June 2011

Promotion and Tenure Guidelines

Department of Performing Arts, Indiana University Northwest

The department seeks to encourage and recognize among its faculty both traditional and interdisciplinary artistic, creative activities, scholarship and instructional accomplishment, including the scholarship of teaching, within the University guidelines for promotion, tenure and reappointment as described in the Indiana University Academic Handbook. The criteria provided below are meant as a general guide to the evaluation of creative and scholarly achievement, teaching, and service as applied to all faculty of the Department of Performing Arts. Additional criteria (e.g. guidelines published by professional and academic associations) may be stipulated for faculty in specific disciplines or areas of creative activity. External evaluation of the faculty’s creative activity are consistent with the Association for Theatre in Higher Education (ATHE) and the Association of Design, Production, and Technology Professionals in the Performing Arts and Entertainment (USITT) guidelines. The following paragraphs address making a case for excellence in creative work, research, teaching, or service.

Creative activity and research:

The department recognizes and encourages creative, research, and professional accomplishment in traditional and interdisciplinary venues. Candidates should demonstrate a growing record of design, publication, directing, performance or other professional accomplishment at a level appropriate to the candidate’s discipline and years of service. Evidence of creative, research or professional accomplishment (that includes reference to the candidates IU Northwest affiliation) may include (not in any rank order):

♦ Creative work in design, directing or performance through production
♦ Exhibition, publication, broadcast, or other distribution of original creative work
♦ Authorship or co-authorship of books and monographs
♦ Publication in juried, discipline-specific journals or other media
♦ Peer or critical review
♦ Professional awards or prizes
♦ Commissioned and contract work
♦ Award of external grants for creative or scholarly projects or programs

When reviewing for reappointment, the department seeks evidence that the candidate is making progress and establishing a record of accomplishment in these or other related areas. In general, and as may be appropriate for each candidate, the department wishes to see a continuous record of juried or invited creative activities, significant awards, juried publications, significant regional or national performances, and/or the pursuit of external grants and financial aid in support of creative projects, research, etc (that includes reference to the candidate’s IU Northwest affiliation). When reviewing for tenure and promotion to the rank of associate professor, the department seeks evidence that the candidate has established a solid record of accomplishment in his or her area of excellence and that the candidate demonstrates the potential for further accomplishment which, in
time, could establish a case for promotion to full rank. Additionally, the candidate will have established adequacy in the areas of teaching and service. When reviewing for promotion to the rank of professor, the department evaluates the candidate’s record of excellence at the regional and national levels, sustained over a period of years, in areas of design, performance, exhibition, publication, broadcast, and so on. Additionally, the candidate needs to establish adequacy in the areas of teaching and service.

**Teaching**

The candidate should demonstrate effectiveness in teaching, appropriate to the wide variance of teaching venues and student capabilities encompassed within the department. Teaching effectiveness may be documented by traditional instruments such as peer review of classroom or studio activity, student evaluations, or evidence of student success in professional or academic fields. The teaching record should demonstrate an effect beyond the university classroom and campus. Teaching effectiveness may also be evaluated via other evidence, including (not in any rank order):

- Pedagogical Publications
- The Scholarship of Teaching and Learning
- Development of new traditional or interdisciplinary curricula or teaching techniques
- Awards for excellence in teaching
- Development of new traditional or interdisciplinary degrees or certificate programs
- Mentoring and advising
- Authorship of texts or other teaching materials
- Establishment, development, and maintenance of studios and labs necessary for effective instruction or creative output
- Establishment and development of instructional or student internship venues with community or professional organizations
- Development of grants, contracts, etc. which support or are associated with teaching, curriculum development, studio and lab development, etc.
- Remaining current with developments in the discipline

When reviewing for reappointment, the department seeks evidence that the candidate is making progress and establishing a record of accomplishment in these or other areas related to teaching effectiveness with contributions on and beyond the campus. When reviewing for tenure and promotion to the rank of associate professor, the department seeks evidence that the candidate has established a solid record of excellence in area of teaching, and that the candidate demonstrates the potential for further accomplishment which, in time, could establish a case for promotion to full rank. Additionally, candidates will have established adequacy in both creative activity/research and service. When reviewing for promotion to the rank of professor, the department seeks evidence that the candidate has achieved a record of excellence, leadership, and innovation, sustained over a period of years, in areas deemed appropriate by the reviewing committee. Additionally, candidates will need to establish adequacy in both creative activity/research and service.
Service:

The department encourages and recognizes the valuable contributions made by department faculty through service to the College, the University, and to the communities beyond the University. The service record should demonstrate an effect beyond the department and campus. Examples of service include:

- Membership and chairing of various COAS and University committees
- Mentoring
- Scholarship of Service
- Involvement with the community through performance, panel discussions, scholarship of service
- Facilitation of University/community partnering (recruitment of associate faculty, recruitment of internship opportunities, recruitment of guest lecturers, etc.)
- Leadership in professional organizations
- Provision of service or maintenance of equipment and facilities which benefits a constituency beyond the individual’s own classes.

When reviewing for reappointment, the department seeks evidence that the candidate is making progress and establishing a record of accomplishment in these or other areas related to service. When reviewing for tenure and promotion to the rank of associate professor, the Department seeks evidence that the candidate has established a solid record of excellence in areas of service deemed appropriate that make contributions both on and off campus, and that the candidate demonstrates the potential for further accomplishment which, in time, could establish a case for promotion to full rank. Additionally, the candidate will have established adequacy in creative activity/research and teaching. When reviewing for promotion to the rank of professor, the department seeks evidence that the candidate exhibits a record of excellence, responsibility, and leadership in COAS, University and community service, sustained over a period of years. Additionally, the candidate will need to establish adequacy in creative activity/research and teaching. Candidate should be aware that a claim of excellence in service has not generally been used for tenure or promotion to associate faculty rank, but has occasionally been used with success for the promotion to the rank of professor.

Note: These Promotion and Tenure Guidelines are consistent with the IU Handbook and IUN standards, as well as the Association for Theatre in Higher Education (ATHE) and the Association of Design, Production, and Technology Professionals in the Performing Arts and Entertainment (USITT) guidelines. When creating this document, we studied the documents from the two aforementioned professional organizations as well as several IU campuses including the IUSB Raclin School of Arts.