



POTTER COLLEGE OF ARTS & LETTERS

DEPARTMENT OF MUSIC

CONTINUANCE, TENURE, AND PROMOTION GUIDELINES

Effective – July 1, 2024

ELIGIBILITY

A terminal degree in music is generally required for tenure-eligible appointments. Terminal degrees in music include the: PhD, DMA, DM, DME, and DA. For positions primarily in music education, the EdD in Music Education may be considered. For positions primarily in applied teaching, the MM degree may be considered provided the candidate has a national reputation in the applied discipline with significant, and clearly exceptional, academic and/or professional qualifications and experience.

OVERVIEW

The Department of Music encourages and recognizes a wide range of faculty accomplishments and achievements in the areas of teaching, research/creative scholarship, and service. Faculty holding full-time, tenure eligible pedagogical positions are evaluated on instructional effectiveness and university/public service. Per the WKU Faculty Handbook, the university does not require pedagogical faculty to engage in scholarly research; however, pedagogical faculty are encouraged to contribute to the understanding and practice of teaching and to disseminate their contributions in publications, presentations, and other forms of dissemination.

The department follows the procedures for continuance, tenure, and promotion described in the *Faculty Handbook* as well as the guidelines put forth in the *Potter College Guidelines Governing Reviews for Tenure and Promotion*. Candidates will be guided by the music unit chair and the candidate's department mentor in understanding documents and the continuance, tenure, and promotion process.

Continuance, tenure, and promotion are based on an individual faculty member's demonstrated qualifications as evaluated by eligible colleagues in the department and the department chair(s). Continuance, tenure, and promotion decisions consider the quantity and quality of a candidate's teaching, research/creative scholarship, and service; and, when relevant, administrative duties/responsibilities. Faculty receiving continuance, tenure, and promotion will have demonstrated professionalism in their teaching, research/creative scholarship (if required), and service; a commitment to working in a mutually respectful and productive fashion with colleagues and students; and active support of the mission and goals of the department, college, and university.

TENURE-ELIGIBLE APPOINTMENTS

Traditional Track Faculty

A traditional track faculty member is a full-time, tenure-eligible, faculty member who holds the rank of assistant professor, associate professor, or professor. Traditional track faculty engage in a variety of activities such as classroom and laboratory instruction, scholarly activities including research and creative endeavors, and service. Traditional track faculty are generally appointed to a full-time nine-month position.

Pedagogical Track Faculty

A pedagogical track faculty member is a full-time, tenure-eligible, faculty member engaged primarily in instructional activities and service. Pedagogical faculty members are expected to bring a high level of conceptual and theoretical ideas to their instructional tasks and to have innovative skill sets that enhance the intellectual development of their colleagues and the students with whom they interact. Pedagogical faculty appointments do not, however, carry an expectation of involvement with scholarly research. In recognition of this, such pedagogical faculty members will normally have a teaching load higher than that of traditional track tenure-eligible faculty members in their unit who carry responsibilities in both teaching and research/creative scholarship.

Pedagogical track faculty members are not prohibited from engaging in research. They may apply for internal research opportunities (e.g., internal grants) and may participate in any incentive program for faculty who support a fraction of their salary from extramural research funds. Pedagogical track faculty are generally appointed to a full-time, nine-month position.

NON-TENURE ELIGIBLE APPOINTMENTS

Instructor Track Faculty

Instructor appointments are continuing, non-tenure eligible faculty positions (including special “In-Residence appointments) whose primary responsibility is teaching and service, but who may also have secondary responsibilities. In recognition of this, instructional faculty members will normally have a teaching load higher than that of traditional track tenure-eligible faculty members in their unit who carry responsibilities in both teaching and research. In some instances, a senior instructor may substitute an expectation of research or creative activity for some service. Instructor track faculty are generally appointed to a full-time, nine-month position.

CONTINUANCE, TENURE, AND PROMOTION PROCESSES

The processes for continuance, tenure, and promotion are defined in the *Faculty Handbook* including all levels of portfolio review, probationary periods, continuance, submission deadlines, and response procedures. Faculty are expected to engage in quality teaching, research/creative activity (not required for Pedagogical and Instructor Ranks), and service throughout their career at WKU. Continuance, tenure, and promotion require evidence of sustained activity that demonstrates excellence, currency, and prominence in their field.

During the probationary period, tenure-eligible faculty will be evaluated each year on their progress toward tenure and promotion. This process is called *continuance*. Tenure-eligible faculty members may request an extension of the probationary period under circumstances outlined in the *Faculty Handbook*. Candidates may apply for tenure and promotion during the same year; however, the tenure and promotion processes are separate reviews and will be considered separately by the appropriate committees.

Candidates applying for continuance, tenure, and promotion will submit materials in a format defined by the department, college, and university. Candidate dossiers/portfolios should be submitted in a single pdf document through the designated university platform(s). Evidence and artifacts can be included in the PDF or accessed through a secure university sponsored platform. Links to videos and audio recordings are allowed if they are available publicly on a non-editable platform (YouTube or another similar service is acceptable). Materials should not be connected or linked to personal storage sites, such as a personal Google Drive or Dropbox. It is incumbent upon the candidate to present their materials with ample documentation, explanation, and context, as their materials will be reviewed by committees and individuals from a variety of academic disciplines.

The Department of Music also considers promotions at the Instructor Rank in accordance with the procedures and expectations outlined in the *Faculty Handbook* and in consideration of the teaching, research/creative activity, and service materials submitted. Though emphasis is placed primarily on teaching, research/creative activity and service may be considered.

TABLE OF CONTENTS FOR *CONTINUANCE APPLICATIONS*

The table of contents in the *continuance application* will include the following items in the order listed below:

- Table of Contents (listing each of the items below, in order listed below)
- Letter of Application (not exceeding one page)
- Current Curriculum Vitae
- All Continuance memos from continuance committee and department chair
- Annual Activity Report for year being reviewed
- Course Evaluations (SITE) for year being reviewed
- Defined sections on Teaching, Research/Creative Activity, and Service, formatted as follows:
 - Teaching
 - Brief narrative
 - Evidence/artifacts
 - Research/Creative Scholarship (not applicable to pedagogical rank)
 - Brief narrative
 - Evidence/artifacts
 - Service
 - Brief narrative
 - Evidence/artifacts

Evidence/artifacts may include but are not limited to:

- Supportive letters from colleagues, students, or professional peers
- Links to appropriate websites
- Audio/video recordings (students/ensemble/productions/professional activities)
- Posters/brochures and other marketing materials as appropriate
- Written materials/syllabi that reflect or document activities in each area

TABLE OF CONTENTS FOR *TENURE AND PROMOTION APPLICATIONS*

The table of contents in the *tenure, or promotion application* will include the following items in the order listed below:

- Table of Contents (listing each of the items below, in order listed below)
- Letter of Application/narrative (not exceeding two pages)
- Current Curriculum Vitae
- All Continuance memos from continuance committee and department chair
- All Annual Activity Reports for years being reviewed
- All Course Evaluations for years being reviewed (SITE)
- Defined sections on Teaching, Research/Creative Scholarship, and Service, formatted as follows:
 - Teaching
 - Brief narrative
 - Evidence/artifacts
 - Research/Creative Activity (not applicable to Pedagogical rank)
 - Brief narrative
 - Evidence/artifacts
 - Service
 - Brief narrative
 - Evidence/artifacts

Evidence/artifacts may include but are not limited to:

- Supportive letters from colleagues, students, or professional peers
- Links to appropriate websites
- Audio/video recordings (students/ensemble/productions/professional activities)
- Posters/brochures and other marketing materials as appropriate
- Written materials/syllabi that reflect or document activities in each area

TEACHING

REPRESENTATIVE ACTIVITIES AND CRITERIA

Teaching will be evaluated in lower and upper division classes, in graduate-level instruction, and in off-campus settings. In the evaluation of faculty work, the department and college place significant emphasis on teaching effectiveness and require excellent teaching for tenure and promotion. Candidates will submit evidence of effective teaching. This evidence may include, but is not limited to, the representative activities listed below:

- Awards, recognitions, and honors for outstanding teaching
- Classroom observation by peers and/or department Chair(s)
- Course development and revision designed by the candidate
- Course syllabi, manuals, materials, etc. designed and used by the candidate
- Direct supervision of student work or performance of special merit (presentation/performance accepted for conference or publication)
- Evidence of outstanding and effective use of traditional teaching methods
- Evidence of successful use of innovative techniques, technology, and materials
- Planning and teaching honors courses
- Planning study abroad experiences
- Questionnaires devised by the department or candidate and completed by students
- Record of professional development within the candidate's discipline
- Record of the professional success of the candidate's university students
- Recruitment and retention of students-studio faculty and ensemble directors are expected to develop and maintain studios and ensembles of sufficient quantity and quality to support the department's academic mission. All faculty are expected to share in the responsibility of retaining music majors through successful teaching and mentoring.
- Supervision of independent studies, theses, honors projects
- Concert and recital programs including student ensembles, student degree recitals, and student non-degree recitals.

TEACHING CRITERIA

Candidates must meet the following criteria:

- Effective course design and structure: syllabi must include a clear path to acquisition of the content of the course, including dates of assessments, office hours, and clarity in how grades are earned.
- Effective course delivery: the faculty member must demonstrate their expertise of the subject matter in the course, as well demonstrate that they are effective communicators of the subject matter to the students in the course.
- Rigor and consistency in grading: the faculty member must plan, communicate, and assign grades in a manner that maintains and encourages a high standard of academic excellence.
- Generally positive student feedback: Generally positive student feedback is an indicator of effective teaching and learning. Student feedback will be considered from the standardized course evaluations (SITE) administered at the end of each semester. Faculty may choose to provide supplemental student feedback using their own instruments. Faculty members should demonstrate responsiveness to student feedback as they revise and improve their courses over time. Course evaluation (SITE) data will be considered in the context of other materials submitted by the candidate and the teaching evaluations/observations performed by department colleagues.

RESEARCH /CREATIVE ACTIVITY

Research/creative scholarship is expected of all faculty as appropriate to the candidate's discipline, and in accordance with their faculty rank (traditional/pedagogical appointment), as well as the broader study of music. The Department acknowledges the widely diverse aspects of scholarship and creative activity in music and the arts. While individual faculty may pursue different types of research/creative scholarship, a consistent level of meritorious and recognized achievement is expected for continuance, tenure, and promotion. The Department gives the highest weight to research/creative scholarship that have undergone the process of peer review. Online publication or dissemination of work will be considered equal to published work, provided that the peer review selection process is of equal rigor. Candidates will submit evidence of excellence in their research/creative activities. This evidence may include, but is not limited to, the representative activities listed below:

REPRESENTATIVE CATEGORIES OF ACTIVITIES

Performance and Presentation

- Artist-in-residence/scholar-in-residence
- Chamber recitals
- Concert performances as a conductor
- Concerto performances
- Invited research presentations
- Performances of original compositions
- Presentation of scholarly, pedagogical, or instructional works
- Professional accompanying of significant repertoire
- Professional large ensemble participation
- Research/creative activity such as presentations at a conference, a performance or a collaboration on a faculty research project or performance.
- Significant professional engagements
- Solo recitals
- Use of technology to disseminate scholarly ideas

Publication

- Arrangements
- Articles
- Bibliographies
- Books
- Broadcasting
- Catalogue raisonné
- Catalogues
- Compositions
- Computer software
- Concert program notes
- Indexes
- Papers in professional journals
- Recordings (audio, video, and multi-media)
- Reports to local, state, or federal agencies
- Reviews and criticism

- Textbooks
- Transcriptions
- Translations

Work in Progress

- Continued or sustained work toward any of the items under Performance and Presentation, and/or Publication, that is not yet complete

RESEARCH/CREATIVE SCHOLARSHIP CRITERIA FOR TENURE AND PROMOTION

Criteria for Promotion to Associate Professor

Normally, candidates for promotion from assistant to associate professor will have at least 10 items from Merit Level II, or Merit Level I, or other research/creative scholarship the department deems adequate to merit promotion. The committee has discretion to give more weight to certain activities based on size, scope, and impact. Additional listed activities should clearly demonstrate consistency of output, a career trajectory of a life-long scholar towards achieving national prominence, and evidence of a continued contribution to the relevant field(s).

Criteria for Promotion to Professor

Promotion to the rank of Full Professor is recognition of demonstrated achievement and a national distinction over the span of an individual's academic career. There should be evidence of long-standing leadership, national recognition, and/or substantial contributions both within and beyond the university. Normally, candidates for promotion from associate to full professor will have at least 7 items from Merit Level II showing continuing development and at least 3 items from Merit Level I, demonstrating work that is substantial in length or preparation, is at the national/international level, and is peer-reviewed. The committee has discretion to give more weight to certain activities based on size, scope, and impact. The committee will also consider other research/creative scholarship deemed adequate to merit promotion. Additional listed activities should clearly demonstrate consistency of output, a career trajectory of a life-long scholar towards achieving national prominence, and evidence of a continued contribution to the relevant field(s).

Sustained achievement in the candidate's entire body of work is considered, but only as it is relevant to the individual's area of professional competence. Candidates will be evaluated on contributions since the last set of successful promotion materials were submitted for consideration. It is the responsibility of the candidate seeking promotion to provide promotion committees with the appropriate evidence on which to base a decision.

RESEARCH/CREATIVE SCHOLARSHIP MERIT LEVELS

Merit Level I

Merit Level I includes work that is substantial in length or preparation, is at the national/international level, and is peer-reviewed. Accomplishments at this level should establish the faculty member as a widely recognized and prominent expert in the field. Accomplishments may include, but are not limited to, the representative activities listed below:

- Article peer-reviewed and published in a significant international or national journal in the discipline
- Book or monograph based on original research
- Catalogue raisonné based on original research
- Chapter or article based on original research published in a book
- Editing a work that is substantial in length and/or preparation.
- Ongoing editorship of a journal/periodical on a national/international level.
- Evaluation of professional programs at a national or international level
- Invited performance at a national or international level
- Invited research presentation at a national or international level
- National publication of an original bibliography or index
- Original composition performed at a national or international level
- Peer-reviewed and published textbook which breaks new ground and transcends ordinary instructional material
- Peer-reviewed recorded performance with international/national circulation
- Peer-reviewed workshop/clinic presentation at a national/international level
- Publication of an original composition (not an arrangement)
- Significant funded research ending in a project report
- Translation of a major book for publication
- Work that is original in nature, that advances the state of the art, and that breaks new ground
- Other accomplishments as presented by the candidate

Merit Level II

Merit Level II includes work at the local/state/regional level, expands on previously published work, and broadens recognition of the individual faculty member. Accomplishments at this level should add significant prominence and visibility to the faculty member in the specific field. Accomplishments may include, but are not limited to, the representative activities listed below:

- Adjudication beyond a local level
- Article in a refereed online journal or encyclopedia in the discipline
- Co-authored book based on original research
- Conducting seminars and workshops for professionals that entails teaching professional skills and practice
- Development of a research/creative/instructional webpage with a significant

interactive component

- Guest conducting of a substantial number of pieces or major work at a regional performance event
- Invited performance at a regional level (ex. conference/convention)
- Invited research presentation at a regional level
- Original composition performed at a regional level
- Peer-reviewed recorded performance with regional circulation
- Publication of an arrangement or performance technique studies (etudes)
- Publication of meritorious articles, reviews, and commentaries in newspapers or other national/international popular media, demonstrating high standards in the discipline
- Revised edition of a book or monograph incorporating substantial new research
- Translation acclaimed within the discipline but of less importance than a book
- Writing textbook with local circulation used for sequence courses or in courses with multiple sections
- Other accomplishments as presented by the candidate

SERVICE

Service is an essential part of a faculty member's contribution to the well-being of the department, college, and university. Such service also provides faculty with the opportunity to help govern the institution. Faculty will be recognized for conscientious service on departmental, college or university committees; representing the university in a service or consultative role to schools, professional organizations, or other outside agencies; and other duties incidental to the above or as assigned by the chair of the department, dean of the college, provost, or the president.

As professorial appointments in the Department of Music are often specialized, the development of service goals help balance the service component of a candidate's workload with needs of the department, college, and university. Developing clear service goals will provide contextual explanation of area-specific service activities to outside constituencies. Service goals should be included in the service narrative of a candidate's continuance materials. Candidates may make a case for considering specific activities at a higher-level if they believe the contributions have merit.

Candidates for continuance, and candidates for tenure and promotion will present evidence of service work to the department, the college, and the university—including service to professional organizations.

REPRESENTATIVE CATEGORIES OF SERVICE

Service may include, but is not limited to, the representative activities listed below:

- Adjudication
- Advise student club/organization
- Appropriate and effective advising of students
- Assist in a clinic, workshop, or festival
- Chairing a department or college-level strategic planning committee
- Chairing a department or college-level T&P document revision committee
- Chairing a search committee
- Chairing a university or college-level committee
- Consultation
- Documentation of candidate's students engaged in civic/community activities
- Holding office in national or international professional organizations
- Maintain a working relationship with and providing services to educational institutions
- Media appearances
- Member of committee as requested by the Provost/Vice President of Academic Affairs
- Member of departmental, college, or university committee (Calendar Committee, Graduate Council Committee, Music Department Service Committee, PCAL Faculty Awards, Scholarship/Grant Committee, Strategic Planning Committee, University Academic Calendar Committee, Wall of Fame Committee)
- Member of faculty senate
- Musical services of university-related nature (ex. graduation)
- Organizing of and participating in the development of programs and activities which enhance the reputation of the department, college, or university
- Participate in state, regional, and national associations by attending meetings and serve on committees
- Participate in state, regional, and national associations by holding office, or editing an association publication
- Securing and administering internal or external grant proposals for service projects that benefit the Music Department, university, or community
- Serve as a mentor in the faculty mentor program
- Serving on national or international committees
- Special lectures
- Sponsor, coordinate, or assist in clinics, workshops, and festivals

SERVICE CRITERIA TENURE AND PROMOTION

Service Requirements for Promotion to rank of Traditional or Pedagogical Associate Professor

- Contributions that fit candidates' service goals
- Contributions advance the goals of the Department and at least one other constituency (College, University, student organizations, the profession/ disciplinary organizations)
- Active and meaningful engagement in departmental recruitment and retention activities specific to candidate's teaching area (Applied Studio, Ensembles, Academic)
- Additional service activities that the committee deems acceptable

Service Requirements for Promotion to rank of Traditional or Pedagogical Full Professor

- Contributions that fit candidates' service goals
- Candidates perform service to their discipline
- Candidates expand and take on leadership roles in the department
- Candidates expand their service to other constituencies (College, University, student organizations)
- Contributions advance the goals of the Department and at least one other constituency (college, university, student organizations, the profession/ disciplinary organizations)
- Active and meaningful engagement in departmental recruitment and retention activities specific to candidate's teaching area (Applied Studio, Ensembles, Academic)
- Additional service activities that the committee deems acceptable

Service Requirements Promotion to rank of Instructor II

- Contributions that fit candidates' service goals
- Active and meaningful engagement in departmental recruitment and retention activities specific to candidate's teaching area (Applied Studio, Ensembles, Academic)
- Additional service activities that the committee deems acceptable

Service Requirements Promotion to rank of Senior Instructor

- Contributions that fit candidates' service goals
- Active and meaningful engagement in departmental recruitment and retention activities specific to candidate's teaching area (Applied Studio, Ensembles, Academic)
- Additional service activities that the committee deems acceptable

Approved by WKU Department of Music tenure-eligible faculty on April 3, 2024

Lopes,
Zachary

Department Chair

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College Dean

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Robert
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Provost

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