

(4.4.7) DIVISION OF MUSIC HISTORY, THEORY AND ETHNOMUSICOLOGY GUIDELINES FOR PROMOTION & TENURE

Section 1.1. Promotion to Associate Professor and/or Tenure at that Rank — In general, a faculty member should be considered eligible for tenure and promotion to the rank of Associate Professor when he or she has:

1. Engaged in professional activity that constitutes a significant contribution to the discipline, with evidence of recognition at the national level; this professional activity must include publications appropriate in quantity and quality to the faculty member's mission, as outlined in Section 2.3, Statement of Criteria for the Evaluation of Division Personnel — Professional Growth and Development. Publications completed during the tenure-track period at UNT will be given priority; however, significant publications from before hire at UNT will be considered, particularly for cases of early tenure.
2. Demonstrated excellence in teaching and commitment to service; and
3. Indicated a willingness to make a continuing contribution as a member of the faculty.

Section 1.2. Promotion to Professor and/or Tenure at that Rank — In general, a faculty member should be considered eligible for promotion to the rank of Professor when he or she has:

1. Engaged in professional activity with evidence of recognition at the international level; this professional activity must demonstrate a continuing record of publication in media appropriate to the faculty member's mission. As to the quantity and quality of publications, see Section 2.3, Statement of Criteria for the Evaluation of Division Personnel — Professional Growth and Development.
2. Demonstrated continuing excellence in teaching and commitment to service; and
3. Showed clearly the desire and potential to maintain a position of continuing leadership in the discipline.

STATEMENT OF CRITERIA FOR THE EVALUATION OF DIVISION PERSONNEL

Section 2.1. Preamble—A well-conceived educational program will have a diversity of goals and objectives; such a program requires a faculty with varied abilities and interests. Each individual should be motivated to contribute to the program in a unique way and must have assurance that a variety of routes for advancement will be recognized.

The Divisional Promotion and Tenure Policies and Procedures shall be consistent with University policies as described in the University Policy Manual, section 06.004, 06.005, and 06.007 and all other University and College policies relating to faculty promotion and tenure.

Section 2.2 Significance of Activities — It is the policy of the Division to encourage its members to develop talents to the fullest potential, permitting each member to make a unique contribution. Balance is expected among the categories of evaluation and must be considered in the evaluation for promotion and tenure.

The two categories that most clearly embody the mission of the Division are, in order of priority: (1) Professional Growth and Development and (2) Teaching. In compliance with the University Workload Policy, the percentage of workload assigned to these categories for each faculty member will be negotiated by the faculty member with the Division Chair to fulfill adequately the needs of the Division. These two categories, "Professional Growth & Development" and "Teaching," will weigh more heavily than the "Service" category in the peer evaluation process. Because individual faculty members will make different contributions to the mission of the Division, the job descriptions and negotiated workloads of individual faculty will serve as the basis for evaluation.

Section 2.3. Professional Growth and Development — A healthy Division must be comprised of individuals who are continually growing and developing their individual scholarship. Evidence of continued professional growth must be considered a basis for reward while lack of achievement must be considered a negative factor.

The professional activity of a faculty member must be evaluated in terms of scope, depth, and breadth of influence; as such, it is incumbent upon the faculty member to provide evidence that will allow for the evaluation of professional activity according to these three criteria. Activity at the international level is to be considered most significant, followed by activity at the national, regional, and local levels.

Research leading to public presentation and publication is essential to any Division aspiring to a position of excellence, and such activity must receive high priority. While faculty are encouraged to reach and maintain high standards in both quantity and quality, any evaluation of a faculty member's record must consider the quality as well as the quantity of presentations and publications. The primary means by which quality may be assessed is through the peer review process. Other forms of assessment include reviews in professional journals, citations in works by other scholars, invitations to participate in professional activities, and documented acceptance rates from peer-reviewed journals and publishers.

2.3.1. The standard for tenure and promotion to Associate Professor in Ethnomusicology and Music History is a monograph accepted for publication by an academic press (a complete monograph not yet accepted but submitted with the candidate's materials will also be considered), no less than two substantial articles or chapters issued in peer-reviewed publications, and evidence of research presentations at professional conferences or invited talks at other universities. In some cases, other scholarly and creative projects (such as a critical edition of a major work including the entire scholarly apparatus, multi-media or digital works, or no less than four substantial articles or chapters in peer-reviewed publications) may be accepted in lieu of the monograph, with justification as to why they are commensurate to a monograph. 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.

2.3.2 The standard for tenure and promotion to Associate Professor in Music Theory is a monograph accepted for publication by an academic press (a complete monograph not yet accepted but submitted with the candidate's materials will also be considered), or five articles or chapters that primarily are peer-reviewed, and evidence of research presentations at professional conferences or invited talks at other universities. 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.

2.3.3. The standard for promotion to Full Professor in Ethnomusicology and Music History is a monograph accepted for publication by an academic press (a complete monograph not yet accepted but submitted with the candidate's materials will also be considered), and a substantial article or chapter issued in a peer-reviewed publication, and evidence of research presentations at professional conferences or invited talks at other universities. These items should have been produced since the time the last rank was achieved, however, the entire career will be taken into account in order to ensure consistent scholarly productivity. In some cases, other scholarly and creative projects (such as a critical edition of a major work including the entire scholarly apparatus, multi-media or digital works, or no less than four substantial articles or chapters in peer-reviewed publications) may be accepted in lieu of the monograph, with justification as to why they are commensurate to a monograph. 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.

2.3.4. The standard for promotion to Full Professor in Music Theory is a monograph accepted for publication by an academic press (a complete monograph not yet accepted but submitted with the candidate's materials will also be considered), or four major articles or chapters issued in peer-reviewed publications, and evidence of research presentations at professional conferences or invited talks at other universities. These items should have been produced since the time the last rank was achieved, however, the entire career will be taken into account in order to ensure consistent scholarly productivity. In some cases, other scholarly and creative projects (multi-media or digital works) may be accepted in lieu of the monograph, with justification as to why they are commensurate to a monograph. 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.

2.3.5. Participation in the activities of scholarly professional organizations is another indicator of professional growth and development. Presentation of scholarly papers to such organizations, including invited talks at other universities, is the most valued form of participation; of lesser importance, yet still a mark of recognition by one's peers, is the appearance on panels as moderator, chairperson, or discussant. Presentations made on campus, such as speaking on the Division Lecture Series, may also be considered in assessing professional growth.

2.3.6. Another indicator of distinction in academic research is the receipt of prizes, fellowships, and grants. In general, any evidence of continued study and growth may be included in an evaluation of the professional development of a faculty member.

Section 2.4. Teaching — Quality teaching is expected. As a minimum, good teaching requires (1) keeping abreast of current scholarly work in the subjects taught, (2) faithful meeting of classes, (3) comprehensive coverage of material according to the course description, and (4) accessibility to students. Failure to meet these basic standards must be a negative factor.

Assessment of the quality of teaching must take into account (1) course materials submitted for consideration, such as syllabi or sample exams, (2) new preparations, (3) use of research to support teaching, (4) teaching innovations and use of media, (5) including guest scholars for in-

class presentations or discussions, (6) student appraisals of teaching, (7) teaching awards, and (8) effective advising of dissertations and theses, if applicable. The Division Chair observes the classroom teaching of untenured faculty members, once per year, for at least their first three years. A tenured or untenured instructor may also request the observation of his/her teaching and/or the interview of his/her students by any member of the Division faculty, who may then write in support of the faculty member.

Section 2.5. Service — Service to the Division, College of Music, University, Profession, and/or Community is expected of all faculty members and must be evaluated on the basis of the extent and significance of the contribution and its impact on the professional reputation of the faculty member.

2.5.1 Indicators of service to the discipline include being an editor of a journal, member of an editorial board, and an officer of an international, national, or regional scholarly association.

These division guidelines must comply with UNT and College of Music policies. In case of discrepancies, UNT and College of Music policies will supersede. Guidelines will be reviewed as needed. Changes will be forwarded to the Division Chair and the Chair of the Division RPTC. The Division RPTC will review the changes and will make recommendations for revisions. The Division as a whole (tenure and tenure-track faculty) will discuss and approve amendments by a two-thirds vote.

Approved: Division of Music History, Theory and Ethnomusicology
Amended: October 24, 2018