

Middle Tennessee State University School of Music Procedures and Guidelines for Tenure and Promotion

This document specifies the procedures and criteria unique to the School of Music and serves as a supplement to MTSU policies 204 (Tenure) and 205 (Promotion) and the College of Liberal Arts statement.

I. School of Music Tenure and Promotion Review

In accordance with MTSU Policies 204 and 205, the review process for tenure and promotion recommendations at the departmental level consists of separate consideration by the Promotion and Tenure Committee and the Director of the School of Music.

II. Promotion and Tenure Committee: Process and Procedures

A. **Establishment.** In compliance with MTSU Policies 204 and 205, a single School of Music Promotion and Tenure Committee is established to carry out the processes involved in tenure and promotion review.

B. **Purpose.** In compliance with MTSU Policies 204 and 205, the purpose of the Promotion and Tenure Committee of the School of Music is to (1) review and evaluate candidates for promotion and tenure annually and make recommendations concerning promotion and tenure to the College; and (2) review and evaluate the progress of tenure-track faculty toward tenure annually and conduct pre-tenure (third-year) reviews.

C. **Composition, Eligibility, and Election.** In compliance with MTSU Policies 204 and 205, the committee will be elected by secret ballot of the tenure-track and tenured full-time members of the Music faculty each spring semester for the upcoming academic year. The Promotion and Tenure 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 Promotion and Tenure Committee. Faculty members wishing to be considered for promotion may not serve on the Promotion and Tenure Committee in the academic year of their application for promotion.

D. **Process.** Each academic year the committee shall elect a chair from among its membership. The chair will convene and preside at meetings of the committee, and will share the calendar for submission of materials with each faculty member being evaluated. The 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; this report will be submitted through Digital Measures. 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 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 Policies 204 and 205, if the recommendations of the Director and of the Promotion and Tenure Committee are in concert, 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 Promotion and Tenure 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 submit evaluations of the candidate through Digital Measures. 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 (Third-Year) and Annual Review Process and Procedures

The annual review process will duplicate the review process for tenure and promotion; each candidate will submit an outline of faculty data and supporting materials through Digital Measures, according to the schedule provided. In compliance with MTSU Policies 204 and 205, the Director and the Promotion and Tenure Committee will each submit via Digital Measures annual written evaluations of tenure-track faculty members, based on a careful review of the outline of faculty data, supporting materials, and teaching observations. As stated in Policy 204, the Pre-Tenure review generally occurs in the third year of a faculty member's tenure-track employment (the period called "probationary appointment" in Policy 204). By this third year, candidates should demonstrate clear progress toward tenure.

IV. School of Music Criteria for Tenure and Promotion

A. School of Music Criteria for Tenure

- 1. Teaching. All faculty members are expected to demonstrate documented evidence of high-quality teaching. Evaluation shall be based on student evaluations and observation of classes by members of the Promotion and Tenure Committee. In addition to evaluations, peer observations, recruitment and retention, quality of teaching will be evaluated on the criteria outlined in Policies 204 and 205.
 - a) Student evaluations will be used by the committee to evaluate the teaching of the candidate. Student evaluations are posted on Digital Measures.
 - b) Observation of teaching. The Promotion and Tenure Committee will observe classes of non-tenured faculty. These observations will be scheduled in consultation between the candidate and the observer and may include private instruction, ensembles, and/or academic courses. Teaching observations will take place on two separate occasions through the course of the semester and by

two different committee members. At the request of the faculty member being evaluated, a post-observation conference with the observer will take place at a mutually agreed upon time.

- c) While activities for recruiting students are listed under service, evidence for successful recruitment and retention based on the needs of the school will be evaluated under the category of teaching, particularly for applied music faculty.

2. Research/Scholarship/Creative Activity and Service. For purposes of tenure, documented evidence of quality professional productivity in research/scholarship/creative activity and service/outreach will be provided by the candidate. Activity beyond the State of Tennessee is expected in at least one of these areas.

- a) Applied faculty considered for tenure should show evidence of a sustained pattern of achievement in activities such as the following:
 - i. Applied faculty must participate actively in performances sponsored by the School of Music. These may be solo recitals, chamber music recitals, or performances as a soloist with opera, oratorio, and/or with large ensembles.
 - ii. Performances off-campus, at the state and national levels. International performances are encouraged.
 - iii. Featured performer on sound recording(s).
 - iv. Publications of articles in an appropriate field of expertise in music journals.
 - v. Publication of book(s) in an appropriate field of expertise.
 - vi. Presentation of Master Classes off campus or online.
 - vii. Presentations of research or performances at regional, national, or international conferences of professional music organizations.
- b) Conducting faculty considered for tenure should show evidence of a sustained pattern of achievement in activities such as the following:
 - i. Conduct at state, regional and/or national festivals and/or conferences
 - ii. Conduct ensemble at off-campus venues.
 - iii. Have new compositions commissioned for your ensemble.
 - iv. Publications of articles in your field of expertise.
 - v. Publications of books in your field of expertise.
 - vi. Presentation of Master Classes off campus or online.
 - vii. Presentations of research or performances at regional, national, or international conferences of professional music organizations.
- c) Academic faculty considered for tenure should show evidence of a sustained pattern of achievement in activities such as the following:
 - i. 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.
 - ii. Publication of creative works by a publisher with national distribution.

- iii. Receiving of commissions for writing compositions
 - iv. Presentations of research or performances of creative works at regional, national, or international conferences of professional music organizations.
 - v. Recording released on a label with national distribution.
3. Service. For the purposes of tenure and promotion, candidates must demonstrate quality service, including activities such as the following:
- a) Show evidence of successful recruiting and retention to contribute to the needs of the School of Music.
 - b) Service on committees at the departmental, college, and university levels. Service on Faculty Senate, task forces, accreditation review committees, search committees, etc.
 - c) Activity as a member in appropriate professional organization(s) on both state and national level, including attendance at conventions or conferences of these organizations. Service as an officer of a national or international music organization in your area.
 - d) Adjudication in your field for state, regional and/or national events.
 - e) Reviewing books and/or recordings in an appropriate field of expertise for professional journals.
 - f) 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.
 - g) Public service: outreach activities to the community and society, through performances, clinics, lectures, master classes, etc. at schools and other venues, whether in person or online.
 - h) Coordination of festivals, competitions and other events of significance either on or off campus.

B. School of Music Criteria for Promotion.

In compliance with MTSU Policy 205, all faculty members considered for promotion to associate and full professor will be evaluated with respect to their performance in the same activities required for tenure: (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. 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 also evidence of an interest in teaching and innovation in instruction.

b) With respect specifically to the categories of research/scholarship/creative activity and service, in order to be granted promotion, candidates must show evidence of continuous engagement as scholar, performer, composer, or conductor and in the areas of service as outlined under tenure above. Either research/scholarship/creative activity or service will reflect regional recognition. This work will have been completed since the faculty member's appointment as Assistant Professor 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 categories 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. Either research/scholarship/creative activity or service will reflect national and/or international recognition. This work will have been completed since the faculty member's last promotion. Examples of national/international recognition include but are not limited to the following:
- i. Work has appeared in national or international presses/journals
 - ii. Work/recordings have been reviewed and/or cited in national or international publications
 - iii. Work/recordings have been supported by national or international grants
 - iv. Work has led to invitations to speak or lead panels at national or international conferences
 - v. Service as an officer or committee member in a national or international organization
 - vi. Service in a leadership position for a national or international conference
 - vii. Service as a manuscript reviewer for a national or international publication
 - viii. Service as a grant reviewer for a national or international organization

Jennifer Vannatta-Hall

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Jennifer Vannatta-Hall, Interim Director

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Leah Lyons

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Leah Lyons, Interim Dean

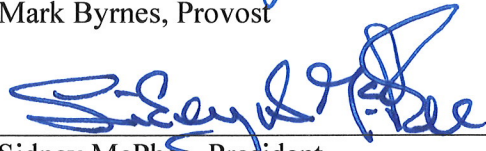
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Mark Byrnes, Provost

7-21-21

Date



Sidney McPhee, President

7/30/21

Date