

**Department of Visual and Performing Arts  
MUSIC**

**College of Letters, Arts and Sciences  
University of Colorado Colorado Springs**

**Criteria, Standards and Evidence for Reappointment,  
Promotion and Tenure**

**July 1, 2020**

## CRITERIA FOR REAPPOINTMENT AND TENURE MUSIC FACULTY DEPARTMENT OF VISUAL AND PERFORMING ARTS

The Music Program at the University of Colorado at Colorado Springs encourages the integration of collaborative and interdisciplinary practice with applied and scholarly areas of expertise in teaching, creative and scholarly work, and service, particularly given the interdisciplinary nature of the VAPA major. Music faculty may stipulate an appointment based on Creative Work, Research, or an agreed upon combination of the two. More specifics about this distinction and the different expectations in each area are outlined below. Additionally, the demand for creative/research accomplishment must be realistic in relation to the financial support and on campus facilities available for necessary creative work and research activity. A regional/national reputation in performance and publication-based creative work and research is expected. The VAPA Department does not use a Faculty responsibility Statement in our reappointment, promotion and tenure process. As permitted in APS 1022, the faculty of Music have voted not to have a vote of the primary unit faculty as a step in the reappointment, promotion, and tenure process.

### I. Creative Work

The Music Program at UCCS acknowledges that creative work, research, and teaching are often intertwined and, therefore, equally values creative activities on and off campus. Due to VAPA's mission at UCCS, Music faculty are encouraged to generate creative work activities on campus. Creative work and professional musical activities undertaken in the Colorado Front Range Area are also duly recognized as necessary and relevant towards a candidate's promotion and tenure.

Significant creative activities include (listing order does not indicate priority), but are not limited to:

- On campus, local, regional, and international performance of original creative and/or research work
- Publication of original creative work such as musical scores, a CD or DVD, preferably published on a professionally-appropriate publisher or label. The quality of the creative contribution will be weighed more heavily than the name-recognition of the distributor. A professionally-published Score or CD or DVD, or online digital publication will be considered on par with the publication of a university press book, (paralleling the Music Department Criteria for Reappointment and Promotion at the University of Colorado at Boulder)
- Commissions/projects/performance/ and productions centered in professional collaborations and/or interdisciplinary work
- Participation in performances with established musical groups, whether based on regular group membership or invited single performances
- Production of major concert/performance events for visiting artists at UCCS, Colorado Springs, the Front Range Area, or elsewhere
- Submission and/or funding of grant proposals and fellowship applications
- Invited lectures or workshops
- Publication or production of scholarly work or learning aids such as videos or web-sites

- Presentations, organization, or moderation of panels at scholarly conferences or professional venues

## II. Research/Scholarly Work

For those Music faculty whose appointments include Scholarly Research (i.e. musicology, music history), excellent scholarship, public presentations, and publication in the candidate's particular area is expected for both tenure and promotion.

Significant research activities include (listing order does not indicate priority), but are not limited to:

- presentation of papers at regional or national conferences
- publication (or acceptance for publication) of a textbook, CD and/or DVD related to the candidate's specific area of expertise
- articles and reviews published or accepted for publication in peer-reviewed professional journals
- editing of books, anthologies, or special issues of scholarly journals
- publication of a book (or acceptance of book manuscript by an academic press) related to the candidate's specific area of expertise
- invited lectures or workshops
- submission of grant proposals or applications/the receipt of grants or fellowships
- publication or production of scholarly work or learning aids such as videos and web-sites
- presentations, organization, or moderation of panels at scholarly conferences or professional venues

## III. Teaching

A recommendation for tenure based on excellence in teaching shall include multiple measures of teaching evaluation and demonstrated achievement at the campus, local, national, and/or international level which furthers the practice and/or scholarship of teaching and learning beyond one's immediate instructional setting.

Evaluation of teaching success and rigor as well as contributions to the teaching mission of the Music program through curriculum building, among other activities, can be evidenced through (but not limited to) any of the following:

- FCQs
- Student evaluation of teaching on forms designed in regard to specific course content/pedagogy, or unsolicited reviews from students
- Contributions to the VAPA curriculum
- Contributions to the interdisciplinary teaching mission of VAPA
- New ensemble creation
- Creation of on-campus teaching/learning activities for students through visiting artists
- Student promotion in off-campus arts/music programs, arts/music competitions
- Teaching awards and other outstanding accomplishments in instruction

- Peer evaluation of teaching
- Course organization
- New course development
- Teaching improvement activity undertaken by faculty (workshops, conferences)
- Evidence of student recruitment
- Student advising
- Alumni evaluation
- Innovations in teaching
- Creativity in teaching
- Effectiveness of students in subsequent courses and/or in the pursuit of graduate education and/or in careers
- Student supervision in professional experience activities and/or independent Studies
- Evaluation of student performance in departmental assessments
- Contributions to departmental assessment plans/practices
- Preparation of course material
- Facilitation of student development (Centers of Excellence, library knowledge, learning disability recognition, encouragement of students)
- Contributions to building the program and library acquisitions in music
- Teaching contribution at any institution in addition to the University of Colorado
- Risk factor involved in teaching
- Contributions of teaching to diversity

## **INITIAL REAPPOINTMENT REVIEW**

**TEACHING:** The candidate is expected to demonstrate a commitment to teaching effectiveness, particularly given the curricular needs of the program. Candidates are also expected to interact with students in an advising/mentoring capacity.

Meritorious: evidence of teaching success in the classroom, new course creations, evidence of having raised the quality of curriculum in the department, evidence of classes being challenging and reasonably high level for the UCCS campus.

Excellent: successful at teaching a wide variety of classes, demonstrate a significant impact on curriculum development, evidence of experience in implementing a variety of methodologies and teaching techniques, evidence that the majority of classes taught rigorous and challenging for UCCS students, evidence that the professor raised the level of teaching in his/her area of expertise for the department and campus.

**RESEARCH:** The candidate is expected to present evidence of progress toward the establishment of creative work or research activities (see above definitions).

**SERVICE:** The candidate is expected to satisfy his/her obligations to program and departmental service.

## COMPREHENSIVE REAPPOINTMENT REVIEW

The candidate must demonstrate sufficient progress toward tenure to justify reappointment. The candidate's record of teaching, research, and service are evaluated separately, indicating whether the candidate is "on track for tenure" and meritorious or excellent in teaching, scholarly/creative work, and leadership and service; "not yet on track for tenure but could meet standards for tenure with appropriate corrections"; or, "not on track for tenure".

**TEACHING:** Considerable emphasis will be placed on the teaching contribution of the individual. The candidate should demonstrate that courses are coherently organized and thoughtfully presented. Furthermore, the candidate will be expected to demonstrate a commitment to, and success in, teaching at a variety of levels. A variety of evidence can be used to evaluate teaching, including but not limited to student course evaluations (FCQs), teaching portfolios, positive interactions with students, contributions to and concern with departmental curriculum, and teaching effectiveness in presenting course materials and/or creating successful student ensembles.

A rating of meritorious will refer for support to evidence for teaching success and rigor in the classroom. In addition to FCQs, other evidence of effective teaching should be used to support this rating. See "III. Teaching" list above for some (but not all) appropriate evaluative mechanisms which may be used to illustrate teaching contributions. Please note: Important as student evaluations are, they will be used in context of such factors as course rigor, course level, class size, and course objectives. Hence, FCQs should not be the sole evaluative instrument used. A rating of meritorious is to be regarded as a positive judgment, reached when the preponderance of these various indicators suggests somewhat less success than for the excellent rating.

A rating of excellent will require clear evidence from FCQs as well as other evaluative means listed above. Candidates should also demonstrate a contribution to ONE of the following areas for an "excellent" rating: program development within Music and/or VAPA, student recruitment/advising/development, curriculum expansion and rigor within Music and/or VAPA, use of creative/interdisciplinary approaches/methodologies, creation of learning opportunities for students beyond the classroom. The candidate's overall dedication to student learning and program development must also be evident.

**CREATIVE WORK/RESEARCH:** The candidate is expected to demonstrate evidence of significant creative work and/or research completed or in progress, as evidenced by engagement in a range of professional activities.

**Meritorious:** a range of regional professional musical engagements, evidence of self-produced recording, publication, grant approvals, or other from the criteria of the music research/creative work activities list. Candidate should demonstrate progress in these career development endeavors

**Excellent:** a range of regional professional musical engagements presentations, grant approvals, invitation or engagements at a regional and national level as an artist and/or scholar, or evidence of in progress recording or publication\* in the candidates area of expertise or evidence of

collaboration with artists or colleagues who can be articulated as having a prestigious reputation in their field of expertise.

\*These may also include refereed journal articles, refereed book chapters, refereed editorial or translating work, or other equivalent scholarly work. Receipt of peer-reviewed grants or contracts may be substituted for these smaller publications, as may, where suitably rigorous, forms of applied knowledge or creative art.

VAPA area directors - because of the demands of VAPA directors who are Assistant Professors, leeway will be given for national appearances because of the high on-campus demands of this position. Activities that may involve collaborations with artists or colleagues with highly prestigious reputations in their field on the UCCS campus will be considered to count as evidence that the candidate in question is successfully building a national or international reputation.

**SERVICE:** The candidate will be expected to demonstrate service activity at the program, department, campus, and community/professional level.

A rating of meritorious requires meeting service responsibilities within the Music program/VAPA department and service to the college, campus, community or profession. A rating of excellent requires meeting multiple service responsibilities within the Music program/VAPA department and any service contributions to the college, campus, community, or profession. In evaluating service both the quality and quantity of service contributions will be considered. Note: For the candidate serving as Music Program Director, the vast majority of their service requirement will be fulfilled and justified by the completion of their official duties as Program Director and Area Head within the VAPA Department.

## **TENURE AND/OR PROMOTION TO ASSOCIATE PROFESSOR REVIEW**

According to the CU Regents' Policies, tenure may be awarded only to faculty members with "demonstrated meritorious performance" in each of the three areas of teaching, research or creative work, and service, and "demonstrated excellence" in either teaching or research/creative work.

**TEACHING:** Considerable emphasis will be placed on the teaching contribution of the individual. A recommendation for tenure based on excellence in teaching shall include multiple measures of teaching evaluation and demonstrated achievement at the campus, local, national, and/or international level that furthers the practice and/or scholarship of teaching and learning beyond one's immediate instructional setting. Innovation and creativity within the classroom will be rewarded as will contributions to VAPA's interdisciplinary mission. Furthermore, the candidate will be expected to demonstrate a commitment to, and success in, teaching at a variety of levels within the Music Concentration and the interdisciplinary VAPA courses. A variety of evidence can be used to evaluate teaching, including but not limited to student course evaluations (FCQs), teaching portfolios, positive interactions with students, contributions to and concern with departmental curriculum, extraordinary student achievement as demonstrated by activity

within the department and external activity in the field, and teaching effectiveness in presenting course materials and/or creating successful student ensembles.

Meritorious: evidence of teaching success in the classroom, one or two new course creations, evidence of having raised the quality of curriculum in the department, evidence of classes being challenging and at a reasonably high level for the UCCS campus.

Excellent: successful at teaching a wide variety of classes, demonstrate a significant impact on curriculum development, evidence of experience in implementing a variety of methodologies and teaching techniques, evidence that the majority of classes taught are rigorous and challenging for UCCS students, evidence that the professor raised the level of teaching in his/her area of expertise for the department and campus. A high volume of curriculum development and investment in the growth and maturation of a program should be given considerable weight.

A rating of meritorious will refer for support to evidence for teaching success and rigor in the classroom. In addition to FCQs, other evidence of effective teaching should be used to suppose this rating. See “III. Teaching” list above for some (but not all) appropriate evidence which may be used to illustrate teaching contributions. Please note: Important as student evaluations are, they will be used in context of such factors as course rigor, course level, class size, and course objectives. Hence, FCQs should not be the sole evaluative instrument used. A rating of meritorious is to be regarded as a positive judgment, reached when the preponderance of these various indicators suggests somewhat less success than for the excellent rating.

A rating of excellent will require clear evidence from FCQs as well as other evaluative means listed above. Candidates should also demonstrate a contribution to at least TWO of the following areas for an “excellent” rating: program development within Music and/or VAPA, student recruitment/advising/development, curriculum expansion and rigor within Music and/or VAPA, use of creative/interdisciplinary approaches/methodologies, creation of learning opportunities for students beyond the classroom. The candidate’s overall dedication to student learning and program development must also be evident.

Examples of demonstrated achievement of furthering the practice and/or scholarship of teaching and learning beyond one’s immediate instructional setting may include:

- Contributions to interdisciplinary teaching
- Doctoral dissertation and Masters’ thesis supervision and Oral Exam Committees
- Student advising and mentoring
- Innovations in teaching outside the classroom
- Participation in teaching-related subject activities beyond the classroom (e.g., field trips and other offsite activities, service-learning projects, participatory action research, field experience courses, etc.
- Effectiveness of students in the pursuit of graduate education and/or in careers
- Supervision of students in professional experience activities, internships, and/or independent studies. This includes, but is not limited to, bringing students to conferences, teaching them peer review skills, and others at both the undergraduate and graduate levels.

- Evaluation of student performance in departmental examinations and assessments, including portfolio review and capstone projects and others.
- Preparation of teaching workshop material
- Facilitating or teaching a workshop, webinar, seminar, etc. related to teaching techniques
- Participating in teaching improvement activity (e.g., workshops, conferences, seminars, webinars, observations of peers' classroom techniques, etc.)
- Role modeling and mentoring based on teaching experience on any educational level, including, but not limited to, providing peer teaching evaluations, working with teaching assistants, opening up one's classroom for observation of teaching techniques, providing pedagogical materials such as syllabi and activities to peers, etc.
- Teaching contribution at any institution in addition to the University of Colorado Colorado Springs
- Authoring textbooks or other instructional materials for public use
- Positive commentary on blogs and instructional videos on YouTube, invitations to guest lecture in other courses or settings, invitations to participate in documentaries, podcasts, newspaper and radio interviews and other media formats where we teach through scholarship
- Participation in various forms of assessment
- Publications on the scholarship of teaching

**CREATIVE WORK/RESEARCH:** The expectation is that the candidate will have made significant artistic and/or scholarly contributions relative to the field, evidenced by the completion of a range of professional activities as outlined in lists (I. Creative Work and II. Research) above. The candidate is expected to demonstrate evidence of having established an active creative works and/or research record. For the performance-based creative works, it is expected that the candidate will have achieved local/regional recognition as well as some engagement at the national or international level.

**Meritorious:** a range of regional professional musical engagements, evidence of self-produced recording, publication, essay critiques, grant approvals, or other from the criteria of the music research/creative work activities list. Candidate should demonstrate progress in these career development endeavors

**Excellent:** presentations, invitation or engagements at a regional and national level as an artist and/or scholar, evidence of in progress recording, or creative work submitted for publication\* that is at a high professional level in the candidates area of expertise, and/or two or more low-level publications with evidence of dissemination to professional listings, promotion publications, evidence of a review or critique of candidate's publication, or evidence of collaboration with artists or colleagues who can be articulated as having a prestigious reputation in their field of expertise. A single larger publication, such as a CD recording accepted on a significant label can itself be sufficient for a rating of excellent.

\*These may also include refereed journal articles, refereed book chapters, refereed editorial or translating work, or other equivalent scholarly work. Receipt of peer-reviewed grants or contracts may be substituted for these smaller publications, as may, where suitably rigorous, forms of applied knowledge or creative art.



VAPA area Directors - because of the demands of VAPA directors who are Assistant Professors, leeway will be given for national appearances because of the high on-campus demands of this position. Activities that may involve collaborations with artists or colleagues with highly prestigious reputations in their field on the UCCS campus will be considered to count as evidence that the candidate in question is successfully building a national or international reputation.

**SERVICE:** The candidate will be expected to demonstrate service contributions to the department, campus or university, community and/or their profession/field.

A rating of meritorious requires meeting service responsibilities within the Music program/ VAPA department and service to the college, campus, community or profession. A rating of excellent requires meeting multiple service responsibilities within the Music program/ VAPA department and some service contributions to the college, campus, community, or profession. In evaluating service both the quality and quantity of service contributions will be considered. Note: For the candidate serving as Music Program Director, the vast majority of their service requirement will be fulfilled and justified by the completion of their official duties as Program Director and Area Head within the VAPA Department.

### **PROMOTION TO FULL PROFESSOR REVIEW**

The candidate's record in teaching, research, and service will be evaluated as a whole as below expectations, meritorious, or excellent. Following CU Regents' rules, promotion to full professor requires "a record that, taken as a whole, is judged to be excellent; a record of significant contribution to both graduate and undergraduate education, unless individual or departmental circumstances require a stronger emphasis or singular focus on one or the other; and a record, since receiving tenure and promotion to associate professor, that indicates substantial, significant, and continued growth, development, and accomplishment in teaching and working with students, research, scholarship or creative work, and service."

**TEACHING:** The candidate must demonstrate continued evidence of improvement in their skills, organization, commitment to, and innovations in teaching as outlined for earlier reviews. In addition, the candidate's maturity and stature as a musician/scholar should be reflected in the courses taught and ensembles directed. The range of methods for evaluating teaching outlined above will continue to be the basis for such review.

**CREATIVE WORK/RESEARCH:** The candidate must demonstrate continued evidence of growth and activity as a creative artist and/or scholar since promotion to associate professor. This will normally mean the continuation of significant creative work/research beyond that for which the candidate was awarded promotion to associate professor.

**SERVICE:** The candidate must demonstrate continued commitment to the department, campus or university, community and/or profession. Note: For the candidate serving as Music Program Director, the vast majority of their service requirement will be fulfilled and justified by the completion of their official duties as Program Director.

## **POST-TENURE REVIEW**

Recognizing the many different ways in which post-tenure faculty contribute to the University, we define “meeting expectations” for purposes of post-tenure review as consisting of three elements, each of which must be met: 1) having achieved a rating of “meeting expectations” or higher on each of the annual merit reviews included in the time period under review, 2) having met the goals of the faculty member’s current professional plan, and 3) having submitted an acceptable professional plan which indicates an ability to achieve “meeting expectations” or higher ratings in the future. If a faculty member is deficient in meeting this standard, the committee shall consider the total record of the faculty member during the review period to determine whether strengths in some time periods or some activities compensate for the deficiency such that a rating of “meeting expectations” is still appropriate. Ratings of “exceeding expectations” or “outstanding” will be awarded for exceeding these standards.

**College of Letters, Arts, and Sciences**  
**Department of Visual and Performing Arts**  
**Music RPT Criteria**  
**Version History**

***Version 1: Initial Version***

Approved by the Music tenured/tenure track faculty, 3/20/2020

Approved by Interim Dean Rex Welshon, 5/5/2020

Approved by Provost Tom Christensen, 6/22/2020

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