CRITERIA FOR 
TENURE AND PROMOTION

A UNI faculty member’s responsibilities in the School of Music include teaching, scholarship/research/creative activity, and service. Standards and requirements for tenure and promotion at UNI are discussed in *A Master Agreement Between The Board of Regents, State of Iowa and the UNI-United Faculty*. Nothing in the School of Music statement on criteria should be construed as being in conflict with the Master Agreement. Should there be conflict, the Master Agreement takes precedence.

In the fall semester of each year, faculty prepare and submit to the Director a Professional Agenda detailing planned teaching, research/creative activity and service plans. In the spring semester, each faculty member prepares an Annual Report detailing all activities in these areas that actually took place during the academic year. Additionally, each faculty member is encouraged to provide appropriate documentation for all activities listed. This documentation is placed in the faculty member’s file, which is maintained in the Director’s office. Faculty members are subsequently evaluated on 1) effective implementation of the portfolio of assignment (teaching, research/creative activities & service) 2) their level of success in accomplishing activities projected in the Professional Agenda and 3) any student assessments from the period.

Promotion and tenure within the University require the candidate have a documented record of accomplishment in each of the three areas of review: teaching, scholarship/research/creative activity and service. While scholarship/research/creative activity and service are necessary components of faculty responsibility, it is recognized that each candidate will have varied degrees of accomplishment in the three areas. According to the Master Agreement, “only after an affirmative judgment as to documented teaching effectiveness has been made can serious consideration be given to an evaluation of research/scholarship/creative achievement, and professional service.” Furthermore, in the School of Music different areas may be emphasized at different times, as in a period when a faculty member is writing a book, preparing for a series of off-campus recitals, or serving on a particularly active campus committee.

“Promotion from associate professor to full professor requires recognized and significant accomplishments in the areas of teaching, scholarship and/or artistic achievement, and professional service.” [Master Agreement]
1. Teaching

In assessing teaching effectiveness, the following factors may be included:

- preparation for classes and/or applied music lessons
- effective use of class time
- effective delivery of appropriate content, techniques or methodologies
- effectiveness in explaining or illustrating new material
- effectiveness in stimulating or motivating students to learn
- integration of appropriate educational methods
- implementation of technology
- enthusiasm for the subject matter
- reasonable grading policies
- availability to work with student outside the classroom/studio
- record of student achievements outside the classroom/studio

These criteria are evaluated by the department head and members of the PAC using information from a variety of sources that typically include:

- review of course syllabi, assignments and examinations
- classroom visits
- student assessments

Other items that may be used to gauge teaching effectiveness include:

- contents of a teaching portfolio (i.e., documentation of assessment of instruction outcomes, syllabi, examinations, etc.)
- copies of innovative assignments
- curricular development projects completed by the faculty member
- awards and recognition for teaching excellence
- participation in faculty development workshops focused on teaching
- supervision of research papers and theses
- supervision of student teachers

2. Scholarship/Research/Creative Activity

Scholarship/research/creative activity supports, complements and enhances effective teaching. Such activity is characterized by continued study, research, creative work, and music performance.

Demonstration of scholarship/research/creative activity is expected to be public and subject to peer review where applicable. Primary weight is given to refereed and professional publications,
performances, presentations, invited lectures, and successful grant applications. In the School of Music, this can include activity in musicology, music performance, music education, theory, composition or interdisciplinary activities that result in:

• books, articles and e-journals
• recordings
• compositions
• software
• videos
• grant proposals, grant awards, and other major awards
• presentations at professional conferences and colloquia
• performances and presentations at regional, national/international venues/conferences
  o recitals/concerts
  o presentation proceedings or papers read
• guest masterclasses, lectures, clinics and residencies (live or distance)
• collaborative research and/or performances with students
• broadcasts of performances (e.g. Iowa Public Radio/TV, National Public Radio, etc.)

3. Service

The area of Service includes service to the University, the profession and the public. Service to the University refers to memberships on various committees, advisory boards, etc., at the department, college, university, or system level. In the School of Music, it may also refer to service for various University events, as well as student recruitment activities. Student advising is also regarded as a form of service. Service to one’s profession refers to active participation in professional organizations at the local, state, national, or international level. Service to the public refers to participation in community activities of an educational nature (clinician or adjudicator), or in university outreach activities. It may also refer to using one’s professional expertise for consulting or advising activities in agencies or businesses, or to similar types of activities through which the University achieves greater recognition and prestige in the community, state, nation and beyond.

Evidence of service may include:

Departmental/College/University Service:

• acceptance of leadership roles on departmental committees and other projects
• active participation on departmental/college/university-wide committees
• active participation in student recruitment
• initiating, developing, or participating in faculty-student activities that foster a sense of community and collegiality
• successfully advising students
• acceptance of leadership roles in college, university, or system governance units, committees, panels and task forces
• active participation in college, university, or system governance units, committees, panels and task forces
• advising campus student groups and activities
• supervision of student assistants/employees
• serving as a reader of student papers and theses
• supervision of student teachers

Professional Service:
• consulting activities and community service in areas requiring professional expertise
• reviewing books, articles and recordings
• refereeing materials submitted for publication or grant applications
• service to professional organizations as an officer, a committee member, or in other positions of responsibility
• active participation in recruitment efforts
• adjudicating competitions
• media appearances
• public presentations to non-academic audiences, groups or organizations

Approved by the faculty: February 27, 2012

Approved by John Vallentine  Date 2/28/12

Approved by Joel Haack, Dean: ____________________________  signature on file ____________________________  Date ____________________________