

Promotion and Tenure Procedures, Dance Department

Purpose:

To articulate the standards and procedures for promotion and/or tenure for the Department of Dance

Applies to: Faculty within the Department of Dance

General Provisions

Scope and Purpose. The award of tenure and/or promotion in rank are among the most important and far-reaching decisions made by the Department of Dance because an excellent faculty is an essential component of any outstanding institution of higher learning. Promotion and tenure decisions also have a profound effect on the lives and careers of faculty. Recommendations concerning promotion and tenure must be made carefully, based upon a thorough examination of the candidate's record and the impartial application of these criteria and procedures, established in compliance with the [Faculty Senate Rules and Regulations \(FSRR\) Article VI](#).

It is the purpose of this document to promote the rigorous and fair evaluation of faculty performance during the promotion and tenure process by (a) establishing criteria that express the department's expectations for meeting University standards in terms of disciplinary practices; (b) providing procedures for the initial evaluation of teaching, scholarship, and service; (c) preserving and enhancing the participatory rights of candidates, including the basic right to be informed about critical stages of the process and to have an opportunity to respond to negative evaluations; and (d) clarifying the responsibilities, roles, and relationships of the participants in the promotion and tenure review process.

Each level of review, including the initial review, the intermediate review, and the University level review, conducts an independent evaluation of a candidate's record of performance and makes independent recommendations to the next review level. Later stages of review neither affirm nor reverse earlier recommendations, which remain part of the record for consideration by the Chancellor. It is the responsibility of each person involved in the review process to exercise his/her own judgment to evaluate a faculty member's teaching, scholarship, and service based upon the entirety of the data and information in the record. No single source of information, such as peer review letters, shall be considered a conclusive indicator of quality.

Academic Freedom. All faculty members, regardless of rank, are entitled to academic freedom in relation to teaching and scholarship, and the right as citizens to speak on matters of public concern. Likewise, all faculty members, regardless of rank, bear the obligation to exercise their academic freedom responsibly and in accordance with the accepted standards of their academic disciplines.

Confidentiality and Conflicts of Interest. Consideration and evaluation of a faculty member's record is a confidential personnel matter. Only those persons eligible to vote on promotion and tenure may participate in or observe deliberations or have access to the personnel file (except that clerical staff may assist in the preparation of documents under conditions that assure confidentiality).

No person shall participate in any aspect of the promotion and tenure process concerning a candidate when participation would create a clear conflict of interest or compromise the impartiality of an evaluation or recommendation.

If a candidate believes that there is a conflict of interest, the candidate may petition to have that person recuse him/herself. If a committee member does not recuse him/herself, a decision about whether that person has a conflict of interest shall be made by a majority of the other committee members.

Promotion and Tenure Standards

General Principles. The University strives for a consistent standard of quality against which the performance of all faculty members is measured. Nonetheless, the nature of faculty activities varies across the University and a faculty member's record must be evaluated in light of his/her particular responsibilities and the expectations of the discipline. These criteria state the department's expectations of performance in the areas of teaching, scholarship, and service necessary to satisfy the University standards for promotion for the award of tenure and/or promotion to associate professor and for promotion to full professor, or equivalent ranks.

Teaching and scholarship should normally be given primary consideration, but the particular weight to be accorded to each component of a faculty member's activities depends upon the responsibilities of the faculty member. The College has traditionally recognized the 40-40-20 formula for weighting research, teaching, and service, except when weight is differentiated for unclassified academic staff members pursuant to their job description.

Teaching. Teaching is a primary function of the University, which strives to provide an outstanding education for its students. The evaluation of teaching includes consideration of syllabi, course materials, and other information related to a faculty member's courses; peer and student evaluations; a candidate's own statement of teaching philosophy and goals; public representations of teaching; and other accepted methods of evaluation, which may include external evaluations. Evidence to be considered in the evaluation of teaching activities shall include choreography for student productions, advising; development of new courses; updating courses; new and innovative approaches to teaching; teaching awards.

The faculty member will select at least two colleagues to evaluate their teaching. The evaluation will include an examination of syllabi and other class materials, classroom visitation, and a written assessment to be forwarded to the chair of the Department of Dance.

High quality teaching is serious intellectual work grounded in a deep knowledge and understanding of the field and includes the ability to convey that understanding in clear and engaging ways.

The conduct of classes is the central feature of teaching responsibilities at KU, but teaching also includes supervising student research and clinical activities, mentoring and advising students, and other teaching-related activities outside of the classroom. In the Department of Dance, choreography for student productions or restaging other choreographer's works for student productions is an integral component of the teaching responsibilities for professors of dance performance. Choreography of a work for a student production or restaging another choreographer's work for a student production or restaging another choreographer's work for a student production carries the same weight as teaching lower-division technique course in faculty workload assignments.

Under the University standards for the award of tenure and/or promotion to associate professor, the record must demonstrate effective teaching, as reflected in such factors as command of the subject matter, the ability to communicate effectively in the classroom, a demonstrated commitment to student learning, and involvement in providing advice and support for students outside the classroom.

In the department, the following teaching expectations to meet University standards apply for the award of tenure and/or promotion to the rank of associate professor: As indicated by multiple sources of evaluation (outlined above), the record must demonstrate that a candidate's teaching, to an adequate or greater extent, reflects knowledge of his/her field and the recent developments therein, and that the candidate is effective in encouraging students' interest, helping them to think critically about dance and to apply their knowledge, pointing them toward the broader implications of their study, and generally encouraging their development as arts professionals: dancers, choreographers, teachers, scholars, somatic practitioners and the myriad other opportunities in the field. The record must also give indication of responsible fulfillment of all duties

associated with teaching, including prompt and regular holding of class sessions and office hours, timely and sufficient grading and comments on assignments, acceptable and fair expectations and criteria for student work (as judged by disciplinary standards), adequate class preparation and effective use of class time, and reflection about pedagogy.

Under the University standards for promotion to the rank of professor, the record must demonstrate continued effectiveness and growth as a teacher, as reflected in such factors as mastery of the subject matter, strong classroom teaching skills, an ongoing commitment to student learning, and active involvement in providing advice and support for students outside the classroom.

In the department, the following teaching expectations to meet University standards apply for the promotion to the rank of professor: For promotion to the rank of professor, the record must demonstrate continued effectiveness and growth as a teacher since the previous promotion in rank, as reflected in such factors as mastery of the subject matter concurrent with developments in the field, an ongoing commitment to student learning through mentoring, advising and choreography for student productions (for professors of dance performance) and active involvement in providing advice and support for students outside the classroom. The record must also reflect the consistent, responsible fulfillment of all duties associated with teaching, including prompt and regular holding of class sessions and office hours, timely and sufficient grading and comments on assignments, acceptable and fair expectations and criteria for student work (as judged by disciplinary standards), adequate class preparation and effective use of class time, and reflection about pedagogy.

Scholarship. The concept of “scholarship” encompasses not only traditional academic research and publication, but also the creation of artistic works or performances and any other products or activities accepted by the academic discipline as reflecting scholarly effort and achievement for purposes of promotion and tenure. While the nature of scholarship varies among disciplines, the University adheres to a consistently high standard of quality in its scholarly activities to which all faculty members, regardless of discipline, are held. Professors in the Department of Dance may engage in choreography and performance as scholarship (creative activity), traditional academic research, or both. However, it is not uncommon for a professor to specialize in one category or the other.

In the Department of Dance, scholarship in the area of creative activity is defined as refereed (adjudicated, peer-reviewed) or commissioned performances or the presentation of choreography in national/international festivals (festivals that draw participants nationally/internationally); choreography or performances with or on national/international dance companies (a dance company whose work is seen, publicized, or recognized by the field beyond its geographic base of operation can be considered “national” and/or “international”); significant externally funded projects for which the faculty member serves as PI; artistic work receiving published reviews by critics in recognized national or international geographic dance centers; rehearsal direction, staging, and/or coaching of choreography/performance with or for national/international dance companies; individual or collaborative commissions with nationally/internationally recognized emerging or established choreographers; refereed (adjudicated, peer-reviewed) artistic work in electronic and/or digital formats such as DVDs and films screened in national venues; and national/international recognitions/awards for artistic achievement.

In the Department of Dance, scholarship in the area of dance studies is defined as distributed films, published books, monographs, chapters in books, edited books, and electronic media including research-based DVDs and websites, and critical reviews of same; refereed (adjudicated, peer-reviewed) presentations at national and international scholarly conferences; significant externally funded projects for which the faculty member serves as PI; refereed (adjudicated, peer-reviewed) publications in journals recognized within the field of dance and with national/international distribution; invited keynote addresses/lectures/symposia for national or international conferences and/or organizations recognized within the field of dance; editor of a peer-reviewed research journal with national and/or international circulation; and national/International recognition/awards for scholarly research.

When a faculty member applies for promotion and/or tenure, it is necessary to classify research accomplishments as major or minor. The following criteria are to assist the faculty member in making that determination. The classification of the results of research as major or minor is based on several factors: the topic being considered and its relative scope and importance; the length, form and style of the final product; and the audience for whom it is intended.

Major activities in dance performance typically include: dancing a major role in a refereed (adjudicated, peer-reviewed) or commissioned performances; presentation of choreography in regional/national/international festivals (festivals that draw participants nationally/internationally); choreography or performances with or on national/international dance companies; significant externally funded projects for which the faculty member serves as PI; artistic work receiving published reviews by critics in recognized national or international geographic dance centers; rehearsal direction, staging, and/or coaching of choreography/performance with or for regional/national/international dance companies; individual or collaborative commissions with nationally/internationally recognized emerging or established choreographers; refereed (adjudicated, peer-reviewed) artistic work in electronic and/or digital formats such as DVDs and films screened in national venues; and regional/national/international recognitions/awards for artistic achievement.

Minor activities in dance performance typically include: dancing subordinate roles, presenting choreography in local festivals with local audiences, choreography or performance with local dance companies with local audiences, serving as assistant choreographer, internally funded projects for which the faculty member serves as PI; and presenting lectures or demonstration programs in local venues.

Major publications typically fit at least one of the following criteria: a book, monograph, textbook, book chapter or work in electronic media of substantial significance and scope; a scholarly article published in a refereed journal; or a lengthy, scholarly article based on original research written for a major dictionary or encyclopedia.

Minor publications typically fit at least one of the following criteria: a relatively brief monograph, textbook, or work in electronic media; an article on a less substantial topic, published in a magazine or regional journal; a brief article based on widely available materials, written for a general dictionary or encyclopedia; or a review of a book or work in electronic media.

Major papers or lectures typically fit at least one of the following criteria: a substantial, scholarly paper or lecture selected by committee, presented at a regional, national, or international meeting of a professional society; or a substantial, invited paper or lecture presented at a meeting of a professional society or at another university.

Minor papers or lectures typically fit at least one of the following criteria: a paper or lecture of lesser significance, presented at a state or regional meeting; or a paper or lecture presented at a University function or an invited guest lecture in another department of the University.

Funded grants that may be considered major research are typically large, externally funded grants made available to the faculty member by a state, national or international agency. Funded grants that may be considered minor research are normally smaller, internally funded grants from within the University.

Under the University standards for the award of tenure and/or promotion to the rank of associate professor, the record must demonstrate a successfully developing scholarly career, as reflected in such factors as the quality and quantity of publications or creative activities, external reviews of the candidate's work by respected scholars or practitioners in the field, the candidate's regional, national, or international reputation, and other evidence of an active and productive scholarly agenda.

In the department, the following creative activity/scholarship expectations to meet University standards apply for the award of tenure and/or promotion to the rank of associate professor: Scholarship/creative activity that merits tenure is a pattern of peer-reviewed choreography, performance and/or publication in national/international venues consistent with the departmental definition of scholarship (above). The candidate's record must demonstrate clear evidence of a scholarly or creative program that goes well beyond research or creative activity completed for the terminal degree, that has already resulted in products of high quality, and that exhibits promise of continuing productivity. The record should include at least two examples of major scholarship and at least four examples of minor scholarship since the award of the terminal degree.

Under the University standards for promotion to the rank of professor, the record must demonstrate an established scholarly career, as reflected in such factors as a substantial and ongoing pattern of publication or creative activity, external reviews of the candidate's work by eminent scholars or practitioners in the field, the candidate's national or international reputation, and other evidence of an active and productive scholarly career.

In the department, the following scholarship expectations to meet University standards also apply for the promotion to the rank of professor: In terms of scholarly and creative output, scholarship/creative activity that merits promotion to full professor is defined as continued peer-reviewed scholarly/creative production well beyond the record prior to tenure, consistent with the departmental definition of scholarship/creative activity (above). The record should include at least two examples of major scholarship and at least four examples of minor scholarship since the previous promotion in rank.

Service. Service is an important responsibility of all faculty members that contributes to the University's performance of its larger mission. Although the nature of service activities will depend on a candidate's particular interests and abilities, service contributions are an essential part of being a good citizen of the University. The Department of Dance accepts and values scholarly service to the discipline or profession, service within the University, and public service at the local, state, national, or international level.

In the Department of Dance, service activities include involvement in the recruiting activities of the department, such as participating in the regularly scheduled departmental audition days; artistic direction of student productions, roles like organizing the scholarship audition process, producing monthly works-in-progress showings, rehearsal direction for guest artist work; committee work and/or administrative responsibilities for the department, College, University, professional societies, or the community; participation in special committees, task forces, advisory boards, etc.; active participation; elective or appointive leadership roles in professional associations; active participation in faculty meetings; active membership in professional societies; writing grant applications; activities as a reviewer for any scholarly journal or press, etc.; and honors and awards.

Under the University standards for the award of tenure and/or promotion to associate professor, the record must demonstrate a pattern of service to the University at one or more levels, to the discipline or profession, and/or to the local, state, national, or international communities.

In the Department of Dance, the following service expectations to meet University standards apply for the award of tenure and/or promotion to the rank of associate professor: The record should indicate regular and meaningful participation in activities necessary to the successful functioning of the department, College, and/or University, including (at a minimum) significant service on two committees per year and participation at departmental meetings. A record of substantial contributions to the larger university community, the profession, or the discipline at the local, regional, national, or international level (e.g., memberships on committees or task forces, memberships on editorial or advisory boards, student recruitment, administration, reviewing grant applications, judging academic awards competitions, offices in professional organizations, conducting workshops, fund raising, organizing conferences, lectures, or readings, etc.) indicates meritorious service beyond minimum expectations.

Under the University standards for promotion to the rank of professor, the record must demonstrate an ongoing pattern of service reflecting substantial contributions to the University at one or more levels, to the discipline or profession, and/or to the local, state, national, or international communities.

In the department, the following service expectations to meet University standards apply for the award of tenure and/or promotion to the rank of professor: The record should indicate significant participation in activities necessary to the successful functioning of the department, College, and/or University, including (at a minimum) significant service on two committees per year and participation at departmental meetings. In addition, a record of substantial contributions to the larger university community, the profession, or the discipline at the local, regional, national, or international level (e.g., memberships on committees or task forces, memberships on editorial or advisory boards, student recruitment, administration, reviewing grant applications, judging academic awards competitions, offices in professional organizations, conducting workshops, fund raising, organizing conferences, lectures, or readings, etc.) is expected for the award of promotion to the rank of professor. A record demonstrating leadership at the department, College, University, or professional level indicates meritorious service beyond minimum expectations.

Ratings for Performance. Using the criteria described above, the candidate's performance in the areas of teaching, scholarship, and service will be rated using the terms "excellent," "very good," "good," "marginal," or "poor," defined as follows:

- (a) "Excellent" means that the candidate substantially exceeds expectations for tenure and/or promotion to this rank.
- (b) "Very Good" means the candidate exceeds expectations for tenure and/or promotion to this rank.
- (c) "Good" means the candidate meets expectations for tenure and/or promotion to this rank.
- (d) "Marginal" means the candidate falls below expectations for tenure and/or promotion to this rank.
- (e) "Poor" means the candidate falls significantly below expectations for tenure and/or promotion to this rank.

Absent exceptional circumstances, no candidate may be recommended for promotion or tenure without meeting standards in all applicable areas of performance.

Promotion and Tenure Procedures

The department conducts the initial review of the candidate pursuant to the procedures and requirements of [section 5 of Article VI of the FSRR](#) in connection with the candidate's responsibility in the department.

Promotion and Tenure Committee. The Promotion and Tenure Committee shall evaluate the candidate's teaching, research, and service. In the Department of Dance, the Promotion and Tenure Committee is composed of all tenured faculty at equal or higher rank and at least one faculty member of appropriate rank from outside the department. Members of the committee must be of equal or higher rank to the rank for which the candidate is being considered.

No students or untenured faculty members, except unclassified academic staff with the rank equivalent to or higher than associate professor, shall serve on the Promotion and Tenure Committee or vote on any recommendation concerning promotion and/or tenure.

Initiation of Review. Prior to the beginning of the spring semester, the Provost shall notify all faculty whose mandatory review year will be the following academic year, with copies provided to unit administrators and the dean. Upon receipt of this notice or if a faculty member requests it prior to the mandatory review year, the unit shall initiate procedures for evaluating the candidate for the award of tenure or tenure and promotion in rank.

At or before the beginning of the spring semester, the unit shall consider the qualifications of all faculty members below the rank of full professor, with a view toward possible promotion in rank during the following academic year. After considering a faculty member's qualifications, if the unit determines that those qualifications may warrant promotion in rank, or if the faculty member requests it, the unit shall initiate procedures for reviewing the faculty member for promotion to full professor.

Preparation of the Promotion and/or Tenure File. *NOTE:* Candidates who hold joint appointments prepare only one set of promotion and tenure materials for review by both units in which they hold an appointment. The initial review units (i.e., departments, centers, etc.) shall consult with each other on their evaluations and the evaluation process, but each initial review unit must provide a separate evaluation of the candidate's performance in the unit. Please refer to the [College's Promotion and Tenure Statement](#) for detailed instructions. It is the responsibility of the candidate to complete the appropriate portions of the form and provide necessary documents and information in accordance with the Provost's guidelines, with assistance from the department.

The Promotion and Tenure Committee shall receive the form and accompanying materials from the candidate and finish compiling the record of the candidate's teaching, scholarship, and service in accordance with the Provost's guidelines.

The Promotion and Tenure Committee shall provide for the solicitation of outside reviewers to assist in the evaluation of a faculty member's scholarship and in accordance with College procedures. Emphasis shall be placed on selecting independent reviewers in the same or related discipline who hold academic rank or a professional position equal to or greater than the rank for which the candidate is being considered. The committee shall give the candidate the opportunity to suggest individuals to be included or excluded from the list of reviewers. The committee, however, is responsible for using its judgment in the final selection of reviewers. For College specific requirements and guidelines, please refer to "[Section B. Process for Obtaining Evaluation Letters from External Reviewers](#)" within the College's posted policy for promotion and tenure.

When soliciting external reviews of a candidate's scholarship, the Promotion and Tenure Committee shall inform prospective reviewers of the extent to which the candidate will have access to the review. The College's confidentiality policy regarding soliciting external reviewers for the promotion and tenure review process is as follows:

"As a part of the promotion and/or tenure review process, we are soliciting assessments of Professor _____'s research contributions from academic colleagues and distinguished professionals. These letters will become part of the candidate's promotion and tenure dossier and are treated as confidential by the University to the extent we are permitted to do so by law."

Recommendations. Upon completion of the record, the committee conducting the initial review shall evaluate the candidate's record of teaching, scholarship, and service in light of the applicable standards and criteria and make recommendations in accordance with the voting procedures detailed below.

In the department, voting procedures are as follows: The Promotion and Tenure Committee meets and develops its evaluation and rating recommendations for the applicant's teaching, research, and service records. A two-thirds majority of the committee members shall be required to arrive at the evaluations and rating recommendations in each category. *All discussions and deliberations in the tenure and/or promotion process are strictly confidential.* A two-thirds majority of the Promotion and Tenure Committee shall be required for recommendation of promotion and/or tenure by the department. Voting is conducted by secret ballot.

The committee shall prepare the evaluation and summary evaluation sections of the promotion and/or tenure forms. The forms and recommendations shall be forwarded to the chair who shall indicate separately, in writing, whether he or she concurs or disagrees with the recommendations of the Promotion and Tenure

Committee. The department chair shall communicate the recommendations of the initial review, and his or her concurrence or disagreement with the recommendation, to the candidate and provide the candidate with a copy of the summary evaluation section of the promotion and tenure form. Negative recommendations shall be communicated in writing and, if the review will not be forwarded automatically, the chair shall inform the candidate that he or she may request that the record be forwarded for further review.

Favorable recommendations, together with the record of the initial review, shall be forwarded to the College Committee on Appointments Promotion, and Tenure conducting the intermediate review. Negative recommendations resulting from an initial review shall go forward for intermediate review only if it is the candidate's mandatory review year or if the candidate requests it.

Intermediate Review.

The candidate may submit a written response to a negative recommendation by the department, or to a final rating of teaching, research, or service below the level of "good" included in the evaluation section of the recommendation. The written response is sent separately by the candidate to CCAPT.

A request for information by CCAPT and/or UCPT shall be sent to the department chair who shall immediately provide a copy to the candidate and inform the Promotion and Tenure Committee. The chair and committee shall prepare the department's response in accordance with the initial review procedures.

The candidate shall be afforded an opportunity to participate in the preparation of the department's response and/or to submit his/her own documentation or comment to the CCAPT and/or UCPT as applicable.

Approved by:

Department of Dance / The Faculty Senate Committee on Standards and Procedures for Promotion and Tenure

Approved on:

Monday, April 16, 2012

Effective on:

Monday, April 16, 2012

Review Cycle:

Annual (As Needed)

Related Policies:

[Faculty Senate Rules and Regulations Article VI: Promotion and Tenure](#)

Related Procedures:

[Statement On Promotion and Tenure for the College of Liberal Arts & Sciences](#)

Related Forms:

[Guidelines and Documents for Promotion and Tenure](#)

Review, Approval & Change History:

06/12/2017: Dean of CLAS Approved adding the following language to Unit PT statements:

For College specific requirements and guidelines, please refer to "[Section B. Process for Obtaining Evaluation Letters from External Reviewers](#)" within the College's posted policy for promotion and tenure.

03/01/2017: SPPT Review and approval of CLAS P&T policy changes.

02/14/2017: CAC review and approval on revision to Section B. on the Process for Obtaining Evaluation Letters from External Reviewers. to ensure procedural clarity.

06/12/2017: Updated FSRR 6.5.1

04/13/2017: Amendments to the Faculty Senate Rules and Regulations (FSRR) 6.5.1 were approved by the Faculty Senate:

Prior to the beginning of the spring semester, the Provost shall notify all faculty whose mandatory review year will be the following academic year, with copies provided to unit administrators and the dean. Upon receipt of this notice or if a faculty member requests it prior to the mandatory review year, the unit shall initiate procedures for evaluating the candidate for the award of tenure or tenure and promotion in rank.

At or before the beginning of the spring semester, the unit shall consider the qualifications of all faculty members below the rank of full professor, with a view toward possible promotion in rank during the following academic year. After considering a faculty member's qualifications, if the unit determines that those qualifications may warrant promotion in rank, or if the faculty member requests it, the unit shall initiate procedures for reviewing the faculty member for promotion to full professor. ~~After seven years in the rank of associate professor, a faculty member who believes he or she has the qualifications for promotion, despite the failure of his or her unit to initiate the review process for promotion to full professor, may initiate the promotion review process himself or herself. In such cases the unit will treat the candidate in the same way that it treats other candidates for promotion to the rank of full professor.~~

09/02/2015: Made updates to boiler plate text:

- 1) Under General Provisions, paragraph three, "Chancellor" has been changed to "next review level;"
- 2) Under Initiation of Review, the following was added, "*NOTE*: Candidates who hold joint appointments prepare only one set of promotion and tenure materials for review by both units in which they hold an appointment. The initial review units (i.e., departments, centers, etc.) shall consult with each other on their evaluations and the evaluation process, but each initial review unit must provide a separate evaluation of the candidate's performance in the unit. Please refer to the College's Promotion and Tenure Statement for detailed instructions."
- 3) The following was added under to paragraph concerning outside reviewers, "The committee shall give the candidate the opportunity to suggest individuals to be included or excluded from the list of reviewers. The committee, however, is responsible for using its judgment in the final selection of reviewers.

04/16/2012: Approved by the Department of Dance

03/27/2012: Approved by The Faculty Senate Committee on Standards and Procedures for Promotion and Tenure