

NON-TENURE-LINE FACULTY TITLES & PROMOTION COVERSHEET

Department: School of Music College

College: CFA

Date Coversheet Submitted: 9/26/2024

Please check one of the following:

☐ The Unit has no changes to the Non-Tenure-Line titles and promotion document. The previously approved document remains in effect for the AY 2025-2526

☒ The Unit has submitted revisions to the Non-Tenure-Line titles and promotion document. If approved, these revisions will be in effect for the AY 2025-2026.

Signatures:

Chair, SoM NTL Titles and Promotion Committee

Date: 9/26/2024


Ann Hicks

Unit Head

Date: 9/26/2024



Associate Dean *Andrew Friedman*

Andrew Friedman

Date: 9/27/2024

Provost 

Date: 10/28/2024

Memorandum

To: Franklin Larey, Director of School Music
Andrew Friedman, Associate Dean College
of Fine Arts

From: Ann Hicks, School of Music

Date: 09.26.24

Re: Summary of Revisions to Unit Non-Tenure Line Faculty Titles and Promotion
Document

Attached you will find the School of Music Non-Tenure Line Faculty Titles and Promotion Document with the following revisions (in red):

1. Updated date and title of committee (Title Heading)

School of Music
2025-2026
Non-Tenure Line Faculty Titles and Promotion
Document

2. Added date for material submission and updated to whom the recommendation will be forwarded (Section I, B & C)
 - B. By 5:00pm on the third (3rd) Monday of October, all Full-Time Non-Tenure Line Faculty Members seeking a promotion must submit to the Non-Tenure Line Faculty Promotion Committee, in the manner decided by the University, the following materials:
 - C. The Non-Tenure Line Faculty Promotion Committee will consider these materials and make a written recommendation. This recommendation, accompanied by a written recommendation from the School Director, will be forwarded on to the College for a decision.
3. Deleted College of Fine Arts Non-Tenure Line Promotion committee inclusion in process (Section I, J)
 - J. This file shall be examined by the Non-Tenure Line Promotion Committee. Materials used by the Non-Tenure Line Committee as a basis for recommendations shall be made available to the Dean of the College of Fine Arts, The Provost and Executive Vice President for Academic Affairs, and the President upon request.

4. Removed language for committee membership and updated responsibilities of committee to include recommendations for policy changes (Section II, 1.3 & F)

F. Other Responsibilities: The Committee shall make recommendations for policy changes. These changes must not conflict with University or College level policies and must be voted on and approved by the Departmental Non-Tenure Line Faculty prior to or at the start of the upcoming academic year fall semester.

5. Updated Ball State University Faculty Handbook reference (Section III A)
 - A. Title and Promotion shall be guided by the Ball State University Faculty Handbook, section 16.1.3.
6. Added Reconsideration and Appeal process to reflect nlanguage in the Ball State University Faculty and Professional Personnel Handbook and removed inaccurate material (Section III E 1.1-1.3)

E. Reconsideration and/or Appeal

1 Definitions

1.1.1 Reconsideration is the act whereby a candidate may request that an initial adverse decision by the department or college dean be reexamined. Reconsideration provides an opportunity for the candidate to clarify content of materials. A decision in favor of the candidate does not guarantee promotion.

1.1.2 Appeal is the act whereby a candidate alleges that a violation of existing policy and/or procedure, or unfair treatment, or discriminatory treatment by the department, college, or Provost has resulted in an adverse decision. An appeal may be filed without following the reconsideration process. Appeals examine the process followed and not the content of materials. A decision in favor of the appellant does not guarantee tenure and/or promotion. An appeal should not be utilized because faculty receive an adverse decision from reconsideration

1.2 Refer to the University Faculty and Professional Personnel Handbook (FPPH), section 16.1.3.4, for details regarding the reconsideration process.

1.3 Refer to the University Faculty and Professional Personnel Handbook

7. Editorial revisions to clarify content
8. Removal of defunct initial language

School of Music
2025-2026
Non-Tenure Line Faculty Title and Promotion Document

I. Title and Promotion Overview

This document outlines the School of Music policies and procedures for the evaluation of full-time Non-Tenure Line faculty for multi-year contracts and promotion.

- A. Work accomplished before hire at Ball State, as well as work accomplished while employed at Ball State, will be considered in deliberations for the first promotion. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State, in the areas of teaching, scholarship and service. After the first evaluation year, candidates should remove documentation of activities completed prior to employment at Ball State (though this information must remain in the vita). In an effort to facilitate the evaluation process, candidates are encouraged to only include documentation of those activities the candidate considers to be of significance; the committee can and will request additional documentation if this is needed. The evidence must demonstrate a record of continuous activity in all areas under review.
- B. By 5:00 pm on the third (3rd) Monday of October, all Full-Time Non-Tenure Line Faculty Members seeking a promotion must submit to the Non-Tenure Line Faculty Promotion Committee, in the manner decided by the University, the following materials:
 - 1. A cover letter of no more than two pages indicating the promotion / title / contract being sought and summarizing the applicant's accomplishments in the areas of teaching/mentorship, creative / scholarly activities, and service.
 - 2. A Vita generated by Faculty Success that includes entirety of career
 - 3. Student Teaching Evaluations for at least 50% of their teaching load for the period to be considered
 - 4. Peer Evaluation Portfolio (Appendix B) or other Peer Evaluations as available for the period to be considered
 - 5. OPTIONAL: Supporting Materials for any of the above as determined by the faculty member.
- C. The Non-Tenure Line Faculty Promotion Committee will consider these materials and make a written recommendation. This recommendation, accompanied by a written recommendation from the School Director, will be forwarded on to the Dean of the College of Fine Arts.

- D. At any step in the promotion process [School] Non-Tenure Line Faculty Committee; [Director of the School of Music]; [the Dean of the College of Fine Arts]; [Provost and Executive Vice President for Academic Affairs] the first committee not recommending a faculty member favorably for promotion shall provide that faculty member with a written statement in the form of a letter indicating the negative decision and delineating his or her strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The committee may also suggest areas for improvement.
- E. All candidates for Non-Tenure Line promotion will be informed of the committee's recommendation by a letter written by the committee chair that will include an evaluation of strengths and weaknesses in the areas of teaching, scholarship, and service.
- F. The School will send a letter to the Provost and Executive Vice President for Academic Affairs, via the Dean of the College of Fine Arts, and the faculty member, setting forth the status of each faculty member seeking promotion and including matters pertaining to the quality of his or her performance at a date determined by the Provost and Executive Vice President for Academic Affairs.
- G. Appropriate documentation, organized in accordance with the above vita form, shall be presented in accordance with the electronic submission guidelines through Faculty Success provided by the College of Fine Arts. Appropriate documentation is considered to be syllabi, teaching evaluation summaries, supporting letters, programs, or reviews regarding the "Criteria for Promotion" section of this document. It should not contain letters that are not germane to promotion, nor articles from newspapers merely describing the event (unless such description is deemed necessary to document a category) or unnecessary bulk. All letters and other materials should be routed electronically through Faculty Success to the Office of the Director of the School of Music. It is the candidate's responsibility, through consultation with the Director of the School or the Chair of the Committee, to determine the worth of such material. It should be clear that any "hearsay" evidence is inadmissible: all evidence must be in written form and appropriately signed.
- H. A file shall be kept in the office of the [Director of the School of Music] for every individual faculty member who is eligible to be considered for promotion. This file shall be open to the faculty member concerned and will contain all information which, in the judgment of the [Director of the School of Music], is relevant to promotion. Materials shall be placed in the file by the [Director of the School of Music] either at his or her own discretion or at the request of the candidate.
- When any information relevant to promotion of an individual is to be placed in the Faculty Success workload file, it shall be brought to his or her attention through notifications from Faculty Success. The faculty member shall have the opportunity to place in the Faculty Success portal materials which might rebut or explain any information which he or she considers detrimental. Any material that has not been brought to the attention of the faculty member through Faculty Success cannot be used in subsequent promotion deliberations. Anonymous letters shall not be made a part of this file.
- I. This file shall be examined by the Non-Tenure Line Promotion Committee. Materials

used by the Non-Tenure Line Committee as a basis for recommendations shall be made available to the Dean of the College of Fine Arts, the Provost and Executive Vice President for Academic Affairs, and the President upon request.

II. Committee

- A. The committee shall be composed of three departmental Non-Tenure Line faculty members who have achieved the rank of Associate Lecturer or Associate Teaching Professor. Committee members shall be elected by the departmental Non-Tenure Line faculty.

1.1 In the event that there are less than three Non-Tenure Line faculty at the rank of Associate Lecturer or Associate Teaching Professor for those going through the first level promotion, one of the following options may be chosen by majority vote of the Non-Tenure Line School of Music Faculty to serve:

- A non-promoted Non-Tenure Line faculty who has been employed in the School of Music at Ball State for a minimum of 2 years
- A promoted Non-Tenure Line faculty invited from a different unit in the college
- Associate Chair of the Unit

1.2 In the event that there are less than three Non-Tenure Line faculty at the rank of Associate Lecturer or Associate Teaching Professor for those going through the second level promotion, one of the following options may be chosen by majority vote of the Non-Tenure Line School of Music Faculty to serve:

- A promoted Non-Tenure Line Faculty at the rank of Teaching Professor invited from a different unit in the college
- A tenured Full Professor from within the School of Music

1.3 No person may serve as a member of the Non-Tenure Line Promotion Committee who is related by family or by marriage or is a former spouse of a faculty member being evaluated for promotion.

- B. Terms: The Committee shall initially be elected as follows: One representative shall have a term of one year and the other members two years. Following the initial one-year term, all terms shall be two years so as to stagger membership.
- C. Committee Chair: Once composed, the Committee shall elect a chair, whose responsibility will be to organize the proceedings and write the letters of recommendation for promotion or denial of promotion to the School Director.
- D. Recorder: Once composed, the Committee shall elect a Recorder, whose responsibility will be to record all minutes of the meeting for dissemination.
- E. School Director: The School Director shall be an ex-officio non-voting member of the committee.
- F. Other Responsibilities: The Committee shall make recommendations for policy changes. These changes must not conflict with University or College level policies and must be voted on and approved by the Departmental Non-Tenure Line Faculty

prior to or at the start of the upcoming academic year fall semester.

III. Eligibility and Definitions

- A. Title and Promotion shall be guided by the Ball State University Faculty Handbook, section 16.1.3.
- B. Criteria: All current and future full time Non-Tenure Line faculty employed by the School of Music who opt in may subsequently apply for promotion and title change based on demonstration of excellence in a number of categories including teaching, mentorship, service, and creative activity. See below for details
- C. Promotion: Full time Non-Tenure Line faculty may be eligible to apply for a first promotion no earlier than the beginning of their seventh (7th) year of full-time employment (not necessarily continuous) and a second promotion no earlier than the beginning of five (5) years (not necessarily continuous) of employment after their first promotion. Employment duration will be considered retroactively from the institution of this document, thus counting all years of employment for current employees.
- D. Salary Increase and Multi-Year Contracts: If promotion is awarded, salary increments may also be awarded at each promotion along with a three-year contract and five-year contract, respectively.
 - 1.1 Promoted non-tenure line faculty who received a multi-year contract and are seeking to extend their multi-year contract should submit a request to their respective department in writing with documentation of continued achievement in compliance with the established departmental expectations of excellence. The departmental document should establish deadlines for submitting written requests for multi-year contract extensions.
- E. The School of Music recognizes the D.M.A, D.A., and Ph.D. as terminal degrees.

IV. Application Criteria and Process

- A. Application for Promotion to Associate Teaching Professor: Faculty at the Assistant Teaching Professor level may submit materials for promotion to the Associate Teaching Professor level. Materials submitted should cover at least the seven years of full-time employment and may cover years prior to that as well. The Non-Tenure Line Faculty Promotion Committee will evaluate the materials based on the following criteria:
 - 1. Teaching (60%)
 - i. Evidence of consistently excellent Student Teaching Evaluations
 - ii. Evidence of consistently excellent Peer Teaching Evaluations (form found in Appendix A)
 - iii. Evidence of other teaching excellence, including course development, mentorship successes, external awards, etc.
 - iv. Ability to attract/retain an appropriate number of qualified

- students.
 - v. Completed Self-Evaluation (form found in Appendix A)
2. Creative / Scholarly Activities (20%)
 - i. Evidence of high-quality contributions to one's specialty through scholarship or creative activity at the local and regional levels.
 - ii. It is understood that limited travel resources, heavy teaching loads, and limited service opportunities may limit a Non-Tenure Line faculty member's productivity in this area.
 3. Service (20%)
 - i. Evidence of consistent service to the department, college, or university and/or evidence of service to the discipline outside of the university
 - ii. Any compensation associated with each service item should be outlined.
 - iii. It is understood that limited travel resources, heavy teaching loads, and limited service opportunities may limit a Non-Tenure Line faculty member's productivity in this area at the national level.

Exception: A faculty member may request to alter the percentages above, decreasing Teaching to no lower than 50%, Creative/Scholarly to no lower than 10% and Service to no lower than 10%. This request must come in the form of an e-mail to the department chair no less than one month prior to the date when materials are due. The chair will inform the faculty member of their decision no later than two weeks prior to the date when materials are due.

B. Based on the materials above, the committee will recommend one of the following actions:

1. Recommendation for Promotion and Three-Year Contract, due to evidence of exemplary accomplishments in the above criteria
2. Recommendation for Promotion Only, due to evidence of excellent but not exemplary accomplishments in the above criteria
3. Denial of Promotion, due to deficiencies in one or more of the above criteria.

This recommendation will be submitted in writing to the School Director, who shall author a separate letter. Both letters will be forwarded to the Dean of the College of Fine Arts for consideration. A copy will be given to the applicant.

C. Application for Promotion to Teaching Professor: No earlier than five years after promotion to Associate Teaching Professor, the faculty member may

submit materials for promotion to the rank of Teaching Professor level. Materials submitted should cover at the twelve years of full-time employment. The Non-Tenure Line Faculty Promotion Committee will evaluate the materials based on the following criteria:

1. Teaching (60%)
 - i. Evidence of consistently excellent Student Teaching Evaluations
 - ii. Evidence of consistently superior Peer Teaching Evaluations (form in Appendix A)
 - iii. Evaluations above and beyond the “Meets Expectations” category on Appendix A rubric
 - iv. Evidence of other superior teaching accomplishments, including course development, mentorship successes, external awards, etc.
 - v. Ability to attract/retain an appropriate number of qualified students.
 - vi. Completed Self-Evaluation (form in Appendix A)
2. Creative / Scholarly Activities (20%)
 - i. Evidence of high-quality contributions to one's specialty through scholarship or creative activity at the national or international levels.
 - ii. It is understood that limited travel resources, heavy teaching loads, and limited service opportunities may limit a Non-Tenure Line faculty member's productivity in this area.
3. Service (20%)
 - i. Evidence of excellent service to the department, college, or university and/or evidence of service to the discipline outside of the university.
 - ii. Any compensation associated with each service item should be outlined.
 - iii. It is understood that limited travel resources, heavy teaching loads, and limited service opportunities may limit a Non-Tenure Line faculty member's productivity in this area.

Exception: A faculty member may request to alter the percentages above, decreasing Teaching to no lower than 50%, Creative/Scholarly to no lower than 10% and Service to no lower than 10%. This request must come in the form of an e-mail to the department chair no less than one month prior to the date when materials are due. The chair will inform the faculty member of their decision no later than two weeks prior to the date when materials are due.

D. Based on the materials above, the committee will recommend one of the following actions:

1. Recommendation for Promotion and Five-Year Contract, due to evidence of superior accomplishments in the above criteria

2. Recommendation for Promotion Only, due to evidence of exemplary but not superior accomplishments in the above criteria
3. Denial of Promotion, due to sub-par quality of one or more of the above criteria

This recommendation will be submitted in writing to the School Director, who shall author a separate letter. Both letters will be forwarded to the Dean of the College of Fine Arts for consideration. A copy will be given to the applicant.

E. Reconsideration and/or Appeal

1. 1 Definitions

1.1.1 Reconsideration is the act whereby a candidate may request that an initial adverse decision by the department or college dean be reexamined. Reconsideration provides an opportunity for the candidate to clarify content of materials. A decision in favor of the candidate does not guarantee promotion.

1.1.2 Appeal is the act whereby a candidate alleges that a violation of existing policy and/or procedure, or unfair treatment, or discriminatory treatment by the department, college, or Provost has resulted in an adverse decision. An appeal may be filed without following the reconsideration process. Appeals examine the process followed and not the content of materials. A decision in favor of the appellant does not guarantee tenure and/or promotion. An appeal should not be utilized because faculty receive an adverse decision from reconsideration.

1. 2 Refer to the University Faculty and Professional Personnel Handbook (FPPH), section 16.1.3.4, for details regarding the reconsideration process.

1.3 Refer to the University Faculty and Professional Personnel Handbook (FPPH), section 16.1.3.5, for details regarding the appeal process.

APPENDIX A: Promotion Peer Evaluation of Teaching

Peer Reviewer Name:

Faculty Member (Non-tenure Line faculty member seeking promotion):

	Exceeds Expectations	Meets Expectations	Below Expectations	Reviewer Notes
Course Materials (Please circle one)	Syllabus includes all required university language, course calendar (where appropriate), assignment materials, due dates, and other relevant components. Course also includes a detailed Canvas presence.	Syllabus includes all required university language, course calendar (where appropriate), assignment materials, due dates, and other relevant components.	Syllabus not available or does not include required language and other content.	
Instructional Strategies (Please circle one)	The observed class/lesson/rehearsal included clear objectives. Assignments and activities reflected best practice in the content area.	The observed class/lesson/rehearsal included clear objectives. Assignments and activities were appropriate.	The objectives for the observed class/lesson/rehearsal were unclear or missing. Assignments and/or activities need improvement.	
Learning Environment (Please circle one)	The faculty member demonstrated effective communication of the objectives and content. Feedback consistently fostered improvement. Student engagement was excellent.	The faculty member demonstrated adequate communication of the objectives and content. Feedback appeared to foster improvement. Student engagement was adequate.	The faculty member demonstrated poor or no communication of the learning objectives. Feedback was limited or missing. Student engagement was limited.	

	Exceeds Expectations	Meets Expectations	Below Expectations	Reviewer Notes
Please place an "X" in the box that corresponds with the overall effectiveness of the candidate in the area of teaching.				

Overall strengths of the class/lesson:

Overall weaknesses of the class/lesson:

Reviewer Signature: _____ **Date:** _____

Self-Evaluation of Teaching

Candidates for promotion at all levels must also complete the self-evaluation of teaching form in Appendix C or a 1-page narrative for the same lesson that was evaluated by the candidate's peer.

Candidate's name:

	Exceeds Expectations	Meets Expectations	Below Expectations	Reviewer Notes
Course Materials (Please circle one)	I provided a clear syllabus that included all of the required university language, a course calendar (where appropriate), assignment materials, due dates, and other relevant components. Course also includes a detailed Canvas presence.	I provided a clear syllabus that included all required university language, course calendar (where appropriate), assignment materials, due dates and other relevant components	Syllabus was not available to the peer reviewer. Course does not have a presence on Canvas. Or syllabus did not include necessary syllabus language.	
Instructional Strategies (Please circle one)	I demonstrated clear course objectives and provided classroom assignments and activities that reflect best practice in the content area.	I demonstrated clear course/lesson objectives and provided classroom assignments and activities that were appropriate.	I did not have an understanding of the objectives of the course. Faculty member does not have clear course/lesson objectives or classroom assignments and activities are in need of improvement.	
Learning Environment (Please circle one)	Upon reflection of the lesson observed I feel that I was a good communicator of the course/lesson objectives and content. My feedback (where appropriate) appeared to foster improvement. My student(s) seemed to be engaged in the lesson/class.	Upon reflection of the lesson observed I feel that I was an adequate communicator of the course/lesson objectives and content. It was unclear if the students were engaged in the material.	I did not communicate the learning objectives of the class/lesson. Student(s) seemed confused and lacked understanding of the material presented. I need to improve this part of my teaching.	

	Exceeds Expectations	Meets Expectations	Below Expectations	Reviewer Notes
Please place an "X" in the box that corresponds with the overall effectiveness my lesson.				

Overall strengths of the class/lesson:

Overall weaknesses of the class/lesson:

Signature: _____ **Date:** _____

Promotion Review of Non-Tenure-Line Faculty

Effective July 1, 2024, and pursuant to our obligations under Indiana Code 21-39.5, the University implemented new criteria as part of any decision to promote a member of the Non-Tenure-Line (NTL) faculty. Ball State University will align the review of these criteria with our already-existing NTL promotion process (FPHB 16.1.3).

Procedurally, faculty members will be reviewed by the same committee that conducts the NTL promotion process during fall term of the academic year, excepting the first set of reviews (which will be reviewed Spring 2025). Each college will use their internally established review processes to review the new criteria. All promotion decisions will be handled at the department level and approved by the College Dean, the Provost and Executive Vice President for Academic Affairs (“Provost”), Office of the President, and the Board of Trustees. All multi-year contract extension decisions will be handled at the department level and approved by the College Dean, the Provost, Office of the President, and will be handled through regular personnel processes. These are subject to approval and budget availability. In addition, for a decision regarding promotion, a non-tenure-line faculty member shall be evaluated as to whether the faculty member:

- 16.1.3.3.1 Helped Ball State University foster a culture of free inquiry, free expression, and intellectual diversity within the University;
- 16.1.3.3.2 Where relevant and appropriate to the faculty member’s discipline, introduced students to scholarly works from a variety of political or ideological frameworks that may exist within the curricula established by the Board of Trustees of Ball State University under IC 21-41-2-1(b) or the faculty of Ball State University acting under authority delegated by the Board of Trustees of Ball State University;
- 16.1.3.3.3 While performing teaching duties, refrained from subjecting students to views and opinions concerning matters not related to the faculty member’s academic discipline or assigned course of instruction;
- 16.1.3.3.4 Continues to show a pattern of achievement in performing academic duties and obligations.

If a faculty member receives a satisfactory assessment of the required criteria outlined above at the department/unit level, the satisfactory determination is noted in the Promotion materials that are forwarded to the College Dean, and Provost for review. A faculty member must be satisfactorily reviewed at the Departmental, College Dean, and Provost levels prior to the Provost forwarding a satisfactory recommendation to the President, who forwards the recommendation to the Board of Trustees. The reconsideration and appeals processes for an unsatisfactory determination made of these new criteria is the same as the current reconsideration and appeals processes for NTL promotion.

In determining whether a faculty member has adequately met the criteria above, the following actions by a faculty member may not be considered:

- 16.1.3.3.5.1 Expressing dissent or engaging in research or public commentary on subjects.
- 16.1.3.3.5.2 Criticizing the leadership of Ball State University.
- 16.1.3.3.5.3 Engaging in any political activity conducted outside the faculty member's teaching or mentoring duties at Ball State University.

December 6, 2024