

# **Department of Dance and Choreography**

## **Faculty Promotion and Tenure Policy and Procedures**

### **POLICY STATEMENT AND PURPOSE**

Virginia Commonwealth University has established its policies and procedures for faculty promotion and tenure. The *University Faculty Promotion and Tenure Policies and Procedures*, the *School of the Arts Faculty Promotion and Tenure Policies and Procedures* and the *Department of Dance and Choreography Faculty Promotion and Tenure Policies and Procedures* documents institute a unified promotion and tenure system throughout the university, while allowing variations in the academic units to accommodate their specific needs.

Noncompliance with this policy may result in disciplinary action, up to and including termination. VCU supports an environment free from retaliation. Retaliation against any employee who brings forth in good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

### **MISSION OF THE DEPARTMENT OF DANCE AND CHOREOGRAPHY**

Virginia Commonwealth University Department of Dance and Choreography (VCU Dance) is a pre-professional program that provides students with numerous opportunities for individual artistic growth in a community setting that cultivates innovation, collaboration, and professionalism. VCU Dance seeks to create a diverse and invigorating educational environment designed to prepare students for the challenges and possibilities of a professional career as informed and engaged artists in the field of dance.

### **WHO SHOULD KNOW THIS POLICY**

All faculty eligible for tenure and/or promotion are responsible for knowing this policy and familiarizing themselves with its contents and provisions. Eligible faculty are also responsible for knowing University and School of the Arts Promotion and Tenure Policies and Procedures.

### **FORMAT FOR THE CURRICULUM VITAE**

ALL CURRICULUM VITAE SUBMITTED FOR REVIEW WILL USE THE FOLLOWING FORMAT. Candidates may add and/or reorganize sub-categories to best showcase achievements and delete sub-categories for which there are no entries. Additionally, items should be listed in reverse chronological order, most recent first.

The following criteria focus upon the specific nature of the Department of Dance and Choreography. These criteria will be considered by all involved parties in the formulation of their recommendations and will serve as guidelines for the Peer Review Committee, the Department Chair, and the School of the Arts Promotion and Tenure Committee.

Information must be listed (as appropriate) in the following sequence and identified as international, national, regional, state, community, university, School of the Arts, and department. The identification may be included at the end of an individual listing.

Verifiable documentation is the core of the curriculum vitae and is essential in order for the review committees to conduct thorough examinations and assessments of the candidate's achievements.

### **GENERAL INFORMATION**

#### **PERSONAL INFORMATION**

Name in full.

Citizenship.

Office Address, telephone number, facsimile number, and e-mail address.

#### **LICENSURE, CERTIFICATION, REGISTRATION**

Granting organization and location.

Document number. Date of issuance and expiration date.

**MILITARY SERVICE RECORD** (optional).

**EDUCATION**

College and/or university, major, area of concentration, degree, date of degree.  
Approved equivalency of graduate degree  
Thesis and/or dissertation titles.  
Educational Honors.

**POSTDOCTORAL TRAINING OR SPECIAL EXPERIENCE, AND HONORS RECEIVED**

Appointments for internships, residencies, fellowships, and specialized study  
Honors Received. (Explain the significance of all honors.)

**PROFESSIONAL PRACTICE/WORK EXPERIENCE** (Prior to VCU appointment)

**ACADEMIC APPOINTMENTS**

**CONTINUING SCHOLARSHIP AND PROFESSIONAL GROWTH**

**SPECIAL AWARDS, FELLOWSHIPS, GRANTS, AND OTHER HONORS**

(Explain the significance of all honors.)

**SIGNIFICANT CREATIVE OR SCHOLARLY ACHIEVEMENTS**

Including but not limited to:

- Abstracts and Papers Presented
- Articles
- Published Books, Monographs and/or Chapters
- Commissions/Professional Practice/Consultancies
- Director/Investigator
- Performances
- Public Screenings, terrestrial radio or online Broadcasts (Podcasts)
- Recordings, Films, and Video
- Reviews
- Grants

**BIBLIOGRAPHY** (Writing about the candidate, not authored by the candidate.)

- Books, Monographs, and/or Chapters.
- Articles.
- Concert Programs
- Reviews (of the candidate's work).
- Video Documentations
- Citations
- Interviews, published as audio, video or written

(Provide a complete list and documentation of work and letters verifying activities and involvement. Identify juried, invitational, solo, or group experiences. Solo is primarily used to indicate exhibitions, performances, and other activities completed entirely by the candidate.)

**EDUCATION TOWARDS PROFESSIONAL GROWTH**

(Include relevant advanced academic study beyond department requirements such as continuing education for the enhancement of knowledge. Entries in this category may be listed under section A-4 if the candidate prefers.)

## HONORS RECEIVED

### TEACHING

#### Teaching Responsibilities • VCU

- Courses and Responsibilities
- Thesis Committee Membership
- New Courses Developed and Taught
- Advising
- Mentoring
- Teaching • Outside VCU Curricula (Visiting educator/artist/professor, choreographer, etc. This may be located alternatively under Continuing Scholarship and Professional Growth).
- Teaching Prior to VCU

(Course Documentation in Appendix -- Material may include syllabi, slides, tests, student evaluations etc.; course preparation materials may be included as a part of the portfolio submitted with the vitae. Information may be grouped under a) Ongoing Course Development; b) Course Enhancements (such as class field trips, guest lecturers, etc.); and c) other topics to clarify content).

### SERVICE

#### Special Awards and Other Honors (Explain significance.)

**Service to the Profession** (List membership in professional organizations, societies, offices held and responsibilities, special projects, adjudications)

#### Committees

- Service to the University (List participation within VCU, committees, oversight of programs, workshops)
- Service to the School of the Arts (List committees, projects, presentations, workshops)
- Service to the Department (List committees, leadership roles, special projects or initiatives)

#### Administrative Appointments/Experience (roles as chair, director, dean)

**Service to the Community** (List service for organizations, societies, offices held and responsibilities, consultations, presentations, special projects related professional skills)

## 2.0 FACULTY RANKS AND APPOINTMENTS

### 2.1 GENERAL CRITERIA

The criteria for the evaluation of individuals for promotion and tenure include (1) appropriate credentials and experience, (2) demonstrated continuing scholarship and professional growth, (3) demonstrated quality in teaching, and (4) demonstrated performance of service responsibilities within the University, School and Department; and to the profession and broader community. Individual work plans developed in accordance with the *Faculty Roles and Rewards Policy* are integral to evaluating faculty performance in each of these criteria.

#### 1. Appropriate Credentials and Experience

The candidate for tenure and/or promotion in the Department of Dance and Choreography must hold a master's degree in dance or a Masters of Fine Arts in Dance and must have at least three years of professional experience. Creative and professional productivity and/or scholarly research are highly valued and may be considered as an equivalent to a master's degree. The search committee, the department chair and the dean determine equivalencies. The terms and/or qualifications agreed upon for the equivalency and who is making them shall be clearly stated in writing at the time of the candidate's hiring, and made

available to the department's peer review committee and forwarded to the dean and the school committee.

## **2. Continuing Scholarship and Professional Growth**

Evidence of the candidate's continuing scholarship, professional growth, research or creative activities are prerequisites for promotion and tenure. The activities and accomplishments should demonstrate a commitment and contribution, which reflect high standards of quality and competence. The candidate must show continuing accomplishments during the probationary period. Continuing Scholarship and Professional Growth must be evaluated as excellent, very good, satisfactory or unsatisfactory as defined in the *School of the Arts Promotion and Tenure Policy and Procedures*.

The basic features of scholarly and professional work should include one or more of the following:

- high level of discipline-related expertise
- innovation
- results that can be documented and peer reviewed, and that have significance or impact.

It is the responsibility of each dance faculty member to establish and sustain an ongoing individual plan of research or creative endeavors.

In the Department of Dance and Choreography, factors considered for Continuing Scholarship and Professional Growth include but are not limited to:

- choreography for public presentation inside and outside of the university
- professional work included in juried concerts or screenings
- commissions of choreography
- broadcast, distribution, or public screening of original video dance (or film) work presentation of dance research at peer reviewed conferences, and professional meetings
- publication of dance research (books, periodicals, CDs, DVDs, videos) academic and professional awards
- continued exploration of dance and movement techniques
- Guest teaching done outside of the university in major festivals, conferences or highly visible "showcase" venues, or teaching outside the university that is done on a consultant basis. Teaching external to the University is considered scholarship only when it requires rigorous creative or intellectual exploration on the part of the candidate, or when the teaching contributes to the field of dance.

A record of sustained achievements is necessary. Evaluation must indicate the type of activity, the scope and significance, quality of work and potential for further development. Local performances in highly recognized or juried venues may be considered as regional. A differentiation between local, regional, national and international must be documented.

The candidate's Continuing Scholarship and Professional Growth will be evaluated with the categories cited in the *School of the Arts Faculty Promotion and Tenure Policy and Procedures*:

Excellent, Very Good, Satisfactory and Unsatisfactory.

## **3. Teaching**

A teacher in the Department of Dance and Choreography is an artist and/or scholar who brings creative, intellectual and technical expertise of dance to the studio, performance space or classroom. Demonstrated quality in teaching is essential for promotion and tenure. Candidates are evaluated according to the criteria stated in the school's *Faculty Promotion and Tenure Policy and Procedures*.

### **Evidence of Teaching Quality**

Data substantiating the quality of teaching should be derived from a variety of sources, with no single source serving as the sole criterion. The candidate will be given the opportunity to suggest additional data sources. Some commonly accepted data sources are:

- Cumulative written student evaluations are required. Past and present VCU generated teaching evaluations of candidate should be made available in total to the peer review committee. The committee should keep in mind that these evaluations, taken while the class is in progress, represent merely one context for critical response.
- Student and alumni surveys and letters of support; evaluation forms generated by the peer review committee and approved by the department should be sent to a random sampling of current students and alumni.
- Assessment of candidate by colleagues is required; all assessments must be based on first-hand knowledge, classroom visitations or observations as agreed upon by the candidate course materials and documents submitted by the candidate.
- Documented efforts to improve teaching effectiveness
- Self assessment of teaching

In the Department of Dance and Choreography, the candidate's teaching shall be evaluated with the ratings established in the *School of the Arts Promotion and Tenure Policy and Procedures*:  
Excellent, Very Good, Satisfactory and Unsatisfactory.

#### **4. Service**

The candidate's service to the university, school, department, profession, and broader community is also a criterion for promotion and tenure. Candidates are evaluated according to the criteria stated in the school's *Faculty Promotion and Tenure Policy and Procedures*. Areas of service that are unique to the Department of Dance and Choreography include presenting of special events such as concerts by other artists, benefits or workshops. The Department will give strong consideration to service where it involves direction of departmental productions or special projects that support departmental dance productions, and recruitment of perspective students.

The candidate's Service will be evaluated with the categories cited in the *School of the Arts Faculty Promotion and Tenure Policy and Procedures*:  
Excellent, Very Good, Satisfactory and Unsatisfactory.

##### **2.1.1.B Basic Criteria for Promotion and Tenure**

The criteria for Appropriate Credentials and Experience are Satisfactory or Unsatisfactory. Continuing Scholarship and Professional Growth, Teaching, and Service are stated in the school's *Faculty Promotion and Tenure Policy and Procedures*.

#### **National Reputation**

National recognition is a requirement for promotion to Professor. There are many sources of documentation to assess national recognition, including external evaluators who have specific expertise in dance and choreography. Other factors to be considered in evaluating national recognition may include but are not limited to significant documented and peer reviewed research/creative endeavors in dance and its related areas. It can include recognition of contribution through:

- national awards or honors
- recognition of the candidate's dance and dance related work in national competitions
- major commissions
- adjudicated concerts
- juried screenings
- festivals
- broadcasts or exhibitions
- publication of articles in national and regional journals and magazines
- publication of books contributing to the body of knowledge in dance or related areas
- publications in national or international conference proceedings
- holding elected office of a national dance or dance related organization
- award of a national grant.

- the importance/stature of a venue
- reviews by nationally known critics/national reviews, reviews published in acceptable journals/magazines.
- the national recognition/reputation of a collaborator
- the national recognition/reputation of an adjudicator

The review committee should consider the importance of the national activity relative to the profession, the contribution made to the body of knowledge in the profession, and the quality of the work. Emphasis and recognition should also be given to any activity where participation is at an international level.

### **2.1.1 Application of Criteria and Criteria Ratings for Tenured, Tenure-eligible and Term (Non-Tenure) Faculty**

Faculty member performance with respect to continuing scholarship and professional growth, teaching and service shall be rated (in descending order) as excellent, very good, satisfactory or unsatisfactory.

Credentials and experience shall be rated as satisfactory or unsatisfactory. All written reports and evaluations of tenure and tenure-eligible faculty performance ratings shall use this terminology.

#### **The candidate's continuing scholarship, professional growth, and research/creative activities shall be rated according to the following categories:**

##### Excellent Continuing Scholarship and Professional Growth

A rating of excellent denotes a sustained pattern of exemplary accomplishment, making a high level contribution to the discipline.

##### Very Good Continuing Scholarship and Professional Growth

A rating of very good signifies accomplishments of notable substantial quality over several years.

##### Satisfactory Continuing Scholarship and Professional Growth

... A rating of satisfactory represents achievements in research/creative activities that suggest future potential for sustained growth and development.

##### Unsatisfactory Continuing Scholarship and Professional Growth

...A rating of unsatisfactory represents an absence of research/creative activity, or research/creative activities whose quality or modest quantity do not meet the prevailing norms for the profession.

#### **The candidate's teaching shall be rated according to the following categories:**

##### Excellent Teaching

A rating of excellent denotes a sustained pattern of exemplary accomplishment in teaching, making a high level contribution to students.

##### Very Good Teaching

A rating of very good signifies teaching accomplishments notable for substantial quality over several years.

##### Satisfactory Teaching

A rating of satisfactory represents achievements in teaching activities that suggest future potential for sustained teaching growth and development.

##### Unsatisfactory Teaching

A rating of unsatisfactory represents an absence of quality teaching, or modest teaching quality that does not meet the prevailing norms for the department, school or profession.

**The candidate's service shall be rated according to the following categories:**

**Excellent Service**

A rating of excellent denotes a sustained pattern of exemplary accomplishment in service, making a high level contribution to students.

**Very Good Service**

A rating of very good signifies service accomplishments notable for substantial quality over several years.

**Satisfactory Service**

A rating of satisfactory represents achievements in service activities that suggest future potential for sustained teaching growth and development.

**Unsatisfactory Service**

....A rating of unsatisfactory represents an absence of quality service, or modest service quality that does not meet the prevailing norms for the department, school or profession

**2.1.1.A Ratings for Promotion**

**Continuing Scholarship and Professional Growth Criteria for Promotion to Each Academic Rank**

For promotion from instructor to assistant professor, the candidate must show activity in Continuing Scholarship and Professional Growth and exhibit potential for continued development in this area.

For promotion from assistant to associate professor, the candidate should have attained a sustained and recognized level of Continuing Scholarship and Professional Growth. The candidate must have continued to demonstrate potential in this area, currency in the discipline and commitment to personal growth in the field.

For promotion from associate professor to professor, the candidate must demonstrate a continuing, high level of proficiency and pattern of accomplishments in Continuing Scholarship and Professional Growth as recognized by colleagues and peers.

**Teaching Criteria for Promotion to Each Academic Rank:**

For promotion from instructor to assistant professor, the candidate must demonstrate criteria from among those listed in "Factors to be Considered in Evaluating Teaching" and exhibit potential for the development of further effectiveness as a classroom/studio teacher.

For promotion from assistant to associate professor, the candidate should have demonstrated the teaching capability of excellent or very good. The candidate must demonstrate a deeper voice within the material and pedagogical expertise.

For promotion from associate professor to professor, the candidate must demonstrate a high level of proficiency in teaching recognized by colleagues and peers as well as students current and past.

**Service Criteria for Promotion to Each Academic Rank:**

For promotion from instructor to assistant professor, the candidate must exhibit service accomplishments and show potential for continued contributions in the area.

For promotion from assistant to associate professor, the candidate should have attained a sustained and recognized level of service. The candidate must have demonstrated the potential for continued service.

For promotion from associate professor to professor, the candidate must demonstrate a high level of continued involvement in service as well as a commitment for future service contributions.

The criteria of Appropriate Credentials and Experience must be rated as either satisfactory or unsatisfactory, and to rise to the next academic rank, candidates must be rated satisfactory on Appropriate Credentials and Experience. The following chart displays the minimum criteria (in terms of satisfactory, very good or excellent) for each academic rank for Continuing Scholarship and Professional Growth, Teaching, and Service.

**2.1.1.B Basic Criteria for Promotion and Tenure**

	<b>Assistant</b>	<b>Associate</b>	<b>Professor</b>
Excellent*		1	2
Very Good	1	2	1
Satisfactory	2		

\* Ratings of Excellent must be in the area(s) of Continuing Scholarship and Professional Growth and/or Teaching.

**Appointment, Promotion to Assistant Professor**

Promotion to assistant professor requires suitable preparation and experience in the discipline, satisfactory performance of all academic duties, and demonstrated potential for further professional development in Continuing Scholarship and Professional Growth, Teaching, and Service. From among the criteria of Continuing Scholarship and Professional Growth, Teaching, and Service, the candidate for assistant professor must be ranked at least “satisfactory” on two of these criteria and at least “very good” on one of these criteria.

**Appointment, Promotion and/or Tenure to Associate Professor**

Promotion to associate professor requires a terminal degree or equivalent, a sustained, demonstrated pattern of accomplishments in the areas of Continuing Scholarship and Professional Growth and/or Teaching.

Candidates for the rank of associate professor must have achieved sufficient quality and quantity of sustained endeavors which enable them to be judged as

- (1) effective, conscientious, and impartial teachers
- (2) creative, independent, and productive artist/researchers
- (3) individuals who have produced meaningful service

From among the criteria of Continuing Scholarship and Professional Growth, Teaching, and Service, the candidate for Associate Professor must be ranked “excellent” in either Continuing Scholarship and Professional Growth or in Teaching, at least “very good” in the other, and at least “satisfactory” in Service. Candidates must be effective researchers and teachers and show a pattern of accomplishment in scholarship that indicates progress toward a national or international reputation in their discipline.

**Appointment, Promotion and/or Tenure to Professor**

Promotion to Professor requires a terminal degree or equivalent. Promotion to this rank is a significant achievement that demonstrates exceptional contributions in Continuing Scholarship and Professional Growth, Teaching, and Service. Promotion to Professor shall be reserved for those who have been recognized nationally by their peers for their professional achievements. From among the criteria of Continuing Scholarship and Professional Growth, Teaching, and Service, the candidate for professor must

be ranked “excellent” in Continuing Scholarship and Professional Growth and in Teaching, and at least “very good” in Service.

Candidates must be effective researchers and teachers and show a pattern of distinguished accomplishment in scholarship that indicates progress toward a national or international reputation in their discipline. When the rank of professor is being considered, factors to be considered in evaluating national or international significance may include but are not limited to the following:

- books or articles in respected professional journals by or about the candidate
- grants, fellowships, prizes and awards of substantive consequence
- performances or presentation of choreographic work in curated nationally or internationally respected venues or showcases
- international performances, master teaching or presentation of creative work.
- reviews by critics having national prominence
- choreography or commissions of work with significant dance
- presentation of papers, research specific workshops, or seminars at national professional conferences election to office of a national or international professional organization
- assessment by external evaluators stating that the quality of the candidate’s work is equivalent to other work being presented on a national level
- the significance of the credentials of the external evaluators

### **2.1.2 Application of Criteria and Criteria Ratings for Promotion for Term (Non-tenure) Faculty**

Each unit with term (non-tenure) faculty appointments shall provide written guidelines for promotion of term (non-tenure) faculty. The criteria and definitions of criteria as specified in 2.1 shall apply to term (non-tenure) faculty to the extent that the criteria and definitions are consistent with that faculty member’s special mix of duties. The weighting of the candidate’s mix of duties is stated in the approved annual Individual Work Plans and assessed by the chair in the candidate’s annual report.

The voting rights of the faculty when considering promotion of Term faculty shall be the same as when considering promotion and/or tenure for tenure-eligible faculty and promotion for tenured faculty.

## **3.0 Appointments**

All faculty appointments shall be tenured, probationary (tenure-eligible), term (non-tenure) or adjunct (non-tenure). VCU Department of Music Faculty Promotion and Tenure Policy and Procedures Adjunct (non-tenure) appointments are part-time. All other appointments shall be full-time and tenured, probationary (tenure-eligible), or term (non-tenure). Unless otherwise specified in the contract letter, when the term of the appointment of a full-time faculty member is not to be renewed, the faculty member shall be notified:

- a. At least three months prior to the expiration of the appointment during the first year at
- b. At least six months prior to the expiration of the appointment during the second
- c. At least 12 months prior to the expiration of the appointment after two consecutive years at the University.

The total period of appointment at the instructor rank shall not exceed seven years.

## **3.1 Tenured Appointments**

A tenured appointment is an appointment that continues until the faculty member either voluntarily leaves the University or is dismissed for cause as specified in Section 11.1 of the VCU Faculty Promotion & Tenure Policy and Procedures document. Tenure is conferred by criteria and procedures established by the university document and supplemented by school and appropriate department guidelines. Tenure is granted

only at the rank of associate professor or professor. Tenure is conferred based on the faculty member's demonstrated capabilities, academic achievement and the University's anticipated long-term academic needs.

A recommendation for a tenured appointment is initiated only by an academic unit within the school. For initial appointment recommendation with tenure the candidate, must, prior to appointment, undergo a tenure review by the Search Committee and the School of the Arts Promotion and Tenure Committee which will convene for this purpose. This review will be conducted using the appropriate departmental and school guidelines. The School of the Arts Promotion and Tenure Committee will promptly submit its recommendation to the dean, along with the recommendation of the Search Committee.

### **3.2 PROBATIONARY (TENURE-ELIGIBLE) APPOINTMENTS**

The department identifies probationary, or tenure eligible, appointments in keeping with guidelines established in the university and school *Faculty Promotion and Tenure Policy and Procedures*.

#### **3.2.3 EVALUATION OF PROBATION**

Probationary appointments at the rank of assistant professor are reviewed in the spring semester of the third year by the department chair and a review committee of three tenured faculty members appointed by the chair. The purpose of this review is to evaluate progress toward tenure and to recommend strategies for a successful candidacy for tenure. Yearly individual work plans and the criteria and standards stated in the *Department of Dance and Choreography Promotion and Tenure Policy and Procedures* are the basis for this written review. The committee's report and recommendation either for continuing probation or for termination will then be forwarded to all tenured faculty members in the department who will then vote by secret ballot for or against the recommendation.

The department chair, the reviewing faculty of the department or the candidate may request a review for a recommendation to grant tenure once before the normal review occurring at the end of the probationary period, in accordance with the guidelines in the school's *Faculty Promotion and Tenure Policy and Procedures*.

### **3.3 TERM FACULTY**

Basic criteria for promotion of term faculty shall be the same as those applied to the tenure track faculty.

An initial description of the criteria for promotion of term faculty shall be agreed upon in writing at the time of hiring by the term faculty member, his/her chairperson at the time of hiring, and the dean of the school of the arts.

Should the duties of the term faculty member change, any such change shall be noted in writing and agreed upon during the annual review of the term faculty member with his/her chairperson. Upon renewal of his/her contract annually or at the end of a multi-year contract, any changes will be agreed upon in writing by the term faculty member, department chair or program director, and the dean. It is the duty of the chairperson to initiate and establish these agreements in both instances.

### **3.4 CONTINUING REVIEW OF FACULTY**

Each faculty member in consultation with the department chair shall determine in writing the type and kind of individual emphasis to be placed in the areas of Teaching, Continuing Scholarship and Professional Growth, and Service as well as the duration of time to be spent in that emphasis. The chair's annual faculty evaluations are based on these individual work plans. (See *School of the Arts Promotion and Tenure Policy and Procedures*.)

### **7.1 PROMOTION AND TENURE INITIATED AT THE DEPARTMENT LEVEL**

The department chair appoints a peer review committee comprised of at least three, one of which is the chair, tenured faculty from within the department (excluding department chair) and one tenured faculty from outside the department, plus one dance major who is not enrolled in any of the candidate's courses at the time of the review. If there are insufficient numbers of qualified tenured faculty within the department, the majority of the committee will be made up of tenured members from the performing arts departments. If the candidate undergoing review is a collateral faculty member, the committee may include collateral faculty. If the candidate objects to any of the proposed members of the committee, the candidate must notify the chairperson in writing within five working days from the date of notification. The department chair appoints the chair of the committee. The peer review committee should follow the Department of Dance and Choreography and *School of the Arts Faculty Promotion and Tenure Policy and Procedures*.

### **7.1.1 Peer Evaluation**

The peer review committee shall conduct a substantive evaluation of the candidate's record and performance, including all accumulated student evaluations, individualized work plans developed in accordance with the *Faculty Roles and Rewards Policy*, peer evaluations from the department, school and university and community, prior reviews and written internal and external evaluations (see external evaluation). Only the peer committee shall solicit and receive external evaluations. Evaluations may be solicited from persons suggested by the candidate and persons suggested by the committee. The file shall list all persons solicited for letters and identify whether they are named by the candidate or named by the committee. All solicited letters received must be included in the file.

The peer review committee shall add a written report of its proceedings to the candidate's file which shall include the numerical results of a secret ballot for or against recommending promotion and or tenure and the rationale for the recommendation. The peer review committee shall forward the report and file to the department chair, who then forwards it to the School of the Arts Promotion and Tenure Committee.

### **EXTERNAL EVALUATION**

External evaluation as described by the school's *Faculty Promotion and Tenure Policy and Procedures* is an important part of the review process for promotion and tenure. Additional guidelines for external review in the Department of Dance and Choreography are as follows:

Evaluators will be selected from a list compiled by the department peer review committee including names of potential evaluators recommended by the candidate. The Department of Dance requires a minimum of three external evaluators who should have no current professional or personal affiliation with the candidate. The list of external evaluators may consist of former guest artists in the department, and respected professionals in the field. The peer review committee must notify the candidate of the final selection of external evaluators. He or she then has the right to object to individual evaluators appearing on the list by stating in writing the reasons why an evaluator should be disqualified. Evaluators should be selected for their distinguished achievement in dance or related field and must be able to evaluate the candidate's scholarship and professional work. The peer committee will establish the objectivity of the external evaluators by reporting on any known relationships between the candidate and the external evaluators.

The committee sends the following to the external evaluators: The candidate's curriculum vitae, and personal statement, and examples of the candidate's work; which could include written articles, papers, reviews, and a video or DVD of choreography and performance prepared by the candidate. A return envelope may be included in the packet of materials. Communication with the external evaluators should clarify the requirements for the review, continuing scholarship and professional growth, and service to the field, an overview of the review process, and documentation of results. External evaluators are asked to assess the candidate in relation to a pattern of accomplishments over time. The packet of support materials should be sent in ample time to respond; allowing the peer committee time to prepare reports. (*See School of the Arts timetable.*) *Copies of the department, school and university P&T documents (digital) should be included.*

The final report to the Chair of the department will include CV's of the external evaluators along with their

reports. The peer review committee will also identify the external evaluators as being named by the candidate or named by the committee.

In addition to the required external evaluators report, other external evaluation sources including reviews of performances, awards, inclusion in juried concerts or screenings of professional significance, publications of papers and articles, lectures, demonstrations, and the public showing of works commissioned and produced by external presenters. The significance of presenters, awards, juried events, external evaluators' credentials or the publications carrying reviews may be used to establish a candidate's national recognition toward professorship.

## **2. POST TENURE REVIEW**

Post Tenure review policy and procedures are outlined in the *School of the Arts Faculty Promotion and Tenure Policy and Procedures*.

## **12. PROCEDURE FOR AMENDING DEPARTMENT OF DANCE AND CHOREOGRAPHY PROMOTION AND TENURE POLICY AND PROCEDURES**

Any eligible faculty member in the Department of Dance and Choreography may propose amendments to the *Department of Dance and Choreography Promotion and Tenure Policy and Procedures*. All full-time faculty members, including collateral faculty, are eligible. Amendments must be approved by a majority of the eligible faculty. After review by the School of the Arts Promotion and Tenure Committee, a successful amendment will become effective in the following academic year.

Approved by the School of the Arts Promotion and Tenure Committee, April 14, 2016