

# ***REQUIREMENTS FOR TENURE***

**Beginning Fall 2005**

Department of Music

The search and hiring procedures of the Department of Music are designed to assure that a candidate has the potential to become a tenured faculty member. Though the primary intent of the tenure process is evaluative, the guidelines in this document are also designed to be developmental. In this light, they should assist a faculty member prepare for a tenure application as well as assist her/him build a successful career in academe.

## **OVERVIEW**

There are three stages in this process:

**Appointment.** An applicant must demonstrate the appropriate training and background to be a full-time instructor at Pittsburg State University through the curriculum vitae, official academic transcripts, professional recommendations, and, depending on the nature of the position, an audio or video recording of live performance(s), musical scores and audio or video recording(s) of performances of creative works, or scholarly publications, either in progress or in print. Further, applicants are interviewed on campus in order for faculty to judge qualities and character of the applicant that cannot be gleaned from the printed page. The applicant performs an audition (if the teaching responsibilities require studio instruction), meets separately with students, faculty and administrators, and teaches a series of applied lessons and/or presents a representative lecture before a gathering of faculty and students.

**Probationary Period.** Because certain intangibles such as character, cooperation, collegiality, organizational ability, teaching effectiveness, and the prospect of sustained accomplishment cannot be readily ascertained from the application/interview process, the newly employed faculty member enters a probationary period, the length of which is governed by University procedures as listed in the Unclassified Personnel Handbook and in the Agreement between PSU and PSU/KNEA (Kansas National Education Association).

**Tenure.** In order to achieve tenure, the faculty member must demonstrate during her/his probationary period the ability to meet levels of achievement in the following areas (exactly how one satisfies these expectations is discussed in the next section, "Assessment and Evaluation"):

### **TEACHING**

1. To clearly demonstrate teaching effectiveness as well as a dedication to teaching.
2. To assume leadership in the music department for one's teaching specialty.

3. To set positive goals for her/his respective program and its students while guiding students toward the completion of their degrees.
4. To participate actively in the recruitment and retention of qualified students.
5. To create an environment for the students which supports learning, creative solutions to problems, and positive growth in the process of developing appropriate skills in one's particular area of teaching.
6. To establish a record of self-development that demonstrates continuing growth as a musician/scholar/creative artist (whichever is applicable) and teacher.

#### SCHOLARLY/CREATIVE ACTIVITIES

1. To remain active as a performer/scholar/creative musician, whichever is appropriate to one's specialty, by performing regularly, engaging in organized research projects that have the benefit of enhancing the knowledge base in music through publication, and/or creating new compositions or arrangements.
2. To seek opportunities to demonstrate these activities in public forums, both on and off campus.
3. To remain knowledgeable in one's field of expertise by interacting with other professional music practitioners, belonging to and attending the national and/or state meetings of appropriate learned societies or teaching organizations, and remaining current with the literature of one's specialty.

#### SERVICE TO THE UNIVERSITY AND THE MUSIC PROFESSION

1. To take an active part in the governance of the department and the university through committee membership, assistance with special projects, and participation in the decision-making process that characterizes shared governance.
2. To support colleagues in the field of music performance, scholarship, composition, pedagogy, and/or education through consultation, adjudication, guest conducting, hosting of festivals, undertaking of special projects, and other similar activities in which a candidate shares her/his expertise.
3. To take part in the mutually supportive atmosphere already established by the faculty of the department. To assist where required to assure the satisfactory completion of various projects undertaken by the department.

## ASSESSMENT and EVALUATION

To apply for tenure, a candidate must submit a portfolio that contains but is not limited to the annual reports submitted by a candidate every January. To receive a positive recommendation for tenure, candidates must provide documentation of teaching effectiveness, sustained and directed scholarly/creative achievement, and service to the university, as well as to the music profession that are, in the professional judgments of the evaluators, of such recognizable merit as to justify the status and commitment of a continuing appointment.

**Teaching Effectiveness.** Documentation must include:

- 1) Course evaluations of a reasonable number of courses taught throughout the probationary period and other evidence of successful direct involvement with students throughout the probationary period (printed programs of student performances on or off campus, a list of winners of competitions, creative or scholarly results from working with the candidate, participation in master classes on or off campus, etc.).
- 2) Summary of student evaluations of advisement.
- 3) Materials such as course revisions, instructional materials, hand-outs, syllabi, tests, or major assignments that would provide a picture of the candidate's present approach to teaching & pedagogy as well as to the candidate's ongoing development as a teacher.
- 4) Other evidence the candidate feels demonstrates her/his teaching effectiveness. This may include but not be limited to professional development activities or presentations that have a direct, immediate impact on pedagogy and teaching beyond the boundaries of PSU, solicited or unsolicited peer evaluations, professional recognition of teaching excellence, evidence of active recruitment, or initiatives to improve retention of students.

**Scholarly Activity/Creative Accomplishment.** The candidate must provide a record of sustained accomplishment and should show promise for future contributions that will be meaningful to the music field.

- 1) The candidate is expected to be active in professional organizations by attending professional meetings annually at the state or national level (pending partial or full funding from the university).

- 2) Performance faculty must establish a record of active performance. This may include but not be limited to an annual performance on campus, which may be a complete solo program, a chamber recital, or a series of substantial solos with department ensembles that is comparable to the preparation and challenge of a solo recital. The candidate must also perform off campus in professional settings. This may include but not be limited to state, regional, or national conventions of professional musical organizations, concert series, guest artist series, engagements with opera companies, or concerts at other colleges and universities. These performances may be complete programs or may feature the candidate as a soloist.
- 3) Candidates in the fields of music history & literature, music education, and music theory & composition must provide a record of sustained accomplishment. This may be demonstrated through publications, presentations, progress in large research projects, continuous work in creative projects and compositions, and/or other activities in the field such as editorial work, critical studies, music arrangements, software development, or technological applications that are recognized in the music profession as important contributions to the field.

**Service to the Community and the Profession.** As with the first two areas, the candidate must show an active, sustained record of participation as well as interest in her/his profession and in Pittsburg State University. This may be demonstrated in membership of departmental or university committees, involvement in special projects that serve the department or the university as a whole, consistent participation in the governance of the department, support of area music teachers and their programs, outreach programs, active recruitment, music performance of a service nature, and participation in supporting and sustaining the music profession.

Demonstration of active involvement in professional music organizations may include but not be limited to attending meetings, adjudicating in festivals or competitions, presenting papers at meetings, serving on panels at meetings, chairing paper sessions at meetings, participating in or directing clinics, doing poster sessions at meetings, performing at meetings, holding an office in a professional society, serving on committees, or participating in any other organized and/or sustained contribution to the professional organization.

If it is unclear to the candidate whether an activity should be listed under "Service" or one of the other two categories, s/he should select the area which s/he believes best reflects its nature or purpose.

### **A COMMENT ON PROCEDURE**

(please refer to the Agreement between PSU and PSU/KNEA for full detail)

In order to assure that an evaluation standard is evenly and fairly administered, the chair will make a tenure recommendation separate from and independent of the recommendation made by the departmental tenure committee, which is comprised of all tenured faculty in the department. Additionally, by statute the chair has the obligation to keep the candidate informed as to progress toward tenure.