

(4.4.1) Division of Composition Studies Guidelines for Promotion and Tenure

Section 1.1

Preamble

The Division of Composition Studies recognizes the need for diversity, both in its faculty's professional activities and its modes of instruction. Individuals will be encouraged to contribute to the program in unique ways and will be assured of a variety of routes to advancement. The promotion and tenure evaluation will focus on teaching, research/creative activity, and service. Faculty will be expected to focus their teaching and professional activities on their respective area(s) of specialization within the discipline (e.g., computer music, intermedia, media composition, commercial/popular music). The Division Promotion and Tenure Policies and Procedures shall be consistent with University policies as described in the University Policy Manual and all other University and College policies relating to faculty promotion and tenure.

Section 1.2

Teaching

Evidence of teaching effectiveness must include, but is not limited to:

- a. Advising and mentoring students.
- b. Examples of current course materials and new course preparations.
- c. Keeping abreast of current creative and scholarly work in the subjects taught.
- d. Teaching innovations and awards received.
- e. Directing theses and dissertations as major or minor/related field professor.
- f. Contributions to curriculum development.
- g. Participation in juries, hearings, recital committees, and other evaluative activities in the Division.
- h. Regular teaching assessments, including both student course evaluations and mentor faculty evaluations.
- i. Off-campus teaching: residencies, lectures, master classes, etc.
- j. A record of student accomplishments, including graduate school placement and employment in the field.
- k. Assisting students with career development and professional placement.

Faculty members may request observation of their teaching and/or the interview of their students by the chair and/or other faculty members to provide further evidence of teaching effectiveness

Section 1.3

Research and Creative Activities

The professional activities appropriate to this Division include, but are not limited to:

- a. New works created/produced.
- b. Public presentation of works (concert performances, film screenings, sound installations, etc.) in professional, educational, or other venues.
- c. Compositions, arrangements, books, articles, and recordings etc., distributed through traditional recorded media and print publication, as well as web-based and other electronic means.

- d. Reviews of compositions, books, articles, recordings, etc.
- e. Conducting and/or performing activities.
- f. Receipt of commissions, residencies, fellowships, grants, prizes, and awards.

Section 1.4

Service

The service activities appropriate to this Division include, but are not limited to:

- a. New student recruitment, through such activities as guest artist residencies, conference/festival attendance, and other outreach opportunities.
- b. Membership on Division, College, and University Committees.
- c. Chairing/directing of academic units and/or committees.
- d. Coordinating/directing curricular and extracurricular activities of the Division, College, or University.
- e. Service to professional organizations.

Section 1.5

Promotion to the Rank of Associate Professor

The faculty member shall consult with the Division chair and faculty mentor prior to each year of probationary appointment to ensure compliance with the expectations for tenure and promotion to Associate Professor. The faculty member shall be informed in writing of any concerns on the part of the chair, faculty mentor, and/or Division RPTC that may jeopardize consideration for promotion and tenure.

- a. Teaching:
 - i. The faculty member is expected to demonstrate excellence in teaching, as reflected in student and mentor faculty teaching evaluations, as well as review of syllabi and other course materials during the annual merit evaluations.
 - ii. The faculty member is expected to be an active contributor to the teaching mission of the Division, including such activities as directing theses and dissertations, student advising and mentoring, contribution to curriculum development, and participation in juries, reviews, hearings, and recital committees.
 - iii. It is expected that the faculty member will seek out regular external teaching opportunities such as residencies, lectures, and master classes. Such factors as the significance of the host institution, the scope of teaching activities, and potential recruitment impact will be considered.
- b. Research and Creative Activities:
 - i. The faculty member is expected to achieve an emerging professional reputation at the national level. This may be reflected in the number and profile of commissions, performances, recordings, productions, guest artist residencies, and other related creative activities.
 - ii. The faculty member shall demonstrate consistent productivity through the creation of substantial original works (e.g., compositions, recordings, screenings, installations, etc., as appropriate to the specific position). What constitutes "substantial" in this context shall be determined in the annual consultation and

will take into consideration both qualitative and quantitative measures for each work (e.g., duration, performance forces, commissioning entity, collaborators (including performers and ensembles), and/or scope of technological requirements).

- iii. The faculty member shall obtain regular presentations of original works (as defined in 1.5b-ii above) in regional and national venues (including festivals, conferences, and other professional opportunities); the number of presentations may range from year to year and are dependent on scope, but should average 6-8 annually. The significance of these presentations shall be determined in the annual consultation, and will take into consideration such factors as the venue, collaborators, hosting organization, professional visibility, whether the presentation was juried or by invitation, etc.
 - iv. Reviews of creative and scholarly works will be considered in the faculty member's evaluation and may include both printed and web-based formats. Such factors as the significance of the journal/website and professional impact—e.g., based on numbers of citations, distribution, etc.—will be evaluated during the annual consultation.
 - v. The faculty member is expected to show evidence of applying for major grants, fellowships, prizes, and other professional activities each year during the probationary period.
- c. Service:
- i. The faculty member is expected to demonstrate consistent service activity during the probationary period, though success in the other two areas takes priority over service contributions when being considered for promotion to Associate Professor with tenure.
 - ii. The faculty member will determine the appropriate level of service activity during the annual consultation with the Division chair and faculty mentor.

Section 1.6

Promotion to the rank of Professor

The faculty member shall consult with the Division chair and faculty mentor in order to develop an action plan and timeline for promotion to Professor. It is highly recommended that the faculty member arrange annual consultations with the chair and faculty mentor during at least three years prior to applying for promotion.

- a. Teaching:
 - i. The faculty member is expected to take a leadership role in teaching, including mentorship of junior faculty, regular advising of theses and dissertations, curriculum development, etc., in addition to continued excellence in teaching as reflected in student and peer faculty teaching evaluations, as well as review of syllabi and other course materials during annual merit evaluations.
 - ii. The faculty member will determine the expected teaching contributions in consultation with the Division chair and faculty mentor.
- b. Research and Creative Activities:

- i. The faculty member is expected to achieve professional distinction at the national level. This may be reflected in the number and profile of commissions, recordings, public presentations of work, and guest artist residencies, as well as demand as an evaluator (for external tenure/promotion cases) or adjudicator (for competitions or grant-giving organizations). While professional recognition at the international level may also be considered in this regard, it may not be a substitute for a national profile in the profession.
 - ii. The faculty member shall demonstrate consistent productivity through the creation of substantial original works (e.g., compositions, recordings, screenings, installations, etc., as appropriate to the specific position). What constitutes “substantial” in this context shall be determined in the annual consultation and will take into consideration both qualitative and quantitative measures for each work (e.g., duration, performance forces, commissioning entity, collaborators (including performers and ensembles), and/or scope of technological requirements).
 - iii. The faculty member shall obtain regular presentations of original works (as defined in 1.6b-ii above) in regional and national venues (including festivals, conferences, and other professional opportunities); the number of presentations may range from year to year and are dependent on scope, but should average 6-8 annually. The significance of these presentations shall be determined in the annual consultation, and will take into consideration such factors as the venue, collaborators, hosting organization, professional visibility, whether the presentation was juried or by invitation, etc.
 - iv. Reviews of creative and scholarly works will be considered in the faculty member’s evaluation, and may include both printed and web-based formats. Such factors as the significance of the journal/website and professional impact—e.g., based on numbers of citations, distribution, etc.—will be evaluated during the annual consultation.
 - v. The faculty member is expected to show evidence of applying for major grants, fellowships, prizes, and other professional activities each year during the review period.
- c. Service:
- i. The faculty member is expected to demonstrate substantive contributions in the area of service, which may include committee chairmanships, administrative assignments, and faculty mentorship, among other activities.
 - ii. The faculty member will determine the appropriate level of service activity in consultation with the Division chair and faculty mentor.

Approved by the Division of Composition Studies (25 July 2022)