

NON-TENURE-LINE FACULTY TITLES & PROMOTION COVERSHEET

Department: Theatre and Dance

College: CFA

Date Coversheet Submitted: September 15th, 2024

Please check one of the following:

☐ The Unit has no changes to the Non-Tenure-Line title and promotion document. The previously approved document remains in effect for the AY 2025-2026.

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

Signatures:



Elizabeth Truitt

Date: September 15th, 2024

Unit Head



William Jenkins

Date: September 18, 2024

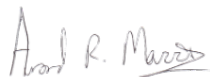
Associate Dean



Andrew Friedman

Date September 27, 2024

Provost



10/28/2024

Memo

To: Bill Jenkins, Chair, Department of Theatre and Dance
Drew Friedman, Associate Dean

From: Elizabeth Truitt, Department of Theatre and Dance

Date: September 15th, 2024

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

Revisions to document include:

1. Changed due date to October 15th to accommodate a timelier review at the unit level prior to the due dates to the College and Provost
2. Minimal changes to the language for more clarity:
 - a. the timeline for promotion
 - i. Section III.C.
 - ii. Section IV.B
 - b. Removed Section IV.A.b and IV.B.e. – as this is not a process utilized
 - c. Removed Appeals language that is inaccurate
 - d. Added language for reconsideration and appeals that states we will follow the process as detailed in the FPPH
 - e. Restructured Appendix A slightly

Department of Theatre and Dance
Non-Tenure Line Faculty Titles and Promotion/Multi-Year
Contract Document (2025-2026)

I. Title and Promotion Overview

This document outlines the Department of Theatre and Dance (DOTD) policies and procedures for the evaluation of full-time Non-Tenure Line (NTL) faculty for multi-year contracts and promotion.

Work accomplished before hire at Ball State, as well as work accomplished while employed at Ball State, will be considered in deliberations. 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. The evidence must demonstrate a record of continuous activity in all areas under review.

Regular full-time Non-Tenure Line faculty with appointments in the Department of Theatre and Dance are covered by this document.

By 5:00 pm on October 15th, 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 completed evaluations of their teaching load for the period to be considered
- 4.Peer Evaluation Portfolio (Appendix A) 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

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 Department Chair, will be forwarded on to the College level for a decision.

II. Committee

A. Composition:

- 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.
- b. In the event that there are fewer 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 NTL DoTD Faculty to serve:
 - 1. A non-promoted NTL faculty who has been employed in the DoTD at Ball State for a minimum of 2 years
 - 2. A promoted NTL faculty invited from a different unit in the college
 - 3. Associate Chair of the Unit
- c. In the event that there are fewer 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 NTL DoTD Faculty to serve:
 - 1. A promoted NTL Faculty at the rank of Teaching Professor invited from a different unit in the college
 - 2. A tenured Full Professor from within the DoTD

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 it will be to organize the proceedings.

D. Department Chair: The Department Chair shall be an ex-officio non-voting member of the committee, unless the chair is required to serve on the committee as detailed above.

E. Other Responsibilities: The committee shall make recommendations for policy changes. These must not conflict with University. These changes must be voted on and approved by the departmental NTL faculty.

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 Department of Theatre and Dance who opt in may subsequently apply for promotion

and title change based on demonstration of excellence in a number categories including teaching, mentorship, service, and creative activity. See below for details.

- C. Promotion: Full time Non-Tenure Line faculty may be eligible to begin the process toward first promotion no earlier than the beginning of their seventh (7th) year of full-time employment (not necessarily continuous) and begin the process toward a second promotion no earlier than the beginning of the fifth (5) year (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. See below for titles.

- CI. 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.

- CII. Titles and Promotion Chart: Based on terminal / non-terminal degree status, Titles and Promotions will be categorized as follows:

Specialization/Timing Type text here	Rank/Title: Non-terminal Degree	Rank/Title: Terminal Degree with Specialization
Teaching		
At hire / Opt-in	Lecturer	Assistant Teaching Professor
First promotion	Associate Lecturer	Associate Teaching Professor
Second promotion	Senior Lecturer	Teaching Professor

The Department of Theatre and Dance recognizes the M.M., M.F.A, D.M.A., D.A. and Ph.D. as terminal degrees.

IV. Application Criteria and Process

- A. Application for Promotion to Associate Lecturer / Associate Teaching Professor: Faculty at the Lecturer / Assistant Teaching Professor level may submit materials for promotion to the Associate Lecturer / 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:
- a. Teaching (60%)
 - i. Evidence of consistently excellent Student Teaching Evaluations
 - ii. Evidence of consistently excellent Peer Teaching Evaluations / Peer Evaluation Portfolio

- iii. Evidence of other teaching excellence, including course development, mentorship successes, external awards, etc.
- b. Creative / Scholarly Activities (30%)
 - 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.
- c. Service (10%)
 - i. Evidence of consistent service to the department, college, or university and/or evidence of service to the discipline outside of the university
 - 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.

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.

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

- a. Recommendation for Promotion and Three-Year Contract, due to evidence of exemplary accomplishments in the above criteria
- b. Denial of Promotion, due to deficiencies in one or more of the above criteria

This recommendation will be submitted in writing to the Department Chair, who shall author a separate letter. Both letters will be forwarded to the Dean of the College of Fine Arts. for consideration by the College Non-Tenure Line Faculty Promotion Committee. A copy will be given to the applicant.

- B. Application for Promotion to Senior Lecturer / Teaching Professor: No earlier than the start of the fifth year after promotion to Associate Lecturer / Teaching Professor, the faculty member may submit materials for promotion to the Senior Lecturer /Teaching Professor level. Materials submitted should cover at least the twelve 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:
 - a. Teaching (60%)
 - i. Evidence of consistently superior Student Teaching Evaluations above and beyond the
 - ii. Evidence of consistently superior Peer Teaching Evaluations / Peer

Evaluation Portfolio

- iii. Evidence of other superior teaching accomplishments, including course development, mentorship successes, external awards, etc.
- b. Creative / Scholarly Activities (30%)
 - i. Evidence of high quality contributions to one's specialty through scholarship or creative activity at the national or international levels.
- c. Service (10%)
 - i. Evidence of excellent service to the department, college, or university and/or evidence of service to the discipline outside of the university

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.

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

- d. Recommendation for Promotion and Five-Year Contract, due to evidence of superior accomplishments in the above criteria
- e. 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 Department Chair, who shall author a separate letter. Both letters will be forwarded to the Dean of the College of Fine Arts. A copy will be given to the applicant.

- C. Multi-Year Contracts: Previously promoted non-tenure line faculty who received a multi-year contract and are seeking to extend their multi-year contract should follow these procedures:
 - a. Compile the following:
 - i. An updated Curriculum Vita (generated in the manner required by the University at the time), that includes items that have taken place since promotion
 - ii. For CV items that have taken place since promotion, the NTL faculty member may submit any supporting materials that will strengthen or clarify their case.
 - iii. Student Teaching Evaluations for at least 50% of their completed evaluations of teaching load for the period since promotion.
 - iv. Peer Evaluation Portfolio (Appendix A) or other Peer Evaluations as available for the period since promotion.
 - b. These materials must be submitted electronically to the Departmental Chair

by 5:00 pm on October 15th .

- c. The chair will make a determination to be submitted to the Dean of the College of Fine Arts by November 1st.

D. Reconsideration: Reconsideration will follow the process outlined in the *FPPH*

E. Appeals: Appeals will follow the process outlined in the *FPPH*

APPENDIX A

Ball State University College of Fine Arts
Department of Theatre and Dance

Peer Evaluation Portfolio: Overview and Scheduling

The Peer Teaching Evaluation within the Department of Theatre and Dance will consist of one Summative Evaluation, an in-depth, documented response to teaching. The result of the process will be a Peer Evaluation Portfolio, which will be included in the documentation that each faculty member turns in for both Promotion/Titles and Salary/Merit.

For the purposes of this system, all full-time non-tenure line faculty members in the first seven years of their employment at Ball State will subsequently be referred to as “junior faculty.” All full-time non-tenure line faculty with more than seven years of employment with Ball State will be referred to as “senior faculty.”

The Summative Evaluation is required on the following schedule:

- Full Time Non-Tenure Line Faculty members in their first year of full-time teaching at Ball State: Fall and Spring
- Senior Faculty: Fall
- Junior Faculty: Spring

Summative Evaluation

Summative Evaluation shall be required according to the following guidelines:

1. Employment Status
 - a. All full-time faculty members will be required to undergo Summative Evaluation
2. Course to be Evaluated
 - a. The faculty member and the evaluators shall mutually agree upon the course to be evaluated
 - b. Exception: The department chair may require a specific course for evaluation under any of the following conditions:
 - i. The course has seen a precipitous drop in student evaluations
 - ii. The course has had historically problematic student evaluations under the instructor
 - iii. The course is central to a faculty member’s teaching load (regardless of quality of teaching evaluations)

3. Evaluators

- a. The Summative Evaluation Committee for each faculty member shall consist of
 - = An evaluator, chosen by the faculty member after load reports are released in the preceding semester.
 - = A second Evaluator chosen by the Department Chair, based on scheduling availability and an interdisciplinary approach to evaluation. If the faculty's chosen evaluator is within their option, then the second evaluator will be outside of the option, and vice versa. With some smaller options, it is possible that both evaluators will be from outside the option. The second Evaluator may also be the Department Chair or Associate Chair.
 - One of the two members of the Summative Evaluation Committee must be
 - a Senior Faculty member.

4. Process

- a. The faculty member and Evaluation Committee will agree on the specific time and date of the Summative Evaluation. However, in the case of problematic evaluations as listed above, the Summative Evaluation can be unannounced within a range of six possible dates proposed by the faculty member.
- b. At least one week prior to the evaluation, the faculty member shall submit to the Evaluation Committee the completed Course Alignment Document form (see below for form)
- c. For Junior Faculty, the Summative Evaluation must be a classroom observation, and can also include discussion of a particular course assignment, syllabus evaluation, or other specific pedagogical discussion as relevant. If a Junior Faculty member wishes to have a non-traditional teaching assignment evaluated (online course, production- related assignment, etc.), they can request that option to the Summative Evaluation Committee and the Department Chair.
- d. For Senior Faculty, a Summative Evaluation may be any of the following: a classroom observation, a discussion of a particular course assignment, syllabus evaluation, or other specific pedagogical discussion as relevant. Classroom observation is required for Senior Faculty in the following cases as determined by the Department Chair:
 - i. The course has seen precipitous drop in student evaluations
 - ii. The course has had historically problematic student evaluations under the instructor
- e. If a Faculty Member wishes to complete evaluation in a semester outside their regularly scheduled semester, they must submit that request to the Department Chair in the preceding semester.

5. Outcomes

- a. Following the Summative Evaluation Observation, the Summative Evaluation

Committee may choose to meet in person with the faculty member to discuss the experience and share observations. The faculty member may also request this meeting. This meeting is optional.

- b. The Summative Evaluation Committee will then meet separately to discuss the evaluation, after which they will co-author the Summative Peer Evaluation Form (see below).
- c. The faculty member will receive a final, signed copy of the Summative Peer Evaluation Form for their consideration. When the evaluation is completed and signed, it will be submitted to the chairperson of the Department of Theatre and Dance for insertion into the instructor's personnel file as part of their Peer Evaluation Portfolio (see below).
- d. The faculty member will also have the opportunity to author a response to the Summative Peer Evaluation of no more than one page. This response may be a defense of their teaching, a plan for future improvements, or any other response to or clarification of the Summative Peer Evaluation.
- e. The entire process above will generate the Faculty Member's Peer Evaluation Portfolio, to be submitted along with a request for Promotion / Title Change / Multi-Year Contract, and consisting of the following documents:
 - i. Course Alignment Document
 - ii. Any additional course materials as relevant to the Summative Evaluation
 - iii. Signed, Co-Authored Summative Peer Evaluation Form
 - iv. Optional Faculty Response to Summative Review

Department of Theatre and Dance Peer Teaching Evaluation Course Alignment Form

Instructor Name:

Course Being Evaluated:

Semester and Year:

Date of Evaluation:

Teaching Evaluation Committee Members:

Note: When completed, this form should not exceed one page in length.

1. Copy and Paste the Course Objectives from the syllabus

2. Briefly describe your overall pedagogical approach to the course and how that approach achieves the course objectives.

Ball State University
College of Fine Arts
Department of Theatre and Dance

Summative Peer Evaluation Form

Instructor: Please fill in all pertinent information on the top of this page, and give the form to the observer prior to the scheduled observation. Related materials may also be provided to the observer prior to scheduled observation.

Instructor Observed _____ Semester & Year _____

Course Number _____ Course Title _____

Meeting Time of Class _____ Location of Class _____

Intended Format of the Class Session _____

Evaluation Committee: Following your classroom observation or discussion with the observed faculty member, you should meet to discuss your proposed scoring and comments for the Summative Peer Evaluation Form, with the final document being co-authored by both members of the committee. Once this form is complete, sign the form, review the report with the instructor, and obtain his/her signature. When the Summative Peer Evaluation Form is completed and signed, it will be submitted to the chairperson of the Department of Theatre and Dance for insertion into the instructor's personnel file.

Observer _____ Date of Observation _____

Length of Observation _____

Instructional Format Observed (lecture, discussion, critique, studio, etc.) _____

Related Course Materials Provided by the Instructor (syllabus, lesson plan, handouts, etc.) _____

Observation _____ Announced _____ Unannounced _____

Instructor's Signature _____ Date _____

Observer's Signature _____ Date _____

Observer's Signature _____ Date _____

The written portion of the evaluation should be co-authored by both members of the Summative Evaluation Committee, except where their observations strongly disagree, in which case those disagreements should be noted and attributed.

COMMENTS:

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