

Indiana State University Department of Music

**CRITERIA FOR TENURE AND PROMOTION**

The Department of Music includes persons of diverse backgrounds who serve the mission of the department in various ways. A few are scholars in the traditional sense; many are performers; most are teachers of specific performance and/or pedagogical skills; and many must combine these pursuits in their teaching loads.

As faculty members progress toward tenure, evaluations of teaching effectiveness, scholarly and creative achievement, and service are made annually. Faculty being considered for reappointment or applying for tenure and/or promotion must document continued growth or sustained excellence in all areas to be evaluated, and an ongoing commitment to the department, university, community and the profession. In addition, faculty members are expected to provide evidence that experiential learning and/or community engagement activities have been incorporated into their work. Candidates for promotion to full professor build a case on achievements since their last promotion.

Candidates should present supporting data as clearly as possible, using the format suggested in the Tenure and Promotion Application Template of the College of Arts and Sciences. The data must be cumulative and presented in reverse chronological order, including the year, month day, and location.

It is recommended that candidates request current letter(s) of review from the appropriate Division Coordinator(s) or faculty in the candidate's area of expertise. These letters should address the candidates teaching effectiveness, scholarly and/or creative achievement, and service.

The following items serve as guidelines in documenting a candidate's activities in Teaching Effectiveness, Scholarly and Creative Achievement, and Service. The list of indicators or descriptors under each category is not exhaustive, nor are all items expected of every person being evaluated.

**Teaching Effectiveness**

A candidate's record of teaching effectiveness will be evaluated on the basis of the following indicators or descriptors.

*Candidates for tenure and/or promotion to the rank of associate professor must document teaching effectiveness. Candidates for promotion to the rank of professor must demonstrate the maturity of their teaching by showing that their instructional contributions are significant, multifaceted, and developed to a high level that has been sustained over time.*

1. The candidate must
  - a. Have his/her students evaluated all courses each semester. Official summaries from the evaluations must be submitted. Approved and Appropriate Department of Music and/or Indiana State University evaluations forms must be used. (see Appendices)
  - b. Submit representative course syllabi that exhibit careful preparation and thoughtful organization.
2. The candidate should, when applicable:
  - a. Document student accomplishments (e.g. academic recognition, performance honors, etc.).
  - b. List performances of student ensembles conducted/coached.
  - c. Cite awards or honors received for teaching excellence.
  - d. Provide evidence of effective student advising.
  - e. List independent studies sponsored, master's theses supervised, and internships/student teaching arranged and supervised.
  - f. Detail all instructional grants and contracts funded, unfunded, or pending.
3. The candidate may
  - a. Ask a faculty peer, or an outside evaluator, to submit a written evaluation of the candidate's teaching effectiveness as seen in student productivity, such as juries, recitals, performances, and/or recognized scholarly activity.
  - b. Submit pedagogical materials for class, studio, or rehearsal instruction.
  - c. Provide evidence of innovation in teaching (e.g., creation of new courses, revisions of courses, incorporation of technology, etc.).
  - d. Describe professional development undertaken to enhance or acquire pedagogical expertise.
  - e. Include other indicators or descriptors that support teaching effectiveness.

### **Scholarly and Creative Achievement**

The Department of Music contains performers (soloists, ensemble players, conductors) and academicians (music theorists, composers, music historians, music educators). Therefore the type of scholarly and creative achievement carried out by the faculty varies greatly. Faculty are expected to remain current in their discipline.

The Department recognizes the importance of scholarly/creative activity at the national or international level and desires that faculty strive for this exposure. Scholarly and creative activities at the local, state and regional levels are also highly regarded because 1) faculty members serve as important role models for students, 2) such activity is of utmost importance in developing a strong recruitment base for the department, and 3) this activity supports university's mission to serve as a "center of intellectual, creative, and cultural activity for its region and for the State as a whole."

*Candidates for tenure and/or promotion to the rank of associate professor must demonstrate a record of sustained scholarly or creative activity within his/her academic discipline that has earned favorable peer recognition at the national or regional level. Candidates for promotion to the rank of professor must demonstrate that they have achieved national recognition in a discipline by producing a coherent body of substantial scholarly and/or creative work that has influenced the candidate's profession. National recognition will typically be reflected in such accomplishments as performances and/or presentations at a variety of venues or publications of books, articles and/or compositions or arrangements (or as listed below).*

Scholarly achievement in the Department of Music may be manifested by the candidate through:

1. Publications that may take the form of books, articles, monographs, compositions and arrangements, program annotations, computer software, and/or reviews. Most desirable are those that represent a juried selection for inclusion in a national or international venue, publication by a recognized publisher in the field, or an invitation by a nationally recognized organization or learned society.
2. Presentations, lectures, clinics, workshops, and poster sessions at conferences, conventions, seminars or colloquia at the a) national/international, b) regional, c) state, or d) local level.
3. Performances of the applicant's compositions and/or arrangements a) at national/international venues, b) by state or local ensembles or performers, or c) on campus.
4. Recordings of the applicant's compositions and/or arrangements.
5. Research grants and contracts funded, unfunded, or pending.
6. Awards and honors that recognize particular aspects of scholarships.
7. Unpublished materials that have received favorable and documented peer review.
8. Other indicators or descriptors that support scholarly achievement.

Creative achievement in the Department of Music may be manifested by the candidate through:

1. Public performances at the national/international, regional, state, or local level. The tradition in the field of music is that the audition or invitation to perform is the juried peer review.
  - a. For instrumentalists and vocalists such performances may occur in various solo or collaborative settings, including:
    - Solo recitals
    - Lecture recitals
    - Chamber recitals
    - Concerto appearances
    - Large ensemble concerts (orchestra, wind ensemble, choir)
    - Performance workshops
    - Master classes and clinics
  - b. For conductors such performances may occur in settings, including:
    - Professional ensembles
    - Invited guest conducting
    - Clinics, workshops, and master classes

2. Professional recordings of solo, chamber, or large ensemble performances.
3. Awards and honors (e.g., competition prizes, invited appearances, etc.) that recognize performers, conductors and composers.
4. Arts grants and contracts funded, unfunded, or pending.
5. Other indicators or descriptors that support performance/creative achievement.

Professional development may be demonstrated by:

1. Attendance at professional meetings and conferences.
2. Sabbatical leave projects.
3. Educational travel.

### Service

In a department where shared governance is valued, faculty members are expected to participate on committees and in activities that advance the goals of the department. Faculty members should also be involved in the profession, the university, and/or the community. The recruitment of students into the music major population and of non-majors into classes, ensembles, and activities is seen as an important responsibility of each faculty member.

*Candidates for tenure and/or promotion to the rank of associate professor must document a pattern of active, significant service to the university and to either the profession or the community. Candidates for promotion to the rank of professor must document a pattern of active, significant service to the university, the profession, and the community. Typically this means that the individual will have successfully assumed leadership roles on and off campus.*

Examples of service activity may include:

1. Adjudication/audition screening.
2. Consultancies.
3. Arts-related community activity.
4. Committee service (specify elected/appointed, on- or off-campus, dates, etc).
5. Service to professional organizations.
6. Recruitment efforts on behalf of the department.
7. Administrative duties within the department.
8. Service grants funded, unfunded or pending.
9. Other indicators or descriptors that support service.

Criteria for Tenure and Promotion were

Approved April 10, 2003

Approved April 29, 2004

Reaffirmed by Personnel Committee on September 1, 2010

Amended by the Faculty on October 21, 2010