Theatre: Appointment, Promotion, and Tenure Documentation

The College at Brockport

Follow this and additional works at: http://digitalcommons.brockport.edu/apt

Part of the Higher Education Commons

Repository Citation


http://digitalcommons.brockport.edu/apt/75

This Document is brought to you for free and open access by Digital Commons @Brockport. It has been accepted for inclusion in Appointment, Promotion, and Tenure Documentation by an authorized administrator of Digital Commons @Brockport. For more information, please contact kmyers@brockport.edu.
I - INTRODUCTION

Departmental APT documents are explicit in describing the guidelines for evaluating teaching and the expected teaching loads for the department, the kinds of scholarship considered appropriate to the discipline and the quantity and quality measures used in determining appropriate scholarship for rank, and the department's system of weighting the relative importance of teaching, scholarship and service though as a general rule, teaching must be always weighted at least 50%, and scholarship must be weighed more heavily than service. Of course, departments can only make personnel recommendations. Ultimately, only the College President (in consultation with the school deans and academic VP) makes personnel decisions. These department APT documents are reviewed and approved by the deans and the Provost and Vice President for Academic Affairs. Accordingly, they represent the minimum guidelines agreed to by College Administration in making these decisions. These guidelines in these departmental documents describe a set of minimal (necessary) performance expectations. They should not be construed, however, as explicating a set of criteria that are sufficient for a positive recommendation. Minimal expectations will be taken into consideration as part of a thorough and comprehensive evaluation of the candidate's professional performance and contributions. Furthermore, the comprehensive evaluation should consider both retrospective and prospective points of view, including, for instance, the candidate's potential for achieving and/or performing at, the highest academic rank.

The College at Brockport follows the State University of New York Board of Trustees' Policies in defining the professional obligation for faculty. The College considers the professional obligation of the faculty as the basis for review in all personnel actions. Professional areas of obligation of the faculty for review include teaching, scholarship/creative activity and service to the Department, School, College, Profession and Community. It should be noted that nothing in this document can contravene College policies, and that College policy takes precedence over policies outlined in this document.

It should be noted that the Appointment, Promotion, and Tenure (APT) Committee's evaluation of a candidate for renewal, continuing appointment (tenure) or promotion is simply a well-considered and informed professional recommendation to the Administration. A positive recommendation for tenure by the APT Committee, for example, is no assurance that the candidate will be awarded tenure (continuing appointment).
It should be noted that even though a candidate applying for renewal, promotion or continuing appointment may satisfy the requirements specified in this document, there are other factors that may cause an APT Committee to render a recommendation of non-support. These factors are intangible and cannot be quantified. They include e.g., an ability to deal respectfully with faculty, staff, and students, as well as professionalism and dedication to the discipline. The APT committee should recognize a candidate’s potential for achieving and/or performing at the rank of Professor.

II - WORKLOAD

A faculty member in the Department of Theatre and Music Studies at the College at Brockport is required to be productive in the three areas of teaching, scholarship/creative activity and service.

The Department of Theatre and Music Studies supports the decision of the Faculty Roles and Rewards Committee which defines workload and provides guidelines for evaluation of workload for faculty members in the following terms: “teaching must always be weighed at least 50%, and scholarship[/creative activity] must be weighed more heavily than service.” Faculty members in the Department of Theatre and Music Studies are required to participate in all three areas every year, except when on leave. Faculty members, in consultation with the Chair of the Department of Theatre and Music Studies, will determine the proportion of each area (teaching, scholarship/creative activity, service) in their workload.

The Department of Theatre and Music Studies supports the following recommendation from *The Faculty Roles and Rewards Committee Final Report of 1998*: “The normal expectation [for full-time faculty] is a [course load of 3 classes in each of the two semesters (3/3)] or its equivalent for faculty demonstrating an active program of scholarship[/creative activity] as defined by individual departments and/or (emphasis added) with major or multiple service responsibilities”. In review for promotion, the performance at rank should be at the rank to which the candidate aspires. Furthermore, current practice utilizes a model in which faculty members who are not performing to expectation in all three areas receive a compensatory workload adjustment in one of the two remaining areas. Historically, this has almost always happened where scholarly activity has not met expectation, and has resulted in a 4/4 course-teaching load instead of the normal 3/3 (in such cases the faculty member is still expected to perform at rank in service).

The Department of Theatre and Music Studies supports College Senate resolution #25 from 2010-2011 which states:

1. As part of the existing annual review process for faculty, if faculty fail to show an active program of scholarship[/creative activity] as defined in the department APT document, the Chair will send a clear signal in the annual review comment. In addition, the Chair will create a plan for developing an active program of scholarship[/creative activity] with the faculty member to include clearly articulated expectations for the coming year.
2. At the end of that 2nd year if the faculty member still does not have an active program of scholarship [/creative activity] the Chair in consultation with the Dean will adjust the faculty member's workload as appropriate. Most commonly this will be the assignment of a 4/3 or 4/4 teaching load. [Any adjustment of teaching load will be part of the consultation process between the Chair and the Dean, and will take into consideration overall performance across the three evaluation categories (teaching, service and scholarship [/creative activity]).

A) Active Program of Scholarship/Creative Activity:

In order to qualify for a 3/3 teaching workload, a faculty member must show evidence of ongoing scholarship/creative activity to the Chair by providing evidence of work on primary and secondary products. This is best defined by the scholarship/creative activity that he/she has accomplished in the past three years. Since the assignment of teaching falls to the Department Chair, he/she should also be the person responsible for assessing ongoing scholarship/creative activity since it is he or she who will decide who will have a 3/3 teaching schedule.

For no other purpose than determining 3/3 or 4/4 teaching assignments, works in progress such as auditioning, research, composing, playwriting, preparation of proposals and submissions for publication, should be considered part of ongoing scholarship/creative activity.

This document assumes that the majority of a faculty member's work in scholarship/creative activity will be accomplished in the area of expertise defined by the area of instruction for which a faculty member was hired and/or in which the faculty member regularly engages. It should be noted that a faculty member may have multiple areas of expertise. The Chair will resolve questions about a faculty member's area(s) of expertise. Though the Department of Theatre and Music Studies recognizes that it is a very positive and enriching experience for a faculty member to reach outside his/her area(s) of expertise, it is nevertheless the department's view that faculty members are employed at The College at Brockport with the expectation that they will be productive primarily in their area of specialization. See also Section V, Performance at Rank.

III- REVIEW PROCESS

Only teaching, scholarship/creative activity, and service completed since initial appointment will be considered in the review process, unless otherwise agreed upon at time of hiring.

A) Definition of Review Period

1) Renewal: The time period since the candidate was last reviewed by the department for renewal or, if this is the candidate's first appointment renewal, the time period since the candidate began full-time employment with the department.

2) Continuing Appointment: All academic years the candidate has been on a tenure track line at The College at Brockport, unless otherwise agreed upon at time of hiring.
3) Promotion: Time at current rank at The College at Brockport, unless otherwise agreed upon at time of hiring. An exception is made in the case of a faculty member hired in a tenure-track line prior to obtaining a terminal degree. In such a case, promotion to Assistant Professor will coincide with the granting of their terminal degree.

4) Discretionary Salary Increase (DSI) or Discretionary Salary Award (DSA): The 12-month period stipulated when the application process is announced, typically from July 1st to June 30th.

5) Chancellor’s Awards: See most recent Chancellor’s Award guidelines.

B) Composition of APT Committee

The Department of Theatre and Music Studies APT Committee will be structured in accordance with the “Procedural Requirements of Academic Personnel Decisions” (approved by Faculty Senate 4/2/01) and the Constitution of the Department of Theatre and Music Studies (Article II.A.3.)

1) The APT Committee shall consist of three elected voting members and an elected alternate of the department who have continuing appointment. Additional specifications as to the composition of the APT committee will be agreed upon by a faculty vote and consistent with College and School policy.

2) Should a vacancy arise during the year, the department shall promptly elect an appropriate replacement.

3) The composition of the APT committee may, with consent of the voting members of the department, may be modified or augmented, but not reduced in number.

4) In the case of promotions, only those who have attained the rank of Associate Professor or higher may serve on the APT Committee. In the case of promotion to Professor the APT committee must include at least one Professor. If a Professor is not available among the members of the department, the Dean, after consulting the Chair and members of the faculty in the department, will appoint an emeritus Professor from the department, or if none is available, a Professor from another department, to the APT committee for the purpose of reviewing the promotion to Professor.

5) In the case that the department does not have the number of qualifying faculty to constitute an APT committee, the Dean, after consulting the Chair and members of the faculty of the department, will appoint emeritus Professor or emeritus Associate Professor from the department when appropriate, to the APT committee for the purpose of reviewing continuing appointments and promotions.

C) Role of the APT Committee
The APT Committee is charged with the review of all applications for renewal, continuing appointment, promotion, discretionary salary increase, and Chancellor Award nominations within the department. The review process will consider the performance of the candidate with respect to teaching, scholarship/creative activity, and service as specified in this document.

1. On matters of renewal, continuing appointment, and promotion, the outcome of the APT Committee review process will be a written report and recommendation to the department faculty, the Department Chair, and the candidate. This report shall include: 1) the Committee's recommendation, 2) the Committee vote on the personnel action being considered, 3) a copy of the report generated by the APT committee.

2. On matters of DSIs/DSAs, the outcome of the APT Committee review process will be a written report and recommendation to the Dean (via the Department Chair), a copy of which will be provided to the candidate.

3. On matters of Chancellor Award Nominations, the outcome of the APT Committee review process will be a written report and recommendation to the Chancellor Award Selection Committee (via the Department Chair), a copy of which will be provided to the candidate.

**D) Role of the Chair**

1) The Chair is responsible for providing all candidates for employment within the department selected for an on-campus interview, a copy of the APT document.

2) The Chair is responsible for preparing the separate dossier (a manila folder containing annual reports for the years considered, the candidate's CV, the candidate's appointment form, the candidate's statement, the letter from the APT committee, and the letter from the Chair) that goes forward for renewal, promotion, and continuing appointment.

3) The Chair is responsible for providing candidates with the most up to date information regarding materials required for renewal, promotion, and continuing appointment, and their organization.

4) The Chair is responsible for providing a copy of the Chair's recommendation to candidates for renewal, promotion, continuing appointment, DSIs/DSAs, and Chancellor Award nominees.

**E) Role of the Candidate**

Requests by full-time faculty to be considered for renewal, continuing appointment, promotion, or DSI/DSA are to be made in writing to the APT Committee in accordance with current administrative deadlines and procedures. Nominations for Chancellor's Awards should also be submitted to the APT Committee in accordance with current administrative deadlines and procedures. It is the responsibility of each candidate
seeking renewal, continuing appointment, promotion, or DSI/DSA to prepare the appropriate, complete and organized package of materials supporting the request. Additionally, it is the responsibility of each individual to know and understand 1) the terms of his or her current appointment and 2) application deadlines for appointment renewal, continuing appointment, promotion, and DSIs/DSAs. Furthermore, it is the responsibility of the person nominating a candidate for a Chancellor's Award to understand 1) the application deadlines and 2) required contents of the nomination package.

1) Regarding renewal, continuing appointment, promotion:
The package of materials presented to the APT Committee should contain:
- Letter of application;
- Inventory of materials submitted;
- Annual reports for the period under review, including Department Chair's comment and signature pages;
- Teaching Portfolio;
- Scholarship/creative activity portfolio;
- Service portfolio;
- Other documents and appendices deemed pertinent by the candidate or required in this document.

NOTE: All materials should be organized into three-ring or equivalent binders that are clearly labeled, in accordance with directives from the current Dean and College administration. Candidates are encouraged to familiarize themselves with the on-line Faculty Handbook, (http://www.brockport.edu/hr/resources/handbook.html), and consult with the Chair in respect to these matters.

F) Information to Consider:
The report and recommendation of the APT Committee will focus on the candidate's record in the areas of teaching, scholarship/creative activity, and service as it pertains to the personnel action under consideration.

The APT Committee members are responsible for conducting the review process and preparing their report in accordance with published administrative deadlines.

IV – Renewal and Promotion

A) Overview:
1. Typical timeline:
The year-based timetable for new appointees is 3-3-1. This indicates that the first appointment is for a 3-year period, the second appointment is for a 3-year period, and the third appointment is for a 1-year period. Materials are typically due to the
APT Committee from the candidate in early Fall.

Year 1: Begin three year initial appointment.
Year 2: Review for next three year appointment (years 4, 5, & 6) after one full year at The College at Brockport.
Year 3: Terminal year in case of non-renewal.
Year 4: Begin second three-year appointment.
Year 5: Review for next one year (year 7) appointment.
Year 6: Tenure review. Notification, by the end of year 6, allows the one-year mandatory notification period.
Year 7: Promotion to Associate Professor or, alternately, the terminal year in case of tenure denial.
Year 8: Tenure begins.

2. Appointment Renewals:

Faculty who receive an initial appointment at the rank of Instructor or Assistant Professor will be reviewed for renewal of appointment at rank twice between their date of appointment and their review for promotion to Associate Professor with continuing appointment. Usually these appointment renewals occur in the 2nd and 5th years.

When a faculty member has been credited with one to three years toward continuing appointment at the time of initial appointment (prior service credit), there will be at least one review for renewal of appointment at rank prior to review for promotion to Associate Professor with continuing appointment.

At the time of each appointment renewal, candidates are evaluated on their performance only during the period since being hired (for the 2nd year renewal) and since the last appointment renewal (for the 5th year renewal). Candidates are expected to demonstrate continuous progress toward achievement of the expectations for promotion to Associate Professor with continuing appointment.

2. Promotion

Faculty typically apply for promotion to Associate Professor at their 6th year review, which encompasses the entire period since being hired, unless otherwise agreed upon at time of hiring. The period of review for applications for promotion to Professor encompasses a candidate's time as an Associate Professor at The College at Brockport, unless otherwise agreed upon at time of hiring.

3. Continuing Appointment

Continuing appointment reflects the concept of tenure, a defense of academic freedom and the protection from dismissal for arbitrary or capricious reasons. Article XI, Title B, SUNY Policy defines continuing appointment as "an appointment to a position of academic rank which shall not be affected by changes in such rank and shall continue until resignation, retirement or termination."
B) Standards and Procedures for Evaluating Teaching,
Scholarship/Creative Activity, and Service

In matters of renewal, candidates must be performing at rank and making progress toward promotion. In matters of continuing appointment, candidates should already be performing at the rank of Associate Professor. In addition, there is the expectation that the candidate has achieved or made discernible progress toward achieving excellence in the discipline/profession, as a teacher, and attaining the rank of Professor in the department.

1) Teaching

In the Department of Theatre and Music Studies, there is broad diversity in the nature of courses and teaching environments, from traditional academic lecture courses, to studio courses in performance and technical areas. The number of faculty, the requirements of the curriculum, and the proportion of responsibilities in co-curricular activities with students, dictate that there will be broad latitude in expectations in the fulfillment of individual requirements. Consequently, there is a necessary distribution of coursework by the Chair throughout the faculty, with Assistant, Associate, and Professors teaching both upper and lower division courses. Teaching at any level of instruction is equally valued by the department.

Teaching and learning: Encompasses promoting, guiding, facilitating, and evaluating student learning. Faculty members are catalysts for creating and adapting learning environments in and outside the classroom that stimulate students to learn, to be curious, to be critical thinkers, effective writers and speakers, and creative problem solvers. Effective teaching and learning are dependent upon faculty utilizing a variety of teaching techniques and designing and revising curriculum to produce student learning outcomes. Included within teaching and learning are the professional development processes of attending workshops and conferences and efforts necessary to maintain mastery of subject matter and teaching methodologies. Also included are the teaching-related activities of independent study and thesis supervision, field supervision, mentoring of students, and student involvement in research.

a) The Teaching Portfolio

The teaching portfolio is the basic component for evaluating teaching in the College. It must be presented at all levels of application for renewal, promotion, or continuing appointment. The teaching portfolio should demonstrate the candidate’s knowledge of the discipline, skills of pedagogy, including clarity and precision in communication and methods of instruction, and interest in the educational achievement of students. Documentation should include course syllabi and related materials. Accordingly, the APT Committee for the Department of Theatre and Music Studies will formulate its recommendation for renewal, continuing appointment, and promotion, as it pertains to teaching, based on the teaching portfolio.
Required Contents of the Teaching Portfolio:

A. Statement of Teaching Philosophy and Focus, addressing:

- Educational values, ideals and goals
- Self-evaluation of teaching
- Efforts to improve teaching generally or in a specific course
- Assessment of Student Learning
- General and Specific Course Effectiveness
- List courses taught including contact hours and number of students enrolled in each. In the event that candidates are granted a course release(s), the reason for the release should be stated. Additionally, in the event that candidates are in any way compensated for any classes taught, this should be clearly stated.

B. Course Syllabi and Supporting Materials

- Representative syllabi for each course, showing revision and improvement when appropriate throughout the period of review
- Integration of relevant department student learning outcomes within each course, showing methods of assessment
- Representative assignments and projects for each course, showing a clear correlation with course objectives
- Sample exams or assessment tools for each course, showing integration of assignments and assessment

C. Student Evaluation

- Summary of student ratings (i.e. IAS global scores, or College-mandated equivalent) of instruction for all courses taught during the review period. The candidate must contextualize these scores.
- Computerized printouts of all standardized assessments of teaching during the review period (not including individual student rating sheets)

D. Evidence of Student Outcomes and Accomplishments

- Table of grade distribution for each course/section, including personal interpretation of distribution
- Artifacts of student learning, e.g., class work and projects both within and outside of the classroom

E. Evidence of Efforts to Improve Teaching

- Professional Development as a teacher, such as attending workshops, conferences, receiving certifications or equivalent; etc.
- Efforts to remain current in pedagogy and in the discipline
- Integration of professional development activities into teaching

F. Evidence of Teaching-Related Activity Outside the Classroom

- Mentoring of students
• Evidence of academic advising quality, e.g., surveys, letters of recommendation for students, etc.

G. Peer Observation
• External to the department Review of course syllabi, assignments, and examinations.
• In the following personnel actions peer observation of teaching is required
  o For Assistant Professors for each contract renewal (2nd year and 5th year) there should be one peer review of the candidate’s teaching by a qualified individual who is not part of the department. An additional peer observation will be required for continuing appointment. Peer observers will be selected by the Department Chair in consultation with the candidate.
  o When applying for Professor the candidate must have three peer observations of teaching by qualified individuals who are not part of the department. These peer observations must occur after promotion to Associate Professor, or time of hire at the College at Brockport, whichever is more recent. Peer observers will be selected by the Department Chair in consultation with the candidate.
• Written reports of these peer observations must be included in applications for renewal, promotion and continuing appointment

2) Scholarship/Creative Activity

Scholarship and Creative Activity encompasses producing an identifiable product subject to systematic internal and external evaluation by professional peers and resulting from:

1. The creation of new knowledge or artistic expression within the discipline (Discovery). Examples of identifiable products include but are not limited to: original research as reported in articles, books, and presentation of papers; compositions, recordings, production and performances; grant proposals; inventions and patents; software development.

2. The synthesizing of existing knowledge or creative work within one or more disciplines into new patterns and/or for new audiences (Integration). Examples of identifiable products include but are not limited to: publication of interpretive studies or criticism; critical reviews or editing of scholarly work; development of public policies or of interdisciplinary programs, integrating research into a production and performance.

3. The utilization of discipline-based knowledge to solve problems (Application). Examples of identifiable products include but are not limited to: development and implementation of innovative artistic practice or technology, innovative public school
theatre and music programs; adjudication; clinician; consultant work in the public or
private sector based on the faculty member's discipline-based knowledge and expertise.

The Department of Theatre and Music Studies APT Committee will formulate its
recommendation as it pertains to scholarship/creative activity in the period under
review based on the following guidelines:

1. The candidate is responsible for supporting all claims concerning the importance,
relevance, and quality, of any scholarship/creative activity.

2. The candidate is responsible for documenting the status of the venue/publisher
(e.g., local, regional, national, international), and the scope of the product (e.g.,
staged reading versus full production, or book review versus 30 page journal article).

3. The candidate is responsible for submitting copies or records of all such
scholarship/creative activity to the APT Committee.

Because of its importance, relevance and quality, a specific scholarly or creative product
may be weighted as much as four times the value of a single product.

This document asks the candidate to designate all scholarship/creative activity as either
Primary or Secondary products. It is the responsibility of the candidate to contextualize
each activity (scope, quality, status of venue/publisher, etc.) and justify the designation
of activities as Primary or Secondary. However, the APT committee, and others who are
in a position to review a candidate's materials, will independently discern if a given
product is a primary or secondary product.

Examples of Primary and Secondary Products:

1. **Primary Products**
   - Peer-reviewed publications of research, theory, or philosophical essays including
     but not limited to:
     - Single Authored books
     - Co-Authored books
     - Translations of dramatic literature
     - Textbooks
     - Single Authored or Co-Authored Peer reviewed journal articles
   - Significant external grant awards in support of research, scholarship/creative
     activity, and/or teaching/learning
   - Major participation in peer-reviewed productions (e.g., composing, conducting,
     designing, directing, performing, playwriting, etc.)
   - Development, implementation, and assessment of a new design technology
   - Significant contribution in the form of a recording
Note: Anthologies or edited works are considered the equivalent of a single-authored journal article, provided they included introductions or an article or chapter by the candidate.

2. SECONDARY PRODUCTS

• State, regional, national, or international recognition as a scholar/artist in an identified area
• Member of editorial board of national journal
• Invited scholarly presentations, keynote addresses etc.
• Professional certifications, degrees, and other specialty credentials
• Secondary participation (i.e. participating in a lesser venue or on a lesser level) in peer-reviewed productions, performances, or publications.
• Internal grants awarded for research or scholarship/creative activity development, (as opposed to faculty travel grants, which are automatic, or professional development workshops)
• Juried conference presentations or papers.
• Participation as an invited or peer-reviewed clinician or lecturer for seminars, workshops, conferences, arts councils, and forums at the state, regional, and national levels.
• Adjudication as an invited judge for festivals, master classes, competitions, arts councils, and other professional organizations.
• Application for significant external grant awards in support of research, scholarship/creative activity, and/or teaching/learning.

The Department of Theatre and Music Studies recognizes and values the diversity of scholarship/creative activity achieved by theatre and music scholars, artists, and practitioners. However, it is worth noting that, in the disciplines of theatre and music, creative activity may be peer-reviewed in a variety of ways including: published reviews, comments and citations in the works of others and direct letters of assessment by recognized off-campus authorities solicited by the Department Chair in consultation with the candidate. Additionally the department recognizes that the audition/interview process that results in a candidate being asked to participate in a production is in fact part of the peer-review process. Furthermore, when candidates are invited to compose/design/direct/perform repeatedly at the same venue, this may be interpreted as evidence of the quality of his or her creative activity. Nonetheless, the minimum requirements for advancement, at least four primary products for promotion to Associate Professor and six primary products for promotion to Professor, will include a tangible peer-review (published review or written letter of assessment) for consideration. Additionally, while the department values the scholarship of teaching and learning, it is expected that a majority of a candidate's minimum required primary products (the minimum requirement is four for promotion to Associate Professor and six for promotion to Professor) will be in the area(s) of expertise.

In the Department of Theatre and Music Studies candidates are required to generate a specific number of primary and secondary products in order to meet the requirements
for advancement. It is the responsibility of the candidate to provide a complete list of their scholarship/creative activities and additionally they must clearly justify whether their scholarship/creative activity should be considered as a primary or secondary product. This justification should include, as previously stated, the importance, relevance, and quality of the work, as well as the status of the venue/publisher and the scope of the product. Ultimately it is up to the reviewers to determine the designation of scholarship/creative activity products.

Furthermore, while we value scholarship and creative activity that may be outside of a candidate’s area(s) of expertise, it is expected that a majority of a candidate’s minimum required primary products will be in the area(s) of expertise, and accomplished off-campus. In the case of promotion to Professor, at least six of the primary products must be off-campus.

3) Service:

The Department of Theatre and Music Studies supports the following portions from The Final Report of the Faculty Roles and Rewards Committee:

- "Service encompasses governance of the Department, the School, the College, the University, the profession, as well as discipline-based ... contributions to the community that are not included in scholarship."

- "Service within the Department, the College, the University, the community and the profession supports the advancement of learning and the enrichment of campus culture."

- "Faculty must demonstrate continued successful service to support recommendations for reappointment, continuing appointment and promotion. Faculty members should play a service role commensurate with their rank and the changing needs of their various constituencies."

1. Candidates will prepare a reflective statement, which discusses how their service activities meet the expectations of the department. This statement shall include service to the Department, School, College, Profession and Community as appropriate to rank. The candidate should include details of their service activities and provide evidence of the quality and level of their contributions.

2. All faculty are required to maintain four hours per week of office hours and to attend departmental meetings.

3. All faculty are expected to shoulder a proportionate share of the department’s advisement and registration activities and to dispatch the same in a professional and competent manner. Each faculty member should participate in roughly the same number of departmental activities, e.g., open registration, open houses, and Saturday information sessions.
4. All faculty are required to participate in academic advisement, including regular availability during scheduled hours, a more-than-cursory review of student course schedules prior to providing approval, returning student phone calls, etc.

5. Examples of Service Activities
   - Academic advising
   - Serving on a Departmental, School-wide, or College-wide committee
   - Chairing a Departmental, School-wide, or College-wide committee
   - Advising a Departmental or College-wide club
   - Discipline-related advising to a governmental or private sector organization
   - Serving in the College senate (or as an alternate)
   - Officer or member of a discipline- or education-related local, regional or national professional society

C) Expectations for Promotion to the Rank of Assistant Professor

Most new faculty are hired at the rank of Assistant Professor. Occasionally one is hired at the rank of Instructor if the terminal degree or equivalent training is not yet complete. In such a case, promotion to Assistant Professor will coincide with the granting of their terminal degree.

The typical renewal pattern is 3-3-1 with reviews occurring in the 2nd, 5th, and 6th years. The renewal in the 6th year involves application for promotion to Associate Professor with Continuing Appointment. In cases that vary from the 3-3-1 pattern criteria for renewal should be negotiated by the candidate, Department Chair and Dean at the time of hire.

D) Expectations for 2nd year appointment renewals

Because just one year of employment is considered in this first review, a candidate should be on track to meet the expectations of performing at rank as an Assistant Professor.

1. Expectations in Teaching:

Candidates should provide evidence of all of the following items:

1. The candidate has made discernible progress toward achieving excellence in the discipline/profession and as a teacher, and attaining the rank of Associate Professor in the department.

2. The Teaching Portfolio must demonstrate competency in all the required areas.

3. The candidate's individual goals are consistent with the Department and College mission statements. Further, the teaching portfolio should show evidence that relevant department student learning outcomes have been assessed.
4. Course syllabi must be supported by sample assignments, sample exams or other assessment tools/strategies, clearly presented, and easily navigable.

5. The candidate should present evidence of some professional development, supporting the assertion that the candidate is remaining current in his or her discipline(s).

2. Expectations in Scholarship/Creative Activity:

Candidates should have in-progress at least one of the four primary products required for promotion to Associate Professor. In addition, the candidate must provide evidence of having established an active program of scholarship/creative activity in their area of expertise.

3. Expectations in Service:

Candidates are expected to have demonstrated regular service on at least one departmental committee as well as a solid record of participation in other department functions, including but not limited to department meetings and academic advisement.

E) Expectations for 5th year appointment renewals

In order to meet the requirements for the 5th year renewal, a candidate must demonstrate that they are performing at rank in teaching, scholarship/creative activity, and service in accordance with the criteria for Assistant Professor.

1. Expectations in Teaching:

Candidates should provide evidence of all of the following items:

1. The candidate has made discernible progress toward achieving excellence in the discipline/profession and as a teacher, and attaining the rank of Professor in the department.

2. The Teaching Portfolio must demonstrate competency in all the required areas.

3. The evidence presented must show that the candidate’s individual goals are consistent with the Department and College mission statements. Further, the teaching portfolio should show evidence that relevant department student learning outcomes have been assessed.

4. Course syllabi must be supported by sample assignments, sample exams or other assessment tools/strategies, clearly presented, and easily navigable.
5. The candidate should present evidence of continuous professional development, supporting the assertion that the candidate is remaining current in his or her discipline(s).

6. In addition to those elements required in the teaching portfolio, there must be evidence of achievement in one or more of the following areas.

- Undertaking new course assignments and/or implementing major course revisions.
- Demonstrating consistent, successful involvement with students in independent studies, research projects, senior projects and/or Honors theses, complex projects in production, design, composition, performance, coaching, lessons, etc.

2. Expectations in Scholarship/Creative Activity:

Candidates should have at least two of the four required primary products completed. In addition two of the three required secondary products should have been completed by this 5th year renewal. Furthermore, the candidate must provide evidence of having established an active program of scholarship/creative activity in their area of expertise.

3. Expectations in Service:

Candidates are expected to have demonstrated regular service on at least two departmental committees, as well as a solid record of participation in other department functions, including but not limited to department meetings, Open Houses, and academic advisement. Additionally, candidates should have participated in some service at the college-wide level.

It is normally expected that a faculty member nearing the tenure-review year will demonstrate some degree of leadership in service, perhaps by chairing a committee or assuming primary responsibility for an activity or function within the Department of Theatre and Music Studies or the College.

F) Expectations for Promotion to the Rank of Associate Professor:

The candidate promoted to the rank of Associate Professor has demonstrated achievement on a continuous basis at the rank of Assistant Professor, and is currently performing at the rank of Associate Professor in all three major performance areas, teaching, scholarship/creative activity, and service, and have been at the College for the required number of academic years, as determined by the College administration. 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 must have established a commendable reputation beyond the campus for scholarly and/or creative work in the field. The candidate has made discernible progress toward achieving excellence in the discipline/profession and attaining the rank of Professor in the department.
In most cases faculty apply for promotion to Associate Professor with continuing appointment in October of their sixth year. If this application is successful candidates are promoted to Associate Professor in their seventh year, and granted continuing appointment (tenure) in their eighth year. In the event that a candidate meets the criteria for promotion to Associate Professor prior to their sixth year, they may apply for promotion to Associate Professor earlier, which, if successful, means that their sixth year application will be solely for continuing appointment (tenure). In this situation the candidate must first consult with the Chair of the Department of Theatre and Music Studies and the Dean.

1) Expectations in Teaching for Promotion to the Rank of Associate Professor

1. Teaching excellence and commitment should extend beyond that demonstrated at the rank of Assistant Professor. The candidate has made discernible progress toward achieving excellence in the discipline/profession and as a teacher, and attaining the rank of Professor in the department.

2. The Teaching Portfolio must demonstrate competency in all the required areas.

3. The evidence presented must show that the candidate's individual goals are consistent with the Department and College mission statements. Further, the teaching portfolio should show evidence that relevant department student learning outcomes have been assessed.

4. Course syllabi must be supported by sample assignments, sample exams or other assessment tools/strategies, clearly presented, and easily navigable.

5. The candidate should present evidence of continuous professional development, supporting the assertion that the candidate is remaining current in his or her discipline(s).

6. In addition to those elements required in the teaching portfolio, there must be evidence of two achievement in one or more of the following areas:

- Providing active mentoring of a new faculty member through a delineated program of activities;

- Undertaking new course assignments and/or implementing major course revisions.

- Demonstrating consistent, successful involvement with students in: independent studies, research projects, senior projects and/or Honors theses, complex projects in production, design, composition, performance, coaching, lessons, etc.

- Evidence of a major contribution, either in or outside of the classroom to the Departmental or College-wide instructional program.
2) Expectations in Scholarship/Creative Activity
for Promotion to the Rank of Associate Professor

A. For promotion to Associate Professor, the candidate must demonstrate an established commendable reputation for scholarly/creative work in theatre or music. 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 must have established a commendable reputation beyond the campus for scholarly and/or creative work in the field. The candidate must have made discernible progress toward achieving excellence in the discipline/profession and attaining the rank of Professor in the department.

B. The department defines the required accomplishment for promotion to Associate Professor as equivalent to four (4) primary products, each of which will require a tangible peer-review (published review or written letter of assessment) for consideration, and three (3) secondary products.

3) Expectations in Service for Promotion to the Rank of Associate Professor

To achieve the Associate Professor level, the faculty member should have demonstrated excellent service, both within and beyond the department, on a continuous basis during the period of service as Assistant Professor. Demonstration of service contributions should come from among the following:

- Competency as an academic advisor;
- Appointed or elected leadership roles on Departmental, College, community and/or professional committees, along with evidence of successful leadership, and successful outcomes to the committees’ work;
- Participation in service activities beyond the department
- Evidence of level and quality of service may be provided through several types of evaluation, e.g.,
  - Letters from committee chairs citing specific contributions to the work of the committee
  - Letters of recommendation from colleagues and/or community agencies that cite contributions and successful initiatives;
  - Documentation of active leadership in disciplinary professional organizations

G) Expectations for Promotion to the Rank of Professor

The candidate promoted to the rank of Professor has demonstrated professional growth and excellence on a continuous basis at the rank of Associate Professor in all three performance areas: Effectiveness in Teaching, Scholarship/Creative Activity, and Service. The evidence must clearly support the candidate’s role as an established leader in the Department and in the College. In addition, evidence must clearly support that
the contributions are of high quality, and have been sustained over a reasonable period of time as an Associate Professor, and suggest likelihood of continued productivity. The faculty member now holds a national, and possibly international, reputation for scholarship/creative activity in the field.

1) Expectations in Teaching for Promotion to the Rank of Professor

When applying for Professor the candidate must have three peer observations of teaching by qualified individuals who are not part of the department. These peer observations must occur after promotion to Associate Professor, or time of hire at the College at Brockport, whichever is more recent. Peer observers will be selected by the Department Chair in consultation with the candidate.

1. Teaching excellence and commitment should extend beyond that demonstrated at the rank of Associate Professor.

2. The Teaching Portfolio must demonstrate excellence in all the required areas.

3. The evidence presented must show that the candidate's individual goals are consistent with the Department and College mission statements. Further, the portfolio should show evidence that relevant department student learning outcomes have been assessed.

4. Course syllabi must be supported by sample assignments, sample exams or other assessment tools/strategies, clearly presented, and easily navigable.

5. The candidate should present evidence of continuous professional development, supporting the assertion that the candidate is remaining current in his or her discipline(s) and pedagogy.

In addition to those elements required in the teaching portfolio, there must be evidence of four achievements in two or more of the following areas during the period under review.

- Providing active mentoring of a new faculty member through a delineated program of activities;
- Undertaking new course assignments and/or implementing major course revisions.
- Demonstrating consistent, successful involvement with students in: independent studies, research projects, senior projects and/or Honors theses, complex projects in production, design, composition, performance, coaching, lessons, etc.
- Evidence of a major contribution, either in or outside of the classroom to the Departmental or College-wide instructional program,

2) Expectation in Scholarship/Creative Activity for Promotion to the Rank of Professor
A. Accomplishment in this area should be significantly greater than was expected to achieve the rank of Associate Professor.

B. The department defines the required number of accomplishments for promotion to the rank of Professor as being six (6) primary products (all six must be external to the campus). At least four (4) of these primary products must be subject to an external peer review. These products are in addition to those used for previous promotions. In terms of publications, it is expected that the candidate will be the lead author, or co-author for publications to be considered primary products.

C. The candidate must also have 6 secondary products, the majority of which must be external to the campus. These products are in addition to those used for previous promotions.

D. Peers and reputable figures in the field away from campus must verify the significance of the candidate’s accomplishment.

E. The primary and secondary products must have been accomplished while the candidate was an Associate Professor at the College at Brockport, unless otherwise agreed upon at hiring.

F. Candidates must demonstrate evidence of an active program of scholarship/creative activity in their area of expertise, such as publications in progress and/or in press, conference presentations, grant applications and awarded grants, compositions, recordings, productions in progress, researching new technologies, etc.

G. A Candidate is responsible for providing evidence of a National or International reputation in the field. However, a candidate may demonstrate a National reputation through a variety of methods, such as consistent presentations at National or International conferences since achieving the rank of Associate Professor, invitations to be a keynote speaker, invitations to present workshops at Nationally recognized venues, etc.

3) Expectation in Service for Promotion to the Rank of Professor

At the Professor level, accomplishments in the area of service should be significantly greater than was expected to achieve the rank of Associate Professor. The candidate’s level and quality of service, within and beyond the department, should have expanded significantly in all areas into acknowledged leadership in the department and the College, and in service to the profession. This may be demonstrated by providing the following evidence:

- Competency as an academic advisor
- Increased complexity in administrative duties (e.g., the candidate has chaired a variety of committees both inside and outside the department)
- The excellence of his or her contributions to committees is verified by colleagues and can be illustrated in tangible ways
H) Expectations for Promotion to the Rank of Distinguished Professor:

Promotion to the highest ranks – Distinguished Teaching Professor, Distinguished Service Professor, and Distinguished Professor – is governed by the policies of the SUNY Board of Trustees. These awards are a rank above Professor and only one Distinguished Professorship in each category can be authorized for our campus each year.

Guidelines are available for each of these programs and successful nomination packages from previous years can also be reviewed. A campus committee is convened each January to review nominations for each award. Nomination dossiers must have the approval of the departmental APT Committee and Chair and Dean prior to being sent to the review. For current application procedures see:

www.suny.edu/provost/academic_affairs/dist_prof_guide.cfm

I) Personnel Actions for Faculty with Qualified Academic Rank

Faculty with qualified academic rank (QAR) are ordinarily designated as visiting faculty. The duties of visiting faculty are typically to teach and to provide service to the Department and/or the College. Visiting faculty usually hold the rank of visiting assistant professor, visiting associate professor, or visiting professor. Visiting faculty normally are appointed for 1-3 year terms and are required to submit annual reports for review by the Department Chair. Visiting faculty who have renewable appointments should be evaluated by the department on a regular schedule (e.g., year 2 in every 3-year appointment cycle) and, in cases of non-renewal, departments should follow College policy for timely notification.

Usually faculty with QAR are not required to maintain an active program of scholarship/creative activity and typically carry a 4/4 teaching load (or equivalent). Faculty with QAR are not eligible for tenure or sabbatical leaves, but may be considered for promotions and salary increases (including DSIs/DSAs as full-time faculty). Faculty with QAR are evaluated according to a pre-determined weighting of the responsibilities associated with that position. A visiting faculty member will be evaluated based on a weighting for teaching and for service. The Department of Theatre and Music Studies will use the personnel guidelines in this document for the evaluation of teaching and service of QAR/visiting faculty. Although it is not required, when visiting faculty do produce scholarship/creative activity, their scholarly productivity can be considered in the faculty member’s overall evaluation.

V. Performance at Rank

In the Department of Theatre and Music Studies the criteria for promotion begin with the understanding that each rank carries with it certain expectations about a continuing
level of performance appropriate to that rank, or *performance at rank*. Thus, it is
expected that the quality of performance in teaching, scholarship/creative activity, and
service a faculty member demonstrates to attain promotion will continue at the same
level after the candidate has been promoted. In this sense, application for promotion is
not only a request to be recognized for a certain level of achievement, but also is a
promise by the candidate that he/she will continue to perform at that level after having
achieved the higher rank.

In addition, continuing performance at rank is extremely important for consideration
for promotion to the next rank, influences decisions about awards, and is an important
contributor to decisions about workload distribution by the Department Chair.

Performance at rank for assistant professors, associate professors, and professors is
summarized in the following:

A) Assistant Professor

As long as the assistant professor continues to receive favorable reviews for the 2nd and
5th year appointment renewals, it may be assumed that the faculty member is
performing at rank. That is, favorable reviews will be provided only if the faculty
member:

- Is making appropriate progress toward satisfying the expectations for teaching
  competency to achieve the rank of Associate Professor with continuing
  appointment
- Is making demonstrable progress toward producing the four primary products
  and three secondary products required for promotion to the rank of Associate
  Professor with continuing appointment
- Has contributed to the work of all departmental committees to which the faculty
  member is assigned each year, as well as an appropriate record of participation
  in other department functions (e.g., department meetings, academic advising,
  open houses, open registration) and when appropriate college-wide service.

B) Associate Professor

To perform at rank in teaching, the Associate Professor must meet the teaching criteria
required for promotion to Associate Professor with continuing appointment. The
Associate Professors with tenure should show progress toward meeting the expectations
in teaching at the rank of Professor.

To perform at rank in scholarship/creative activity, the Associate Professor must
continue to maintain an active and productive scholarship/creative activity program.
This is defined as a minimum of one off-campus primary product (or evidence of
significant progress toward a book-length publication or its equivalent), and two
secondary products within any three year period. Additionally, it is expected that
Associate Professors with tenure will show progress toward meeting the expectations in
scholarship/creative activity at the rank of Professor.
To perform at rank in service, the Associate Professor must maintain a continuing commitment to service activities, including consistent service on all departmental committees to which they are assigned each year, a record of participation in other department functions (e.g., departmental meetings, academic advising, open houses, open registration), and service to the College, University, and/or professional discipline. There should be evidence of leadership in service, e.g., chairing committees for the Department, College, and/or professional organizations; and/or assuming prominent responsibility for an activity or function within the Department or the College, etc. Additionally, it is expected that Associate Professors with tenure will show progress toward meeting the expectations in service at the rank of Professor.

C) Professor

Promotion from Associate Professor to Professor requires a history of excellence in teaching, scholarship/creative activity, and service. Performance at rank as a Professor requires continuing excellence in all three areas.

To perform at rank in teaching, the Professor must meet the teaching criteria required for promotion to the rank of Professor. A Professor is expected to be a model and mentor for less experienced colleagues, and to provide leadership in such matters as changes in departmental curricula, assessment of curricula, assessment of student learning.

To perform at rank in scholarship/creative activity the Professor must meet the scholarship/creative activity criteria required for promotion to the rank of Professor and maintain an active program of scholarship/creative activity. This is defined as a minimum of one off-campus primary product (or evidence of significant progress toward a book-length publication or its equivalent), and two secondary products within any three year period.

To perform at rank in service, the Professor must meet the service criteria required for promotion to the rank of Professor. The Professor must maintain a commitment to service activities, including service on all departmental committees to which assigned, a record of participation in other department functions (e.g., department meetings, academic advising, open houses, open registration), and service to the College and professional discipline. Service to the University is also valued. There should be evidence of leadership in service every year, e.g., Chairing committees for the Department, College, and/or professional organizations; and/or assuming prominent responsibility for an activity or function within the Department or the College, etc.

VI – Performance at Rank in a Single Year

On a yearly basis, performance at rank for the Assistant Professor will be demonstrated by the following:

- fulfilling the teaching load assigned by the Department Chair, offering four office hours weekly during each teaching semester, providing students with a College-compliant syllabus and any other instructional materials in a timely manner,
participating in the assessment and analysis of student learning outcomes, and fulfilling student advisement activities as determined within the department.

- actively engaging in scholarship/creative activity.
- performing service on all departmental committees to which assigned, regularly attending department meetings, as well as participation in other department functions (e.g., department meetings, academic advising, open houses, open registration) and a record of service to the College congruent with timely progress toward promotion to Associate Professor.

On a yearly basis, performance at rank for the Associate Professor will be demonstrated by the following:

- fulfilling the teaching load assigned by the Department Chair, offering four office hours weekly during each teaching semester, providing students with a College-compliant syllabus and any other instructional materials in a timely manner, participating in the assessment and analysis of student learning outcomes, and fulfilling student advisement activities as determined within the department.
- actively engaging in scholarship/creative activity.
- performing service on all departmental committees to which assigned, regularly attending department meetings, as well as participation in other department functions (e.g., department meetings, academic advising, open houses, open registration) and either some College-wide service, or significant leadership responsibilities within the department.

On a yearly basis, performance at rank for the Professor will be demonstrated by the following:

- fulfilling the teaching load assigned by the Department Chair, offering four office hours weekly during each teaching semester, providing students with a College-compliant syllabus and any other instructional materials in a timely manner, participating in the assessment and analysis of student learning outcomes, and fulfilling student advisement activities as determined within the department.
- actively engaging in scholarship/creative activity.
- performing service on all departmental committees to which assigned, regularly attending department meetings, as well as participating in other department functions (e.g., department meetings, academic advising, open houses, open registration) and assuming significant leadership responsibilities within the department. Additionally, it is expected that Professors will perform college-wide service and/or service to the profession on a regular basis.