MEMO

RE: Department of Theatre and Dance Tenure and Promotion Policy Revisions
Date: August 20, 2015

Attached is the revised T&P Policy for Theatre and Dance. This revision contains changes to reflect current practices more accurately and to adjust policy to adhere more strictly to university policies for promotion and tenure.

Jeff Gibson, Chair of Theatre and Dance

Mark Byrnes, Dean of Liberal Arts

Brad Bartel, Provost

Sidney McPhee, President
Tenure and Promotion Policies, Department of Theatre and Dance

Enacted August 20, 2015

1. The Department has a single Promotion and Tenure Committee.

2. The Committee consists of all tenured members of the Department with the exception of the Department Chair and Candidates who are being evaluated for tenure and/or promotion. Members of the Department who are tenured but have full-time administrative positions (51%) will be ex officio non-voting members. An eligible faculty member who chooses not to serve on this Committee should inform both the Department and Committee Chairs in writing at least one week before the first committee meeting in the fall semester.

   a. In accordance with University nepotism policies, any member(s) of the Committee with ties of marriage, consanguinity, or similar personal ties with a member being evaluated will recuse himself/herself/themselves from both discussions and voting.

   b. A quorum, in accordance with Roberts Rules of Order, is defined as a majority of the Committee.

   c. A quorum is required for all votes. A vote resulting in a tie will be considered a negative vote.

   d. To cast a vote, Committee members are expected to review the Outline of Faculty Data (OFD) and supporting materials submitted by the candidate and then attend discussion and voting meetings in person in their entirety.

   e. The Chair of the Committee is confirmed, and a Co-Chair is elected by tenured faculty at the first Departmental meeting each fall semester.

   f. The Co-Chair becomes the Chair at the beginning of the following academic year. If the Co-Chair is unable to serve, an election will be held to appoint a Chair.

   g. A first year member of the Committee is not eligible to serve as the Chair or the Co-Chair.

3. Each applicant for tenure and/or promotion shall submit a completed Outline of Faculty Data form in both hard copy and digital formats. Candidates will also submit an orderly file (binder) of supporting materials (reprints, letters of support, creative works, all available student evaluations [Part I evaluations will be added by department chair, faculty will include Part II], etc). The binder must include evidence of activities in the areas of teaching, research, and service (use dividers). A list of these supporting materials will be attached to the Outline of Faculty Data form (refer to MTSU policy II:01:05B section IV B, C, D & E respectively).

4. After review and discussion, the Committee will produce a letter summarizing the renewal applicant’s progress in teaching/research/service, recommendations for improvement, and the
vote to retain, retain with reservation, or not retain. The Department Chair will create an additional letter of annual review.

5. Candidates for tenure or promotion will receive notification of the outcome of the review from both the committee and the chair.

6. The Department does not currently have any standards for pre-tenure review other than those adopted by the University as a whole (refer to MTSU policy II:01:05A & II:01:05B).

7. The Department Chair and another tenured faculty member will observe the teaching of tenure track faculty annually. It is the charge of the Candidate to initiate and arrange these teaching observations. Observers will provide written feedback to the tenure track faculty, and these observation notes (in the form of a letter) should be included in supporting materials.

8. In addition to excellence in teaching, candidates for promotion to Professor are required to meet the criteria outlined in MTSU policy II:01:05B. Evidence of National Recognition may include, but is not limited to:

Regional and national theatre and dance producing companies will be considered on a case by case basis.

**Professional Associations and Organizations:**

- Academy of Management (AOM)
- American Alliance for Theatre and Education (AATE)
- American Association of Physical Education, Health, Recreation, and Dance (AAPEHRD)
- American College Dance Festival (ACDFA)
- American Dance Association (ADA)
- ASSITEJ (The International Association of Theatre for Children and Young People)
- Association for Experiential Education (AAEE)
- Association for Theatre in Higher Education (ATHE)
- Committee in Research in Dance (CRD)
- Center for Non-profit Management (CNM)
- Kennedy Center American College Theatre Festival (KCACTF)
- Live Design International (LDI)
- National Association of Schools of Theatre (NAST)
- National Society for Experiential Education (NSEE)
- Southeastern Theatre Conference (SETC)
- United States Institute for Theatre Technology (USITT)
- United Scenic Artists (USA)
- International Alliance of Theatrical Stage Employees (IATSE)

Significant involvement in the above companies and/or organizations, through service, research, or creative activity, is expected.

Approved by Department Committee: August 20, 2015
Approved by Dean:
Approved by Provost: