

Department of Theatrical Arts

Criteria for Rank, Tenure, and Promotion

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Approved and ratified

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Note: This version includes proposed minor changes to the approved April 2013 version, based on feedback from the faculty of the Department of Theatrical Arts, the Associate Dean of the School of the Arts, and the Associate Vice President of Academic Affairs over faculty. Proposed changes have been approved by the faculty of the Department of Theatrical Arts and the Associate Dean of the School of the Art and will be reviewed by the Office of Academic Affairs summer 2017 for final approval.

I. PURPOSE:

This document sets forth the specific expectations and procedures for evaluation of faculty in assessment for Rank, Tenure, and Promotion outside relevant university policies in the Department of Theatrical Arts of the School of the Arts at Utah Valley University (UVU). This departmental document complements the university requirements and specifies the expectations at the department level. The department recognizes and adheres to all university policies pursuant to matters of Rank, Tenure, and Promotion. In the event of a conflict between the criteria listed here and those enumerated in the university policy, the university policy supersedes the provisions of this document.

These expectations and procedures focus on three areas:

1. TEACHING
2. CREATIVE ACTIVITY/SCHOLARSHIP
3. SERVICE

All faculty in the Department of Theatrical Arts are expected to make appropriate contributions in all three of these areas throughout their careers. The proportion of effort in each area varies among faculty and, likewise, may vary throughout one's career. To that end, the department establishes the following criteria and goals that measure performance for advancements and are incorporated into the tenure plan of its faculty. The faculty need be familiar with the following:

1. UVU Policy 631 *Instructor and Course EVALUATION*.
2. UVU Policy 632 *Assignment and Advancement in Academic Rank*
3. UVU Policy 637 *Tenure and Appeals*
4. UVU Policy 638 *Post-Tenure Review*
5. UVU Policy 635 *Faculty Rights and Professional Responsibilities*
6. UVU Policy 641 *Salaried Faculty Workload*
7. UVU Policy 114 *Conflict of Interest*
8. UVU Mission Statement
9. Department of Theatrical Arts Mission Statement

II. TENURE PLAN

- A. Within the first semester at UVU, the faculty member should meet with both the Representative from the Department Rank Tenure and Promotion (RTP) Committee and the Chair of the Department to create a written tenure plan.
- B. This plan will outline a set of expectations for tenure tailored to the faculty member's specific position and areas of expertise, consistent with the expectations outlined below and with UVU Tenure Policies.
- C. This written, detailed tenure plan is to be approved by the RTP Committee and Department Chair within the first two semesters of employment.
- D. The tenure plan is signed by the faculty member, Department Chair, and the RTP Committee Chair, and placed in the General Item and Information Section of the faculty member's file.
- E. The faculty member should *immediately* begin assembling representative documentation that provides evidence of teaching, creative activity and/or scholarship, and service for inclusion in his/her tenure portfolio. This portfolio should follow the faculty member's tenure plan and be organized in accordance with UVU Policy 637. Along with his/her portfolio, the faculty member should establish and regularly update his/her accomplishments on the university's electronic faculty portfolio system and maintain a current curriculum vitae for inclusion in the tenure portfolio.

III. THE TENURE FILE

The tenure file is made up of one **portfolio** with four separate sections:

1. General Items and Information
2. Teaching
3. Service
4. Creative Activity/Scholarship

Each section should start with both a narrative and a summative list. The narrative should provide context to help a reviewer understand the nature, scope, and rigor of the work. It should also highlight how the candidate has met the standard for his/her tenure activities and should include the following:

1. Informational Statement
2. Resume/Curriculum vitae
3. Awards
4. Tenure plan
5. Yearly supervisor's evaluations
6. RTP mid-term recommendation
7. Department RTP document
8. Informational Statement
9. Resume/Curriculum vitae
10. Awards
11. Tenure plan
12. Yearly supervisor's evaluations
13. RTP mid-term recommendation
14. Department RTP document

IV. TENURE CRITERIA

A. TEACHING

1. *Because Utah Valley University is primarily a teaching university, the principal emphasis for tenure is teaching.* In the classroom, laboratory, field, or other settings, effective teaching of high quality is expected.
2. Faculty members *must* be academically qualified and well-prepared to teach the courses assigned to them. Qualification includes knowledge of effective teaching methods as well as technical knowledge within the faculty member's content area.
3. The faculty member receives and keeps a record (tenure portfolio) of a combination of the teaching evaluations. Courses must be well-organized, well-presented, and engaging for students.
4. This evidence should be presented in the tenure portfolio, and *must* include:
 - a. Annual review by Department Chair. This review will comment on the relative strength of the candidate in the areas of teaching, scholarship, and service. A signed copy will be provided to the faculty member.
 - b. Peer (Department of Theatrical Arts) evaluations – observations of teaching skills. (2 or more evaluations annually).
 - c. Student Rating of Instructors (SRI's) for **all** classes taught. The faculty member should demonstrate an enhancement of teaching based upon the feedback found in the SRI's.
 - d. Evidence of continued respect and fair treatment of students.
5. Evidence *may* also include:
 - a. Self-assessment of areas of teaching success, along with identification of areas in need of improvement.
 - b. Classroom observation by Student Consultants on Teaching (SCOTs).
 - c. Alumni survey (former students).
 - d. Other forms of teaching assessment as approved by the RTP Committee.
6. Faculty must incorporate a selection of the activities below (or other activities approved by the RTP committee) into his/her tenure plan. A minimum of two activities for mid-term review and an additional two for tenure application are required. Progress in the area of teaching must be sustained and so the quality of the work documented in the portfolio must build as well as its quantity. Activities may be repeated, but selections from more than one activity are required. A broad blend of the following is desirable:
 - a. Develop and use innovative teaching techniques.
 - b. Develop an honors section in his/her discipline.
 - c. Design and teach a new upper-division course.
 - d. Develop or direct an interdisciplinary course or project.
 - e. Write and obtain, or participate in a grant, from on-campus or off-campus sources, for an innovative pedagogy project.

- f. Mentor the organization and production of student works.
- g. Special teaching projects (i.e. collaborations, field studies, Study Abroad, and projects relating to other schools, organizations, activities, etc.).
- h. Teach/participate in a pedagogy workshop.
- i. Develop curriculum for a new course, program, or degree.
- j. Student thesis reviews, student advisement, student mentorship.
- k. Assist in finding/securing student internships or employment, or mentored student acceptance into a graduate study program.
- l. Local, regional, national, or international recognition of students and/or programs within the department.
- m. Other forms of teaching assessment as approved by the RTP Committee.
- n. Participation in a teaching development program through the Office of Teaching and Learning.
- o. Special recognition for teaching may also be used as evidence.

7. Standards of Performance Assessment in Teaching

The RTP committee members shall consider whether the evidence presented indicates that the candidate's teaching meets the Department of Theatrical Arts standards for excellence. In addition, the faculty member **must** create a written plan to address teaching practice that does not meet department standards and demonstrate the capacity to remediate any identified areas of weakness discovered during the midterm review (c. 3rd year).

a. Excellent Performance

Candidate demonstrates exceptional ability and consistently exemplary practice as a teacher. Excellence in teaching is identified as:

- 1) Superior content expertise, including maintaining currency in best practices in theatre pedagogy.
- 2) Superior instructional delivery skills, including effectiveness in communicating with students, in appropriately challenging students, and in developing innovative approaches to new subject matter.
- 3) Outstanding instructional design skills, including effective assessment of student learning and effective innovation in the class room, particularly with new subject matter
- 4) Consistently outstanding course management skills that reveal the candidate's ability to organize, initiate, and manage a course
- 5) Ongoing flexibility in accepting and being successful in varied teaching assignments.

To demonstrate excellence in teaching, the candidate **must** include sufficient evidence from SRIs, narratives of peer observations on significant classroom observation, teaching materials (syllabi, assignments, grading rubrics and other assessment tools, etc.), and other appropriate forms of evidence that **document student learning**.

The Department of Theatrical Arts considers excellent SRI ratings to be consistently above 4.5

b. Competent Performance

Candidate demonstrates consistently strong ability as a teacher. Competence in teaching is identified as:

- 1) Thorough content expertise, including maintaining currency in best practices in theatre pedagogy.
- 2) Strong instructional delivery skills, including effectiveness in communicating with students, in appropriately challenging students, and in developing innovative approaches to new subject matter.
- 3) Competent instructional design skills, including effective assessment of student learning and effective innovation in the class room particularly with new subject matter.
- 4) Consistently strong course management skills that reveal the candidate's ability to organize, initiate, and manage a course.
- 5) Observable flexibility in accepting and being successful in varied teaching assignments.

To demonstrate competence in teaching, the candidate **must** include sufficient evidence from SRIs, narratives of peer observations based on significant classroom observation, teaching materials (syllabi, assignments, grading rubrics and other assessment tools, etc.), and other appropriate forms of evidence that **document student learning**.

c. Unsatisfactory Performance

Candidate fails to demonstrate an ability to fulfill or maintain competent performance requirements in his/her teaching.

B. CREATIVE ACTIVITY/SCHOLARSHIP

Ongoing creative activity/scholarly activity are essential for faculty members. The definition of creative/scholarly activity is the responsibility of the theatre faculty and is in keeping with the guidelines of American Association of Higher Education (AAHE), Association for Theatre in Higher Education (ATHE) and National Association of Schools of Theatre (NAST). A key article from the ATHE, titled "Guidelines for Evaluating Teacher/Artists for promotion and Tenure", defines the acceptance of creative activity for tenure purposes.

Creative/scholarly activity as seen by the Department of Theatrical Arts at UVU is defined as successfully fulfilling assignments and responsibilities such as directing, designing, playwriting, choreographing, and producing theatrical/multimedia works. Also included is presenting at regional and national conferences.

Each activity is to be approved by the RTP Committee as part of the faculty candidate's tenure plan and shall be pertinent to the discipline of the hire. A blend of local, regional, national, and international events in the area of hire is desirable. A candidate should demonstrate significant and ongoing contribution to the profession in creative/scholarly activity in at least four of the six years while on tenure track and *must* include major activities such as:

- a. Publishing scholarly research and works in a refereed journal, book, textbook, or online publications.
- b. Presenting a paper or creative work or serving on a panel at a regional, national, or international conference.
- c. Directing, designing, playwriting, choreographing, and producing significant theatrical/multimedia works.

Further, a candidate should demonstrate a significant involvement in and must include a minimum of four different activities such as:

- a. Creative work on a professional level.
- b. Receive special recognition from UVU students, colleagues, or the institution.
- c. Produce contracted creative work for a local, regional, or national company, foundation, or interest.
- d. Professional memberships in theatre-related organizations regionally, nationally, or internationally.
- e. Teach at or conduct a workshop in areas related to candidate's teaching and expertise.
- f. Receipt of regional, national, or international awards.
- g. Record of mentoring student award-winning projects.
- h. Obtain at least minor funding (\$1,000-\$5,000) for a department-related endeavor. (Grant or donation).
- i. Secure a residency for creative activities in areas related to candidate's teaching.
- j. Overview of commissioned work.
- k. Complete other scholarly/creative endeavors (approved by the Department RTP Committee as part of tenure plan).

1. OUTSIDE PEER REVIEWS

Two to three external peer reviews of Creative Activity/Scholarship endeavors are required at midterm and final tenure review. These reviews are required for major Creative Activity/Scholarly endeavors.

- a. The Outside Peer Review shall be a blind review process. The candidate shall provide the names and contact information of 3–4 qualified reviewers by March 15 prior to application for mid-term and tenure review.
- b. Department faculty will compose a pool of 6–7 qualified reviewers in the candidate's area and provide this list to the RTP Committee Chair, also by March 15.
- c. The RTP Committee will select and retain 2 – 3 reviewers from these pools for objective review of the candidate's Scholarly/Creative works. The candidates shall not communicate with the people on their list for blind peer review.

The candidate shall provide copies of his/her CV and supporting documentation to be sent to the reviewers for assessment no later than but preferably well before June 30. The resulting assessment will be returned to the RTP Committee before August 30 of that same year, in time for RTP Committee review and report by September 15 (in accordance with university policy). Reviews that are obviously and egregiously biased in a negative tone may be eliminated upon consultation with and approval of the Dean of the School of the Arts, and another review may be solicited at the discretion of the RTP Committee. The names and other identifying features of the reviews will be redacted from the documents prior to returning the tenure file to the candidate at the close of the review process to maintain anonymity of the reviewers. Original reviews shall be housed in the office of the Dean of the School of the Arts.

2. Standards of Performance Assessment in Creative Activity/Scholarship

The RTP Committee members shall consider whether the documentation presented indicates that the candidate's creative activity/scholarship work is excellent, competent, or unsatisfactory.

a. Excellent Performance

Candidate demonstrates a significant and ongoing contribution to the profession in creative activity/scholarship. This contribution is evident from at least two of the following sorts of evidence:

- 1) Yearly (or equivalent) publication and/or presentation or performance of creative activity/scholarship in juried settings (includes but is not limited to commissioned work, grant support, editorial and peer review)
- 2) Exceptional quality of materials as judged by both the RTP committee and relevant experts in the field (ascertained in part by the process of blind external peer review described previously in this document)
- 3) Ongoing publication or presentation or performance in a prestigious forum (regional, and particularly national or international theatre organizations.)

b. Competent Performance

Candidate demonstrates both currency in the field of theatre and the ability to contribute to the field. Evidence provided by the candidate should demonstrate ongoing production of creative activity/scholarship materials that are accessible to others in the profession through generally accepted formats, e.g. publication, performance, or conference presentation. It is expected that these materials undergo appropriate forms of editorial or peer review.

c. Unsatisfactory Performance

Candidate demonstrates an inability to fulfill or maintain competent performance requirements in his/her creative activity/scholarship.

C. SERVICE

1. It is expected that all tenure-track faculty will participate in the programs and governance of the department, School of the Arts, Utah Valley University, and community. A blend of UVU, local, regional, national, and international activities in the area of hire is desirable. A minimum of two activities below is required for mid-term candidates; for tenure, an additional two items are required. Requirements for advancement to Professor are found in the Advancement to Professor Criteria section of this document. Re-appointments count as repeatable toward the minimum requirement. The following list presents some potential appointment roles as examples:
 - a. Service on curriculum, RTP, and other department, school, or university committees, task forces, or assignments.
 - b. Service on the Faculty Senate or its standing committees or sub-committees.
 - c. Service outside the university in discipline-related positions (such as professionally related pro-bono or volunteer work). This does not replace service within UVU, but is an encouraged activity.

- d. In certain circumstances, service may overlap with scholarship but may be listed in only one area. At the request of the candidate, the RTP Committee will assist the candidate in locating the activity in the more appropriate of the two categories.
- e. Service in administrative appointments such as program coordinator, Department Chair, Committee Chair, etc.
- f. Service as advisor to UVU student clubs.
- g. Complete other service endeavors (approved by the Department RTP Committee as part of tenure plan).

2. DOCUMENTATION

See UVU Policy 637 *Tenure and Appeals* for tenure file composition. For the candidate's tenure file, the activities in teaching, creative activity/scholarship, and service may be documented in many ways including (but not limited to):

- a. A physical program from a conference, workshop, etc.
- b. A letter from a colleague regarding teaching expertise.
- c. The table of contents from a journal listing the faculty member's work.
- d. Inclusion of a sample syllabus from a course he/she developed.
- e. Physical evidence in a suitable media of participation in the respective creative endeavor. (This may include a digital video of a performance or photo-documentation as standard for the industry).
- f. The candidate need not document every activity listed in his/her tenure file, but should select a few that are representative or particularly impressive. However, if called upon by the RTP Committee, the candidate will be responsible to provide documentation.

Reference UVU Policy *Tenure and Appeals* 637 V.E. that contains detailed information on file contents.

3. Standards of Performance Assessment

The RTP Committee members shall consider whether the documentation presented indicates that the candidate's service is excellent, competent, or unsatisfactory.

a. Excellent Performance

The candidate demonstrates an exceptional contribution by serving with distinction for at least one of the following entities: Department of Theatrical Arts, School of Arts, University, colleagues, discipline, and community. Additionally, he or she demonstrates ongoing contributions to at least three of those entities.

The exceptional nature of any contribution must be clearly documented by an appropriate supervisor or colleague having acknowledged and identified expertise. The written evidence must be presented to the RTP committee as part of the discussion of the faculty member's service. Evidence must show sustained and productive service, alignment with the department, school, and university missions, and high professional standards of conduct and sustained achievement.

b. Competent Performance

The candidate demonstrates a repeated contribution to the work of the Department of Theatrical Arts, and a contribution to at least one other of these entities; School, University, colleagues, profession, and community. Evidence must show that the faculty member has supported the Department, School, and University missions including high professional standards of conduct

c. Unsatisfactory Performance

The candidate fails to demonstrate competent performance requirements in his/her service.

V. ADVANCEMENT TO PROFESSOR CRITERIA

The Department adheres to the university policy governing rank advancement to Professor as stipulated in UVU Policy 632 *Assignment and Advancement in Academic Rank* under section IV Procedures D.3 *Minimum Qualifications for Rank Advancement* as it pertains to the rank of Professor. As stated there, "The rank of Professor is reserved for individuals who are judged to be exemplary. Such individuals shall have achieved distinction clearly above that of Associate Professor." Exemplary performance must be achieved in teaching and at least one other area: scholarship and creative works or service. Candidates for advancement to the rank of professor must produce a faculty portfolio providing evidence of meeting standards and expectations.

The following is department criteria for advancement to Professor:

- A. TERMINAL DEGREE. Significant, sustained regional or national professional experience or performance or reputation may also be considered sufficient in lieu of a terminal degree when combined with a non-terminal degree in the area of hire.
- B. TEACHING. Faculty will maintain the level of effectiveness and rigor above that required for award of tenure. Peer evaluations are not required, but are recommended.

- C. SCHOLARSHIP/CREATIVE WORKS. Faculty must continue an active exhibition or publication record in the areas listed in Scholarship above (see section C.) relative to the candidate's professional discipline. A minimum of one event every two years is required (averaged per years of service).
- D. SERVICE. Since senior faculty are often sought for administrative assignments because of their depth of experience, the candidate must have held at least two University/School/College/Department appointments to be considered for promotion. This may include but is not limited to:
 - 1. Membership on at least one university level committee.
 - 2. Chair of one Department/School/or University level committee.
 - 3. Administrative appointment (i.e. Department Chair, Area Coordinator, etc.)
 - 4. Membership on School of the Arts Committee which serves the Institution such as RTP, Curriculum, etc.

VI. ADVANCEMENT TO NON-TENURED POSITIONS

- A. SENIOR LECTURER
 - 1. Seven years of university full-time service are required.
 - 2. Ongoing superior performance in teaching as documented by a minimum of one annual peer teaching evaluation, and an annual in-class evaluation by the Department Chair. Evidence may also include teaching awards, special teaching projects developed, or other items listed in Teaching (see section IV A 4).
 - 3. Participation in department functions is required. This includes attendance at faculty meetings, minor assignments as given by the Department Chair, etc.
 - 4. Although scholarly activity and university service are not required for advancement, such activities may be considered as positive evidence to support advancement.
- B. SENIOR APPOINTMENT IN RESIDENCE
 - 1. Seven years of university full-time service are required.
 - 2. Participation in department functions is required. This includes attendance at faculty meetings, minor assignments as given by the Department Chair, etc.
 - 3. A substantial, sustained professional record, including an average of two major (international/national/regional level) peer-reviewed publications, creative activity/scholarship or awards for every three years of service as appropriate to the discipline of hire are required.

4. Ongoing excellence in teaching as documented by a minimum of one annual peer evaluation, and an annual in-class evaluation by the Department Chair.
5. Although university service may not be required for advancement, service activities may be considered as positive evidence to support advancement.
6. This position may be awarded at time of hire based on central administration determination that the candidate's credentials meet standards as set forth in UVU Policy 632. This position may be listed as temporary or of limited contract length by nature at the time of hire.

C. SENIOR VISITING FACULTY/SCHOLAR

1. Seven years of university full-time service are required.
2. Terminal degree or equivalent.
3. Participation in department functions is required. This includes attendance at faculty meetings, minor assignments as given by the Department Chair, etc.
4. A substantial, sustained professional record including an average of two major (international/national/regional level) peer reviewed publications, creative activity/scholarship or awards for every three years of service as appropriate to the discipline of hire are required.
5. This position and Rank may be awarded at time of hire based on central administration determination that the candidate's credentials meet standards as set forth in UVU Policy 632. This position may be listed as temporary or of limited contract length by nature at the time of hire.

VII. TERMINAL DEGREES

To set forth clear standards of academic achievement for the purposes of Rank and Advancement, the Department declares the following degrees as terminal. These degrees must be in a theatre discipline, emphasis, and/or specialty and be from a regionally accredited institution:

1. Master of Fine Arts (MFA)
2. Doctor of Philosophy (Ph.D.)
3. Doctor of Fine Arts (DFA)
4. Doctor of Education (Ed.D)

Significant, sustained professional experience may also be considered in lieu of a terminal degree. (See section on Advancement to Professor Criteria).

VIII. COLLEGIALITY

Collegiality is considered an integral part of expectations in a cooperative work environment. It is not, however, a separately-evaluated criteria for consideration in the tenure or promotion process. Refer to UVU Policy 635 *Faculty Rights and Professional Responsibilities* for university expectations on this matter.