

# Indiana State University Department of Theater Biennial Review Criteria

The Department of Theater acknowledges that any criteria for evaluation will include an understanding that departmental production work, which requires at least six weeks of strenuous investment of time, creativity and mentorship of students, straddles the areas of teaching. Furthermore, scholarship/creativity and professional production work, whether it is in Terre Haute or outside, is an equivalent to written scholarship of other ISU departments.

## Evaluation Definitions:

### 1. Teaching:

- a. **Meets Expectations:** The Department of Theater expects its faculty, in its biennial review, to show clear evidence that each of its faculty:
  - 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 through SIR's.
  - Additional university tools of objective evaluation may include rubrics, reviews from Center for Teacher and Learning representatives, evaluations from Chair or the Personnel Committee, peer reviews, as well as appreciation letters, emails or cards from administrators, colleagues, unsolicited testimonials from students and/or letters, emails or cards from members of the community who audit classes;
  - Other forms of evidence of teaching effectiveness that the teacher may choose to supply include -- but are not limited to -- course syllabi, sample exams, as well as other materials generated in preparing the course.
  
- b. **Does Not Meet Expectations:** The department recognizes that faculty who engages in the following practices may deserve this designation:
  - Teaches courses that produce substantiated breaches of propriety or professionalism which may include the failure to complete or report, in a timely manner, on:
    - a. Student attendance;
    - b. Required assignments; and
    - c. Interim or final grades.
  - Violates student confidentiality;
  - Engages in inappropriate relationships with students as defined by university policy;
  - Repeatedly comes late or cancelling classes;
  - Conducts classes under the influence of drugs or alcohol;
  - Refuses to have teaching evaluated;
  - Does not substantively cover the prescribed course content; and
  - 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.**

## 2. Scholarship/Creative Work:

- a. **Meets Expectations:** The artist and/or scholar will be said to have met expectations for outside work in their discipline through the following criteria:
- Faculty will have participated in at least one outside professional production (including Crossroads Rep which is a recognized regional professional theater) during the period under review or are engaged in at least one scholarly project (an article, conference presentation or chapter in a book). Evidence that may be supplied to the Department committee for review may include:
    - Written documentation of completed work in appropriate form. This includes, in resumes and portfolios, the noting of titles, times and places of publications (books, articles, catalogues, etc.), productions and performances (positions/roles in those productions, length of pre-production, rehearsals, performances and any evidence of post-production impact), performances, exhibitions, concerts as well as any visuals documenting these events or the work completed for these events, such as photographs, DVD's, designs, models, renderings, drawings, etc.;
    - Programs, reviews, scholarly essays about the productions, letters and/or any other form of write-ups to provide evidence that productions were completed satisfactorily;
    - Evidence of professional workshops, lectures or presentations outside ISU, with times and locations of presentations, articles and books published, exhibits, etc. including, as possible, copies, photographs of the works themselves, in a fashion that parallels Department of Theater Promotion and Tenure Guidelines.
    - For peer review of on-campus creative and scholarly activities, the following will be reviewed by the personnel committee:
      1. Demonstrate careful, thoughtful and imaginative pre-production planning for conceptual meetings of the artistic staff;
      2. Contribute in creative, cooperative, and substantial ways to the development of the total production;
      3. Demonstrate a clear understanding of and appreciation for the respective contributions of each of the other creative artists in the conceptualization and realization of the theater production;
      4. Demonstrate an awareness of innovative theatrical ideas and practices;
      5. Demonstrate a consistently high level of quality work (See Department of Theater Promotion and Tenure Guidelines)
- b. **Does Not Meet Expectations:** A faculty member who does not show evidence of scholarly or creative work outside of departmental productions, is unwilling to participate in Crossroads Repertory Theatre productions when invited to during this review period, or who does not document achievements or does not submit information for the review process in a timely manner will fall into this category.
- **Faculty who do not submit materials for review will also fall into this category.**

### 3. Service:

- a. **Meets Expectations:** Faculty who perform service to the department (including but not limited to participation on committees, advising, recruiting, production management, course coordination, curriculum coordination, hiring departmental faculty and staff) in a timely and professional manner will fall into this category. Accountable and significant service contributions to the university, college and/or community will be expected. Additionally, discipline-based service will also be considered but will not replace the need for significant and accountable departmental, college-wide and/or community service.
- b. **Does not Meet Expectations:** Faculty who do not complete service activities or consistently complete the work in ways deemed by the chair or personnel committee as unsatisfactory, 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.**

Approved by Faculty of Department of Theater  
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