

**DEPARTMENT OF THEATRE
TEXAS A&M UNIVERSITY – COMMERCE
CRITERIA FOR DETERMINING TENURE AND PROMOTION
*Revised: May 13, 2022***

STATEMENT OF PURPOSE

Faculty members in the Department of Theatre are expected to prove outstanding teachers, actively engaged contributors to research, scholarship, and/or creative activity (RSCA), and significant providers of service. This document clarifies the department's expectations in each of these areas to be considered for tenure, promotion to Associate Professor, promotion to Full Professor, and promotion to Senior Lecturer.

The criteria herein is designed to supplement those for tenure and promotion as established by the College of Humanities, Social Sciences and Arts (see "Faculty Links" on the college webpage). As well, the outlined criteria in this document supplements those established by the university in the following Administrative Rules and Procedures: 12.01.99.R0.01 "Academic Freedom, Tenure, and Responsibility" and 12.01.99.R0.03 "Faculty Promotion." Faculty should thoroughly familiarize themselves with all of these official policies and procedures.

Faculty members employed by the university are under contractual obligation to perform within the three areas of Teaching, RSCA, and Service. While Annual Reviews should reflect a fair evaluation of a faculty member's contributions in these areas each year (see Administrative Rules and Procedures 12.01.99.R0.02 "Annual Evaluation of Faculty"), reviews for tenure and/or promotion are viewed as being more than the accumulation of the Annual Reviews. A review of the entire period in question for tenure and/or promotion can demonstrate overall levels of activity and commitment that might not be as evident when productivity is considered in the Annual Review format.

TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

Faculty wishing to be considered for tenure and promotion to Associate Professor must demonstrate achievements beyond those associated with an Assistant Professorship and establish a proven record of increasing professional responsibilities and institutional usefulness, of sustained and current intellectual and/or creative contributions to the academic field, and of continued and consistent excellence in classroom teaching as measured by department constructs.

For those seeking tenure and promotion, a program of goals and standards satisfying tenure requirements may be reached in close counsel with the Department Head, and, where appropriate, the Dean of the College.

Faculty desiring tenure and promotion to Associate Professor should accomplish the following by the year of tenure and promotion review:

1. A consistent record of outstanding teaching as measured by the department's teaching evaluation procedures.

2. A demonstrated record of scholarly, creative, and/or applied performance Primary Activity that equals six or more points by the year of tenure and promotion review.
3. A consistent record of service as measured by the department's guidelines.

The department uses the below criteria for evaluating faculty performance levels in addition to those established by the university and the College of Humanities, Social Sciences and Arts for tenure and promotion to Associate Professor. Evidence of appropriate accomplishments in the below should be housed in a well-organized portfolio for formal review.

TEACHING

Quality instruction is the faculty member's most important activity within the department. Teaching in this department has traditionally constituted 50% of the overall faculty evaluation, but that percentage may be negotiated lower if circumstances or professional responsibilities require it.

Since a major percentage of the workload for probationary faculty members is in teaching, the candidate must demonstrate proficiency in this area with no reservations from reviewers. Evidence of successful teaching may be demonstrated through items in the following:

1. Organization – Well developed course syllabi with clearly articulated course goals; course delivery applying appropriate modes of instruction for course type; pacing that allows for student engagement and understanding of the material; definition of skills, attitudes, and knowledge that will result from completion of the course.
2. Assessment – Frequent and timely feedback of student work based on articulated course goals; use of grading rubrics and/or other evaluation forms where appropriate.
3. Rigor – Activities are level appropriate for skill and knowledge development; consistent with departmental expectations.
4. Presentation – Effective and clear communication in both oral and written form; welcoming attitude of student questions and feedback.
5. Current – Continual course development; use of appropriate technologies and/or other creative modes of instruction in promoting the most effective current learning environments for given classes.
6. Mentoring – Supervision/advising of theses and/or other major academic or artistic student projects.

7. Learning – Effort at continued development as a teacher, which may include but is not limited to: Attendance of workshops, attendance of conferences, and/or participation in programs with heavy foci on teaching or pedagogy.
8. Compliance – Compliance with system, university, and college regulations governing teaching.

Artifacts that should be presented to demonstrate teaching effectiveness may include:

1. Course syllabi and materials (may include assessment of student work and grading rubrics or other forms of evaluation, as well as representative handouts, information sheets, or other materials given to students; special materials not conducive to submitting in hard copy may be described).
2. Artifacts of student work.
3. Peer visitation reviews.
4. Student feedback.
 - a. Solicited – Course evaluations (required inclusion of both numeric summaries and written comments for all classes taught when available; please note that given the continuing challenges faced by the university in getting students to complete course evaluations, from the department's perspective, faculty will not be penalized if no, or very few, student evaluations are submitted for a given class(es); as well, the department recognizes the course evaluations as an important component of faculty review, however, we do not consider them an effective way to evaluate the totality of a professor's teaching success).
 - b. Unsolicited – Student letters, emails, notes, etc.
5. Information about major academic or artistic student projects supervised.
6. Charts or outlines of courses taught by term with enrollment figures for each course; if appropriate, a commentary on the particular or unique demands made by teaching particular class(es).
7. Evidence of participation in workshops, conferences, and/or programs with significant foci on teaching and pedagogy.
8. Note of development of existing/new courses and existing/new curricula.
9. Other supporting evidence, which may include among many other things, evidence of any significant teaching honors or awards.

RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITY (RSCA)

Candidates for tenure and promotion to Associate Professor should demonstrate sustained RSCA activity throughout their probationary period. These activities shall

demonstrate the faculty member's engagement to expanding the scholarship or creative work of the faculty member's field or discipline through dissemination in appropriate outlets.

Faculty members develop a program of RSCA to satisfy tenure and promotion requirements. Please note that the department views traditional research and creative work as bound together, one supporting the other, as research provides the intellectual foundations for creative work. Research relies on methods of discovering, interpreting, and disseminating information, facts, and knowledge. Creative activity includes contributions as a theatre and/or performance practitioner.

Faculty desiring tenure and promotion should accomplish the following by the year of tenure and promotion review: A demonstrated record of RSCA that equals six or more Primary Activity Points. Each entry claimed by the candidate should make a substantially unique contribution to knowledge. From the department's perspective, the requirements for tenure and promotion to Associate Professor are the same. The expectation is for the candidate to demonstrate substantial contributions to scholarship and/or creative activity in the field or discipline. As such, while some creative activity points can be claimed for activities undertaken for the University Playhouse in the department, a substantial amount of Primary Activity Points claimed by the candidate should derive from contributions made outside of Texas A&M University – Commerce.

Primary Activity Points

Primary Activity Points may be acquired from among the following or other similar measures of success as judged by the review committee evaluating the tenure-track faculty member's scholarly and /or creative activity and output as a whole.

Important Notes: 1) Appropriate point allocations are located in parenthesis after each entry. 2) Per the College of Humanities, Social Sciences and Arts guidelines, invited work is considered equivalent to peer-reviewed and extends to conference presentations and performances.

- A book or textbook published by a university press or commercial publisher (other than vanity press) that contributes in a significant way to the individual faculty's field of study. (4 per individually authored book; 2 per co-authored book)
- A play published by a commercial publisher (other than vanity press). (3 per)
- A full-length article in the faculty member's field published in a peer-reviewed journal that shows breadth, depth, and significance. (2 per)
- A chapter in a book in the faculty member's field from a recognized university press or commercial publisher. (2 per)
- A peer-reviewed or invited book, theatre, or film review in a periodical or in electronic media. (1 per)

- Editing a professional or learned journal. (1 for book or performance review editor for a term of 3 years; 2 for primary editor for a term of 3 years)
- Consulting, Guest, Contributing Editor to a periodical in print or on the internet. (1/2 per)
- Shorter peer reviewed or invited published works either in print or on the internet in the faculty member's field, including but not limited to: professional interviews (with the faculty member regarding their work or conducted by the faculty member with other important figures in the discipline), essays in anthologies or reference works, etc. (1/4 per)
- Record of grant-writing and successful grantsmanship. (grant <\$25,000, 1/4 per; \$25,000-\$50,000, 1/2 per; \$50,001-\$100,000, 1 per; >\$100,000, 2 per)
- Regional, national, or international professional theatre or media projects, including but not limited to: costume, lighting, properties, scenic, and sound design, playwriting (previously produced script), acting, performance art, media design, professional coaching, technical direction, stage management, choreography, production management, dramaturgy, or other production positions. (1 per production run)
- Directing a regional, national, or international professional theatre or media project. (2 per production run)
- Playwriting: A new play produced for the first time by a regional, national, or international professional theatre. (2 and 1/2 per production run)
- Playwriting: A new play produced for the first time by an educational theatre company. (1 per production run)
- Playwriting: University, college, or high school production of a previously produced script. (1/2 per production run)
- Participating as the playwright or dramaturg in a formal workshop process for a new play with a professional theatre company. (1/4 per)
- Invited film, documentary, video art, etc. contribution with a public distribution/viewing as writer, producer, sound designer or engineer, videographer, voiceover, on-air talent, or other production positions. (full-length projects, 1 per production; shorter projects 1/2 per production)
- Production or specialty designer at established festivals, industrial shows, or conventions. (1 per)
- Invited professional consulting projects within the candidate's field. (1/4 per)
- Significant regional, national, or international awards for creative activities or significant commissions, prizes, or honors for applied or creative work and/or contributions. (1/4 per)

- Featured speaker at a regional, national, or international conference. (1/2 per)
- Conference, symposia, or festival presentations or invited exhibitions of design or production work in the faculty member's field, accepted via a peer-reviewed proposal process. (1/4 per)
- Post-graduate artistic certifications within the candidate's field of study. (1/2 per)
- Directing a University Playhouse production. (1/2 per production run)
- Other contributions of creative activity to a University Playhouse production beyond directing, including but not limited to design and production work. (1/4 per production run)

Appropriate point assignments for tenure worthy activities not listed here may be determined in counsel with the Department Head and, when appropriate, the Dean of the College of Humanities, Social Sciences and Arts. In such an instance, the candidate should clearly document this point approval in their official portfolio.

Evidence that should be presented for documenting RSCA includes, at a minimum, the following:

1. For all published material, the page of the work showing attribution and the first page of the text.
2. For presentational conferences, the conferences program showing attribution and the first page of text/presentation.
3. Formal invitations, programs, and/or other artifacts documenting participation in other RSCA activities listed above.

Additional Factors Considered in Evaluating RSCA

Some factors taken into consideration when assessing and evaluating RSCA for tenure and promotion purposes include, but are not limited to:

- Audience scope (local, regional, national, international).
- Significance of topic (serves important public or academic interest).
- Impact of work on improving educational or professional practice.
- Impact of research, scholarship, and creative activity on department teaching, students, and curriculum.
- Impact of research, scholarship, and creative activity on department, college, and university mission.

In addition, the Department Head will seek at least three letters from respected peers in the candidate's area from other campuses or organizations that can attest to the candidate's

professional standing in RSCA. Please see more regarding the candidate's responsibilities for this process and an overview of the process as a whole in Appendix A of the College of Humanities, Social Sciences and Arts "Expectations for Tenure and Promotion" document on the college website (see "Faculty Links").

SERVICE

Service is a demonstration of a faculty member's contributions beyond the call of job expectations to the quality of department, university, and community life, as well as to professional organizations or groups within the candidate's discipline. Probationary faculty members are expected to engage in campus service primarily at the department level. For tenure and promotion to Associate Professor, some participation at the college/university level or in professional academic organizations is encouraged but not obligatory.

Documentation of service should be divided into two major categories/sections: Institutional Service (for service activities within Texas A&M University-Commerce) and Professional Service (for service activities outside Texas A&M University-Commerce, but within the profession). Candidates may additionally include significant community service activities.

Evidence that should be presented for documenting this area includes, but is not limited to:

1. List of committee assignments and short narrative about the work of each committee.
2. List of administrative assignments for department or college.
3. List of other contributions to the university and/or department undertaken beyond the call of job expectations. Given that every faculty member in the Department of Theatre must undertake a very substantial service load in order for the department to appropriately function, this listing should include both shorter-term service contributions, as well as long-term continuing service contributions to the department. Documented long-term continuing service contributions should include, but should not be limited to service activities such as regular time spent practically executing/building designs for the University Playhouse, box office coordination for the University Playhouse, marketing coordination for the University Playhouse, extensive advising duties, extensive recruitment coordination, running of continuing artistic lab programs not directly associated with a formal class, sponsorship of student organizations, and similar activities. Please formally document these undertakings as long-term, continuing service activities in the listing; the candidate may add a short narrative description as well to describe the extent of the service if they so choose.

4. List of offices held in professional organizations, conferences, or panels organized, etc. with printed programs of conferences or agendas of meeting if available.
5. Other evidence to support the candidate's case.

PROMOTION TO FULL PROFESSOR

Faculty wishing to be considered for promotion to Full Professor must demonstrate achievements beyond those associated with an Associate Professorship. They must establish proof of continued, sustained, and significant contribution both to the university and to the academic discipline through teaching excellence, extensive RSCA, and service.

TEACHING

For promotion to Professor, the candidate shall demonstrate continuous activity and currency in development of courses, course activities, and pedagogical skills. These can be demonstrated in the same manner as stated above in expectations for tenure.

RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITY (RSCA)

For promotion to Professor, the candidate should achieve continuing and outstanding scholarly and/or creative activity, acquiring a minimum of twelve RSCA Primary Activity Points (outlined above in tenure requirements) after tenure and promotion to Associate Professor was awarded. A substantial amount of Primary Activity Points claimed by the candidate should derive from contributions made outside of Texas A&M University – Commerce for promotion to Professor. Continuing accomplishment and some measure of national or international presence in research or other form(s) of creative activity should also exist. The candidate's review will include the additional factors to be considered in RSCA as noted above in tenure requirements as well, including the outside letters from respected peers in the candidate's field from other campuses and organizations (see Appendix A of the College of Humanities, Social Sciences and Arts "Expectations for Tenure and Promotion" document on the college website under "Faculty Links"). These accomplishments can be demonstrated in the same manner as stated above in expectations for tenure.

SERVICE

For promotion to Professor, the expectations are for significant service to the department in the form of student advising, chairs of committees, leadership in recruitment efforts, leadership in program planning and direction, and/or other important contributions. Additionally, significant service to the university and profession is required. The department and university expect evidence of valuable professional service – normally a minimum of five years of service at the regional, national, or international level post-tenure/promotion to Associate Professor. These accomplishments can be demonstrated in the same manner as stated in expectations for tenure.

PROMOTION TO SENIOR LECTURER

Faculty wishing to be considered for promotion to Senior Lecturer must follow the guidelines set forth in University Procedure 12.01.99.R0.06 “Appointment, Reappointment, and Promotion of Non-Tenure-Track and Clinical Faculty.”