

Department of Music
Appointments Committee

Terms of Reference

(EXCERPT)

On advisement of promotion and tenure considerations, the committee shall:

- 1) reconstitute the committee if necessary (to avoid any potential conflict of interest etc.);
- 2) consult the DFA Collective Agreement on matters pertaining to promotion and tenure;
- 3) review all submitted materials;
- 4) consult individually with other tenured or tenure-stream members of the department.

Department of Theatre

Teaching workload

March 2001

This proposal is consistent with existing practice and simply attempts to standardize it.

- 1) The regular staff workload consists of
 - a) providing lab instruction in 2 classes;
 - b) providing technical supervision in all those classes where students receive credit for working in some capacity on DTDP;
 - c) occasional lectures in classes where technical instruction is needed.
- 2) The regular workload of a faculty member in an academic appointment consists of
 - a) teaching the equivalent of 3 full classes every year;
 - b) supervising Honours students.
- 3) The regular workload of a faculty member in an artistic/professional appointment consists of
 - a) teaching the equivalent of 2½ classes every year;
 - b) either directing one production or coaching/designing all DTDP;
 - c) supervising Honours students.
- 4) If faculty members perform additional services for the Department, they are given class releases according to the following guidelines:
 - a) for designing or coaching a DTDP: ¼ class release;
 - b) for directing a DTDP: ½ class release;
 - c) for acting as a Student Advisor for a full year: ½ class release;
 - d) for acting as a Chair for a full year: 1 class release.
- 5) There shall be no voluntary overload.
- 6) In case the faculty members' workload in a given year, for whatever reason and only with their express approval, is higher than the above guidelines specify, the fraction of their class-release time will carry forward.

Internal Guidelines for Interpretation of Tenure and Promotion Criteria

October 2, 2001

- 1) This document is consistent with the latest Dalhousie University and DFA Collective Agreement and with the 1971 Senate Report on Tenure. Should the newly negotiated Collective Agreement change any of the clauses affecting tenure and promotion consideration, this document will be amended accordingly and the amendments submitted to a new Departmental vote.
- 2) This document recognizes that, for the purpose of tenure and promotion consideration, there are two types of faculty appointments in the Department of Theatre: academic and professional/artistic.

- 3) Nonetheless, a faculty member applying for tenure and/or promotion can submit an application that is either based exclusively on the standards of academic or on the standards of professional/artistic competence, or one that combines the two.
- 4) This document deals only with criteria for tenure and for promotions to Associate and Full Professor, and not with the guidelines for promotions of Lecturers or Instructors, or with reviews of probationary appointments.
- 5) The general principle behind these guidelines is that, for tenure or promotion to be granted, the applicant shall demonstrate a qualitative (and not merely quantitative) development in his or her achievements.
- 6) Though the weight of individual criteria in one's application for tenure and/or promotion may vary, as Clause 16.10 of the Collective Agreement implies, in order for the Department to recommend tenure or promotion, the application must demonstrate the necessary degree of competence in all five required categories.
- 7) In addition to this, service to Dalhousie University, that is, various administrative responsibilities and/or memberships in departmental, faculty, and university committees, is considered an essential duty of every faculty member and is as such also a necessary requirement for any tenure and/or promotion consideration.
- 8) An individual's achievements that have already been used for promotion to one level cannot also be used towards that faculty member's application for promotion to another.
- 9) The definitions of the criteria for tenure and/or promotion as specified in these guidelines bind both the Chair and the Committee.

Personal integrity

- 10) The candidate's personal integrity, both in his or her behaviour within and outside Dalhousie, shall not be questioned, unless there exists substantiated written evidence to the contrary which affects the academic credibility of the Department.

Academic and professional qualifications

- 11) For academic positions, a PhD is normally considered the qualification appropriate for tenure and/or promotion.
- 12) For artistic/professional appointments, an MA, MFA, or equivalent, as well as membership in the relevant professional association(s) are normally considered the qualifications appropriate for tenure and/or promotion.

Collegiality

- 13) The Collective Agreement describes this category as the "[a]bility and willingness to work with colleagues so that the academic units concerned function effectively" (Clause 15.03).
- 14) The faculty member applying for tenure and/or promotion shall be considered collegial, unless written evidence indicates that there exists a pattern of uncollegial behaviour.

15) In this context, pattern is defined as information originating in, preferably, more than one source.

Teaching effectiveness

- 16) For the purpose of tenure and promotion to Associate Professor, the candidate's teaching shall be considered effective
- a) unless his or her teaching evaluations in the five years before application for tenure and/or promotion are 10% or less below the Departmental average for the same period of time;
 - b) or unless there is substantial written evidence that there exist recurring (and non-improving) pedagogical problems (such as unfairness and unavailability to, or exploitation of, students, etc.).
- 17) For the purpose of promotion to Full Professor, the candidate's teaching shall be considered effective unless
- a) the applicant's teaching evaluations in the five years before his or her application are below the Departmental average for the same period of time;
 - b) or unless there is substantial written evidence that recurring (and non-improving) pedagogical problems (such as unfairness and unavailability to, or exploitation of, students, etc.) emerged since the candidate's promotion to Associate Professor.
- 18) If the candidate's teaching evaluations for the relevant period are between 10 and 20% below the Departmental average (or, in the case of Full Professor candidates, up to 10% below the Departmental average), the teaching may still be considered effective
- a) if there is clear evidence of improvement (that is, several consecutive years of a trend upwards);
 - b) or if a satisfactory explanation is provided by the candidate for the below-average performance (such as the introduction of new teaching methods, etc).
- 19) A "formal recognition as an excellent teacher" (that is, a Dalhousie University, regional, or national teaching award) which the candidate receives in the relevant period of time is in itself sufficient evidence of his or her teaching effectiveness.

Contributions to an academic discipline

- 20) For the purpose of tenure and/or promotion to Associate Professor, the applicants shall be considered
- a) to have attained the required "high degree of academic proficiency" (Clause 15.02) by gaining national recognition for their **past** research, scholarly, and/or artistic/professional work, that is, for the work which they submitted as an indication of their academic promise at the time of their initial appointment (typically, for their PhD thesis or artistic resume);
 - b) and to have maintained it by having gained national recognition for their **current** research, scholarly, and/or artistic/professional project.
- 21) For the purpose of promotion to Full Professor, the applicants shall be considered to have made "a significant contribution to [their] discipline or to the University" (Clause 16.11)

- a) if they continue to receive for their research, scholarly, and/or artistic/professional projects the level of **national** or international recognition that was required for tenure;
 - b) and when they gain **international** recognition for their current research, scholarly, and/or artistic/professional work.
- 22) In this context, the terms “national” and “international recognition” refer to a variety of forms of positive peer assessment, either in Canada or internationally, such as
- a) substantial refereed publications (books, journal articles, Internet projects),
 - b) honours and awards,
 - c) major financial grants,
 - d) academic or professional reviews,
 - e) citations of their works in other sources,
 - f) assumption of major editorial responsibilities,
 - g) or any combination of the above.