

(4.4.5) DIVISION OF KEYBOARD STUDIES DIVISIONAL GUIDELINES FOR PROMOTION AND TENURE

Justification

In reviewing Promotion and Tenure procedures from two aspirational peer institutions (Indiana, Michigan) these guidelines are comparable for the field of music performance. These procedures accord with and are subordinate to any and all policies issued by the University of North Texas and the College of Music.

REVIEW FOR NON-TENURED TENURE TRACK FACULTY

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 Division 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 at vpaa.unt.edu, containing (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's vote.

In addition, under UNT Faculty Reappointment, Tenure, Promotion, and Reduced Appointment policy (06.004), every unit must conduct reappointment review 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 vpaa.unt.edu containing (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's vote.

REVIEW FOR PROMOTION/TENURE (6th Year Review)

Annually in the Fall semester, the RPTC will conduct the 6th Year Unit Review to full 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 at vpaa.unt.edu containing (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's vote.

CRITERIA FOR EVALUATION FOR PROMOTION/TENURE

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 Keyboard 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.

CRITERIA FOR FACULTY EVALUATION

A. Teaching and Instructional Activities

Effectiveness of teaching 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 private students as observed in juries, recitals/hearings, auditions, concerts
2. Documented student achievement in external activities, such as: success in national and international competitions, concert engagements, commercial recordings, participation in festivals, etc.
3. Successful placement of students in academic positions at the collegiate level
Additionally, for promotion to Associate Professor and/or the awarding of tenure, the following will be regarded as evidence of teaching effectiveness:
 - Establishing and maintaining a full class of undergraduate and graduate students. Graduate students will come predominantly from peer institutions. Graduates from the studio who go on to degrees elsewhere will be accepted at peer institutions.
 - Teaching awards and recognition
 - Evidence of course development and new syllabi and/or incorporation of new technologies, if applicable
 - Active involvement in the mentoring of doctoral students, including dissertation supervision, adjudication of DMA recitals, qualifying exams, etc.
 - Students in the studio will be active performers on and off campus, and graduates will be employed in the profession
4. Review and evaluation of course syllabi and related documentation for effective organization, clarity, and relevance
5. Ability to attract, recruit, and retain highly qualified students in their studio and performance area
6. Evidence of successful advising, and record of students' timely progress through their degrees

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.

For awarding of tenure and promotion, significant achievements in at least 4 of the 8 areas are expected:

- Solo recitals in nationally and/or internationally recognized venues
- Appearances with orchestra off campus
- Chamber music performances on recognized series or at prominent festivals
- Master classes and/or lectures at universities, conservatories, or conferences
- Commercial recordings
- Invited reviews of books, articles (print or online)
- Scholarly editions of music, published or accepted for publication by prominent publishers in music
- Scholarly research culminating in books, peer-reviewed articles, published or under contract for publication by recognized publishers/journals
- Adjudication for national/international competitions

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, college 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 six areas is expected:
- Full participation in the administrative functions of the university, college, and/or division
- Service on committees (University, College of Music, Division of Keyboard Studies)
- Membership and participation in professional organizations
- Adjudication for local teaching organizations
- Solo and/or chamber music performances on campus
- Service to the community

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 area 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.
- In the area of Teaching, candidate should demonstrate 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 noted at any point in the probationary period must be entirely and unambiguously resolved by the time of the tenure 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 been willing, when asked by the department chair or nominated by the faculty, to serve on major committees and/or take on major service assignments.

Candidates for promotion to full professor will be evaluated by the same criteria as for tenure and promotion from assistant to associate professor, but should reflect evidence of a significant growth in the quality and impact of work.

EXTERNAL LETTERS OF REVIEW

In accordance with University policy (06.004.V.B.) the Division RPTC will require letters from external reviewers for consideration for tenure and/or promotion. 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.

NON-TENURED FACULTY REVIEW

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 at vpaa.unt.edu containing the RPTC recommendation and any additional supporting documentation. The RPTC chair also annotates the committee’s vote.

REVISED: 05/24/2022 to remove criteria for Music Business and Entrepreneurship