Florida Atlantic University
Dorothy F. Schmidt College of Arts and Letters
Department of Music
Promotion and Tenure Guidelines (2020)

Approved by Provost, Spring 2021

Mission Statement

The mission of the Florida Atlantic University Department of Music is to inspire achievement in music through student engagement in scholarship, diverse modes of creative activity, and community outreach.

Members of the Department of Music faculty are active regionally, nationally, and internationally as performers, scholars, and educators, adhering to NASM (National Association of Schools of Music) standards regarding creative and scholarly research and service including music making, the study of music and its influence, the advancement of music pedagogy, and the facilitation of musical activities.

Criteria for Evaluating Faculty for Tenure and Promotion

The Department of Music's Promotion and Tenure Guidelines defer to university and college guidelines regarding faculty involvement in community engagement and undergraduate research, as well as application procedures established by the Provost's Office.

Faculty accomplishment/achievement, sources of evaluation, and evaluative criteria which will be considered in assessing a music faculty member for tenure and promotion may include those listed below in the areas of Instruction, Research and Creative Activities, and Service. Reviewers should use criteria appropriate to the activities to which the faculty member is assigned, and the weight accorded when evaluated should be commensurate with the distribution of time allowed in the annual assignment.

Considerations of Rank

The faculty is required to engage in scholarly and creative activity in the field of his or her discipline commensurate with their rank. All achievements will be assessed according to their scope and importance in the field. It is the responsibility of the faculty member to validate the quality of the scholarly and/or creative activity presented.

Promotion to Professor

Since there is no higher rank, promotion to professor is taken with great care and requires a level of achievement substantively beyond that required for associate professor.

Documented evidence of superlative professional productivity and national recognition in the discipline should be evident. The candidate should demonstrate a maintained record of high-quality performance and publication of work that is original and makes a significant contribution to the field. Candidates are expected to show substantial scholarly or creative achievement since their appointment to associate professor.

Tenure and Promotion to Associate Professor

The awarding of tenure is based upon the judgment that the individual will have a lifelong commitment to scholarship and creating new knowledge in the discipline.

Documented evidence of professional productivity and the potential to reach national distinction in the discipline should be evident. The candidate should demonstrate a maintained record of high-quality performance and publication of work that is original and makes a significant contribution to the field. Candidates are expected to show substantial scholarly or creative achievement since their appointment to assistant professor.

Non-Tenure Promotion of Instructor

The Research and Creative accomplishments associated with the role of an applied instructor are considered of equal weight in terms of expectations for Tenure and Promotion. The applied instructor is charged with maintaining research in the areas of pedagogical methodologies, techniques, and performance practice.

Instruction

Criteria for Evaluation

The following criteria should be assessed when measuring instructional achievement and are not listed in order of importance. The measurement of these criteria can be through Sources of Evaluation or through supplied allied materials (e.g., recordings, supplied course materials).

Teaching and Pedagogy:

- Organization and presentation of subject matter
- Implementation of high order processes that induce creative thinking
- Stimulation of creative performance
- Creation of new developments in discipline, courses, and/or teaching pedagogy

Student Outcomes:

- Achievements of program graduates in professional and academic endeavors
- Ability to attract and retain students of a high caliber, resulting in increased quality, and if applicable, size of program, ensemble or applied studio
- Demonstrated pattern of student accomplishment and growth as evidenced through applied music jury assessment and student performances (recital, solo concert, ensemble performances)

Additional criteria:

- Professional conduct

Sources of Evaluation (Where Applicable)

The following sources are possible options for where teaching achievement can be measured and are not listed in order of importance. Nor are they intended as separate requirements for tenure and promotion.

- Annual faculty evaluations
- Syllabi
- Student SPOT scores
- Data concerning:
  - number of classes taught
  - size of classes
  - number of different preparations required for each class taught (e.g., applied lessons require knowledge and preparation of specialized literature for each student and/or instrument taught)
  - classification of students taking classes (graduates, undergraduates, majors, or non-majors)
  - graduate assistant involvement in course preparation for teaching
  - other data concerning graduate students
- Peer evaluation within the University or at the local, regional, state or national level
- Applied music jury results
- Evaluation of degree recitals, comprehensive exams, research projects
- Instructional materials
- Awards won, nominations and/or professional recognition at the University, local, regional, state or national level
- Reviews of student or ensemble performances in printed or televised media
- Student or ensemble inclusion or success in University, local, regional, state or national music competitions, auditions of festivals

Research and Creative Activities

Creative endeavors must demonstrate a consistent and high quality of creative achievement appropriate to the endeavor and to unit criteria. In some cases, there is a direct relationship between the faculty member's creative output and his/her teaching responsibilities (e.g., music conductors, theater directors, technicians, and the like). In such cases, the relationship must be clearly explained in the promotion and tenure portfolio.

It is the responsibility of the faculty member to demonstrate the quality of the scholarly and/or creative activity presented. No individual is expected to have outcomes in each category. Rather, the candidate should demonstrate outcomes that best suits their specializations.

While we recognize the hierarchy of geographic recognition, it should be understood in the discipline of music, local venues and organizations may hold greater impact than the designated tier. The committee and candidate should consider the scope of the audience, as opposed to mere geographical location, and venues in proximity to the university may also be considered national or international venues. For clarification purposes, the term regional is intended to indicate an event that incorporates several states while local indicates the counties nearest to the university. In the field of music, the state of Florida is one of the largest and musically diverse communities. An event that is conducted at the state level is considered similar to regional as they typically draw national participants and attendees.

Additionally, the department encourages candidates to align research and creative activities with university pillars, platforms, and initiatives including Equity, Justice, Inclusion, and Anti-Racism.

Criteria for Evaluation

- Appropriate evaluation tools to measure degree of success
- Nominations, awards or other forms of recognition

Sources of Evaluation

- Members of the committee and/or appropriate administrator
- Annual faculty evaluation
- Recipients of the services provided (e.g., through letters of recognition, etc.)
- Awards, nominations, grants, and professional recognition at the university, local, regional, state or national level

Promotion to Professor

Promotion to the rank of Professor is recognition of demonstrated achievement and a national distinction over the span of an individual's academic career. There should be evidence of long-standing leadership, national recognition, and/or substantial contributions both within and beyond the university.

Candidates for promotion to Professor must have a minimum of twelve (12) Tier One accomplishments supplemented with activities from Tiers Two and Three which demonstrate a consistency of output, a career of a life-long scholar with established national prominence, and evidence of a continued contribution to the relevant field(s).

While the promotion decision involves the candidate's entire career, the candidate's record shall demonstrate significant additional achievement beyond that demonstrated at the time of promotion to Associate Professor.

Tenure and Promotion to Associate Professor

Candidates for tenure and promotion to Associate Professor must have a minimum of two (2) Tier Two accomplishments supplemented with activities from Tiers Two and Three which demonstrate consistency of output, a career trajectory of a life-long scholar towards achieving national prominence, and evidence of a continued contribution to the relevant field(s).

Promotion to University Instructor

Research is not a required part of this assignment though it is encouraged.

Promotion to Senior Instructor

Research is not a required part of this assignment though it is encouraged.

Hierarchy of Research and Creative Activities

TIER 1 represents the pinnacle of achievement in the discipline.
TIER 2 represents substantial and high-quality achievement in the discipline.
TIER 3 represents notable achievement in the discipline, primarily related to the university and its surrounding communities.
(All outcomes in these categories meet the minimum standard for inclusion in each tier, however, this list may not include all potential products of research and creative achievement. In such cases, the quality must be clearly explained by the candidate in the promotion and tenure portfolio to warrant its inclusion.)

Publication

Tier 1	Tier 2	Tier 3
• Refereed monograph • Refereed chapter • Refereed article • Refereed method/textbook • Editor/member of editorial board of scholarly journal/monograph • High citation index	• Non-refereed monograph • Non-refereed chapter • Non-refereed article • Non-refereed method/textbook • Editor/member of editorial board of non-refereed Journal/monograph • Refereed book, media, or concert review • Medium citation index	• Non refereed review of a book, media, or concert • Program notes • Liner notes

Presentation

Tier 1	Tier 2	Tier 3
• Invited presenter, session chair, clinician (including masterclasses), guest faculty, director, or adjudicator at an international or national event, conference, or organization • Presentation of a peer-reviewed paper, poster, lecture-recital, workshop at an international or national event, conference, or organization.	• Invited presenter, session chair, clinician (including masterclasses), guest faculty, director, or adjudicator at a regional event, conference, or organization • Presentation of a peer-reviewed paper, poster, lecture-recital, workshop at a regional/multi-state event or conference	• Invited presenter, session chair, clinician (including masterclasses), guest faculty, director, or adjudicator at a local event, conference, or organization • Presentation of a peer-reviewed paper, poster lecture-recital, workshop at a local event or conference

Grants/Awards

Tier 1	Tier 2	Tier 3
• Awarded external grant in support of scholarly or creative activity of $10,000 or more • Grant initiatives involving equity, inclusion, justice, and anti-racism will be valued beyond award level • Recipient of an international/national award (nominations can be considered depending upon the *impact* of the award) • Recipient of an international/national scholar award (e.g., Fulbright, Rhodes.) • Elected or appointed position in a prominent organization where that position has a direct relationship to the positive assessment of the individual's research or creative achievements	• Awarded external grant in support of scholarly or creative activity under $10,000 • Recipient of an internal research award/grant or a University merit award (Advising, Leadership, etc.) • Nomination of an international/national award • Award or prize received (research, composition) in a regional competition	• Awarded an infrastructure grant • Application to an external grant • Award or prize received (composition, research, composition) in a state/local competition.

Composition

Tier 1	Tier 2	Tier 3
• Commissioned composition or arrangement by an ensemble, artist, or professional organization of international or national importance. • Performance or broadcast of a composition or arrangement by an ensemble or professional organization of international or national importance. • Publication or recording of a composition or arrangement by an ensemble or professional organization of international or national importance.	• The composition or arrangement of a work of extended scope • Commissioned composition or arrangement by an ensemble or professional organization of regional importance • Performance or broadcast of a composition or arrangement by an ensemble or professional organization of regional importance • Publication or recording of a composition or arrangement by an ensemble or professional organization of regional importance	• The composition or arrangement of a work of minor scope • Commissioned composition or arrangement by an ensemble or professional organization of local importance • Performance or broadcast of a composition or arrangement by an ensemble or professional organization of local importance • Publication or recording of a composition or arrangement by an ensemble or professional organization of local importance

Performance

Tier 1	Tier 2	Tier 3
• Soloist, chamber player, or conductor invited to perform at an international or national music venue or with a national ensemble • Headline an international or national full recital performance • Featured clinician, performer, composer, or conductor at an international or national conference • Conduct a K-12 state, regional, or national ensemble • Touring performer with an international or national organization	• Soloist, chamber player, or conductor invited to perform at a regional or state music venue or with a regional ensemble • Headline a regional or local full recital performance • Featured clinician, performer, composer, or conductor at a regional or state conference • Conduct a K-12 district-level ensemble • Section player/ chorus member in an international or national ensemble • Performer at a local or regional performance of an international or national touring organization	• Solo or conducting engagement with community ensemble or organization • Section player/ chorus member in a regional ensemble • Conduct or direct a student ensemble in a local performance • Single regional performance with national commercial group • On-campus or other local performance less than a full-length recital

Production

Tier 1	Tier 2	Tier 3
• Commercially available recording with a credited creative or production role, released on a recognized record label appropriate to the genre, or those that have received either national or international positive review. • Multi-media production with a credited creative or production role disseminated through commercial channels on an international or national level • Musical or technical contribution to multidisciplinary performances or exhibitions at a national or international level	• Commercially available recording with a credited creative or production role, that has received notable recognition • Multi-media production with a credited creative or production role disseminated through commercial channels on a regional level • Musical or technical contribution to multidisciplinary performances or exhibitions at a regional level	• Commercially available recording with a credited creative or production role. • Multi-media production disseminated through commercial channels at a local level • Musical or technical contribution to multidisciplinary performances or exhibitions at a local level.

Public Scholarship

Tier 1	Tier 2	Tier 3
• Projects co-created with a national or international organization with the highest impact that circulates new knowledge to the public. Types of projects can be of a diverse nature, and may include presentations, masterclasses, recordings, performances, or lectures, which use traditional or innovative forms of public engagement • Emerging media with a recognized publication, organization or of high impact in the field	• Individual projects with high impact or those co-created with a regional organization that circulate new knowledge to the public. Types of projects can be of a diverse nature, and may include presentations, masterclasses, recordings, performances, or lectures, which use traditional or innovative forms of public engagement. • Emerging media publication	• Individual projects with sizable impact that create and circulate new knowledge to the public. Types of projects can be of a diverse nature, and may include presentations, masterclasses, recordings, performances, or lectures, which use traditional or innovative forms of public engagement.

Service

The Department of Music regards service as integral to the program, the institution, and community at large, and recognizes that the service contributions of all faculty are both important and necessary. Music faculty provide a varied range of support and service activities to the department, college, university, community and to the profession. As in the areas of teaching and professional activity, minimal service activity cannot be considered satisfactory. Additionally, the quantity of service activity should not be considered a substitute for the quality of the contribution.

The level of service expected for each faculty rank is discussed in the University's Promotion and Tenure Guidelines, and specific service expectations for music faculty are defined by rank in the Annual Faculty Evaluation Criteria.

Criteria for Evaluation

- Annual Evaluation
- Appropriate evaluation tools to measure degree of success
- Nominations, awards or other forms of recognition

Sources of Evaluation

- Members of the committee and/or appropriate administrator
- Annual faculty evaluation
- Recipients of the services provided (e.g., through letters of recognition, etc.)
- Awards or nominations, professional recognition for service at the University, local, regional, state or national level

Service

The following are examples of service which support the mission of the Department of Music and enhance its day-to-day operations. The weight accorded to these activities are to be considered by expectations for each rank. They are not listed in order of importance, nor intended as a complete list of requirements for promotion and tenure consideration. The chair or the faculty committee can acknowledge the quality and nature of the service rather than the quantity.

Promotion to Professor

For promotion to the rank of Professor a candidate must demonstrate substantial service to the university and profession.

Tenure and Promotion to Associate Professor

For tenure and promotion to the rank of Associate Professor a candidate must demonstrate significant service to the department and/or college and the ability to function well within the department and in the University as a whole. Service to the university or profession is also recognized, though not required, for this rank.

- Chair of University or College committee
- Officer of a national or international professional organization
- Chair of a committee in a national or international professional organization
- Member University or College committee
- Officer of a state, regional or local professional organization
- Chair of a committee in a state, regional, or local professional organization
- Organize and manage festivals and other outreach activities
- Departmental area head/area director with the following responsibilities:
    - Supervise adjunct faculty
    - Adjudication of departmental juries
    - Academic Advising of music majors
    - Recruiting
    - Foster and provide community outreach
    - Promote events
- Audition—schedule and evaluate student applicants
- Chair of departmental committee
- Activity through the Office of Undergraduate Research and Inquiry
- Member of international, national, state, regional, or local professional organization
- Public service in a professional capacity, such as membership on a community arts organization committee or board
- Member of Departmental committee
- Manage or provide performance support for university events: commencement, gala, convocation, orientations
- Mentor junior faculty
- Departmental support: serve as concert house manager, staff university outreach events (e.g., university EXPOS, orientation, open houses)