

**Department of Visual and Performing Arts  
Music**

**College of Letters, Arts and Sciences**

**May 31, 2009**

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

Approved by the Provost: June 4, 2009

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, performance, scholarship, 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. Due to current circumstances, a local/regional reputation is expected for performance-based creative work and a regional/national reputation is expected for publication-based research. The VAPA Department does not use a Faculty responsibility Statement in our 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. In addition, due to both the fledgling state of the Music Program and 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:

- performance of original creative work
- publication of original creative work as a CD or DVD, preferably published on a professionally-appropriate label. The quality of the creative contribution will be weighed more heavily than the name-recognition of the distributor. A professionally-published CD or DVD 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*)
- projects/ performances/ 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 who stipulate appointments based on 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**

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 evidence 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

### **FIRST RENEWAL (INITIAL 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 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.

### **SECOND RENEWAL (COMPREHENSIVE REVIEW)**

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 PROMOTION TO ASSOCIATE PROFESSOR**

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. 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.

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**

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.