



ARKANSAS STATE UNIVERSITY
Department of Theatre

CRITERIA FOR PROMOTION AND TENURE

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Table of Contents

Introduction

Purpose
Applies To
Introduction
Negotiation of Tenure and Rank with Initial Appointment
Full-Time Instructors
Time of Service

Responsibilities of Applicants

Annual Pre-Tenure Review
Comprehensive Pre-Tenure Review
Application Process
Tenure Expectations
Promotion Expectations

General Provisions

Scope and Purpose
Academic Freedom
Confidentiality and Conflicts of Interest

Promotion and Tenure Standards

General Principles
Teaching
Creative Activities and Research
Service

Departmental Procedure for Initial Review

Promotion and Tenure Committee
Initiation of Review
Preparation of the Promotion and/or Tenure File
Recommendations

Introduction

Purpose

To articulate the standards and procedures for promotion and/or tenure for the Department of Theatre.

Applies To

Faculty within the Department of Theatre.

Overview

This document sets forth the standards and expectations relevant to the Department of Theatre and procedures for the initial review of our candidates for promotion and/or tenure. It complements the stated policies and instructions concerning tenure and/or promotion presented by the University and faculty governance bodies.

Negotiation of Tenure and Rank with Initial Appointment

When warranted by an individual's record and experience, a prospective faculty member may negotiate the terms of initial employment with regard to tenure status and academic rank. Such an agreement must be based on the thorough review and positive recommendations of the Departmental PRT Committee. Documentation of the negotiated terms authorizing application for early tenure and/or promotion must be in writing and signed by the Dean of the college, the Vice Chancellor for Research and Academic Affairs, and the Chancellor of the University. No obligation to grant tenure is implied by such an agreement.

An individual may be hired initially in a tenured position. However, this option will be exercised only in exceptional cases, and must be approved by the Chancellor of the University prior to the offering of the initial contract.

Early Application for Tenure and/or Promotion

Since it is unusual for a faculty member to amass a record of performance that reflects exemplary productivity in less time than the standard probationary period, accelerated tenure is rare. However, any faculty member has the right to submit an application seeking tenure during any application period in which they can clearly demonstrate meeting the performance criteria that would be expected during the mandatory review. If a faculty member fails to earn tenure in this accelerated review cycle, he/she may apply for tenure again **only** after two years or in the sixth year of pre-tenure cycle.

Full-Time Instructors

As indicated in the Faculty Handbook, persons holding the rank of instructor will not receive tenure, and the time spent as instructor will not be credited to the pre-tenure probationary period required by those ranks in which tenure may be earned.

Time of Service

In referring to a "year," it is the policy of the university that a full semester of service under pre-tenure status contract which begins on or before the first day of the spring semester in an academic year counts as a full year.

Responsibilities of Applicants

Annual Pre-Tenure Review

The Departmental PRT Committee will review annually the progress towards tenure of pre-tenured faculty and will prepare written recommendations regarding retention that will be forwarded to the department chair and the candidate. The department chair will review the retention recommendations, add his or her own recommendations, and send them to the Dean for consideration. The applicant is responsible for acting on recommendations made by these persons as appropriate.

Comprehensive Pre-Tenure Review

A Comprehensive Pre-Tenure Review will be implemented that will be completed in the third year of employment at A-State for all pre-tenure faculty regardless of rank. This review will require all third-year pre-tenure faculty members submit documentation of performance in the areas of teaching, creative activities and research, and service using the tenure application format. The Department PRT Committee, the Department Chair, and the Dean will formally review this documentation and provide appropriate feedback to each third-year, pre-tenure faculty member regarding their progress toward tenure. The applicant is responsible for acting on recommendations made by these persons as appropriate.

Application Process

Persons initially appointed as professor, associate professor, or assistant professors must be reviewed for tenure not later than the completion of their sixth year of service at A-State, and tenure must be granted with the start of their seventh year of service at A-State. Application for tenure requires the applicant to:

1. Submit completed promotion/tenure application by the deadline established by the University.
2. Provide summaries of student evaluation as proof of teaching effectiveness. Other supportive documentation may include course syllabi, and examples of assignments and assessments.
3. Provide documentation of creative and research activity. Include copies of publications, books, etc. listed in the application as published. Copies of manuscripts listed as "in press" must be accompanied by a letter from the journal editor stating that the work has been accepted in its final form, requires no further revisions, and will appear in print by (date). Provide copies of papers presented at meetings of professional associations and samples of creative activities in the form of a portfolio or other appropriate means.
4. Provide documentation to substantiate any activity which a member of the reviewing committee may deem necessary in their attempt to verify all material submitted by applicant.

Tenure Expectations

Only full-time faculty and administrative personnel holding academic rank above the level of instructor may gain tenure. Notice of tenure will be given through the Vice Chancellor of Research and Academic Affairs. Tenure recommendations will originate at the department level. Tenure is awarded by the Board of Trustees acting through the Chancellor of the University.

Tenure represents a major commitment by the university. In a tenure review, the University will assess not only the faculty member's record in the areas of teaching, service, and research, but will evaluate the faculty member in terms of the extent to which the individual serves the

missions, objectives, goals and needs, present and future, of the department, college, and university. As stated in the Faculty Handbook, tenure is a status granted in the academic community to faculty members who have proven themselves over time. Tenured faculty may expect to continue in their academic positions unless adequate cause for dismissal is established in a fair, objective hearing, according to the procedures of due process.

Specifically, to expect a favorable tenure recommendation, a faculty member must:

1. Possess an earned terminal degree appropriate to the applicant's area of appointment.
2. Present a record of teaching, of scholarly or creative and professional productivity, and of service consistent with that required for promotion to associate professor.

***Note: Tenure may be awarded to individuals in the assistant professor rank. In such cases, however, there must be definite and substantial evidence that the individual is establishing a record that should qualify them for promotion within two years. If promotion to associate professor occurs before consideration for tenure, the candidate will present evidence of continued professional development after promotion to the rank of associate professor.*

Pre-tenured faculty will be evaluated for tenure and promotion based on the department, college and university criteria in place during their third year of employment on a pre-tenure appointment. This will coincide with the comprehensive pre-tenure review completed during the third year of employment at Arkansas State University.

Promotion Expectations

Application for promotion to associate professor will be evaluated on the basis of the applicants cumulative record of teaching, creative or research activity, and service since his/her initial appointment at Arkansas State University member. Normal time in rank will be six years.

Application for promotion to full professor will be evaluated on the basis of the applicants cumulative record of teaching, creative or research activity, and service since his/her initial appointment at Arkansas State or since his/her promotion to associate professor, whichever is of shorter duration. Normal time in rank will be five years.

***Note: After achieving the rank of associate professor it normally takes at least an additional five years for a faculty member to establish the record of teaching, scholarly productivity, and service required for promotion to the full professor rank. However, applicants may apply for promotion at any time they believe their overall productivity has met the other criteria listed above.*

Tenured faculty applying for promotion will use the PRT criteria that have been in place for five years or less.

General Provisions

Scope and Purpose

The awards of tenure and/or promotion in rank are among the most important and far-reaching decisions made by the department because an excellent faculty is an essential component of any outstanding institution of higher learning. Promotion and tenure decisions also have a profound effect on the lives and careers of faculty. Recommendations concerning promotion and tenure must be made carefully, based upon a thorough examination of the candidate's record and the impartial application of departmental standards and procedures.

It is the purpose of this document to promote the rigorous and fair evaluation of faculty during the promotion and tenure process by (a) establishing criteria that express departmental expectations for meeting University standards in terms of disciplinary practices; (b) proving procedures for the departmental evaluation of teaching, creative activities or research, and service; (c) preserving and enhancing the participatory rights of candidates, including the basic right to be informed about critical stages of the process and to have an opportunity to respond to negative evaluations; and (d) clarifying the responsibilities, roles, and relationships of the departmental participants in the promotion and tenure review process.

Each level of review - including the Departmental review, the College review, and the University level review - conducts an independent evaluation of a candidate's record of performance and makes independent recommendations to the next review level. Later stages of review either affirm nor reverse earlier recommendations, which remain part of the record for consideration by the Chancellor. It is the responsibility of each person involved in the review process to exercise his/her own judgement to evaluate a faculty member's teaching, scholarship, and service based upon the entirety of the data and information in the record. No single source of information, such as peer review letters, shall be considered a conclusive indicator of quality.

Academic Freedom

All faculty members, regardless of rank, are entitled to academic freedom in relationship to teaching and scholarship and the right as citizens to speak on matters of public concern. Likewise, all faculty members, regardless of rank, bear the obligation to exercise their academic freedom responsibly and in accordance with the accepted standards of their academic disciplines.

Confidentiality and Conflicts of Interest

Consideration and evaluation of a faculty member's record is a confidential personnel matter. Only those persons eligible to vote on promotion and tenure may participate in or observe deliberations or have access to the personnel file (except those clerical staff involved in the preparation of the documents under conditions that assure confidentiality).

No person shall participate in any aspect of the promotion and tenure process concerning a candidate when participation would create a clear conflict of interest or compromise the impartiality of an evaluation or recommendation.

If a candidate believes that a conflict of interest exists, the candidate may petition to have the person recuse him/herself. If that committee member does not recuse him/herself, the decision about whether that person has a conflict of interest shall be made by a majority of the other committee members.

Promotion and Tenure Standards

General Principles

The University strives for a consistent standard of quality against which the performance of all faculty members is measured. Nonetheless, the nature of faculty activity varies across the University and a faculty member's record must be evaluated in light of his/her particular responsibilities and the expectations of the discipline. The criteria in this document sets forth the Department of Theatre's expectations relative to the areas of teaching, scholarship, and service necessary to satisfy the University standards for the award of tenure and/or promotion to associate professor and for promotion to full professor, or equivalent ranks.

In keeping with the university's threefold mission of teaching, creative activities or research, and service, the Department PRT Committee will expect achievement in all areas in order to recommend promotion and/or tenure. Exceptional contributions in two areas may be considered to compensate for lesser contributions in a third. While a faculty member does not need to be outstanding in all three areas, effective teaching is essential: no achievement in other areas can compensate for inadequate teaching. The College PRT Committee stresses high quality of research or creative activity rather than high quantity; as such, the Departmental PRT Committee will consider this as well.

Appropriate time requirements must be taken in to account when determining faculty workload. In the case of directing, acting, movement, design, production, and technology faculty, a workload policy should include consideration of:

- Creative activities and research activities, classroom teaching assignments, and production assignments
- Required attendance at work calls (such as building scenery, hanging lights, costume fittings, etc.) and rehearsals
- Individualized student mentoring
- Service to the department and the institution, such as participation in advising, faculty governance, or other assigned duties

Due to the heavy teaching loads and multiple production assignments determined by the department, college, and University in order to facilitate necessary degree offerings and production opportunities, faculty may not be able to participate fully in outside creative and research activities. As such, we recognize the peer reviewing of work created at Arkansas State University by the theatre faculty bi-annually as an appropriate measure of quality. These bi-annual reviews attest to the quality of the work produced by A-State Theatre.

Terminal Degree

The earned terminal degree appropriate to the discipline and field is required for promotion and tenure.

Teaching

Teaching is a primary function of the University, which strives to provide an outstanding education for its students. Quality teaching is an important component of advancement to tenure or promotion. The teaching record should clearly reveal the candidate is capable of sustaining first-rate teaching during his/her career. The evaluation of teaching is based on multiple sources, including but not limited to:

- Consideration of syllabi
- Course material and other information related to a faculty member's courses

- Grading rubrics
- Course evaluation data that includes written student comments
- Letters of evaluation from current and former students
- Statements from colleagues who have collaborated with the candidate
- Statements from colleagues who have observed the candidate's teaching
- Participation in curriculum development for the department
- Innovations in teaching
- Teaching awards
- Awards by students as a result of faculty mentorship
- A candidate's own statement of teaching philosophy and goals
- Public representations of teaching
- Written comments from those who teach advanced courses for which a particular course is a prerequisite.
- Other accepted methods of evaluation which may include external evaluations and teaching portfolios

In accordance with University standards, the Department of Theatre recognizes that high quality teaching is serious intellectual work and grounded in deep knowledge and understanding of the field and includes the ability to convey that understanding in clear and engaging ways. Design faculty are expected to teach 16 hours annually (8 each semester) and Acting faculty are expected to teach 18-21 hours annually (9-12 each semester) depending on assigned production responsibilities.

The conduct of classes is the central feature of teaching responsibilities at A-State, but teaching also includes supervising student research, mentoring and advising students, and other teaching-related activities outside of the classroom. In the Department of Theatre, the teaching, supervising, mentoring, and advising activities of our faculty often occurs in the context of creating theatre productions and through projects involving students in research and creative activities that take place on campus or in regional, national, or international contexts. Advising is a particularly broad rubric within the department, as faculty spend many hours providing students with extensive feedback on their artistic and scholarly endeavors, particular in the context of production and studio work. Evidence that shall be considered for the evaluation of such extensive non-classroom teaching activity and advising undertaken by theatre faculty may take many forms. Examples include but are not limited to production portfolios, published reviews or similar evaluative responses, visual and aural documentation, peer evaluation, student evaluation an informal feedback, student awards, and so on.

In the Department of Theatre, we apply the following teaching expectations in order to meet these standards: As indicated through multiple sources of evaluation (outlined above), candidates must demonstrate they carry their share of the department's curricular, tutorial, advising, and mentorship needs. Faculty members must support assigned advisees and supervise independent undergraduate projects. In the quality of their teaching, candidates are expected to be not only effective presenters of information, ideas and/or practices discovered or constituted by others, but to know how to analyze and critique the evidence and/or methods that form the basis for the knowledge they are responsible for sharing. Candidates are expected to engage students in the subject matter through their own expertise and enthusiasm. They will treat students with respect as demonstrated in academic diagnose, appropriately challenging assignments and rigorous, timely, and substantial feedback.

For teaching, advising, and mentoring occurring outside the context of classroom-based instruction, the multiple sources of evaluation should demonstrate the candidate is effective in tutoring students in the skills and techniques require of creative specialties or research, developing students' artistic potential and intellectual capacity, and in mentoring the students as arts professionals - as needed according to the types of projects undertaken. The

candidate's record must also demonstrate they discharge their responsibilities associated with teaching, including prompt and regular holding of class sessions and office hours, timely and sufficient grading and commenting on assignments, acceptable and fair expectations and criteria for student work (as judged by disciplinary standards), and adequate class preparation and effective use of class time.

Under the University standards for promotion to the rank of professor, the record must demonstrate continued effectiveness and growth as a teacher, as reflected in such factors as mastery of the subject matter, strong classroom teaching skills, an ongoing commitment to student learning, and active income teaching in providing advice and support for students outside the classroom. In the Department of Theatre, we meet University standards as follows:

For promotion to the rank of professor, the record should demonstrate effectiveness in both the classroom and non-classroom environments (as relevant to the candidate's teaching responsibilities) according to the same standards and criteria required by tenure. Candidates at this level must also provide evidence of excellence and achievement in teaching, shown by willingness to teach required undergraduate courses as needed and according to specialization, to propose and develop new courses, and to revise syllabi in response to advancements in the discipline. The candidate's record must also demonstrate they discharge their responsibilities associated with teaching, including prompt and regular holding of class sessions and office hours, timely and sufficient grading and commenting on assignments, acceptable and fair expectations and criteria for student work (as judged by disciplinary standards), and adequate class preparation and effective use of class time.

Creative Activities and Research

While the nature of scholarship varies among disciplines, the University adheres to consistently high standards of quality in its scholarly activities to which all faculty, regardless of discipline are held. Participation in theatrical productions is the normal mode of professional endeavor for theatrical directing, acting, movement, design, production, and technology faculty. The creative process is documented by the graphics and organizational materials prepared in the planning of the production and by the visual and aural record of the production. Together, such work is considered creative or research activity.

Creative and research activities including directing, acting, choreographing, designing scenery, costumes, lighting, sound, and projections, as well as the technical execution of those designs by specialists in technical production, stage management, and production management along with voice work, stage combat, and movement are all appropriate forms of creative activities and research for faculty teaching within the disciplines, generally, of theatre or dance. These creative and research activities require substantial analysis, historical and technological research, and the synthesis of information; they result in the creation of new works of art that are disseminated through public performance. Creative and research activities of directing, acting, choreographing, designing, production and technology faculty are equivalent to publication.

The evaluation of individual accomplishment within a collaborative framework may best be demonstrated by clear evidence of the following:

- Degree of collaboration, such as how the candidate contributed to developing the interpretation, concept, and visual style for a given production
- Context in which the work was created, such as scale of performance and venue, numbers of performances, budget, support personnel, length of production preparation

- Validation of the candidate's work through presentation at non-theatrical venues such as concerts, exhibitions, readings and presentations, public performances outside of a theatre
- New knowledge acquired, original art work, or distinct approaches

***Many institutions appoint faculty to a single tenure-track line with responsibilities in two or more areas of specialization. The evaluation of the candidates's performance should acknowledge the complexities of such an appointment as a single position rather than penalize the candidate by evaluation each area of specialization individually.*

Design faculty are expected to participate in production at Arkansas State University by designing 2-4 productions in one area of design (costume, lighting, scenery, sound, etc.) each year. Additionally, they are expected to participate in the realization of four designs totaling 8 credit hours annually (4 per a semester).

Acting faculty are expected to take part in production at Arkansas State University by participating in one production annually in any of the following areas: directing, choreographing movement/dance, choreographing stage combat, acting, voice/dialect coaching. Additionally, they are expected to participate in the realization of the above totaling 3 credit hours annually.

Embodying the disciplinary ideal of an integrated approach to the study and practice of theatre, Department faculty are scholar-artists whose individualized research programs may extend across a range of activities included but not limited to acting, directing, choreography, scenography, dramaturgy, playwriting, movement, voice and speech, and academic research. In addition to live public performance and exhibition, creative and research actives in theatre and performance may include producing and curating, as well as digitally created and/or disseminated work. The Department regards artistic research/dissemination and academic research/dissemination as equivalent. Given the variety of activities consistent with the departmental definition of creative activities and research productivity for theatre faculty is measured in terms of the *totality* of major creative activities and research accomplished across the range of possible scholarly and/or artistic endeavors.

When a faculty member applies for promotion and/or tenure, it is necessary to classify creative activities and research accomplishments as major or minor. The classification of major or minor for both traditional academic scholarship and creative active is based on common factors including peer-review; content, scope, and importance of final product; it's length, form and style; the venue and audience for whom it is intended. Examples of major creative activity include creators and/or key collaborate (ie: director, designer, leading actor) role on a full-length theatre or performing arts project presented fo the public in an educational or professional context and subject to critical review and/or peer evaluation, guest artist opportunity, and extended residencies. Examples of minor creative scholarship include but are not limited to staged readings; presentations of work-in-progress; or a lesser collaborative or consulting role in a theatre production or digital creation.

As with traditional publication, meaningful evaluation pertaining to the scope and importance of creative active requires the judgement of professionals in the field. These professionals should have knowledge of the candidate's arena of practice. Formal peer review is desirable, however, the competitive nature of the performing arts means that earning the opportunity to work in reputable professional or educational venues demonstrates a positive evaluation by one's peers, regardless of whether the creative work undergoes a formal peer review.

In the Department of Theatre, the following expectations for the award of tenure must include: demonstration of ambitious and focused creative and research actives with a pattern of peer

review. Expectations for promotion to the rank of associate professor must include sustained creative and research activities with a pattern of peer review.

Geographic and other factors related to theatre production (which typically involves several weeks on-site) necessitates that a segment of work undertaken for tenure and/or promotion take place on campus or in nearby locales. The Department of Theatre is thus a locus for the creative productivity for our faculty, who regularly explore, develop and disseminate artistic works through its venues according to criteria that meet the standards for major scholarship and creative activity. A-State Theatre as well as other departmental programs are valuable sites for the dissemination of faculty artistic work to Arkansas and regional communities. When resulting in clear demonstration of national or international reach and recognition, artistic work created within the Departmental context may be recognized as a national and/or international achievement.

In the Department of Theatre, the following expectations to meet University standards apply for promotion to the rank of professor:

- Candidates for promotion to the rank of full professor are expected to have produced a body of artistic work and/or traditional academic research at least equivalent to the quantity and quality achieved for their initial promotion.
- Evidence of scholarship that merits promotion to full professor includes substantial and ongoing patterns of research publication and/or creative activity as well as external reviews of the candidate's work by eminent scholarly or practitioners in the field; artistic activity undertaken in professional venues and/or invited by other educational institutions; national or international presentations, invited lectures, workshops, master classes or performances; and advisory or administrative positions in scholarship organizations. Involvement in the departmental production program remains necessary and valuable to the local and regional dissemination of faculty artistic work.

Service

Service is an important responsibility of all faculty members that contributes to the University's performance of its larger mission. Although the nature of service activities will depend on a candidate's particular interests and abilities, service contributions are an essential part of being a good citizen of the University. Service is generally evaluated in three categories: to the professional community, the department/university community, and to the regional community.

1. Service to the professional community promotes the discipline of theatre. Services includes professional consulting work, pro bono work for local theater organizations, and membership and participation in professional organizations such as USITT, the Kennedy Center American College Theatre Festival (KCACTF), and the Association for Theatre in Higher Education (ATHE). Such activity is a natural extension of the design, production, and technology faculty member's teaching and professional work. It expands the individual's professional development and attests to higher reputation as both educator and practitioner.
2. Service to the University is usually defined as the faculty member's involvement in the campus life outside his/her departmental requirements. This may include presentations on campus or participation in college or university committees, such as faculty senate or personnel committees.
3. Service to the regional community refers to the faculty member's contributions locally, in the state of Arkansas, and in the surrounding areas. Examples include adjudicating high school productions, participating in Thespian Festivals, leading workshops in various capacities, engaging in community projects, and providing services to the community such as continuing education opportunities, student matinees, or other.

Under university standards, for the award of tenure and/or promotion to associate professor the record must demonstrate a pattern of service to the university at one or more levels, to the discipline or profession, and/or to the local, state, national, or international communities. For promotion to associate professor in the Department of Theatre, the majority of a candidate's service contributions may be in the department, the college, and the university. Greater amounts of service to national or international professional organizations, and to the larger community, will be expected later in one's career.

Weight is placed on long-term, regular and recent effective participation in, peer election to, and leadership of, important service activities. These may include student advisement, active in often in university, college and departmental committee work, professional work within the professoriate, discipline and community, and other activities that enhance the image of the department, the college and the university.

Under university standards for promotion to the rank of professor, the record must demonstrate an ongoing pattern of service reflecting substantial contributions to the university at one or more levels, to the discipline or profession, and/or to the local, state, national, or international communities. In the Department of Theatre greater amounts of service at the college and university level and in national or international professional organizations and the larger community will be expected of the candidate to meet university standards for the award of promotion to the rank of professor.

Ratings for Performance. Using the criteria described above, the candidate's performance in the areas of teaching, scholarship, and service will be rated using the terms "excellent," "very good," "good," "marginal," or "poor," defined as follows:

- Excellent - The candidate substantially exceeds expectations for tenure and/or promotion to this rank.
- Very Good - The candidate exceeds expectations for tenure and/or promotion to this rank.
- Good - The candidate meets expectations for tenure and/or promotion to this rank.
- Marginal - The candidate falls below disciplinary and department/unit expectations for tenure and/or promotion to this rank.
- Poor - The candidate falls significantly below expectations for tenure and/or promotion to this rank.

Departmental Procedure for Initial Review

Promotion and Tenure Committee

In the Department of Theatre, the Promotion and Tenure Committee is the initial review committee and shall evaluate the candidate's teaching, research, and service. The DPRTC will be composed of a minimum of three tenured faculty members, representing all areas within the department. Neither chairs nor assistant chairs will serve on the committees. Tenured and tenure-track faculty members of the department will elect the committee with committee members serving staggered three-year terms, if possible. If the department cannot form a committee of three, the tenured and tenure-track faculty members of the department will select faculty members from other departments in the college to serve on the committee. The DPRTC will elect its own chair each academic year.

Process

Promotion and Tenure applications go first to the Department PRT Committee (DPRTC) and then to department chairs. The College PRT Committee (CPRTC) receives and reviews those applications (including the written recommendations from DPRTC and department chairs), writes letters of recommendation, and forwards the files to the dean of the College of Liberal Arts and Communication. These reviews and recommendations will be completed according to the calendar issued each year by the University Promotion, Retention and Tenure Committee (UPRTC). The dean will write recommendations for the applications and submit them to the office of the Provost/Vice-Chancellor for distribution to the UPRTC. The UPRTC will submit its recommendation to the Executive Vice Chancellor/Provost. Promotion and/or tenure may be granted by the Board of Trustees following recommendation by the Chancellor and the President of the University.

If either the DPRTC or CPRTC, in voting on an application for promotion or tenure, is not unanimous, the letter written by that committee should explain the lack of agreement, to help those who receive their recommendation to make an informed decision.

If the DPRTC has ranked its recommendations for promotion in order of preference, the college and university committees should give consideration to such ranking.

A PRT committee member at any level (department, college, or university) will not review any faculty application for tenure or promotion or make a recommendation for tenure or promotion if the applicant has ever filed a grievance that involved the PRT committee member. Similarly, a PRT committee member at any level will not review any applications for tenure or promotion or make a recommendation for or against tenure or promotion if the committee member has ever filed a grievance against the applicant.

An applicant for tenure or promotion will not serve on the CPRTC or UPRTC during the academic year when the application is under review. If such an applicant must be replaced on one or more PRT committees, the normal procedure for filling departmental committees will be followed. If the applicant is the chair of the DPRTC, a new chair will be elected and will sit on CPRTC.

Committee members will recuse and absent themselves from any PRT discussion or vote concerning an application of a close family or household member.

In the interest of making effective decisions regarding promotion, retention, and tenure, deans and/or department chairs have the responsibility of counseling each faculty member regardless

of rank at least once a year concerning the individual's teaching, work with students, research, scholarship and creative activity, and professional service.

- a. Each DPRTC will review annually the progress toward tenure of each pre-tenured faculty member in the department and will write a letter of recommendation for or against retention, to the department chair; a copy of that letter will be provided to the faculty member. The department chair will review that letter, add a written recommendation, and send them to the dean.
- b. All third-year pre-tenured faculty members, regardless of rank, will submit documentation of their performance in teaching, scholarly and creative activities, and service using the tenure application format. Each DPRTC and department chair will make a comprehensive review of this documentation and provide appropriate written responses and guidance to the faculty member regarding his or her progress toward tenure. The documentation and the letters of the DPRTC and department chair will be reviewed by the CPRTC, which will write a letter for the faculty member's guidance and forward the entire file to the dean.

PRT discussions, votes, and recommendations are confidential at all levels; members will not share any individual information outside the committee. Voting on applications for promotion and tenure at all levels will be by secret ballot and tallied by the committee chair. At each step in the review process for promotion or tenure (department, college, and university committees) applicants will be notified in writing by the chair of the committee about the recommendations and their rationale; the deadlines for delivery of these letters are established in the PRT calendar set by the UPRTC for the academic year. Applicants who wish to withdraw an application must do so by the close of the third business day following receipt of these notifications. A person who withdraws an application for promotion and/or tenure at any stage of the process may not resubmit an application during that review cycle and may not file a grievance on the matter. On withdrawal of an application, review of that application, at all levels, will cease.

Preparation of the Promotion and/or Tenure File

The departmental Promotion and Tenure Review Committee shall receive the form and accompanying materials from the candidate and finish compiling the record of the candidate's teaching, scholarship and service in accordance with the Provost's guidelines. The deadline for application is determined annually and generally occurs around the beginning of January. See [Application Process](#) above, under [Responsibilities of Applicants](#) for more information.

Recommendations

Upon completion of the record, the department's Promotion and Tenure Committee, which consists of all faculty members holding the appropriate academic rank, conducts the initial review shall evaluate the candidate's record of teaching, scholarship, and service in light of the applicable standards and criteria and make recommendations concerning the award of tenure and/or promotion in rank in accordance with the voting procedures detailed below.

The committee meets and discusses the candidate's teaching, research, and service record. By secret ballot each member rates the candidate in these areas according to the rating for performance described above and recommends promotion and/or tenure. A simple majority shall be required for recommendation of promotion and/or tenure by the department. Voting rights are not transferrable. In the case where a member of the Department Promotion and Tenure committee is unable to attend, the member provides the chair with a vote in the form of a sealed ballot.

Following the recommendation of the Department of Theatre Promotion and Tenure Committee, the chair of the committee shall prepare the "Initial Review Composite Evaluation

and Recommendations” sections of the promotion and/or tenure forms. The forms and recommendations shall be forwarded to the department chair who shall indicate separately, in writing, whether he/she concurs or disagrees with the recommendations of the committee. The committee chair is responsible for preparing and submitting the departmental recommendations concerning promotion and tenure and all relevant administrative forms to the college office by the appropriate deadlines.

The committee chair shall communicate the recommendations of the initial review, and his or her concurrence or disagreement with the recommendation, to the candidate and provide the candidate with a copy of the summary evaluation section of the promotion and tenure form. Negative recommendations shall be communicated in writing and, if the review will not be forwarded automatically, the committee chair shall inform the candidate that he or she may request that the record be forwarded for further review.

Approved by:

Department of Theatre Faculty 11/5/18