

## Tenure and Promotion Policies, Department of Theatre and Dance

Approved 10/07/2020

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: VI: Criteria to be Considered in Tenure Recommendations and to MTSU policy 205: Promotion of Tenured & Tenurable Faculty: VI: Criteria to be Considered in Promotion Recommendations, 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 be provided 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: IV.C. Tenure Process).
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. Candidates for promotion to Professor are required to meet the criteria outlined in MTSU policy 205: Promotion of Tenured and Tenurable Faculty: VI. Criteria to be Considered in Promotion Recommendations. 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 Association (ACDA)
- ASSITEJ (The International Association of Theatre for Children and Young People)
- Association for Experiential Education (AEE)
- Association of Theatre in Higher Education (ATHE)
- Center for Non-profit Management (CNM)
- Dance Studies Association (DSA)
- Kennedy Center American College Theatre Festival (KCACTF)
- International Association of Blacks in Dance (IABD)
- International Association of Dance Medicine & Science (IADMS)
- International Somatic Movement Therapist & Educators Association (ISMETA)
- National Society for Experiential Education (NSEE)
- National Dance Education Organization (NDEO)
- Southeastern Theatre Conference (SETC)
- United States Institute for Theatre Technology (USITT)
- United Scenic Artists (USA829)
- International Alliance of Theatrical Stage Employees (IATSE)
- Women in Dance Leadership (WD)

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 in the late spring of each year.
  - 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 evidence submitted by the faculty coordinator that documents accomplishment of instruction-related administrative responsibilities.
    - 3. Review of faculty coordinator's effectiveness in relation to the following:
      - a. Demonstration of successful project and time management in completion of their respective responsibilities.
      - b. Demonstration of commitment to mentorship of students and to the success of students in the program.
      - c. Demonstration of willingness to collaborate with MTSU colleagues to ensure quality programs.
  - 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.
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