

Department adopted version 11-28-17

College approved:

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FLORIDA ATLANTIC UNIVERSITY

THE DOROTHY F. SCHMIDT COLLEGE OF ARTS AND LETTERS

DEPARTMENT OF THEATRE AND DANCE

I. General

The Department of Theatre and Dance defines the tasks, activities and goals of the academic unit and delineates all areas of shared responsibility. In the areas of Instruction, Research, Creative Activity, and Service, the candidate is made aware of his or her role within the unit through the annual assignment process. The candidate must exhibit the ability and willingness to engage in the sharing of academic, service, and administrative tasks and maintain high standards of professional integrity. The candidate's professional abilities and interaction with colleagues must also be observed and deemed compatible with the department's mission and its long-term goals. The chair acts as each candidate's primary mentor in instructing the candidate as to the procedures necessary to meet promotion and tenure criteria. In compliance with the Provost's guidelines for Appointment, Promotion, and Tenure of Faculty, the chair is responsible for providing new faculty with the following:

1. A copy of these guidelines.
2. The college criteria for annual evaluation, promotion and tenure, and third year review procedures.
3. The most recent requirements for tenure and promotion files issued by the office of the Provost.
4. Any existing departmental/school and college personnel policies.

The chair offers advice and feedback on a frequent and regular basis during each term of the candidate's service. Annual Performance Evaluations are conducted with the goal of providing relevant information and data useful to assess the candidate's progress in the promotion and/or tenure process. Annual evaluations of untenured faculty include a separate component that fairly appraises the faculty member's progress towards tenure.

Mentoring of untenured faculty

Untenured faculty members will have an assigned internal departmental mentor prior to third year review. This will be a tenured faculty member who will meet with the candidate to discuss Research/Creative activities, Instruction, and Service. The advisor will work with the chair and the Promotion and Tenure Committee member to help prepare the candidate for third year review and submission of the promotion and tenure books for review in the sixth year.

Peer evaluation

Each year, untenured faculty will undergo peer evaluation of their teaching. The tenured peer evaluator is selected by the department chair in consultation with the candidate. The evaluator notifies the candidate well in advance of their visitation to the class that the evaluation will take place. The candidate will give the evaluator pertinent class materials (course syllabus, handouts, etc.) prior to the evaluator visitation. After the visitation, the evaluator writes the evaluation based on the class visitation and review of class materials. A copy of the evaluation is placed in the candidates personnel file.

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Annual appraisal of progress towards tenure

The chair shall be responsible for completing a recommendation concerning each untenured faculty member's progress toward tenure, per the policies of the BOT/UFF Collective bargaining agreement.

Third year review

A faculty member appointed without tenure shall, in the year set by college policy (normally the spring semester of the third contract year) be formally reviewed by the department and college for evaluating progress toward tenure.

The review will be in addition to the normal annual review by the chair in that year, and is advisory to the chair in evaluating the faculty member's progress toward tenure. The review does not result in a vote by the tenured faculty members of the department; its primary purpose shall be to provide the faculty member with an evaluation of progress made and constructive advice as to areas in need of improvement, if any.

The faculty member under review shall submit a portfolio to the chair of the department in accordance with the college Promotion and Tenure Committee's timeframe, and following the college promotion and tenure guidelines.

The third-year review portfolio must follow the exact format as specified in the current university, college, and departmental guidelines, except for external review letters. The documents presented should be complete and not a draft or work in progress to allow an accurate assessment by the department and college.

After reviewing the portfolio, the committee member of the Promotion and Tenure Committee will submit a written report to the department chair which evaluates the faculty member's performance in each of the areas of Teaching, Research/Creative activities, and Service, and a summary of the discussion by the faculty.

II. Tenure

In accordance with the Provost's guidelines for Appointment, Promotion, and Tenure of Faculty, "Tenure shall be considered during the sixth year of continuous service (under the last letter of offer) unless the candidate's letter of offer contains prior service credit."

Tenure at Florida Atlantic University is the recognition that the faculty member so honored is an established member of the academic profession, possessing a terminal degree or qualification appropriate to the discipline, and having clearly demonstrated the commitment and ability to continue to be a scholar, contributing to the field of knowledge through original work and quality teaching.

Tenured faculty with more than 50% of time assigned to the department are eligible to vote on tenure. Only Tenured Associate Professors and Professors are eligible to vote on tenure. The department chair may participate in the discussion of the portfolio, however does not vote on promotion. The department chair presents their vote and agreement with or disagreement with the vote of the faculty in their letter to the dean.

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Candidates for tenure need to have produced a body of work that is original and contributes to the field. Demonstration of productivity that merits tenure shall meet or exceed the guidelines as set forth in Section IV of this document. Annual evaluations, reflecting assignments, provide the primary indication of professional growth leading toward tenure. The awarding of tenure is based upon the judgment that the individual will have a lifelong commitment to scholarship and teaching at the university level and to meeting the needs of the department, college, and university. The individual must also have demonstrated commitment through service to the university and the community.

Tenure shall normally be considered in the sixth year of a faculty member's continuous service as determined by the last letter of offer. Normally, no individual shall be recommended for tenure until after they begin working at Florida Atlantic University unless the candidate already holds the rank of Associate Professor or Professor and is tenured at another accredited university.

External reviewers of the portfolio shall be selected and contacted according to University policy as articulated in the University Promotion and Tenure guidelines, which state that the candidate must have at least five current letters of support from external reviewers, the majority of whom, but not all, must be professors from nationally recognized four-year colleges. A list of potential referees should be compiled by the chair and the senior faculty in the discipline. The candidate should have the opportunity to review the list for any conflicts of interest. These letters should be from independent experts in the field who can evaluate the faculty member's work; letters from coauthors, dissertation advisors or personal friends are inappropriate.

The faculty member being considered for tenure shall submit their portfolio and supplementary portfolio via the digital submission process to the chair. The portfolio must include everything required in the University's Promotion and Tenure Guidelines. The date for submission of the portfolio will be determined by the Provost's guidelines.

Once the portfolio is submitted, the department chair will then meet with the candidate to go over any necessary changes to make sure that the portfolio conforms to criteria for submission. The candidate will have five business days after the meeting to make revisions as necessary. The candidate will then approve the portfolio for the chair, who will make it available to tenured members of the department for their perusal and review for ten business days.

The chair shall then convene all eligible members of the faculty to vote by secret ballot on the question of whether to recommend the candidate for tenure. In addition, if a faculty member is seeking promotion from assistant professor, a secret ballot will be first held regarding promotion from the rank of assistant professor to associate professor prior to the tenure vote. If the faculty assembled choose, preliminary votes may be taken concerning the candidate's accomplishments in one or more of the specific areas of evaluation, but such votes shall not be binding on the final vote as to recommending tenure and shall not be reported outside the department. Only those eligible faculty members who have read the portfolio and are present for the discussion may vote on a tenure application.

All discussion and voting on tenure and promotion applications will remain confidential. Violation of confidentiality may result in disciplinary action. The department chair must be present, but does not vote at this meeting. The chair's letter constitutes their vote on tenure and promotion cases.

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Following the tenured faculty's vote, and consistent with university and college policies, the member of the Promotion and Tenure Committee shall write a fact-based account of the deliberations in a letter that accurately reflects the discussion of the case without revealing individuals' positions. This letter will remain part of the portfolio until it reaches the university level. The committee member shall submit their letter to the chair of the department for inclusion in the portfolio. Subsequently, the chair shall add to the candidate's portfolio a letter that reports the results of the secret-ballot vote and the chair's personal recommendation, and provides an appraisal of the candidate's record documenting the chair's recommendation. If the chair does not concur with the recommendation of the tenured faculty, the chair shall explain this disagreement in the chair's letter.

In accordance with college guidelines, the letters from the member of the Promotion and Tenure Committee and the chair will be given to the candidate who will have five business days to respond. After this, the chair shall then transmit the entire dossier to the Dean for further levels of review, following the timetable established by the Provost.

III. Rank and Promotion

Tenured faculty with more than 50% of time assigned to the department are eligible to vote on promotion. Only Tenured Associate Professors and Professors are eligible to vote on promotion to Associate Professor. Only Professors are eligible to vote on promotion to professor. The department chair can participate in the discussion of the portfolio but does not vote on promotion. The department chair presents their vote and agreement with or disagreement with the vote of the faculty in their letter to the Dean.

Assistant professor:

For appointment or promotion to the rank of assistant professor, a faculty member must hold the terminal degree in their field of knowledge and must demonstrate potential for excellence in all activities relating to instruction, research/creative activities, and service.

Appointment to this rank is made on the judgment that individuals are ready and capable of reaching tenure within a maximum of a six-year period. Evidence of potential for excellence in scholarship and for quality teaching is required.

Associate professor:

An associate professor is expected to contribute more broadly to the department's instructional and service work than an assistant professor, while also continuing to cultivate an active and meaningful research/creative activities agenda. The faculty member must continue to maintain overall professional excellence by making significant contributions to the life of the institution across the areas of instruction, research/creative activities, and service.

Appointment or promotion to this rank is recognition that the individual has reached a status in the discipline appropriate to a life-long member of the academic world and has clearly demonstrated ability as a scholar through research/creative activities. In addition, the candidate must have a consistently good record of teaching with evidence of mastery and a clear commitment to service. This quality is verified by at least five letters from external reviewers who hold the appointment of associate professor

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or higher, by the vote of the eligible faculty in the department, by the department representative's report on the tenure and promotion meeting, and the chair's letter and recommendation.

All candidates are expected to show substantial scholarly or creative achievement since their appointment to FAU as assistant professors.

Professor:

A professor is expected to make the most significant contributions to the department's instructional and service work, including by assuming leadership roles in these areas, while also continuing to maintain an active and meaningful research agenda. The faculty member must continue to maintain overall professional excellence by making significant contributions to the life of the institution across the areas of instruction, research/creative activities, and service.

Appointment or promotion to this rank is recognition of demonstrated significant achievement since promotion to Associate professor in the areas of research, creative activity, or publication, teaching, and strong service within the university and externally.

Demonstrated merit, not years of service, shall be the primary consideration in determining the case for promotion to Professor. Typically, candidates will have held the rank of associate professor for at least five years.

During their time as associate professors, candidates are expected to have maintained a rigorous record of research/creative activities that is original and makes a significant contribution to the field. This record of productivity includes all items as described in section IV. The quality of this research and creative activity is more important than any fixed quantity. This quality is verified by at least five letters from external letters of evaluation and by the vote of the full professors in the department, as well as by the department representative's report on the tenure and promotion meeting and the chair's letter and recommendation. In the event that no full professors are available in the department, then Associate Professors under the guidance of a full Professor external to the Department, appointed by the department chair, shall be deemed qualified to make a determination for promotion to Professor.

IV. Criteria for evaluating promotion and tenure

It is the position of the Department of Theatre and Dance that the Master of Fine Arts (MFA) degree is the appropriate terminal degree for faculty appointments related to creative/research activities involved in the public performance of theatrical events. The creative and research activities undertaken by faculty require substantial analysis, historical and technological research, and the synthesis of information; they result in the creation of new works of art that are widely disseminated through public performance. The department maintains, as many of our professional accrediting organizations do, that the creative and research activities of performance, design, and technologies are equivalent to publication.

Evaluators using these criteria are encouraged to weight the importance of Instruction, Creative Activity, and Service considering the candidate's cumulative annual assignments. While these guidelines are meant to serve as a basis for evaluation, it is important for the evaluator to seek evidence of expertise in current practice, the active trajectory in creative/research activity, and the promise of future productivity and achievement of the candidate. The ability for a candidate to engage in off-campus

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research/creative activities must be weighted by the institution's ability to offer the necessary time and resources to the candidate and the candidate's department so that the candidate's absence does not adversely affect the functioning of the department.

The criteria below are not meant to enumerate all possible ways of demonstrating professional development, nor is each item listed here intended as a separate requirement for tenure or promotion. These guidelines serve as the standard that the department seeks in evaluating any candidate for promotion or tenure.

Instruction

In order to be recommended for tenure or promotion, candidates must show that they are effective in and committed to the university's goal of quality instruction.

The activities included under instruction include all those endeavors by which a faculty member contributes to the learning and intellectual growth of the student. The faculty member's performance in regularly scheduled classes must be evaluated using both student and peer assessments of the courses. Instructional development activities such as pursuing professional development of teaching activities and developing new courses or new approaches to existing courses must also be expected, especially for more experienced faculty members. Work with students outside of regularly scheduled courses is also important in evaluating instruction; this category of activity can include mentoring graduate and undergraduate students in directed independent study, internships, labs, rehearsals, performance, Graduate Production Projects, or other capstone projects and efforts.

Activities:

- a. Traditional classroom and studio teaching.
- b. Master classes and workshops.
- c. Production activity; both in rehearsal and performance.
- d. Supervision of internships and graduate assistants.
- e. Membership on thesis and dissertation committees.
- f. Direction of independent study.
- g. Contribution to the development of new or improved programs of study.
- h. Assigned academic advisement of students.
- i. Professional enhancement activities.
- j. Coaching of students for activities within and outside of the department.
- k. Supervision of Undergraduate and Graduate Research

Sources of Evaluation:

- a. Student evaluations (ranked within discipline, where appropriate)
- b. Data concerning graduates and former, present, and past students as documented by applicant.
- c. Peer evaluation as specified in Section I.
- d. Instructional materials.
- e. Awards won.
- f. Annual Evaluations

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Criteria:

- a. Content expertise—knowledge of subject matter including: skills, competencies, advanced experience, education, and training.
- b. Being current in the field—awareness of current trends, movements and developments in the field, including technology and methods of communication.
- c. Instructional delivery skills—ability to communicate clearly, create environments conducive to learning, and use appropriate and varied teaching methods.
- d. Instructional design skills—knowledge and ability to design syllabi with clear course objectives, with specified materials, activities, and experiences that are conducive to student learning.
- e. Instructional stimulation skills—ability to stimulate critical thinking and creativity.
- f. Service through instruction—includes participation in activities such as direction of independent study projects, lectures, workshops, adjudications, etc.
- g. Course management skills—make efficient use of class time, be organized and handle classroom dynamics, interactions, and problematic situations (e.g., academic dishonesty, tardiness, injuries, conflicts, etc.), appropriately.
- h. Evaluation of students' work—provide assessment procedures that are in line with course objectives, provide constructive and timely feedback on student work and ensure there is fairness in the student evaluation and grading.
- i. Faculty/student relationships—display a positive and respectful attitude toward students, show interest and concern for students by being approachable and available; present an appropriate level of intellectual or creative challenges and sufficient support for student learning; respect diversity.
- j. Facilitation of student learning—maintain high academic standards, prepare students for work in the profession, facilitate student achievement, and provide opportunities for students to display or perform his or her work.
- k. In evaluating each faculty member's instructional effectiveness in the Annual Evaluation, other indicators and sources may be referenced: the instructor's self-report and self-evaluation, the availability and completeness of class syllabi, the availability of the instructor during appropriate office hours, etc.

Research and Creative Activity

Research and Creative Activity encompasses a wide range of endeavors that can include: documentation of participation in a variety of forms of presentations including exhibits, displays, or public performances, which may feature the artistry and the craft of acting, dance, direction, choreography, the design of lighting, sound, costume and scenery for the theatre, technical direction, musical direction, publication of books, journal, magazine or web articles, critical reviews, monographs etc. It may also include as appropriate invited/contributed presentations; invited/contributed papers; patents granted; investigations of educationally and theatrically relevant problems etc.

In the discipline of Theatre and Dance, creative activity and scholarly research are interchangeable as indicators of professional growth and stature. The department recognizes that there are three general areas of specializations in Theatre and Dance. The items below are arranged by specialty, and are the standard activities by which creative activity and research are evaluated in the discipline. It should be noted that most faculty positions within the Department of Theatre and Dance are generally combined

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specialty positions, and reviewers should use criteria appropriate to each specialty in which the individual is actively engaged. The weight accorded evaluation in each area should be commensurate with the distribution of time spent working in that area.

Performance and Performance Support

Activities:

- a. Work in a FAU Department of Theatre and Dance production or season.
- b. Professional engagement with a recognized theatre or production company at a local, regional, national or international level.
- c. Membership in professional union as appropriate, such as Actor's Equity Association.
- d. Active engagement at an arts festival or competition at the local, regional, national, or international level.
- e. Service as a consultant to external organization.
- f. Presentation of papers before professional organizations.
- g. Authorship of books, plays, or monographs.
- h. Authorship of articles in professional journals and trade magazines.
- i. Editorship of books and special collections.
- j. Repeated engagements with off-campus producing organizations as indicative of performance satisfactory to that organization.
- k. Application for grants.
- l. Coaching of performances and crew for Department of Theatre and Dance productions.
- m. Coaching of actors in the private/professional sector.
- n. Scholarly activity specific to the area of specialization.

Sources of Evaluation:

- a. Reviews of work in recognized media.
- b. Reviews/evaluations from adjudicated festivals or competitions.
- c. Evaluations by peers (in department) and colleagues (in the college or university or other universities).
- d. Evaluations by professionals in the field, solicited according to university policy.
- e. Repeated engagements with off-campus producing organizations as indicative of performance satisfactory to that organization.
- f. Documentation or journaling of choreography or blocking.
- g. Supporting documentation and testimonial from individuals in the private/professional sector.
- h. Nominations and awards won.
- i. Annual Evaluations

Criteria:

- a. Demonstrated ability to communicate effectively with performers, designers, and other members of the production team, many or all of whom may be relatively unskilled students, under pressure.
- b. Knowledge of dramatic literature, including historical genres, and strong competence in the textual analysis of scripts.

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- c. Demonstrated ability to guide performers to performances that support the production and the director or choreographer conceptualization.
- d. Successful use of the primary instruments of voice and body in the creation of believable character.
- e. Evidence of a thorough understanding of aesthetics and ability to make sound aesthetic judgments.
- f. Professional status or prestige of publisher.
- g. Professional status or prestige of host.
- h. Nominations, awards, and other types of professional recognition.

History, Criticism, Literature

Activities:

- a. Authorship of books, plays, or monographs.
- b. Authorship of articles in professional journals and trade magazines.
- c. Editorship of books and special collections.
- d. Presentation of papers before professional organizations.
- e. Presentation and organization of professional seminars, workshops, or master classes.
- f. Applications for grants.
- g. Research historical, social, and political background for dramatic texts.
- h. Editorship of professional journal.
- i. Research performance history of dramatic texts.
- j. Reviewing of books.
- k. Provide dramaturgical advice and guidance in text interpretation for productions.

Sources of Evaluation

- a. Reviews of work in recognized media.
- b. Reviews/evaluations from adjudicated panels and conferences.
- c. Evaluations by peers (in department) and colleagues (in the college or university or other universities).
- d. Evaluations from adjudicators of professional organization activities.
- e. Evaluation by professionals in the field, solicited according to University policy.
- f. Repeated engagements with off-campus producing organizations as indicative of performance satisfactory to that organization.
- g. Supporting documentation and testimonial from individuals in the private/professional sector.
- h. Nominations and awards won.
- i. Annual Evaluations

Criteria

- a. Demonstrated ability to conduct and organize scholarly research.
- b. Evidence of thorough knowledge of the elements of dramatic literature and history of stage production, including acting, design, and architecture.

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- c. Evidence of a thorough understanding of the principles of dramaturgical analysis.
- d. Evidence of a thorough understanding of aesthetics and ability to make sound aesthetic judgments.
- e. Professional status or prestige of publisher.
- f. Professional status or prestige of host.
- g. Nominations, awards, and other types of professional recognition.
- h. Evidence of a competent knowledge of fine arts, including music and visual arts.
- i. Demonstrated ability to effectively communicate facts and theories in publications and public lectures.

Design/Technologists

Activities

- a. Professional engagement as a design/technologist with a recognized theatre or production company at a local, regional, or national level.
- b. Engagement as a designer/technologist for a Department of Theatre and Dance production.
- c. Membership in the United Scenic Artists or other professional union.
- d. Scholarly activity specific to the area of specialization.
- e. Repeated engagements with off-campus producing organizations as indicative of performance satisfactory to that organization.
- f. Authorship of books, plays, or monographs.
- g. Authorship of articles in professional journals and trade magazines.
- h. Editorship of books and special collections.
- i. Presentation of papers before professional organizations.
- j. Application for grants.

Sources of Evaluation

- a. Reviews of work in recognized media.
- b. Reviews, adjudications in local, regional, or national festivals.
- c. Evaluations by peers (in department) and colleagues (in the college or university or other universities)
- d. Repeated engagements with off-campus producing organizations as indicative of performance satisfactory to that organization.
- e. Supporting documentation and testimonial from individuals in the private/professional sector.
- f. Nominations and awards won.
- g. Annual Evaluations

Criteria

- a. Ability to communicate ideas effectively through a variety of media.
- b. Knowledge and ability to manipulate the elements of design.
- c. Excellence in oral, written, and graphic communication skills in relation to discipline.
- d. Knowledge of the materials and methods used in the discipline.

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- e. Ability to work and collaborate with various artists, technologists, and technicians, many of whom may be unskilled students with various levels of experience in a variety of professional and academic settings.
- f. Knowledge of safety procedures and regulations as they apply to the discipline.
- g. Excellence in fiscal management, including budget development and materials acquisitions.
- h. Ability to oversee the technical execution of the discipline to insure product accurately reflects the design.

Service

Institutional service includes: serving on departmental, college, or university committees and/or the faculty senate; chairing any committee; or sponsoring student activities/groups. Professional service involves activities in professional organizations (holding office or serving on committees or boards); consultant to organizations, corporations, and/or universities. A letter from the organization leadership or committee chair acknowledging contributions is strongly suggested. Community service includes participating in local, state or national activities and organizations; applying academic expertise to local, state or national community without pay or profit. A request letter or acknowledgement letter from organization leadership is strongly encouraged to document activities. Service within the department, college, university and the profession is expected over the entire period of one's career, with the expectation that assigned service will be commensurate with one's rank.

Activities

- a. Office held in professional association.
- b. Member of professional association committee.
- c. Chairing a university or college committee.
- d. Member of a university or college committee.
- e. Acting as an advisor to a student organization.
- f. Serving as a chairperson of a department, as a director of a departmental program, or in any other administrative capacity within the department.
- g. Service on committees within the department.
- h. Active recruitment of students, including visitations to secondary schools, participation in professional conferences for purposes of recruiting, and any arranged admissions auditions.
- i. Preparation of students within the department for auditions outside the university.
- j. Service to public schools or other educational institutions.
- k. Participation in local, state, regional or national theatre service organizations.
- l. Service as a consultant to internal or external organization.
- m. Media interviews in support of the department, college or university.
- n. Audience development.
- o. Fundraising.

Sources of Evaluation

- a. Members of the committee and/or appropriate administrator when appropriate.
- b. Annual Evaluations.
- c. Recipients of the service when appropriate.

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Criteria

- a. Appropriate evaluation tool to measure degree of success (i.e.; effectiveness, demonstrable leadership, conscientiousness, ability to conceive and carry out significant projects) as solicited according to university policy.
- b. Nominations, awards or other forms of recognition.