

2005

Dance: Appointment, Promotion, and Tenure Documentation

The College at Brockport

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GUIDELINES FOR FACULTY EVALUATION*
FOR
REAPPOINTMENT
CONTINUING APPOINTMENT
PROMOTION
DISCRETIONARY SALARY INCREASE (DSI)

**DEPARTMENT OF DANCE
THE COLLEGE AT BROCKPORT**

Revised and Approved by the Dance Faculty 5/12/09

* Formerly titled: *Guidelines for Personnel Evaluation and
Criteria for Advancement to Assistant Professor, Associate Professor, and Professor*

TABLE OF CONTENTS

Introduction	2
Criteria for Evaluation of Dance Faculty Scholarship	4
The Dance Faculty Portfolio Teaching, Scholarship and Service Rubrics.....	6

APPENDIX

Department of Dance APT Committee Procedures	8
Re-Appointment and/or Promotion	8
Discretionary Salary Increase (DSI).....	8
Documentation of Achievement	10
Documentation of National Reputation.....	13
Composition and Duties of the APT Committee.....	15
Peer Reviewer’s Assessment Form.....	16
APT Committee Member’s Assessment Form.....	17

INTRODUCTION

This document, the Department of Dance *Guidelines for Faculty Evaluation*, outlines the expectations for dance faculty performance at the ranks of assistant, associate and full professor and serves as a guide for reappointment, continuing appointment (tenure), Discretionary Salary Increase (DSI) and promotion reviews.

The Department of Dance personnel procedures align with current department, school and college mission statements. The guidelines and procedures for personnel review as stated in the *Faculty Guide to Academic Practices and Policies at Brockport*, distributed annually by the Office of the Provost and Vice President for Academic Affairs, are followed. Italicized paragraphs are taken directly from the published 2007-08 policies. All faculty are strongly encouraged to refer regularly to the most current version of that document.

The examples of teaching, scholarship, and service as stated for each rank within the dance department's *Documentation of Achievement* are not to be considered as a checklist of requirements but rather as suggested areas in which achievements can take place respective to individual faculty expertise.

It is the candidate's responsibility in all personnel procedures to make *clearly evident* the *caliber* of their activities in teaching, scholarship and service and to *emphasize* those activities that hold the greatest relevance to the candidate's expertise. Annually or over a multi-year period, the candidate must show an engagement in professional learning activities as educators as well as in one or more of the following: active scholastic endeavors, artistic production, or unusually demanding service responsibilities. It is expected that the candidate's body of work, created within the duration of their candidacy, will further intellectual and/or artistic discourse within the discipline.

Serious consideration is given to the *quality* of each candidate's professional achievements through the review of materials that may include: external reviews conducted by established professionals; presentations and/or performances at professional venues that are appropriate to and correlate with the candidate's expertise; national and/or international teaching invitations or service; grants and awards that serve as evidence of high achievement in the field. Self-produced concerts are recognized; those at professionally significant venues will carry more weight, and more so if reviewed. "Significant venues" will also be viewed with consideration of appropriateness to the work presented.

It is expected that professional involvement will grow as each faculty member progresses from the assistant to full professor level, advancing professionally from the local to the national to the international arenas of the field. A typical continuum of professional involvement might be one that moves from participation in professional gatherings, to presentations at increasingly significant forums, to unsolicited invitations to present/perform at national/international venues.

Each faculty member is offered the chance to review professional achievements and future plans, as well as professional effectiveness within the department, through submission of required annual reports and with annual conferences with the chair. *The review process provides mentorship opportunities* that offer an informative view of a faculty member's teaching, scholarship, and service over time. It gives candidates the opportunity for self-reflection, analysis and constructive feedback from peers. *Dance faculty are encouraged to seek scholarly and/or creative mentors* within and outside of the department. The department chair and APT Committee are available to discuss a selection of mentors each faculty member can turn to for constructive professional feedback prior to, during, and beyond the tenure process.

All faculty, unless otherwise authorized by the chair, are expected to contribute annually to departmental service. Dance is a service intensive department since teaching, scholarship, and service within the discipline are often tightly interwoven. Positive recommendations for personnel reviews usually require performance at rank or above in all three performance areas.

These guidelines define an active program of scholarship (see II. Scholarship). It is recommended that continued successful performance of scholarship apply throughout a faculty member's career at Brockport, not just for reappointments, tenure and promotion. Specifically, it is recommended that departmental guidelines for tenure be used as the benchmark for measuring expectations for continuing performance.

Renewal

Faculty appointed at the rank of Instructor or Assistant Professor are generally reviewed at least two times between their date of appointment and their review for continuing appointment. At each review, candidates are evaluated on their performance in the period since the last review. Candidates should demonstrate progress toward achievement of expectations for continuing appointment.

Tenure

Continuing Appointment is based on a complete performance history for the length of time a faculty member has served in the Department of Dance. It is based on patterns of professional performance over time, with consideration given to the individual's own mix of professional responsibilities.

Recommendations for continuing appointment for SUNY Brockport faculty are based primarily on an evaluation 1) of performance at Brockport in each category identified by the Board of Trustees, 2) on the potential of the candidate for achieving the highest academic rank in the department, and 3) on programmatic considerations. Past performance at other institutions is only a secondary consideration.

For a typical tenure-track appointment, faculty at the assistant professor rank will find that "the tenure review is concomitant with a review for promotion to the rank of associate professor, and a positive review for tenure will reflect a positive review for promotion as well" (see Faculty Guide to Academic Practices and Policies at Brockport under IV. B. Reappointment, Promotion, and Tenure).

A person promoted to the rank of Associate Professor has demonstrated achievement on a continuous basis in the rank of Assistant Professor in all three major performance areas: Effectiveness in Teaching, Scholarship, and Service. There must be evidence that the person has made sustained high quality contributions to the Department and the College as an Assistant Professor. The faculty member has established a commendable reputation beyond the campus for scholarly work in the field. In addition, there is the expectation that the person has made discernible progress toward achieving excellence in the discipline/profession and for attaining the highest rank in the department.

To reach its mission of excellence, the dance department depends on colleagues working effectively together within a respectful learning and working environment. A positive recommendation represents confidence in

the candidate's ability to continue to perform at the level of associate professor or higher and to contribute positively to the departmental and institutional community.

Criteria for Evaluation of Dance Faculty Scholarship
The College at Brockport
Department of Dance

It is recognized that evaluation of scholarship in dance can be particularly challenging.

The Department of Dance encourages each candidate applying for renewal, promotion and/or tenure to pursue a particular scholarship focus, creative or written, to enhance and fortify his/her own potential for success.

Criteria within each category of scholarship are stated below. At least two of the following criteria *within a category* (creative or written) must be met in order for a candidate seeking renewal/promotion and/or tenure to achieve an 'at rank' evaluation. The candidate is responsible for providing evidence, not only of scholarship but also *quality* of scholarship for each submission under consideration.

The following stated criteria are a separate consideration from the portfolio submission. Candidates are strongly encouraged to seek mentorship during the development of their portfolio from members of the APT Committee, who can also refer the candidate to current literature or research pertaining to portfolio development.

Creative Scholarship

Quality is determined by the degree of excellence a creative work demonstrates, which is made possible by:

- 1) A consistency of engagement within the field as a performer and/or choreographer.
- 2) Where the performance of a work takes place i.e. the prestige attributed to the performance venue; includes identified performance venues that have maintained a continuous history of producing emergent or nationally/internationally recognized performers/choreographers.
- 3) Evaluations or reviews of a candidate's work, which are submitted for public distribution by critical viewing dance professionals (online or hard copy). Quality is determined, in part, by the fact that the candidate is recognized as a performer and/or choreographer by successful peers in the field.
- 4) Where a critical review is published, i.e. the prestige attributed to each dance publication. International publications hold more sway than national and major national publications generate more exposure than regional and accordingly, regional publications are more persuasive than local venues. To meet the criteria, at least one national review must be provided. A national review is one generated out of a publication or literary venue respected by the dance field.
- 5) Invitations to various university or professional settings to create or stage a modern dance work or interdisciplinary project.
- 6) Solicited peer reviews. External peer reviews (see External Peer Review Guidelines) as well as adjudicated reviews are encouraged and must reflect the qualitative value or worth of a dance work that has been

produced during the candidate's employment within the Department of Dance. The original review must be recorded (written, audio or video) to be acceptable for consideration.

External Peer Review Guidelines

The candidate to be reviewed and the dance department chair will create a pool of possible peer reviewers for consideration. A designated peer reviewer cannot have artistic or publishing commitments or past connections to the candidate's creative development or literary work. The peer reviewer will be chosen and invited to participate in the peer review process by the Department of Dance chair. The consequent review must describe and reflect the value or worth of the dance work reviewed. It is recommended that two reviewers be chosen for the peer review process since two evaluations would provide a more complete impression of the candidate's work. A list of strengths and weaknesses drawn from the review process as well as each peer review response will be sent forward with the APT Committee's evaluation letter.

Written and Critical Publications

Quality is determined by the degree of excellence a written work demonstrates, which is made possible by:

- 1) A consistency of engagement within the field of dance conference presentations and/ or dance publications. Lecturing or adjudicating within a university dance residency or national dance venue also meets the requirements of this category.
- 2) *Where* each publication is made manifest, i.e., the prestige of the publication venue. The prestige of the publication should be presented in the portfolio by the candidate. Peer Reviewed international publications may, though not necessarily, hold more sway than national and major national publications generate more exposure than regional and accordingly, regional publications are more persuasive than local publications. To meet the requirements of this category at least one peer-reviewed national review must be provided. A national review is a review generated out of a publication or literary venue acknowledged by the dance field as rigorous.
- 3) How rigorous the 'acceptance for publication' process is per publication. The blind review process and/or editor/editorial boards are examples of scholarly rigor applied towards publication. An invitation to write a book or submit an article or chapter is also recognized based on the fact the scholar is acknowledged by successful peers in the field.
- 4) Published reviews of article/chapter/book publications submitted. Literary reviews can be used as a basis for assessment by members of the APT Committee, who can list strengths and weaknesses identified within each review to forward with the candidate's evaluation letter.
- 5) Solicited peer reviews. External peer reviews (see External Peer Review Guidelines) are encouraged and should reflect the qualitative value of the publication that has been produced during the candidate's period of employment within the Department of Dance.

Revised 5/12/09

THE DANCE FACULTY PORTFOLIO
TEACHING, SCHOLARSHIP AND SERVICE RUBRICS
DEPARTMENT OF DANCE

The following rubrics are used to evaluate and assess Teaching, Scholarship and Service at the ranks of Assistant Professor, Associate Professor and Full Professor. The APT Committee Review is based on the contents of the faculty portfolio.

The portfolio presents well-rounded, comprehensive and detailed evidence of the candidate's professional accomplishments, providing a complete and accurate picture of the candidate's experiences as a dance artist, educator and/or scholar. Inclusion of an external review of teaching and/or scholarship is recommended for tenure and/or promotion application (see External Peer Review Guidelines).

To make clearly evident the caliber of his/her teaching, scholarship and service, activities, the candidate might address such questions as: 1) How selective was the review process when submitting a creative or literary product for accepted publication? 2) How many applicants competed for the same performance or publication opportunity?

The portfolio should document the candidate's achievements in meeting his/her original job description and explain any changes that may have occurred since the initial appointment. Portfolios should demonstrate a professional, rigorous, and thoughtful level of commitment to their creation.

Teaching = 50%

Professor: Professors are recognized at the national and/or international level as master teachers. Candidates demonstrate an articulate, sophisticated understanding of dance when using its written, symbolic, creative and/or performance-based forms. Documentation that supports such recognition should be provided and is supported in the form of IAS scores or other formal tools of assessment (with analysis provided by the candidate) as well as teaching materials, awards, invitations to name a few.

Associate Professor: Associate professors are usually recognized at the regional, state or national level as professional teachers. Candidates demonstrate a competent understanding of dance when using its written, symbolic, creative and/or performance-based forms. Documentation that supports such recognition should be provided and supported in the form of IAS scores or other formal tools of assessment (including analysis provided by the candidate) as well as teaching materials, awards, invitations to name a few.

Assistant Professor: Assistant professors are actively engaged with their development as effective teachers. Candidates demonstrate an operative understanding of dance when using its written, symbolic, creative and/or performance-based forms. Documentation that supports such engaging development should be provided and is supported in the form of IAS scores or other formal tools of assessment (including analysis provided by the candidate) as well as teaching materials, awards, invitations to name a few.

Scholarship and Service Combined = 50%

Scholarship

Professor: Professors demonstrate noteworthy achievement in the area of their scholarly expertise in dance. They actively seek to stay current in the field of research and/or studio-based dance practice by engaging with materials, movement studies, and residency opportunities provided by the field. At least two scholarly submissions reviewed by professionals outside the department must be provided and made evident. The candidate as a notable role model, leader, educator and advocate of dance as an art form must be evident through documentation.

Associate Professor: Associate Professors demonstrate continuous achievement in the area of their scholarly expertise in dance. They actively seek to stay current in the field of research and/or studio-based dance practice by engaging with the materials, movement studies, and residency opportunities provided by the field. At least one scholarly submission reviewed by professionals outside the department must be provided and made evident. The candidate as a notable role model, leader, educator and advocate of dance as an art form must be evident through documentation.

Assistant Professor: Assistant Professors demonstrate a consistent commitment to learning in the area of their scholarly expertise in dance. They actively seek to stay current in the field of research and/or studio-based dance practice by engaging with the materials, movement studies, and residency opportunities provided in the field. The candidate as a potential role model, leader, educator and advocate of dance as an art form must be evident through documentation.

Service

Professor: A professor is recognized outside of the department for leadership in the field. Therefore, evidence must be provided that documents how the candidate plays a significant role in governance and/or service at the departmental, college, regional, state and national level.

Associate Professor: An associate professor actively contributes through leadership within the department and participation outside of the department. Therefore, evidence must be provided that documents how the candidate maintains a level of engagement with national dance and/or arts organizations and institutions that is developing.

Assistant Professor: An assistant professor is an active participant in governance and service within the department and exhibits an interest and potential to serve as a leader in the field. Therefore, evidence must be provided that documents how the candidate actively participates in governance and service within the department and exhibits an interest and potential to serve as a leader in the field.

Revised 5/12/09

APPENDIX

DEPARTMENT OF DANCE APT COMMITTEE PROCEDURES

The APT committee follows all guidelines and timelines distributed by the Provost. If for any reason the committee is unable to follow that timeline the candidate under consideration must be notified in writing and agree to the proposed date change. As stated elsewhere all candidates are encouraged to consult regularly with APT Committee members and others regarding, in particular, Portfolio development.

Review for Re-Appointment and/or Promotion

All voting faculty can submit written comments about a candidate under review to the APT Committee by the date announced. The comments must be based on a review of the portfolio using the Reviewer Assessment form.

APT Committee members will independently review the submitted portfolio and rate the candidate, based on their assessment of evidence presented in the portfolio in relation to the Teaching, Scholarship, and Service expectations described in the department's *Guidelines for Faculty Evaluation*.

Each APT member uses the department's APT Reviewer's Assessment sheets to independently record their opinion of the candidate's achievements for the Rank expectations in the three global categories. A rating of 0-8 is given for each category in addition to one overall rating. The committee member lists the relevant evidence found in the portfolio to support the selected numeric rating.

Committee members meet and present for committee discussion their individual ratings for Teaching, Scholarship, and Service. This process allows for better understanding of each member's interpretation of departmental standards for each category and provides for discussion points leading to the development of the APT letter and recommendation. For each category (Teaching, Scholarship, Service) the three committee members' numeric ratings are totaled. The committee then has a picture of the candidate's placement in each of the three categories and a starting place for discussion of the APT recommendation. A candidate might *Meet*, *Not Meet*, or *Strongly Meet* expectations in one, two, or three categories. This process is as important for the committee members as for the candidate and will be reflected in the strengths and areas for growth described in the committee's letter. The committee's recommendation follows their written description and analysis.

The APT Committee's letter is presented to the voting members of the department who may vote only to *Support* or *Not Support* the recommendation. Those wishing to vote must review the candidate's portfolio in advance and sign next to their name on the list provided. The portfolio must be accessible to all for at least one week. The APT recommendation, along with the vote (by secret ballot) is given to the Chair. The Chair gives the letter to the candidate. The candidate and all voting members have a set number of days to provide, if desired, written comment to the Chair. The Chair's assessment of a candidate is independent from the faculty but follows the same departmental expectations.

Review for Discretionary Salary Increase

A Discretionary Salary Increase review is based on the candidate's performance history from the previous year as presented in the candidate's annual report and supporting documents. A positive recommendation requires performance "*at rank*" or "*above*" in Teaching, Scholarship and Service and "*above*" in at least one category. For the rank of Professor, "*above rank*" is defined as "*above expectations*".

The candidate's achievements in teaching, scholarship and service should reflect department, school and college missions.

The department follows specific procedures as directed by the Dean. At the time of approval of this document the following procedure is used.

Candidates must submit by the designated date a copy of their annual report and appropriate supporting documentation with a cover letter that outlines their achievements for consideration of special recognition. The DSI award represents recognition for achievement in the preceding year.

Committee members will independently review each candidate (applicants and nominees) using a standardized School form that indicates *Above, At, Below* rank in Teaching, Scholarship, Service and includes comments that explain each rating given. Scoring and individual comments are discussed in committee for consensus, then combined and summarized on another sheet that goes, along with the documentation provided by the candidate, to the Chair. The Chair completes a separate rating sheet. Both sheets (Chair's and APT's) go forward with the required materials.

DOCUMENTATION OF ACHIEVEMENT

(Lists are not in order of importance)

I. Teaching

A. Teaching is 50% or more in the overall rating of the candidate.

B. Mentoring and assigned teaching will be evaluated in the following categories:

1. Evidence of student success in
 - a. performance
 - video documentation demonstrating technical growth
 - open showings in technique classes with written reports from the chair and one or more members of the APT committee
 - reflective journals of students
 - commissions and invitations that students receive that are directly related to the professor's work
 - student letters and evaluations
 - student performance recognitions and awards
 - effective mentorship of student performances
 - b. choreography
 - adjudicated student work, selected for performance and Brockport, regional or national venues.
 - student awards for choreography
 - open showings in which students demonstrate varied compositional strategies, original solutions to creative problems, and well constructed or crafter work
 - advisement/mentorship of successful student concert work
 - student critiques of student works
 - mentorship of successful thesis choreography
 - c. cognitive studies in dance
 - student papers selected for conference presentation or publication
 - students able to articulate concepts taught in class discussions and in written work
 - peer observation and chairs evaluation
 - papers constructively critiqued
 - effective and ongoing mentorship of thesis work
 - research and concepts utilized productively in dance performances and choreographies
 - d. leadership activities
2. Written evaluations at the end of semesters
 - a. standardized forms utilized by the college at large
 - b. department rating forms
 - c. letters and statements from students
3. Success of alumni who have studied with the candidate
 - a. statements may be solicited by the candidate
 - b. the APT Committee may solicit evaluations from alumni
4. Evidence of faculty effectiveness in academic advising
 - a. review of advisement folders
 - b. comments from alumni

- c. advisement surveys
- 5. Teaching portfolio submitted by the candidate.
 - a. portfolio may contain the following, plus other relevant materials submitted to support teaching success by the candidate:
 - classroom videos that document teaching process
 - teaching materials prepared by the candidate for use in classes such as: relevant hand-outs, tests, performance criteria the candidate has developed to advise students about their progress in technique and choreography, and syllabi.
 - videos of student performances related to the candidate's teaching.
 - student papers written in fulfillment of the requirements of a class that show how the candidate furthers writing skills of students through their commentary.
 - student papers that have been through a process of writing and revision according to the guidance of the candidate.
- 6. Guest teaching: regional, national, international with letters of support

II. Scholarship (Creative and Literary)

- A. Scholarship is necessary for a positive recommendation.
- B. Scholarly success might be evaluated in the following categories:
 - Research Projects (ongoing or completed)
 - Action research
 - Publication (articles, journals, books, monographs, reviews)
 - Conference presentations
 - Documented developments in choreography/performance
 - Documented design creations (costuming, lighting, music production)
 - Developed technology programs, software, or applications.
 - Specialized areas of dance study
 - Adjudications
 - Commissioned work in dance (creative and/or literary), on and off-campus
 - Solo concert work
 - Creative collaborations
 - Interdisciplinary projects
 - Creative submissions to national/international festivals
 - Dance residencies
 - Touring repertory work
 - Grant applications for creative or literary work
- 1. Recognized areas of research and presentation might include:
 - a. research into performance and choreography
 - b. dance history and historiography
 - c. pedagogy
 - d. dance ethnology
 - e. dance aesthetics and criticism
 - f. dance theory
 - g. movement analysis and notation
 - h. movement education
 - i. movement therapy

- j. dance science
 - k. dance somatics
 - l. feminist and gender analysis in dance
 - m. world dance forms
 - n. cross-disciplinary research in the arts
 - o. cultural diversity in dance
 - p. dance production
 - q. design for dance
 - r. technology
 - s. music for dance
2. Research may be quantitative or qualitative in nature, according to the research design and methodology.

III. Public, University and Professional Service

- A. Service is required for a positive recommendation.
- B. The candidate demonstrates a willingness to serve students, the department, college, university, community, and the dance profession.
- C. The candidate participates on departmental committees, college-wide committees, and associates with national organizations for dance.
- D. The candidate provides students regularly with accurate academic advisement and information about college services.
- E. The candidate is involved in regional and national professional service activities.

DOCUMENTATION OF NATIONAL REPUTATION

National reputation is acknowledged in dance in three areas:

- I. Teaching
- II. Scholarship
- III. Service

The following are examples of possible activities through which a candidate may establish national reputation.

- I. TEACHING
 - A. Guest teaching
 - B. Consultancies in one's area of expertise
 - C. Honors and awards for teaching
 - D. Outstanding achievement of students who join dance companies, publish articles, give conference presentation, or become recognized teacher and administrators -- with clearly documented proof of influence of the professor
 - E. Invited workshops and lectures
 - F. Funded workshops and lectures
 - G. Innovative work in developing curriculum which receives attention nationally, or is published in adjudicated journals.
 - H. Articles on pedagogy published in adjudicated journals or presented at refereed conferences.
 - I. Leadership in the revision or development of curriculum; should be informed about dance curriculum on a national/international level.

- II. SCHOLARSHIP

- A. In dance, scholarship is divided into three main areas of emphasis. National reputation need only be established in one area of scholarship, but may be established as a combination in two or all three.
1. Choreographic or other creative work--this may include choreography, direction, set design, lighting design, costume design, musical composition for dance, etc. National reputation in choreographic or other creative work and in performance shall be established through definitions and criteria set forth in SECTION ONE of the original document on promotions and through the following:
 - a. works in recognized public or national theaters beyond Brockport.
 - b. works and performances in theaters on other campuses by invitation.
 - c. grants for choreography or performance or other creative work, and commissioned works.
 - d. reviews of works in city and national media beyond Brockport.
 - e. residencies and guest performances beyond Brockport.
 - f. collaboration with recognized artist beyond Brockport
 - g. honors and Awards for creative work or performance.
 - h. letters and statements from artists, educators, scholars, or dance professional beyond Brockport concerning the candidate's professional reputation.
 2. Performance--this shall include any type of dance performance or related arts or media performance.
 3. Scholarly works--this shall include any written work about or for dance in any related dance field or discipline. This shall also include adjudicated conference presentations and invited lectures and speeches related to mastery of subject matter. National reputation in published and presented scholarship shall be established through the definitions and criteria set forth in the original document pertaining to promotion, and through the following:
 - a. publication of books that have gone through review processes at recognized presses, either trade or university.
 - b. publication of articles in adjudicated journals
 - c. publication of solicited articles
 - d. candidate cited in the works of others
 - e. presentation of adjudicated or invited conference papers, lectures, or speeches.
 - f. invitations to review books or other materials for publishers
 - g. appointment to editorial positions or editorial boards at the national level.
 - h. grants for research and scholarly activities.
 - i. contracts for publication with trade or university presses. These shall not be weighted as fully as published materials.
 - j. statements or letters from recognized dance scholars attesting the national reputation of the candidate.
 - k. artwork, recordings, videos, scores, designs, and other professional publications

III. SERVICE

- A. Leadership of successful educational programs in dance, noted through local, state, and national influence of the program.
- B. Leadership and initiative in establishing new educational or research programs with state-wide or nation-wide influence
- C. Leadership in establishing and maintaining international exchange programs
- D. Leadership in national organization for dance and/or related fields
- E. Consulting on the state, national or international level

- F. Appointments or election to office on national or international boards or committees
- G. Statements or letters from dance colleagues that establish quality of service on national or international levels.
- H. Leadership awards or honors, or honorary appointments to advisory positions in dance on a national or international level.
- I. Service on boards of directors of nationally recognized dance companies.
- J. Service on accreditation boards and editorial boards at a national level.

4/1/99

revised 12/8/99

revised and approved 2/29/00

revised and approved 12/14/00

revised and approved 9/18/04

revised and approved 6/8/07

revised and approved 11/20/07

revised and approved 5/12/09

COMPOSITION AND DUTIES OF THE APT COMMITTEE

Term: Two (2) years renewable

Qualifications:

1. Tenured faculty or tenured professional staff with a permanent appointment.
2. The APT Chair must have served at least one previous term on the APT Committee.
3. Members must remove themselves from the committee when personally involved in a given process, at which point, a substitute is elected by the full-time faculty and professional staff. (Note: "personally involved" also applies to situations where the personnel papers of someone who is a "significant other" are being considered.)

Selection Process: Elected by the full-time faculty and professional staff.
In certain situations, such as an interdisciplinary position, the committee composition may differ. If such a situation occurs, the Dean's letter describing the percentage of weight in teaching, scholarship and service must be included in the portfolio.

The APT COMMITTEE will consist of 3 faculty members

The Committee's duties are as follows:

1. The committee is responsible for faculty reviews and chair designation as determined by faculty guidelines.
2. The committee is responsible for Discretionary Salary Increase (DSI) and other award recommendations.
3. The committee is responsible for portfolio consultation for candidates applying for personnel reviews.
4. The committee maintains the department's APT document.

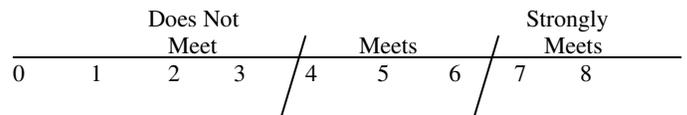
PEER Reviewer's Assessment

Candidate: _____ Date _____

Peer Reviewer _____

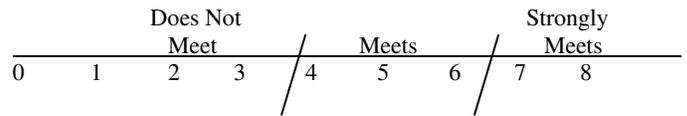
Review for the Rank of: Assistant Professor Associate Professor Professor

Reviewer's Total:



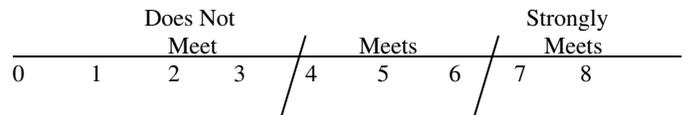
Teaching:

The numeric rating is based on the following qualitative evidence found in the candidate's portfolio

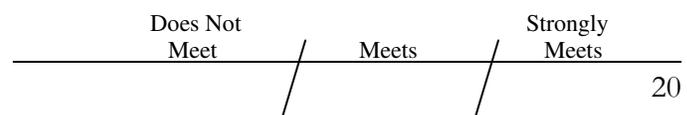


Scholarship:

The numeric rating is based on the following qualitative evidence found in the candidate's portfolio.



Service:



The numeric rating is based on the following qualitative evidence found in the candidate's portfolio.

0 1 2 3 4 5 6 7 8

APT Committee Member's Assessment

Candidate: _____ Date _____

Review for the Rank of: [] Assistant Professor [] Associate Professor [] Professor

Reviewer's Total:

Does Not Meet / Meets / Strongly Meets
0 1 2 3 / 4 5 6 / 7 8

Teaching:

The numeric rating is based on the following qualitative evidence found in the candidate's portfolio

Does Not Meet / Meets / Strongly Meets
0 1 2 3 / 4 5 6 / 7 8

Scholarship:

The numeric rating is based on the following qualitative evidence found in the candidate's portfolio.

Does Not Meet / Meets / Strongly Meets
0 1 2 3 / 4 5 6 / 7 8

Service:

The numeric rating is based on the following qualitative evidence found in the candidate's portfolio.

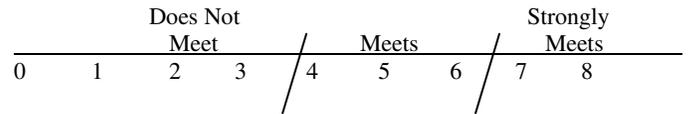
Does Not Meet / Meets / Strongly Meets
0 1 2 3 / 4 5 6 / 7 8

APT Committee Combined Assessment

Candidate: _____ Date _____

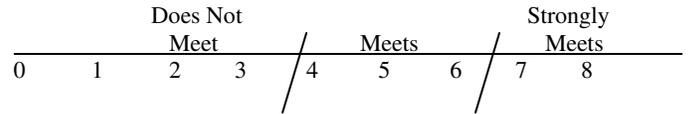
Review for the Rank of: [] Assistant Professor [] Associate Professor [] Professor

Committee's Total:



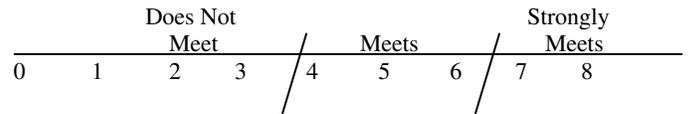
Teaching:

The numeric rating is based on the following qualitative evidence found in the candidate's portfolio



Scholarship:

The numeric rating is based on the following qualitative evidence found in the candidate's portfolio.



Service:

The numeric rating is based on the following qualitative evidence found in the candidate's portfolio.

