

## DEPARTMENT OF MUSIC DEFINITIONS AND STANDARDS FOR, PROMOTION, AND TENURE

July 21, 2017

The mission of the CSU Dominguez Hills Department of Music is to prepare students for lives as professional musicians and educators in the 21<sup>st</sup> century through a well-rounded curriculum, small class sizes, and individualized instruction. The rapidly changing musical landscape that awaits our students requires a wide range of skills that go beyond musical competence. The department values and acknowledges our relationship with the surrounding communities and aspires to be a major musical and cultural center in the region.

### **DEFINITIONS OF TEACHING, SCHOLARSHIP, AND SERVICE**

This document states the policies and procedures for retention, promotion, and tenure within the Department of Music and has been prepared in response to university policy. This document is in line with all applicable RTP criteria for Unit 3 faculty agreed to by the California Faculty Association (CFA) and the CSU Board of Trustees. The standards contained in this document are limited to areas in the RTP criteria in which the Department of Music has its own discretion and is meant to supplement the official University RTP personnel policies.

The department will evaluate faculty members with respect to three basic categories: teaching, scholarship & creative activity, and service. Faculty members in the Department of Music appointed with a Ph. D. or D.M.A. must have the degree awarded at the time of reappointment.

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### **TEACHING**

Music professors are expected to foster technical, creative, and historical musical literacy through student-centered activities that contribute to student learning. These activities may take the form of private instruction, group lectures, small group exercises, master classes, ensemble coaching, and other techniques. These activities may include hybrid and on-line courses as well as traditional face-to-face instruction.

Faculty teaching evaluations include: 1) student evaluations (PTE); 2) classroom observations by tenured music faculty; 3) review of representative materials given to students (syllabi, instructional materials, examinations, assignments, and assessment methods); 4) student work; 5) faculty member's self-assessment of teaching effectiveness; 6) faculty member's ongoing professional development including: regular revision of courses, development of new courses, and the development and implementation of new and innovative approaches in teaching methodologies and materials.

For faculty teaching in the area of applied music and performance activity, the evaluation will: 1) assess the faculty member's ability to determine the level and skill of individual students or ensembles; 2) assess the faculty member's ability to enable students and/or ensembles to reach their potential through selection of appropriate repertoire, techniques, and performance opportunities.

These areas will be judged through observation of lessons and rehearsals as well as assessing the quality of student performances evidenced by juries, master classes, recitals, and student evaluations.

The following kinds of information can provide further important evidence of teaching effectiveness: 1) solicited or unsolicited letters from peers in the field or from former students; 2) success of former students; 3) evidence of the development of initiatives in curriculum and program development.

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## **SCHOLARSHIP & CREATIVE ACTIVITY**

Full-time faculty members in the Department of Music are expected to be professionally active in their individual fields as scholars and/or performers. They are expected to engage in a continuing program of research and/or creative activity- in a wide range of pursuits including but not limited to composing, conducting, and scholarly research, disseminated to an audience beyond the university. They are encouraged to transfer these activities and skills to students through various forms of teaching activities. The department may decide to argue against retaining, tenuring, or promoting a faculty member who does not provide sufficient evidence of scholarly or creative activity.

The significance of the work will be determined by taking into consideration:

1. The prestige and visibility of the publication, recording, presentation, or performance
2. The forum (local, regional, national, international) of the publication, recording, presentation, or performance
3. Evidence of ongoing peer recognition as a performer or scholar (such as repeated invitations to perform or present; evidence of publication or distribution of compositions/arrangements; significant prizes and awards).

## **SCHOLARSHIP**

Evaluation of the quality of scholarship includes the review of 1) publications; 2) conference papers; 3) manuscripts; 4) activity in professional organizations; 5) other research in progress.

The following weighted activities and categories should be considered when applying for reappointment, tenure, and/or promotion:

#### Category A

- Single-authored scholarly book in-press or published by a reputable and recognized publisher (20 points)
- Co-authored scholarly book in-press or published by a reputable and recognized publisher (10 points)
- Single-authored anthology in-press or published by a reputable and recognized publisher (12 points)
- Co-authored anthology in-press or published by a reputable and recognized publisher (6 points)
- Single-authored peer-reviewed in-press or published journal article (4 points)
- Co-authored peer-reviewed in-press or published journal article (2 points)

#### Category B

- Single-authored book chapter in-press or published by a reputable and recognized publisher (3 points)
- Co-authored book chapter in-press or published by a reputable and recognized publisher (2 points)
- Holding elected office in a scholarly or professional society or organization (3 points)
- Receiving an internal or external grant of less than \$5,000 USD (2 points)
- Receiving an internal or external grant of at least \$5,000 USD (3 points)
- Presenting a scholarly paper at a peer-reviewed international, national, or regional conference (3 points)

#### Category C (1 point each)

- Co-author (non-presenter) of a scholarly paper at a peer-reviewed international, national, or regional conference
- Invited talk at a scholarly, professional, or educational venue
- Panel discussion at a scholarly, professional, or educational venue
- Publication in a major print or internet media
- Submission of an internal or external grant proposal
- Book review of a published work
- Manuscript review for scholarly conference or journal
- Chairing a session at an international, national, or regional conference
- Committee membership in a scholarly or professional society
- Receipt of a special award from a scholarly or professional society
- Discipline related library collection development
- Earning relevant credentials or licenses
- Organizing a conference, colloquium, symposium, or workshop

\* Note: in some cases a self-published work may be considered for review based on the professional relevance and visibility of the publication.

Additional items may be included but must have prior approval by the Department of Music RTP Committee.

## **CREATIVE ACTIVITY**

Evidence of creative activity can be demonstrated by the pursuit and/or production of the following weighted activities when applying for reappointment, tenure, and/or promotion:

### **Category A**

- Featured solo performer on a full-length, professionally produced recording released by a recognized record label (10 points)
- Co-performer on a full-length, professionally produced recording released by a recognized record label (5 points)
- Featured composer, songwriter, or arranger of a full-length, professionally produced recording released by a recognized record label (10 points)
- Co-composer, co-songwriter, or co-arranger of a full-length, professionally produced recording released by a recognized record label (5 points)
- Composer, songwriter, or arranger of a single work included in a professionally produced recording released by a recognized record label (3 points)
- Co-composer, co-songwriter, or co-arranger of a single work included in a professionally produced recording released by a recognized record label (2 points)
- Featured solo performance at an international music festival or concert series (10 points)
- Collaborative performance at an international music festival or concert series (5 points)
- Composer or arranger of a substantial work published by a recognized professional publisher (10 points)
- Performance by non-CSUDH personnel of a composition or arrangement (5 points)
- Featured performer in a professionally produced video recording (5 points)
- Appearance as a guest conductor or clinician (5 points)
- Visible presence on and off campus as a performer, composer, or arranger (5 points)

### **Category B**

- Holding of an elected office in a professional society or organization (3 points)
- Review of a recorded work in a recognized publication (3 points)
- Review of a live performance in a recognized publication (3 points)
- Receipt of an internal or external grant of at least \$5,000 (3 points)
- Receipt of an internal or external grant of under \$5,000 (2 points)
- Serving as artistic director of an international festival or concert series (5 points)
- Manuscript in progress for future publication (2 points)
- Organizing a local conference, colloquium, symposium, or workshop (3 points)

Category C (1 point each)

- Invited guest or panelist at a professional, creative, or educational venue
- Service as a judge for a music festival or competition
- Receipt of award for creative activity by a professional or scholarly organization
- Committee membership in a scholarly or professional organization or society

\* Note: in some cases a self-published/released work or recording may be considered for review based on the professional relevance and visibility of the publication.

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## **SERVICE**

The successful faculty member contributes to the department, the university, the profession, and the community at large. Meaningful academic and co-curricular service can take many forms. The following list offers examples of what would count as appropriate types of service.

Evaluation of the quality of service includes review of documentation of service including letters, email, and other forms of correspondence from committee chairs, committee members, or members of the community.

### Departmental Service

- Serving on department committees
- Serving as department chair
- Faculty adviser on campus to professional associations, honorary organizations and other student organizations
- Development of special materials such as brochures, handbooks, and fliers
- Recruiting activities

### Campus-wide Service

- Serving on College or University-level committees
- Service as a representative of the university
- Serving as an Academic Senator
- Undertaking special responsibilities at the college or university level

### Community Service

- Membership on committees and commissions
  - Holding office in a community organization
  - Serving as a board member for an arts group or organization
  - Consulting for community groups within one's field of expertise
  - Giving a lecture or presentation to a community group
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## **STANDARDS FOR REAPPOINTMENT**

## **INTRODUCTION**

Tenure-track faculty will be evaluated on the following mandatory materials:

### Perceived Teaching Effectiveness (PTE)

Student comments and statistical summaries on the PTE forms will be evaluated for the courses selected by the faculty member for inclusion in their Working Personnel Action File (WPAF). Satisfactory progress in the PTE area is defined by positive reviews of students (80-100% agree or strongly agree in every category). The response rate will be taken into consideration by RTP committee members.

### Peer Review Classroom Observations

Faculty under review will receive feedback from peer-reviewed classroom observations during each semester of the first year and once each following year. Observations will measure pedagogy, student engagement, classroom management, and professionalism. The course may be a traditional lecture or ensemble group rehearsal. Faculty will be notified at least one week prior to a scheduled observation.

### Review of Teaching Materials

A list of materials related to student outcomes includes 1) course syllabi; 2) graded assignments; 3) PowerPoint presentations; 4) class notes; 5) given assignments; 6) exams and quizzes; 7) solicited or unsolicited feedback from students; 8) musical exercises or studies; 9) other instructional materials.

## **ASSESSMENT AND EVALUATION OF TEACHING IN THE WPAF**

The WPAF dossier must include the following materials:

- Syllabi for all courses taught
- Applicable rubrics and guidelines for all courses taught
- Samples of graded "excellent", "satisfactory" and "unsatisfactory" papers or essays from at least one course
- Samples of feedback on student work
- Copies of in-class activities

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## **SCHOLARSHIP & CREATIVE ACTIVITY**

Satisfactory progress for reappointment requires the accumulation of 20 points from the various categories. At least 5 points must be earned during the first two years and 10 points after four years.

WPAF (Year 1 review): evidence of progress toward scholarship and/or creative activity in Category A is expected.

WPAF (Year 4 review): evidence of progress toward scholarship and/or creative activity in Category A is required.

WPAF (Year 6 review): evidence of the accumulation of 20 points in Categories A, B, and C is required.

#### ASSESSMENT AND EVALUATION OF SCHOLARSHIP IN THE WPAF

The WPAF dossier should include the following types of materials:

- Copies of articles, book chapters, or books in progress, submitted, or accepted for publication
- Correspondence from co-authors describing the faculty member's contribution
- Evidence of elected office in a scholarly or professional society or organization
- Documentation confirming submission of a grant proposal and, if applicable, acceptance
- Abstract of a presented paper
- Conference programs or schedules
- Copies of book reviews
- Documentation of earned licenses or credentials
- Documentation of contributions to the discipline
- Documentation of scholarly awards

#### ASSESSMENT AND EVALUATION OF CREATIVE ACTIVITY IN THE WPAF

The WPAF dossier should include the following types of materials:

- Programs from festivals, conventions, or concert series
- Evidence of released/published recordings detailing level of involvement and contributions
- Copies of musical scores in progress, submitted, or accepted for publication
- Reviews of live or recorded performances
- Reviews of published musical scores including compositions, songs, or arrangements
- Various evidence of the faculty member's reputation as a performer, composer, songwriter, conductor, producer, artistic director, or clinician
- Promotional materials for professional work

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#### SERVICE

Significant service on department, college, or university committees is required. A reappointed faculty member is expected to serve on at least one department-level committee each year. Departmental service includes 1) curriculum committee; 2) events and concert series committee; 3) advising an official student group; 4) academic senator; 5) faculty search committees.

Additional service on a college or university-level committee is required after three years.

## ASSESSMENT AND EVALUATION OF SERVICE IN THE WPAF

The WPAF dossier should include the following types of materials:

- Meeting agendas
  - Correspondence from other committee members
  - Evidence of completed projects
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## STANDARDS FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

### INTRODUCTION

A faculty member must have a consistent record of satisfactory progress in all three areas described below to be recommended for tenure and promotion to Associate Professor.

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### TEACHING

To achieve tenure and promotion to Associate Professor the faculty member must demonstrate the following:

#### Perceived Teaching Effectiveness (PTE)

Student comments and statistical summaries on the PTE forms will be evaluated for the courses selected by the faculty member for inclusion in their Working Personnel Action File (WPAF). Satisfactory progress in the PTE area is defined by positive reviews by students (80-100% agree or strongly agree in every category).

#### Peer Review Classroom Observations

Faculty under review will receive feedback from peer-reviewed classroom observations during each semester of the first year and once each following year. Observations will measure pedagogy, student engagement, classroom management, and professionalism. The course may be a traditional lecture or ensemble group rehearsal. Faculty will be notified at least one week prior to a scheduled observation.

#### Review of Teaching Materials

A list of materials that related to student outcomes includes: 1) course syllabi; 2) graded assignments; 3) PowerPoint presentations; 4) class notes; 5) given assignments; 6) exams and quizzes; 7) solicited or unsolicited feedback from students; 8) musical exercises or studies; 9) other instructional materials.

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### SCHOLARSIDP & CREATIVE ACTIVITY

Twenty points from the various categories of scholarly and creative activity must be accumulated to qualify for tenure with a minimum of 10 points from categories A and B.

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## **STANDARDS FROM PROMOTION TO FULL PROFESSOR**

### **INTRODUCTION**

A minimum of five years at the rank of Associate professor is required before being promoted to Full Professor. A faculty member must have a consistent record of satisfactory progress in all three areas described below to be recommended for tenure and promotion to Associate Professor.

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### **TEACHING**

To achieve promotion to Full Professor the faculty member must demonstrate the following:

#### Perceived Teaching Effectiveness (PTE)

Student comments and statistical summaries on the PTE forms will be evaluated for the courses selected by the faculty member for inclusion in their Working Personnel Action File (WPAF). Satisfactory progress in the PTE area is defined by positive reviews by students (80-100% agree or strongly agree in every category).

#### Peer Review Classroom Observations

One satisfactory peer reviewed classroom observation is required the year before applying for promotion. Observation will measure pedagogy, student engagement, classroom management, and professionalism. The course may be a traditional lecture or ensemble group rehearsal. Faculty will be notified at least one week prior to a scheduled observation.

#### Review of Teaching Materials

A list of materials that related to student outcomes includes: 1) course syllabi; 2) graded assignments; 3) PowerPoint presentations; 4) class notes; 5) given assignments; 6) exams and quizzes; 7) solicited or unsolicited feedback from students; 8) musical exercises or studies; 9) other instructional materials.

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### **SCHOLARSHIP & CREATIVE ACTIVITY**

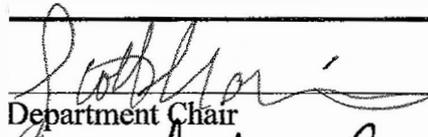
A faculty member applying for promotion to Full Professor must demonstrate a pattern of scholarship and creative activity that is ongoing, progressive, and likely to produce continued results.

To achieve promotion to Full Professor the faculty member must accumulate 20 additional points from Categories A and B.

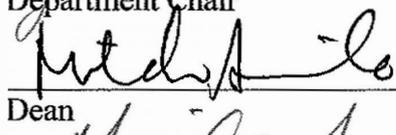
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**SERVICE**

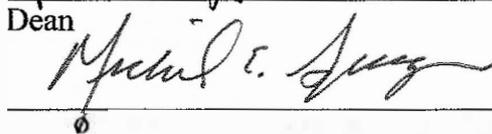
Ten or more documented service activities are required for promotion, including considerable department-level service.

  
Department Chair

8/27/17  
Date 8/27/17

  
Dean

Date 9/11/2017

  
Provost and Vice President of Academic Affairs

Date