

PROMOTION AND TENURE GUIDELINES
DEPARTMENT OF THEATRE

- I. Objectives: The objectives of the Department of Theatre are to teach, practice, and study the arts of the theatre. Faculty are chosen, retained, and promoted on the basis of their contribution to the theatre as it relates to the department, the University, the community, and the field. The primary form of "publication" for this discipline is performance. This includes acting, directing, designing, coaching, choreography, dancing, technical direction and production, production management and stage management, costume direction and production, and other related activities. "Publication" in this form will be given consideration equal to that of scholarly publication in evaluating accomplishment. While scholarly publication is neither necessary nor required for promotion at any level, it is certainly an acceptable form of research for those faculty who choose to pursue it. Evaluation of such research will be according to the guidelines within this document.
- II. Department Personnel Committee: A personnel committee shall be elected by the voting faculty at the first faculty meeting of the second semester. Members of the committee shall be five faculty holding continuing appointments, including at least one Assistant Professor (if available) and no fewer than one full Professor and three tenured faculty. After receiving notification of candidacy by faculty member(s) concerned, an ad hoc committee to consider promotion and/or tenure shall be appointed by the Personnel Committee. The ad hoc committee for each candidate shall be constituted as of April 1, will consist of a minimum of three faculty holding continuing appointments at, or above, the rank to which the candidate aspires. (The department chair may not serve on the ad hoc committee.) The committee will serve until the promotion process is completed. If less than three faculty are eligible to serve, the department will seek senior faculty from other departments within the university. The candidate will be informed of, and have the opportunity to comment on, the membership of the ad hoc committee.

III. Standards by Rank for Promotion and Tenure:

Note: Unless otherwise noted in the faculty appointment letter, all work in rank, even if conducted at other institutions of higher education, shall be considered for promotion and tenure. It shall be the faculty member's responsibility to include evidence of this work in his/her dossier and to clearly identify when and where this work was performed.

A. Assistant Professor

1. Demonstrated ability and promise of excellence in teaching.
2. Evidence of high quality achievement in creative/scholarly work since receiving the terminal degree or its equivalent.
3. Service to the department, University, community and/or the field.
4. Evidence of potential for future growth and accomplishment in all areas.

B. Associate Professor

Note: All candidates to the rank of Associate Professor are required to include the two and four year peer reviews (both the department committee's report and the department chair's report) in their dossiers.

1. Evidence of excellence in teaching.
2. Evidence of excellence in creative/scholarly work.
3. Significant service to the department, University, community and/or the field.
4. Evidence of continuing achievement and potential for future development in all three areas.

C. Professor

1. Established national reputation for excellence within the field (in any area of faculty activity).
2. A sustained record of excellence in teaching.
3. A sustained record of distinguished service to the department, University, community and field.
4. Evidence of significant development and achievement since the last promotion.

IV. Definition of Criteria: In Theatre programs, while the evaluation methods for teaching and creative activity are distinct and separate, it is difficult to separate the activity of teaching from the activity of creative work, as they are often one and the same. A significant portion of our instruction is carried out in the studio, the scene or costume shop, and in the theatre itself. As our faculty members practice their art, they are teaching. Teaching in this form, along with traditional classroom teaching when applicable, is an important factor in evaluating faculty accomplishment in the area of teaching.

In each of the three areas of faculty activity – teaching, creative activity/scholarship, and service – candidates will be evaluated on the criteria below, appropriately weighted for their workload percentage in each area during the period under review. The candidate and the department chair must confirm in writing, within the dossier, the nature of the candidate's workload in each area, and describe what, if any, implications this may have for the individual's record of accomplishments.

A. Teaching

Teaching in a conservatory, such as the Professional Theatre Training Program, is a collaborative activity. Therefore, faculty members must demonstrate the ability to function in a mutually supportive professional relationship with both colleagues and students.

1. In evaluating excellence in the area of teaching, the following can be considered:
 - a. Student learning:
 - (1) Skills gained.
 - (2) Concepts gained.
 - b. Effective interrelationship of course work and production activity, where appropriate.
 - c. Advisement of students.
 - d. Curriculum development.
 - e. Contribution to forwarding the department's teaching mission.
 - f. Effectiveness in collaborative activities (as it relates to introductory paragraph under "A. Teaching").

2. Methods used to evaluate the candidate's excellence in the above listed areas can include:
 - a. Survey of former students' achievements in teaching, performing, research, or creative work.
 - b. Honors won by current and former students.
 - c. Teaching awards or nominations received.
 - d. Questionnaires designed to measure student response, growth, and development.
 - e. Student evaluations.
 - f. Observation of classes by committee members (and external evaluators, if appropriate).
 - g. Confidential colleague evaluations – internal and/or external to the department, including theatre professionals outside the university.
 - h. Study of syllabi/curriculum.
 - i. Reports of external evaluators.
 - j. Candidate's self-evaluation (optional).

B. Creative Activity

The faculty is supported in pursuing professional activity outside the department as it relates to the forwarding of the department's mission and as it constitutes substantial contribution to the field. The creative activity of the faculty within the department as it relates to the training of students (see introductory paragraph under "IV. Definition of Criteria") also can contribute to and directly impact the field. Therefore, creative activity within the department is considered equivalent to creative activity outside the department constituting a comparable measure of accomplishment. While creative activity off campus is encouraged, it is not a requirement for promotion to any level.

Theatrical productions are collaborative activities. Therefore, faculty members must demonstrate the ability to function in a mutually supportive professional relationship with both colleagues and students.

1. In evaluating excellence in the area of creative activity, the following can be considered:
 - a. Clarity and appropriateness of concept.
 - b. Effectiveness of realization.
 - c. Originality.
 - d. Effective use of scholarly research, where applicable.
 - e. Effectiveness in collaborative activities (as it relates to introductory paragraph #2 under "B. Creative Activity").
2. Methods used to evaluate the candidate's excellence in the above listed areas can include:
 - a. Sample documentation of creative work including, but not limited to, CDs, DVDs, videotapes, slides, photographs, audio tapes, illustrations, sketches, draftings, models, and portfolios.
 - b. Reports of external evaluators (required).
 - c. Confidential colleague evaluations – internal and/or external to the department, including professional colleagues outside the university.
 - d. Significant critical response in the form of media reviews and articles.
 - e. Grants, awards, commissions to support or recognize creative work.
 - f. Candidate's self-evaluation (optional).

C. Scholarly Work - if applicable

1. In evaluating excellence in the area of scholarly activity, both published and unpublished materials will be examined by the committee and by external evaluators. The following can be considered:
 - a. Originality of thought.

- b. Depth, insight, and inquiry.
 - c. Degree of contribution to knowledge in the field.
2. Methods used to evaluate the candidate's excellence in the above listed areas can include:
- a. Reports of external evaluators (required).
 - b. Confidential colleague evaluations – internal and/or external to the department, including professional colleagues outside the university.
 - c. Published reviews in significant journals.
 - d. Grants, awards or commissions to support and recognize scholarly work.
 - e. Other outside acknowledgements of excellence:
 - (1) Inclusion of candidate's work in collections or anthologies.
 - (2) Citing of candidate's work in scholarly work of others.
 - (3) Requests to act as consultant in area of expertise.
 - f. Presentation of papers at professional meetings.
 - g. Presiding at professional meetings.
 - h. Presenting clinics and workshops.
 - i. Acting as a member of a panel at professional meetings.
 - j. Candidate's self-evaluation (optional).
- D. Service
- 1. In evaluating excellence in the area of service to the department, to the University as a whole, to the community, and to the field, the following can be considered:

- a. Active participation in the development and/or activities of relevant organizations/committees (e.g., department, University, outside organizations).
 - b. Extent of contribution (both quality and quantity) relative to expectations contained in the guidelines for that position and specific goals established each academic year.
 - c. Contribution to forwarding the departmental mission at University, regional and national levels.
 - d. Evidence of enriching the department's programs and goals.
2. Methods used to evaluate the candidate's excellence in the above listed areas can include:
- a. Evaluation by representatives of unit served (e.g., chair and/or representatives of departmental or University committees, significant offices or outside organizations).
 - b. Confidential colleague evaluations – internal and/or external to the department, including professional colleagues outside the university.
 - c. Recognition and awards within the University, the region and the nation.
 - d. Candidate's self-evaluation (optional).

V. The Dossier

- A. It is the responsibility of each candidate to prepare the dossier in accordance with the Faculty Handbook section on dossier organization. Candidates are referred to the following link for dossier preparation:
<http://www.udel.edu/provost/fachb/IV-D-9-dossier.html>
- B. Unless otherwise noted in the faculty appointment letter, all work in rank, even if conducted at other institutions of higher education, shall be considered for promotion and tenure. It shall be the faculty member's responsibility to include evidence of this work in his/her dossier and to clearly identify when and where this work was performed.
- C. All candidates to the rank of Associate Professor are required to include the two and four year peer reviews (both the department committee's report and the department chair's report) in their dossiers.
- D. The candidate and the department chair must confirm in writing, within the dossier, the nature of the candidate's workload in each area of faculty activity (teaching, creative activity/scholarship, service), and describe what, if any, implications this may have for the individual's record of accomplishments.
- E. When the department changes its promotion and tenure policies, a candidate may choose to be evaluated under the old or the new criteria. This decision should be explicit in the dossier.

VI. Departmental Calendar

When deadlines fall on a day when the University is not in session, such deadline will be extended to the next day the University is in session.

- A. March 15: Faculty member declares candidacy to department chairperson.
- B. April 1: Department committee formed.
- C. April 15: Candidate submits to the department committee a list of at least five potential external evaluators, their mailing addresses, telephone numbers, email addresses, and relationship to candidate.
- D. May 15: Chair of department committee or his/her designee contacts external evaluators.
- E. June 1: Candidate submits to the department committee the evidential materials to be reviewed by the external evaluators. Materials sent to external evaluators by chair of department committee or his/her designee.
- F. September 1: External evaluators' confidential reports due.

Candidate submits completed dossier to chair of department committee. Chair of department committee inserts external evaluators' reports and bios into the dossier.
- G. September 8: The department committee shall meet on or before this date to review the candidate's dossier. The committee may recommend modifications to the dossier.
- H. September 15: If modifications to the dossier were recommended by the Department committee, the candidate shall effect the changes and re-submit the dossier to the committee by this date.
- I. September 20: Department Committee's recommendation due.
- J. October 5: Department chairperson's recommendation due.

VII. Departmental Appeal Procedures and Calendar

- A. The candidate shall have five working days from the receipt of the department committee's decision in which to file an appeal, by letter, to the committee for reconsideration. Notice of such appeal shall be simultaneously filed with the department chairperson. The department committee shall respond, by letter, to the appeal within five working days, with a copy to the department chairperson.
1. September 25: Appeal due, in writing, from candidate to department committee, copying department chairperson.
 2. September 30: Department committee recommendation from reconsideration of appeal due to candidate, copying department chairperson.
 3. October 5: Department chairperson's recommendation due.
- B. The candidate shall have five working days from the receipt of the department chairperson's decision in which to file an appeal, by letter, to the chairperson for reconsideration. Notice of such appeal shall be simultaneously filed with the department committee. The department chairperson shall respond, by letter, to the appeal within five working days, with a copy to the department committee.
1. October 10: Appeal due, in writing, from candidate to department chairperson, copying department committee.
 2. October 15: Department chairperson recommendation from reconsideration of appeal due to candidate, copying department committee.