Tenure and Promotion Policies, Department of Theatre and Dance
Approved 04/23/2019

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 Robert’s 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 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 evidence of activities in the areas of teaching, research, and service. Refer to MTSU policy 204: Tenure: IV: B, C, D & E and to MTSU policy 205: Promotion of Tenured & Tenurable Faculty: V: 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 copies of the letters 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 204: Tenure: III: B).
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 205: Promotion of Tenured and Tenurable Faculty: V.

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 (AEE)
Association of Theatre in Higher Education (ATHE)
Committee in Research in Dance (CRD)
Center for Non-profit Management (CNM)
Kennedy Center American College Theatre Festival (KCACTF)
National Society for Experiential Education (NSEE)
Southeastern Theatre Conference (SETC)
United States Institute for Theatre Technology (USITT)
United Scenic Artists (USSA)
International Alliance of Theatrical Stage Employees (IATSE)

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

**Evaluation of Instructor-Track and Coordinator-Track Faculty**

1. Annual Review of Non-Tenurable Faculty will be conducted by the Chair of Theatre and Dance.

   A. Instructor-Track Faculty annual review will be based on the candidate’s teaching record and teaching-related activities.

   B. Coordinator-Track Faculty annual review will consist of the following:

       1. Review of classroom instruction based on Theatre and Dance Policy.

       2. Review of service and development activity submitted by the faculty coordinator.
3. Review of faculty coordinator response to the questions below:

a. Has the coordinator demonstrated successful project and time management in operation of their respective production schedule and shop responsibilities?

b. What is the demonstrated record of the coordinator faculty’s professional growth and development since last review (creative/production/academic contributions)?

c. What is the demonstrated commitment to mentorship of students through curricular and co-curricular assignments?

d. What is the demonstrated commitment to the success of students in the production program?

e. What is the demonstrated quality of production work both in and outside of the university?

f. What is the demonstrated work ethic and attitude?

C. Annual review will take place in late spring each year. Candidates must submit required materials by April 1, and the chair will complete evaluations by May 1. The Chair will provide a letter of evaluation to the faculty member and the Dean of Liberal Arts.

2. Criteria for reappointment or advancement in rank for Non-Tenurable Faculty are determined by MTSU Policy 202: "Faculty Definition, Roles, Responsibilities, and Appointment Types."

A. As required in MTSU Policy 202, recommendations for advancement in rank for Non-Tenurable will be made by both the Chair and Department Review Committee.

B. Department Review Committee membership will consist of tenured faculty in the Department of Theatre and Dance.

Approved by Department

Approved by Dean

Approved by Provost

Approved by President