

Department of Dance

Policies, Criteria, and Procedures for
Appointments, Promotion, and Tenure

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I. PREAMBLE

This document is a supplement to the College of Arts and Sciences APT Document, the Rules of the University Faculty (Additional Rules Concerning Faculty Appointments, Reappointments, Promotion and Tenure), the Office of Academic Affairs procedural guidelines for promotion and tenure reviews, and any additional policies established by the college and the university. Should those rules and policies change, the department shall follow those new rules and policies until such time as it can update this document to reflect the changes. In addition, this document must be reviewed, and either reaffirmed or revised, at least every four years or on appointment or reappointment of the department chair.

This document must be approved by the dean of the college and the executive vice president and provost of the university before it can be implemented. It sets forth the department's mission and, in the context of that mission and the missions of the college and university, its criteria and procedures for faculty appointments, and its criteria and procedures for faculty promotion, tenure and rewards including salary increases. In approving this document, the dean and the executive vice president and provost accept the mission and criteria of the department and delegate to it the responsibility to apply high standards in evaluating continuing faculty and candidates for positions in relation to its mission and criteria.

II. MISSION OF THE DEPARTMENT OF DANCE

The mission of The Ohio State University Department of Dance is to provide students a broad based education in contemporary dance, integrating areas of movement practice and theory; to make significant contributions to research and creative activity in the field of dance; and to provide leadership in service to the field of dance.

The department, an academic unit designated as a Center of Excellence in 1986, offers three degree programs: the BFA, the MFA, and the PhD. All programs seek to provide the best possible preparation for dance professionals by sharing in the department course offerings, which include challenging dance experiences influencing and reflecting the changing contemporary dance scene. Diverse course offerings occur in the following areas: performance, contemporary and traditional dance techniques, somatic practices, choreography, dance lighting and production, technological applications for dance, directing from score, dance history and criticism, movement theory, dance education, and Labanotation and Laban movement studies. Excellence is evidenced by the faculty and graduates of The Ohio State University Department of Dance who are recognized nationally and internationally as leaders in many professional arenas.

Furthermore, the Department of Dance recognizes a responsibility to build public understanding and appreciation of dance as a diverse creative, cultural, and educational expression. In pursuit of this goal, the department provides non-major dance classes and public performances, emphasizing contemporary work, for both the university community and the community at large. A commitment to cultural, racial, and ethnic diversity is reflected through special curricular offerings and recruitment of faculty, students, and staff.

The Department of Dance defines “diversity” and “inclusion” broadly. Diversity refers to the variety of differences and similarities/dimensions among people, such as gender, race/ethnicity, tribal/indigenous origins, age, culture, generation, religion, class/caste, language, education, geography, nationality, disability, sexual orientation, work style, work experience, job role and function, thinking style, and personality type. “Inclusion” refers to how diversity is leveraged to create a fair, equitable, healthy, and high-performing organization or community where all individuals are respected, feel engaged and motivated, and their contributions toward meeting organizational and societal goals are valued.

III. DEFINITIONS

A. COMMITTEE OF THE ELIGIBLE FACULTY

1. TENURE TRACK FACULTY

The eligible faculty for senior rank of new appointments, reappointment, promotion and tenure, and promotion reviews of tenure track faculty consists of all tenured faculty of higher rank than the candidate whose tenure resides in the department of dance excluding the department chair.

For tenure reviews of probationary professors, eligible faculty are tenured professors whose tenure resides in the Department of Dance excluding the department chair.

2. CONFLICT OF INTEREST

From *Arts and Sciences APT rev. 11.8.2011*: “A conflict of interest exists when an eligible faculty member is related to a candidate or has a comparable close interpersonal relationship, has substantive financial ties with the candidate, is dependent in some way on the candidate's services, has a close professional relationship with the candidate (e.g., dissertation advisor), or has collaborated so extensively with the candidate that an objective review of the candidate's work is not possible. Generally, faculty members who have collaborated with a candidate on at least 50% of the candidate's published work since the last promotion will be expected to withdraw from a promotion review of that candidate.”

3. MINIMUM COMPOSITION

In the event that the Department of Dance does not have at least three eligible faculty members who can undertake a review, the department chair, after consulting with the divisional dean, will appoint one or more faculty members from another department within the college for the review so that the minimum number of three can be reached.

B. PROMOTION AND TENURE COMMITTEE

From *Arts and Sciences APT rev. 11.8.2011*: "All departments with the College of Arts and Sciences shall have a Promotion and Tenure Committee that assists the Committee of the Eligible Faculty in managing the personnel and promotion and tenure issues. The committee is formed using rules and procedures defined by the department."

The Promotion and Tenure Committee is appointed by the chair annually and consists of at least three eligible faculty members with the intention of three year phased membership. The P&T committee reviews probationary candidates and gives the chair of the department written assessments. In fourth and sixth year reviews, the committee gathers the eligible faculty for vote.

1. STRUCTURE OF PROMOTION AND TENURE COMMITTEE

The chair of the Department of Dance appoints the promotion and tenure committee. The committee is composed of three or four members selected from the tenured faculty at the rank of associate or full professor. The chair takes care that committee members do not have a conflict of interest arising out of a familial or comparable relationship, or a close professional relationship with a candidate. The members serve a two- or three-year term on a rotating basis. The committee chairperson is appointed for a three-year term. Only full professors can act on nominations for promotion to the rank of full professor, as only tenured faculty in a higher rank can make promotion and tenure recommendations. In cases where fewer than three faculty members are eligible to serve on the committee, the committee must be completed through the addition of professors or eligible faculty from a related discipline.

2. FUNCTION OF THE PROMOTION AND TENURE COMMITTEE

- a. The committee administers the review of those candidates subject to the fourth- or sixth-year review, or promotion to full professor according to departmental and university criteria for promotion and tenure.

- b. Upon request of the chair, the committee may assist with the annual review process of selected probationary faculty members.
- c. When warranted, the committee advises and makes recommendations to the chair of the department concerning personnel issues.

C. QUORUM

A quorum is two thirds of the eligible faculty not on an approved leave of absence. A member of the eligible faculty on Special Assignment may be excluded from the count for the purposes of determining quorum only if the department chair has approved an off-campus assignment.

Faculty members who recuse themselves because of a conflict of interest are not counted when determining quorum.

D. RECOMMENDATION FROM THE COMMITTEE OF THE ELIGIBLE FACULTY

In all votes taken on personnel matters within the departments of the College of Arts and Sciences only “yes” and “no” votes are counted. Abstentions are not votes. Faculty members are strongly encouraged to consider whether they are participating fully in the review process when abstaining from a vote on a personnel matter.

Absentee ballots and proxy votes are not permitted.

The Department of Dance defines that two thirds of the votes cast by eligible faculty members be used for a positive recommendation for reappointment, promotion and tenure, promotion, and contract renewal.

IV. APPOINTMENTS

The Policy on Faculty Appointments provided by the Office of Academic Affairs can be found here:

<http://oaa.osu.edu/assets/files/documents/facultyappointments.pdf>

A. CRITERIA

1. TENURE TRACK FACULTY

The Department of Dance is committed to making faculty appointments that enhance the quality and diversity of the department. The Department of Dance values professional and academic experience in candidates for all faculty positions. At the assistant professor rank, a

candidate must show great promise in the areas of teaching, research, and service. A minimum requirement for appointment at the rank of assistant professor or a higher rank is an earned doctorate or other terminal degree in dance or possession of equivalent experience.

Appointment at the rank of instructor is made only when the offered appointment is that of assistant professor, but requirements for the terminal degree have not been completed by the candidate at the time of appointment. The department will make every effort to avoid such appointments. An appointment at the instructor level is limited to three years. When an instructor has not completed requirements for promotion to the rank of assistant professor by the end of the third year of appointment, the third year is a terminal year of employment.

Upon promotion to assistant professor, the faculty member may request prior service credit for time spent as an instructor. This request must be approved by the department's eligible faculty, the department chair, the dean, and the Office of Academic Affairs. Faculty members should carefully consider whether prior service credit is appropriate since prior service credit cannot be revoked without a formal request for an extension of the probationary period. In addition all probationary faculty members have the option to be considered for early promotion.

At the associate professor rank, a candidate is expected to have demonstrated accomplishments in the areas of teaching, research, and service and meet the department's criteria for promotion to associate professor. At the professor rank, a candidate must have a significant record of sustained superior accomplishments in the areas of teaching, research, and service in agreed upon proportions per the individual's career trajectory and meet the department's criteria for promotion to professor. Appointment at senior rank normally entails tenure. A probationary appointment at senior rank is appropriate only under unusual circumstances, such as when the candidate has limited prior teaching experience or has taught only in a foreign country. A probationary period of up to four years is possible, on approval of the Office of Academic Affairs, with review for tenure occurring in the final year of the probationary appointment. If tenure is not granted, an additional (terminal) year of employment is offered.

Foreign nationals who lack permanent residency status may be appointed to a senior rank and approved for tenure, if appropriate, but the university will not grant tenure in the absence of permanent residency.

2. ASSOCIATED FACULTY

Associated faculty appointments may be as short as a couple weeks to assist with a focused project, a semester to teach one or more courses, or for up to three years when a longer contract is useful for long-term planning and retention. With the exception of visiting faculty, associated faculty may be reappointed. Typically an associated faculty member holds an advanced degree and is a practicing professional who supports the mission of the department by enriching and diversifying the curriculum.

Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor. Adjunct appointments may be compensated or uncompensated. Adjunct faculty appointments are given to individuals who give academic service to the department, such as teaching a course or serving on graduate student committees, for which a faculty title is appropriate. Typically the adjunct faculty rank is determined by applying the criteria for appointment of tenure-track faculty. Adjunct faculty members are eligible for promotion (but not tenure) and the relevant criteria are those for promotion of tenure-track faculty.

Lecturer. Appointment as lecturer requires that the individual have, at a minimum, a Master's degree in a field appropriate to the subject matter to be taught. Evidence of ability to provide high-quality instruction is desirable. Lecturers are not eligible for tenure, but may be promoted to senior lecturer if they meet the criteria for appointment at that rank. The initial appointment for a lecturer should generally not exceed one year.

Senior Lecturer. Appointment as senior lecturer requires that the individual have, at a minimum, a doctorate in a field appropriate to the subject matter to be taught, along with evidence of ability to provide high-quality instruction; or a Master's degree and at least five years of teaching experience with documentation of high quality. Senior lecturers are not eligible for tenure or promotion. The initial appointment for a senior lecturer should generally not exceed one year.

Assistant Professor, Associate Professor, Professor with FTE below 50%. Appointment at tenure-track titles is for individuals at 49% FTE or below, either compensated (1 – 49% FTE) or uncompensated (0% FTE). The rank of associated faculty with tenure-track titles is determined by applying the criteria for appointment of tenure-track faculty. Associated faculty members with tenure-track titles are eligible for promotion (but not tenure) and the relevant criteria are those for promotion of tenure-track faculty.

Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor. Visiting faculty appointments may either be compensated or not compensated. Visiting faculty members on leave from an academic appointment at another institution are appointed at the rank held in that position. The rank at which other (non-faculty) individuals are appointed is determined by applying the criteria for appointment of tenure-track faculty. Visiting faculty members are not eligible for tenure or promotion. They may not be reappointed for more than three consecutive years at 100% FTE.

3. COURTESY APPOINTMENTS FOR FACULTY

Courtesy appointments (no-salary joint appointments) may be made to Ohio State tenure-track faculty from other tenure-initiating units who are substantially involved in teaching, advising, or research activities of the Department of Dance. They are based on departmental need and must support the mission of the department by enriching and diversifying the dance curriculum and research mission. A courtesy appointment is made at the individual's current Ohio State rank, with promotion in rank recognized.

B. PROCEDURES

1. TENURE TRACK FACULTY

The Department of Dance conducts national searches for all open tenure-track faculty positions unless the College of Arts and Sciences and the Office of Academic Affairs approves an exception to this policy. The search process involves the entire faculty, graduate and undergraduate student representatives, and department staff. Specifically, the department chair appoints a search committee consisting of faculty and students including a Diversity Advocate. The search committee is responsible for the following tasks:

- a. Formulate and disseminate the job description
- b. Review applications
- c. Create a preliminary list of the top candidates
- d. Soliciting references
- e. Encouraging faculty review of applications and input to the committee
- f. Determining candidates to be brought to campus (usually three)
- g. Coordinating the interview visits
- h. Convene the committee of the eligible faculty
- i. Provide the chair with summations of all responses, recommending acceptable candidates

The department chair makes the hiring decision, and coordinates with the Divisional Dean of the Arts and Humanities in the College of Arts and Sciences with any final negotiations.

All offers at the associate professor and professor ranks, with or without tenure, and all offers of prior service credit require the prior approval of the College of Arts and Sciences and the Office of Academic Affairs. Offers to foreign nationals require prior consultation with the Office of International Affairs.

2. ASSOCIATED FACULTY

The appointment, review, and reappointment of all compensated associated faculty is decided by the department chair in consultation with the department Executive Committee.

Appointment and reappointment of uncompensated adjunct or visiting faculty may be proposed by any faculty member in the department and is decided by the department chair in consultation with the department Executive Committee.

Compensated associated appointments are generally made for a period of one year, unless a shorter or longer period is appropriate to the circumstances. All associated appointments expire at the end of the appointment term and must be formally renewed to be continued. Visiting appointments may be made for one term of up to three years or on an annual basis for up to three consecutive years.

Lecturer and senior lecturer appointments are usually made on a semester by semester or annual basis. After the initial appointment, and if the department's curricular needs warrant it, a multiple year appointment may be offered.

Associated faculty for whom promotion is a possibility follow the promotion guidelines and procedures for tenure-track faculty (see Appointment Criteria above), with the exception that the review does not proceed to the college level if the department chair's recommendation is negative, and does not proceed to the university level if the dean's recommendation is negative.

3. COURTESY APPOINTMENTS FOR FACULTY

The Department of Dance identifies tenure-track Ohio State faculty from other tenure-initiating units who teach or advise dance students, or who conduct research with dance faculty. In consultation with the faculty, the chair extends a courtesy appointment. Continuation of the appointment must reflect ongoing contributions and is terminated when courses or services are no longer offered.

V. ANNUAL REVIEW PROCEDURES

The annual review process tracks progress, rewards accomplishments according to the criteria in the APT document, and sets forth goals for the following year(s). The Policy on Faculty Annual Review provided by the Office of Academic Affairs can be found at: <http://oaa.osu.edu/assets/files/documents/annualreview.pdf>

C. PROBATIONARY TENURE-TRACK FACULTY

All probationary faculty members must be reviewed annually during the probationary period. Normally the reviews are conducted at the end of the Autumn Semester and beginning of Spring Semester, in order to better reflect on the following academic year's teaching schedule. As indicated in more detail below, each faculty member must meet with the chair and receive a written evaluation of their performance from the department chair, with sufficient detail for meaningful feedback.

1. FIRST, SECOND, THIRD, AND FIFTH YEAR REVIEW

a. Responsibilities of the Faculty Regarding the Annual Performance Review

- i. Probationary faculty submit an updated OAA Core Dossier to the departmental chair early Spring Semester at least two weeks prior to a performance review appointment. The outline for the Core Dossier provided by the Office of Academic Affairs can be found at: <http://oaa.osu.edu>.
- ii. All faculty may respond, in writing, to the chair's written summary of the results of the review, including a self-evaluation of their teaching, research, and service, and proposing future goals for their development in each of these areas.

b. Responsibilities of the Faculty Regarding Peer Reviews

Tenured faculty are responsible for assessing probationary colleagues' teaching, research, and service. The Promotion and Tenure Committee will oversee the observation of classes, review course materials and the dossier, and share the findings with the chair of the department.

c. Responsibilities of the Chair of the Department Regarding the Annual Performance Review

- i. Inform faculty member in writing when the formal annual review for the previous calendar year will take place and state deadline for submission of faculty member's annual report. This report is entered into the faculty member's personnel file.
- ii. Review faculty member's OAA Core Dossier, peer review reports, Student Evaluations of Instruction, and the Promotion and Tenure Committee's review.
- iii. Charge the Promotion and Tenure Committee to evaluate probationary faculty member with input from additional faculty at large. This may include both the Committee of Eligible Faculty as well as other probationary members of the faculty.
- iv. Evaluate materials and findings as they conform to the spirit of the basic criteria iterated in the section discussing basic criteria for awarding of promotion and tenure.
- v. Meet with faculty member to discuss their performance.
- vi. Send faculty member a written summary of the results of the review, identifying strengths and weaknesses, stating areas of performance needing improvement.
- vii. Include a copy of the review summary and the response, if any, in faculty member's personnel file.
- viii. Submit a copy of the review summary and the response, if any, to the dean of the college.
- ix. In the case of a 1st, 2nd, 3rd, or 5th year decision not to renew, the department follows college protocols.

2. FOURTH YEAR REVIEW

The following procedures pertain additionally to probationary faculty in their 4th year and any annual review in which nonrenewal is recommended.

The Fourth-Year Annual Review differs from other annual reviews in also requiring college-level review, reviewing the candidate's teaching, research, and service from the date of hire through the candidate's third academic year. In the fourth year it is the dean of the college who makes the final decision on reappointment for the fifth year. For the fourth-year review the candidate prepares their review materials according to core dossier guidelines published annually by the Office of Academic Affairs, except that outside letters of evaluation are not requested. At the conclusion of the fourth-year review, the chair submits to the dean of the College of Arts and Sciences a dossier which includes a report and recommendation by the Promotion and Tenure Committee communicating the comments and vote of the Committee of the Eligible Faculty, the chair's written evaluation and recommendation, materials generated by the comments process if the

candidate provided comments, and a copy of the department's Appointments, Promotion and Tenure document. The dean makes the final decision on appointment or nonrenewal.

Fourth-year review procedures as described above must also be used during any other annual review that results in a chair's recommendation that an appointment not be renewed. If the chair believes that nonrenewal of an appointment should be considered either before or after conducting the normal department annual review process, the chair must invoke the above described procedures. If, following faculty review of the case, the chair recommends nonrenewal of the appointment, the comments process must be followed and the case forwarded to the dean for college-level review and decision. If the dean recommends reappointment, the decision is final.

3. SIXTH YEAR REVIEW

The Sixth Year Review is the review for tenure and promotion. The candidate continues to gather information for his/her dossier. A full peer evaluation of the candidate takes place, and outside evaluative letters are solicited. Promotion to associate professor is granted along with tenure, both becoming effective at the beginning of the seventh year of service. If the review is unfavorable, then employment terminates at the end of the seventh year.

The above procedures also pertain to untenured associate professors in the tenure decision year. However, the candidate may stay at rank while receiving tenure. If the review is unfavorable, then employment terminates at the end of the following year.

4. EXCLUSION OF TIME FROM PROBATIONARY PERIOD

Faculty Rule 3335-6-03(D) provides for time to be excluded from the probationary period for specific reasons that significantly interfered with productivity. While individuals may apply for consideration of an exclusion at any time within the limits of the rule, the department may consider during the annual review process whether to recommend application for an exclusion. However, the department may not require a faculty member to apply for excluded time. The complete rule can be found under *Faculty Rule 3335-6-03 Probationary service, duration of appointments for tenure-track faculty.*

D. TENURED FACULTY

The following annual review procedures pertain to tenured faculty.

1. Responsibilities of the Faculty Regarding the Annual Performance Review

- a. Tenured faculty submit an updated OAA Core Dossier or updated CV to the department chair by the end of Autumn Semester. This precedes the annual performance review appointment, which are scheduled at the end of Autumn Semester and the beginning of Spring Semester.
- b. All faculty may respond, in writing, to the chair's written summary of the results of the review.

2. Responsibilities of the Faculty Regarding Peer Reviews

Post-tenure peer review of teaching occurs at the request of the chair or the request of a faculty member wishing to be reviewed. The review includes tenured faculty assessing tenured colleagues' teaching within shared areas of expertise. Selected colleagues observe classes, review course materials and vitae, and share the findings with the chair of the department.

3. Responsibilities of the Chair of the Department Regarding the Annual Performance Review

- a. Inform faculty member in writing when the formal annual review will take place and state deadline for submission of faculty member's dossier and CV. These are entered into the faculty member's personnel file.
- b. Review faculty member's curriculum vitae, Student Evaluations of Instruction, and their dossier.
- c. Facilitate the process of post-tenure peer review of teaching.
- d. Evaluate materials and findings as they conform to the spirit of the basic criteria iterated in the section discussing basic criteria for awarding of promotion.
- e. Meet with faculty member to discuss their performance.
- f. Send faculty member a written summary of the results of the review, identifying strengths and weaknesses, stating areas of performance needing improvement.
- g. Include a copy of the review summary and the response, if any, in faculty member's personnel file.
- h. Submit a copy of the review summary and the response, if any, to the dean of the college.
- i. Copies of current faculty vitae are stored where any faculty member, staff, or student can review them.

E. ASSOCIATED FACULTY

Compensated associated faculty members in their initial appointment must be reviewed before reappointment. The department chair, or designee, prepares a written evaluation and meets with the faculty member to discuss his or her performance, future plans, and goals. The department chair's recommendation on renewal of the appointment is final. If the recommendation is to renew, the department chair may extend a multiple year appointment.

Compensated associated faculty members on a multiple year appointment are reviewed annually by the department chair, or designee. The department chair, or designee, prepares a written evaluation and meets with the faculty member to discuss his or her performance, future plans, and goals. No later than October 15 of the final year of the appointment, the chair will decide whether or not to reappoint. The department chair's recommendation on reappointment is final.

VI. MERIT SALARY INCREASES AND OTHER REWARDS

A. CRITERIA

The department chair uses the following criteria to reach a qualitative assessment of each faculty member for determining annual salary adjustments: contribution to the mission and needs of the department, job performance, and professional development as it relates to teaching, research, and service in light of previously agreed upon goals, and appropriateness of salary level to the individual's overall record.

B. PROCEDURES

1. Information obtained through the annual review process is applied in arriving at an assessment.
2. Chair reviews annual report and student/peer evaluations and may observe a class in preparation for a conference with the faculty member.
3. Chair conducts a conference with each faculty member during which teaching, research, and service are discussed, as well as the next academic year's anticipated teaching load.
4. Chair prepares and sends a letter detailing the results of the written documentation and conference.
5. Chair makes salary decision, sends it to the dean for approval, who forwards it to the Office of Human Resources. Once final approval is received, the chair sends a letter to faculty stating salary for the upcoming year.

C. DOCUMENTATION

1. Faculty OAA P&T core dossier
2. Current CV
3. Student evaluations (SEIs)
4. Evaluation of probationary faculty by tenured faculty
5. Evaluation of tenured faculty by peers
6. Chair's response letter to faculty
7. Chair's salary letter to faculty

VII. PROMOTION AND TENURE AND PROMOTION REVIEWS

According to *Faculty Rule 3335-6-02(D)*: *In evaluating the candidate's qualifications in teaching, scholarship, and service, reasonable flexibility shall be exercised, balancing, where the case requires, heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another. In addition, as the university enters new fields of endeavor, including interdisciplinary endeavors, and places new emphases on its continuing activities, instances will arise in which the proper work of faculty members may depart from established academic patterns. In such cases care must be taken to apply the criteria with sufficient flexibility. In all instances superior intellectual attainment, in accordance with the criteria set forth in these rules, is an essential qualification for promotion to tenured positions. Clearly, insistence upon this standard for continuing members of the faculty is necessary for maintenance and enhancement of the quality of the university as an institution dedicated to the discovery and transmission of knowledge.*

A. CRITERIA

1. BASIC CRITERIA

The basic criteria for appointment, promotion, and awarding of tenure at The Ohio State University are demonstrated ability in research, (scholarship and/or creative activity), teaching, and service to the department, the university, the field, and the community at large. In the Department of Dance recognition is given to the fact that duties and responsibilities assigned to individuals vary greatly and that, therefore, various criteria are of different importance in each individual case.

The dance program at OSU currently exemplifies a philosophy that embraces the importance of an integrated dance education for the potential dance professional. Selected content areas are structured and taught so as to weave together for the student various areas/dimensions of the dance discipline. It is commonly agreed by this faculty that all the subjects equally support and nurture the dance major student. Thus, within the context of this curriculum, individual

teaching expertise is considered enhanced if the faculty member recognizes and encourages various modes of integration, dialogue, and support.

This multifaceted approach to teaching is further enriched by the fact that due to the nature of the discipline, creative activity and research are frequently given form in the context of certain courses (e.g. repertory, technique classes, historical dance). This makes for a rich and varied artistic community, which nourishes the students and at the same time provides a forum for faculty members' creative activities. Excellence in teaching is assumed to be linked to, or supportive of, quality endeavors in creative activity. Therefore teaching effectiveness is considered a minimum standard required of all faculty.

The Department of Dance adheres to the following basic definitions when informing, guiding, and evaluating its faculty members.

- a. **Teaching Ability** is reflected in both effective conduct of assigned courses and leadership in informal learning situations at both the undergraduate and graduate levels. It includes direction of individual and group research and creative projects, academic counseling of individual students, and guidance of departmental student groups. Artistic direction in the performance aspects of the department is evaluated as a proportionate share of the teaching load in considering the faculty member's effectiveness. Student evaluations of teaching, classroom visits by colleagues, and evaluative statements generated in a formal group meeting are commonly used as evidence to assess teaching/advising effectiveness.

Criteria for Evaluation of Teaching

The instructor demonstrates the ability to consistently:

- i. Plan materials appropriate to the level of the particular class population
- ii. Structure a lesson focused in one or more goals or objectives
- iii. Plan materials and techniques supportive to the goals or objectives
- iv. Draw on related resources such as visual, auditory, and verbal systems
- v. Teach through concepts
- vi. Develop materials in a progressive manner
- vii. Change and adjust material in terms of class needs and responses
- viii. Pace the class in accordance with the given time allotment

- ix. Make a strong and responsive connection with the class
- x. Communicate material clearly
- xi. Project a positive attitude
- xii. Support course objectives with appropriate written materials
- xiii. Recognize the individual student and give meaningful guidance

In Addition, for Technique Teachers:

- i. Provide accurate rhythmic support when presenting material
- ii. Teach through movement principles
- iii. Analyze and clarify movement
- iv. Contextualize movement aesthetically, culturally, and/or historically
- v. Provide an effective demonstrator

b. *Research: Scholarship and/or Creative Activity* is evidenced primarily by a comprehensive and expanding knowledge of the individual's area of expertise and the ability to communicate it effectively in appropriate written, oral, and/or artistic form. Research includes academic pursuits of historical, critical, and theoretical studies, with evidence in both published and unpublished forms and creative and interpretive projects in the various aspects of dance appropriate to the particular faculty member's responsibilities. The contribution of the artist-teacher has equal validity and they are expected to attain corresponding excellence to that of the teacher-scholar.

Criteria for Evaluation of Scholarship

- i. The researcher demonstrates capability through a pattern of sustained:
- ii. Authorship of books with academically respected publishers
- iii. Editing or co-editing books with academically respected publishers
- iv. Publication of articles or reviews in respected journals
- v. Invitations to present papers at scholarly meetings
- vi. Innovative pedagogic approaches disseminated to the profession through workshops and/or lectures
- vii. Other scholarly activity such as invitations to participate on panels and symposia; invitations to speak in area of expertise
- viii. Other publications including online journals.

Criteria for Evaluation of Creative Activity (choreography, directing, lighting design, performance, reconstruction)

The artist demonstrates capability as indicated by a pattern of sustained:

- i. Commissions/invitations to create or set work in respected venues
- ii. Performance/screening of creative work in respected venues
- iii. Invitations to participate on panels and symposia; invitations to speak or work in area of creative expertise
- iv. Creative project funding
- v. Prizes and awards
- vi. Creative contributions to local and/or regional and/or national community
- vii. Published reviews, citations of creative work, adjudicated peer review

c. Service to the university, the community, and the profession is an expectation of all faculty members to a greater or lesser degree, depending upon assigned responsibilities. Service may include administrative duties, committee memberships, recruitment, coordinating performances, serving as officers in professional organizations, organizing conferences, and/or providing lectures/performances to internal or external groups. Criteria include: participation in departmental functions and events, a professional attitude toward carrying one's share of service responsibility, and responsiveness to public and administrative inquiries.

2. PROMOTION TO ASSOCIATE PROFESSOR WITH TENURE

According to *Faculty Rule 3335-6-02(C)*: *The awarding of tenure and promotion to the rank of associate professor must be based on convincing evidence that the faculty member has achieved excellence as a teacher, as a scholar, and as one who provides effective service; and can be expected to continue a program of high quality teaching, scholarship, and service relevant to the mission of the academic unit(s) to which the faculty member is assigned and to the university. (See also Basic Criteria for Awarding of Promotion and Tenure.)*

3. PROMOTION TO PROFESSOR

According to *Faculty Rule 3335-6-02(C)*: *Promotion to the rank of professor must be based on convincing evidence that the faculty member has a sustained record of excellence in teaching; has produced a significant body of scholarship that is recognized nationally or internationally; and has demonstrated leadership in service.*

The criteria outlined for the awarding of promotion and tenure apply as well to promotion to the rank of professor, with the additional

information provided below. Promotion to the highest professorial rank is based on sustained distinguished achievement in teaching, research, and service with the understanding that this level of performance will continue.

The department views the three areas as being interrelated, collectively all of equal importance, but weighted differently in individual cases. It is recognized that a longer career consists of various phases in which a concentration on teaching, scholarly or creative investigation, or administration and service, succeed each other, thereby creating through stages a composite professional life encompassing all three areas. This professional life may play itself out in various arenas ranging from the local to the international.

It is further recognized that the focus and nature of scholarly and/or creative investigations may also shift over time. All this is not only acceptable but even desirable, given the nature of the discipline.

- a. Excellence in teaching is a priority throughout the department and faculty spend a large proportion of their time teaching. Instructional activities range from: lecturing 50-150 students in general education courses; to teaching 20-30 students in movement-based courses; to conducting composition, history and criticism, notation, performance, education, technology, and production classes for smaller groups. Due to the nature of creative activity, faculty spend a considerable amount of additional time working individually with students and chairing MFA or PhD committees is an expectation for advancement to rank of Professor.

The department has been recognized for its consistently strong focus on teaching by receiving the University Departmental Teaching Excellence Award in the first year of the award's existence.

- b. The department of dance defines research broadly, reflecting the unique and comprehensive nature of the discipline. Consequently the Department maintains a multifaceted view of research - creative activity as well as more traditional methods of investigation. Research outcomes range from creative activities such as performance itself, choreography, directing or coaching, physical practice, to hybrid products using live or digital dance, lighting design, and scholarship in dance notation, history and criticism, education, movement analysis, pedagogy and theory. In all cases quality indicators listed in "Basic Criteria for Awarding of Promotion and Tenure" are used to assess the relative merits of the work, with an expectation that there are highly visible, international, and/or

significant projects or publications.

- c. The attention given to curricular development and advising requires senior faculty to assume leadership roles on departmental committees and in curricular areas. Professional leadership through directing and administering departmental performing groups, national organizations, or community outreach programs contributes substantially to faculty teaching and research, as well as the field. These responsibilities are time intensive and in some cases dominate a faculty profile. Service to the College of Arts and Sciences, the University, the community, and the field of dance on the national and international level is considered in relation to teaching and research and are carefully evaluated in the review process.

Nominations for promotion to professor can be made by the departmental chair, faculty members, or a faculty member on their own behalf. Once the nomination is received, the chair consults with the department's full professor(s) or, if there are none, appoints a special committee of full professors from outside the department to determine if the record suggests consideration is appropriate. According to Faculty Rule 3335-6-04(A)(3), a faculty member cannot be denied consideration for promotion for more than one year. Nominations are to be made to the chair by the Spring Semester. Reviews will take place the following Autumn Semester.

B. PROCEDURES

The department's procedures for promotion and tenure reviews must be consistent with those set forth in Faculty Rule 3335-6-04 unless the department has the approval both of the dean and the executive vice president and provost to follow different procedures.

1. CANDIDATE RESPONSIBILITIES

Responsibilities of the Candidate Regarding Fourth- and Sixth-Year Reviews and Promotion to Professor.

The candidate has primary responsibility for preparing, according to Office of Academic Affairs guidelines, a dossier documenting their accomplishments. These guidelines, which are updated periodically, are distributed annually to departments. In the Department of Dance these guidelines are followed even in the fourth-year review.

- a. The candidate reviews their personnel file with the department chair to see that it is correct and up-to-date.
- b. The candidate provides an updated vitae.

- c. Upon individual notification of the review process relative to promotion and tenure, the candidate assembles materials as outlined in the published guidelines from the Office of Academic Affairs and submits them by the specified date via Research in View.
- d. In the sixth-year review or promotion to professor, the candidate submits to the chair a list of recommended outside evaluators.
- e. The candidate may provide the tenure initiating unit chair with written comments on the tenure initiating unit review for inclusion in the dossier within ten calendar days of notification of the completion of the review.
- f. The candidate is to submit a copy of the department's APT Document that was in effect at the time of the candidate's hire or when the candidate was last promoted, whichever is more recent, if s/he wishes to be reviewed under that document's criteria and procedures. This must be submitted when the dossier is submitted to the department.

2. PROMOTION AND TENURE COMMITTEE RESPONSIBILITIES

a. Function of the Promotion and Tenure Committee

To consider annually, in spring semester, requests from faculty members seeking a non-mandatory review in the following academic year and to decide whether it is appropriate for such a review to take place. Only professors on the committee may consider promotion review requests to the rank of professor. A two-thirds majority of those eligible to vote on a request must vote affirmatively for the review to proceed.

- i. The committee bases its decision on assessment of the record as presented in the faculty member's CV and on a determination of the availability of all required documentation for a full review (student and peer evaluations of teaching). Lack of the required documentation is necessary and sufficient grounds on which to deny a non-mandatory review.
- ii. A tenured faculty member may only be denied a formal promotion review under Faculty Rule 3335-6-04 (<http://trustees.osu.edu/rules/university-rules.html>) for one year. If the denial is based on lack of required documentation and the faculty member insists that the review go forward in the following year despite incomplete documentation, the individual should be advised that such a review is unlikely to be successful.
- iii. Consistent with Office of Academic Affairs policy, only faculty members who are citizens or permanent residents of the

United States may be considered for non-mandatory tenure review. The committee must confirm with the department chair that an untenured faculty member seeking non-mandatory tenure review is a U.S. citizen or permanent resident (has a "green card"). Faculty members not eligible for tenure due to lack of citizenship or permanent residency are moreover not considered for promotion by this department.

- iv. A decision by the committee to permit a review to take place in no way commits the eligible faculty, the department chair, or any other party to the review to making a positive recommendation during the review itself.

See V.A.2 for timelines.

b. Procedures of the Promotion and Tenure Committee

- i. At the first Autumn Semester meeting of the committee, the chair of the department will meet with the committee to identify all faculty members subject to annual review, fourth- or sixth-year reviews, or nominated for promotion, note special issues, and inform the committee of any pertinent university, college, or departmental requirements.
- ii. The committee reviews its procedures and establishes appropriate timetables within university and college guidelines. At this time the committee selects from among its membership the Procedures Oversight Designee who will assure that proper procedures are followed.
- iii. The committee notifies all faculty (including those on leave) and students that the promotion and tenure process has begun, including information on the departmental, college, and university criteria, and invites comments regarding faculty under review. Candidates subject to fourth- or sixth-year reviews or promotion are individually notified that the review process has begun and are advised to prepare appropriate materials to submit to the committee on a specified date.
- iv. During the fourth- or sixth-year review or promotion process, the committee reviews the materials submitted by the candidate, verifies the accuracy of the dossier, conducts a peer review using letters of evaluation, observation of teaching, review of the personnel file, and by meeting with any faculty member who so requests. Additionally, the committee meets with the candidate to discuss matters such as research, goals, and approaches to teaching. Further, in the sixth-year review the committee also takes into account the fourth-year review to determine whether the candidate

has addressed the concerns presented at that time. For this review (and for promotion to professor which can occur at any appropriate time) the committee recommends to the chair outside evaluators selected from the faculty's collective pool of knowledge about the field.

- v. Within the established departmental deadlines, the committee reviews all available evidence and develops a written synthesis of the evidence for the tenured faculty based on departmental, college, and university criteria.
- vi. Within the established departmental deadlines, the committee meets in closed session with the eligible faculty of the department and presents an analysis of the case.
- vii. The committee entertains discussion of its findings and makes available a summary of the outside evaluations, as well as the departmental evaluations, while maintaining confidentiality to the extent permitted by the law.
- viii. Within the established departmental deadlines, the committee submits to the chair of the department a written summary of each review containing the following information:
 - a. the vote of the eligible faculty
 - b. the criteria established for the candidate's review
 - c. the faculty's recommendation addressing teaching, research/creative activities and service (This summary becomes part of the candidate's personnel file.)
 - d. an explanation of the differing viewpoints on the case, if the vote was divided
- ix. The promotion and tenure committee may provide written responses to the candidate's comments for inclusion in the dossier. Only one iteration of comments on the departmental level review is permitted.

3. ELIGIBLE FACULTY RESPONSIBILITIES

Eligible faculty members review the candidate's dossier describing accomplishments in teaching, scholarship, and service; observe classes; participate in group meeting with candidate; at an additional meeting, eligible faculty discuss and vote on the candidate. A report of this faculty assessment, including both strengths and weaknesses, and the numerical vote of the eligible voting faculty is forwarded by the promotion and tenure committee to the department chair for inclusion in the dossier.

4. DEPARTMENT CHAIR RESPONSIBILITIES

Responsibilities of the Chair of the Department Regarding Sixth-Year Review for Promotion and Tenure shall follow *Faculty Rule 3335-6-04*.

The chair shall prepare a separate written assessment of the case and recommendation for the dean for inclusion in the dossier. As soon as the faculty report and chair's letter have been completed, the candidate should be notified in writing of the completion of the tenure initiating unit review and provided these reports. The chair may provide written responses to the candidate's comments for inclusion in the dossier. Only one iteration of comments on the departmental level review is permitted.

The department chair shall forward the dossier with all internal and external evaluations, candidate comments on the tenure initiating unit review and promotion and tenure committee and/or chair responses to those comments, if any, to the dean of the college.

More specifically, the following steps are followed.

- a. The Spring Semester preceding the commencement of the Autumn Semester review, the chair informs each candidate of an upcoming review mandated by university regulations and provides information on the total review calendar, insofar as possible. It is also the chair's responsibility to provide the candidate with all relevant promotion and tenure materials. At the same time, the promotion and tenure committee is appointed and informed as to the faculty members to be reviewed and the major deadlines to be met for the Autumn Semester review. Assistance is offered the candidate in the preparation of review materials.
- b. The chair meets with the promotion and tenure committee at the beginning of the academic year to identify once again all faculty members subject to annual review, fourth- or sixth-year review, and faculty members nominated for promotion. The chair notes special issues and informs the committee of any pertinent university, college, or departmental requirements.
- c. The chair makes available to the promotion and tenure committee all files and records pertinent to the candidacy of each faculty member subject to review.
- d. The chair receives the written analysis and recommendation of the full eligible faculty through the promotion and tenure committee, and makes an independent decision based on materials and advice received, and on departmental and university criteria.
- e. If the chair's recommendation is different from that of the eligible voting faculty, two procedures must be followed: a) a conference is scheduled with the tenured faculty to discuss differences, b) the chair describes these differences in the materials forwarded to the dean.
- f. At the conclusion of the sixth-year review, the department chair:

- i. reports their decision in writing to the chairperson of the promotion and tenure committee.
 - ii. communicates the recommendation to the candidate and reminds the candidate of the comments process.
 - iii. submits to the executive dean of the College of Arts and Sciences the candidate's dossier with a letter presenting their recommendation.
- g.** In the event of a non-renewal decision for a promotion and tenure-eligible faculty member, the candidate shall be notified in writing of that decision by the Dean.

5. EXTERNAL EVALUATIONS

In the case of sixth-year reviews (and for promotion to professor) the chair (in consultation with the promotion and tenure committee) solicits outside evaluative letters during the Summer, but with an Autumn response deadline. Candidates may review the initial list and augment it. Letters should be solicited from eminently qualified evaluators who are above the rank of the candidate (when from evaluators in academe). The department chair sends each outside evaluator an identical packet of information prepared by the candidate consisting of representative examples of published research and/or creative work on video tape (or other electronic medium), accompanied by a curriculum vitae. For each outside evaluator, the following information should be included in the dossier: (a) name, title (rank if in academe), and institutional affiliation; (b) qualifications as an evaluator of the candidate; (c) who recommended the evaluator (candidate, chair, other); and (d) relationship, if any, to the candidate, e.g., major professor or post-doctoral colleague. Evaluators should not be a close personal friend, research collaborator, or former academic advisor or post-doctoral mentor of the candidate.

Under no circumstances may a candidate solicit external evaluations or initiate contact in any way with external evaluators for any purpose related to the promotion review. If an external evaluator should initiate contact with the candidate regarding the review, the candidate must inform the evaluator that such communication is inappropriate and report the occurrence to the department chair, who will decide what, if any, action is warranted (requesting permission from the Office of Academic Affairs to exclude that letter from the dossier). It is in the candidate's self-interest to assure that there is no ethical or procedural lapse, or the appearance of such a lapse, in the course of the review process.

All solicited external evaluation letters that are received must be included in the dossier. If concerns arise about any of the letters received, these concerns may be addressed in the department's

written evaluations or brought to the attention of the Office of Academic Affairs for advice.

C. DOCUMENTATION

1. TEACHING

The written analysis and recommendation of the full eligible faculty through the promotion and tenure committee and the subsequent chair's letter to the dean are based on student evaluations, course evaluations, peer evaluations, self-evaluations, alumni evaluations, and outside professional evaluations.

2. RESEARCH

Documentation of the Evaluation of Research/Creative Activity (choreography, directing, lighting design, performance, reconstruction) such as critical reviews, peer reviews, publisher contract, citations.

See criteria and indicators identified in sections VII. A.

3. SERVICES

See criteria and indicators identified in sections VII. A.

VIII. APPEALS

Faculty may follow Faculty Rule 3335-6-05 for conducting an appeal of a negative 4th or 6th year review outcome.

IX. SEVENTH-YEAR REVIEW

Faculty Rule 3335-6-05(B) sets forth the conditions of and procedures for a seventh-year review for a faculty member denied tenure as a result of a sixth-year review.

X. PROCEDURES FOR STUDENT AND PEER EVALUATION OF TEACHING

A. STUDENT EVALUATION OF TEACHING

Every student has the opportunity to evaluate courses in the department. The mechanism used is the university SEI form supplemented by written comments. SEIs are administered electronically by the university. The Faculty member and the chair receive copies of the quantitative data.

Written comments are sent electronically to faculty, and summative statements by the P&T committee should be included in the dossier.

Courses are evaluated on a regular basis by the department Executive Committee. The committee considers matters such as appropriate objectives, degree of currency, clarity of syllabi, and relevance to the curriculum as a whole.

B. PEER EVALUATION OF TEACHING

Peer evaluations are arrived at through systematic observation of teaching, which has at its core sequential observation of several classes. Peer assessment focuses on course content, as well as clarity and appropriateness of delivery and degree of engaging the students in the learning process within the confines of the given nature of the course.

In addition to class observation, syllabus review, co-teaching appraisal, evaluation of rehearsal and performance direction, and assessment of participation on BFA, MFA, and dissertation committees also serve as peer review.

Assistant professors are peer reviewed every year, resulting in no less than five written reviews for consideration of promotion and tenure. Associate professors are peer reviewed every other year, with a minimum of three reviews necessary for consideration of promotion to full.

Outside professional evaluations may be solicited by the chair.

XI. REVISION AND AMENDMENT PROCEDURES

Revisions to this document must be consistent with the purpose of the document and with appropriate university rules and policies. Within the first year of their appointment or reappointment, the chair of the Department of Dance shall review the Appointments, Promotion, and Tenure document and, in consultation with the faculty, draft revisions, as appropriate. At other times, the chair, or any member of the regular faculty may propose amendments. Revisions and amendments shall be adopted after consultation with the faculty. The chair will then forward the revised Appointments, Promotion, and Tenure document to the Office of Academic Affairs.

XII. APPENDIX

TIMELINES

Timeline for 4th year review - All following dates refer to Spring Semester, 4th year.		
Date	Task	Notes
End of Week 4, Spring Semester of 4 th year.	Candidate dossier ready for faculty review and comment period to members of P&T committee	Parts I-IV required by OAA rule; supplemental materials to be determined by the candidate and chair of P&T committee and can include publications, links to pertinent sites, videos of works, unpublished writing
Beginning of Week 8	Committee of Eligible Faculty meet for vote with P&T committee	Discussion and vote to be documented in P&T committee letter to the chair
End of Week 9	P&T committee letter to the chair	
End of Week 11	Chair letter to the Dean complete	Both letters available to candidate for comment period
End of Week 13	Comment period closes	Candidate may write a response to either or both the P&T committee and chair letters to be forwarded together to the college
End of Week 15	Comment period for P&T committee and chair closes	P&T committee and/or chair may make comments on the candidate's comments to forward together to the college
End of Week 15; check College Due Date	Dossier, P&T committee letter to the chair, chair's letter to the dean, any comments from the candidate and any reply comments	Supplemental materials only needed where there has been a negative recommendation from either or both the P&T committee and chair

	from P&T committee or chair due to the college	
College Timeline to finish process		

Timeline for 6th year review		
Date	Task	Notes
Spring Semester of 5 th year	P&T committee solicits names for external reviewers	Candidate and committee choice names are given to the chair for invitation
mid Spring Semester of 5 th year	Chair invites external reviewers after approval of list from Divisional Associate Dean	Note College and OAA rule regarding ratio of reviewers that are candidate and committee nominees
mid to late Spring Semester of 5 th year	Candidate prepares dossier with assistance from P&T committee	
End of May	Final deadline for list of external reviewers for Autumn P&T cases due to Division Office for approval	Candidate also has option to have Divisional Dean review dossier during summer
June-July	Send material to external reviewers for comment	Candidate sends them their dossier and examples of their creative or scholarly work; external reviewers focus on research output; letters are due back to the chair of P&T beginning of Week 3, Autumn Semester
Beginning of Week 3, Autumn Semester of 6 th year	Candidate dossier ready for faculty review and comment period to members of P&T committee	External letters due to the Department by this date to be included in review materials

Beginning of Week 5	Committee of Eligible Faculty meet for vote with P&T committee	Discussion and vote to be documented in P&T committee letter to the chair
End of Week 6	P&T committee letter to the chair	
End of Week 8	Chair letter to the Dean complete	Both letters available for candidate for comment period
End of Week 10	Comment period closed	Candidate may write a response to either or both the P&T committee and the chair letters to be forwarded together to the college
End of Week 12	Comment period for P&T committee and chair closes	P&T committee and/or chair may make comments on the candidate's comments to forward together to the college
Beginning of Week 13	Dossier, P&T committee letter to the chair, chair's letter to the dean, any comments from the candidate and any reply comments from the P&T committee or chair, and supplemental materials due to the college	Supplemental materials are submitted to the college in the 6 th year review regardless of recommendations.
College Timeline to finish process		