

These department policies are required to be consistent with and complementary to policies and procedures of the college as set forth in Fulbright College of

Arts and Sciences Evaluative Criteria, Procedures, and General Standards and Initial Appointment, Successive Appointments, Promotion and Tenure and Annual

Review, those of the institution, as set forth in Evaluative Criteria, Procedures, and General Standards and Initial Appointment, Successive Appointments,

Promotion and Tenure, and those of the Board of Trustees as set forth in Board Policy 405.1. In case of conflict, the Board Policy, the campus policy, the

College policy, and the Department policy will have authority in that order. Copies of the campus document and board policy statement are published annually

in the Faculty Handbook, but revisions occur regularly and care should be taken to consult the current document. A copy of the current Faculty Review Guide

lines is also printed in the Faculty Handbook.

Signed:

D. Andrew Gibbs, Chair, Department of Drama

Bernard L. Madison, Dean, Fulbright College

Donald O. Pederson, Vice Chancellor for Academic Affairs

Daniel E. Ferritor Date, Chancellor

B. Allan Sugg, President

DRAMA DEPARTMENT GUIDELINES ON INITIAL APPOINTMENT, REAPPOINTMENT, ANNUAL REVIEW, PROMOTION, AND TENURE OF FACULTY AND PROFESSIONAL STAFF.

I. CRITERIA AND PROCEDURES FOR INITIAL APPOINTMENTS

A. Criteria for Initial Appointments

Only in most exceptional circumstances will the Department recommend the appointment or promotion or tenure of candidates who do not meet the following minimum qualifications as well as the highest standards of Drama as an academic discipline. The criteria are given by rank.

1. Assistant Professor. Appointment to this rank normally shall require a terminal degree (M.F.A. or Ph.D) appropriate to the specific area of instruction. In addition, appointments shall require successful college-level teaching experience and documented indication that the candidate possesses strong prospects for accomplishment in research or creative or artistic endeavors, and professional service.
2. Associate Professor. Appointment to this rank shall require, in addition to the requirements for lesser ranks, a documented record of excellence in teaching, in research or creative or artistic endeavors, and in professional service commensurate with years of university experience.
3. Professor. Appointment to this rank shall require, in addition to the requirements for lesser ranks, a documented record of outstanding teaching, research or creative or artistic endeavors, and in professional service commensurate with years of university experience. The candidate shall have a record of significant scholarship or creative or artistic achievement supported by publications or other appropriate documents, with work recognized as outstanding.

B. Procedure for Initial Appointments

When a faculty vacancy arises, and authorization to fill that vacancy has been received from the Dean, the tenured and tenure-track faculty will effect the following: announce the vacancy, screen the applicants and their professional credentials, personally meet with the top ranked candidate(s) and make a collective recommendation to the department chairperson who will then forward the recommendation to the Dean. Every effort will be made to insure that all faculty members are involved in all steps of the process.

II. CRITERIA AND PROCEDURES FOR ANNUAL PERFORMANCE REVIEWS AND RECOMMENDATIONS FOR REAPPOINTMENT

A. Criteria for Performance Review and Reappointment Recommendations

The performance of faculty members is formally assessed by the department chairperson once each year in a process that begins during the fall semester with consideration of faculty for reappointment, promotion, and tenure. All performance assessments will evaluate a faculty member's contribution in the areas of teaching, research and/or creative activity, and service. The guidelines, procedures and criteria set forth in the approved University and College personnel documents will be followed.

B. Procedures

1. Annual Review

- a. Each faculty member's current vita and any supplementary materials pertinent to his or her achievements in the areas of teaching, research and/or creative activity, and service will be submitted to the Peer Review Committee, which will consist of all full-time (non-visiting) faculty members of the department excluding the department chairperson. The Peer Review Committee will submit the committee's assessment to the department chairperson.

- b. The department chairperson will take the Peer Review Committee's evaluation under advisement and will evaluate each faculty member's annual performance.
- c. The department chairperson will provide for a confidential meeting with each faculty member to discuss the chairperson's evaluation and those areas where the faculty member should make improvements. A written record of this meeting will be a part of the evaluation report. The department chairperson's annual evaluation is then forwarded to the Dean.
- d. In an instance where a faculty member is not satisfied with the chairperson's evaluation, the faculty member may appeal to the department Appeals Committee, which will consist of four elected members from the department's full time (non-visiting) faculty membership excluding the chairperson. After the appeal has been heard, the Appeals Committee will submit its findings and/or recommendations to the department chairperson. If differences between the faculty member and the department chairperson cannot be reconciled, than a synopsis of the disagreement will be forwarded to the Dean along with the department chairperson's annual evaluation.

2. Reappointment

- a. The performance of each non-tenured, tenure track faculty member will be assessed formally by the Peer Review Committee during the annual review process. Recommendations for reappointment will be forwarded to the department chairperson who will make his or her recommendation to the Dean.
- b. In the event a recommendation for non-reappointment is made, the faculty member may appeal the decision to the department Appeals Committee which will then forward its findings to the department chairperson. The department chairperson, after taking the findings and/or recommendations of the Appeals Committee under advisement, will forward his or her recommendation to the Dean.

III. CRITERIA AND PROCEDURES FOR PROMOTION

A. Criteria for Promotion

- 1. To support a recommendation for promotion to Associate Professor, a faculty member shall have, in addition to the criteria stated in the approved campus policies: (a) demonstrated his or her scholarly capacity by membership on master's theses committees, or performed equivalent service recognized by the Department for this purpose, (b) shown continued scholarly or creative or artistic productivity, (c) continued to display high quality in teaching.
- 2. To support a recommendation for promotion to Professor, a faculty member shall have, in addition to the criteria stated in the approved campus policies: (a) demonstrated his or her scholarly capacity by having directed master's theses or performed equivalent service recognized by the Department for this purpose, (b) attained an outstanding reputation for scholarly or creative or artistic accomplishments at the national level, (c) shown continued productivity in at least one of the non-teaching areas listed in criteria for tenure, if tenure has been granted.