

Promotion and Tenure

Arts Administration Program Guidelines

GUIDELINES FOR ANNUAL/BI-ANNUAL PERFORMANCE EVALUATIONS

The Distribution of Effort (DOE) determines the percentages a faculty member devotes to teaching, research, and service in a given year. In consultation with the Program Director, each faculty member is required to submit a written Annual Goals and Objectives Statement to accompany the DOE. This document specifies the particular activities within each of the DOE categories that the faculty member will work toward in the coming year. The success with which the faculty member achieves these goals and objectives will be the basis for the Program Director's determination of the faculty member's performance evaluation.

A faculty member's goals and objectives should be consistent with the faculty member's job expectations and area(s) of expertise. It is the obligation of the Program Director to ensure that a faculty member "stays on track" in order to achieve tenure and eventual promotion to full professor. It is understood that the statement of goals and objectives may be modified or changed, should extenuating circumstances arise such as an illness, or personal emergency.

GUIDELINES FOR PROMOTION AND TENURE

The Arts Administration Program requires all full-time faculty members, whether Assistant, Associate, or Full Professor, to achieve excellence through substantive, original, and innovative scholarly activity. Scholarly activity includes but is not limited to:

- Books
- Articles
- Conference presentations (e.g. papers, presentations, poster sessions)

Effective teaching and notable scholarly activity are required for tenure and promotion to Associate Professor and to Full Professor. They also serve as the standard measurement for Faculty Performance Evaluations.

Meaningful professional service and service to the Program, College, and the University is required of all faculty members and will be part of the tenure decisions and promotion considerations at all levels as well as a part of performance evaluations.

Scholarly Activity Expectations

Promotion to Associate Professor with Tenure

To gain tenure and promotion to associate professor, a faculty member must demonstrate a continuing record of high-quality research activity through publication, dissemination in appropriate peer-reviewed outlets. *Faculty members will be evaluated on the scholarly activity conducted from the time of initial appointment but not prior to it.*

It is expected that faculty members will publish articles in national and regional peer-reviewed journals, present papers at national and regional conferences, edit peer-reviewed journals, etc. Faculty members' research should include a substantial record of publication in peer-reviewed journals. The publication of a book by a respected press is also a highly prized activity, on par with the publication of articles in respected peer-reviewed journals.

Dissertations that are significantly revised and published after the time of appointment will be considered part of that faculty member's scholarly activity. (Significant revision includes the incorporation of new research, employment of different or more refined conceptual frameworks, use of expanded analysis, etc.)

Other activities such as editing books, writing textbooks, contributing to non peer-reviewed journals (print and electronic) demonstrate professional activity but they do not substitute for scholarly activity published by respected journals and presses.

Promotion to Full Professor

Research/Scholarly Activity

Faculty members must demonstrate a sustained trajectory of scholarly documented excellence in the form of a book or books or in series of articles in national/international journals. To be considered, these works must be produced following tenure and promotion to Associate Professor.

Continued excellence in teaching and advising and sustained quantifiable service must also be a part of the profile of a successful Full Professor.

The Responsibilities of Full Professors

Full Professors serve as role models for junior professors. They set the standard of achievement in teaching, research/creative activity, and in service. It is expected that they will sustain this achievement throughout their careers.

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