

**THE DEPARTMENT OF THEATRE AND DANCE
DEFINITIONS AND STANDARDS
FOR RETENTION, PROMOTION, AND TENURE**

March 2, 2013

DEFINITIONS OF TEACHING, SCHOLARSHIP, AND SERVICE

INTRODUCTION

TEACHING

The teaching philosophy of the Department of Theatre and Dance:

The collective goal of our faculty is to engage students in active self-expression through the appreciation of the arts as a cultural reflection. The combined arts of theatre and dance enable students to develop production, concert, and overall performance skills that enrich their lives as well as train them for careers in many related fields. As we teach our students the historical, cultural, and performance dimensions of theatre and dance, they are equipped with valuable insight into the intricacies of human behavior. These tools enhance the student's ability to conceptualize ideas and formulate them into artistic visions. Theatre and Dance also provides a community based experience that trains students in the intra and interpersonal skills that help them relate cooperatively to others of diverse ages and backgrounds. The group experience within the performing arts encourages collaboration, communication, and the ability to think critically. Our students can apply these competencies to all fields in which creative and interactive skills are factors in success. Through rigorous classroom exploration, professional internships, dance concerts, and theatre productions, our performing arts students are taught to awaken their creative self expression that can lead them on a path to meaningful careers.

Teaching activities in the Department of Theatre and Dance Include:

- Conducting lecture classes (i.e. World Theatre History, Dance History, Dance Perceptions, Fundamentals of Speech, Intro to Theatre, Film, and Television)
- Conducting activity classes (i.e. Acting 1 and 2, Creative Dramatics, Acting for the Camera, all levels of Ballet, Jazz, Modern Dance, Dances of World Cultures, Choreography, Music for Dance)
- Teaching and curriculum development of any theatre and dance classes in the General Education Program.
- Development of online courses and performance related technologies.
- Faculty and student field trips to professional theatres and dance concerts
- Management of Scenic Design Labs and the Dance Studio
- Mentoring of annual senior performance recitals/capstone courses
- Choreography and artistic direction for annual dance concerts

- Staging and artistic direction of annual theatre productions
- Development of Acting and Dance performance reels
- Invitation of guest directors, designers, and choreographers to conduct master classes and workshops.
- Theatre and Dance collaboration and development of the musical theatre program.

Additional items may be considered as teaching activities. Such activities must have the prior approval of both the department and the faculty member.

Methods of evaluating teaching activities include:

- Student responses in Perceived Teaching Evaluations (PTE) Forms with a minimum of 60% response rate.
- Course peer evaluation and classroom observation.
- Review of syllabi, exams, course handouts, and other pedagogical materials.
- Observation of Theatre production rehearsals and performances.
- Observation of Dance concert rehearsals and performances.

SCHOLARSHIP AND OR CREATIVE WORK

The mission of the Department of Theatre and Dance encourages scholarship and/or creative work that maintain faculty currency in their respective areas of expertise. In addition, faculty scholarship should augment and support faculty teaching.

Evidence of scholarship in creative activity and/or research can be demonstrated by the pursuit and/or production of the following:

PERFORMANCE: ACTING, DIRECTING, OR DANCE FACULTY

Note: A faculty member who is active in any of these activities, must receive at least one positive peer review letter during the review cycle, from a tenured faculty member in the department.

- Professionally directed theatre production that is staged at a local, regional, national, or international venue with a respected and recognized reputation. The degree to which a venue is considered “recognized and reputable” is determined by the tenured faculty in the department.
- A theatrical lead or supporting role at a local, regional, national, or international venue with a respected and recognized reputation. The degree to which a theatre venue is considered “recognized and reputable” is determined by the tenured faculty in the department.
- Professionally choreographed dance concert that is held at a local, regional, national, or international venue with a respected and recognized reputation. The degree to which a dance venue is considered “recognized and reputable” is determined by the tenured faculty of the department.
- A member of a dance ensemble or a solo performance that is held at a local, regional, national, or international venue with a respected and recognized

reputation. The degree to which a dance venue is considered “recognized and reputable” is determined by the tenured faculty of the department.

- A solo or ensemble performance in a commercial, film, or television program from a respected and recognized source. The degree to which the film or television source is considered “respected and recognized” is determined by the tenured faculty of the department.
- Theatre and dance performances at a venue that are professionally reviewed by a performance critic from a respected and recognized newspaper, magazine, journal, or publication. The degree to which the publication is considered “respected and recognized” is determined by the tenured faculty in the department.
- Performances with other arts disciplines within the College that are focused on faculty collaboration.
- On campus theatre productions or dance concerts that are peer reviewed from tenured colleagues.

THEATRE OR DANCE HISTORY, THEORY, AND DRAMATIC LITERATURE FACULTY:

Note: A faculty member who is active in any of these activities must receive at least one positive peer review letter during the review cycle, from a tenured faculty member in the department.

- Articles published in peer-reviewed journals dealing with theatre and dance history, criticism, creative performance, aesthetics, and philosophy.
- Alternative publication modes published by a recognized and reputable source including written reviews or manuscripts dealing with theatre and dance world history, criticism, creative processes, aesthetics, and philosophy. The degree to which a source is considered “recognized and reputable” is determined by the tenured faculty in the department.
- Textbooks, manuals, blogs, websites, historical manuscripts, websites, and non-traditional formats published by a recognized and reputable source. The degree to which a source is considered “recognized and reputable” is determined by the tenured faculty of the department.
- Theatre and Dance history invited lectures, papers, and presentations held at local, regional, national, or international conferences.
- Creation of educational and scholarly research materials or study guides for students.
- A research grant proposal of \$10,000 dollars or more funded by an external source in which faculty is either the principal investigator or co-principle investigator. Evidence of the scholarly nature of the funded grant proposal must be provided and supported by the tenured faculty of the department.
- Demonstrated ability to collect, analyze and disseminate objective data for theatre or dance related performances or lectures.
- Demonstrated ability to interpret contemporary and historical experiences and research for both classroom and production use.

- Demonstrated ability to foster and stimulate interest on the part of students in relation to historical, literary or theoretical works.

TECHNICAL PRODUCTION AND DESIGN FACULTY:

Note: A faculty member who is active in any of these activities, must receive at least one positive peer review letter, from a tenured faculty member in the department.

- Commissioned scenic, lighting, or costume designs, either in print or electronic format used at professional venues.
- Self-initiated design renderings for on campus theatre productions or dance concerts.
- Collaboration or consultation with directors, choreographers, and other artists for on campus productions and concerts.
- Display of one's design work in professional publications, theatres, or dance studios.
- Alternative and non-traditional forms of display (other than in traditional publications, theatres, or dance studios).
- Inclusions of one's design work in trade publications.
- Textbooks, manuals, websites, and non-traditional formats on design published by a recognized and reputable source.
- Presentation of design related lectures/and or papers in local, regional, national, or international conferences.
- Awareness and demonstrated use of current technical or design trends in theatre productions or dance concerts.
- Demonstrated ability to communicate on a creative level with production staff, performance staff, and students during the theatre and dance season.
- Contact with students in a lecture or seminar on technical theatre.
- Demonstrated ability to effectively mentor and engage students in a scenic shop or design lab.

SERVICE

The mission of the Department of Theatre and Dance

The mission of the Department of Theatre and Dance is to provide excellent service at the program, college, and university levels as well as in the community.

Evidence of service includes:

- Service as a departmental advisor.
- Attendance of departmental meetings.
- Oversight of design labs, studios, and scenic shops.
- Service on departmental committees.
- Service on college and university wide committees.
- Recruitment activities to area high school and community colleges.

- Service as recruitment coordinator for the department.
- Performances and workshops to area high schools and colleges.
- Special outreach performances to community groups with Teatro Dominguez, the Black Theatre Program, the Dance Company, and any additional organized theatre and dance groups.

STANDARDS FOR REAPPOINTMENT

INTRODUCTION

Reappointment

As stated on p.63 of the National Association of Schools of Theatre (our accrediting agency) Handbook, "The theatre unit must have procedures for appointing, evaluating, and advancing theatre faculty that promote objectivity and that ensure appropriate connections between personnel decisions and mission, goals, and objectives, especially as aspirations and purposes concern teaching, creative work, performance, research, scholarship, and service. Effective and fair evaluation is based on clear and accurate statements regarding responsibilities and expectations. The particular arrangements of elements and perspectives used to determine the quality of faculty work should be considered and articulated as clearly as possible for each faculty member. Creative production and professional work in theatre should be accepted as equivalent to scholarly publication or research as a criterion for appointment and advancement."

As stated on p.61 and p.62 of the National Association of Schools of Dance, "The institution and dance unit must have procedures for appointing, evaluating, and advancing dance faculty that promote objectivity and that ensure appropriate connections between personnel decisions and purposes, especially as aspirations and purposes concern teaching, creative work, performance, research, scholarship, and service. The institution must have procedures for the regular evaluation of all faculty. Creative activity and achievement must be regarded as being equivalent to scholarship in matters of appointment and advancement when the institution has goals and objectives for the preparation of dance professionals in performance and choreography."

In keeping with both the spirit and the letter of the NAST and NASD guidelines (stated above), and with the understanding that the University already has a viable Reappointment process at work, the Department of has established the following additional peer evaluation criteria for BOTH Theatre and Dance faculty for reappointment.

TEACHING

- Student response in (PTE) Student Evaluation of Teaching should be consistently 80% or more (in order for PTE responses to be considered

valid, a 60% response rate is necessary) in the Agree or Strongly Agree categories for questions:

1. The instructor has command of the subject.
2. The instructor expresses himself/herself/ clearly.
3. The instructor exhibits a serious desire to teach students.
12. The instructor in this course is an effective teacher.

And consistently 70% or more for the rest of the questions during the first five years of review process.

- During the review period, syllabi are complete including all university guidelines policies regarding:
 - Course requirements.
 - Student Learning Outcomes.
 - Grading policy.
 - Assessment methods.
 - Course schedule.
 - Homework and Class Participation.
 - Attendance.
 - Behavior.
 - Policy on Due dates and Make up work.
 - Academic Integrity and Accommodations for Students with Disabilities.
 - Computer/Information Literacy Expectations for Students.

The following will be evaluated and validated by the tenured theatre and dance department faculty in the area of teaching:

- * Course peer evaluation and observation. (Once per semester)
- * Review of all syllabi, exams, course handouts, and other pedagogical materials.
- * Review of Curriculum development. (As needed).
- * PTE Evaluations.
- * Review of all master classes, workshops, and seminars taught in the areas of acting or dance performance, technical theatre and design, and/or history and theory.

Furthermore, the effectiveness of the theatre or dance instructor's teaching methods is continuously on view through the student performer's work on departmental productions or concerts. The tenured department faculty will also consider the following four questions during evaluations for Reappointment:

- 1) Does the instructor show the ability to motivate the expansion of students' performing talents and aesthetic sensibilities?
- 2) Is he or she sensitive to the individual needs of each student-performing artist?
- 3) Is there a willingness to work on projects with students on an individual basis?

- 4) Is the instructor available to the student and prepared to offer career guidance pointing out options to the performance?

SCHOLARSHIP AND OR CREATIVE WORK

PERFORMANCE: ACTING, DIRECTING, OR DANCE FACULTY

- By the end of the faculty member's second probationary year, a minimum of two on campus theatre productions or dance concerts will have been completed and peer-reviewed.
- By the end of the faculty member's fourth probationary year, a minimum of two additional theatre productions or dance concerts will have been completed and peer reviewed; one of which may be at a professional venue that is recognized and reputable. The degree to which this venue is considered "recognized and reputable" is determined by the tenure faculty in the department.
- By the end of the sixth year cycle, one additional on campus theatre production or dance concert will have been completed and peer reviewed.
- During the six years of evaluation, a minimum of five major theatre productions or dance concerts will have been completed and peer reviewed by tenured faculty in the department or faculty in another arts related discipline.

During the reappointment process, the following criteria will be under review by the department level RTP committee:

- 1) Does he or she display professional work habits and discipline?
- 2) Is there ethical leadership motivating such things as the performers being prompt to rehearsal, having done their work at home and being prepared to work diligently?
- 3) Does he or she provide an atmosphere for creative growth on the part of the participants in the production or concert?
- 4) Is there a willingness to call upon colleagues for assistance?
- 5) Is sensitivity shown as to how this production or concert fits into the curriculum and season as a whole?
- 6) Is there a coordination of production elements and resources and a spirit of cooperation with the production or concert personnel?
- 7) Does the production or concert possess unity and artistic integrity?
- 8) What were the results of the handling of both auditory, visual, and movement elements in the production or concert?
- 9) What was the production or concert's overall effectiveness on the audience?

TECHNICAL PRODUCTION AND DESIGN FACULTY:

- By the end of the design faculty member's second probationary year, a minimum of two on campus design projects will have been completed and peer reviewed.
- By the end of the design faculty member's fourth probationary year, a minimum of four design projects will have been completed and peer reviewed.
- By the end of the sixth probationary year, one additional design project will have been completed and peer reviewed.
- During the six years of evaluation, a minimum of five major design projects will have been completed and peer reviewed by tenured faculty in the department or an arts related discipline. (*See Section under Technical production and Design Faculty*).

During the reappointment process, the following criteria will be evaluated and validated by the department level RTP committee, for faculty in this area:

- 1) Ability to interact with directors and choreographers in the department.
- 2) Positive contact with students in a shop/laboratory situation on a one-to one basis for 3-4 hrs per week.
- 3) Positive contact with students in the individual study or activity project situation.
- 4) Contact with students in a lecture or seminar situation.
- 5) Ability to communicate on a creative level with production staff, performance staff, and students.
- 6) Involvement in local, state, and national technical theatre or arts organizations on an active basis.
- 7) Awareness of current trends and practices in all areas of theatre and dance performance in general and technical theatre in particular (i.e. lighting, scenery, costume, sound, props, and makeup).
- 8) Ability to go beyond the very specialized individual areas and make viable creative contributions in other related areas.
- 9) Active and regular contact with peers in other institutions around the country.

THEATRE OR DANCE HISTORY, THEORY, AND DRAMATIC LITERATURE FACULTY:

- By the end of the faculty member's second probationary year, a minimum of one peer-reviewed scholarly or publication in a peer-reviewed alternative mode by a recognized and reputable source (including recognized electronic journals, magazines, newspapers and publications), dealing with theatre history, dance history, theatre or dance criticism, creative processes, aesthetics, or theatre and dance philosophy.
- By the end of the faculty member's fourth probationary year, a minimum of one additional peer-reviewed scholarly publication or publication in a peer reviewed alternative mode (as describe above).

- By the end of the faculty member's sixth probationary year, a minimum total of four peer-reviewed scholarly publications or publication in a peer-reviewed alternative mode (as described above).

Faculty in this area, are still expected and required to fully participate in the theatre and dance production season. He or she may choose to direct, perform, choreograph, or serve in the area of dramaturgy.

- In addition to the scholarly publications mentioned above, by the end of the faculty member's sixth year review cycle, he or she will have directed, choreographed, served as rehearsal assistant, or served in the area of dramaturgy on a minimum of four major theatre productions or dance concerts.

During the reappointment evaluation process, the following criteria will also be evaluated and validated by the department RTP committee:

- 1) Ability to communicate effectively the latest research and analysis in dramatic literature, history, and theory.
- 2) The ability to collect, analyze and disseminate objective data.
- 3) The ability to interpret contemporary and historical experiences and research for both classroom and production use.
- 4) Ability to foster and stimulate interest on the part of students in relation to historical or theoretical concerns.

SERVICE

Yearly evidence of satisfactory participation as determined by tenured members of the department in the following activities:

- Service as a departmental advisor.
- Mandatory attendance and participation at departmental meetings.
- Mandatory service on all department committees.
- Service on at least one college or university committee during the 1st and 2nd years. Service on two or more committees during the 3rd and 4th years. Service on committees will be evaluated based on letters or emails of support from perspective committee chairs.
- Professional service at least on at least local, regional, national, or international level activity. Professional service will be evaluated based on letters or emails of support from respective professional colleagues or organizations.
- At least 2 or more presentations to high school and community college students. Presentations to high schools and community college students will be evaluated based on letters or emails of support from respective high school and community colleges.
- Service as recruitment coordinator to area high schools and community colleges at least 3 times a year and organizing recruitment activities for the department.

STANDARDS FOR TENURE

INTRODUCTION

A minimum of six years at the rank of Assistant Professor is required before standard tenure and promotion is to be granted.

TEACHING

- Student response in (PTE) Student Evaluation of Teaching should be 80% or more in the Agree or Strongly Agree categories (in order for the PTE responses to be considered valid, a 60% response rate is necessary), for questions:
 - 1) The instructor has command of the subject.
 - 2) The instructor expressed himself/herself clearly.
 - 3) The instructor exhibited a serious desire to teach students.
 - 12) The instructor in this course was an effective teacher.

And consistently 80% or more for the rest of the questions by the time of tenure and promotion review.

Over the probationary period, syllabi are complete including all university guideline policies:

- Course requirements
- Student Learning outcomes
- Grading policy
- Assessment methods
- Course Schedule
- Homework and Class Participation
- Attendance, Behavior
- Policy on Due dates and Make up work.
- Academic Integrity and Accommodations for Students with disabilities.
- Computer/Information Literacy Expectations for Students.

Additionally, consistent positive evaluations by the department RTP committee of exams, course handouts, and other pedagogical materials is required.

Consistently positive evaluations/observations of Theatre production rehearsals and performances or Dance concert rehearsals and performances are required.

By the end of the sixth year, a faculty member must have met expectations in the area of teaching to receive a satisfactory recommendation for tenure on the department level (as articulated under the "standards for reappointment).

SCHOLARSHIP AND OR CREATIVE WORK

PERFORMANCE: ACTING DIRECTING, OR DANCE FACULTY.

- By the end of the sixth year of review, a faculty member in this area will have completed a minimum of five positively reviewed theatre productions or dance concerts.

By the end of the sixth probationary year, a faculty member must have met or exceeded expectations for creative work for Acting, Directing, or Dance to receive a positive recommendation for tenure on the department level.

TECHNICAL PRODUCTION AND DESIGN FACULTY:

- By the end of the sixth year of review, a faculty member in this area will completed a minimum of five positively reviewed major design projects for theatre productions or dance concerts.

THEATRE OR DANCE HISTORY, THEORY, AND DRAMATIC LITERATURE FACULTY:

- By the end of the sixth probationary year, the faculty member in this area will have completed a minimum of three peer-reviewed scholarly publications.
- In addition to publications, the faculty member will have also participated in the theatre and dance production season as a director, performer, choreographer, rehearsal assistant, or in the area of dramaturgy, on at least four productions.
- A maximum of one funded external grant of \$10,000 or more may be substituted for one peer-reviewed scholarly publication.
- Three invited lectures or presentations at local, regional, national, or international conferences may be substituted for a maximum of one peer-reviewed publications.
- Additional items may be considered as scholarly products. Such items must have the prior approval of both the department and the faculty member.

By the end of the sixth probationary year, a faculty member in this area must have met or exceeded expectations to receive a positive recommendation for tenure on the department level.

SERVICE

Yearly evidence of satisfactory participation as determined by tenured members of the department in the following activities:

- Yearly satisfactory participation as a department advisor.
- Mandatory attendance of departmental meetings and service on all department committees.
- Satisfactory participation on at least five college or university committees.
- Evidence of professional service at the local, regional, or national level.
- Evidence of yearly recruitment activities on behalf of the department.

- After earning tenure and promotion to the rank of associate professor, the faculty member will continue to maintain a strong and active record of scholarly and/or creative work in his her area of specialization in theatre or dance.

Signatures:

Department Chair: *Louis Leonard*

Date: *3/20/13*

Dean: *[Signature]*

Date: *3/21/13*

Provost and vice President of Academic Affairs: *[Signature]*

Date: *3/21/13*