

ROLLINS COLLEGE
VIRGINIA S. AND W.W. NELSON DEPARTMENT OF MUSIC
CRITERIA FOR PROMOTION AND TENURE
A SUPPLEMENT TO ARTICLE VIII OF THE BYLAWS

2013

The Department of Music affirms Article VIII of the Bylaws of the College of Arts and Sciences dealing with faculty evaluation. In supporting the emphasis placed on teaching excellence, active scholarship (broadly defined), and college service, the following criteria shall be used by the Department of Music to evaluate the merits of the application of all Candidates for reappointment, tenure, and/or promotion.

EXPECTATIONS IN INDIVIDUAL CATEGORIES

The Candidate will write a professional assessment statement in which is articulated an educational philosophy and a set of goals consistent with the needs of the Department and the College.

TEACHING

The Candidate for tenure and/or promotion to Associate and Full Professor must demonstrate a record of excellence in teaching at Rollins College and a commitment to evolve as a teacher in ways that benefit the needs of the Department of Music and the intellectual and artistic growth of the students. At the outset, the Department wishes to emphasize the belief that an excellent teacher does more than generate positive evaluations from students. An excellent teacher demonstrates quality teaching by challenging students to develop skills as well as to learn a body of knowledge.

The criteria outlined in Article VIII, Section 1, "General Criteria," are applicable for the classroom, private studio, and ensemble teaching. The candidate's excellence in teaching will be evaluated by the following assessment measures.

- In applied music and ensemble teaching, written performance assessments by colleagues will measure the ability to foster excellence in student performance in public concerts, in departmental evaluations ("juries"), and in student recitals.
- In the classroom the ability to demonstrate effective classroom teaching will be assessed by:
 - syllabi, examinations and other written handouts;
 - course materials that provide in-depth exposure to the subject;
 - exams that test comprehension and concepts as well as facts, and are intellectually challenging;
 - positive course evaluations that demonstrate a consistently excellent teaching record;

- commitment to curricular development that incorporates students' suggestions and departmental needs;
- classroom/studio/rehearsal visitation by peers, administrators, and through documented conversations and interviews with students, colleagues, and others where appropriate.
- Any other supporting materials that give evidence of teaching effectiveness and interest in the teaching process may be submitted at the discretion of the candidate.

For promotion to Professor, the candidate is expected to maintain excellence in teaching and to continue seeking ways to innovate in the classroom, studio, and rehearsal hall.

RESEARCH AND SCHOLARSHIP

The Department of Music defines "research and scholarship" to include performance and musical composition. We believe this criterion to be essential to encourage professional advancement, to maintain currency in one's discipline, and to contribute to teaching effectiveness. We stress the necessity for a Candidate for tenure or promotion to have demonstrated a *pattern* of professional activity and development.

The guides published in Article VIII, Section 1, "Research and Scholarship," serve generally for the Department of Music. For the following recommendations, refer to the chart on page 4.

For tenure and promotion to Associate Professor, the Candidate should complete minimally:

- One (1) item from Row A; or
- Two (2) items from Row B; or
- Three (3) items from Row C.
- Items from Rows D and E are supportive of the Candidate's case.

For promotion to Full Professor, the Candidate should complete beyond the tenure date minimally:

- One (1) item from Row A; or
- Two (2) items from Row B; or
- Three (3) items from Row C.
- Items from Rows D and E are supportive of the Candidate's case.

COLLEGE SERVICE

In addition to the criteria as outlined in the Bylaws, the Department of Music emphasizes the following as its minimal expectations.

- A faculty member at Rollins has a unique opportunity to represent the College in the wider community. The Department of Music expects a faculty member to perform or lecture actively for civic groups and schools, as well as through other venues in order to heighten the College's visibility, to recruit prospective students, and, in general, to bring recognition to the Department and College.

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- A faculty member must seek service in the College governance system, including membership in committees and on task forces. A faculty member should also attend general meetings of the Arts and Sciences faculty.
 - The Department of Music takes seriously the role of adviser, whether as a freshman adviser teaching a freshman seminar to non-musicians or as an adviser to music majors and minors.
 - Each faculty member is responsible for participating willingly in departmental programs and activities. Such activities include attendance at student performances, recitals, and faculty meetings, cooperative efforts in performing and instruction, and others as articulated by the Department.
 - Each faculty member should participate fully in those professional organizations that address the professor's field or needs.

ADDENDUM*

Equivalent comparisons of creative performances with written and verbal scholarship.

PUBLICATION	VERBAL PRESENTATION	CREATIVE PERFORMANCE
A. Book	A. N/A	A. Major musical work, performed, published, or recorded
B. Monograph	B. N/A	B. 1. Full solo recital 2. Major conducting responsibilities 3. The composition of a substantial work for large ensemble (ten or more minutes in length) or a substantial solo or chamber work (twenty or more minutes in length) that is performed, published, or recorded
C. 1. Refereed scholarly article/periodical 2. Major editorial duties on an ongoing basis	C. N/A	C. 1. Full chamber music recital 2. Partial solo performance 3. The composition of a shorter work for large ensemble (five to ten minutes in length) or a solo or chamber work of moderate length (ten or more minutes in length) that is performed, published, or recorded.
D. Full-length/substantial articles in non-refereed professional journals	D. Featured (sole) speaker on a recognized scholarly series (or equivalent)	D. Minor composition, performed, published, or recorded composition (minor work)
E. Abstracts, reviews, summaries in professional journals	E. 1. Presenter / professional society 2. Respondent or panelist 3. Moderator of a session	E. Other performances

* Adapted from the guidelines used by the University of Southwest Louisiana.