

(4.4.8) Division of Vocal Studies Guidelines for Promotion and Tenure

STANDING PROCEDURES FOR REAPPOINTMENT, TENURE, AND PROMOTION RECOMMENDATIONS AND

FACULTY MERIT EVALUATION

VOCAL STUDIES DIVISION COLLEGE OF MUSIC UNIVERSITY OF NORTH TEXAS

These procedures accord with and are subordinate to any and all policies issued by the University of North Texas and/or the College of Music (COM).

Definitions:

Unit. “Unit” means an academic department/division under the administration of a UNT official with responsibilities for personnel actions.

RPTC. The Division of Vocal Studies Reappointment, Promotion, and Tenure Committee.

PAC. The Division of Vocal Studies Personnel Affairs Committee

CALENDAR

A – REVIEW

Under UNT Faculty Reappointment, Tenure, Promotion, and Reduced Appointment policy (06.004.II.B), every unit must review annually all tenure-track faculty members during their probationary period. The third-year reappointment review is a more extensive and intensive review that includes the unit, the college, and the provost, but without external review letters (06.004. II.C). Therefore, annually in the fall semester, the RPTC will conduct the 3rd. Year review for Division tenure-track faculty when applicable. The RPTC review recommendations must be completed and uploaded into Workflow by the committee chair during the dates indicated on p. 2 at: <https://vpaa.unt.edu/node/221/tp1920>, and contain the: (1) unit review recommendation, (2) faculty member’s response to a negative recommendation (if applicable), and (3) any additional supporting documentation. The RPTC chair also annotates the committee vote.

In addition, under UNT Faculty Reappointment, Tenure, Promotion, and Reduced Appointment policy (06.004.), every unit must conduct reappointment reviews for 4th/5th year tenure-track faculty during their probationary period. Therefore, annually in the spring semester, the RPTC will conduct the 4th or 5th year unit review for Division tenure-track faculty when applicable.

The RPTC review recommendations must be completed and uploaded into Workflow by the committee chair during the dates indicated at: https://vpaa.unt.edu/sites/default/files/documents/page/2018/2018-19_annual_reappointment_reviews_4_5_schedule.pdf and contain the: (1) unit review recommendation, (2) faculty member's response to a negative recommendation (if applicable), and (3) any additional supporting documentation. The RPTC chair also annotates the committee vote.

PROMOTION

Annually in the fall semester, the RPTC will conduct the 6th Year Unit Review for tenure and/or promotion for Division tenure-track faculty when applicable. The RPTC review recommendations must be completed and uploaded into Workflow by the committee chair during the dates indicated on p. 2 at: <https://vpaa.unt.edu/node/221/tp1920>, and contain the: (1) unit review recommendation, (2) faculty member's response to a negative recommendation (if applicable), and (3) any additional supporting documentation. The RPTC chair also annotates the committee vote.

NON-TENURED

Annually, in the fall semester, the RPTC will conduct the review for Division non-tenured faculty when applicable. The RPTC review recommendations must be completed and uploaded into Workflow by the committee chair during the dates indicated on p. 2 at: <https://vpaa.unt.edu/node/221/tp1920>, containing the RPTC review recommendation and any additional supporting documentation. The RPTC chair also annotates the committee vote.

B – MERIT EVALUATION

Annually in the spring semester, in accordance with dates specified at: <https://vpaa.unt.edu/node/221/review-1819>, the PAC will review documents of all Division faculty and provide merit ranking recommendations based on the faculty member's prior three years' performance, to the PAC chair. The PAC chair uploads the faculty annual review recommendations to Workflow.

SECTION I of this document outlines standards for evaluating teaching, scholarship/ creative activity, and service. These standards are applicable both to reappointment, tenure, and promotion recommendations and to merit rankings/evaluations.

SECTION II specifically addresses reappointment, tenure, and promotion.

SECTION III specifies the PAC's procedure for evaluating merit.

SECTION IV discusses review of tenured faculty.

SECTION I - Standards for the Evaluation of Teaching, Scholarship/Creative Activity, and Service. While faculty responsibility in the Vocal Studies Division is individually varied, certain commonalities apply to promotion and tenure regarding the 3 areas for evaluation: A) Teaching, B) Scholarly, Professional and Creative Activities, and C) Service.

[I] A. TEACHING

While each faculty member's profile and instructional assignments will necessarily vary, all

faculty members in the Division of Vocal Studies are expected to be enthusiastic and inspirational instructors who contribute to the overall enhancement of the Division and the

College of Music through a variety of means, including continuing effectiveness as teachers in studio and classroom instruction; recruitment and retention of high-achieving students; remaining current in their areas of expertise as a means of building on traditions and advancing the art form; the creation of new, interdisciplinary, online and/or blended course initiatives; the creation of performance opportunities for College of Music singers; and the promotion of a culture that supports the achievement, well-being and future of our students, individually and corporately, as well as our College of Music community.

Instructional Activities

Criteria for evaluation

Effectiveness of instruction will be assessed through peer evaluation of the following criteria, as applicable for each instructor:

- (1) Technical and artistic development of each faculty member's students in individual instruction as observed in: juries - students in private instruction will maintain or improve jury scores over their course of study, matching the averages for the division as a whole; recitals/hearings - a majority of hearings and/or recitals graded by multiple faculty must be evaluated as satisfactory; auditions, concerts, students cast in roles in Opera Theatre productions, as soloists with College of Music choral organizations, or placing in "in house" competitions such as the College of Music concerto competition will be noted.
- (2) Documented student achievement in external activities, such as: successful placement in academic positions with the type of position and level of the students being taught taken into consideration; successful placement in external performing activities, such as professional chorus or solo engagements, young artist apprenticeships, training programs, with scope noted; noteworthy achievement at external competitions, with scope noted; performances by special invitation or for special achievement.
- (3) Evaluation of course syllabi and related documentation.
- (4) Assessment of student opinion regarding teaching effectiveness, e.g., SPOT evaluations.
- (5) Ability to attract, recruit, and retain high-level students in their studio and performance area.
- (6) Advising
 - Major professor for MM and DMA students
 - supervision of teaching fellows and academic assistants
 - supervision of multi-section courses
- (7) Faculty honors and awards for teaching
- (8) Instructional grants received
- (9) Evidence of ongoing faculty growth related to teaching, such as: substantive curricular revision beyond that regularly undertaken by the College Curriculum Committee and/or course development approved for the UNT catalogue interdisciplinary teaching activities attendance at workshops and professional conferences

The Faculty Update documentation should include:

- (1) A list of courses taught and other instructional assignments during evaluation period.
- (2) Syllabi for courses taught.
- (3) A statement of teaching philosophy and goals.
- (4) Student evaluations of courses taught, submitted as prescribed by College of Music policy.
- (5) Additional documentation, where applicable, of:
 - (a) New preparations and/or revisions.
 - (b) Student advising.
 - (c) Direction of dissertations and/or theses.
 - (d) Honors, awards, and grants for teaching.
 - (e) Evidence of continuing education.
 - (f) Other activities related to teaching.

[I] B. SCHOLARLY, PROFESSIONAL AND CREATIVE ACTIVITIES

Faculty members should show evidence of ongoing creative and professional activities at the local, regional, national, and international level. In consultation with the Dean and the Provost's office at the time of appointment to a tenure-track position, consideration may be given to a faculty member who brings an established national and international career prior to employment at UNT, and where that body of work will be applied in the promotion and tenure process.

Determining specific criteria, both quantitatively and qualitatively as well as devising a system of 'weighting' activities for members whose teaching responsibilities are predominantly performance-based should remain flexible and take into consideration the evolving nature of the individual's career path. The evaluation process will be an objective examination of one's accumulated dossier of professional activities.

Scholarly, Creative, and Professional Activities

a) Criteria:

- (1) The record of musical performances through any media (live performance, recording, broadcast, live stream, etc.)
- (2) Scholarly publications - Evaluation of scholarly work will use the same criteria whether works are published in digital or print formats and whether they are made accessible online to the public at no cost or are accessible only through individual or institutional purchase.
- (3) Faculty positions at training programs and festivals, master classes taught, guest lectures, papers read or presented, panel memberships, and/or contest adjudications
- (4) Professional activity related to the vocal discipline, including committee positions and/or offices in professional organizations, chairing sessions at professional conferences and meetings, editorial responsibilities, reviews and/or publications on professional organizational activity
- (5) Scholarly and creative activity not resulting in publication or performance
- (6) Honors, awards, and grants (or contracts, etc.) for scholarly, creative, or professional activity

- (7) Other evidence of continuing scholarly, creative, and professional growth

b) The Faculty Update documentation should include, where applicable

- (1) A list of musical performances during the evaluation period giving dates, type of performance or work presented, and location. Include printed programs, reviews, and/or documentation of performance. [NOTE: Faculty members should perform a recital or other major performance on campus within the first year of appointment]
- (2) A list of scholarly publications during the evaluation period, including full bibliographic citations and a copy of items reported.
- (3) Citation of master classes taught, guest lectures, papers read or presented, panel memberships, and/or contest adjudications. Give details concerning topics, sponsorship, location, whether the event was by invitation, etc., as appropriate.
- (4) The record of participation in professional organizations, listing memberships, committee positions and/or offices held, sessions chaired, editorial responsibilities, reviews, and/or publications on professional organizational activity.
- (5) List honors, awards, and grants (or contracts, etc.) for scholarly, creative, or professional activity.
- (6) Indicate other evidence of continuing scholarly, creative, and professional growth, including continuing education, and scholarly or creative activity not resulting in publication or performance.

[I] C. SERVICE

Faculty members are expected to engage in service activities to the Division, College of Music, the University, and to the greater community. Participation on Division, COM and/or University committees as well as the fostering of strong ties to the community is important to a successful tenure and promotion decision. Correspondingly, individual initiatives are an essential component for this category as well as all three categories (Teaching, Creative/Professional Activities and Service).

Administration and Service

a) Criteria:

- (1) University-wide committees, faculty senate, special assignments, student advising not related to teaching, and/or other ad hoc service activities.
- (2) College-wide committees, special assignments, student recruitment, student advising not related to teaching, and/or other ad hoc service activities.
- (3) Division committees, special assignments, student recruitment, student advising not related to teaching, and/or other ad hoc service activities.
- (4) Professionally related public service activities: volunteer participation as a consultant, board member, non-university committees, etc.
- (5) Honors and awards for service.
- (6) Effective contributions to recruiting, fund-raising, or public relations efforts on behalf of the Division, College or University.
- (7) Initiatives to enhance the quality and effectiveness of the Division, College or University.

b) The Faculty Update documentation should include documentation of the activities outlined in the above criteria, where applicable.

SECTION II - Reappointment, Tenure, and Promotion

Granting tenure and promotion requires not only the potential for future achievement but also a clear record of recent and past achievements. For promotion to the upper ranks of associate and professor, the standards for faculty performance in the areas of 1) teaching, 2) research, creative activity and/or professional activity and 3) service are progressively rigorous and may include consideration of the entire dossier.

The Vocal Studies Division further emphasizes the importance of a spirit of academic community. There must be a collaborative recognition of mutually agreed upon goals, policies, and procedures.

The following criteria and procedures are supplemental to all policies and procedures as described in the University Policy Manual, section 06.004 et seq., and all other University and College policies relating to faculty promotion and tenure. College and University policies are a priori and take precedence over divisional guidelines. (See the University Policy for Faculty Reappointment, Tenure, Promotion, and Reduced Appointment 06.004, <https://policy.unt.edu/policy/06-004>)

[II] A. Procedures

1. In September of each year, the RPTC and/or Division chair will meet with probationary faculty to ensure that all probationary faculty are in possession of and familiar with:
 - 1) this document and any applicable COM guidelines;
 - 2) the University's "Faculty Reappointment, Tenure, Promotion, and Reduced Appointment" policy (06.004);
 - 3) all pertinent deadlines.
2. In keeping with university policy, all probationary faculty will be reviewed annually (see 06.004.II.B). At the third year and each year thereafter the RPTC will vote on reappointment. Per University tenure policy (06.004.II.C), "the third-year reappointment review is a more extensive and intensive review that includes the unit, the College, and the provost, but without external letters."
3. Candidates for midterm/reappointment review or tenure and/or promotion are responsible for submitting necessary materials to the Division RPTC in accordance with the deadlines it sets. After completing its review, the Division RPTC must notify the candidate if it is considering a negative recommendation. The candidate then has the right to meet with the Division RPTC to discuss the case but must do so within five business days of the notification. A faculty mentor or advocate, chosen by the candidate, may attend this meeting. Afterwards, the Division RPTC makes a written recommendation to the Division chair in accordance with the schedule established in the COM calendar. Those voting in the minority may submit a separate minority recommendation at their discretion.

4. After reviewing the candidate's dossier and the Division RPTC recommendation(s), the Division chair makes an independent recommendation to the College Dean. If the Division chair is considering a negative recommendation, he or she must first notify the candidate, who has the right to meet with the chair to discuss the case within five business days of this notification. Both the Division RPTC and the Division chair's written recommendations must be forwarded to the College dean in accordance with the COM calendar.
5. In the case of a negative recommendation by the Division RPTC and/or the Division chair, a written explanation will be provided to the candidate. In such cases, the candidate has the right to add to the tenure dossier, prior to its transmittal to the College dean, a letter disputing the negative recommendation. This right must be exercised within three business days of being notified of the negative recommendation.
6. As per university tenure policy (06.004.I.B), "The sixth year will normally be the mandatory tenure-review year. In extraordinary circumstances, as reflected in disciplinary metrics and national comparisons and as deemed appropriate by the Division chair and the College dean, a candidate for tenure and promotion may be reviewed early in the probationary period, except in the third-year review. If the early review process is unsuccessful, the candidate may be reviewed again during the sixth year."
7. In accordance with university policy 06.004. III.A., the review committee must consist of no fewer than five (5) and no more than all eligible faculty members within the unit. Only tenured faculty members may serve on the committee when evaluating probationary faculty. Only professors may serve on the committee when considering candidates for promotion to professor.

If there are fewer than five faculty members at the needed rank, then faculty members from other divisions and/or departments will serve to reach the total of five.

[II] B. Reappointment Review

University policy states that that all probationary faculty shall be reviewed for reappointment annually (see 06.004.II.B). Although the self-evaluation narrative is only required for third- and six-year reviews, candidates for tenure are encouraged to submit these statements as part of their first-, second-, fourth-, and fifth-year review documents (see 06.004.V.A).

In the Vocal Studies Division, at the time of the third-year review, expectations include:

- Evidence of consistent Local and Regional productivity and of an emerging national presence in the area of Scholarly, Creative, and Professional Activities.
- A developing record of high-quality teaching responsive both to the educational needs of students and to the curricular and scheduling needs of the division. If concerns with any aspect of the faculty member's teaching are documented during the first two years, resolution of same must be under way if the Division RPTC is to recommend

reappointment.

- A developing record of high-quality service consistent in quantity with the faculty member's workload assignment.

[II] C. Tenure/Promotion to the Rank of Associate Professor

Consideration for promotion to the rank of associate professor and a decision regarding tenure will normally be made concurrently. Therefore, the criteria for promotion to associate professor are the same as those for tenure.

In the Vocal Studies Division, to achieve tenure and promotion, expectations include:

- Evidence of increased productivity and recognition in Scholarly, Creative, and Professional Activities since the Reappointment Review.
- An established and consistent record of high-quality teaching responsive both to the educational needs of students and to the curricular and scheduling needs of the department. The candidate must excel in both graduate and undergraduate applied teaching. Any documented deficiencies in the area of teaching noted at any point in the probationary period must be entirely and unambiguously resolved by the time of the tenure decision.
- An established and consistent record of high-quality service consistent in quantity with the candidate's workload assignments and attentive to departmental needs as determined by the chair. The candidate is expected to take on increased service responsibilities after promotion to associate professor.

[II] D. Promotion to the Rank of Professor

In keeping with university policy, "an associate professor may undergo the promotion process when, in consultation of the Division Chair and/or RPTC chair, the faculty member believes their record warrants consideration for promotion" (06.004, IV.B.3).

To achieve promotion to the rank of professor, the following will apply:

In the areas of Scholarly, Creative, and Professional Activities, the candidate's post-tenure record of accomplishment will demonstrate continued productivity and increased recognition in the faculty member's area(s) of endeavor.

An established and consistent record of high-quality teaching responsive both to the educational needs of students and to the curricular and scheduling needs of the Division. The candidate must excel in both graduate and undergraduate applied teaching. Any documented deficiencies in the area of teaching must be entirely and unambiguously resolved by the time of the decision.

In the area of service, candidates must demonstrate a record of service and leadership at the Division and either the College or the University levels, as well as to the profession. They must

demonstrate that they have, when asked by the department chair, nominated by the faculty, served on major committees and/or take on major service assignments.

[II] E. External Reviewers

In accordance with university policy (06.004.V.B.) the Division RPTC assigns considerable weight to the letters provided by external reviewers. The reviewers chosen are to be experts in the candidate's field and are as such qualified to make sophisticated qualitative judgments about the applicant's scholarly or creative record. The external review letters must address the candidate's record as a scholar, the extent to which his/her scholarly/creative record constitutes a significant contribution to the discipline, and his or her potential for continued productivity. The reviewers will also address the question of whether the reviewer thinks the candidate should be promoted based on the Division's criteria for promotion and/or tenure." The RPTC expects claims about "continued productivity" to rest on clear evidentiary bases.

SECTION III - PAC's Procedure for Evaluating Merit

The PAC evaluates all tenure-system faculty annually in the three areas of teaching, scholarship/creative activity, and service. The PAC makes recommendations to the chair regarding merit rankings/evaluations. (See University Policy for Full-time Faculty and Academic Administrator Annual Review, and Academic Administrator Reappointment 06.007 - <https://policy.unt.edu/policy/06-007>.)

When formulating merit rankings each spring, the PAC examines tenure-system faculty members' records of achievement for the three-year period that ended on the final day of the previous calendar year. Using data and formulae provided by the Division Chair and based on Division and University policies, the PAC factors in the percentages allotted to each of the three areas by the workload assignments given to the faculty member during the evaluation period (in accordance with Division and University workload policy). The PAC assigns a number to each member of the faculty in the areas of scholarship/creative activity and service on a scale of 1 to 4, with 4 being the highest score. (A faculty member will not serve in the evaluative process for him or herself, or for a family member/domestic partner.)

At the end of the process, each faculty member receives a written copy of the PAC, Division Chair, and College of Music PAC reports, including a summary of the faculty member's performance in each of the three areas, and detailing the faculty member's numbers in each of the three areas.

SECTION IV - Review of Tenured Faculty.

Applying the standards specified in this document, the PAC rates every faculty member on a four-point scale.

- 1 "Performance is below the College's expectations."
- 2 "Performance is deemed generally satisfactory, but appears in one or more respects to be marginally below the College's expectation."
- 3 "Performance reflects the high quality of achievement expected by the College."
- 4 "Performance exceeds the high quality of achievement typical of the College of Music to the extent that special merit should be awarded."

The Division Chair will apply any appropriate section(s) of UNT policy 06.052, “Review of Tenured Faculty”: <https://policy.unt.edu/policy/06-052-0>, in the event that any faculty member receives a score of 2 or below in two or more areas.

A faculty member who receives an unsatisfactory annual review by the Division PAC shall be placed on a professional development plan (PDP) per university policy 06.052.I.C. At that time, a Faculty Professional Development Committee (FPDC) will be assembled along the lines specified in 06.052 and establish a plan of action, also as stipulated in the policy, with the faculty member involved. According to the policy, “A faculty member may be on a PDP for up to two (2) calendar years” (06.052.IV). By, or before that time, the FPDC may determine that the faculty member has addressed all issues and submit a report to the Division Chair, College Dean, and University Provost recommending removal from the PDP. If after two years, outcomes have not been achieved, the FPDC will again report to the Division Chair. The Chair then makes a recommendation to the College Dean and the Dean to the University Provost, who will ultimately determine “whether to recommend revocation of tenure and termination of employment, taking into account the faculty member’s record and all annual reviews” (06.052.IV.B).

Approved: Division of Vocal Studies, 24. October 2018