

**TENURE & PROMOTION GUIDELINES**

**DEPARTMENT OF THEATRE**

**AT**

**FLORIDA INTERNATIONAL UNIVERSITY**

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# **THEATRE DEPARTMENT GUIDELINES AND CRITERIA FOR PROMOTION AND TENURE**

## **INTRODUCTION**

**In addition to meeting the University criteria, the following criteria have been developed to meet the special demands of reviewing faculty for tenure and promotion in the area of Theatre. Faculty review generally is based on criteria associated with the focus of the candidate's teaching, research/creative activity, and service. However, in the case of the Department of Theatre artistic and creative productivity is given appropriate and equal weight to scholarly productivity. The following information serves as a guide for developing individual files documenting teaching, research/creative activity, and service for the purpose of promotion and tenure.**

**All candidates for Tenure and Promotion to Associate Professor must hold the terminal degree appropriate to their discipline and job-related responsibilities. For Theatre faculty the common terminal degrees are the MFA and the PhD.**

**Consideration for tenure requires highly competent performance in the areas of teaching, research/creative activity and service during the entire term of employment. The performance for each year will be evaluated with respect to the rank of the candidate. In quality, quantity and consistency, such performance must provide grounds for assurance that future performance will constitute significant professional artistic and/scholarly contributions.**

**The awarding of tenure and promotion to Associate Professor is based on significant accomplishment in teaching, scholarship/creative activities and service worthy of status as a member of the senior faculty. To be promoted, a candidate must also demonstrate a willingness and an ability to participate in the collegial system of faculty governance, based on contributions to the effective daily functioning of the same. The candidate should also demonstrate a commitment to FIU's mission and be willing to continue to contribute to the excellence of its reputation.**

**For promotion to full Professor the candidate should present a record that unambiguously demonstrates and documents the highest quality and productivity in teaching, scholarship/creative activities, professional service, and university citizenship, during the period following the candidate's last promotion.**

**Promotion to Full Professor is the highest academic distinction the university may grant to those faculty members whose level of performance is outstanding. While no specific number of years in rank can be associated with this promotion, it requires the ability to sustain such levels of excellence over a significant period of time.**

**Scholarship for faculty in the Theatre Department is constituted in one of two forms of academic endeavor: Scholarly work leading to publication and/or scholarly work leading to creative production. Research and its dissemination through publication is the traditional form for theatre historians, critics and dramaturges, while scholarly work leading to creative production is the usual form for those involved in the production process and includes actors, directors, playwrights, dramaturges, voice and movement directors, scene designers, costume designers, lighting designers and sound designers, and specialists in technical production, theatre management, and stage management. Creative production scholarship requires substantial historical and technological investigation, analysis, expertise, a synthesis of information, collaboration, imagination, creativity, skill talent, and professional experience – all leading to public presentation and validation by professional peer review. Many theatre faculties engage in both forms of scholarly work and both are recognized as equally valid. This information is based on the spirit of the current ATHE Guidelines for Tenure and Promotion.**

**Theatre, by its very nature, is a collaborative process during which artists work together to create the artistic product. The discipline of theatre is distinct in that the individual practitioner cannot always choose the artistic project or control the working conditions of the project. Theatre artists must come to a shared vision or interpretation of the product and must adapt their work to the resources available, including anything from venue, to timeframe, to budgets, to artistic personnel. This may complicate the ability to assess the work of any one individual’s contribution. As such, all parties in the tenure and promotion process must be cognizant of this reality, and the full context of a faculty member’s creative work should be considered in any evaluation.**

## **AREAS OF EVALUATION**

### **TEACHING**

**Faculty members recommended by the Theatre Department for tenure and promotion must be highly competent teachers. Candidates must provide evidence of this competency in teaching through teaching evaluations, documented innovation in pedagogy, and through a demonstrated responsiveness to student and peer input.**

**In addition to formal teaching, which encompasses traditional lecture and studio classes, seminars, laboratories, independent studies, and thesis/dissertation supervision, faculty members engage in extensive informal teaching, which encompasses interaction with students in production laboratories and studios, rehearsals and performance as well as through advising, coaching and mentoring. The Theatre Department concurs with ATHE guidelines in that an artist, when working on a theatrical production for the academic institution, has the responsibility to teach and coach students by exemplifying artistic excellence, collaboration, ethical integrity and pedagogical effectiveness. These aspects of teaching are also part of the annual evaluation.**

As part of a highly competent teaching record the candidate must have developed courses that demonstrate creativity and a current knowledge of the subject matter in his/her area of expertise. Course revisions or new course development must reflect an appropriate refinement and significant contribution to the program curriculum. Faculty members are encouraged to demonstrate pedagogical advances in teaching methods and/or curricular refinements through the presentation of papers and/or workshops at conferences or symposia and/or through peer reviewed publication. These activities may intersect with the candidate's research goals. When this is the case it is the candidate's responsibility to demonstrate the value achieved through the type of publication or venue in which the research is presented. Qualitative evaluation and the recognition of peer review, invited presentations or juried venues, is critical to the evaluation process. Consideration will also be given to invitations to teach or to present workshops, deliver guest lectures, serve on juries, etc., at other schools.

In concurrence with the College of Architecture and the Arts (CARTA), the Theatre Department has the following expectations of candidates for tenure and promotion to Associate Professor: That they have demonstrated the ability to communicate effectively; that they can identify educational objectives clearly and effectively organize courses; that they can effectively mentor students; that they are pursuing continued growth and competence in their subject area; that they encourage students to think purposefully, creatively, critically and rigorously; that they construct effective procedures to evaluate student performance; that they promote and maintain rigorous academic standards; that they have taken the initiative in promoting educational programs within the Theatre Department.

Candidates for promotion to Full Professor are expected to have demonstrated all of the above-mentioned qualities, in addition to which they are expected to have demonstrated that they are accomplished teachers, that they serve as a source of specialized information and general knowledge of their field and that they have a record of continued teaching excellence.

**Candidates are expected to fully document their teaching activities in their Annual Activities Report.**

### **RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY**

The Department of Theatre requires the candidate to provide evidence of achievements in research, scholarship and creative activity which we define as work leading to peer-reviewed publication and/or peer-reviewed creative production. A faculty member's scholarly work may lead to publication in the form of journal articles and/or books (including electronic publication), performance reviews, and authorship of original play scripts. Other scholarly activities may include presentations at professional conferences (e.g., scholarship presented in papers, poster sessions, workshops, etc.), writing of grant

applications, and editing professional journals or other publications. In academic theatre, research and publication may be centered on the candidate's area of specialization (e.g., directing or design), but it may also include pedagogical research, as mentioned in the previous section on teaching.

A faculty member may also choose to engage in the creation of theatrical performances and productions. In its current configuration, the FIU Department of Theatre faculty specializations fall mainly into this category. Academic theatre artists collect, analyze and synthesize data during both the preproduction and rehearsal process. This research is conducted both individually and collaboratively. The results of the research and the creative exploration are disseminated in public performance. The preliminary research, development through the rehearsal period, and the final production may be documented in several ways, including designs, models, photographs, recordings of performance, prompt/production books, presentations about the process at symposia, interviews, articles and essays that relate to the production, as well as reviews and evaluations by qualified respondents.

While the Theatre Department recognizes the distinction between contributions to creative production within the department and contributions to creative production by an outside professional organization, it also avers that, while circumstances may differ, the creative process itself is the same. Therefore, academic theatre productions are considered creative activity. The Theatre Department expects that candidates for tenure and promotion will not rely solely on departmental production to fulfill the category of scholarly and creative work but will seek out and engage in creative production at both the regional and national level through work in reputable professional theatre organizations or for recognized professional clients (e.g., designing lights or scenery or sound or costumes for a national or international concert tour, consulting on courtroom tactics or witness preparation with a reputable law firm, designing public spaces, designing or directing industrial shows, etc.). The resume of the typical faculty member whose area of expertise is principally in creative production will have a record of work that includes both productions done within the department and beyond it, including regional and nationally recognized projects. There is no specific ratio of department level creative work to external creative work. In determining the ultimate value of external creative endeavors, the importance lies in the quality and stature of the external client, theatre company or organization. The candidate should document and discuss potential external creative production with both their mentor and Chairperson to ensure it is high quality enough to advance the candidate's progress towards tenure and promotion. The estimation of value will ultimately become central to the tenure and promotion deliberations of external reviewers, Theatre Department's Tenure and Promotion Committee when reviewing a candidate's file.

Faculty members whose area of expertise indicates that all or part of their scholarly work would result in publication – as opposed to production – should likewise consider both qualitative as well as quantitative expectations for publication during the tenure track period. Publication of scholarly work may include but is not limited to 1) scholarly books and articles written and/or edited by the candidate on contemporary or historical topics relevant to the candidate's area of expertise; 2) editorials, reviews, professional and

academic juries, or any public commentaries in any media made by the candidate in a professional capacity about issues relevant to the study or practice of theatre. Research in any of these areas that is not yet complete at the time the faculty member is being considered for tenure and promotion, such as unpublished manuscripts or unfinished creative works, may be included in the tenure and promotion file with a detailed explanation of the future progress and plans for the work.

Candidates who do include scholarly publication as part of their body of work should include a detailed account of the selection and review process that the work underwent for inclusion in the book, journal or other media.

Candidates who include funded research projects as part of their body of work should include an explanation of the project's recognition, critical assessment and review. In assessing the quality and merit of funded research projects, external reviewers and the Theatre Department's Tenure and Promotion Committee will take into consideration whether the candidate is the principal or a co-investigator, as well as the prestige of the funding agency, the impact or the potential impact of the project and the monetary value of the grant. Candidates who engage in research projects which do not receive outside funding should demonstrate how the results of their investigations are disseminated through publication, presentation, lectures or other appropriate venues. In these kinds of situations, external peer recognition and critical reviews are especially important.

In concurrence with CARTA, the Theatre Department has the following expectations of candidates for tenure and promotion to Associate Professor in regard to scholarly/creative activity: That they demonstrate evident engagement in scholarly/creative activity as previously described; that they demonstrate a capacity for independent thought and intellectual curiosity; that they exhibit quality in research/creative work; that they have developed and maintained intellectual depth in an area of expertise; that they have made a practice of clear, thorough documentation and presentation of research/creative work; that they have demonstrated potential for continued scholarship/creative activity of outstanding quality.

**Candidates are expected to fully document their research and creative activities in the Annual Activities Report.**

### **SERVICE**

Candidates for tenure and promotion should show potential for commitment to service. Tenured theatre faculty tend to have a large service load. Service is evaluated in three areas: to the department; to the college and institution; to the professional discipline and to the community.

**Service within the Theatre Department includes participation on committees, advising and mentoring students, presiding over students' juries, recruitment, production meetings and participating in faculty governance and the smooth daily operation of department activities. As noted above, theatre faculty usually devote an inordinate number of hours to service to students. This service includes everything from preparing students for auditions and portfolio reviews, writing letters of recommendations, advising student directors, designers, actors and writers, and mentoring students in their careers as well as their academics, to supervising the long hours or rehearsal and production. Because of the collaborative nature of theatre activity and the unusually large number of hours faculty and students spend working together, the ability to work collaboratively is a critical factor for the department.**

**College and university level service includes but is not limited to participating on committees, serving on the faculty senate, participating in graduation ceremonies and university convocations, engaging in other college or university level activities. As evidence of a commitment to the work and vision of the college and university the successful candidate will begin to show effort to participate in service at these levels whenever appropriate and feasible.**

**Evidence of service to the discipline includes serving on the boards or committees or professional and academic organizations, attending conferences, all as a means of participating in and maintaining and improving the standards of the profession.**

**Engagement with the community might take the form of serving on boards or councils, doing pro-bono consulting work or offering workshops on subjects within their area of expertise, or giving speeches. It could also entail giving public service performances or engaging in service projects with public entities such as hospitals or advocacy organizations.**

**Because "collaborative engagement" with our community is part of the university's mission, as well as a part of the department's mission, faculty involvement in service to the community and the discipline is valued.**

**In concurrence with CARTA, the Theatre Department has the following expectations of candidates for tenure and promotion to Associate Professor in regard to service: That they mentor students effectively; that they participated effectively in faculty governance, committee work, etc.; that they participate effectively in general Departmental events; that they have supported and promoted the Department, College and University missions; that they have contributed to the community service of the Department; that they contributed to the University through service on Department and College committees.**

**Candidates are expected to fully document their service activities in their Annual Activities Report.**



## ADDITIONAL INFORMATION

A copy of each annual assignment of the faculty member since last promoted or tenured must be included in the Tenure and Promotion File.

A copy of each annual evaluation of the candidate must also be included in the file since last promoted or tenured.

## APPENDICES

The following Appendices contain more specific information about examples and types of evidence which may be included to support evidence of accomplishment in each of the three areas of consideration for tenure and promotion.

### APPENDIX A

#### TEACHING

**A. Examples and Evidence of Teaching activities include:**

1. Formal classroom teaching. Including course evaluations, peer reviews and outside evaluations
2. Individualized instruction such as Independent and Directed Studies,
3. Senior Projects, Senior Theses
4. University sponsored outreach courses taught in addition to the normal workload, such as service-learning courses
5. Training or other seminars which are part of the annual assignment
6. Program and curriculum development
7. Course development and revision
8. Training or other seminars, including short courses and workshops
9. Certification in pedagogical technique to enhance teaching development

**B. Evidence of Teaching Effectiveness**

1. Student evaluations
2. Course syllabi
3. Description of Individualized instruction such as Independent and Directed Studies and Senior Projects.
4. Explanation of an innovative technique or teaching method of special merit.
5. Non-administrative peer review by direct observation or through published or creative materials (textbooks, video, etc.)
6. Description of curriculum development and program planning activities
7. Description of new preparations
8. Description of major course revisions
9. Awards or other teaching recognition

## **APPENDIX B**

### **RESEARCH, SCHOLARLY AND CREATIVE ACTIVITIES**

#### **A. Examples and Evidence of Research and Scholarly Activity:**

Research and scholarly activity in theatre is similar to that traditionally available to other disciplines. Candidates should indicate the acceptance rate for journals in which they have published or any other pertinent information.

##### **By Category:**

- 1. Books (including electronic publication, authored or edited) providing original scholarship and contribution to the field.**
- 2. Revision of an existing book**
- 3. Articles or chapters in edited books**
- 4. Reviews of Books for Publication**
- 5. Manuals and Instructional Materials**
- 6. Refereed Journal Articles**
- 7. Non-Refereed Journal Articles**
- 8. Newspaper Articles**
- 9. Funded Research or Grants**
- 10. Grants Written**
- 11. Refereed Monographs**
- 12. Non-Refereed Monographs**
- 13. Refereed Proceedings**
- 14. Conference Papers**
- 15. Conference Workshops**
- 16. Conference Panels**
- 17. Conference Proceedings**
- 18. Abstracts**

#### **B. Examples and Evidence of Creative Activity:**

Directing, acting, vocal directing, movement direction/fight direction, choreography, design and playwriting are interpretive arts. The quality can be determined by examining the following qualitative evidence, which partially documents the work of the artist. File reviewers should be aware that not all of these items are utilized in every artistic process and that, occasionally, other types of documentation may be included.

In each case the list of evidence follows the chronology of a creative production process for production and performance candidates, beginning with ideas, research, and conceptual development through planning, preparation, performance, and review. In regard to reviews, their nature will vary with the producer and the venue.

- 1. Documentation for the Director:**
  - a. Text analysis, Research and Conceptualization
  - b. Lighting, Set, Costume Designs determined in conference with designers
  - c. Drafting
  - d. Blocking and Prompt Scripts
  - e. Production Photographs or DVD's of production
  - f. Reviews from qualified critics
  - g. Review by external evaluator
  - h. KCACTF recognition when a show has been entered in competition
  
- 2. Documentation for the Scenic Designer**
  - a. Analysis, Research and Conceptualization
  - b. Sketches
  - c. Models
  - d. Drafting, working drawings, revisions
  - e. Pictures, etc., which show the completed work
  - f. Directorial review
  - g. Reviews from qualified critics
  - h. Review by external evaluator
  
- 3. Documentation for the Lighting Designer**
  - a. Analysis, Research and Conceptualization
  - b. Sketches
  - c. Light plots, Hanging plots, Electrical hookups
  - d. Cue sheets
  - e. Pictures, etc., which show the completed work
  - f. Directorial review
  - g. Reviews from qualified critics
  - h. Review by external evaluation
  
- 4. Documentation for Costume Designer**
  - a. Analysis, Research and Conceptualization
  - b. Sketches
  - c. Color renderings with swatches
  - d. Costume Plots
  - e. Pictures, video records of costumes
  - f. Directorial review
  - g. Reviews from qualified critics
  - h. Review by external evaluator
  
- 5. Documentation for the Technical Director**
  - a. Plots, working drawings, revisions
  - b. Pictures, etc. that show the completed work
  - c. Designer or Directorial review
  - d. Reviews by qualified critics
  - e. Review by external evaluator

6. **Documentation for the Actor**
  - a. **Research**  
Written character analysis
  - b. **Actor's journal of rehearsal process**
  - c. **Working script**
  - d. **Reviews by qualified critics**
  - e. **Review by professional evaluator**
  
7. **Documentation for the Vocal Coach/Direction**
  - a. **Research**
  - b. **Materials used for teaching dialects**
  - c. **Exercises for specific speech/vocal problems or character creation**
  - d. **Production Book containing script, documented vocal problems, rehearsal notes and notes documenting actors' vocal development**
  - e. **Reviews by external evaluator**
  - f. **DVD of before and after dialect work, etc.**
  
8. **Documentation for the Movement Coach/Direction (Fight Direction, Character Development, Choreography)**
  - a. **Research**
  - b. **Materials used for teaching movement (period, fight, character)**
  - c. **Exercises for specific movement problems or creation**
  - d. **Production Book containing script, documented movement problems, rehearsal notes and notes documenting actors' vocal development**
  - e. **Reviews by external evaluator**
  
9. **Documentation for Theatre Scholars**
  - a. **Description of each book publication**
  - b. **Description of each article publication**
  - c. **Description of each paper presentation at meetings of conferences**
  - d. **Description of each grant or contract, indicating funded or unfunded**
  - e. **Description of work(s) in progress**
  - f. **Listing of awards for scholarship**
  
10. **Documentation for Playwrights**  
(Examples of the type of works typical in this area)
  - a. **Description and copy of full length plays or screenplays**
  - b. **Description and copy of librettos and/or lyrics for musicals**
  - c. **Description and copy of long one-act play**
  - d. **Description copy of adaptations of classic works**
  - e. **Distillations or compilations of classic works (i.e., script distillation of Oedipus the King or a compilation of several Greek plays into a new script**
  - f. **Synthetic scripts based on a theme utilizing many forms of literature**
  - g. **Adaptations of novels or of other works into dramatic form**

- h. Requests from professional theatre companies for possible production**
- i. Contest awards**
- j. Reviews of work from qualified critics**
- k. Production history (record of staged readings, productions received, etc.)**
- l. Publication of the play (This is an extremely rare occurrence without a New York or professional regional theatre production of the play first)**
- m. Selling of screenplay for production (many are sold but do not get produced)**
- n. Produced screenplay**
- o. Review by an outside evaluator**

## **OTHER CONSIDERATIONS OF CREATIVE WORK**

**Each production is unique. Evaluators are urged to consider this factor: Creative activity in theatre often involves taking creative risks. A qualified evaluator will generally recognize and comment on the level of difficulty and the success of the production in meeting the challenges and preparing the best possible presentation of the show.**

## **APPENDIX C**

### **SERVICE**

#### **A. Examples of Service:**

- 1. University Service (nature and time spent)**
  - a. Administrative responsibilities**
  - b. Committee Chairs at all levels: Department, College, University-wide**
  - c. Service on Senate**
  - d. Committee membership at all levels**
  - e. Participation in student recruitment**
  - f. Special university, college, or departmental coordinator or other service functions**
  - g. Other activities which enhance the image of the university, represent the university to the public, further the goals and direction of the university, or exercise one's professional competence for the benefit of the public.**
  
- 2. Service to the Discipline (Professional & Academic)**
  - a. Editorial service for journals or other recognized scholarly publications**
  - b. Service on regional, national or international boards with research, scholarly or creative functions (nature of participation and function of board, time required, etc.)**
  - c. Committee assignments in professional organizations (nature of the work and time required)**

- d. Presentation of outside seminars, etc. (nature of activity, by professional speeches and/or panel discussions)
  - e. Consulting activity
3. Service to the Community
- a. Service on boards, councils
  - b. Consulting work
  - c. Speeches
  - d. Community based or service-learning productions
  - e. Outreach productions and interactive theatre projects

## APPENDIX D

### APPOINTMENT AND PROMOTION GUIDELINES FOR NON-TENURE-TRACK FACULTY\*

Non-Tenure-Track faculty serves as librarians, lecturers, instructors, clinical professors, research professors and professional practice professors. Appointment and promotion guidelines for librarians and established in the library and guidelines for clinical, research and professional practice professors are established in the schools and colleges. All appointment and promotion guidelines must be approved by the Provost.

#### Instructor/Lecturer

Instructors/Lecturers are generally expected to hold the terminal degree in their field. Promotion is based on the contribution to the academic mission of FIU. Instructors/lecturers typically teach undergraduate courses and may, with appropriate qualifications, teach graduate courses.

#### Senior Instructor/Lecturer

It is not expected that faculty will receive an initial appointment as Senior Instructor/Lecturer. This is a position typically obtained through promotion from Instructor/Lecturer. Such promotion will normally be considered no earlier than the fifth year as an Instructor/Lecturer.

#### Promotion to Senior Instructor/Lecturer

Promotion to Senior Instructor/Lecturer requires a consistent record of outstanding teaching. The promotion dossier should also include student evaluations, peer evaluations, indications of any teaching awards received, and annual assignments and annual evaluations. Any pedagogical publications, discipline publications, classroom and laboratory innovations, contributions to student advising, and university service should be included in the promotion application along with evidence that the Instructor/Lecturer has used the assessment of student learning outcomes to influence in a positive manner his or her

teaching. Instructors are not required to apply for promotion at any time, and an Instructor/Lecturer applying and failing may continue as an Instructor/Lecturer.

Promotion applications will be considered by a committee composed of two Senior Instructors/Lecturers (or Instructors/Lecturers, if no Senior Instructors/Lecturers are in the department) and three tenured faculty members, chaired by one of the tenured faculty members. The committee makes a recommendation to the department faculty who vote by secret ballot on the application. The Chair makes a recommendation to the Dean, who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

Instructors/Lecturers promoted to Senior Instructors/Lecturers receive a promotion increment as established in the BOT-UFF Collective Bargaining Agreement.

### University Instructor/Lecturer

It is not expected that faculty will receive an initial appointment as University Instructor/Lecturer. This is a position typically obtained through promotion from Senior Instructor/Lecturer. Such promotion will normally be considered no earlier than the fifth year as a Senior Instructor/Lecturer.

### Promotion to University Instructor/Lecturer

Promotion to University Instructor/Lecturer uses the same criteria as those for promotion to Senior Instructor/Lecturer. The consistency of teaching success, evidence of teaching quality enhancement, contribution to pedagogy, innovation, and service are important considerations for promotion to University Instructor/Lecturer.

Senior Instructors/Lecturers are not required to apply for promotion at any time, and a Senior Instructor/Lecturer applying and failing may continue as a Senior Instructor/Lecturer.

Promotion applications will be considered by a committee composed of two University Instructor/Lecturers (or Senior Instructors/Lecturers, if no University Instructor/Lecturers are in the department), and three tenured faculty members, chaired by one of the tenured faculty members. The committee makes a recommendation to the department faculty who vote by secret ballot on the application. The Chair makes a recommendation to the Dean who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

Senior Instructors/Lecturers promoted to University Instructors/Lecturers receive a promotion increment as established in the BOT-UFF Collective Bargaining Agreement.

\*These are the Guidelines issued by the Office of the Provost.

## APPENDIX E

### GUIDELINES FOR NON-TENURE-TRACK PROMOTION FILES\*

These guidelines for non-tenure-track faculty have been approved by all the Schools and Colleges as required by the Collective Bargaining Agreement.

#### **A. General Appearance and Integrity of the File**

Any file for promotion must be complete and must accurately reflect the record of the candidate. Misrepresentation of a candidate's record, either by false information or omission of information, may result in disciplinary action, which might include termination of employment.

1. It is extremely important that each candidate for promotion prepare and present for evaluation a complete, well organized, well documented, and clear application file. A disorganized, unclear file has the effect of diminishing the applicant's case.
2. The promotion file shall be uploaded as a PDF onto the designated portal, currently located at Panther 180.
3. The file should be arranged and sectioned according to the Table of Contents, and sections should be clearly separated and marked by dividers and tabs.
4. The file should be presented with primary information, specified in Items 1-12, below, in one digital file. If substantial amounts of supportive information are presented, they should be in a separate digital file or other appropriate presentation.
5. If any material is added to the file after the commencement of consideration, an email notice shall be sent to the candidate within five days.—The candidate may attach a brief on-line response within five days of his/her receipt. The file shall not be forwarded until either the candidate submits a response or until the second five-day period expires, whichever occurs first. The only documents that may be considered in making a promotion recommendation are those contained or referenced in the file.
6. Candidates are allowed to update the file anytime during the process. However, these documents will be reviewed only at the stages following the modification without requiring adjustments to the timetable.
7. For promotions to University Instructor/Lecturer the file should concentrate upon the candidate's continuing record of outstanding teaching since promotion to Senior Instructor/Lecturer.

#### **B. The File**

The file will be submitted on-line according to the process and timeline laid out by the Office of the Provost each year. The current submission process is through Panther180.

The file should include:



1. A brief, two or three-paragraph biographical summary (outlining, for example, education, work experience, publications, external funding received, creative works, contributions to the profession, professional associations and/or licenses, research interests, expertise). The summary should be written in the third person format.
2. Table of Contents
  - a. Application Form Cover Page
  - b. Votes & Signatures Pages
3. Curriculum Vitae
4. Curriculum Vitae Certification
5. A candidate's statement of teaching philosophy, pedagogic innovations and accomplishments, techniques for encouraging student learning, use of assessment instruments, and pedagogic practice. Teaching is an art for which there is no one best approach, and in this statement the candidate has the opportunity to describe her or his philosophy and approach to teaching at the undergraduate (and graduate) level(s) and to mentoring students. It should be no longer than one page.
6. A statement describing the candidate's approach to departmental, school/college, university, and national service. Service opportunities are manifold. This statement explains how he or she chooses to focus on particular service opportunities and to allocate time between university and professional service that would help reviewers understand the service component of the CV. It should be no longer than one page.
7. Evidence in support of the promotion application. This section should include evidence that the Instructor/Lecturer has used assessment of student learning outcomes to influence in a positive manner his or her subsequent teaching. Any classroom and laboratory innovations, contributions to student advising, and university service should be identified. This section should also include student evaluations, and peer evaluations, and a list of teaching awards and any other relevant professional honors received. If the candidate has publications/creative work (whether pedagogic or disciplinary), this should be discussed in terms of how it bears on and improves the candidate's teaching.
8. Committee Recommendation. The committee recommendation should be addressed to the department chair. It ought to discuss the results of the vote and present a collective statement of recommendation that speaks to the strengths and weaknesses of the candidate. This statement offers an opportunity to explain the role and function of the candidate in the department and to describe any particular matters that may be relevant to the faculty member's candidacy.
9. Results of the Vote of the Departmental Faculty
10. Chairperson's Evaluation
  - a. Chairperson's Recommendation. A letter addressed to the dean that explains the chairperson's recommendation must be included in the file. Where appropriate, the chairperson can also comment on such things as the annual

assignment, annual evaluations, and any promotion appraisals that have been given to the candidate.

- b. **Annual Assignment.** A copy of each annual assignment of the faculty member since last promoted must be included in the file.
- c. **Annual Evaluations.** A copy of each annual evaluation of the faculty member since last promoted must be included in the file.
- d. **Promotion Appraisals.** A copy of each promotion appraisal of the faculty member must be included in the file.

**11. Dean's Recommendation.** The dean's recommendation should be addressed to the Provost and provide a full rationale for the recommendation.

The completed file will be due in the Office of the Provost by the date determined that office, usually the 1<sup>st</sup> of November.

\*These are the Guidelines issued by the Office of the Provost.

## APPENDIX F

### PROCEDURES FOR TENURE AND PROMOTION COMMITTEE OF THE THEATRE DEPARTMENT

Unless otherwise stated, Departmental rules will follow those set forth by the College of Architecture & the Arts in "Tenure and Promotions Policies and Procedures," July 2011. That document is hereby a portion of these operating guidelines. The candidate for tenure and promotion will follow the schedule set forth by the university and college, and the criteria set forth by the Theatre Department.

The selection of outside evaluators for the tenure and promotion file will follow university and college guidelines. The candidate will provide the Department Chair with a list of evaluators who must follow the guidelines for evaluators laid out in the university guidelines or policies. No less than one week before the deadline set by the Office of Academic Affairs for sending out External Review Letters, the department chair must present to the candidate a list of no fewer than the minimum number of external reviewers, with alternates, if necessary. In accordance with university policy, any external reviewer who the candidate asks to be excluded from the evaluation will be eliminated. The candidate may also request additional letters of evaluation.

Voting membership of the Department of Theater (TPC), shall consist of all tenured faculty

members in Theatre, with the exception of the Department of Theatre Chair, who contributes a separate letter of evaluation of the candidate to the file. The TPC chairperson shall not be a candidate for promotion during his/her term of office. The Department Chair will appoint a tenured faculty member to be the TPC until such time as re-appointment is deemed necessary.

- A. There is no formal nomination process for faculty promotion. Individuals are encouraged to discuss possible nominations with other faculty members and to self-nominate. A faculty member who wishes to be considered for promotion should make his/her intent known to the TPC Chair by late spring of the academic year preceding the year of review.
  
- B. In consultation with the candidate the Department Chair will solicit seven external letters of evaluation for tenure and/or promotion. These letters will be open to perusal by the candidate. See criteria for Tenure and Promotion in theatre regarding letters for promotion.
  
- C. The candidate will submit to the Department Chair the requisite number of copies of the complete external review file by April 1. It is the responsibility of the candidate to demonstrate compliance with all applicable department, college and university requirements.
  
- D. The Department Chair will send a copy of the review file to each external reviewer by the date set by Academic Affairs (typically mid-April).
  
- E. The faculty will submit a complete internal application file to the Department Chair by September 1 of the application academic year. It is the responsibility of the candidate to demonstrate compliance with applicable department, college and university requirements.
  
- F. At the beginning of the academic year a special meeting of the TPC to review all promotion and tenure applications will be scheduled in accordance with the Provost's Tenure and Promotion schedule. The candidates will be notified the date and time of the meeting. This meeting must provide sufficient time for questions and provide adequate opportunity for candidates to make opening and closing statements and provide responses to questions.

- G. Only eligible faculty members who are physically present at the meeting when the candidate is considered and discussed are eligible to vote. If an eligible faculty member is unable to attend, he or she may petition the committee to vote before the voting deadline because of an unusual circumstance. The decision to permit or deny a vote is made by the TPC by majority vote. Votes for tenure and promotion may not be made after the scheduled TPC meeting and vote.**
- H. The tenure and promotion candidate's file must be available for review on-line ten working days prior to the candidate's interview. The deadline for submission of all materials shall be announced to the faculty a week prior to the candidate's interview.**
- I. The Department Chairperson shall participate in the departmental evaluation but will not vote as a department member.**
- J. A vote will be by secret ballot and will be concluded by 5:00 PM of the working day immediately following the TPC interview with the candidate. The senior Secretary of the department shall collect the sealed ballots, and eligible department members will sign that they have cast and submitted their ballot.**
- Any TPC member who is are unable to personally turn in their ballot to the department secretary must send the ballot by certified mail to the department by the specified deadline.**
- K. Ballots will be distributed to TPC members following the interview. Ballots not received by this deadline will be considered invalid. Proxy ballots are not permitted. The TPC Chairperson with the Department Secretary and other TPC member will count the ballots and record the results. Votes and tallies will be sealed and retained by the TPC chair until the application process has been completed. Candidates will be informed of the outcome of voting by letter from the TPC Chairperson within two working days of the vote.**
- L. The Department Chair will write a separate evaluation of the file and recommendation to the Dean of the College of Architecture and the Arts which will accompany the file.**
- M. The TPC Chair will prepare a letter that reflects the interview containing a summary of the committee's evaluation. The candidate was evaluated in the areas of teaching, research/creative activities and service. The letter shall conform to the guidelines outlined in the College Tenure/Promotion Advisory Guidelines. The summary will be based on information available in the candidate's file, evaluations and opinions expressed by colleagues and the departmental vote.**
- N. It is each candidate's responsibility to see that their file is complete and meets all TPC requirements. TPC files will include the following: All information requested by the**

**Tenure and Promotion Policies and Procedures Manual of the College of Architecture and the Arts, and other information deemed by the candidate to be relevant to a thorough review of their application. The TPC shall be responsible for the inclusion of copies of any departmental procedures requested by the College Committee, and the writing of departmental evaluation letters (majority and minority statements as appropriate) The TPC Chairperson is responsible for delivery of the completed file to CARTA's Promotion and Tenure Committee.**

**O. The functions of the Department of the Theater Tenure and Promotion Committee are to:**

- 1. Develop fair and thorough procedures for evaluation of faculty for promotion, tenure, or non-renewal. All department procedures must comply with published policies of the College of Architecture and the Arts and the University.**
- 2. Work with tenure/promotion candidates to prepare a suitable file for consideration by the Department, College and University. Tenure and Promotion files must comply with published policies set forth by the College of Architecture and the Arts and the University.**

## **APPENDIX D**

### **APPOINTMENT AND PROMOTION GUIDELINES FOR NON-TENURE-TRACK FACULTY\***

Within the Department of Theatre Non-Tenure-Track faculty serve as Assistant Teaching Professors, Associate Teaching Professors and Teaching Professors

#### **Assistant Teaching Professor**

Assistant Teaching Professors are generally expected to hold the terminal degree in their field, either an MFA or PhD. Promotion is based on the contribution to the academic mission of FIU. Assistant Teaching Professors typically teach undergraduate courses and may, with appropriate qualifications, teach graduate courses.

#### **Associate Teaching Professor**

It is not expected that faculty will receive an initial appointment as Associate Teaching Professor. This is a position typically obtained through promotion from Assistant Teaching Professor. Such promotion will normally be considered no earlier than the fifth year as an Assistant Teaching Professor.

#### **Promotion to Associate Teaching Professor**

Promotion to Associate Teaching Professor requires a consistent record of outstanding teaching. The promotion file should also include student evaluations, peer evaluations, indications of any teaching awards received, and annual assignments and annual evaluations. Pedagogical publications, discipline publications, classroom and laboratory innovations, contributions to student advising, and university service should be included in the promotion application along with evidence that the Assistant Teaching Professor has used the assessment of student learning outcomes to influence in a positive manner his or her teaching. Assistant Teaching Professors are not required to apply for promotion at any time, and an Assistant Teaching Professor applying and failing may continue as an Assistant Teaching Professor.

Promotion applications will be considered by a committee composed of two (2) Associate Teaching Professors or Assistant Teaching Professors if no Associate Teaching Professors are in the department, and three (3) tenured faculty members, one of whom will be charged as Chair for the committee by the department chair. The committee makes a recommendation to the department faculty who vote by secret ballot on the application. The Department Chair makes a recommendation to the Dean, who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

Assistant Teaching Professors promoted to Associate Teaching Professors receive a promotion increment as established in the BOT-UFF Collective Bargaining Agreement.

## **Teaching Professor**

It is not expected that faculty will receive an initial appointment as Teaching Professor. This is a position typically obtained through promotion from Associate Teaching Professor. Such promotion will normally be considered no earlier than the fifth year as an Associate Teaching Professor.

## **Promotion to Teaching Professor**

Promotion to Teaching Professor uses the same criteria as those for promotion to Associate Teaching Professor. The consistency of teaching success, evidence of teaching quality enhancement, contribution to pedagogy, innovation, and service are important considerations for promotion to Teaching Professor.

Associate Teaching Professors are not required to apply for promotion at any time, and an Associate Teaching Professor applying and failing may continue as an Associate Teaching Professor.

Promotion applications will be considered by a committee composed of two (2) Teaching Professors or Associate Teaching Professors if no Teaching Professors are in the department, and three (3) tenured faculty members, one of whom will be charged as Chair for the Committee. The committee makes a recommendation to the department faculty who vote by secret ballot on the application. The Department Chair makes a recommendation to the Dean who makes a recommendation to the Provost. The promotion is effective in the semester subsequent to the approval by the Provost.

Associate Teaching Professors promoted to Teaching Professors receive a promotion increment as established in the BOT-UFF Collective Bargaining Agreement.

## **APPENDIX E**

### **GUIDELINES FOR NON-TENURE-TRACK PROMOTION FILES\***

These guidelines for non-tenure-track faculty have been approved by all the Schools and Colleges as required by the Collective Bargaining Agreement.

#### **A. General Appearance and Integrity of the File**

Any file for promotion must be complete and must accurately reflect the record of the candidate. Misrepresentation of a candidate's record, either by false information or omission of information, may result in disciplinary action, which might include termination of employment.

1. It is extremely important that each candidate for promotion prepare and present for evaluation a complete, well organized, well documented, and clear application file. A disorganized, unclear file has the effect of diminishing the applicant's case.
2. The promotion file shall be uploaded as a PDF onto the designated portal, currently located at Panther 180.
3. The file should be arranged and sectioned according to the Table of Contents, and sections should be clearly separated and marked by dividers and tabs.
4. The file should be presented with primary information, specified in Items 1-12, below, in one digital file. If substantial amounts of supportive information are presented, they should be in a separate digital file or other appropriate presentation.
5. If any material is added to the file after the commencement of consideration, an email notice shall be sent to the candidate within five days.—The candidate may attach a brief on-line response within five days of his/her receipt. The file shall not be forwarded until either the candidate submits a response or until the second five-day period expires, whichever occurs first. The only documents that may be considered in making a promotion recommendation are those contained or referenced in the file.
6. Candidates are allowed to update the file anytime during the process. However, these documents will be reviewed only at the stages following the modification without requiring adjustments to the timetable.
7. For promotions to Teaching Professor the file should concentrate upon the candidate's continuing record of outstanding teaching since promotion to Associate Teaching Professor

## **B. The File**

The file will be submitted on-line according to the process and timeline laid out by the Office of the Provost each year. The current submission process is through Panther180.

The file should include:

1. A brief, two or three-paragraph biographical summary (outlining, for example, education, work experience, publications, external funding received, creative works, contributions to the profession, professional associations and/or licenses, research interests, expertise). The summary should be written in the third person format.
2. Table of Contents
  - a. Application Form Cover Page
  - b. Votes & Signatures Pages
3. Curriculum Vitae
4. Curriculum Vitae Certification
5. A candidate's statement of teaching philosophy, pedagogic innovations and accomplishments, techniques for encouraging student learning, use of assessment



instruments, and pedagogic practice. Teaching is an art for which there is no one best approach, and in this statement the candidate has the opportunity to describe her or his philosophy and approach to teaching at the undergraduate (and graduate) level(s) and to mentoring students. It should be no longer than one page.

6. A statement describing the candidate's approach to departmental, school/college, university, and national service. Service opportunities are manifold. This statement explains how he or she chooses to focus on particular service opportunities and to allocate time between university and professional service that would help reviewers understand the service component of the CV. It should be no longer than one page.
7. Evidence in support of the promotion application. This section should include evidence that the Assistant/Associate Teaching Professor has used assessment of student learning outcomes to influence in a positive manner his or her subsequent teaching. Any classroom and laboratory innovations, contributions to student advising, and university service should be identified. This section should also include student evaluations, and peer evaluations, and a list of teaching awards and any other relevant professional honors received. If the candidate has publications/creative work (whether pedagogic or disciplinary), this should be discussed in terms of how it bears on and improves the candidate's teaching.
8. Committee Recommendation. The committee recommendation should be addressed to the department chair. It ought to discuss the results of the vote and present a collective statement of recommendation that speaks to the strengths and weaknesses of the candidate. This statement offers an opportunity to explain the role and function of the candidate in the department and to describe any particular matters that may be relevant to the faculty member's candidacy.
9. Results of the Vote of the Departmental Faculty
10. Chairperson's Evaluation
  - a. Chairperson's Recommendation. A letter addressed to the dean that explains the chairperson's recommendation must be included in the file. Where appropriate, the chairperson can also comment on such things as the annual assignment, annual evaluations, and any promotion appraisals that have been given to the candidate.
  - b. Annual Assignment. A copy of each annual assignment of the faculty member since last promoted must be included in the file.
  - c. Annual Evaluations. A copy of each annual evaluation of the faculty member since last promoted must be included in the file.
  - d. Promotion Appraisals. A copy of each promotion appraisal of the faculty member must be included in the file.
11. Dean's Recommendation. The dean's recommendation should be addressed to the Provost and provide a full rationale for the recommendation.

**The completed file will be due in the Office of the Provost by the date determined that office, usually the 1<sup>st</sup> of November.**

**\*These are the Guidelines issued by the Office of the Provost.**