The attached "Music—Procedures and Guidelines for Tenure and Advancement (2012 revision)" reflect the latest revision in the tenure and promotion policies for the School of Music, as of this date.

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Procedures and Guidelines for Tenure and Advancement

This document specifies the procedures and criteria unique to the School of Music and serves as a supplemental to MTSU policies II:01:05 A & B and the College of Liberal Arts statement.

I. School of Music Tenure and Promotion Review

In accordance with MTSU Policies II:01:05 A (Section III, B, 1, b and c) & II:01:05 B (Section III, B, 1, b, 1) the review process for tenure and promotion recommendations at the departmental level consists of separate consideration by the Director of the School of Music and the Faculty Assessment, Enrichment, Promotion and Tenure Committee (FAEPT).

II. Faculty Assessment, Enrichment, Promotion and Tenure Committee (FAEPT), Process, and Procedures

A. Establishment. In compliance with MTSU Policies II:01:05 A (Section III, B, 2, b, 1) and II:01:05 B (Section III, B, 1, b, 2), a single School of Music tenure and promotion review committee is established, the Faculty Assessment, Enrichment, Promotion and Tenure Committee (FAEPT), to carry out the processes involved in tenure and promotion review.

B. Purpose. In compliance with MTSU Policies II:01:05 A (Section III, B, 1, b) and II:01:05 B (Section III, B, 1, b, 2), the purpose of the FAEPT Committee is to (1) review and evaluate candidates for promotion and tenure annually, and make recommendations concerning promotion and tenure to the College; (2) review and evaluate the progress of tenure-track faculty toward tenure annually, and conduct pre-tenure reviews.

C. Composition, Eligibility, and Election. In compliance with MTSU Policies II:01:05 A (Section III, B, 2, b, 2) and II:01:05 B (Section III, B, 1, b, 2), the committee will be elected by secret ballot of the tenure-track and tenured full-time members of the Music faculty each year in August or September. The FAEPT Committee shall consist of seven full-time tenured members of any academic rank within the Music faculty. The seven full-time tenured members of the Music faculty receiving the highest number of votes in the election shall serve on the committee. In the event of a resignation, long-term absence, or withdrawal of a committee member for any reason, an alternate member shall be elected to fill the vacancy.

The Director of the School of Music cannot be a member of the FAEPT Committee. Faculty members wishing to be considered for promotion may not serve on the FAEPT Committee in the academic year of their application for promotion.
One of the first items of business of the FAEPT Committee each academic year shall be to elect a chair from among its membership. The chair will convene and preside at meetings of the committee, and will advise faculty to be reviewed of the calendar for submission of materials, and will compose and deliver notice of its decisions and recommendations to the individual faculty members under consideration for tenure, promotion or rehire, to the Director of the School of Music and to the Dean of the College of Liberal Arts.

D. Process. In compliance with MTSU Policies II:01:05 A (Section III, B, 2, b, 3 and 4) and II:01:05 B (Section III, B, 1, b, 3), the FAEPT Committee will consider the materials pertaining to each candidate, make recommendations, and prepare a draft report stating how the candidate has met (or not met) the criteria.

A quorum shall be defined as five members of the Committee, and five members need to be present for any vote. Under normal circumstances, all seven members of the Tenure and Promotion Review Committee will vote on whether or not the candidate has met the criteria for tenure and/or promotion.

E. Committee and Director Consultations. In compliance with MTSU Policy II:01:05 A (Section III, B, 2, b, 3 and 4) and II:01:05 B (Section III, B, 1, b, 3 and 4), if the recommendations of the director and of the FAEPT Committee are in conflict, separate reports will be filed by the director and by the Committee to the Dean of the College of Liberal Arts.

If the recommendations of the director and the Department Committee are in conflict, they will meet in an attempt to resolve the conflict prior to submitting separate written reports to the Dean.

If the conflicts cannot be resolved, the reports submitted to the Dean by the FAEPT Committee and by the director will each address the points of conflict.

F. Notification to Candidate. When deliberations are concluded, the director and the Committee chair will separately notify each candidate for tenure and/or promotion of the recommendation that has been forwarded to the Dean. Each candidate will be afforded the opportunity to meet with the director and/or the chair of the Committee to discuss the review process and the data upon which the recommendation was made. It is the candidate's responsibility to initiate requests for a meeting with the director and/or Committee chair.

III. Pre-Tenure Review and Annual Review Process and Procedures

In compliance with MTSU Policy II:01:05 A (Section III, B, 1), the director and the FAEPT Committee will each provide pre-tenure annual written evaluations of tenure-track faculty members.

The pre-tenure review process will duplicate the review process for tenure and promotion as closely as possible. Minimally, the candidate will produce an outline of faculty data and
a portfolio of supporting materials, which will be submitted to the director with sufficient
time for review before recommendations are due in the office of the Dean of Liberal Arts.
After careful review of the outline of faculty data and the supporting materials,
evaluations of progress toward tenure and promotion will be arrived at independently by
the director and the FAEPT Committee.

IV. School of Music Criteria for Tenure and Promotion

A. School of Music Criteria for Tenure. In compliance with MTSU Policy II:01:05 A
(Section IV, A, paragraph 2), all faculty members considered for tenure will be evaluated
with respect to their performance in (a) teaching; (b) research/scholarship/creative
activity; and (c) service. They will be expected to demonstrate high quality performance
in teaching, excellence in one of the other two areas, and to make contributions in the
remaining area. Within the context of teaching, research/scholarship/creative activity, and
service, the faculty member must demonstrate a willingness and ability to work
effectively with colleagues to support the mission of the university and the common goals
of the university and the School of Music.

1. In order to be granted tenure, faculty members must either hold an earned doctorate
from an accredited college or university in a major area of study appropriate to the
teaching field or to have the equivalent in professional achievement of unusual
importance. *Please refer to attachment #1.*

2. Teaching. All faculty members are expected to demonstrate documented evidence of
high quality professional performance in instruction. Evaluation shall be based on
student evaluation instruments and observation of classes by members of the FAEPT
Committee.

   a. Student evaluations. Student evaluation forms approved by full School faculty
      (Fall 2001) must be used in addition to university instruments. There are separate
      forms for (a) private instruction, (b) ensemble instruction and (c) academic
classes. *Please refer to attachment #2.*

   b. Observation of teaching. The Faculty Assessment, Evaluation, Promotion and
      Tenure Committee (FAEPT) will observe classes of non-tenured faculty. This
      includes private instruction and ensembles. There should be pre- and post-
      observation conferences between the faculty member being evaluated and a
designated Committee member.
      1) Applied instructors: two committee members will each observe one lesson
         per instructor, or will observe student performances, as deemed appropriate by
         the Committee.
      2) Ensemble directors: two committee members will each observe one rehearsal
         per instructor, or will observe ensemble performances, as deemed appropriate
         by the Committee.
      3) Academic instructors: two committee members will each observe one class
         per instructor.
3. Research/Scholarship/Creative Activity and Service. For purposes of tenure, documented evidence of quality professional productivity in research/scholarship/creative activity and in service will be provided by the candidate. Regional recognition is expected in at least one of these areas. The term “regional” shall mean beyond the State of Tennessee. “National” shall refer to presentation in venues of significant national interest, for example in regard to nationally-recognized ensembles, in performance spaces with national recognition, or at conferences of national organizations. “International” shall refer to presentations or performances in other countries or at conferences of international associations.

a. Applied faculty considered for tenure should show evidence of a sustained pattern of achievement in activities such as the following:

1) Applied faculty must be an active participant in performances sponsored by the School of Music. These may be solo recitals, chamber music recitals, or performances as soloist with opera, oratorio, and/or with large ensembles.
2) Performances off-campus are highly desirable. For “regional” recognition these would need to be in significant venues outside the State of Tennessee.
3) Featured soloist on sound recording(s). For regional recognition these recordings would have to be distributed by a nationally recognized label.
4) Publications of articles in an appropriate field of expertise in music journals.
5) Publication of book(s) in an appropriate field of expertise.
6) Presentation of Master Classes. For “regional” recognition these would need to be in significant venues outside the State of Tennessee.
7) Act as an adjudicator in your field for state, regional and/or national events.
8) Coordination of festivals, competitions and other events of significance either on or off campus.
9) Show evidence of successful recruiting for the School of Music.

b. Conducting faculty considered for tenure should show evidence of a sustained pattern of achievement in activities such as the following:

1) Conduct at state, regional and/or national festivals and/or conferences.
2) Have faculty member’s ensemble invited to perform at state, regional and/or national or international venues.
3) Have new compositions commissioned for your ensemble.
4) Publications of articles in your field of expertise in music journals.
5) Publication of book(s) in your field of expertise.
6) Presentation of Master Classes. For “regional” recognition these would need to be in significant venues outside the State of Tennessee.
7) Act as an adjudicator for state, regional and/or national music events.
8) Coordination of music festivals, competitions and other events of significance either on or off campus.
9) Show evidence of successful recruiting for the School of Music.

c. Academic faculty considered for tenure should show evidence of a sustained pattern of achievement in activities such as the following:
1) Publication of scholarly works in an appropriate field of music. This would include articles published in refereed music journals as well as books published by publishers with national distribution.
2) Publication of creative works by a publisher with national distribution.
3) Receiving of commissions for writing compositions.
4) Presentations of research or performances of creative works at regional, national or international conferences of professional music organizations.
5) Recording released on a label with national distribution.
6) Service as an officer of a national or international music organization in your area.
7) Act as an adjudicator in your field for state, regional and/or national events.
8) Coordination of festivals, competitions and other events of significance either on or off campus.
9) Show evidence of successful recruiting for the School of Music.

4. All Music faculty considered for tenure should provide documented evidence of thorough and systematic study of the research and/or creative activity of others through one or more of the following means (or appropriate equivalent).
   a. Activity as a member in appropriate professional organization on both state and national level, including attendance at conventions or conferences of these organizations at the state AND national level.
   b. Attendance at performances, workshops, conferences that sustain a high level of excellence an appropriate music field. For example, attendance at performances of the Metropolitan Opera, the Chicago Symphony, recitals by internationally known artists as well as attendance at major music festivals, such as Tanglewood, Spoleto, Ravinia, Salzburg, etc., and/or attendance at performances of new works by major composers.
   c. Reviewing of books and/or recordings an appropriate field of expertise for professional journals.
   d. Receiving grants for research/creative activity projects that would require a thorough and systematic study of a specific area in an appropriate field of expertise.

B. School of Music Criteria for Promotion. In compliance with MTSU Policy II:01:05B (Section IV, B, 1), all faculty members considered for promotion will be evaluated with respect to their performance in (a) teaching; (b) research/scholarship/creative activity; and (c) service/outreach. They are expected to demonstrate excellence in teaching, high quality performance in one of the other two areas, and quality performance in the remaining area. In all categories of evaluation, documentation of quality as evaluated by peers will be stressed over quantity. Within the context of teaching, research/scholarship/creative activity, and service/outreach, the faculty member must demonstrate a willingness and ability to work effectively with colleagues to support the mission of the university and the common goals of the university and the School of Music.
The university guidelines for promotion to associate and full professor are fairly clear and indicate that faculty should continue with the same vigor those activities required for tenure. If a faculty member expects to be promoted, the committee will therefore take into consideration the same items as outlined in the above requirements for tenure, although the quality and quantity of those events should show evidence of more breadth and depth as one comes to the apex of one’s professional life. Work considered for promotion will have been completed since the faculty member’s last promotion.

1. Promotion to Associate Professor.
   a. With respect to the category of teaching, the faculty member will demonstrate not only consistent documented excellence in teaching, but evidence of development as a pedagogue and an interest in innovation in teaching.
   b. With respect specifically to the category of research/scholarship/creative activity and service, in order to be granted promotion, candidates will be expected to show evidence of continuous performance excellence as scholar, performer, composer or conductor and in the areas of service as outlined under tenure above. At least one of these areas will reflect regional, national or international recognition. This work will have been completed since attainment of assistant professor rank at MTSU.

2. Promotion to Full Professor.
   a. With respect to the category of teaching, the faculty member will demonstrate not only consistent documented excellence in teaching, but an abiding interest in growth as a teacher and leadership in pedagogy within the School.
   b. With respect specifically to the category of research/scholarship/creative activity and service, in order to be granted promotion, candidates will be expected to show evidence of continuous performance excellence as scholar, performer, composer or conductor and in the areas of service as outlined under tenure above. At least one of these areas will reflect regional, national or international recognition. This work will have been completed since the faculty member’s last promotion.

It should be noted that this document is meant to be studied in conjunction with the official university guidelines for tenure and promotion. This document is only meant as a guide to how the general university guidelines might be applied specifically to School of Music faculty.

Attachment 1 – Faculty members not holding a doctorate

Faculty members not holding an earned doctorate in a major appropriate to the teaching field must demonstrate the equivalent in professional achievement of unusual importance. The committee will evaluate the candidate based on the following criteria appropriate to his/her area(s):

1. Applied Faculty
   a. Record of significant performances of national/international scope.
   b. Performances of presentations at national or international conferences of professional music organizations.
c. Recordings released on a label with national distribution.

d. Articles published in national music journals or magazines.

e. Presentations of master classes or clinics at educational institutions outside the region.

f. Service as an officer of national/international music organizations of his/her area.

2. Conducting Faculty

a. Record of significant conducting experience of national/international scope. For example, having held a long-term conducting position with an ensemble of at least national stature, or numerous appearances as a guest conductor with same.

b. Performances or presentations at national or international conferences of professional music organizations.

c. Recordings released on a label with national distribution.

d. Articles published in national music journals or magazines.

e. Presentations of master classes or clinics at educational institutions outside the region.

f. Service as an officer of national/international music organizations of his/her area.

3. Academic Faculty

a. Significant record of published scholarly works that exhibits national or international scope. For example, a published textbook that receives wide critical acclaim and/or is in wide use; articles appearing in scholarly journals.

b. Significant record of published creative works that exhibits national or international scope. For example, works commissioned by major soloists or ensembles and/or published by major publishers.

c. Presentations of research or performances of creative works at national or international conferences of professional music organizations.

d. Recordings released on a on a label with national distribution.

e. Presentations of master classes or clinics at educational institutions outside the region.

f. Service as an officer of national/international music organizations of his/her area.