered University students and persons in the extended community, as well as supervising, mentoring, and advising students. "**Service**" may be professional or institutional. Professional service, based on one's academic expertise, is that provided to the profession, to the University, or to the local, state, national, or international community. Institutional service may be administrative, committee, and related contributions to one's department or college, or the University. All faculty members are expected to engage in service activities, but only modest institutional service should be expected of probationary faculty.

[4] Indefinite tenure may be granted at any time the candidate has satisfied the requirements. A probationary appointment must be terminated when the appointee fails to satisfy the criteria in the last year of probationary service and may be terminated earlier if the appointee is not making satisfactory progress within that period toward meeting the criteria.

Appendix 2

Section 9.2 Criteria for Promotion to Professor. The basis for promotion to the rank of professor is the determination that each candidate has (1) demonstrated the intellectual distinction and academic integrity expected of all faculty members, (2) added substantially to an already distinguished record of academic achievement, and (3) established the national or international reputation (or both) ordinarily resulting from such distinction and achievement [7]. This determination is reached through a qualitative evaluation of the candidate's record of scholarly research or other creative work, teaching, and service. The relative importance of these criteria may vary in different academic units, but each of the criteria must be considered in every decision. Interdisciplinary work, public engagement, international activities and initiatives, attention to questions of diversity, technology transfer, and other special kinds of professional activity by the candidate should be considered when applicable. But the primary emphasis must be on demonstrated scholarly or other creative achievement and on teaching effectiveness, and service alone cannot qualify the candidate for promotion.

[7] "**Academic achievement**" includes teaching as well as scholarly research and other creative work. The definition and relative weight of the factors may vary with the mission of the individual campus. Not being promoted to the rank of professor will not in itself result in special post-tenure review of a tenured associate professor.

References

- 1 Board of Regents Policy on Faculty Tenure (June 10, 2011)
- 2 Tenure Code Application to UEA Contracts
- 3 Collective Bargaining Agreement between the Regents of the University of Minnesota and the University Education Association

Revised May 12, 2010