

**Department/Unit Standards and Criteria for Retention, Tenure and Promotion Cover Memo**

The following tenure-line faculty of the Department of Theatre, Film, and Dance has had the opportunity to review the new/revised department RTP criteria and standards as sent forward in the attached document.

<b>Name/Date</b>	<b>Approve – Yes or No</b>
Ann Alter _____	Yes or No
Rae Robison _____ On Sabbatical _____	Yes or No
Sharon Butcher _____	Yes or No
Troy Lescher _____	Yes or No
David Scheerer _____	Yes or No
James McHugh _____	Yes or No

Document forwarded to the Committee on Faculty RTP Criteria and Standards: \_\_\_\_\_  
(date)

Approved by the Committee on Faculty RTP Criteria and Standards: \_\_\_\_\_  
(date)

**Documents will reside in the appropriate college office. Final approved documents will be posted on the Academic Personnel Services web page.**

# The Department of Theatre, Film and Dance Standards and Criteria for Retention, Tenure and Promotion

The Department of Theatre, Film and Dance houses three distinct disciplines and majors. The Faculty endorses the standards and criteria as outlined in Appendix J and submits additional area-specific standards for excellence in Teaching, Scholarly/Creative Activities, and Service activities as applicable to the Retention, Tenure and Promotion (RTP) process. We also take this opportunity to reaffirm that the “terminal degree” for tenure-track faculty in the Department of Theatre, Film, and Dance can be either or both the earned doctorate or the Master of Fine Arts for practitioners.

The Department of Theatre, Film and Dance Initiating Unit Personnel Committee (IUPC) is expected to solicit and collect written and signed statements every Spring semester from students regarding all faculty who have not (yet) reached the rank of Professor.

## I Teaching Effectiveness:

The Department of Theatre, Film and Dance’s criteria for evaluation of teaching effectiveness and the development of examples of activities to be assessed for determination of teaching excellence have been guided by Appendix J, Section IX.B.1.

### A. Criteria for Evaluating Excellence in Teaching

Activities to be assessed by written peer evaluation in the measurement of teaching effectiveness may include, but are not limited to, the following:

1. Direct instruction may include teaching students in courses (including lecture, lab studio, and on-location instruction), workshops and productions.
2. Academic Advising, Supervising and Mentoring Students: This may include academic advising and career mentoring of students; supervising and/or producing student works of theatre, film or dance and/or creative projects; supervising student-teachers and/or student assistants; and/or providing additional observation, evaluation and/or support outside of the normal classroom environment.
3. Development of Teaching Materials and Curriculum: This may include developing teaching materials such as appropriate outlines, study-guides, instructional manuals, software programs, multimedia content, or other content used in the classroom; developing and/or revising curriculum outcomes and assessment methodology; and/or making contributions to the achievement of program and departmental curriculum goals.
4. Professional Development Activities in Teaching: This may include: reviewing literature and research in teaching subject areas; planning and/or participating in professional development activities; developing and improving teaching and assessment methods; attending conferences and/or seminars appropriate to teaching subject areas; and/or conducting research related to teaching.

### B. Accomplishment Standards for Teaching Effectiveness

To achieve our departmental standard of “excellence” in teaching effectiveness, RTP candidates should:

- Make use of up to date and appropriate materials and methods for course taught.
- Prepare syllabi that conform to the HSU syllabus policy with the clearly presented course, program, and HSU Student Learning Outcomes and instructional methodology including clearly presented grading practices, standards and criteria.

- Include clearly presented applicable G.E. area student learning outcomes in G.E. course syllabi.
- Maintain awareness of instructional and program developments in courses taught.
- Achieve a pattern of favorable comments and student ratings around or above 4.0 on the student evaluation survey instrument. In the event of a pattern of unfavorable comments and/or low scores, the candidate is expected to reflect upon this and articulate a plan to address the issues.

## **II. Scholarly/Creative Activities:**

### **A. Criteria for Evaluating Excellence in Scholarly/Creative Activities**

Scholarly and Creative Activities represent efforts and tangible achievements whereby the faculty member establishes a professional record through contributions made to the discipline. The Department of Theatre, Film and Dance faculty recognizes that scholarly and creative activities can be represented by a wide variety of professional expression appropriate and acceptable for RTP candidates in our disciplines. The department is comprised of faculty who are performers, directors, filmmakers, choreographers, writers, historians, technicians, designers and theorists. Scholarship and Creative Activities often differ greatly among faculty depending upon their area of expertise and their responsibilities in the department.

For the granting of tenure, the Department expects the faculty member to provide evidence of a scholarly/creative program that encourages and provides for HSU student involvement. Each faculty member is required to demonstrate contributions in their area of specialization. At least some of the contributions from HSU based activities should provide evidence of undergraduate or graduate student involvement. Contributions made during any service credit years granted to a faculty member will have equal standing to HSU based contributions, but evidence of scholarly/creative activity while in resident at HSU must be presented.

#### ***Theatre Category 1:***

##### Performances:

- Public live-performance in a full-length theatrical production as a key production member such as director, designer, writer, dramaturg, lead performer, or technician at the regional, national, or international level.
- Key creative role in a film, television, radio or other recorded production that is exhibited at a juried or invitational event, or selected for distribution. Key creative role includes director, designer, writer, performer, or technician.

##### Scholarly/Creative Presentations and Activities:

- Presentations by invitation or selection from a recognized professional organization at the local, regional, national, and/or international level.
- Accepted participation as a member of a panel from a recognized professional organization at the local, regional, national, and/or international level.
- Invited keynote address for professional organizations at the local, regional, national, and/or international level.

##### Peer-Reviewed Publications:

- Academic publications including, but not limited to, books in area of expertise, chapters in scholarly books or textbooks, articles in refereed or other professional journals, other significant publications.

##### Funded Outside Grants:

- Grants secured from off-campus sources for research, creative, or scholarly activities.

***Theatre Category 2:***Performances:

- Public live-performance in a theatrical production as a director, designer, writer, dramaturg, performer, or technician at the non-professional local or university level.
- Key creative role in a local film, television, radio or other recorded productions. Key creative role includes director, designer, writer, performer, or technician.

Scholarly/Creative Presentations and Activities:

- Presentations including, but not limited to, coursework tutorials, or guest lectures on campus.

Non Peer-Reviewed Publications:

- Academic publications including, but not limited to, self-published works, coursework tutorials, or unpublished abstracts from papers presented at local, regional, national or international meetings, conferences, or symposia.

Funded Grants:

- Grants secured from campus sources for research, creative, or scholarly activities.

***Film Category 1:***Film and Emerging Digital Technologies:

- Key creative role in the production and completion of an original 10 minute or longer film/video/transmedia project that is exhibited at a juried or invitational event, or selected for distribution. Key creative roles include director, writer, cinematographer/director of photography, editor, and sound design/mixer.
- Key creative role in the production and completion of an original film that is grant funded or for a nonprofit agency.
- Completion of a 20 page or longer script that is optioned for production.

Scholarly/Creative Presentations and Activities:

- Presentations by invitation or selection from a recognized professional organization at the local, regional, national, and/or international level.
- Accepted participation as a member of a panel from a recognized professional organization at the local, regional, national, and/or international level.
- Invited keynote address for professional organizations at the local, regional, national, and/or international level.

Peer-Reviewed Publications:

- Academic publications including, but not limited to, books in area of expertise, chapters in scholarly books or textbooks, articles in refereed or other professional journals, other significant publications.

Funded Outside Grants:

- Grants secured from off-campus sources for research, creative, or scholarly activities.

**Film Category 2:**Film and Emerging Digital Technologies:

- Key creative role in a film/video/transmedia for hire. Key creative roles include director, producer, writer, cinematographer/director of photography, editor, and sound design/mixer.
- Key creative role in student collaborative professional productions.
- Regional or local screening of a film/video/transmedia in which the candidate had a key creative or technical role.

Scholarly/Creative Presentations and Activities:

- Presentations including, but not limited to, coursework tutorials, or guest lectures on campus,

Non Peer-Reviewed Publications:

- Academic publications including, but not limited to, self-published works, coursework tutorials, or unpublished abstracts from papers presented at local, regional, national or international meetings, conferences, or symposia.

Funded Grants:

- Grants secured from campus sources for research, creative, or scholarly activities.

**Dance Category 1:**Performances/Productions:

- Key creative role in an evening-length concert/show at the regional, national, or international level. Key creative role includes lead performer, choreographer or artistic director.
- Juried/adjudicated works of original choreography, or a juried major performance role in a dance 7 minutes or longer at the regional, national, or international level.
- Invitation/commission to choreograph, perform or direct at the regional, national, or international level.

Scholarly/Creative Presentations and Activities:

- Peer reviewed, by invitation, or commissioned from recognized professional organization. Presentations including, but not limited to: master classes, participant or coordinator for academic panel discussion, presentation of academic paper/research, presentations on topics or activities relevant to the discipline at the regional, national, or international level.

Peer-Reviewed Publications:

- Academic publications including, but not limited to, books in area of expertise, chapters in scholarly books or textbooks, articles in refereed or other professional journals, other significant publications.

Funded Outside Grants:

- Grants secured from off-campus sources for research, scholarly, or creative activities.

**Dance Category 2:**Performances/Productions:

- Key creative role in a dance 7 minutes or longer at the local level. Key creative role includes performer, choreographer or artistic director.
- Key creative role in an evening-length concert/show at the local level. Key creative role includes performer, choreographer or artistic director
- Invitation/Commission to choreograph, perform or direct at the local level.

Scholarly/Creative Presentations and Activities:

- Presentations including, but not limited to: master classes, participant or coordinator for academic panel discussion, presentation of academic paper/research, presentations on topics or activities relevant to the discipline on the local or regional level.
- Presentations including, but not limited to, coursework tutorials, or guest lectures on campus.

Non Peer-Reviewed Publications:

- Academic publications including, but not limited to, self-published works, coursework tutorials, or unpublished abstracts from papers presented at local, regional, national or international meetings, conferences, or symposia.

Funded Grants:

- Grants secured from campus sources for research, scholarly, or creative activities.

**B. Accomplishment Standards for Evaluating Scholarly/Creative Activities**

Scholarly/Creative Activities will generally fall into one of two categories - Category 1 is recognized as being of higher significance and prominence than Category 2. No relative importance or weighing is implied by the order within each category. The category areas of Theatre, Film and Dance are detailed separately below, however in the instance of an inter-disciplinary faculty member, activities from all three category areas may be present and be applied to promotion and tenure.

When faculty receive assigned time to direct or design a production for the department, this is considered part of their teaching load. The department also recognizes that this work may be a form of scholarship/creative activity. In such cases, the faculty member needs to provide evidence of the quality of the scholarship/creative activity. Additionally, in the appropriate sections of the PDS faculty must distinguish this work as a form of teaching and, separately, as a form of scholarship/creative activity.

***For Tenure and/or Promotion to Associate Professor***

The following standards are applicable to all the areas of Theatre, Film and Dance for evaluation of Scholarship and Creative Activity.

Minimum Essential: The standard of evaluation for a “Minimum Essential” level of performance for a candidate, during the period under review, for Tenure and/or promotion Associate Professor requires completion of at least:

- one activity from Category 1, *and*
- a minimum of two activities from either Category 1 or 2.

Good: The standard of evaluation for a “Good” level of performance for a candidate, during the period under review, for Tenure/Associate Professor requires completion of at least:

- two activities from Category 1, *and*
- a minimum of three activities from either Category 1 or 2.

Excellent: The standard of evaluation for an “Excellent” level of performance for a candidate, during the period under review, for Tenure/Associate Professor requires completion of at least:

- three activities from Category 1, *and*
- a minimum of three activities from either Category 1 or 2.

### ***For Tenure and/or Promotion to Professor***

The following standards are applicable to all the areas of Theatre, Film and Dance for evaluation of Scholarship and Creative Activity.

Minimum Essential: The standard of evaluation for a “Minimum Essential” level of performance, during the period under review, for a candidate for Professor requires completion of at least:

- two activities from Category 1, *and*
- a minimum of three activities from either Category 1 or 2.

Good: The standard of evaluation for a “Good” level of performance, during the period under review, for a candidate for Professor requires completion of at least:

- three activities from Category 1, *and*
  - a minimum of three activities from either Category 1 or 2;
- or:**
- two activities from Category 1, *and*
  - a minimum of four activities from either Category 1 or 2.

Excellent: The standard of evaluation for an “Excellent” level of performance, during the period under review, for a candidate for Professor requires completion of at least:

- four activities from Category 1, *and*
  - a minimum of one activity from either Category 1 or 2;
- or:**
- three activities from Category 1, *and*
  - a minimum of four activities from either Category 1 or 2.

## **III. Service**

### **A. Criteria for Evaluating Excellence in Service**

The Department of Theatre, Film and Dance’s criteria for evaluation service have been guided by Appendix J, Section IX.B.3

### **B. Accomplishment Standards for Evaluating Service**

In addition, the Department of Theatre, Film, and Dance recognizes service at the local, regional, national and/or international level activities such as, but not limited to:

- Organizing masterclasses by guest lecturers or artists
- Taking students to conferences, festivals, and other off-campus events
- Collaborations with professionals, non-profit organizations, and educational programs
- Recruitment and outreach activities
- Advising more than 35 students
- Active involvement on committees of professional organizations related to discipline
- Leading or organizing a community activity
- Serve as an expert adjudicator, respondent, or consultant in disciplinary field to outside organizations
- Coordinating symposia, panel presentations, or workshops for recognized professional organizations
- Pro bono activities related to field of expertise
- Serving as advisor or faculty sponsor to student groups
- Reviewing grants for funding agencies

When in a leadership position, candidates must provide evaluative documentation of effective leadership.

***For Tenure and Promotion to Associate Professor:***

The following standards are applicable to all the areas of Theatre, Film and Dance for evaluation of Service.

Minimum Essential: The standard evaluation for the “Minimum Essential” level of performance for a candidate for tenure and promotion to Associate Professor must include an average of at least **45 annual hours\*** of service work that includes:

- annually, full participation in department governance activities, *and*
- annually, five (5) hours of work beyond Theatre, Film, or Dance governance, *and*
- annually, At least five (5) hours of service to the community or profession.

Good: The Department of Theatre, Film, and Dance believes that the “Good” level of performance for a candidate for tenure and promotion must include an average of at least **65 annual hours\*** of service work that includes:

- annually, full participation in department governance activities and serving in leadership roles for department governance activities, *and*
- annually, at least ten (10) hours of work beyond Theatre, Film, and Dance governance, *and*
- annually, at least ten (10) hours of service to the community or profession.

Excellent: The Department of Theatre, Film, and Dance believes that the “Excellent” level of performance for a candidate for tenure and promotion must include an average of at least **85 annual hours\*** of service work that includes:

- annually, full participation in department governance activities and demonstrated effectiveness serving in leadership roles for department governance activities, *and*
- annually, at least fifteen (15) hours of service to the community or profession, *and*
- within the review period at minimum 20 hours of work beyond Theatre, Film and Dance serving on committees of the CAHSS or HSU or CSU.

\*Note: faculty are not required to participate in service activities during the summer or other times not within the official academic work year. However, faculty who do choose to engage in service activities at such times may include them in their annual service hours.

***For Promotion to Professor:***

The following standards are applicable to all the areas of Theatre, Film and Dance for evaluation of Service.

Minimum Essential: The standard evaluation the “Minimum Essential” level of performance for a candidate for promotion to Professor must include an average of at least **60 annual hours\*** of service work that includes:

- annually, full participation in department governance activities, *and*
- annually at least five (5) hours of service to the community or profession.

Good: The Department of Theatre, Film, and Dance believes that the “Good” level of performance for a candidate for tenure and promotion must include an average of at least **90 annual hours\*** of service work that includes:

- annually, full participation in department governance activities and a leadership position, *and*
- annually, at least ten (10) hours of service to the community or profession.



Excellent: The Department of Theatre, Film, and Dance believes that the “Excellent” level of performance for a candidate for tenure and promotion must include an average of at least **120 annual hours\*** of service work that includes:

- annually full participation in department governance activities with leadership positions, *and*
- annually at least fifteen (15) hours of service to the community or profession, *and*
- within the review period at minimum 30 hours of work beyond Theatre, Film and Dance serving on committees of the CAHSS or HSU or CSU.

\*Note: faculty are not required to participate in service activities during the summer or other times not within the official academic work year. However, faculty who do choose to engage in service activities at such times may include them in their annual service hours.

## **IV. Exceptional Situations**

The department acknowledges that exceptional situations may arise in which the specific criteria and rankings delineated above for ancillary activities may not provide an appropriate rubric for promotion and/or tenure. For example, such situations may arise when faculty are specifically hired to conduct activities in addition to instruction, such as program development.

Accordingly, the specific requirements for scholarly and service activities may be modified on a case-by-case basis, in consultation with the Dean, so long as faculty have met the primary requirement of demonstrating excellence and effectiveness in their teaching assignments.