

Department of Theatre & Dance
Criteria for Tenure and Promotion

Revised - Spring 2012
Approved by FEC – Spring 2012

The Department of Theatre and Dance follows the procedures and criteria for FACULTY EVALUATION as prescribed in the bylaws of the College of Arts and Sciences of Rollins College - Article VIII. In addition to adherence to Article VIII, the department endorses and follows the additional criteria and definitions outlined below:

TENURE AND PROMOTION:

1. Criteria for Evaluating Teaching Excellence (Article VIII, B, Section 1-B)

The Department of Theatre Arts and Dance recognizes that Rollins values teaching excellence above all other criteria.

- I. For those departmental members whose appointment is primarily creative/practical in nature (i.e., design or performance) in addition to teaching excellence in the formal classroom, the Department views the Rollins' season productions as part of a *production classroom* that is inextricably tied to the work of the formal academic class. As such, candidates for tenure and promotion are expected to illustrate teaching excellence in their work with students in their particular area of artistic expertise in both formal and *production* classrooms.

- II. For those departmental members whose appointment is primarily academic in nature (i.e., theatre or dance history), excellence in teaching in the candidates' particular area is also expected of candidates for tenure and promotion. Here, in addition to the formal classroom, candidates shall illustrate teaching excellence by both demonstrating clear scholarly interests and by encouraging students to develop an active scholarly life. Candidates shall establish teaching excellence in this area through collaborative student/faculty written or oral public presentations, collaborative student/faculty research projects, and/or faculty mentored student independent research projects and production dramaturgy.

Teaching excellence will be evaluated by the following as applicable:

- a) The candidate's demonstration of classroom excellence in a specific area of theatre arts and/or dance as measured by 1) Course Instruction Evaluations; 2) first-hand observations by departmental and College colleagues; and 3) documented conversations and interviews with students, colleagues, and others where appropriate.

- b) The candidate's demonstration of teaching excellence through artistic or academic mentorship of students in the candidate's area of expertise (collaborative student/faculty written or oral public presentations, collaborative student/faculty research projects, and/or faculty mentored student independent research projects).
- c) The candidate's demonstration of teaching excellence as illustrated by the quality and proficiency of student work in theatrical/dance productions supervised by the candidate in the aforementioned *production classroom*.
- d) The candidate's openness to continuing evaluation and modification of courses regularly taught in the College curriculum in conjunction with other faculty (both inside and outside of the College). Such evaluation and modification shall be undertaken by the candidate with 1) a recognition of student concerns/input and ability to adjust coursework and pedagogy accordingly; 2) an investigation and understanding of developments in the field; and 3) a willingness to experiment with innovative/new teaching methodologies.
- e) The candidate's willingness to participate and teach College curricula that not only serves the Department of Theatre Arts and Dance but also serves the College as a whole (i.e., Rollins Conference Course Program, Honors Program, MLS Program, Rollins Plan, etc.).
- f) The candidate's willing and effective participation in new course and new curricular development.
- g) The candidate's demonstration of teaching excellence as illustrated both by the quality of the candidate's syllabi, handouts, and supplemental materials used to enhance student learning and in the quality of the candidate's organizational skills, thoroughness, and dedication to the subject matter taught.
- h) The candidate's demonstration of teaching excellence as illustrated both by design and use of 1) examinations and other grading instruments; and 2) clear and challenging student work assignments that relate directly to the content and substance of a given course.

PROMOTION TO FULL PROFESSOR:

The candidate for promotion to Full Professor, having already demonstrated a record of teaching excellence at the College by virtue of the award of tenure and promotion to Associate Professor shall continue to demonstrate a *pattern* of teaching excellence post the candidate's award of tenure/promotion to Associate Professor and prior to the candidate's application for promotion to Full Professor. In this regard, the candidate should make an ongoing commitment to *evolve* as a teacher in ways that benefit the needs of the Department of Theatre Arts and Dance and the intellectual and artistic growth of Rollins College.

The CEC (Candidate Evaluation Committee) will evaluate the candidate's teaching record through a comprehensive assessment of the above.

2. Criteria for Evaluating Research/Scholarship (Article VIII, B, Section 1-B)

Scholarship may take the form of A) Creative Activity; B) Scholarly Activity; or C) a combination of both, depending upon the candidate's appointment and area(s) of expertise.

Given the diversity of areas of expertise within the department, the candidate's option to combine scholarly and creative activities, and the extremely broad range of production projects which might be submitted to satisfy the department's research/scholarship requirements, it is difficult to "quantify" a specific number of scholarly and/or creative activities. The candidate's CEC expects the number of such activities to be commensurate with the candidate's years of service to the College and to illustrate a *pattern* of professional development that will continue beyond the awarding of tenure/promotion to Associate Professor. Such assessment will be made by the candidate's CEC relying upon accepted professional standards.

A) Creative Activity is defined as public performance *beyond normal Rollins student production responsibilities* in a professional setting (i.e., AEA, AFTRA, SAG, or other professional union or theatre/dance company environments).

The following are the significant, though not totally inclusive examples of creative activities that would constitute comparable professional achievement (scholarship) through performance:

- a. Direction of full length plays/productions (scripted or improvised);
- b. Technical Direction of full length plays/productions ;
- c. Stage Management of full length plays/productions;
- d. Set Design of full length plays/productions;
- e. Costume Design of full length plays/productions;
- f. Lighting design of full length plays/productions;
- g. Sound Design of full length plays/productions;
- h. Principal Acting Roles of full length plays/productions;
- i. Playwriting/Devising of full length plays/productions;
- j. Translations and adaptations of full length plays/productions;
- k. Choreography for full length plays/productions/dance concerts;
- l. Dance Roles for full length plays/productions/dance concerts;
- m. Production of full length dramatic or documentary radio or television productions.

For faculty whose scholarship falls wholly under the Creative activity criteria, at a minimum the CEC expects that barring exceptional circumstances, (i.e., a role/director/designer in a Broadway play or musical,), candidates for

tenure/promotion to Associate Professor must complete two substantial projects (per the above), during the time period post the candidate's appointment to a tenurable position and prior to the candidate's application for tenure/promotion to Associate Professor.

In support of a request for tenure and/or promotion, it is the candidates responsibility to provide documentation of quality assessment (i.e., newspaper reviews, magazine reviews) and letters assessing creative and/or scholarly work from professional peers from both inside and outside the College in their file. The candidate should consult with their CEC chair regarding the specific number and type of documents recommended. For creative work, candidates should at a minimum seek to provide at least one professional (newspaper or magazine) review for each work produced.

B) Scholarly Activity is defined as scholarly writing (journal articles, books) formal presentations, and/or publications in the candidates specific area of expertise.

The following are significant, though not totally inclusive examples of academic activities that indicate professional scholarship:

- a. Presentation of papers at regional or national conferences at which the papers submitted are peer-reviewed;
- b. Articles and reviews published in professional journals in which materials are peer-reviewed;
- c. Publication of a book, book chapter(s) or textbook related to the candidate's specific area of expertise.

For faculty whose scholarship falls wholly under the Scholarly activity criteria, at a minimum the CEC expects that candidates for tenure/promotion to Associate Professor must complete two substantial projects from b or c above, during the time period post the candidate's appointment to a tenurable position and prior to the candidate's application for promotion and tenure.

In support of a request for tenure and/or promotion, it is the candidates responsibility to provide documentation of quality assessment (i.e., newspaper reviews, magazine reviews) and letters assessing creative and/or scholarly work from professional peers from both inside and outside the College in their file. The candidate should consult with their CEC chair regarding the specific number and type of documents recommended. For creative work, candidates should at a minimum seek to provide at least one professional (newspaper or magazine) review for each work produced.

- C) For faculty whose scholarship falls under **both the Creative and Scholarly Activity** criteria, at a minimum the CEC expects that candidates for tenure/promotion to Associate Professor must complete one substantial creative project (per the above) and one substantial scholarly project from b or c above, during the time period post the candidate's appointment to a tenurable position and prior to the candidate's application for promotion and tenure.

PROMOTION TO FULL PROFESSOR:

Pursuant to the College By-laws, the College has higher expectations for candidates for Full Professor than for candidates for tenure/promotion to Associate Professor. The candidate must demonstrate a significantly stronger record of scholarly accomplishment to merit promotion to Full Professor. In this regard, the candidate must demonstrate that the quality of the creative/scholarly work produced after promotion to Associate Professor makes a measurable contribution to the field and that the quality, quantity, and recentness of these contributions serves to distinguish the candidate in a specific area of expertise.

At a minimum, we expect that barring exceptional circumstances, (i.e., a role/director/designer in a Broadway play or musical, or completion of a published textbook), candidates for Full Professor must complete three substantial projects (in alignment with the above listed categorical standards), post the candidate's award of tenure/promotion to Associate Professor and prior to the candidate's application for promotion to Full Professor.

The CEC (Candidate Evaluation Committee) will assess the candidate's research/teaching record through a comprehensive assessment of the above.

3. Criteria for Evaluating Service (Article VIII, B, Section 1-B)

The candidates CEC expects faculty members to make contributions to 1) the College community; 2) the local community; 3) and/or the candidate's professional/artistic community prior to being considered for promotion.

The following are significant, though not totally inclusive examples of service activities:

- a) Active participation in the planning, implementation, and review of departmental programs and activities.
- b) Demonstration of positive adjustment to the Department of Theatre Arts and Dance and the College communities, including effective collegial interpersonal association with members of the departmental and College community and behavior that promotes a cooperative work environment.

- c) Participation in academic advising. All members of the Department of Theatre Arts and Dance are expected to assume a fair and reasonable share of the advisee load and to carry out all responsibilities associated with the role of academic advisor.
- d) Participation in informal advising. All members of the Department of Theatre Arts and Dance are expected to assume a fair and reasonable share informal advising formulated to facilitate our student's post baccalaureate education and/or professional work.
- e) Outreach and participation within the community as consultant or artist in organizations designed for the enhancement of community life.
- f) Active participation in College governance system on formal and ad hoc governance committees (i.e., Student Life, FEC, RP Planning Committees).
- g) Active participation in professional organizations on a local and state level (i.e., FTC, FDA, etc.).
- h) Active participation in professional organizations on a national level (USITT, SETC, NAST, NASD, ATHE, CORD, etc.).

The candidate for tenure/promotion to Associate Professor shall present evidence of meeting the above service requirements, during the time period post the candidate's appointment to a tenurable position and prior to the candidate's application for promotion and tenure. The CEC expects the number of such activities to be commensurate with the candidate's years of service to the College.

PROMOTION TO FULL PROFESSOR:

Given the College's mission to promote that faculty and students function "as responsible citizens and workers in a global society," a candidate who applies for promotion to Full Professor must demonstrate a commitment to a *pattern* of active participation in service activities within the College, local, and candidate's professional artistic communities post the candidate's award of tenure/promotion to Associate Professor and prior to the candidate's application for promotion to Full Professor. In addition, the candidate should endeavor to take on leadership roles within those committees/organizations whenever possible.

The CEC (Candidate Evaluation Committee) will evaluate the candidate's record of service through a comprehensive assessment of the above.