



April 10, 2005

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goals in the Annual Performance Review process for junior faculty, but they will not be considered in the summative evaluation process of faculty.

- e. Length of Commitment: It is expected that the Mentor/ Protégé relationship will be sustained through the Promotion and Tenure process. The Director will maintain the right to end the Mentor/ Protégé relationship at his/her discretion. Both the Mentor and Protégé will have the opportunity to provide input to the Director as to the status of the relationship at any time.

ARTICLE XIII

PROVISIONAL School of Music Tenure and Promotion Policies

*Revised for faculty review, February 15, 2016
Full faculty vote to approve scheduled for March 24, 2016*

Section I: Criteria for Appointment to Faculty Rank

A. Faculty holding the rank of Full Professor are expected:

- o To hold a terminal degree in the field or equivalent professional experiences/credentials in the discipline.
- o To be effective in teaching as demonstrated by student success and achievement and/or ability to attract students to our institution. At the rank of Full Professor, it is expected that the faculty member continues to deepen and broaden their teaching skills, and that they are engaged in continual and critical self-evaluation as educators.
- o To have sustained effort and activity in focused creative and/or scholarly research agenda that indicates a distinguished career and a substantial reputation in the profession and among peers for outstanding quality and quantity of sustained and substantive endeavors in the field. It is expected at the rank of Full Professor that the faculty member demonstrate a significant depth and/or scope of their creative and/or scholarly research and that they can demonstrate the significant impact they have made on the field.
- o To be engaged in shared governance and to have a record of service to the school of music, college, university, profession and the broader community.

B. Faculty holding the rank of Associate Professors are expected:

- o To hold a terminal degree in the field or equivalent professional experiences/credentials in the discipline.

- To be effective in teaching as demonstrated by student success and achievement and/or ability to attract students to our institution.
- To have a sustained effort and activity in focused creative and/or scholarly research agenda that indicates the beginning of a distinguished career paired with a developing reputation in the profession and among peers for outstanding quality and quantity of sustained endeavors in the particular field of competence.
- To be engaged in shared governance and to have a developing record of service to the school of music, college, university, profession and the broader community.

C. Faculty holding the rank of Assistant Professors are expected:

- To hold a terminal degree in the field or equivalent professional experiences/credentials in the discipline.
- To show promise in being effective in teaching as demonstrated by student success and achievement and/or ability to attract students to our institution.
- To show promise of a focused creative and/or scholarly research agenda and to show promise of a distinguished career.
- To show promise of engagement in shared governance and of an ability to develop a record of service to the school of music, college, university, profession and the broader community.

D. Instructors/Visiting Guest Artists are expected:

- To hold at least in the field or equivalent professional experiences/credentials in the discipline.
- To be effective in teaching as demonstrated by student success and achievement.

Section II: Requirements for Promotion

A: University Standards for Promotion

The *Faculty Handbook* section 9.4.2 outlines IHL policy, specifying that a candidate for promotion in academic rank must display evidence of:

- Professional training and experience
- Effectiveness in teaching or librarianship
- Effectiveness in interpersonal relationships, including professional ethics, cooperativeness, resourcefulness, and responsibility
- Professional growth, such as research, publications, and creative activities;
- Service, such as economic development and non-teaching activities that further university

o n a c o n t i n u i n g b a s i s , i n t h e c a t e g o r i e s o f

The *Faculty Handbook* defines eligibility for Promotion in section (9.4.3). For promotions from assistant professor to associate professor and from associate professor to Full professor, candidates must serve a minimum of five (5) years in the lower rank, thereby making a recommendation for promotion permissible during the fifth year of service in the lower rank and an approved promotion effective at the beginning of the sixth year.

In addition, in accordance with the *Faculty Handbook* Section XI –12.5 three external referees will be used in the evaluation process of promotion to Professor. At least one of these referees must have the opportunity to view a candidate.

B: Departmental Standards for Promotion

Promotion means assignment to a higher professional rank. Such advancement signifies recognition of accumulated past achievement. It implies an increasing measure of professional status. Promotions constitute one of the principal elements of rewards and commendation in the University.

Promotion in rank is based on performance, rather than on a specified number of years in service. However since performance that merits promotion must be exhibited on a continuing basis, a reasonable period of time must elapse to enable the individual faculty member to demonstrate competency and have it confirmed by periodic evaluations. (See *Faculty Handbook* Section 9.4.3).

1. Promotion from Assistant Professor to Associate Professor

Satisfies all requirements for appointment to Assistant Professor (See section on Criteria for Appointment to Rank)

Record of effectiveness in teaching as demonstrated by student success and achievement and/or ability to attract students to our institution. A pursuit of excellence and effectiveness in teaching will be demonstrated by engagement in components of teaching as defined by the School of Music, including teaching and curriculum development, refining and augmenting professional skills and knowledge, graduate committee work, and/or recruitment. (Refer to SoM Annual Evaluation document).

Record of sustained effort and activity in a focused creative and/or scholarly research agenda that indicates the beginning of a distinguished career paired with a developing reputation in the profession and among peers for outstanding quality and quantity of sustained endeavors in the area of competence.

Record of engagement in shared governance and a developing record of service to the school of music, college, university, profession and the broader community.

2. Promotion from Associate Professor to Full Professor

The following criteria are considered for evaluation of teaching for School of Music faculty. These criteria are abbreviated from the School of Music Annual Evaluation document, but are included here for ease of reference. It is expected that for promotion a faculty member engages in the activities below over a sustained period of time in a manner that yields student success.

6. Teaching courses. Instructing assigned courses that reflect a full teaching load as defined by the SoM Workload Guidelines.
7. Curriculum development. Faculty engagement in curricular development in their areas of expertise. This includes the development of new courses or the redesign of existing courses, including updating instructional strategies/pedagogical practices, content, assessment

All MM and MME committee Chairs take part in the following:

- b. Advise on thesis or recital preparation. The expectation is that the Chair fully reviews the document in advance of committee participation.

All DMA and PhD committee Chairs take part in the following:

- c. Advise on dissertation. The expectation is that the Chair fully reviews the document in advance of committee participation, although members are often consulted at an early

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In the SoM, an annual evaluation score of a five (5) is reserved for significant achievement, including, but not limited to: receiving an award or recognition by the university or a professional organization; receiving a national award for research or creative activity; being selected for performance by peer review or through refereed process, publishing a book (or other substantial research) in a peer-reviewed, or refereed context; acquiring a recording contract for which the faculty member is compensated; recording on a major recording label, i.e. NAXOS, that is internationally distributed. Faculty members who earn a five (5) far exceed expectations.

Faculty not meeting expectations will receive annual evaluation scores in the following manner:

- ~~Not possessing in any research activities falls short of meeting expectations and earns a score of two (2);~~
- ~~A second consecutive evaluation period of no research activity does not meet expectations and earns a score of one (1)~~

Further, the School of Music Annual Evaluation document explains how faculty members present for evaluation the significance of their research. This is also from Section 2b:

Faculty members will thoroughly document the significance of their research activity to assist the Department Personnel Committee in making an informed evaluation of contributions. (Documentation should be available upon request). Significance of works will be determined by, but are not limited to, the following:

1. The prestige and/or visibility of the publication, recording, presentation, or performance.
2. The forum (local, regional, national, international) of the publication, recording, presentation, or performance.
3. The selection process for the publication, recording, presentation, or performance (peer review, invited, blind review, etc.).
4. Evidence of ongoing peer recognition either within or outside the SOM as a performer or scholar (such as repeated invitations to perform or present, evidence of publication, or distribution of compositions / arrangements).

Regional or national significance is not strictly defined by proximity to Hattiesburg, but rather by the prominence of the activity within the area of expertise and the geographic scope of participants. The SoM values international level performances and endeavors by faculty and sees that such activity builds the professional profile of a faculty member and also increases the visibility / reputation of the university. Applied activity can be defined by the scope and size of the participants in the applied areas. A festival, conference, etc. labelled as “international” activity is also defined in terms of this criteria. In the non-applied areas, “international” activity is also defined in terms of the scope of the governing board/review board. In the annual evaluation process, the SoM is concerned with the impact and significance of such

activity.

Section VI: Evaluating creative and scholarly research over a sustained period of time for the purpose of promotion

For purposes of promotion, creative and/or scholarly research is considered over a period of time. The SoM Annual Evaluation document articulates unit level expectations in research over a 12-month period and t

All faculty members are expected to participate in the shared governance of the unit/institution. Service activities include non-paid contributions made to the school, college, university, profession and/or community. Activity that receives remuneration is not considered service; sometimes such activities are considered teaching and at other times research. Service activities are typically non-credit and/or educational in nature and are within the faculty member's professional expertise. Service activities are always those in which the faculty member is called upon for their professional expertise.

Service to the school is necessary work that reflects a commitment to shared governance at the most local level. Service at the school level also demonstrates a respect for collegiality and working with peers.

Service to the institution (at the school, college or university level) is necessary work that provides for the advancement and maintenance of the institution for which the faculty receive no load credit. Service is participating in the shared governance of the institution.

Service to the profession is invited activity with professional organizations that represent the scope of the field. These organizations can be local to international.

Service to the community is invited activity in which faculty use the knowledge and skill of their discipline –without compensation –to help a community organization.

Service to the school, college and institution takes many forms and an extensive listing of service activities can be found in the SoM Annual Evaluation document. Evaluating service over an extended period for the purpose of tenure and/or promotion is closely linked to collegiality. (See Section VIII. C below).

Section VIII: Definition of Tenure

A. University Standards for Tenure

The *Faculty Handbook* in section 9 . 6 . 8 defines the Stand a

The Handbook mandates that the details of guidelines, policies, or criteria governing tenure or promotion in rank within an academic unit must be developed by that same academic unit. In the College of Arts and Letters, the “academic unit” in which the faculty member holds his or her appointment. The Handbook provides a baseline for evaluations; the written standards developed by departments and schools can, and often will, extend beyond the minimum standards articulated in it.

Section X: School of Music Procedures

All tenured members of the School of Music (SoM) faculty are to participate in each appropriate promotion and tenure review, as well as third year reviews. The SoM Promotion and Tenure Committee is a committee of the whole with voting members being at or above the rank being sought. The following schedule outlines the events in these parallel processes:

1. Each spring, before April 15, the director will post a notice asking for all faculty members wishing to be considered for promotion to the associate level plus tenure, or for promotion to full professor to schedule individual appointments with the director. At those meetings, the director will give the candidates the written instructions for preparing their dossiers. This process takes place early each fall semester for those undergoing pre-tenure reviews. All other procedures for pre-tenure reviews are as detailed in the *Faculty Handbook*.
2. By the end of the third week of the following fall semester the director shall call a meeting of the Promotion and Tenure Committee as that committee is defined in the *Faculty Handbook*. At this meeting the director shall announce the names of the candidates for promotion and for tenure. The Promotion and Tenure Committee shall then elect a chair from among its membership. The chair of the Promotion and Tenure Committee will lead the remainder of the meeting and all subsequent meetings of the committee. The faculty shall also elect subsidiary chairs who will prepare the faculty summary report for assigned candidates. The subsidiary chair not only prepares the letter, but also should provide input to the faculty undergoing review about any errors to their dossier. The subsidiary chair may opt to seek input from non-tenured faculty members, especially in cases where there is no tenured representation in the Tenure and Promotion Committee. (In such cases, the dossier, remains the main document of a faculty member's work. subsidiary chairs will characteristically be a senior member from the division to which a candidate belongs. If there is not a senior member of the appropriate division on the Tenure and Promotion Committee, an alternative chair may be selected from within the membership. All tenured faculty shall participate in the process of promotion to associate professor and tenure. Only full professors may vote on candidates applying for full professor rank.
3. Candidates for promotion and tenure shall prepare dossiers for consideration by the Promotion and Tenure Committee according to departmental and college guidelines. The dossiers will be made available to committee members for review. Dossiers will be due no

later than two weeks prior to the scheduled meeting of the Promotion and Tenure Committee.

4. Upon reviewing the dossiers of candidates, members of the Promotion and Tenure Committee will provide comments for each candidate. These comments will be submitted electronically to the subsidiary chair. The comment forms are compiled by the SoM Administrative Assistant, then forwarded to the appropriate subsidiary chair. Subsidiary chairs will compile a summary of the comments. The Promotion and Tenure Committee will then reconvene to discuss each candidate. During this meeting the summaries of each candidate are to be shared with the committee, and committee members will have the opportunity to openly discuss the candidates and the final summary. Such discussions must be directed exclusively towards specific criteria for promotion and tenure. The Director of the SoM may be present for the discussion, unless the assembled faculty votes otherwise. The participating faculty summary, with edits. After the discussion and summary vote, ballots will be distributed, and a confidential vote recommending for or against promotion and/or tenure of each candidate will take place. In such meetings a quorum shall consist of a simple majority of the tenured faculty (or, in the case of votes for promotion, a simple majority of the tenured full professors).
5. Chairs for each candidate will then write summary reports in which the votes of the participating faculty and their consensus opinions are reported. These summaries will be presented to the director. The director will then write his/her own evaluation and recommendation. The director's recommendation each candidate will be shared with the candidate and submitted as part of the dossier to the College Council. Individual faculty comments remain confidential and will be archived in the SoM.

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