

UPDATES APPROVED BY THE JAZZ DIVISION FACULTY 7/12/2022

(4.4.4) Division of Jazz Studies Guidelines for Promotion and Tenure

Preamble

1. Policy and Procedure: The policies and procedures for promotion and tenure in the Jazz Studies Division shall be consistent with University Policy Manual. This includes Policy 06.007 (Full-time Faculty and Academic Administrator Annual Review and Academic Administrator Reappointment), Policy 06.035 (Academic Freedom and Academic Responsibility), and all other University and College policies.

2. Please note that Policy 06.004 (Faculty Reappointment, Tenure, Promotion, and Reduced Appointment) describes the criteria for promotion to each rank.

3. General Criteria: The criteria for evaluation shall be consistent with the requirements as stated in the University Policy Manual, section 06.007 (Full-time Faculty and Academic Administrator Annual Review, and Academic Administrator Reappointment).

This document is intended for use by tenure-track faculty as they plan their work on the path towards tenure and by those who evaluate them. To be maximally useful, it must clearly state the types of work to be assessed, what counts as evidence of achievement, and what standards will be used to evaluate it. It must determine when faculty work is meeting expectations fully, when it has fallen short, and when it has exceeded expectations. It must be reviewed often and revised according to changes in the types of work expected and their relative value. Finally, it must provide a framework for demonstrating increasing expectations as the program, the college, and the university work towards higher standards of excellence. It should be evident by comparing existing and proposed portions of the document that follows that if the faculty accept all or any of the proposed revisions, this will constitute a significant increase in rigor that provides the foundation for future gains.

Each division in the College of Music has its criteria because the nature of teaching, research, and service and the balance among them are different in each music discipline. Faculty in Jazz Studies endorses the importance of producing a body of work that peers can evaluate. Faculty in Jazz Studies value teaching and research equally. While service receives secondary emphasis, it is considered necessary because it serves the institution's needs, the professional community, and society.

These criteria should be used with an awareness of the history of the jazz studies program. The primary reason for the early prominence and continued excellence of the program is the early faculty's dedication to teaching. We maintain an even balance between teaching and research. We have a faculty who collectively are prominent nationally and internationally as performers, composers, conductors, and authors. We retain a core value and a commitment to our students' artistic and intellectual growth. Faculty are expected to focus their Teaching and Research/Creative activities on their respective area(s) of expertise.

TEACHING

Effective teaching in the Division of Jazz Studies shall be characterized by a commitment to excellence demonstrated by a measurable positive outcome.

Types of work to be evaluated

1. Classroom teaching (faculty members may request observation of their teaching or the interview of their students by the chair and other faculty members to provide further evidence of teaching effectiveness)
2. Private instruction (including participation in juries and supervising departmental recitals)
3. Direction of ensembles (including participation in ensemble audition recordings)
4. Special lectures and presentations
5. Guiding student research (including master's pedagogy research, doctoral dissertation research)
6. Off-campus teaching or teaching directed towards learners other than UNT students
7. Recruitment of well-prepared students (including participation in on-campus audition and evaluation of audition recordings)
8. Advising students
9. Supervising graduate students

Evidence of achievement

1. Class syllabi and other class-related documents
2. New course preparations
3. Revision of existing courses
4. Revision of degree programs
5. Revision of catalog requirements
6. Student evaluations (including documentation of effort expended to ensure the reliability of student evaluation to the extent that it is under the faculty member's control)
7. Awards and honors received by the faculty member
8. Significant student achievements, such as awards and honors, beyond completion of degree requirements. For significant student achievements, the types of research work to be evaluated for faculty performances, recordings, publications, unpublished items, etc. The degree to which students are prepared for successor courses will be considered as well
9. Other activities related to instruction
10. Peer evaluation: The area coordinator or chair will observe the teaching of untenured faculty members once per year for at least their first three years. A tenured professor shall request the observation of their teaching and the interview of their students by a tenured member of the division faculty; the observation will be communicated in writing and included in the portfolio at the discretion of the professor applying for promotion.

Standards for evaluation

As a minimum, quality teaching requires:

1. Keeping current with artistic and scholarly work in the subjects taught.
2. Comprehensive coverage of material according to the course description.
3. Effective course design ensures that the students' pacing and difficulty level are appropriate.
4. Consistent and punctual attendance at classes, lessons, and rehearsals.
5. Accessibility to students.

The teaching activity must be appropriate to the workload percentage assigned to it.

In addition to meeting basic standards, Assistant Professors seeking promotion to Associate Professor and tenure must demonstrate the measurable positive outcome of teaching using the evidence outlined above as appropriate to the teaching assignment. For example, if areas for improvement are identified through student or peer evaluation, evidence of action taken to improve, and the effectiveness of the action must be provided.

In addition to meeting basic standards, Associate Professors seeking promotion to Professor must demonstrate quality teaching as outlined for Assistant Professors. In addition, they must show efforts to improve instruction at a level above that of the individual class, lesson, or ensemble in the form of curricular revision or other activity that demonstrates leadership in improving teaching.

Research and Creative Activities

Types of work to be evaluated

1. Public presentation of works (concert performances, film screenings, sound installations, etc.) in professional, educational, or other venues.
2. Published recordings (as a performer, composer, arranger, or producer)
3. Publications (articles, books, compositions, and arrangements)
4. Unpublished compositions and recordings (provided that they are made available to a community of peers)
5. Research accomplishments, including research in jazz studies, pedagogy, musicology (broadly defined), and related disciplines, including conference presentations
6. Serving as an editor or peer reviewer of journals, articles, or books
7. Work in a professional organization that draws on the artistic or scholarly ability
8. Other forms of research that involve a community of professional peers, including collaborating with colleagues on research projects
9. New works created (composition, production)

Evidence of achievement

1. Documentation of types of activity outlined above
2. Awards and honors such as prizes or grants for composition, performance, or research
3. Professional notices (brief communications from peers about professional activity, equivalent to citations)
4. Professional critiques (longer communications than a notice from peers about professional activity, equivalent to pre- or post-publication peer reviews)
5. For performance or composition: information about how the performance or composition originated (competition, invitation, source, commission, etc.) and the scope of its geographical impact (local, regional, national, international, etc.). It should be noted that the scope of geographical impact is not the same as location. A nearby performance can be of national impact, and a distant performance can be of only local impact in that location.
6. For scholarship: the stature of the press, distributor, or journal and the importance of the research. This may include documentation of significant citations by other scholars.

7. Participation in professional organizations (offices held or contributions made to) shall be considered evidence of a positive professional reputation.

Standards for evaluation

As a basic standard, the faculty member must present evidence of research or creative activity that has made the faculty member's work available to a community of peers. This must be done in both forms of work described in the preamble: the practice of jazz in a community of peers and the embodiment of professional activity in works that are available for peer evaluation. Significance will be given to activities, both on and off-campus, that increase the professional reputation of the faculty member and reflect positively on the division. In addition, the research activity must be appropriate to the workload percentage assigned.

In addition to meeting the basic standard, Assistant Professors seeking promotion to Associate Professor and tenure must present evidence of an emerging national reputation.

In addition to meeting the basic standard, Associate Professors seeking promotion to Professor must present evidence of the realization of a national reputation.

SERVICE

Types of work to be evaluated

1. Service to the division, college, and university (committees, faculty governance, or other working groups), Coordination (administrative work done as coordinator of Lab Bands, Small Groups, Vocal Jazz, or Improvisation)
2. Service to the profession (work in or on behalf of professional organizations)
3. Service to the community that involves the professional area of expertise
4. Performance and teaching activities shall be listed in this category if they are more service than research.

Evidence of achievement

1. Evidence of the effectiveness of participation on committees or other working groups in attendance, contributions to decision-making during meetings, and work done outside of meetings.
2. Evidence of the effectiveness of participation in national organizations.
3. Recognition received for service activities.
4. Documentation of service activities received from peers.

Standards for evaluation

In this catch-all category that we've agreed to call service, faculty members must effectively do the service work expected of them as colleagues that are not otherwise identified as teaching or research. This work enables the division, college, and university to fulfill their mission. As a basic standard, faculty members must:

1. attend division meetings.
2. communicate in a professional and timely manner.
3. be present on campus to the degree that is appropriate to the teaching assignment, including attendance at student performances.
4. collaborate with colleagues on productive uses of the division's facilities and equipment.

5. follow policies the division has collectively agreed upon as critical to accomplishing its mission (example: work effectively with our administrative assistant on matters involving university funds).

In addition to meeting the basic standard, Assistant Professors seeking promotion to Associate Professor and tenure must demonstrate a commitment to service commensurate with their teaching assignment, level of research activity, and the workload percentage assigned to service. In addition to meeting the basic standard, Associate Professors seeking promotion to Professor must demonstrate a commitment to service commensurate with their teaching assignment, level of research activity, and the workload percentage assigned to service, and they must show evidence of leadership in service activities.

Music Business

In Fall 2016 the College of Music launched an initiative to build a Music Business and Entrepreneurship program and hired a Senior Lecturer to lead the program. Initially, the appointment was made in the Division of Instrumental Studies. In Spring 2019, the Senior Lecturer position was converted Assistant Professor. Because of the faculty member's background and expertise in both entrepreneurship and piano performance, the position was moved to the Division of Keyboard Studies. Therefore, the Division of Keyboard Studies RPTC and the Division Chair were responsible for evaluating the entrepreneurship faculty member for Promotion and Tenure and Annual Review.

The new program title was changed to Music Business. In May 2021, the faculty member in the Music Business position resigned and a visiting lecturer was hired for AY2021-2022. The position was searched, and the new Assistant Professor was hired to start in Fall 2022. Given the candidate's expertise, the position was moved to the Division of Jazz Studies, effective in Fall 2022.

The following criteria for Promotion and Tenure apply to the current faculty member who holds the position of Music Business (2022 – Present). These criteria were designed specifically for the Music Business faculty member who also had a background in performance. Because the new Music Business faculty member was hired in late May, 2022, the criteria below will be amended in Fall 2022 to align with the expectations of the position and the Division of Jazz Studies.

CRITERIA FOR FACULTY EVALUATION – MUSIC BUSINESS

- A. Teaching and Instructional Activities. Regardless of other professional activities, high quality teaching is mandatory for tenure and promotion to Associate Professor and Full Professor. Assessment of the quality of teaching must take into account the following criteria:**
 - thorough coverage of concepts and skills as specified by course syllabi and their alignment with course catalog descriptions
 - use of effective teaching strategies suited to the subject matter
 - positive student/teacher interpersonal relationships.

The teacher is expected to be fair, impartial, conscientious, consistent, prepared, thoroughly competent in knowledge of subject matter, informed regarding current trends in the field, and able to engender the respect of students.

The Reappointment, Promotion, and Tenure Committees (including the Division Chair, Dean and Provost) will determine the quality of teaching through mechanisms such as:

- student appraisals of teaching
- peer observations
- teaching innovations
- advising
- teaching awards
- student accomplishments
- directing theses and dissertations as major or minor professor
- assisting students with career development and professional placement
- leadership in curricular development and other supporting documentation

B. Scholarly, Professional and Creative Activities

For Promotion and Tenure, the faculty member with a background in entrepreneurship and performance will be evaluated primarily on their scholarly work in entrepreneurship and secondarily on their artistic and creative activity. However, scholarship in the area of entrepreneurship, particularly in the area of publication, must be given the highest priority and will be of greatest importance in the evaluation process for promotion and tenure, followed, in order, by teaching and service.

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.

Types of scholarly work to be evaluated will include:

- Peer reviewed journal publications that reach national/international audiences in the area of entrepreneurship.
- Research or pedagogically-based books or book chapters
- Conference presentations, guest lectures, panel participations
- Adjudication for local, national or international organizations
- Serving as an editor or peer reviewer of entrepreneurship journals, articles or books
- Performances (concerts in professional, educational venues, religious, or other performance venues)
- Published recordings (as a performer, composer, arranger, or producer)
- Other forms of research that involve a community of professional peers, including collaborating with colleagues on research projects
- Honors, awards, grants or contracts relating to the profession.

Evidence of achievement in the area scholarly, creative, and professional activities may be demonstrated through a large variety of means and will be evaluated in terms of quality and quantity, importance, and scholarly significance. Efforts leading to publication are essential and will receive a high priority for tenure and promotion to Associate Professor and to Full Professor. For tenure and promotion to Associate Professor, the entrepreneurship candidate must provide evidence of an emerging national reputation through published research and non-research articles along with national presentations. While non-research articles

contribute to the body of literature, greater importance will be placed on published scholarly research; a high number of non-research articles cannot compensate for indifference to published scholarly research.

For promotion to Associate Professor and to Full Professor, participation in the activities of professional organizations provides supporting evidence of growth and/or prominence. Presentation of scholarly papers, conducting clinics or workshops, serving in positions of international, and regional leadership, and other activities of equal significance are the most valued forms of participation. The Reappointment, Promotion, and Tenure committees will determine whether some appearances as panel moderator, participant, discussant, or other similar roles in prestigious international, national, or regional settings may be considered as significant scholarly work. Other important indicators of achievement include the receipt of fellowships and grants; musical performances; adjudicating; professional consulting; organizing conferences; and other activities that exhibit scholarly and/or professional expertise and competence.

As a benchmark for publication, the entrepreneurship candidate should have approximately 5-6 peer-reviewed published articles or chapters and evidence of presentations at professional conferences or invited talks at other universities, or a published book. In some cases, other scholarly and creative projects (multi-media or digital works) may be accepted. In the case of collaborative works, applied projects, digital humanities, or comparable work, the candidate should specify as precisely as possible the scope of their contribution. It is important to note that the reappointment, promotion, and tenure committees will evaluate the candidate's dossier holistically and will consider the quality, quantity, and significance of research and creative activity in relation to the candidate's teaching, service, and administration (if applicable).

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).

For awarding of tenure and/or promotion, activity in at least four out of the eight areas is expected:

- Full participation in the administrative functions of the university, college, and/or division
- Service on committees or advisory boards (University, College of Music, Division)
- Service to the community
- Supervision of teaching fellow(s) and teaching assistant(s)
- Membership and participation in professional organizations and all professional activity related to the area of music entrepreneurship.
- Advising of student organizations
- Unusual visibility at the national or international level
- Recruiting or liaison work with the community

Supplement: Division of Jazz Studies Guidelines for Promotion of Lecturers

These guidelines are intended to supplement the policies on appointing and promoting lecturers in the College of Music faculty handbook, section 4.8. That policy includes the statement, "Lecturers are faculty members whose primary responsibilities are related to teaching and student development."

The workload percentages for appointments at the lecturer ranks do not include a portion for research. The workload for lecturers is typically 80-90% teaching and 10-20% service, with 80%/20% being the norm.

The Division of Jazz Studies affirms that the standards for effective teaching and service by Lecturers, Senior Lecturers, and Principal Lecturers are the same as those stated in the guidelines for tenure and promotion of tenure-track faculty.

Professional activities by faculty in lecturer ranks may be listed under the teaching category provided that the activities support and strengthen their work as teachers by maintaining their professional currency. Such activities must be documented using the types of evidence stated in the guidelines for tenure and promotion of tenure-track faculty. Professional activities by faculty in lecturer appointments may also be documented and discussed under the service category if the activities are more appropriately understood as service.

The division endorses the guidelines for promotion to Senior Lecturer and Principal Lecturer stated in section 4.8.2 of the College of Music faculty handbook, including the following requirement for promotion to Principal Lecturer: "a candidate for Principal Lecturer must demonstrate that (s)he has earned recognition in the profession as appropriate to his/her specialization well beyond the University of North Texas area."

The division endorses the following statement in section 4.8.1 on faculty participation in lecturer ranks in one specific aspect of faculty governance at the division level: "Lecturers shall not be eligible to vote in decisions relating to the hiring or the review process of tenured and tenure-track faculty." The division affirms that in all other areas of faculty governance at the division level, faculty in lecturer ranks are eligible for full participation.

Jazz Division Faculty, Approved July 11, 2022