

Department of Dance

Pattern of Administration

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I. Introduction

This document is a brief description of the organization of the Department of Dance at The Ohio State University. These statements are to be considered within the general framework provided by the *Rules of the University Faculty*, and are subject to the provisions of that document. Necessary changes in this pattern of administration which includes information on governance will be circulated in memos, and new editions of the total document will be prepared when a number of changes have accumulated and/or it will be reviewed and either revised or reaffirmed on appointment or reappointment of a new chair. There are further materials that describe the degree programs and their requirements and detail a number of departmental operations.

II. Department Mission

A. General Mission Statement

The mission of The Ohio State University Department of Dance is: to educate students through a breadth of study in contemporary dance, integrating areas of movement practice, creative investigation, and theoretical inquiry; to make significant contributions to research through scholarship and artistic activity and production in the field of dance; and to provide leadership in service to the field of dance.

The department offers three degree programs: BFA, MFA, and PhD. All programs seek to provide the best possible preparation for dance professionals including challenging dance experiences in and out of the studio and classroom that influence and reflect the changing contemporary dance scene. Various course offerings occur in the following areas: contemporary and traditional dance techniques, somatic practices, performance, choreography, interdisciplinary collaboration, creative technologies for dance, dance film, dance lighting and production, dance history, theory and literature, movement analysis, dance education, Laban Studies. Faculty and graduates of The Ohio State University Department of Dance demonstrate excellence in the field of dance through national and international recognition as leaders in many professional arenas.

Furthermore, the Department of Dance recognizes a responsibility to build public understanding and appreciation of dance as a creative, cultural, and educational expression. In pursuit of this goal, the department provides nonmajor dance classes and public performances, emphasizing contemporary work, for both the university community and the central Ohio region.

B. BFA Program Mission

The Ohio State University BFA in Dance provides a comprehensive education across the field of contemporary modern dance with a core focus on the dancing experience. To that end, students are offered a solid foundation during their first two years of study in the following curricular areas: movement practice, performance, choreography, dance analysis, pedagogy, history, kinesiology, production and creative technologies. Expanding upon this foundation, students are afforded the opportunity to focus on individual areas of interest supported by interaction with faculty mentors.

The program encourages integration of curricular areas, supports an interdisciplinary approach, promotes the education of the whole person, values cultural and curricular diversity, responds to the individual needs of students, and reflects faculty research, the dance field, and our broader culture. Students leave the program with the skills, perspective and imagination to be visionaries, advocates, and leaders in the field of dance and in their communities.

A parallel mission for our elective, minor and BFA programs is the study of dance in the pursuit of a liberal arts education, providing a lens through which to understand oneself and the world, historically, currently and moving into the future. Towards this goal, our programs give students transferrable skills that they will use in the dance field, as well as many other professions. These include critical thinking, collaboration, creative problem solving, communication, and the entrepreneurial motivation to develop their own lives and careers.

C. Graduate Program Mission

The OSU Department of Dance not only reflects current national trends in dance research but also spearheads new areas of investigation in dance. The graduate programs in dance afford students opportunities to study and conduct research through the synthesis of three major spheres: creative activity, theoretical inquiry and physical practice. Each degree program emerges from the practice of dance but is shaped through variation in emphasis over the three spheres. Graduate students focus on their individual areas of research, including perspectives drawn from inside and outside the dance discipline. The program locates itself at the active forefront of contemporary dance through choreographic and performative exploration, creative use of technologies, re-imagining the documentation of dance traditions, and emerging critical theory.

The MFA degree serves those students interested in completing practice-based projects, including a required MFA project in such areas as choreography, performance, dance film, and creative technologies in dance. The successful PhD candidate will focus on scholarly inquiry into historical and new areas of dance research and will complete a written dissertation that matches the standards of excellence established by existing high-quality PhD programs at OSU.

MFA Program. The MFA in Dance at The Ohio State University is designed for developing dance professionals who wish to further investigate their current area of specialization and/or to acquire skills in another dance area. MFA students understand and demonstrate what it means to be a working artist deeply engaged in artistic practices and production.

PhD Program. The aim of the doctoral program is to apply a scholarly lens to the study of dance, producing artists/writers/teachers who can demonstrate literacy, intellectual acumen and a profound awareness of developments in their field. The focus of the doctoral program keeps the practice of dance at its core with theoretical and analytical inquiry grounded in and emanating from this rich nucleus of human activity. While not excluding the use of methodologies developed in other disciplines (such as literary criticism, cultural theory, anthropology and other social sciences), research emerging from the Department of Dance is centered in a profound investigation of movement practices, including the history and theory of composition and performance, cultural studies, and the analysis of movement.

III. Departmental Administration

The ongoing administration of the Department of Dance is overseen by the Department Chair, the Undergraduate Studies Chair, the Graduate Studies Chair, staff, and ad hoc committees (for example, technique faculty, HTL faculty, search committees, etc.). Policy and program decisions are made in a number of ways: by the department faculty as a whole, by standing or special committees of the department who make recommendations to the chair, and/or by the chair. All program and curricular actions/decisions must move through at least two bodies of approval. Proposals and policies affecting curricular and program areas come from graduate and undergraduate committees for review by the executive committee, and can move to faculty discussions and vote in faculty meetings where appropriate.

In the event that a program or curricular proposal is made that affects multiple degree programs, this can come to the Chair directly, who will then consult with the executive committee before moving forward. Business actions regarding facilities, budget allocations, personnel actions, and scheduling are ultimately the responsibility of the chair. Given that any decision affects one or more people or program areas, the chair seeks advice and opinions for both minor and major decisions. Whenever majority faculty rule is not followed the Department Chair shall explain the reasons for the departure to enhance communication and to facilitate understanding within the department. Where possible, this statement of reasons shall be provided before the departure occurs. This explanation shall outline the decision of the majority of the faculty, the decision of the department or faculty chair, and the reasons the decisions differ. The explanation shall be communicated to the faculty in writing, where possible, or at a faculty meeting, with an opportunity provided for faculty to comment.

For administrative flow chart, see Appendix.

A. The Chair

Definition, selection, term is according to University Faculty Rule 3335-3-35:

The Chair of the Department of Dance is the administrative head and represents the faculty of the department with the dean or others in the university administration. Upon the nomination of the president, the board of trustees shall appoint the chair for a term of four years subject to the annual review provisions of paragraph (S) of rule 3335-1-03 of the Administrative Code. The Chair shall be eligible for reappointment. The dean shall give substantial weight to faculty recommendations in reaching a decision regarding a nomination or recommendation for reappointment as well as removal during a four-year term. The Department Chair reports to the Divisional Dean of Arts and Humanities in the College of Arts and Sciences.

The duties of the chair of the department shall be as follows:

- To have general administrative responsibility for the department's programs: to operate the business of the department with efficiency and dispatch, and to plan with the members of the faculty and the dean of the college a progressive program.
- To develop in consultation with the faculty a pattern of administration (POA).
- To prepare, after consultation with the faculty and in accordance with the pattern of departmental administration, an Appointment, Promotion, and Tenure document (APT), setting forth the criteria and procedures according to which recommendations are made concerning appointments and/or dismissals, salary adjustments, promotions in rank, and matters affecting the tenure of the faculty. This document shall be made available to all present and prospective members of the department or school, and a copy shall be deposited in the office of the Dean of the college and in the office of the Executive Vice President and Provost.
- To evaluate continuously the instructional and administrative processes and lead in the study of methods of improving them.
- To encourage research and educational investigations.
- To see that all faculty, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.

- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- To prepare annual budget recommendations for the consideration of the Dean of the college.
- To promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.

The chair is appointed by the Executive Dean of the College of Arts and Sciences with the approval of the Executive Vice President and Provost and the Board of Trustees for a term of four (4) years. The procedures for reappointment of chair are outlined in the Pattern of Administration of the College of Arts and Sciences.

B. Faculty Definitions

All Department of Dance tenured and tenure-track faculty members are considered voting members except in matters of promotion and tenure. Only tenured faculty may vote on promotion to Associate Professor and tenure, and full professors on promotion to full professor. (See Appointment, Promotion, and Tenure document for further definition).

All Department of Dance tenure-track faculty are considered members of the graduate faculty at the Category M (or master's) level. For the Category P (or doctoral) level, the Graduate Studies Committee (GSC) puts forward a nomination according to graduate school policies. See Section XV of the Graduate School Handbook. According to Rule 3335-5-19 of the *Rules of the University Faculty*, the term "faculty" includes persons appointed by the board of trustees with tenure-track, clinical, research, associated, and emeritus faculty titles on full or part-time appointments, with or without salary.

C. Associated Faculty and Visiting Artists and Scholars

The Department of Dance hires full and part time associated faculty as needed to teach courses unable to be filled by Faculty or Graduate Teaching Associates but still understood to be necessary within the curriculum. Ideally, the need for associated faculty is assessed and hiring takes place by Week 12 of Spring Semester for the following academic year. Associated faculty members should hold terminal degrees in dance or substantial professional experience in university teaching, and are paid at rates that align with the Lecturer Pay Rates and Workload guidelines in the College of Arts and Sciences (ASC) (), adjusted to department course equivalencies.

Visiting artists and scholars are a significant asset to the department of dance, providing a necessary tie to the fields of dance and dance studies beyond The Ohio State

University. Recommendations for visiting artists and scholars are solicited from faculty and students by the Chair, and an effort is made to bring visitors for one day to several months (typically one to five days). The visitors are intended to enrich and stimulate faculty research, and/or address gaps in current curricular offerings. Guiding principles for selecting visiting artists and scholars include: first, enriching the research profiles of probationary tenure-track faculty; second, diversifying the objectives, approaches, and cultural affiliations of the program; third, both recognizing established artists and scholars within the field while also participating in the development of emerging figures; fourth, finding interdisciplinary connections with other departments across the university; fifth and overall, effort is made to ensure that visiting artists and scholars are linked to short or long term goals and initiative within the department. The Chair invites these visitors, while the faculty takes responsibility for hosting guests.

D. Support Staff Definition

Administrative support for the department includes: an Administrative Manager acting as the departmental fiscal and human resources officer and operations manager; one Academic Program Coordinator serving elective classes, dance minors, undergraduate and graduate programs and scheduling liaison, and one External Relations Coordinator who oversees communications, public relations, recruitment, community relations and special event coordination. Additionally, one Media Manager works on e-learning and instructional initiatives, media development, media support for faculty research and teaching, documentation, digital archives, and equipment management.

Production support for the department includes a full-time Production Coordinator who handles the coordination of all department productions, teaches, and integrates curricular objectives within all department productions. A second Production Coordinator, a joint hire with ACCAD, interfaces with the Motion Lab at ACCAD, and supports all interdisciplinary and media based work in the Department. The department also employs one Costume Designer who oversees the design and construction of costumes for productions of faculty work; manages the costume shop— including equipment, materials, and costume stock; teaches; and is available for consultation regarding the design and construction of costumes for productions of student work.

The department employs two staff musicians who accompany technique classes, teach, provide audio and video services, and work with students and faculty on productions. In addition, two to three hourly wage musicians are hired to accompany technique classes in the major program.

E. Committees

The Department of Dance has five standing committees: Undergraduate Studies (UGSC), Graduate Studies (GSC), Committee of the Eligible Faculty (CEF), Promotion and Tenure (P & T), and Executive Committee. The Department Chair appoints all

committees and committee chairs. Ad Hoc committees are formed by the Chair to meet special departmental needs (see III. H.). The size of each committee and the term of appointments are contingent upon annual departmental needs; however, the three major committees (GSC, UGSC, P & T) have a minimum of three members and generally three-year term appointments. The Chair is an ex officio member of all department committees and may vote as a member on all committees except the Committee of Eligible Faculty and the Promotion and Tenure Committee.

1. Undergraduate Studies Committee

Membership: The UGSC is comprised of at least three members, including the committee chair, as well as one student representative. The staff representative to this committee is the Academic Program Coordinator.

Function: The UGSC oversees all aspects of the undergraduate curriculum including new course proposals, changes in existing courses, and undergraduate student petition requests. It implements the undergraduate recruitment and audition policy and procedures and is responsible for the Undergraduate Handbook. The committee implements undergraduate advising procedures and monitors student progress with input from faculty advisors. The committee constantly monitors and evaluates department undergraduate curricular content as it relates to the mission and goals of the program, faculty expertise, the changing state of the field, and the university's expectations and requirements. The committee brings recommendations for purchases, policy changes (including degree requirements), and significant initiatives that may affect the distribution of departmental resources to the Executive Committee for review and action steps.

It is also the responsibility of the UGSC to review scholarship applications and recommend to the Chair recipients of tuition scholarship awards from department scholarship funds.

2. Graduate Studies Committee

Membership: The GSC is comprised of at least three members, including the committee chair, as well as one student representative. The staff representative to this committee is the Academic Program Coordinator.

Function: The GSC oversees all aspects of the graduate curriculum including new course proposals, changes in existing courses, and graduate student petition requests. It is responsible for graduate recruitment, audition policy and procedures, and nominating potential Fellowship appointments. The committee is also responsible for making GTA hiring recommendations to the Chair, overseeing work assignments, and mentoring and assessment of current department GTAs. The Department Chair identifies one faculty member to be the Studio GTA mentor and one to be the GE GTA

Mentor. If they are not current members of the committee, they will be invited to attend pertinent discussions and report regularly at the request of the committee. The committee constantly monitors and evaluates department graduate curricular content as it relates to the mission and goals of the program, faculty expertise, the changing state of the field, and the university's expectations/requirements. The committee oversees the MFA and PhD degree programs and individual student progress; the chair of GSC delegates responsibilities regarding the MFA and PhD programs as necessary. This includes administering the comprehensive examinations for MFA students, overseeing MFA projects, tracking PhD student progress through the candidacy exam, prospectus, and dissertation process, and recommending committee chairs and members (with only PhD-holding faculty eligible to serve as dissertation committee chairs.) GSC is responsible for updating the Graduate Handbook annually. Additional department faculty are expected to regularly participate on an ad hoc basis in many of these functions. The committee brings recommendations for purchases, policy changes (including degree requirements), and significant initiatives that may affect the distribution of departmental resources to the Executive Committee for review, followed by full faculty vote when appropriate.

3. Committee of the Eligible Faculty

Membership: The CEF includes all tenured faculty. The committee is chaired by the chair of the P & T committee.

Function: The CEF reviews and votes on all cases of promotion and tenure. Refer to the APT document for more detailed information regarding this committee and the procedures for promotion and tenure.

4. Promotion and Tenure Committee

Membership: The P & T Committee consists of three or four tenured faculty at the rank of associate or full professor and includes a procedures oversight designee. The Administrative Manager assists as needed.

Function: The committee conducts the reviews of promotion and tenure candidates, and, in consultation with designated faculty groups (either CEF or full professors only) makes a report to the chair. The committee's promotion and tenure responsibilities are fully outlined in the promotion and tenure document included in this pattern of administration. The P & T Committee also amends and refines these governance documents to incorporate directives from upper administration.

5. Executive Committee

Membership: The Department's Executive Committee consists of the Department Chair, the chair of the GSC, the chair of the UGSC. The staff representative to this committee

is the Administrative Manager. While not required, the Chair can elect to invite a rotating faculty member for a 7-week or full semester term. Production staff and faculty will join meetings on an as-needed basis.

Function: The committee reviews departmental policies, procedures, and curriculum developments brought forward by the GSC and UGSC; oversees the scheduling of classes, including the review of faculty and GTA workloads; reviews committee assignments; oversees special events and meetings; and reviews the department production needs. Changes to the curriculum come to the Executive Committee from the GSC and UGSC for final review and discussion before the Chair approves their advancing to college and university committees.

The Executive Committee manages the Semester Funding Initiative (SFI) process, the funding initiative for the dispersal of department development funds for student project support allocated by the Chair. SFI applications are received and evaluated each semester by the Executive Committee involving the UGSC and GSC in advisory capacities as needed. For the Autumn Semester, applications are due by the end of Week 4, and funding decisions will be made before the end of Week 6. For the Spring Semester, applications are due by the end of Week 9, and funding decisions will be made before the end of Week 11.

F. Ad Hoc Committees Curricular Groups, and Formal Liaisons

1. Ad Hoc Committees

The Chair can appoint Ad Hoc Committees on a discretionary basis, such as Search Committees for new potential hires or problem-solving committees formed with the task of addressing specific issues within the department. Ad Hoc committees are advisory in nature and exist for a set period of time.

2. Curricular Groups

Curricular groups—such as technique or composition faculty—may meet for specific purposes and/or long-term curricular development. Curricular group meetings may be Chair or faculty initiated and may include adjunct faculty and staff.

3. Student Representatives

Students elect their own representatives. The Student Representatives includes student representatives from each class—freshmen, sophomores, juniors, seniors, graduate students—and the Department Chair. It generally meets twice each semester.

4. Library Liaison

The Library Liaison makes purchasing recommendations to the Music and Dance Library, relays information from the Music and Dance Library, and advocates for the library's use.

5. Studio TA Mentor

The Studio GTA Mentor serves as the faculty advisor for the graduate students teaching the elective studio classes. They work with the Academic Program Coordinator to schedule faculty reviews of GTA teaching and meet with the GTAs a few times during the semester for formal check-ins. They help design and lead the GTA Workshop a few days before the start of the fall semester.

6. GE TA Mentor

The GE GTA Mentor supervises the GTAs teaching the GE courses. They create a multi-year schedule for the lead instructors of these courses and make suggestions for the staffing of support GTAs. They oversee the course content, assignments, grading, and syllabi.

G. Department Meetings

1. Faculty and Staff Meetings

a. Faculty Meetings

Faculty and Staff will meet at least three times per semester. Faculty and staff are required except when staff are excused. All are informed of the semester's meeting schedules during the semester prior. The Chair solicits agenda items from all standing committees and circulates the agenda to all faculty and staff a few days prior to the meeting. Attendance by half of the on-duty faculty constitutes a quorum. Majority rule is required for approval of all faculty governance decisions. Department staff and associated faculty are also invited to faculty meetings, although they do not vote. The Administrative Manager takes minutes and distributes them within five days.

b. Staff Meetings

The full staff will meet at least once monthly. The administrative manager establishes the agenda and takes minutes. Staff meets to coordinate schedules, facilities and production logistics, equipment needs and updates, and recommendations to the chair regarding policies and procedures. The Chair is invited to the staff meetings.

c. Production Meetings

Production meetings occur approximately once per month, and are flexible based on production schedule. The Production Manager establishes an agenda based on the production calendar. Attendees include staff involved in production, the Chair, faculty and visiting choreographers, and MFA candidates and their advisors involved in upcoming productions, and integral collaborators. The purpose of production meetings is to coordinate schedule details, review production needs and special requests for Chair approval, and monitoring and adhering to department policies.

2. Other Department Meetings

a. Standing Committees

UGSC, GSC, and Executive Committee meet on a regular basis, i.e. every two weeks; chairs of these committees provide agendas for the meetings ahead of time; designated staff members take and distribute minutes from these meetings. P&T and CEF meet on an as-needed basis for review of promotion and tenure cases; the chair of the P&T Committee coordinates required documents from these meetings (see Section G for committee descriptions).

b. Ad Hoc and Curricular Meetings

Ad hoc and curricular area meetings occur at least one time per semester in alternate weeks from faculty and production meetings.

The schedule for these meetings will be announced during the semester prior.

c. Other Department Gatherings

One full department meeting with all faculty, staff, and students will be held at the opening of the autumn semester, the date for which is to be announced during the previous spring semester. Informances occur on the last day of classes each semester as a forum for sharing choreography and other creative work from projects and classes. An awards ceremony, graduation ceremony, graduate student research presentations, visiting artist and scholar sharings are scheduled in commonly convenient times and faculty and staff normally attend most. All are asked to be flexible, transparent, generous of spirit but mindful of time.

IV. Faculty Duties and Responsibilities

A. Workload Policy

Workload refers to all teaching, research, and service efforts expected as part of the faculty's job. One hundred percent effort is equivalent to a minimum of forty hours per work week during the academic year. Refer to Faculty Rule 3335-5-07 regarding faculty

duties and responsibilities, and the expectations for faculty “on duty”: For most faculty, forty hours per week is an average goal. This expected workload may be distributed differentially across different weeks and semesters, or across the academic year, with some periods necessitating more than others. The Department of Dance affirms and supports efforts towards healthy work and life balance. The target distribution of research, teaching, and service will generally follow the following proportions: For junior (probationary) faculty, the target distribution is 50% research, 40% teaching, and 10% service. For associate and full professors, the target distribution is 40% research, 40% teaching, and 20% service. For individual associate and full professors, proportions may be distributed differentially on a case-by-case basis depending on the faculty member’s strengths and professional goals, as well as department needs.

A full-time faculty member’s primary professional commitment is to Ohio State University and the guidelines below are based on that commitment. Faculty who have professional commitments outside of Ohio State during on-duty periods (including teaching at another institution; conducting research for an entity outside of Ohio State; external consulting) must disclose and discuss these with the chair in order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the OAA Faculty Conflict of Commitment policy.

1. Teaching Load

Faculty members are expected to be engaged in service and outreach to the department, university, profession, and community. The standard service workload expectation for full-time tenure-track faculty members is 10-20% time allocation to total workload according to the university [workload guideline](#). This will typically include service on two committees within the department and one outside the unit. This pattern can be adjusted depending on the nature of the assignment (e.g. service as committee chair, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the department, college, or university).

All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other departmental events.

Teaching includes regular course work, MFA thesis advising, PhD advising, and all other student advising, independent projects, and study abroad. Below is a list of course equivalencies to align with the ASC standard of four courses per year (assuming a “course” is 3 semester units, 4 contact hours per week, and 100 students per year, for example):

Department of Dance Course Load Matrix for Semesters: Based on ASC standard of 4 courses per year at 3 semester units assuming an average of 4 contact hours per week/100 students per year (for some departments)

Department of Dance Course Equivalencies:

- between 3.75-4.25 for tenured faculty
- between 2.75-3.25 for probationary faculty; or 1 course buyout w/research \$ tenured
- between 2.75-3.25 for administrative leadership positions
- will take into account annual deviations; keeping to a 3 year averaging norm
- factors that may increase or decrease course load assignment ("diff" factors): new courses; large or small enrollments; extra service assignments; FPLs and special projects; above average amount student, thesis, or dissertation advising

1 = 3 semester unit course if 100% instructor; lecture/read/write or multi-modal

0.75 = 3 semester unit course if whole course (100% value) is cotaught

0.75 = 3 semester unit course if practice-based; studio centric pedagogy

0.5 = 3 semester unit course if teaching a 5-7 week module

0.25 = 3 semester unit course if teaching a 2-4 week module

1 = 2 semester unit course if contact hours exceed 4.5 hours per week

0.75 = 2 semester unit course if 100% instructor

0.5 = 2 semester unit course if whole course (75% value) is cotaught

0.25 = 2 semester unit course if teaching a 5-7 week module

0.15 = 2 semester unit course if teaching a 2-4 week module

0.5 = 1 semester unit course if 100% instructor

0.25 = 1 semester unit course if teaching a 5-7 week module

0.15 = 1 semester unit course if teaching a 2-4 week module

0.15 = 1 semester unit course if independent study in nature

Faculty members advise undergraduate and/or graduate students regarding curricular choices, projects, and career mentoring. Faculty responsible for advising Senior Projects, MFA Theses, and PhD Dissertations are typically decided at least the semester prior to their implementation. Every attempt is made to distribute project advising equitably across the faculty. The workload of chairing two or more dissertations will be considered equivalent to a course.

2. Service Load

Service includes service to the department, the college, the university, and the field. Leadership in national or international organizations, initiatives, and editorial boards is a recognized accomplishment for promotion, tenure, and salary increases; administrative service within the department remains an expectation for all faculty, and also plays a role in assessments for promotion, tenure, and salary increases, providing faculty with the opportunity to demonstrate leadership, collegiality, and upholding the missions and standards of the department. Efforts will be made to balance internal service within the

department with external service to the field (i.e. leadership in national or international organizations, initiatives, and editorial boards). Invitations or elections to college or university committees are generally for associate or full professors, and are at the discretion of the faculty member. Consultation with the Chair regarding college or university service is strongly advised, and where warranted, workload distribution can be recalibrated the same or following year. Chairs of UGSC and GSC have a one course release, or equivalent.

3. Research Load

Unless otherwise agreed upon, maintaining a modest or robust research agenda is expected of all faculty depending on rank and professional goals. 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).

Research/creative activity 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 and research interests. The contribution of creative research has equal validity, and is expected to attain corresponding excellence to that of the scholarly research.

B. Course Evaluations

All faculty members should provide students with the opportunity to evaluate the courses that they teach. In addition to any discursive evaluation that a faculty member may choose to use, faculty must use Student Evaluation of Instruction (SEIs). SEIs will be considered necessary to the annual review of all faculty (see APT document).

C. Course Offerings and Teaching Schedules

1. Course Offerings

New courses must be vetted by UGSC and/or GSC, and Executive Committee. The Chair approves the proposal, which then moves to the ASC Curriculum Committee, then the Office of Academic Affairs final approval. Graduate courses also need to be approved by the Graduate School, and honors courses by the Honors Program.

2. Teaching Schedules

The Chair proposes teaching assignments by or before annual review meetings. Final teaching schedules are confirmed taking into consideration input from faculty members,

departmental areas, and committees. Summer teaching is supplemental compensation and is negotiated separately with the Chair.

D. Special Assignments

Refer to the Office of Academic Affairs Policy on Special Assignments.

Department Procedure: As is stated in the university policy (see above), an SA may be any length from one week to a full semester. Proposals submitted to the Chair at least a semester in advance are more likely to be approved. Faculty person must initiate the process of requesting leave for a SA by filing a University Business eLeave form on the ASC Business Service Center. A proposal describing the purpose of the SA, and indicating the benefit for professional development and for the increased visibility for the department or university should be attached to the eLeave form. Proposals for SAs will be presented to the Executive Committee for review and recommendation, and in order to assess and accommodate potential disruptions to course offerings and advising. In order for a shortterm SA to be approved, the faculty person and the Chair together identify and secure potential substitutes for the coverage of all teaching and advising duties. The substitution proposal should also be attached to the University Business eLeave form. As a general guideline, if teaching assignments have already been given, faculty leave will not be approved for more than two weeks during a semester.

E. Associated Faculty

Compensated associated faculty members are expected to contribute to the university's mission via teaching or research depending on the terms of their individual appointments. Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations based on their appointment level. Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required. The standard teaching assignment for full-time lecturers is eight courses per academic year. The Chair determines duties and responsibilities for associated faculty.

V. Leaves and Absences

The Chair may approve leaves and absences for department faculty, including Faculty Professional Leave (FPL), Family and Medical Leaves (FML), and Unpaid Leaves including Professional and Entrepreneurial Leaves. When the Chair approves a leave of any kind, specific plans must be in place for course coverage and student advising, specifically regarding MFA thesis projects, PhD dissertations, and BFA Senior Projects, as well as ongoing academic advising within all programs. Rules of the University Faculty

require that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (See Faculty Rule 33355-08).

A faculty member may, with the approval of the Department Chair, Dean, and Provost, take an unpaid leave of absence, usually for one semester at a time for professional or personal reasons. However, paid sick leave should be used before a leave of absence is granted for illness. If the faculty member is untenured, this leave will not automatically stop the tenure clock (see Faculty Rule 3335-6-03, Section D. Leaves of absence are to be granted only in instances where there is a clear understanding that the individual is planning to return to this institution.

When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. For additional details see OHR Policy 6.27.

A. Faculty Professional Leave

Refer to the Office of Academic Affairs Policy on Faculty Professional Leave.

Department Procedure: Faculty proposals for FPL are generally discussed as part of long-term planning in a faculty members annual review meeting, and anticipated proposals are shared with full faculty so that student advising and course coverage can be planned. The faculty member submits their formal proposal to the Chair by the published date. The Chair requests review and recommendation from the P & T committee. FPL should advance the faculty member's research profile significantly, and must have concrete plans in place to accomplish a major project, or advance a major project forward, or further develop teaching skills. FPLs are intended to support the development or completion of a project that is midway to or near completion, not to begin work on a new project. Strong indicators for merit might include a reputable publishers' contract already in place, significant funding in place, secured engagement with external partners connected to leading institutions or organizations, and/or demonstration of the project's potential for significant impact in the field.

B. Unpaid Leaves of Absence

Refer to the Office of Human Resources Policy 6.45.

C. Family and Medical Leave

Refer to the Office of Human Resources Policy 6.05.

VI. Allocation of Department Resources

Contingent upon college budget allocation, the department retains a fund for support of professional development for faculty and staff. These funds may be used for travel to professional meetings or workshops or for funding creative/scholarly research activity. Preference for professional development funding is given to projects for which faculty members have additional funding support, or if faculty or staff are on the board of a national organization. Available funds are distributed on a rolling basis annually. Per university guidelines, faculty and staff must receive approval for spending department funds prior to their use. The Chair will not approve reimbursement after the fact if prior approval has not been given.

Procedure: Faculty person must initiate the process of requesting department funds by filing an estimated eRequest form on the ASC Business Service Center. A proposal indicating the benefit for professional development and for the increased visibility for the department or university should be attached to the eRequest form. The eRequest constitutes the formal procedures for requesting the use of department funds.

Faculty have computers, phones, access to appropriate office supplies and equipment to effectively carry-out their teaching and service and access to studio space for teaching and creative research activities.

VII. Supplemental Compensation and Paid External Consulting Activity

Refer to the Office of Academic Affairs Faculty Compensation Policy.

Also refer to the Office of Academic Affairs Faculty Paid External Consulting Policy.

Supplemental compensation is warranted when a faculty member performs an additional non-recurring task that is clearly beyond a normal workload as determined by the Chair, and is unlikely to be balanced by less heavy assignments in the foreseeable future. Supplemental compensation may also be requested for payment for work outside the department. Supplemental compensation is limited to a maximum of 20% of base pay in a given academic year. For work generating supplemental compensation, faculty members must complete a Supplemental Compensation Approval Form and obtain the approval of the Chair and Dean before the work generating the compensation is carried out.

VIII. Grievance Procedures

When presented with a complaint, the Chair consults with appropriate college and university personnel who are knowledgeable in proper policies and processes.

Promotion and tenure and faculty salary appeals are stated in the APT document, and are consistent with Faculty Rule 3335-5-05.

Student complaints about courses, instructors, and other academic matters are handled by the chair. Whether a complaint is verbal or in writing, the Chair discusses it with the student and, if appropriate, any faculty who are involved. Grade grievances are handled according to Faculty Rule 3335-723. While most complaints can be resolved to student and faculty satisfaction within the department, students are made aware of their rights to appeal a decision to their college.

Faculty and staff complaints about working conditions, treatment by others, or other problems are investigated by the Chair, who brings together appropriate parties to try to resolve the issue. If ongoing problems occur, the Chair contacts the college personnel officer to seek advice and possible mediation.

References and university policies regarding grievance procedures:

- [Equal Employment Opportunity Policy](#)
- OHR Policy 1.15, Sexual misconduct, sexual harassment, and relationship violence policy
- Anonymous Reporting Line
- Hearing procedures for complaints against faculty, Faculty Rule 3335-5-04
- Code of Student Conduct