



TENURE UNIT STANDARD ROUTING SHEET

In support of the following academic policy statements, tenure unit performance standards will be maintained and made publicly available by the Office of the Provost's Faculty Records Team. Per policy, each of these sets of standards will be reviewed every five (5) years, submitted to the Office of the Provost using this routing form for all signatures.

- APS [900417](#), Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty
- APS [980204](#), Performance Evaluation of Tenured Faculty (Post-Tenure Review)
- APS [820317](#), The Faculty Evaluation System of Tenured and Tenure-Track Faculty

Please note the following:

- Use a separate routing sheet for each set of tenure unit standards.
- Submit files in portable document format (PDF) only.
- Ensure the set of standards being submitted ***have been approved*** by the tenure unit ***and*** college dean.

Tenure Unit: SCHOOL OF MUSIC

College/Unit:

- | | | | | |
|---|-------------------------------|-------------------------------|--------------------------------|------------------------------|
| <input checked="" type="checkbox"/> CAM | <input type="checkbox"/> COCJ | <input type="checkbox"/> CHSS | <input type="checkbox"/> COM | <input type="checkbox"/> NGL |
| <input type="checkbox"/> COBA | <input type="checkbox"/> COE | <input type="checkbox"/> COHS | <input type="checkbox"/> COSET | |

Standard:

- Promotion and Tenure Post-Tenure Review Faculty Evaluation System (FES)

Contact:

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Approved By:

Scott D. Plugge Digitally signed by Scott D. Plugge
 Date: 2022.12.15 10:23:25 -06'00'

Department Chair

Ronald E. Shields Digitally signed by Ronald E. Shields
 Date: 2022.12.16 08:08:04 -06'00'

College Dean

Provost & Sr. VP for Academic Affairs

PROMOTION AND TENURE

Standards for Tenure and Promotion

Candidates for tenure or promotion at any level must submit a current CV and documentation of their work in areas of research/creativity, teaching, and service according to School of Music guidelines and deadlines established by the University. These documents will be reviewed by the appropriate Department Promotion and Tenure Advisory Committee (DPTAC) members and used to inform votes taken by the DPTAC. These documents will also be used by the Director, Dean, and Provost in the next stages of the tenure/promotion process. Additionally, candidates for tenure or promotion at any level must be evaluated by qualified peers within the candidate's specific field. A minimum list of five appropriate external evaluators will be made by the candidate in conjunction with the Director of the School of Music.

Award of Tenure and Promotion to Associate Professor

Candidates must possess the terminal degree appropriate to the discipline and under usual circumstances, must have served at least six years as an Assistant Professor including the year when the promotion/tenure decision will be considered at the University level. Candidates must demonstrate a sense of consistency and growth in their teaching and scholarly activities, clear and convincing evidence of emerging stature as regional or national authorities, a dedication to the mission and goals of their academic department, and a likelihood of continuing excellence. Specific guidelines include:

I. Teaching

It is expected that each member of the faculty will excel in teaching, the most important mission of the School of Music. Enthusiasm for teaching and the ability to stimulate students to achieve at the highest level possible are essential attributes. Evidence to be considered in the evaluation of teaching shall include, but not be limited to, the following:

High teaching evaluations as defined by:

- Departmental chairs (in consultation with the Dean)
- The student evaluation instrument, including the supporting documentation for that instrument (an essential criterion)
- Honors or special recognition for teaching accomplishments

Activities related to teaching:

- Class preparation and assessment
- Supervision of students enrolled in activities on and off campus
- Courses taught including direction of individual student work, e.g., independent studies, theses or dissertations, creative and artistic student projects and recitals, and informational student seminars

- Recent success of present and former students
- Retention of students
- Development of new or innovative courses and/or programs
- Development and incorporation of new materials and technology, where appropriate
- Evidence of increasing involvement with students
- Engagement of students with college, university, or local communities (including but not limited to ACE courses)

II. Research, Scholarly, and Artistic Endeavors

It is expected that each member of the faculty will pursue artistic and scholarly activities appropriate to his or her field(s) of specialization. For academic faculty, those whose area of specialization is music history, music theory, music education, and music therapy, these activities closely resemble, but are not limited to, traditional research. For performance faculty and composers, artistic activity includes performances and other creative endeavors, including compositions, arrangements, pedagogical presentations, guest conducting appearances, adjudication, and other activities not falling under the definition of teaching or service.

Faculty members are evaluated on the quality of their publications, performances and/or presentations. The quantity of artistic endeavor should be appropriate to the faculty member's appointment and teaching load. It is not uncommon for some faculty to have endeavors in more than one of the designated categories. However, each faculty member's primary efforts should be directed towards those activities expected in the area of his or her appointment.

Further, it is suggested that the following set of criteria is appropriate and necessary for consideration of the scholarly and artistic endeavors of the faculty of the School of Music. The research and artistic endeavors should be meaningful contributions with a steady record of productivity. The criteria should include but not be limited to:

- Venue
- Peer review
- Performing group
- Relevance to the SHSU School of Music

Scholarly and artistic endeavors are expected to relate to the current rank of the candidate:

- Assistant Professor local, state, and regional activities
- Associate Professor regional and national activities
- Professor national and international activities

It must be noted that a faculty member's area of expertise may change during their employment with the School of Music. Therefore, scholarly and/or artistic endeavors should reflect their new role. In addition, the field of music may change over the years, and this document can be altered to reflect current expectations for the faculty member's area of expertise.

Active participation in scholarly achievements

Sources for evidence of excellence are suggested below concerning academic activities:

- Steady record of publication of books, monographs, chapters in books, computer software
- Book submissions
- Steady record of publication/acceptance of articles and reviews in refereed journals
- Steady record of presentation of papers at seminars, workshops and conferences or participation on panels at professional society meetings or other campuses
- Editor of journal, textbook, or scholarly edition of music
- Publication of transcripts and critical editions
- Externally funded support of scholarly activity
- Performances, professional recordings, video presentations informed by the candidate's scholarly research
- Pedagogical presentation at workshops, seminars, and conferences
- Memberships in appropriate regional and national professional societies
- Performances or exhibitions of work in juried or critiqued venues
- Grants

Sources for evidence of excellence are suggested below concerning performance activities:

Studio faculty and ensemble conductor

- Steady record of professional public performances off campus
- Competitions and prizes
- Steady record of pedagogical presentations at workshops, seminars, and conferences
- Adjudication
- Recordings
- Participation in ensembles
- Steady record of performances at professional meetings and learned societies
- Guest clinician, artist, or lecturer
- Memberships in discipline-related regional and national professional societies

Compositional activities

- Steady receipt of commissions or prizes
- Steady record of performance of works by an established musical organization or soloist off campus
- Performance at another university with an established arts organization or at a festival
- Premiere and non-premiere of compositions
- Steady record of creation of new compositions and arrangements
- Publications
- Recordings
- Adjudication
- Residencies
- Guest clinician or featured artist
- Memberships in appropriate regional and national professional societies

III. Professional Development and Professional Service

It is expected that each member of the faculty will strive to continue their professional growth and remain current with new developments in research, literature, and pedagogy in order to be a productive member of their field of expertise in addition to the University at large.

Sources for evidence of excellence are suggested below:

- Attendance at or participation in professional conferences, colloquia, seminars, workshops, exhibitions, or short courses, contingent upon proper funding from the School of Music and SHSU. A faculty member may provide travel applications as evidence of intended attendance.
- Participation in elected or appointed positions in professional societies
- Demonstrates promise of future leadership in the university, profession, or local community
- Increasing record of compensated and uncompensated service to the university, profession, or local community
- Recruiting
- Performances, clinics, presentations, recitals, etc. given on campus

Upon obtaining the rank of Associate Professor, the candidate may elect to pursue either the Teaching-Intensive Track, which requires a full teaching assignment, or the Research-Intensive Track, which allows a reduced teaching assignment. Both tracks include requirements for additional responsibilities. The selection of a track must be made in consultation with the Director and approved by the dean prior to the beginning of each academic year. Once a track is selected and approved, it is established without change for the academic year. See **Promotion to Professor** for specific guidelines for each track.

Promotion to Professor

The rank of Professor is the most prestigious academic rank at the University. For promotion to this rank, candidates must possess the terminal degree appropriate for the discipline. Under usual circumstances, a candidate must have served a minimum of five and one-half year as Associate Professor, including the year when promotion is considered. A candidate must demonstrate the highest levels of attainment in the criteria appropriate to their work assignments including a history of leadership, and cooperation at all university levels, and a likelihood of continuing excellence and achievement.

Specific standards for promotion to the rank of Professor vary according to the criteria established for each track in the two-track system. An Associate Professor may elect to pursue either the Teaching-Intensive Track, which requires a full teaching assignment, or the Research-Intensive Track, which allows a reduced teaching assignment. Both tracks include requirements for additional responsibilities. The selection of a track must be made in consultation with the

Director and approved by the dean prior to the beginning of each academic year. Once a track is selected and approved, it is established without change for the academic year. A candidate for promotion to the rank of Professor must have remained in one track for at least the four consecutive years immediately preceding the application for promotion.

For Promotion to Professor—Teaching-Intensive Track

At the time of selection of the Teaching-Intensive Track, the faculty member shall meet with the Director of the School of Music and develop a written agreement that specifies performance standards that must be met or exceeded to be considered eligible for promotion to the rank of Professor. In the teaching-intensive track, the standards for the categories of Teaching and Professional Development are not negotiable but the candidate may choose to focus efforts in either (a) Research, Scholarly and Artistic Endeavors or (b) Professional Development and Professional Service categories. The written agreement must be approved by the Dean of the College of Arts and Media. Meeting the minimum standards does not guarantee a positive recommendation for promotion. Specific guidelines include:

I. Teaching

It is expected that each member of the faculty will excel in teaching, the most important mission of the School of Music. Enthusiasm for teaching and the ability to stimulate students to achieve at the highest level possible are essential attributes. Evidence to be considered in the evaluation of teaching shall include, but not be limited to, the following:

Exemplary teaching evaluations as defined by:

- The Director (in consultation with the Dean)
- The student evaluation instrument, including the supporting documentation for that instrument (an essential criterion)
- Honors or special recognition for teaching accomplishments

Sustained evidence of activities related to teaching:

- Participation as an attendee or presenter at short courses, colloquia or workshops designed to improve the quality of teaching or instructional materials and methods, contingent upon funding
- Supervision of students enrolled in activities on and off campus
- Courses taught including direction of individual student work, e.g., independent studies, theses or dissertations, creative and artistic student projects and recitals, and informational student seminars
- Recent success of present and former students
- A history of leadership in curriculum planning and development
- A history of development of new and innovative courses and/or programs
- Evidence of increasing involvement with students
- Retention of students
- Development and incorporation of new materials and technology, where appropriate

- Engagement of students with college, university, or local communities (including but not limited to ACE courses)

II. Scholarly and Artistic Endeavors

It is expected that each member of the faculty will pursue artistic and scholarly activities appropriate to his or her field(s) of specialization. For academic faculty, those whose area of specialization is music history, music theory, music education, and music therapy, these activities closely resemble, but are not limited to, traditional research. For performance faculty and composers, artistic activity includes performances and other creative activity, including compositions, arrangements, pedagogical presentations, guest conducting appearances, adjudication, and other activities not falling under the definition of teaching or service.

Faculty members are evaluated on the quality of their publications, performances and/or presentations. The quantity of artistic endeavor should be appropriate to the faculty member's appointment and teaching load. It is not uncommon for some faculty to have endeavors in more than one of the designated categories. However, each faculty member's primary efforts should be directed towards those activities expected in the area of his or her appointment.

Further, it is suggested that the following set of criteria is appropriate and necessary for consideration of the scholarly and artistic endeavors of the faculty of the School of Music. The research and artistic endeavors should be meaningful contributions with a consistent record of productivity. The criteria should include but not be limited to:

- Venue
- Peer review
- Performing group
- Relevance to the SHSU School of Music

Scholarly and artistic endeavors are expected to relate to the current rank of the candidate:

- Assistant Professor local, state and regional activities
- Associate Professor regional and national activities
- Professor national and international activities

It must be noted that a faculty member's area of expertise may change during the course of their employment with the School of Music. Therefore, scholarly and/or artistic endeavors should reflect their new role. In addition, the field of music may change over the years, and this document can be altered to reflect current expectations for the faculty member's area of expertise.

Active participation in scholarly achievements

Sources for evidence of excellence concerning academic activities are suggested below:

- Record of sustained publication of books, monographs, chapters in books, computer software (may include publications related to teaching improvements or curriculum development)
- Book submissions
- Record of sustained publication/acceptance of articles and reviews in refereed journals
- Presentation of scholarly papers at seminars and workshops
- Editor of journal, textbook or scholarly edition of music
- Externally funded support of scholarly activity (may include grants related to teaching improvements or curriculum development)
- Record of sustained publication of transcriptions and critical editions
- Performances, professional recordings, and/or video presentations informed by the candidate's scholarly research
- Pedagogical presentation at workshops, seminars, and conferences
- Memberships in discipline-related regional and national professional societies
- Sustained record of attendance and participation in professional conferences
- Active, sustained participation in the graduate program (as appropriate) as a graduate committee member and resource person

Sources for evidence of excellence are suggested below concerning performance activities:

Studio faculty and ensemble conductor

- Sustained record of professional public performances off campus
- Record of sustained performances or exhibitions of work in juried or critiqued venues
- Sustained record of pedagogical presentations at workshops, seminars, and conferences
- Adjudication for international, national, and regional level competitions
- Recordings
- Participation in ensemble
- Performances at professional meetings and learned societies
- Guest clinician, featured artist or lecturer
- Memberships in discipline-related regional and national professional societies
- Sustained record of attendance and participation in professional conferences
- Active, sustained participation in the graduate program (as appropriate) as a graduate committee member and resource person
- Externally funded support of scholarly activity (may include grants related to teaching improvements or curriculum development)

Compositional activities

- Sustained record of receipt of commissions or prizes
- Sustained performance of original works by an established musical organization or soloist/chamber group off campus
- Performances of original works at another university with an established arts organization or at a festival
- Sustained record of creation of new compositions
- Sustained record of publications

- Recordings
- Adjudication for international, national, or regional level competitions
- Residencies
- Guest clinician or featured artist
- Memberships in discipline-related regional and national professional societies
- Sustained record of attendance and participation in professional conferences
- Active, sustained participation in the graduate program (as appropriate) as a graduate committee member and resource person
- Externally funded support of scholarly activity (may include grants related to teaching improvements or curriculum development)

III. Professional Development and Professional Service

It is expected that each member of the faculty will strive to continue their professional growth and remain current with new developments in research, literature, and pedagogy in order to be a productive member of their field of expertise in addition to the University at large. Sources for evidence of excellence are suggested below:

- A sustained record of active compensated and uncompensated service and leadership within the School of Music, college, university, profession, and local community
- Sustained record of attendance at or participation in professional conferences
- Memberships in discipline-related regional and national professional organizations
- Exemplary record of service to the department, college, and university
- Leadership roles in promoting teaching effectiveness, incorporation or appropriate technology, and curriculum improvement
- Contributions to the School of Music and the profession by mentoring junior faculty in teaching effectiveness and best practice
- Recruiting
- Performances, clinics, presentations, recitals, etc. given on campus

For Promotion to Professor—Research-Intensive Track

At the time of selection of the Research-Intensive Track, the faculty member shall meet with the Director of the School of Music and develop a written agreement that specifies performance standards that must be met or, preferably, exceeded to be considered eligible for promotion to the rank of Professor. In the research-intensive track, the standards for all categories are not negotiable but the candidate and the Director should agree on specific minimum goals for Research, Scholarly and Artistic Endeavors. The written agreement must be approved by the Dean of the College of Arts and Media. Meeting the minimum standards does not guarantee a positive recommendation for promotion. Specific guidelines include:

I. Teaching

It is expected that each member of the faculty will excel in teaching the most important mission of the School of Music. Enthusiasm for teaching and the ability to stimulate students to achieve at the highest level possible are essential attributes. Evidence to be considered in the evaluation of teaching shall include but not be limited to the following:

High teaching evaluations as defined by:

- The Director of the School (in consultation with the Dean)
- The student evaluation instrument, including the supporting documentation for that instrument (an essential criterion)
- Honors or special recognition for teaching accomplishments

Sustained evidence of activities related to teaching:

- Supervision of students enrolled in activities on and off campus
- Courses taught including direction of individual student work, e.g., independent studies, theses or dissertations, creative and artistic student projects and recitals, and informational student seminars
- Recent success of present and former students
- A history of leadership in curriculum planning and development
- Sustained record of student mentorship and professional involvement with students
- Retention of students
- Incorporation of new materials and technology, where appropriate, into the classroom and laboratory
- Engagement of students with college, university, or local communities (including but not limited to ACE courses)

II. Scholarly and Artistic Endeavors

It is expected that each member of the faculty will pursue artistic and scholarly activities appropriate to his or her field(s) of specialization. For academic faculty, those whose area of specialization is music history, music theory, music education, and music therapy, these activities closely resemble, but are not limited to, traditional research. For performance faculty and composers, artistic activity includes performances and other creative activity, including compositions, arrangements, pedagogical presentations, guest conducting appearances, adjudication, and other activities not falling under the definition of teaching or service.

Faculty members are evaluated on the quality of their publications, performances and/or presentations. The quantity of artistic endeavor should be appropriate to the faculty member's appointment and teaching load. It is not uncommon for some faculty to have endeavors in more than one of the designated categories. However, each faculty member's primary efforts should be directed towards those activities expected in the area of his or her appointment.

Further, it is suggested that the following set of criteria is appropriate and necessary for consideration of the scholarly and artistic endeavors of the faculty of the School of Music. The

research and artistic endeavors should be meaningful contributions with a consistent record of productivity. The criteria should include but not be limited to:

- Venue
- Peer review
- Performing group
- Relevance to the SHSU School of Music

Scholarly and artistic endeavors are expected to relate to the current rank of the candidate:

- Assistant Professor local, state and regional activities
- Associate Professor regional and national activities
- Professor national and international activities

It must be noted that a faculty member's area of expertise may change during the course of their employment with the School of Music. Therefore, scholarly and/or artistic endeavors should reflect their new role. In addition, the field of music may change over the years, and this document can be altered to reflect current expectations for the faculty member's area of expertise.

Sources for evidence of excellence are suggested below concerning academic activities:

- Record of sustained publication of books, monographs, chapters in books, computer software (may include publications related to teaching improvements or curriculum development)
- Book submissions
- The general expectation is one quality refereed publication or funded grant or contract per year
- Regional or (preferably) nation-wide reputation for professional excellence and accomplishment
- Record of sustained participation in professional societies as evidenced by presentation of scholarly papers, pedagogical presentations or performances at professional venues, or other equivalent activity associated with professional conferences
- Editor of journal, textbook or scholarly edition of music
- Externally funded support of scholarly activity
- Record of sustained publication of transcriptions and critical editions
- Performances, professional recordings, and/or video presentations informed by the candidate's scholarly research
- Memberships in discipline-related regional and national professional societies
- Active, sustained participation in the graduate program (as appropriate) as a graduate committee member and resource person

Sources for evidence of excellence are suggested below concerning performance activities:

Studio faculty and ensemble conductor

- Sustained record of professional public performances off campus

- Record of sustained performances or exhibitions of work in juried or critiqued venues
- Sustained record of pedagogical presentations at workshops, seminars, and conferences
- Adjudication for international, national, and/or regional level competitions
- Recordings
- Participation in ensembles
- Performances at professional meetings and learned societies
- Guest clinician or featured artist
- Memberships in discipline-related regional and national professional societies
- Sustained record of attendance and participation in professional conferences
- Active, sustained participation in the graduate program (as appropriate) as a graduate committee member and resource person

Compositional activities

- Sustained record of receipt of commissions or prizes
- Sustained performance of original works by an established musical organization or soloist/chamber group off campus
- Performances of original works at another university with an established arts organization or at a festival
- Sustained record of creation of new compositions and arrangements
- Sustained record of publications
- Recordings
- Adjudication for international, national, or regional level competitions
- Residencies
- Guest clinician or featured artist
- Memberships in discipline-related regional and national professional societies
- Sustained record of attendance and participation in professional conferences
- Active, sustained participation in the graduate program (as appropriate) as a graduate committee member and resource person

III. Professional Development and Professional Service

It is expected that each member of the faculty will strive to continue their professional growth and remain current with new developments in research, literature, and pedagogy in order to be a productive member of their field of expertise in addition to the University at large. Sources for evidence of excellence are suggested below:

- A sustained record of active compensated and uncompensated service to the profession, university, and local community
- History of regular participation in professional colloquia, seminars, workshops, exhibitions, or short courses
- Record of sustained participation at professional conferences
- History of increasing leadership roles in the profession, the university, and local community