Department of Theatre and Dance
Evaluation of Coordinator Faculty

The position(s) of Coordinator Faculty involves a 40% commitment to administrative work in the labs and theatres and a 60% commitment to teaching in Theatre and Dance, depending on enrollments and program needs.

I. **Annual Review** of Coordinator Faculty will be conducted by the Chair of Theatre and Dance. The Chair will use the process outlined in section III below and will provide a letter of evaluation to the faculty member and the Dean of Liberal Arts.
   a. Annual review will take place in late spring each year. Candidates must submit required materials by April 1 and the chair will complete evaluation by May 1.

II. **Reappointment Review** for Coordinator Faculty will be conducted independently by both the Chair of Theatre and Dance and the Review Committee using the process outlined in section III below. Both will provide a letter of evaluation to the faculty member and the Dean of Liberal Arts. These letters will provide both an assessment of the coordinator faculty member’s performance as well as a recommendation for reappointment.
   a. Reappointment Review will take place in late spring of the third year of each term. Candidates must submit required materials by March 1 and the chair and committee will both complete their evaluation and make a reappointment recommendation by April 1.
   b. Review Committee membership will consist of tenured faculty in the Department of Theatre and Dance.

III. Evaluation will consist of the following:
   a. Review of classroom instruction based on Theatre and Dance Policy.
   b. Review of an Outline of Faculty Data submitted by the faculty coordinator.
   c. Review of faculty coordinator response to the questions below.
      1. Has the coordinator demonstrated successful project and time management in operation of their respective production schedule and shop responsibilities?
      2. What is the demonstrated record of the coordinator faculty’s professional growth and development since last review (creative/production/academic contributions)?
      3. What is the demonstrated commitment to mentorship of students through curricular and co-curricular assignments?
      4. What is the demonstrated commitment to the success of students in the production program?
      5. What is the demonstrated quality of production work both in and outside of the university?
      6. What is the demonstrated work ethic and attitude?

IV. Criteria for reappointment or advancement in rank are determined by MTSU Policy II:01:05D, III. B.3,4

Approved by Department

Approved by Dean

Approved by Provost

Approved by President

Date 10-21-16

Date 10/25/16

Date 10-26-16

Date 10/27/16