

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

2020

The Department of Music affirms Article VIII of the Bylaws of the College of Liberal Arts 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 promotion application for both tenured and tenured-track music faculty.

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 mission and needs of the Department and the College. The candidate should also provide strong evidence that his/her work has met the Departmental criteria that is reviewed and reported to the department accrediting body, the National Association of the Schools of Music. In the case of deficiencies, the candidate must provide evidence that efforts have been made to address the areas of concerns.

TEACHING

The candidate for tenure and promotion to Associate or promotion to Professor must demonstrate a record of excellence in teaching at Rollins College and a commitment to evolve as a classroom and studio teacher in ways that encourages the artistic growth of the students. It is just as important that the candidate demonstrates his/her commitment to liberal arts teaching and regularly participates in the general education curriculum, integrating the mission of global citizenship and responsible leadership in all aspects of teaching. At the outset, the Department wishes to emphasize the belief that an excellent teacher does more than generate positive evaluations from students.

The criteria outlined in Article VIII, Section 1, “General Criteria,” are applicable for the Candidate’s teaching in the classroom, private studio, and in ensembles. The Candidate’s excellence in these teaching categories will be evaluated by the following assessment measures.

- In applied music and ensemble teaching, the ability to foster excellence in student performance will be assessed by:
 1. Written performance assessments by colleagues;
 2. The departmental CIE in applied music;
 3. Student performance in public concerts, student recitals, and juries measured by a rubric;

4. Pre-recital assessments measured by a rubric.
- In the classroom the ability to demonstrate effective classroom teaching will be assessed by:
 1. Syllabi, examinations and other written handouts that clearly demonstrate the candidate's competency in the teaching of music;
 2. Course materials that provide in-depth exposure to the subject;
 3. Exams that test comprehension and concepts as well as facts, and are intellectually challenging;
 4. Course evaluations that demonstrate a consistently excellent teaching record;
 5. Effectively lead classroom discussions that expand students' learning experiences, encourage students' participation, challenge conventions, heighten students' skills in information literacy, critical thinking, integrative learning and ethical reasoning.
 6. Evidence of high standards in the delivery of course content
 7. Evidence of consistent high standards in artistic performances that inspires students' public performances of music in the classroom, studio, and on stage;
 8. Promotion of innovative ideas in his/her teaching.

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 that demonstrate pedagogical growth since promotion to Associate Professor. In addition, the Candidate must demonstrate teaching that impacts students beyond the classroom. Activities such as lecture recitals, publish teaching articles, and student/faculty collaborative research are highly valued.

RESEARCH AND SCHOLARSHIP

The Department of Music defines "research and scholarship" to include performance and musical composition as well as scholarly research in music. 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, which is peer reviewed by an outside reviewer selected by the CEC; or
- Two (2) items from Row B, at least one of which is peer reviewed by an outside reviewer selected by the CEC; or
- Three (3) items from Row C, at least one of which is peer reviewed by an outside reviewer selected by the CEC.
- Items from Rows D and E are supportive of the Candidate's case.

For promotion to Full Professor, the Department's expectations of accomplishments are higher than for promotion to Associate Professor. The Candidate should complete beyond the tenure date minimally:

- Two (2) item from Row A, at least one of which is peer reviewed by an outside reviewer selected by the CEC; or
- Three (3) items from Row B, at least one of which is peer reviewed by an outside reviewer selected by the CEC; or
- Four (4) items from Row C, at least two of which are peer reviewed by an outside reviewer selected by the CEC
- Items from Rows D and E are supportive of the Candidate's case.
- The candidate must demonstrate continued excellence in scholarship.

Equivalent comparisons of creative performances with written and verbal scholarship.

PUBLICATION	VERBAL PRESENTATION	CREATIVE PERFORMANCE
A. Published book or chapter of a published book	A. N/A	A. Major musical work, performed, published, or recorded
B. Monograph	B. 1. Principal presenter at a noted conference or series. 2. Organize a scholarly symposium or conference	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 4. Keynote speaker or scholar in residence
C. 1. Refereed scholarly article/periodical 2. Major editorial duties on an ongoing basis	C. 1. Panelist or presenter at a peer reviewed conference 2. Presentation/lecture at a nationally known festival	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

		<p>solo or chamber work of moderate length (ten or more minutes in length) that is performed, published, or recorded.</p> <p>4. Presentation/lecture at a nationally known festival or peer reviewed conference.</p>
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

COLLEGE SERVICE

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

- 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.
- A faculty member must be fully engaged in the College governance system, including membership on committees and task forces. A faculty member should also attend general meetings of the College of Liberal Arts faculty.
- A faculty member in the Music Department must serve as an advisor, whether as a freshman advisor teaching a freshman seminar to non-musicians, or as an advisor to music majors and minors.
- Each faculty member is responsible for participating 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 serve the College and greater community as a performing artist or public scholar.

- Each faculty member should participate fully in those professional organizations that address the professor's field or needs.

For promotion to Full Professor, the Department's expectations of a candidate's participation in governance are higher than for promotion to Associate Professor.

- As an Associate Professor, a faculty member must hold a leadership position in subcommittee or committee in a standing committee of the college, or a leadership position in an all-college governance before going up for promotion.