**Department of Theatre and Dance**

**Post Tenure Review Guidelines**

The Post Tenure Review (PTR) is designed to be a periodic review and holistic account of a tenured faculty member's accomplishments over a period of multiple years. Therefore, the PTR evaluation will be based on a holistic assessment of the faculty member's total contributions. That assessment should include the faculty member's annual evaluations and can include any additional relevant accomplishments the faculty member may wish to introduce that are consistent with the parameters as set out below. The PTR portfolio as presented by the faculty member will be assessed by the Department's PTR Committee.

**The Advisory Committee**

The Unit head will convene a PTR Advisory Committee consisting of a minimum of three professors in the department, and the unit head will assign a committee chair.

For the review of Associate Professors, the Committee shall consist of professors at the Associate rank. For Full Professors, the committee shall consist of all Full Professors in the unit. Any faculty member scheduled for PTR during the current academic year is disqualified from serving on the committee.

The PTR Advisory Committee will review and discuss each PTR file and prepare a report for each eligible faculty member based on the departmental criteria and report requirements. The PTR Advisory Committee’s report shall include a recommended Performance Rating. Each member of the PTR committee will, by secret ballot, submit a score on a scale of 1-4 on their evaluation of the file being reviewed. The average of those scores will serve as the advisory committee's ranking of the file. The PTR Advisory Committee chair will summarize the robust discussion of the file and affix their reports to the PTR files and return them to the Department Chair.

The Department Chair will then prepare a report for each Eligible Faculty Member and affix the reports to the PTR files. The Department Chair’s report shall include a recommended Performance Rating and a brief narrative that analyzes the rating on the basis of the annual reports and related documentation.

The Department Chair will provide the faculty member under PTR review with access to the complete PTR file, including all reports, and notify the faculty member that they have five calendar days to submit a response to be included in the PTR file.

**Outcomes**

The overall ratings of the Department's PTR performance evaluation shall be an assessment of three core areas: teaching and other instructional activities; creative accomplishment, research, and scholarship; and service.

* ***Teaching*** is evaluated holistically and may involve a variety of instructional-based activities and indicators. Tools for assessing teaching should include peer evaluations of teaching, syllabus review, Student Perception of Teaching (SPOT) scores for course instruction, and evidence of success in other instructional-related activities. These can include supervision of directed independent studies, internships, participation on or supervision of graduate production projects, undergraduate and graduate research supervision, new course preparation, coaching and mentoring, and field and laboratory-based instructional activities.
* ***Research/Creative Activity*** is also evaluated holistically and may include scholarly publications, external grants, creative involvement in theatre or dance productions at FAU as well as at other professional venues, and other relevant creative work.
* ***Service*** may also take various forms and involve a number of activities within the university, profession, and/or local community. Within the university, service includes serving as Chair or membership on university, college, and/or departmental committees of recognized importance to university governance and operation. Within the profession, service may involve active participation and operation in a professional association, professional producing organization, or other entities recognized within the profession.
* ***Non-Academic Criteria:*** If applicable, the PTR File should also include documentation regarding the faculty member’s substantiated non-compliance with state law, Board of Governors’ regulations, and University regulations and policies within the scope of their University employment; unapproved absences from teaching assigned courses; and substantiated student complaints. If needed, the unit head shall be responsible for adding these documents to the PTR File and assessing the impact of these documents on their recommended PTR ranking.

**Evaluation file:**

As stated in the university provost's memo, the PTR file should contain the following documents:

* A current Curriculum Vitae (in the required P&T Format published by the Provost) that clearly highlights accomplishments in teaching, scholarship, and service during the period under review
* Copies of the faculty member's past annual assignments and evaluation reports as determined by the Provost's PTR Guidelines
* A copy of the report of the previous PTR, if available
* Copy of the published PTR performance expectations from the faculty member's academic unit
* A brief (2-page) narrative from the faculty member in 12pt font and standard (1") margins outlining the candidate's accomplishments
* The PTR portfolio shall be submitted to the Chair of the department 45 calendar days prior to the submission deadline to the Dean.

**PTR Evaluation Scale:**

The Department's PTR evaluation scale employs the terminology set forth in the Provost PTR Guidelines. The Department's PTR Committee shall evaluate each faculty member up for PTR according to the following four rating categories:

**Exceeds Expectations:**

* A faculty member who has received an overall rating of *Outstanding or Exceptional* in their Annual Evaluation Reports for *at least four (4) out of five (5) years* AND an overall rating of *no less than Good* on the remaining annual report.
* Evidence of at least three of the following:
	+ SPOT evaluations that are consistently better than the departmental mean.
	+ New innovative teaching practices or curricula that are documented and included in the portfolio.
	+ Presented work in Tier A, Tier B, or Tier C work as defined in the table below.
	+ Publications, conference presentations and/or professional workshops outside of the normal research area(s).
	+ Recognition of teaching, such as departmental, college, or university nominations or awards or grants for teaching or curriculum development.
	+ Demonstrated commitment to undergraduate or graduate research through mentorship or participation in OURI, service learning, or community engagement.

**Meets Expectations:**

* A faculty member who has received an overall rating of *at least Good* in their Annual Evaluation Reports for at least *four (4) out of five (5) years*.
* Demonstrated a commitment to teaching excellence, as evidenced by:
	+ Commitment to student engagement (availability to students, mentoring, providing academic guidance, etc.).
	+ Positive classroom peer review by faculty chosen by the department chair in consultation with the candidate.
	+ SPOT evaluations that are consistent with the departmental mean.
	+ Curricular and program development through course review, revision, and update as needed.

**Fails to Meet Expectations**:

Faculty member has failed to meet expectations in any of the following ways:

* A faculty member who has received an overall rating of *less than good* for *two (2) or more years* in their Annual Evaluation Reports. As outlined below, an explanation of mitigating circumstances detailing why a rating of “less than good” was received may be submitted for consideration by the committee.
* Did not meet the above criteria for “meets expectations.”
* SPOT Scores are significantly worse than the college mean.
* Has had Performance Improvement Plans (PIPs) for teaching during the period with some improvement, and there is documented evidence that the faculty member is putting effort toward meeting the PIP goals.

**Unsatisfactory**

Faculty member has not met expectations in any of the following ways:

* Performance consistently fails to meet the unit’s written criteria as stated in the Annual Evaluation criteria and PTR criteria.
* Failure to successfully complete a Personal Improvement Plan (PIP) or other corrective measures as outlined in any officially documented notification submitted to the faculty member and that is a part of their personnel file.

Schedule of work:

|  |  |  |
| --- | --- | --- |
| Tier A | Tier B | Tier C |

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| --- | --- | --- |
| * Professional engagement with a recognized theatre or production company at a local, regional, national, or international level utilizing professional union contracts. Such engagements may include direction, performance, design of costumes, scenery, lights, sound, accents/dialects, script development, Stage Management, etc., original or recreation of dance choreography, fight choreography, or intimacy choreography.
* Membership in professional unions as appropriate, such as Actor's Equity Association, the Screen Actors Guild-American Federation of Television and Radio Artists, United Scenic Artists, Stage Directors and Choreographers Society, etc.
* Authorship of books, stage or screenplays, or monographs.
* Invitation to and active engagement at an arts festival or competition at the local, regional, or national level.
* Des’ seal of approval.
 | * Professional engagement with a recognized theatre or production company at a local, regional, national, or international level. Such engagements may include direction, performance, design of costumes, scenery, lights, sound, accents/dialects, script development, Stage Management, etc., original or recreation of choreography, fight choreography, or intimacy choreography.
* Work in an FAU Department of Theatre and Dance production or season as listed above that is not part of an annual assignment.
* Certifications with professional organizations.
* Work with another educational entity (High School or University) as listed above.
* Active engagement at an arts festival or competition at the local, regional, or national level
* Presentation of papers before professional organizations
* Authorship of articles in professional journals and trade magazines
* Editorship of books and special collections
 | * Coaching of performances (acting, movement, voice, speech, and dialects.)
* Coaching of crew for Department of Theatre and Dance productions.
* Coaching of artists in the private/professional sector.
* Coaching of artists in new work development.
* Commissions for artistic works.
* Scholarly activity specific to the area of specialization.
* Application for grants.
* Service as a consultant to external organizations.
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