

Biennial review criteria for the Indiana State University Department of Theater:

The Department of Theater acknowledges that any criteria for evaluation will be different than that of other academic units. Indeed, there should be a different set of criteria for all the arts. That being said, these criteria are general and acknowledge that production work undertaken for the Department and the University serves as teaching, service, and research and/or creativity. American Theater in Higher Education (ATHE) states that a theater professor's evaluation must be conducted "in the context of the mission of the department's theatrical production program." (ATHE White Paper on Guidelines for Promotion and Tenure, 1985.

Evaluation Definitions:

TEACHING

- **Meets Expectations:** The Department of Theater expects its faculty to submit a report demonstrating that he/she meets the following expectations:
 - Has taught the courses assigned him/her during the period under review.
 - Has completed required attendance, midterm, and final grading in a timely fashion.
 - Has provided evidence of teaching effectiveness (approved teaching evaluations: student, peer, chairperson and/or university, also student testimonials)
 - Has provided evidence of production teaching effectiveness (approved production rubric)

- **Exceeds Expectations:** The department recognizes that faculty that teach overloads (including production teaching), regularly teach large sections, who win teaching awards, or who demonstrate a sustained commitment to pedagogy innovation may deserve this designation.

- **Does Not Meet Expectations:** The department recognizes that faculty who engage in one or more of the following practices may deserve this designation:
 - Teaches courses in a fashion that produce substantiated breaches of propriety or professionalism, which may include:
 - Failure to complete required attendance;
 - Failure to complete midterm or final grade reporting;
 - Repeatedly comes late or cancels classes;
 - Conducts a class under the influence of drugs or alcohol
 - Refuses to have teaching evaluated
 - Does not substantively cover the prescribed course content
 - Has evaluations well below those typical of departmental colleagues or generally fails to provide an appropriate environment to facilitate learning.
 - Faculty who do not submit material for the Review Process will also fall into this category.

SCHOLARSHIP/CREATIVE

- **Meets Expectations:** At a minimum, to satisfy the requirements of the Biennial Review evaluation in the category of Scholarship, the Department of Theater expects its faculty to submit a report (prepared in accordance with department promotion & tenure guidelines) demonstrating that he/she meets the following expectations:
 - Is engaged in at least one on-going research project , or
 - Has participated in at least one production (outside of departmental productions).
- **Exceeds Expectations:** The Department recognizes that its faculty members who produce scholarship that has gained regional/national/international recognition or awards (such as work at a LORT D theatre) and/or whose publication record is exceptional for the period under review deserve this recognition.
- **Does Not Meet Expectations:** A faculty member who does not show evidence of scholarly or creative work outside of departmental productions, who does not document achievements or does not submit information for the review process will fall into this category.

SERVICE

- **Meets Expectations:** Faculty who perform service to the department (committees, advising, recruiting, production management, course coordination) in a timely and professional manner will fall into this category.
- **Exceeds Expectations:** Faculty who chair committees both departmental and University, serve with professional organizations on the national or international level, participate in the community by assisting other entities with productions, receive grant monies or recognition for their service will fall into this category.
- **Does Not Meet Expectations:** Faculty who do not complete service activities, repeatedly miss meetings, or refuse to participate in any service will fall into this category.
 - Faculty who do not submit materials for review will also fall into this category.