

# CRITERIA FOR DEPARTMENTAL PERSONNEL ACTIONS

## Department of Theatre and Dance

Austin Peay State University, Clarksville, Tennessee

### Preface

APSU Policy 5:060 *Policy on Academic Tenure*, 5:061 *Policy on Academic Promotion*, and 5:062 *Policy on Academic Appointment* describes general criteria to be applied in evaluating faculty members for retention and tenure, including achievement in teaching, advising, committee or administrative assignments, scholarship, creative activity, professional service, support of university and departmental missions and goals, and professional conduct. These general criteria are subdivided into three main areas of evaluation: effectiveness in academic assignment, scholarly or creative achievement, and professional activities. Of these three areas, teaching effectiveness is the most important at this university. Applicants for retention, tenure, or promotion are responsible for providing evidence to the appropriate departmental committee that they have satisfied the requisite criteria described below.

Candidates for retention, promotion, and tenure present evident of achievement in the form of a dossier. APSU policy 5:060 describes the content and organization of such a dossier. A faculty member must present his or her dossier in conjunction with each personnel decision: retention, promotion, and tenure. It is each faculty member's responsibility to review the dossier for proper form and content before submitting it to the appropriate personnel committee (Retention and Tenure Committee or Promotion Committee). Faculty members are always encouraged to seek assistance with dossier preparation and revision.

### Criteria for Retention, Promotion and Tenure

#### I. General criteria (outline form does not indicate priority, except where specified)

##### A. Effectiveness in Academic Assignment (highest priority)

##### 1. Teaching (APSU Policy 5:060.IV.1.)

- a) Student evaluations of faculty. It is expected that the faculty member has an average of 2.5 (old format) or 4.5 (new format) or higher in all areas of the course evaluation..
- b) Peer review of instruction (to be requested by the individual faculty member). At least one peer review per evaluation period should be presented.
- c) Direction of undergraduate and graduate students.

1. Research projects and outside theatrical or dance projects
  2. In activities related to academic achievement (labs, studio projects, practicum, internships and independent study projects).
- d) Evidence (to be included in a supplemental dossier file) must Include
1. Course Syllabi—one copy for all courses taught
  2. List of all courses taught
  3. Samples of relevant course materials
- e) Course and curricular development or improvements. This should include a list of courses that were developed or changed by the faculty member
- f) Effective student advisement
1. Faculty should be familiar with both general core and department requirements for majors.
  2. Assist students in the scheduling of classes. Provide a list of students that you currently advise.
  3. Facilitate long-range planning to expedite degree completion.
- g) Effective work with colleagues on academic issues. Contribute to department, college and university committees as assigned.
- h) Participate in department academic enrichment and administrative functions as assigned.
2. Non teaching (APSU Policy 5:060.IV.3)
- a) Evidence of administrative or supervisory duties
1. Departmental area coordinators
    - i) Reassignment time from the regular teaching load should be explained in the narrative summary area of the dossier.
    - ii) Research and preparation for the various reassigned roles (stage direction, design, voice/movement, choreography) should be included within the

supplemental materials for Section A: Effectiveness in Academic Assignment.

2. Working with students outside the classroom in departmental organizations. This should include a list of outside activities that were sponsored by the student organization.
3. Managing and operating facilities necessary to departmental activities.
4. Timely reporting of grades
5. Maintenance of adequate office hours.

B. Scholarly and Creative Achievements (APSU 5:060.IV.B) Performances can be considered as Scholarly and Creative Achievements in the Department of Theatre and Dance.

1. Publications, which may include, but are not limited to:
  - a) Juried articles in academic journals (including publications of conference presentations)
  - b) Textbooks or significant contributions to texts in the appropriate disciplines
  - c) Other scholarly publications
  
2. Presentations, which may include, but are not limited to:
  - a) Papers presented to conference in the candidate's discipline at local, regional, national, or international levels.
  - b) Presentations to interest groups sponsored by conferences or workshops within professional organizations in the discipline of the candidate.
  - c) Other scholarly conference activities, such as chairing panels, poster sessions, etc.
  - d) The candidate should have a minimum of one presentation per annual evaluation.
  
3. Creative projects, which may include, but are not limited to: (the candidate should have one or more of these per annual evaluation)
  - a) Writing, directing, designing, producing, performing, or choreographing in electronic or print media productions, subject to departmental or external evaluation.
  - b) Writing, directing, designing, producing, performing, or choreographing in live stage productions, subject to departmental or external evaluation.

- c) On-campus productions are considered vital to this portion of evaluation of retention, tenure, and promotion of faculty in the Department of Theatre and Dance.
- d) Candidates for tenure will be required to participate in at least one off-campus presentation of writing, directing, design, production, performance, and/or choreography.
- e) The candidate should participate in a minimum of one creative project per annual evaluation.

4. Research or Creative Arts in Progress

- a) Evidence of works in progress should be included in the narrative summary and supplemental materials for Section B: Scholarly and Creative Achievements.

C. Professional contributions and activities

1. Service to Campus

- a) Committee work or other administrative service
- b) Service on Faculty Senate or special task forces
- c) Other participation or leadership in the university's governing and policy-making processes
- d) Advisor to student organizations. Clarify what you did to further and/or support the mission of this organization.
- e) Successful grant writing and similar activities
- f) Other campus service

2. Service to One's Discipline

- a) Memberships and leadership in professional organizations
- b) Professional service as session chair, discussant, paper reviewer, other.

3. Service to the Community

- a) Discipline-related presentations to community groups
- b) Discipline-related advice and consultations to community groups
- c) Other discipline-related service to the local community or larger society.

II. Criteria for Retention in the first year: (APSU Policy 5:060.IV.A.1)

A. Candidates for first year retention will be evaluated primarily on the basis of Teaching (Section I.A. above)

- b) Appropriate achievement in other sections of the general criteria may also enhance the candidate's standing.

### III. Criteria for Retention in years 2-3:

- A. Candidates for retention will be evaluated on the basis of all items included in the General Criteria section of this document (see I, A-C above).
- B. Since personnel reviews are cumulative, candidates are expected to successfully address suggestions contained in the previous year's departmental evaluation. Failure to do so is just cause for non-retention.
- C. Candidates are also encouraged to reach beyond departmental recommendations.

### IV. Criteria for Retention in years 4-5: unless being reviewed for Tenure.

- A. Candidates for retention will be evaluated on the basis of all items included in the General Criteria section of this document (see I, A-C above).
- B. Since personnel reviews are cumulative, candidates are expected to successfully address suggestions contained in the previous year's departmental evaluation. Failure to do so is just cause for non-retention.
- C. Candidates are also encouraged to reach beyond departmental recommendations.

### V. Criteria for Tenure in the 6<sup>th</sup> year. (APSU Policy 5:060.III.A,B)

- A. Candidates for tenure will be evaluated on the basis of all items included in the General Criteria section of this document (see I, A-C above).
- B. Since personnel reviews are cumulative, candidates are expected to successfully address suggestions contained in previous departmental evaluations. Failure to do so is just cause for denial of tenure.
- C. Candidates are also encouraged to reach beyond departmental recommendations.

### VI. Criteria for Promotion: (Assistant, Associate, Professor)

Because the Promotion activities are based on years of service and accomplishments at APSU, the rank should be considered directly proportionate to the increase in the amount of materials presented for consideration.

- A. Candidates for promotion will be evaluated on the basis of all items included in the General Criteria section of this document (see I, A-C above). Additional criteria include but are not limited to:

- a. Faculty members are expected to work effectively with colleagues on academic issues.
- b. At least one publication, presentation, or creative/scholarly work presented for each year of employment at APSU.

B. Since personnel reviews are cumulative, candidates are expected to successfully address suggestions contained in previous department evaluations. Failure to do so is just cause for denial of promotion.

- c) Candidates are also encouraged to reach beyond departmental recommendations.