

**Northeastern State University**  
**College of Liberal Arts – Department of Music**  
**Procedures and Guidelines for Retention, Promotions and Tenure**

**Relationship of the Procedures and Guidelines to University and Unit Documents**

The Department of Music Procedures and Guidelines for Retention, Promotions and Tenure are in accordance with and subordinate to all System and University documents located at: <https://offices.nsuok.edu/academicaffairs/FacultyResources/FacultyHandbook.aspx>

**I. Introduction**

The purpose of this procedures and guidelines document is to describe and elaborate upon the procedures and guidelines outlined for faculty in the Faculty Handbook. Its intent is also to guide faculty toward enhanced success; clarify faculty goals; inform annual assignments that reflect the short and long-term vision of the department; and provide consistent and clear recommendations for promotion and tenure, as applicable.

Because the primary responsibility for recommendations concerning the promotions and tenure of faculty members rests with the Departments, the Department of Music has established comprehensive department-specific evaluation guidelines for each of the three common categories of effective classroom teaching, scholarly activities, and contributions to the institution and profession (university & professional service).

Recommendations for promotion and/or tenure are based on demonstrated evidence that the candidate has the credentials that qualify him or her for promotion to the next rank. Candidates are also considered in terms of goals and needs of the Department, the College, and the University.

The effective recruitment and retention of students are viewed as important components and essential concerns for all members of the Department. All faculty should utilize every opportunity to ensure the recruitment and retention of as strong a student body as possible. While methods, procedures, and circumstances may vary with the area of specialization, activities that are in the broadest sense considered recruitment should be visible.

A more inclusive listing of examples of the scope of Recruitment and Retention can be found in *Appendix I*.

**II. Evaluation Procedures and Policies**

All full-time faculty members, both ranked and unranked, participate in regularly scheduled performance evaluations. Ranked faculty include those who hold faculty appointments of Assistant Professor, Associate Professor, and Professor. Unranked faculty include those who hold faculty appointments of Visiting Assistant Professor, Lecturer, Instructor, In-Residence Faculty, and Visiting Scholar. For tenure-track (probationary) faculty, annual evaluations are completed for the purpose of evaluating appropriate progress towards promotion and tenure. Tenured faculty are reviewed every three years for performance, and if appropriate, progress towards promotion. All faculty members up for evaluation should complete the College of Liberal Arts Faculty Evaluation Report available on the Google Drive or at the following link: [https://drive.google.com/open?id=0B2Rr0\\_QdTo7mM3N1Ykt1TmIwWW8](https://drive.google.com/open?id=0B2Rr0_QdTo7mM3N1Ykt1TmIwWW8)

**A. Timeline:**

Unranked faculty and tenure-track faculty not being considered for promotion or tenure in the current academic year must have all materials submitted to the Department of Music Chair by January 2.

Ranked faculty up for post-tenure review and tenure-track faculty up for promotion or tenure in the current academic year must have all materials submitted to the Department of Music Chair by September 30.

**B. Portfolio:**

- a. First year faculty will prepare an abbreviated portfolio that outlines year two goals in teaching, scholarly activities and service as well as teaching evaluations for the first semester.
- b. Portfolios should adhere to the order and organization as outlined in the NSU Faculty Handbook, Appendix C1.
- c. All faculty should maintain documentation and collection of artifacts to support their portfolio. Portfolios and artifacts should be updated and uploaded via NSU's Digital Measures online platform at the following link: <https://offices.nsuok.edu/academicaffairs/FacultyResources.aspx>

## C. Mentoring Committees:

Tenure-track (probationary) faculty will be assigned a retention/mentoring committee of 2-3 tenured faculty members in the first semester of employment in consultation with the department chair. Members of the mentoring committee should keep adequate record of mentoring activities and monitor progress towards promotion and tenure.

## D. Evaluation/Review Meeting:

- a. Unless otherwise arranged with the department chair, the annual evaluation committee for unranked and ranked tenure-track (probationary) faculty will consist of all tenured faculty members in the department, the department chair acting as chair of the evaluation committee. The committee will meet independently to evaluate the faculty member's portfolio. After an initial quorum, the faculty member being evaluated will be invited to the meeting. Positive progress and recommendations for progress will be expressed during this meeting informally in person and followed up with the formal written recommendation of the department chair. This meeting will be called sometime between January 15 and January 30.
- b. Post-tenure review committees as described in the NSU Faculty Handbook (3.3.2.a) will meet independently to evaluate the faculty member's portfolio. A subsequent meeting will be called to include the tenured faculty member being reviewed. Positive progress/accomplishments and recommendations for progress/meeting expectations will be expressed during this meeting informally in person and followed up with the formal written recommendation of the department chair. This meeting will be called sometime between October 1 and October 15.

### III. General Recommendations and Expectations

To be recommended for promotion and/or tenure, the tenure-track (probationary) faculty candidate must demonstrate adequate proficiency in classroom teaching, scholarly activities, and contributions to the institution and profession commensurate with the intended rank and tenure. The lists of activities that follow are not intended to be exhaustive or exclusive. They are intended to represent the types and strengths of activities that have been encountered and accepted for the various rank and tenure designations within the Department of Music.

## A. Effective Classroom Teaching

- Mastery of course subject matter demonstrated by annual faculty evaluations and submission of syllabi for each course.
- Positive peer evaluations of teaching.
- Positive student evaluations. Positive student evaluations are considered, in general, a rating indication of "agree" or "strongly agree." In addition, student comments should generally be positive.
- Evidence of self-evaluation.

## B. Scholarly Activities

Faculty members who engage in scholarship/creative activities are expected to make original contributions which are appropriate to their chosen area of specialization and that are respected by peers within and outside the university.

## a. Scholarship of Teaching and Learning

- Active in student advising.
- Creation of new courses.
- Develops scope and sequence of a course.
- Prepares instructional media.
- Develops rubrics.
- Keeps course content and related materials up to date.
- Related class materials such as assignment outlines, examinations, student work products and feedback to students may be considered as part of the evaluation.
- Engages in professional development which results in curriculum development.
- Recognition for teaching excellence (nominations and/or awards for pedagogical excellence and/or student mentoring).
- Evidence of contributions to interdisciplinary teaching.
- Supervision and/or mentorship of student involvement in master classes, concerts, recitals, presentations, research projects or competitions outside of NSU.

## b. Scholarship of Discovery

- Performing (solo recital, concerto performance, operatic role, oratorio performance, chamber ensemble recital, jazz ensemble/combo, conducting engagement, multiple-market broadcast, regular contract player with nationally-recognized ensemble, recurring substitute player with a national-class ensemble, etc.)
  - on campus
  - in the NE Oklahoma/NW Arkansas area
  - of national significance
  - of international significance
- Active participant as featured clinician/performer, conductor, composer, ensemble member, presenter, speaker, panel participant, session presider, or adjudicator, at a major national convention, e.g., National Association of Teachers of Singing, Music Teachers National Association, International Trombone Association, American Choral Directors Association, Collegiate Band Directors Association. Similar activity at a super-regional event acknowledged in the field as nationally important, e.g., the South Western Division American Choral Directors Association.
- Invitational performances, such as performing arts series, featured performances at other campuses, tours, or workshops (value to be determined by the relative prestige of the location and/or sponsor).
- Publication as the author, co-author, editor, or translator of books, chapters in books, articles, reviews, monographs, librettos, non-print materials, and reviews of these publications (publications subjected to substantial peer review prior to publication shall be more highly regarded than publications not subjected to such review).
- The conduct of research contributing significantly to the state of knowledge in the faculty member's field of specialization, and publication of the results.
- Commissions for musical compositions.
- Publication of musical compositions or arrangements.
- Active participant as featured clinician/performer, conductor, composer, ensemble member, presenter, speaker, panel participant, session presider, or adjudicator in symposia and other selective gatherings of distinguished colleagues.
- Performances on commercial recordings by the faculty member or performances on commercial recording of compositions by the faculty member.
- Service as a consultant to or on behalf of educational institutions, professional associations, or government agencies when it is clearly an honor to have been selected.
- Service as an adjudicator in competitions when it is clearly an honor to have been selected.
- Winning prizes, awards, fellowships, or other recognition. (Note: Activities for which the faculty member receives compensation will be recognized provided that when possible, he or she is identified as a member of the faculty of Northeastern State University and provided that the activity serves to enhance the prestige of the University, College, and Department, or that the activity is likely to attract music students to the university.

## c. Scholarship of Integration

- Masterclasses or clinics.
- Production of program notes for a solo recital or ensemble.
- Pre-concert Lectures.
- Adjudicating a music competition
- Writing for non-specialists
  - Writing about the arts in a local/regional/national newspaper
  - Published concert review
- Professional consulting.
- Services in nationally recognized organizations & endorsements, national certification.
- Grant awards.

## d. Scholarship of Application

- Performing (solo recital, concerto performance, operatic role, oratorio performance, chamber ensemble recital, jazz ensemble/combo, conducting engagement, multiple-market broadcast, regular contract player with nationally-recognized ensemble, recurring substitute player with a national-class ensemble, etc.)
  - on campus
  - in the NE Oklahoma/NW Arkansas area
  - of national significance
  - of international significance
  - of distinctive repertoire (historically, geographically, new works).

- Conducts a professional or non-professional ensemble (church choir, community band, etc.)
- Serves as a collaborative pianist or accompanist for a recital.
- Serves as an editor or referee for a national journal or music publisher.
- Presents a workshop/masterclass outside of the university.
  - on campus
  - in the NE Oklahoma/NW Arkansas area
  - of national significance
  - of international significance
- Commissioning and/or performance of new works.
- Affiliation with civic or professional ensembles.
- Translation of foreign language materials for research or performance purposes.

C. Contributions to the University/Profession

- Service on university committees and/or departmental committees
- Recruitment and retention activity
- Service on Faculty Council
- Service on the board/committee or as an officer of a regional or national music organization.
- Departmental fundraising activity
- Appearances on campus, beyond the normal responsibilities of the faculty member, as a speaker, conductor, soloist, ensemble member, panelist, clinician, or as a director of a workshop, institute, or summer camp.
- Promotion of the Arts within the local and regional community (e.g., serving on a community arts council).
- Administrative duties associated with assignment on committees.
- Service as director of the Community Music Academy.
- Service as department chair.
- Interest in the department through support of student and faculty performances.
- Evidence of an effort to bring enrichment to the department and university programs.
- The ability to work cooperatively and effectively both within and between areas of specialization.
- Service as a faculty mentor and/or mentoring other faculty or staff.
- Service as a faculty advisor for student organizations.
- Service on accreditation bodies.
- Writing grants.
- Participating in events that promote public outreach and representation for the university, college, or department.

This Northeastern State University Department of Music document regarding Procedures and Guidelines for Retention, Promotion, and Tenure approved by the Department of Music faculty, November 10, 2017.

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Chair, Department of Music

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Dean, College of Liberal Arts

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Provost and Vice-President of Academic Affairs

*Appendix I*

**Recruitment and Retention**

These activities may include but are not limited to the following:

- Public performances on and off campus
- Clinics and/or school visits with the intent of recruitment.
- Private teaching and/or sample complimentary lessons with prospective students.
- Participation on all regularly scheduled audition days.
- Maintenance and documentation of contacts with prospective students.
- Demonstrated efforts to disseminate university and departmental print and media collateral to prospective students.
- Fielding phone calls, emails, and/or social media contact with prospective students.
- Assisting in maintaining the department's online presence through the website or social media accounts.
- Managing a call-night where current students phone prospective students.
- Assisting prospective students with contacting other university offices (Admissions, Financial Aid, Scholarship, Housing).
- Leading building tours.
- Referring current students to appropriate university services (student counseling, tutoring, student affairs, etc.)
- Maintaining office hours and availability beyond the normal responsibilities expected of teaching faculty.
- Attending and supporting student recitals and ensemble concerts.
- Organizing and/or managing workshops, festivals, invitationals (guest artist masterclasses, choral or band workshops, collaborative performances with prospective students and/or ensembles outside of the university).
- Recruiting/retention performance tours and run-outs.
- Assisting prospective and/or current students in the process from audition registration to application and course registration.
- Service as an academic faculty advisor.