

### (4.4.3) DIVISION OF INSTRUMENTAL STUDIES GUIDELINES FOR PROMOTION AND TENURE

Section 1.00. Policy and Procedures--The Division of Instrumental Studies Promotion and Tenure Policies and Procedures shall be consistent with University policies as described in the University Policy Manual, section 06.007 et seq. and all other University and College policies relating to faculty promotion and tenure.

#### **Criteria Guidelines**

Recommendations for promotion and tenure, as stated in the UNT Policy Manual, are based on critical appraisal of the contributions of candidates to the goals of the university. Evaluation will focus on three principal functions: teaching; scholarly, creative and professional activities; and service.

Quality teaching is a minimum expectation for the granting of tenure and for promotion. No recommendation should be made in case of any reasonable doubt.

Balance between teaching, professional activity and service may be expected to vary from individual to individual; however, contribution in one area alone will rarely qualify a person for promotion or tenure. Therefore, professional activity, even of exceptional quality, will not compensate for indifferent teaching; nor will unusually effective teaching compensate for a lack of professional accomplishments manifesting the individual's continuing professional growth and development.

Evaluation will primarily weigh all activities pursued as a faculty member at UNT; however, consideration may also be given to activities completed before a faculty member's appointment at UNT.

**TEACHING:** Activities include, but are not limited to: private instruction, classroom teaching, direction and coordination for ensembles, supervision of special problems classes, special lectures and presentations, jury adjudication, curriculum advising, recital advising, recital adjudication and auditioning. Faculty who teach in more than one division shall have the option of choosing evaluators from both divisions.

Contributions in the teaching area may be substantiated by the following:

- Courses taught and the enrollments listed by semester and academic year (including numbers and levels of students in individual studio study)
- Chamber music coaching

- Doctoral committees (advisory and research), including titles of dissertations or documents directed (with dates) (including membership in research committees at other institutions)
- Copies of pedagogical books, articles, educational recordings, and other materials (e.g. websites, videos); reviews of the materials as evidence of the national impact of the pedagogical contribution
- Evidence of the quality and quantity of teaching: student evaluations (summaries of teaching evaluations, student comments)
- Evidence of course development: syllabi, descriptions of innovative approaches to instruction, special curriculum design, incorporation of new technologies
- Teaching awards and recognition
- Unsolicited comments from students and colleagues indicating the influence of the candidate's teaching
- Evidence of national recognition as a pedagogue (based on materials such as publications and reviews, work with national educational institutions or committees, and student awards). For full professor, the candidate must have achieved a documented national reputation as a successful teacher
- Student success in achieving professional placement (e.g., as a teacher or performer)

**RESEARCH, SCHOLARLY, CREATIVE AND PROFESSIONAL:** Activities include, but are not limited to: performances on and off campus, publication, research, recruiting, master classes, clinics, adjudicating, holding of office and/or contribution to professional organizations and grants received or applied for. Significance shall be given to activities both on and off campus that increase the regional, national and international visibility and reputation of the faculty member. Significance shall also be given to awards, prizes or grants received for performance or research.

For Promotion to Associate Professor and/or tenure at that rank, the faculty member is expected to achieve professional recognition on at least the regional level. For Promotion to Professor and/or tenure at that rank, the faculty member is expected to achieve professional recognition on at least the national level.

Contributions in the research/creative activity area may be substantiated by the following as appropriate to the specific discipline:

- Scholarly research, including all published and in-press journal articles, book chapters, books published, and manuscripts in draft. Substantial review-essays may be included in this category.

- Evidence of quantity and quality of publications, including books and publications in major peer-reviewed professional journals, collections, and Festschriften
- Scholarly editions of music published or accepted by a reputable press
- Presentations both invited and competitive at regional, national, or international meetings or for a similar professional gathering
- Compositions, published and unpublished
- Recitals on the UNT campus and elsewhere, including solo performances and performances with chamber groups, orchestras, or other ensembles
- Clinics, guest artist and guest conducting appearances
- Recordings and recording contracts and agreements
- Development of new technologies
- Reviews of books, articles, compositions, performances, and other creative activity
- Grants and contracts for research and/or creative activities
- Awards and honors for research/creative activity
- Evidence of performances and professional activities at a high artistic level in professionally significant venues, both in the United States and other countries
- Positive reviews of publications, performances, and other artistic activity

**SERVICE:** To the area or division, the college and the university is expected of all members of the faculty in developing and implementing the instructional program. Outstanding service achievements, while recognized, will not ordinarily serve as a primary basis for promotion and/or tenure. Service activities include service to the area or division, the college, and the university, as well as professionally-related public service activities. Service may include activities such as committee work, faculty senate work, special assignments, administrative tasks, advising of student organizations and professionally-related public service activities such as performance, clinics and workshops.

Service activities are expected of all faculty members in the COM and to be recommended for tenure or promotion, the candidate must be at least Satisfactory in this area. It is expected that all faculty members will evince general interest in and will contribute to the COM, as well as to the University as a whole. Faculty should participate

willingly and regularly in committee work; departmental auditions, hearings, and recitals; and similar duties. Service to the University and to professional organizations appropriate to the candidate's specialization will also be evaluated under this category.

Contributions in the service area may be substantiated by the following as appropriate to the specific discipline:

- a list of the candidate's service activities at each level: department, school, campus, community, profession
- administrative contributions (chairs of committees, departments, or areas)
- reviews and publications (including pre-publication reviews) that are related to professional service
- journal editing and refereeing
- recommendations for faculty colleagues, including tenure reviews for faculty outside of the candidate's department (inside or outside UNT)
- participation in professional organizations