

Department of Theatre and Dance

Promotion and Tenure Document

2025-2026

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**Ball State University
College of Fine Arts
Theatre and Dance Department
Promotion and Tenure Document
2025-2026**

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Department of Theatre and Dance Promotion and Tenure Document

PREAMBLE

This document establishes the Department of Theatre and Dance policies and procedures for promotion, for tenure, and for progress toward tenure. The department has made all efforts to reflect policies and procedures of the College of Fine Arts and Ball State University. In the case of an unintentional contradiction or typographical error, the official documents of the college and the university, in the Ball State University Faculty and Professional Personnel Handbook prevail. The faculty member should refer specifically to the Promotion and Tenure Policy section of the Ball State University Faculty and Professional Personnel Handbook and the College of Fine Arts Promotion and Tenure Policies for additional policy and procedural statements regarding University and College of Fine Arts promotion and tenure principles.

35.1. PRINCIPLES FOR PROMOTION AND TENURE

- 35.1.1. The evaluation of a faculty member's eligibility for promotion or tenure shall be conducted in light of the University Mission Statement, and shall be based on evidence of a continuing pattern of achievement throughout the faculty member's professional career in the following areas:*
 - 35.1.1.1.1. Teaching;*
 - 35.1.1.1.2. Scholarship;*
 - 35.1.1.1.3. Service in a professional capacity.*
- 35.1.2. Policies and criteria related to recommending promotion and tenure shall be clear, specific, and accessible to all personnel.*
- 35.1.3. Policies and criteria for promotion and tenure shall be subject to annual evaluation and review and to periodic revision.*
- 35.1.4. Promotion to Associate Professor and the tenure decision will be aligned and occur in year seven.*
- 35.1.5. A candidate may apply early for tenure and promotion to Associate Professor once in either year five or six.*
- 35.1.6. If an individual enters employment at the university at the rank of Associate Professor or above and working toward tenure, the tenure process is followed. Promotion to Professor is not a part of the process.*
- 35.1.7. Experiential Learning in all its forms (internships, field trips, practica, student teaching, study abroad, immersive learning projects, etc.) is and has been a hallmark of a Ball State University education. Faculty who lead these types of activities should receive consideration for their involvement as they contributed to the established standards for Teaching, Scholarship and Service.*

35.1.8. *At Ball State University, we recognize the importance of inclusiveness, which we define as our commitment to respect and embrace equality, inclusion and diversity in people, ideas, and opinions. Inclusiveness is integral to fulfilling our mission and our strategic plan.*

35.1.8.1. *Therefore, and in accordance with the principles of the Ball State Policy on Freedom of Expression (FPHB 1.1), the AAUP Statement on Professional Ethics (FPHB 332), Ball State's definition of Academic Freedom as stated in the Bill of Rights (FPHB 7, especially 7.1.2), and pursuant to our obligations under Indiana Code 31-39.5, a faculty member may not be granted tenure or a promotion by the institution if, based on past performance or other determination by the board of trustees, the faculty member is:*

- 35.1.8.1.1. *Unlikely to foster a culture of free inquiry, free expression, and intellectual diversity within the institution.*
- 35.1.8.1.2. *Unlikely to expose students to scholarly works from a variety of political or ideological frameworks that may exist within and are relevant and applicable to the faculty member's academic discipline; or*
- 35.1.8.1.3. *Likely, while performing teaching duties within the scope of the faculty member's employment, to subject the students to political or ideological views and opinions that are unrelated to the faculty member's academic discipline or assigned course or instruction.*
- 35.1.8.1.4. *The bodies involved with the tenure and promotion process, including the Provost and Executive Vice President for Academic Affairs, the President of the University, and the Board of Trustees, may not consider the following actions by a faculty member when determining whether a faculty member may not be granted tenure or a promotion by Ball State University:*
 - 35.1.8.1.4.1. *Expressing dissent or engaging in research or public commentary on subjects.*
 - 35.1.8.1.4.2. *Criticizing the leadership of Ball State University.*
 - 35.1.8.1.4.3. *Engaging in any political activity conducted outside the faculty member's teaching or mentoring duties at Ball State University.*

35.1.8.2. *In addition, once every five years after a faculty member is granted tenure, each faculty member will be evaluated as to whether the faculty member:*

- 35.1.8.2.1.1. *Helped Ball State University foster a culture of free inquiry, free expression, and intellectual diversity within the University.*
- 35.1.8.2.1.2. *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.*

- 35.1.8.2.1.3. *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.*
 - 35.1.8.2.1.4. *Continues to show a pattern of achievement in performing academic duties and obligations.*
 - 35.1.8.2.1.5. *In determining whether a faculty member has adequately met the criteria above, the Board of Trustees may not consider the following actions by a faculty member:*
 - 35.1.8.2.1.5.1. *Expressing dissent or engaging in research or public commentary on subjects.*
 - 35.1.8.2.1.5.2. *Criticizing the leadership of Ball State University.*
 - 35.1.8.2.1.5.3. *Engaging in any political activity conducted outside the faculty member's teaching duties at Ball State University.*
 - 35.1.8.2.1.6. *The annual review process to determine satisfactory performance in teaching, scholarship and service for purposes of salary and merit is required for all tenured faculty in the Department of Theatre and Dance. Provided a faculty member receives an evaluation of satisfactory or better, this annual review will satisfy the requirement for the five-year post tenure review.*
 - 35.1.8.2.1.7. *If the Board of Trustees determines that a faculty member has failed to meet the criteria outlined in 35.1.8.2.1 through 35.1.8.2.4, the faculty member will be subject to disciplinary actions, up to and including termination; demotion; salary reduction; other disciplinary actions as determined by the Board of Trustees; or any combination of these actions.*
- 35.1.8.3. *Faculty members who engage in activities that promote inclusive excellence (training, development, intergroup dialogue, pedagogies and curriculum, community and campus partnerships, mentoring, peer-reviewed research, etc.) will receive credit for their involvement as they contribute to the established standards for teaching, Scholarship and Service.*

(The italicized material is from the Faculty and Professional Personnel Handbook, University Promotion and Tenure document, Section I, Principles for Promotion and Tenure.)

35.2. DEFINITIONS

1. Continuing pattern of achievement is defined as evidence of significant work in teaching; scholarship; and service in a professional capacity in each consecutive year, such that a clear progression of mastery and productivity is demonstrated.
2. Department and departmental refers to the Department of Theatre and Dance.
3. College or collegiate refers to the College of Fine Arts.
4. Reconsideration is the act whereby a candidate may request that an initial adverse decision by the department, college, or Provost be reexamined. Reconsideration provides an opportunity for the candidate to clarify content of materials. A decision in favor of the appellant does not guarantee tenure and/or promotion.
5. Appeal refers to the action taken by the appellant when the outcome of the department, college, or Provost reconsideration is the same as the original recommendation. 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.
6. Working days are those days when Ball State University administrative offices are open.
7. Calendar days are the days which appear on a calendar, including Saturday, Sunday and holidays. They do not relate to the Ball State academic schedule or calendar.
8. Eligible Professional Personnel are those individuals who hold academic rank and/or tenure or who are eligible for tenure.
9. Tenure is a means to certain ends; specifically; (1) freedom of teaching and research, and of extramural activities and (2) sufficient degree of economic security to make the profession attractive people who are eligible. (Faculty Handbook, Appointment, Academic Freedom, and Tenure 2.3). Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.
10. Joint appointments are when a faculty member holds two or more regular instructional, research, or clinical instructional appointments in two or more units such as schools, colleges, departments/programs or between an academic unit and another unit on campus.
11. Tenure-track faculty are those faculty who are currently in the seven-year probationary tenure period.
12. Tenured faculty are those faculty who have been granted tenure.
13. Scholarship is the process of attaining new knowledge, creating a new work, or re-creating/interpreting existing works, and disseminating the results. Generally, this takes the form of appropriate peer reviewed publications, presentations or exhibits, performances, other creative endeavors, and grant proposals. Scholarship can occur in

four areas: discovery, integration, application, and teaching. Faculty shall not be required to participate in each of the four areas of scholarship.

- 13.1 The scholarship of discovery is traditional research and creative endeavors that pursue and contribute to new knowledge for its own sake.*
- 13.2 The scholarship of integration makes connections across disciplines bringing together isolated knowledge from two or more disciplines or fields to create new insights and understanding.*
- 13.3 The scholarship of application applies knowledge to address significant societal issues.*
- 13.4 The scholarship of teaching studies the development of knowledge, skill, mind, character, and/or ability of others.*

(The italicized material is from the Faculty and Professional Personnel Handbook, University Promotion and Tenure document, Section II, Definitions.)

35.3. POLICY STATEMENTS

1. Tenure

- 1.1 Faculty and eligible professional personnel shall be evaluated in the light of the University Mission Statement.*
- 1.2 A tenure recommendation will be made by the department, academic dean, and the Provost and Vice President for Academic Affairs at least one year prior to the end of a faculty member's probationary period. That recommendation will be either a recommendation to grant tenure at the end of the following year or a recommendation to terminate the faculty member at the end of the following year.*
- 1.3 Policies and criteria related to recommending tenure shall be clear, specific, and familiar to all personnel.*
- 1.4 Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in tenure deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of continuous activity.*
- 1.5 If a faculty member is hired at the rank of Associate Professor without tenure, the tenure process is followed. Promotion to Professor is not tied to the tenure process.*
- 1.6 The following are necessary prerequisites in order to be eligible for tenure:*

- 1.6.1 *The faculty member must have satisfied any specific conditions of employment set forth in their letter of appointment;*
 - 1.6.2 *The faculty member must have received a positive tenure recommendation from the department; and*
 - 1.6.3 *There must be available significant evidence of excellent performance by the faculty member, and there must be the expectation for a continuance of such in the future.*
- 1.7 *Before the end of the academic year, the Department Promotion and Tenure Committee, after consultation with the department chairperson, shall provide each tenure-track faculty member with a written assessment of that faculty's work. This assessment shall include an evaluation of strengths and weakness 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.*
- 1.8 *When a faculty member is employed in a tenure-track position, a probationary period of seven years is ordinarily required before tenure is granted by the Board of Trustees. Generally, the probationary period will not exceed seven full-time years of tenure-creditable service as a faculty member at Ball State University. The exceptions are noted below.*

When transferred from one academic or professional area to another, a tenure-track person, in addition to the normal probationary period, may request or may be required to complete an additional probationary period not to exceed two years. The length of the extension of time must be established and stated in writing at the time of the new appointment.

- 1.8.1 *Ball State University is committed to providing a work environment that enable faculty to be successful. The university also recognizes that faculty may encounter life circumstances which can impair or prevent progress toward professional and scholarly achievement. This is true for faculty working toward tenure within a limited and specific timeframe. A faculty member may request that certain years (normally not to exceed two years total) not be counted as tenure-creditable years if any of the following pertain:*

- 1.8.1.1 *Birth or adoption of a child*

- 1.8.1.2 *The faculty member is seriously ill;*

- 1.8.1.3 *The faculty member is the principal caregiver for a dependent who is seriously ill or incapacitated;*

- 1.8.1.4 *The faculty member is the principal care-*

giver for a family member who is seriously ill;

1.8.1.5 The faculty member will be on leave for at least one semester of the academic year.

A request that a year not be counted as a tenure-creditable year (stopped clock) shall be made to the department chair within one year of the occurrence of the qualifying event and no later than August 31, but before the affected annual Promotion and Tenure review. The request shall include documentation of the circumstances involved. The request requires approval of the department chairperson, the appropriate dean, and the Provost and Executive Vice President for Academic Affairs.

Faculty who receive approval are not required to submit Promotion and Tenure materials during the period approved by the Provost and Executive Vice President for Academic Affairs. The faculty member is also not expected to submit an extra year's worth of research when tenure review resumes.

(The italicized material is from the Faculty and Professional Personnel Handbook, University Promotion and Tenure document, Section III, Policy Statements).

2. Promotion

- 2.1 Faculty and eligible professional personnel shall be evaluated in the light of the University Mission Statement.*
- 2.2 Any department member or eligible professional personnel has the right to present themselves to the Department Promotion and Tenure Committee for consideration for promotion to Associate Professor after the fourth tenure credible year. A request for consideration for promotion to Professor can be made any time after achieving the rank of Associate Professor.*
- 2.3 Policies and criteria related to recommending promotions shall be clear, specific, and familiar to all personnel.*
- 2.4 Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in promotion deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of continuous activity.*
- 2.5 Policies and criteria for promotions shall be subject to annual evaluation and review and to periodic revision.*

(The italicized material is from the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document, Section III).

3. Policy Statements for Materials to be considered for Promotion or Tenure

- 3.1 A "Promotion and Tenure File" shall be kept in the department Chairperson's office for every individual faculty or professional personnel member who is eligible to be considered for promotion and/or tenure. This file shall be open to the faculty or professional personnel concerned and will contain information relevant to promotion and/or tenure. Materials shall be placed into the file in a timely manner by the department chairperson.

When any information relevant to promotion or receipt of tenure of an individual is to be placed in the file, it shall be brought to their attention in writing at once by their administrative head. The faculty member shall have the opportunity to place in the file material which might rebut or explain any information which they consider detrimental. Any material that has not been brought to the attention of the faculty member and/or has not been placed in the file cannot be used in subsequent promotion and tenure deliberations. Anonymous letters shall not be made part of this file.

The Department Promotion and Tenure Committee shall examine this file during promotion and tenure deliberations. Materials used by the Department Promotion and Tenure Committee as a basis for recommendations shall be made available to the College of Fine Arts Promotion and Tenure Committee, the Dean of the College of Fine Arts, the Provost and Vice President for Academic Affairs, and the President upon request.

The "Promotion and Tenure File" will not serve as an archiving location for materials such as letters from students, alumni, and peers, documentation of scholarly productivity, creative endeavors, and/or service in a professional capacity. Such archiving is the responsibility of the individual faculty member.

- 3.2 The Department of Theatre and Dance member is responsible for providing supporting documentation which substantiates their academic involvement in the areas of 1) teaching, 2) scholarship 3) professional service to the department, the college, the university, and the field of expertise. The Department of Theatre and Dance requires that faculty members excel in all three areas. The department recognizes that there are individual differences and emphases. Excellence is expected; minimum performance in all areas (individual or in combination) will not guarantee progress toward tenure. The review of a faculty member's documented performance will be thorough and comprehensive in nature. In order to guide the reviewers, faculty members are encouraged to preface the materials presented for promotion and tenure with a descriptive essay, limited to two pages, to provide a frame of reference or context for the items submitted.

4. Materials to be presented for Promotion or Tenure

- 4.1. Appropriate documentation, organized in accordance with the above vita form, shall be presented in a three-ring notebook separate from the vita form.

Appropriate documentation is meant to mean syllabi, teaching evaluation summaries, supporting letters, programs, and reviews. It should not contain letters that are not germane to promotion or tenure, nor articles from newspapers merely describing an event (unless such description is deemed necessary to document the event) or unnecessary bulk. It is the candidate's responsibility, through consultation with the department chairperson, to determine the worth of such material.

4.1.1 Materials for promotion and/or tenure must include:

1. A complete "College of Fine Arts Vita Form" (see Appendix A)
2. A statement of teaching philosophy
3. Formal evaluations by supervisors (including Promotion and Tenure Committees).
4. Summaries of student evaluations adopted by the department for the purpose of evaluating teaching.
5. Results of peer reviews

Information regarding the individual's gender, race, disability, national origin, religion, age, veteran status, citizenship, or marital status may not be included.

4.1.2 The above documentation shall cover the entire career to the present.

4.2. Teaching

Excellence is expected in teaching. Assessment with accompanying supporting documentation of teaching quality will be furnished by the faculty member. Refer to the Faculty and Professional Personnel Handbook, for university policy on "Policy for the Evaluation of Teaching" and "Guidelines to be Followed in Evaluation of Teaching."

4.2.1. Student Evaluations

Near the end of the semester, but not during final exam week, an instrument adopted by the Department of Theatre and Dance (see Appendix B) and approved by the College of Fine Arts to evaluate teaching shall be administered in accordance with the procedures outlined in the Faculty and Professional Personnel Handbook, Guidelines to be Followed in Evaluation of Teaching, Section 2: 2.1-2.5.

4.2.2. Other Evaluations

In addition to student evaluations, each faculty member will be required to submit a Peer Evaluation Portfolio resulting from the procedures and forms described in Appendix F: Peer Evaluation Portfolio Procedures.

4.2.3. Candidates are encouraged to use as many other instruments of evaluation as they see fit. Examples would include evidence of

significant involvement in curriculum development; evidence of student achievement; evidence of significant contribution to the pedagogy of the field; personal statement describing teaching goals.

4.3. Scholarship

Excellence is expected in creative endeavors, publications, and or research. A Department of Theatre and Dance faculty member must be productive continually in their field. Local, regional, national, and/or international recognition is expected. It is recognized that faculty from diverse areas of the department have unique expressions of productivity. Productivity is not necessarily limited to one's area of specialization, but should be in theatre, dance or performance areas. Many methods of supporting documentation of productivity are acceptable, including external peer review by recognized authorities.

4.4. Professional Service

It is expected that a faculty member will be actively involved with departmental, college, and university committees and governance activities in a qualitative manner. Service to one's discipline, student advising, active memberships in professional organizations, promotional efforts favoring university recognition at local, regional, national, and/or international levels is encouraged.

35.4. PROMOTION AND TENURE COMMITTEE STRUCTURE

1. Membership - Department of Theatre and Dance Promotion and Tenure Committee
 - 1.1 The Promotion and Tenure Committee shall be composed of five regular full-time faculty members at least two of whose specialty is theatre and one whose specialty is dance, to be elected by anonymous ballot annually by the regular, full-time tenured and tenure-track faculty of the Department. Only faculty members with tenure are eligible to serve on the committee.
 - 1.1.1 If a sufficient number of tenured faculty is not available, then a tenured faculty member from the School of Music or the School of Art will be asked to serve.
 - 1.1.2 In order to assure continuity of experience, the members of the committee whose specialty is theatre shall be elected to staggered three-year terms. The member of the committee whose specialty is dance is elected to a three-year term. Staggered transition from two- to three-year terms will be managed by a consensus vote of the tenured and tenure-track faculty, but no committee member will serve more than three consecutive years.

- 1.1.3 The secretary of the Department Promotion and Tenure Committee is elected by a majority vote of the Promotion and Tenure membership in the first or second year of their term on the committee. Depending on the term of the previous chair, the secretary becomes the chair of the committee in the subsequent year.
- 1.1.4 The chair of the Department Promotion and Tenure Committee must be a standing committee member immediately following at least one year of service on the committee. In the absence of a returning secretary, the committee will elect a chair. The chair's tenure will be based on their remaining years of eligibility on the committee. The chair may step down after one year as chair, pass the duties of chair to the secretary, and remain on the committee for their third year of eligibility, if applicable.
- 1.1.5 A quorum is the total elected membership of the committee.
- 1.1.6 In the event a committee member resigns or is unable to complete their term, nominations for a replacement from all tenured and tenure-track faculty will be entertained, and a special election will be held as soon as possible, under the discretion of the Department Promotion and Tenure Committee, and the Department Chair.
- 1.2 The department chairperson shall be an ex officio non-voting member of the committee.
- 1.3 The names of the committee members shall be forwarded to the Dean of the College of Fine Arts by the second week in October of each academic year.
- 1.4 Any tenure-track individual serving as a member of the department or College of Fine Arts Promotion and Tenure Committee must be absent from deliberations concerning their progress toward tenure.
- 1.5 *No person may serve as a member of a Department Promotion and Tenure Committee who is a candidate for promotion.*
 - 1.5.1 *An individual so elected who later becomes a candidate for promotion must resign from the committee. A replacement shall be elected by majority vote following the procedures noted above (1.11).*
 - 1.5.2 *Once an individual submits a written statement to the department chair indicating the intent to apply for promotion, that person is considered a candidate and can no longer serve on the committee. Each department shall establish a date by which the written statement must be submitted. The date must occur in the Spring Semester prior to review.*

1.5.3 *The one exception to these provisions involves the chairperson of the department when they are a candidate for promotion. In that circumstance, they shall not participate in their ex-officio capacity during the deliberations of promotion to the same rank. (1.102)*

1.5.4 *No one may serve to hear an appeal who has a demonstrated conflict of interest such as previous involvement with the case, assignment to the same academic department or administrative area as any of the principals in the case, business involvement, or relationship to any of the principals. Decisions regarding such conflicts shall be made by the committee chairperson.*

(The italicized material is from the Faculty and Professional Personnel Handbook, University Promotion and Tenure document, Section III, Policy Statements.)

2. Responsibilities

- 2.1 Chair responsibilities may include, but are not limited to, 1.) organizing meetings, 2.) announcing deadlines to candidates, 3.) liaising with CFA and university (CFA PT, UPT, Assoc. Dean, etc.), 4.) incorporating university mandated language into existing document, 5.) submitting final draft of each candidate's letter to chair and CFA, 6.) organize optional in-person feedback sessions with the committee and each candidate, 7.) organize and execute authorship of and voting on changes to departmental P and T document.
- 2.2 The committee shall implement departmental promotion and tenure policies and procedures. These policies must not conflict with college and University procedures.
- 2.3 The committee shall implement collegiate and University promotion and tenure policies and procedures.
- 2.4 The committee shall make recommendations concerning policy changes to both the collegiate and University committees.
- 2.5 The committee shall review and evaluate the credentials of all department tenure-track persons and forward these credentials, with recommendations, to the Dean of the College of Fine Arts. Credentials will be organized in accordance with the College of Fine Arts Vita Form (See Appendix A) and will cover the tenurable year or the year in which progress toward tenure is being considered. In addition, it will include a comprehensive professional vita including work completed prior to employment at Ball State University. A letter, signed by the chairperson of the committee, and a letter, signed by the chairperson of the department, must accompany the credentials. These letters must indicate support or non-support for tenure, including conditions of employment that must be met. These letters will indicate one of the following decisions/recommendations for tenure:
 1. Satisfactory progress toward tenure
 2. Unsatisfactory progress toward tenure
 3. Termination/Dismissal

- 2.5.1 Before the end of the academic year, the departmental Promotion and Tenure Committee, after consultation with the department chairperson, shall provide each tenure-track faculty member with a written assessment of that faculty's work. This assessment shall include an evaluation of strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The committee will also suggest areas for improvement if necessary.
- 2.5.2 In years one, two and three of the tenure process, there will be a mentorship meeting with the members of the Department of Theatre and Dance Promotion and Tenure Committee, and the pre-tenure candidate. After the letters have been submitted to the college, the P&T committee will schedule these meetings with the candidates at a time conducive to all.
- 2.6 The committee shall review and evaluate the credentials of all Departmental candidates applying for promotion. The committee shall forward the credentials of those candidates being recommended favorably for promotion, with written recommendations, to the Dean of the College of Fine Arts. A letter, signed by the chairperson of the committee, indicating support, with specific reasons, must accompany the credentials. A letter, signed by the chairperson of the department, indicating support or nonsupport for promotion, with specific reasons, must accompany the credentials.
 - 2.6.1 Vote counts shall accompany any final recommendations.
- 2.7 Minutes of all committee actions must be maintained and filed in the department office.

35.5. ACADEMIC RANK

- 1. There are three basic academic ranks: Assistant Professor, Associate Professor, and Professor.

Qualifications for each rank are as follows:

- 1.1 Assistant Professor
 - 1.1.1 Evidence of quality performance as a teacher or practitioner in the specialty in which the candidate was hired;
 - 1.1.2 Evidence of the potential for scholarship;
 - 1.1.3 Evidence of participation in professional organizations.
- 1.2 Associate Professor
 - 1.2.1 Evidence of consistently excellent teaching;

- 1.2.2 Evidence of high quality contributions to one's specialty through scholarship, which must include refereed outlets, and/or creative works;
- 1.2.3 Evidence of high quality contributions in the capacity of professional service
- 1.3 Professor
 - 1.3.1 Evidence of regional, national, or international recognition in a least one of the following: teaching, scholarship; or service in a professional capacity;
 - 1.3.2 Evidence of being a model teacher;
 - 1.3.3 Evidence of high quality contributions to one's specialty through scholarship, which must include refereed outlets, and/or creative works; additionally, at least two letters from external reviewers who have reviewed and commented upon the evidence of significant contribution are required.

Supplemental External Review Letters for Promotion to Professor. Candidates who intend to seek promotion to Professor shall declare their intentions no later than April 30th of the spring semester prior to promotion review in the fall. This deadline is set to ensure adequate time for the process of seeking and receiving letters. The external review process will be conducted according to department and college policies and will commence by May of the spring semester in order to guarantee timely receipt of the external reviewers' letters for fall review. In the case of a candidate seeking promotion to Professor, two letters from reviewers external to the University shall be included (see Appendix G). Such letters shall provide a supplementary evaluative review of the candidate's scholarship, creative endeavors, and other scholarly productivity. Candidates must submit to the Departmental P&T Committee a list of five (5) potential reviewers meeting the stated criteria (see Appendix G). The committee will select two (2) reviewers from the list to review the candidate's materials. The P&T Committee will submit a list of five different potential reviewers meeting the same criteria from which the candidate will select two (2) to review the candidate's materials. All reviewers must be acceptable to the committee and to the candidate. In the event that the committee and the candidate are not able to resolve any disagreement or challenge to the proposed list of external reviewers, the matter will be referred to the CFA Dean for resolution.

All letters received from external reviewers will be available to reviewers in the promotion review process. External review letters shall be inserted and retained in the candidate's Promotion and

Tenure file for use by departmental, collegiate, and, in case of an appeal, University Promotion and Tenure Committees, and by the Provost in promotion deliberations for the current year. A candidate-accessible letter file will be created. The candidate has the right to examine all external review letters kept in the candidate-accessible letter file. However:

1. All indications as to the reviewer's name, institution, or other indicators that might lead to an identification of the reviewer must be removed from the letters by the Chair of the P&T Committee before being placed in the candidate-accessible letter file;
2. The candidate's reviews of the candidate-accessible letter file will be monitored by the Chair of the Department. The Chair of the Department will destroy the candidate-accessible letter file once all deliberations for that particular promotion event have been completed.

The candidate has the right to respond to the committee regarding information contained in the letters. Responses must be in writing and must be presented to the committee in due course. The candidate's rebuttal must go forward with the letters for college and university review. As well, the candidate has the option of withdrawing their request for promotion and resubmitting it in subsequent years.

At the conclusion of deliberations for the current year, the letters shall be retained only in a separate confidential file in the Office of the Dean of the College. In accordance with University policies/procedures the candidate's accessible letter file will be destroyed at the end of the promotion proceedings by the office of the Dean. Accordingly, these letters cannot be reopened for purposes of subsequent promotion deliberations at any level of consideration except by request of the candidate.

1.3.4 Evidence of significant contributions in the capacity of professional service.

2. *Advancement in rank is based on a continuing pattern of achievement throughout the faculty member's professional career in:*
 - 2.1 *Teaching*
 - 2.2 *Scholarship*
 - 2.3 *Service in professional capacity*

(The italicized material is from the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document, Section V, Academic Rank.)

3. A terminal degree in the faculty member's specialty area is usually required for either hiring at or advancement to associate or professor. However, certain kinds of expertise, experience, and/or recognition may be accepted by the College of Fine Arts as appropriate qualifications for either rank, upon approval of the Provost and Vice President for Academic Affairs.

- 3.1 The Department of Theatre and Dance requires that all regular full-time faculty will have or will complete within the required period of time that degree or professional requirement stipulated in the contractual agreement with the University.
- 3.2 The Department of Theatre and Dance recognizes various degrees as "terminal." The degrees listed below meet minimal departmental criteria for promotion to the ranks of Associate Professor or Professor:

AREA*	DEGREE
Acting, Directing	MFA
Creative Drama, Children's Theatre	MFA
Dance	MFA**
Design (Lighting, Scenic, Costume)	MFA**
Musical Theatre	MFA
Performance Studies	Ph.D.
Playwriting	MFA
Stage Movement or Voice	MFA
Theatre History	Ph.D.
Theatre Management/ Arts Admin.	MFA, MBA**
Technical Director	MFA**
Theory and Criticism	Ph.D.

*AREA refers to the sub-discipline in which the person is hired for teaching, research, and service purposes. Although this would be rare, should a position encompass more than one area (e.g., Theatre History/Acting) then the terminal degree area would be determined by the area which requires the most advanced degree. The exception to this would be if a person were hired to teach a predominant area (e.g., Acting) and have only occasional or incidental responsibilities in another area (e.g., Theatre History). Then the required degree would be the one indicated for the predominant or primary area. If a person possesses the appropriate terminal degree from an accredited institution at the time of appointment, then they will have met all requirements for eligibility to be considered for promotion to one of the ranks indicated. It must be emphasized that this eligibility in no way implies that the criteria enumerated in the College and University documents regarding Quality of Work, Profession Growth, or Recognition have necessarily been met.

**The department recognizes that in selected areas (Dance, Design, Theatre Management, Technical Direction) and under certain circumstances an MA or MS is considered a "terminal degree." These circumstances include the following:

- 3.2.1 Faculty in Design, Theatre Management, and Tech Technical Direction who received their MA/MS before the mid-1970's when MFA programs in these areas became common.
- 3.2.2 Faculty in Dance due to late emerging MFA programs in Dance.
- 4. Any academic unit, Department and/or College, which initiates a joint appointment, shall include in their Promotion and Tenure documents clear and equitable policies and procedures which identify the review and evaluation processes associated with that joint appointment.

35.6. PROCEDURES FOR PROMOTION AND TENURE

- 1. Procedures for Tenure: Recommendations for promotion and tenure shall be initiated at the departmental level. After evaluating the candidate's qualifications, the Department Promotion and Tenure Committee must indicate whether or not the candidate is to be recommended for promotion and tenure. All candidates for promotion and/or tenure will be informed of the department committee's recommendation by a letter written by the committee chair that will include an evaluation of their strengths and weaknesses in the areas of teaching, scholarship, and service.
 - 1.1 The Committee bases its decisions on evaluation of professional performance as demonstrated by relevant materials submitted by the candidate for tenure. The documentation will be consistent with the vita form approved by the College of Fine Arts and the requirements of the Faculty and Professional Personnel Handbook.
 - 1.2 Recommendations concerning tenure shall be initiated at the department level.
 - 1.2.1 The committee bases its decisions on evaluation of professional performance as demonstrated by relevant materials submitted by the candidate being considered for tenure.
 - 1.2.2 By 5 p.m. on October 15 of each calendar year, each non-tenured, regular full-time faculty member shall prepare in writing for the Department Promotion and Tenure Committee a statement indicating evidence of professional growth and professional service. For each year in progress toward tenure, this statement needs to reflect only the candidate's activities during the given year and need not be forwarded to the College Promotion and Tenure Committee unless the decision of the Department Committee is contested.
 - 1.3 Ball State University is committed to providing a work environment that enable faculty to be successful. The university also recognizes that faculty may encounter life circumstances which can impair or prevent progress toward professional and scholarly achievement. This is true for faculty working toward tenure within a limited and specific time frame. A faculty

member may request that certain years (normally not to exceed two years total) not be counted as tenure-creditable years, and that the tenure clock be stopped for the requested year(s), if any of the following pertain:

- 1.3.1 Birth or adoption of a child;
 - 1.3.2 faculty member is seriously ill;
 - 1.3.3 The faculty member is the principal care-giver for a dependent who is seriously ill or incapacitated;
 - 1.3.4 The faculty member is the principal care-giver for a family member who is seriously ill;
 - 1.3.5 The faculty member will be on leave for at least one semester of the academic year.
 - 1.3.6 Widespread health crisis or natural disaster that affects a faculty member's progress towards tenure.
- 1.4 A request that a year not be counted as a tenure-creditable year (stopped clock) shall be made to the department chair within one year of the occurrence of the qualifying event and no later than August 31, but before the affected annual Promotion and Tenure review. The request shall include documentation of the circumstances involved. The request requires approval of the Department Chair and the Dean of the College of Fine Arts, and the Provost and Executive Vice President for Academic Affairs.
- 1.4.1 Faculty to be considered will be evaluated by each committee member, using the departmental tenure worksheet. See Appendix E.
 - 1.4.2 The candidate must receive an average rating of "superior" performance in all three areas of evaluation before the Committee will recommend tenure.
 - 1.4.3 In years one through six, three decisions are possible: Satisfactory Progress, Unsatisfactory Progress, or Termination
 - 1.4.4 If the members of a department wish to recommend termination of the appointment of a tenure-track faculty member at the end of any academic year during the probationary period, a letter to that effect shall be filed in the Office of the Provost and Vice President for Academic Affairs at least two weeks in advance of the final date set forth in 2.14-2.143 of the University Promotion and Tenure Document for giving written notice of no-reappointment or of intention not to recommend reappointment to the Board of Trustees. The letter must contain the recommendations of the academic dean.
 - 1.4.5 Each candidate for tenure will receive from the Promotion and Tenure Committee and the Department Chairperson a written compilation of their evaluations, including a statement of significant strengths and weaknesses and a copy of the Departmental recommendation for areas of improvement. This letter will be issued to the candidate before January 1st, following their review. In addition, there will be a mentorship meeting with the candidate, and the Department of Theatre and Dance Promotion and Tenure

Committee in years one two and three of the tenure process. After the letters have been submitted to the college, the P&T committee will schedule these mentorship meetings with the candidates at a time conducive to all.

1.4.5.1 Criteria for Evaluation

1.4.5.1.1 Indication of Outstanding/Dedicated Teaching

- a) Student Evaluations (see IV, 3.121)
- b) Peer Evaluations (see IV, 3.122)
- c) Advanced Study, Seminars, Workshops
- d) Other documentation of the candidate's choice

1.4.5.1.2 Excellence in Scholarship:

- a) Creative Projects (for example, directing, choreography, creative writing)
- b) Publications
- c) Grants, Institutes, Fellowships
- d) Papers Presented
- e) Lectures and/or Other Presentations (e.g., informal workshops or lectures in classes other than those constituting the candidate's normal teaching load)
- f) Other Professional Improvement
- g) Research in Progress

1.4.5.1.3 Distinction in Professional Service:

- a) (The department is interested in both quantity and quality of service.)
- b) Professional Activity (Association participation and offices held).
- c) Departmental Development (Program and course development, committee work, administrative work, work with student organizations, student advisement, sponsorship, other efforts).
- d) College Service (committees, lectures/workshops, programs given).
- e) University Service (committees, interdepartmental contributions, lectures/workshops, programs given).
- f) Professional contributions to community, area, state, region, or nation (organization participation, leadership or representation, and/or consulting) in which professional expertise is employed.

- 1.4.6 The Department P&T Committee will make an annual recommendation to the dean of the college on progress toward tenure or tenure track faculty members. After the department P&T committee's determination, the following will happen:

- 1.4.6.1 The Department P&T Chair will write a recommendation letter that reviews the candidate's strengths and weaknesses and areas for improvement.
- 1.4.6.2 The letter will be forwarded to the Dean of the college after all departmental deliberations are complete.
- 1.4.6.3 The department chair may agree or disagree with the department P&T committee's recommendation. In the case of agreement, the department chair may choose to write a letter of concurrence but is not required to do so. In the case of disagreement with the Committee's recommendation, the department chair shall write a letter stating their recommendation regarding the candidate in question.
- 1.4.6.4 Upon request from the faculty member, the department P&T chair will meet with the faculty member to discuss and clarify the content of the letter.
- 1.4.6.5 Vote counts shall accompany all recommendations.
- 1.4.7 Tenure and Promotion to Associate Professor will be aligned.
 - 1.4.7.1 The tenure and promotion to Associate Professor decision will be made in the seventh year.
 - 1.4.7.2 The recommendation will be to grant tenure and promotion to Associate Professor at the end of the year or a recommendation to terminate the faculty member at the end of the following year.
 - 1.4.7.3 A faculty member may request consideration for early tenure and promotion to Associate Professor one time, either in year five or six, without penalty of dismissal if not granted. If approved, tenure and promotion to Associate Professor will be granted at the end of the year. If not approved, the faculty member will continue in the tenure and promotion process.
- 1.4.8 The College Committee shall review and evaluate the credentials of all collegiate tenure-track persons in the fourth year and forward those credentials, with recommendations, to the dean. The credentials of any candidate who is appealing an adverse decision from a departmental committee shall not be forwarded to the college committee until the appeal process has been completed.

If the Dean has a dissenting opinion from the opinion of the College Promotion and Tenure committee, the Dean shall inform the committee of the basis of this opinion immediately. If the differences

between the Dean and the committee are not resolved, the decision shall be returned to the College Promotion and Tenure Committee for another vote. A two-thirds vote of the committee shall be required to override the recommendation, after which the Dean must forward the College committee's final recommendation to the Provost. If a two-thirds vote is not achieved, the College committee's vote is overturned, and the committee's final recommendation is aligned with the Dean's recommendation.

- 1.4.9 In the final year of tenure consideration, the College Committee shall review and evaluate the credentials of all collegiate tenure-track persons and forward those credentials, with recommendations, to the dean.

2. Procedures for Promotion

- 2.1 The Committee bases its decisions on evaluation of professional performance as demonstrated by relevant materials submitted by the candidate for promotion. The documentation will be consistent with the vita form approved by the College of Fine Arts and the requirements of the Faculty and Professional Personnel Handbook.
- 2.2 The Committee will rate applicants using the appropriate departmental promotion Worksheet. (appendices B, C, D)
- 2.3 Materials presented for promotion and tenure of those candidates to be recommended favorably for promotion and tenure by the Departmental Committee shall be forwarded to the academic dean in an order to be specified by the faculty of each college. Included with the materials presented for promotion and tenure will be the Department Promotion and Tenure Committee's evaluations and recommendations. Materials presented for promotion that are not favorably recommended by the Departmental Committee shall not be forwarded to the academic dean and shall stop at the departmental level.
- 2.4 The recommendations of the Department Promotion and Tenure Committee shall be forwarded to the academic dean. If the department chairperson has a dissenting opinion concerning a faculty member's qualifications, the department chairperson shall inform the Department Committee of the basis of this opinion. If the differences between the chairperson and the Department Committee are not resolved, the department chairperson may forward to the academic dean their dissenting opinion and recommendations concerning the faculty member's qualifications. The decision of the department committee will, however, stand.
- 2.5 If the Dean has a dissenting opinion from the opinion of the College Promotion and Tenure Committee, the Dean shall inform the College Promotion and Tenure Committee of the basis of this opinion immediately. If the differences between the Dean and the College committee are not

resolved, the decision shall be returned to the College Promotion and Tenure Committee for another vote. A two-thirds vote of the committee shall be required to override the recommendation, after which the Dean must forward the College committee's final recommendation to the Provost. If a two-thirds vote is not achieved, the College committee's vote is overturned, and the committee's final recommendation is aligned with the Dean's recommendation.

- 2.6 The Chairperson of the Department Promotion and Tenure Committee and the Chair of the Department of Theatre and Dance will inform each candidate verbally and in writing a compilation of their evaluation including strengths and weaknesses as well as areas for improvement.
- 2.7 At any step in the promotion and tenure process, the first committee or individual not recommending a faculty member favorably for promotion and/or tenure shall provide that faculty member with a written statement delineating their strengths and weaknesses in each of the areas of teaching, scholarship, and service in a professional capacity. The committee or individual may also suggest areas for improvement.

In the case of a department chair being the first negative recommendation, the department chair may send forward a dissenting opinion, but the candidate may not appeal the letter because the decision of the department committee stands. The candidate must see the letter and may include a written response to the letter in the materials to be sent forward.

In the case of a dean being the first negative recommendation, the Dean may send forward a dissenting opinion if the College Promotion and Tenure Committee returns a two-third vote and overturns this recommendation, but the candidate may not appeal the letter because the decision of the committee stands. The candidate must see the letter and may include a written response to the letter in the materials to be sent forward. If the College Promotion and Tenure Committee does not return a two-thirds vote, the recommendation of the Dean stands. In this case, the faculty member may appeal because the recommendation of the College committee and the Dean going forward will be negative.

- 2.8 By November 1 of the year in which the candidate wishes to apply for promotion, the candidate shall prepare in writing for the Department Promotion and Tenure Committee a statement indicating evidence of Professional growth and professional service.

2.8.1 Criteria for Evaluation

2.8.1.1 Indication of Outstanding/Dedicated Teaching:

- a) Student Evaluations (see IV, 3.121)
- b) Peer Evaluations (see IV, 3.122)
- c) Advanced Study, Seminars, Workshops
- d) Other documentation of the candidate's choice

- 2.8.1.2 Excellence in Scholarship
 - a) Creative Projects (for example, directing, creative writing)
 - b) Publications
 - c) Grants, Institutes, Fellowships
 - d) Papers presented
 - e) Lectures and/or other presentations (e.g., informal workshops or lectures in classes other than those constituting the candidate's normal teaching load)
 - f) Other professional improvement
 - g) Research in progress
- 2.8.1.3 Distinction in Professional Service: (The department is interested in both quantity and quality of service.)
 - a) Professional Activity (Association, participation and offices held)
 - b) Departmental Development (Program and course development, committee work, administrative work, work with student organizations, student advisement, sponsorship, other efforts).
 - c) College Service (committees, lectures/workshops, programs given)
 - d) University Service (committees, interdepartmental contributions, lectures/workshops, programs given).
 - e) Professional contributions to community, area, state, region, or nation (organization, participation, leadership or representation, and/or consulting) in which professional expertise is employed.

35.7. RIGHT OF RECONSIDERATION RE: PROMOTION AND TENURE

- 1. Reconsideration
 - 1.1 Reconsideration is the act whereby a candidate may request that an initial adverse decision by the department, college, or Provost be re-examined. Reconsideration provides an opportunity for the candidate to clarify content of materials. A decision in favor of the appellant does not guarantee tenure and/or promotion.
 - 1.2 If the initial adverse recommendation has been made by the Department Promotion and Tenure Committee, then the candidate may ask for a reconsideration of that recommendation by the department Committee before they may proceed further.
 - 1.2.1 The candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member's receipt of the written recommendation adversely affecting them. For example, if a Department Promotion and Tenure Committee advises a faculty member in writing that it is recommending against awarding tenure to such member, the period to request

reconsideration would run from the date of receipt of that communication, rather than from the date on which the Board of Trustees subsequently announces the name of faculty members who have been awarded tenure. Any request for reconsideration not filed within this time limit will be denied automatically, unless the academic dean determines that good cause has existed for the delay.

- 1.2.2 The credentials of any candidate who is requesting reconsideration and/or appealing an adverse decision from a departmental committee shall not be forwarded to the college committee until the reconsideration and/or appeal process has been completed. After an adverse promotion decision, if a candidate decides not to appeal the decision, the materials are not forwarded to the college committee. This would include candidates for fourth year review, candidates going up for early promotion, anyone being recommended for termination, and anyone who receives unsatisfactory progress towards tenure.
- 1.2.3 There are two permissible reasons to request reconsideration: 1) the department Promotion and Tenure Committee's incomplete review of; or 2) misinterpretation of the promotion and tenure file. The candidate's written request must address the specific examples of the submitted materials potentially not reviewed or misinterpreted. The written request for reconsideration shall be filed in the office of the department chairperson and forwarded to the Department Promotion and Tenure Committee.
- 1.2.4 After receiving a request for reconsideration, the Department Committee must meet to reconsider its initial adverse recommendation. The Department Committee must meet with the candidate if they so requests. The candidate may provide an oral presentation of the request for promotion or tenure. No additional materials may be introduced or added to the documents or the process.
- 1.2.5 After meeting to reconsider the candidate's materials, the committee shall vote to overturn or affirm the previous decision. This vote supersedes the previous vote. If the decision is to affirm the initial adverse recommendation, the committee shall address, in writing, either in a detailed summary or by specific points, the reasons to affirm the initial adverse recommendation. The letter will be a part of promotion and tenure file.
- 1.2.6 The candidate's materials for promotion and/or tenure shall be held in the departmental office.
- 1.3 If the initial adverse recommendation has been made by the College Committee or Dean, then they may ask for reconsideration at the collegiate level.

- 1.3.1 The candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member's receipt of the written recommendation adversely affecting them. For example, if a College Dean or College Promotion and Tenure Committee advises a faculty member in writing that it is recommending against awarding tenure to such member, the period to request reconsideration would run from the date of receipt of that communication, rather than from the date on which the Board of Trustees subsequently announces the names of faculty members who have been awarded tenure. Any request for reconsideration not filed within this time limit will be denied automatically, unless the academic dean determines that good cause has existed for the delay.
- 1.3.2 There are two permissible reasons to request reconsideration: 1) the College Committee's or Dean's incomplete review of; or 2) misinterpretation of the promotion and tenure file. The candidate's written request must address the specific examples of the submitted materials potentially not reviewed or misinterpreted. The written request for reconsideration shall be filed in the office of the college dean.
- 1.3.3 After receiving a request for reconsideration, the Collegiate Committee must meet to reconsider its initial adverse recommendation or in cases when only the college dean reviews the candidate, the Dean must reconsider the initial adverse recommendation. The Collegiate Committee or Dean must meet with the candidate if they so requests. The candidate may provide an oral presentation of the request for promotion or tenure. No additional materials may be introduced or added to the documents or the process.
- 1.3.4 After meeting to reconsider the candidate's materials, in cases where the committee made the initial adverse decision, the committee shall vote to overturn or affirm the previous decision. This vote supersedes the previous vote. If the decision is to affirm the initial adverse recommendation, the committee shall address, in writing, either in a detailed summary or by specific points, the reasons to affirm the initial adverse recommendation regarding the candidate's written request. The letter will be a part of promotion and tenure file.
- 1.3.5 In colleges where the Dean makes the decision, the Dean will inform the candidate of their decision following reconsideration. If the decision is to affirm the initial adverse recommendation, the Dean shall address, in writing, either in a detailed summary or by specific points, the reasons to affirm the initial adverse recommendation regarding the candidate's written request. The letter will be a part of promotion and tenure file.
- 1.3.6 The candidate's materials for promotion and/or tenure shall be held in the collegiate office and shall not be forwarded to the University

promotion and Tenure Committee until all requests for reconsideration have been exhausted.

- 1.4 If the initial adverse recommendation has been made by the Provost, then the candidate may ask for reconsideration by the Provost.
 - 1.4.1 The candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member's receipt of the written recommendation adversely affecting them. For example, if the Provost advises a faculty member in writing that they are recommending against awarding tenure to such member, the period to request reconsideration would run from the date of receipt of the communication, rather than from the date on which the Board of Trustees subsequently announces the names of faculty members who have been awarded tenure. Any request for reconsideration not filed within this time limit will be denied automatically, unless the Provost determines that good cause has existed for the delay.
 - 1.4.2 There are two permissible reasons to request reconsideration: 1) the Provost's incomplete review of; or 2) misinterpretation of the promotion and tenure file. The candidate's written request must address the specific examples of the submitted materials potentially not reviewed or misinterpreted. The written request for reconsideration shall be filed in the office of the Provost.
 - 1.4.3 After receiving a request for reconsideration, the Provost must reconsider their initial adverse recommendation. The Provost must meet with the candidate if they requests. The candidate may provide an oral presentation of the request for promotion or tenure. No additional materials may be introduced or added to the documents or the process.
 - 1.4.4 After reconsidering the candidate's materials, the Provost shall overturn or affirm the previous decision. This vote supersedes the previous decision.
 - 1.4.5 The Provost will inform the candidate of their decision following reconsideration.
 - 1.4.6 The candidate's materials for promotion and/or tenure shall be held in the Provost's Office and shall not be forwarded to the University President until all requests for reconsideration have been exhausted.

35.8. RIGHT OF APPEAL RE: PROMOTION AND TENURE

1. Appeals from Adverse Decisions
 - 1.1 Regular full-time faculty and regular professional personnel may appeal promotion and/or tenure decisions which adversely affect such individuals in accordance with provisions set forth in this Part VIII. Appeal refers to the

action taken by the appellant when the outcome of the department, college or Provost reconsideration is the same as the original recommendation. 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.

2. Bases for Request for Appeal

- 2.1 If the appellant is not satisfied with the decision of the Department Committee, then they may appeal to the College Promotion and Tenure Committee. The request must be made within ten (10) calendar days following the appellant's receipt of the Department Committee's decision and must be filed in the office of the academic dean. Any request that is not filed within this time limit will be denied automatically unless the Provost and Vice President for Academic Affairs determines that good cause has existed for the delay.
- 2.2 There are three permissible reasons to request appeal:
 - 2.2.1 Allegation of violation of approved departmental, collegiate, and/or University policies, including those set forth in the Faculty and Professional Personnel Handbook;
 - 2.2.2 Allegation of unfair treatment on the part of the decision makers;
 - 2.2.3 Allegation of discriminatory treatment on the part of the decision makers.
- 2.3 When an appellant alleges violation of the approved departmental, collegiate, and/or University policies, including those set forth in the Faculty and Professional Personnel Handbook, then they must cite the specific policies which a committee or administrator failed to follow. When filing a request for appeal, the appellant must also provide a summary of the way(s) in which the policies were violated and how such violation(s) adversely affected the appellant.
- 2.4 When an appellant alleges unfair treatment on the part of the decision makers, then they must cite the specific treatment engaged in by a committee or administrator. When filing a request for appeal, the appellant must also provide a summary of the reasons why the decision in question was clearly not merited by the evidence available to the decision makers and must also attach to the summary specific and detailed evidence in support of the reasons listed in the summary. Unfair treatment is defined as decisions which are arbitrary or capricious or which are clearly not supported by the evidence.
- 2.5 When an appellant alleges discriminatory treatment on the part of the decision makers, then they must cite the specific treatment engaged in by a committee or administrator. When filing a request for appeal the appellant must also provide a summary of the constitutionally or statutorily prohibited reasons upon which they believe the decision was based, and a detailed

summary of the evidence which supports the appellant's allegation. Discriminatory treatment is defined as decisions based upon constitutionally or statutorily prohibited reasons, including unlawful discrimination.

- 2.6 When a request for appeal is filed which alleges discriminatory treatment on the part of the decision makers, the University's Director of Equal Opportunity and Affirmative Action, or their designee, shall serve in an advisory capacity to the committee or hearing panel at each level of appeal. All appeals alleging discriminatory treatment in promotion and tenure decisions shall be pursued under the procedures set forth in this document rather than under the Ball State University "Equal Opportunity and Affirmative Action Complaint Investigation Procedure and Appeal Process."
- 2.7 In all cases, the appellant has the burden of proving their allegations.
- 2.8 The academic dean is responsible for preparing an appeal file that will consist of (a) the formal request for hearing and any other materials submitted by the appellant; (b) the response and any other materials submitted by the Department Committee or Department Chair. The appeal file will be forwarded to the chairperson of the hearing panel who will make certain that it is made available to all parties to the hearing.
 - 2.8.1 The academic dean will assist the chairperson of the hearing panel in arranging the hearing at the collegiate level.
- 2.9 A formal hearing will take place.
 - 2.9.1 Timing. The College Committee must hold the hearing within thirty (30) calendar days of its receipt of the request for hearing. Days outside the regular academic year will not be counted in the thirty-day computation. The chairperson of the College Committee may, with good cause, extend the thirty-day deadline.
 - 2.9.2 Membership of the hearing panel. The College Promotion and Tenure Committee may serve as the hearing panel, or it may establish a separate hearing panel. The hearing panel shall consist of not fewer than five (5) faculty members, at least two (2) of whom must also be members of the Promotion and Tenure Committee establishing the panel. The chairperson of the College Promotion and Tenure Committee, or their designee, will serve as chairperson of the hearing panel.
 - 2.9.2.1 When an appeal is filed which alleges that a decision was the result of illegal discrimination, two (2) of the members of the hearing panel shall be appointed from among the full-time faculty and professional personnel serving on the Complaint Appeals Board of the Ball State University "Equal Opportunity and Affirmative Action Appeal Procedures." The appellant shall choose one (1) of such panelists and the responding party shall choose the other such panelist. If

either the appellant or the responding party fails to make a selection, the University's Director of Equal Opportunity and Affirmative Action shall make that party's selection. The University's Director of Equal Opportunity and Affirmative Action, or their designee, shall serve in an advisory capacity to the hearing panel.

2.9.2.2 No one may serve to hear an appeal who has a demonstrated conflict of interest such as previous involvement with the case, assignment to the same academic department or administrative area as any of the principals in the case, business involvement, or relationship to any of the principals. Decisions regarding such conflicts shall be made by the committee chairperson.

- 2.10 Parties. Parties participating in the hearing are (a) the appellant; and (b) the department chairperson and the Department Promotion and Tenure Committee chairperson, who together shall serve as the responding party (unless the chairperson of the College Promotion and Tenure Committee appoints a different individual or individuals to serve as the responding party).
- 2.11 Notice of hearing. The parties shall be given at least ten (10) days' notice of the date, time, and place of the hearing, unless they waive that notice in writing. The hearing may be postponed or continued by the chairperson of the hearing panel whenever they may deem appropriate, or upon the request of either party for good cause shown.
- 2.12 Materials used in hearing. The parties must furnish the chairperson of the hearing panel with the following materials at least five (5) working days prior to the date of the hearings:
 - 2.12.1 Copies of all documents upon which they intend to rely but which are not already a part of the appeal file;
 - 2.12.2 A list of any witnesses whom they plan to call. Copies of these materials must be distributed to all participants by the chairperson of the hearing panel at least three (3) working days prior to the date of the hearing. Additional materials and/or witnesses may not be utilized by either party at a hearing without the consent of the hearing panel.
- 2.13 Attendants at hearing. In addition to the hearing panel and the previously specified parties, the following persons may attend a hearing.
 - 2.13.1 A full-time regular Ball State faculty or professional personnel member to serve as faculty colleague for the appellant.
 - 2.13.2 Representative of the academic dean's office.

- 2.13.3 Other University-affiliated persons whose attendance is requested or approved by the chairperson of the hearing panel.
- 2.13.4 Any person designated by the chairperson of the hearing panel to record and to prepare a summary of the evidence presented at the hearing. Witnesses called by either party. Such witnesses shall be present only while they are testifying.
- 2.13.5 A recording secretary designated by the appellant, if they desire. This person must be a full-time Ball State faculty, professional personnel, or staff member. Failure, without good cause, of the appellant or the responding party to appear and proceed at the hearing may force the hearing panel to hear and respond to the appeal in the absence of the appellant or the responding party
- 2.14 Quorum and challenges. A majority of the members of a hearing panel shall constitute a quorum. Either party may challenge a panel member on the grounds of personal bias. The decision whether to disqualify a challenged member shall be made by a majority vote of the remaining members, conducted by written ballot. If this vote results in a tie, the decision shall be made by the chairperson of the hearing panel.
- 2.15 Conduct of hearings. Hearings shall be conducted with a view toward providing the hearing panel with a complete understanding of the circumstances surrounding the decision which is being appealed. The chairperson of the hearing panel shall preside at the hearing and shall make all procedural rulings. These rulings may be reversed by a majority vote of the panel members present, including the chairperson.
- 2.16 Witnesses. Each party is responsible for ensuring the presence of their witnesses at a hearing. Written statements in lieu of the personal testimony of a witness shall not be permitted unless a majority of the panel members determine that a witness is unavailable to testify. All witnesses who testify may be questioned concerning any matter relevant to the hearing by any member of the hearing panel.
- 2.17 Hearing records. The hearing panel must arrange for minutes of the hearing to be taken. These minutes shall include a general summary of the major points made by the parties and participants at the hearing, any motions made or votes taken by the panel. Copies of approved minutes shall be made available upon request to the appellant and/or respondent within twenty (20) calendar days of the conclusion of the hearing. Further use of these minutes by either party is restricted to appeals at higher levels of the procedures outlined here or in external legal proceedings. Recordings or tapes of a hearing shall not be permitted.
- 2.18 Decision by the hearing panel. After the conclusion of the hearing, the hearing panel shall meet to consider the evidence presented at the hearing, or evidence already presented in the hearing file. At this time, the hearing panel may request an interview with the academic dean, or the academic dean may

request an interview with the hearing panel. The hearing panel must determine whether the appeal should be upheld or denied, and it must set forth in writing a brief summary of the reasons for its decision. Copies of that decision are to be addressed to the academic dean and must be provided to all participants in the appeal within twenty (20) calendar days of the conclusion of the hearing.

2.18.1 The decision of the hearing panel shall be deemed to be the decision of the College Promotion and Tenure Committee, without further action on the part of the committee.

2.18.1.1 When a hearing panel votes to uphold an appeal, then it must specify a remedy for the situation or specify a recommended course of action to the appropriate parties (for example, a rehearing of a case by a previous committee or administrator, or a recommendation that the College Promotion and Tenure Committee review the materials of the appellant in consideration of promotion and/or tenure). If the responding party does not agree with this recommendation, that party may appeal to the University Promotion and Tenure Committee.

2.18.1.2 When a hearing panel votes to deny an appeal, then the appellant has the right to appeal this decision to the University Promotion and Tenure Committee.

2.19 If an appellant or respondent wishes to appeal the decision of a collegiate hearing panel, either may request a hearing before the University Promotion and Tenure Committee. The request must be made within ten (10) calendar days following receipt by the appealing party of the collegiate hearing panel's decision and must be filed in the Office of the Provost and Vice President for Academic Affairs. See "Bases for Request for Appeal" VIII, 2., for information on the bases of appeal and what should be included in the request for a hearing. Any request not filed within this time limit shall be denied automatically unless the Provost and Vice President for Academic Affairs determines that good cause has existed for the delay.

2.20 The Provost and Vice President for Academic Affairs is responsible for preparing an appeal file that shall consist of (a) the formal request for hearing and any other materials submitted by the appellant; (b) the responses and any other materials submitted by the Department Committee and/or Dean. The appeal file shall be forwarded to the chairperson of the hearing panel who shall make certain that it is made available to all parties to the hearing.

2.20.1 The Provost and Vice President for Academic Affairs designee shall assist the chairperson of the hearing panel in arranging the hearing at the University level.

2.21 A formal hearing will take place.

2.21.1 Timing. The University Promotion and Tenure Committee must hold the hearing within thirty (30) calendar days of its receipt of the request for hearing. Days outside the regular academic year shall not be counted in the thirty-day computation. The chairperson of the University Committee may, with good cause, extend the thirty-day deadline.

2.21.2 Membership of the hearing panel. The University Promotion and Tenure Committee may serve as the hearing panel, or it may establish a separate hearing panel. The hearing panel shall consist of not fewer than five (5) faculty members, at least two (2) of whom must also be members of the Promotion and Tenure Committee establishing the panel. The chairperson of the University Promotion and Tenure Committee, or their designee, shall serve as chairperson of the hearing panel.

2.21.2.1 When an appeal is filed which alleges that a decision was the result of illegal discrimination, two (2) of the members of the hearing panel shall be appointed from among the full-time faculty and professional personnel then serving on the Complaint Appeals Board of the Ball State University "Equal Opportunity and Affirmative Action Appeal Procedures." The appellant shall choose one (1) of such panelists and the responding party shall choose the other such panelist. If either the appellant or the responding party fails to make a selection, the University's Director of Equal Opportunity and Affirmative Action, shall make that party's selection. The University's Director of Equal Opportunity and Affirmative Action, or their designee, shall serve in an advisory capacity to the hearing panel.

2.21.2.2 No one may serve to hear an appeal who has a demonstrated conflict of interest such as previous involvement with the case, assignment to the same academic department or administrative area as any of the principals in the case, business involvement, or relationship to any of the principals. Decisions regarding such conflicts shall be made by the committee chairperson.

2.21.2.3 If the appellant is a minority, at least one (1) member of the hearing panel shall be minority. Also, at least one (1) member of the hearing panel shall be of the same gender as the appellant. If the University Promotion and Tenure Committee serves as the hearing panel, the Committee may (to meet the requirements of this paragraph) be required to add to the Committee faculty member(s) who shall participate fully in the appeal hearing. If the addition of faculty member(s) is required, the faculty member(s) selected must be approved by the University Promotion and Tenure Committee chairperson. For the purposes of this

paragraph, "minority" refers to an individual who is a member of a minority classification recognized by the U.S. Equal Employment Opportunity Commission.

- 2.22 Parties. The parties participating in the hearing are (a) the appellant; and (b) the administrator and the chairperson of the Promotion and Tenure Committee at the level of the initial adverse recommendation; and (c) if applicable, the dean and the chairperson of the College Promotion and Tenure Committee.
- 2.23 Notice of hearing. The parties shall be given at least ten (10) calendar days' notice of the date, time, and place of the hearing, unless they waive that notice in writing. The hearing may be postponed or continued by the chairperson of the hearing panel whenever they may deem appropriate, or upon the request of either party for good cause shown.
- 2.24 Materials used in hearing. The parties must furnish the chairperson of the hearing panel with the following materials at least five (5) working days prior to the date of the hearings:
 - 2.24.1 Copies of all documents, including records of the college hearing, upon which they intend to rely but which are not already a part of the appeal file;
 - 2.24.2 A list of any witnesses whom they plan to call. Copies of these materials must be distributed to all participants by the chairperson of the hearing panel at least three (3) working days prior to the date of the hearing. Additional materials and/or witnesses may not be utilized by either party at a hearing without the consent of the hearing panel.
- 2.25 Attendants at hearing. In addition to the hearing panel and the previously specified parties, the following persons may attend a hearing.
 - 2.25.1 A full-time regular Ball State faculty or professional personnel member to serve as faculty colleague for the appellant.
 - 2.25.2 Representative of the Provost and Vice President for Academic Affairs' Office.
 - 2.25.3 Other University-affiliated persons whose attendance is requested or approved by the chairperson of the hearing panel.
 - 2.25.4 Any person designated by the chairperson of the hearing panel to record and to prepare a summary of the evidence presented at the hearing.
 - 2.25.5 Witnesses called by either party. Such witnesses shall be present only while they are testifying.

- 2.25.6 A recording secretary can be designated by the appellant, if they desire. This person must be a full-time Ball State faculty, professional personnel, or staff member. Failure, without good cause, of the appellant or the responding party to appear and proceed at the hearing may force the hearing panel to hear and respond to the appeal in the absence of the appellant or the responding party.
- 2.26 Quorum and challenges. A majority of the members of a hearing panel shall constitute a quorum. Either party may challenge a panel member on the grounds of personal bias. The decision whether to disqualify a challenged member shall be made by a majority vote of the remaining members, conducted by written ballot. If this vote results in a tie, the decision shall be made by the chairperson of the hearing panel.
- 2.27 Conduct of hearings. Hearings shall be conducted with a view towards providing the hearing panel with a complete understanding of the circumstances surrounding the decision which is being appealed. The chairperson of the hearing panel shall preside at the hearing and shall make all procedural rulings. These rulings may be reversed by a majority vote of the panel members present, including the chairperson.
- 2.28 Witnesses. Each party is responsible for ensuring the presence of their witnesses at a hearing. Written statements in lieu of the personal testimony of a witness shall not be permitted unless a majority of the panel members determine that a witness is unavailable to testify. All witnesses who testify may be questioned concerning any matter relevant to the hearing by any member of the hearing panel.
- 2.29 Hearing records. The hearing panel must arrange for minutes of the hearing to be taken. These minutes shall include a general summary of the major points made by the parties and participants at the hearing, any motions made or votes taken by the hearing panel. Copies of approved minutes shall be made available upon request to the appellant and/or respondent within twenty (20) calendar days of the conclusion of the hearing. Further use of these minutes by either party is restricted to appeals at higher levels of the procedures outlined here or in external legal proceedings. Recordings or tapes of a hearing shall not be permitted.
- 2.30 Decision by the hearing panel. After the conclusion of the hearing, the hearing panel shall meet to consider the evidence presented at the hearing, or evidence already presented in the hearing file. The hearing panel must determine whether the appeal should be upheld or denied, and it must set forth in writing a brief summary of the reasons for its decision. Copies of that decision are to be addressed to the Provost and Vice President for Academic Affairs and must be provided to all participants in the appeal within twenty (20) calendar days of the conclusion of the hearing.
- 2.30.1 The decision of the hearing panel shall be deemed to be the decision of the University Promotion and Tenure Committee, without further action on the part of the committee.

2.30.1.1 When a hearing panel votes to uphold an appeal, then it must specify a remedy for the situation or specify a recommended course of action to the appropriate parties (for example, a rehearing of a case by a previous committee or administrator or a recommendation for or against promotion or tenure of an appellant). If the responding party does not agree with this recommendation, that party may appeal to the Provost and Vice President for Academic Affairs.

2.30.1.2 When a hearing panel votes to deny an appeal, then the appellant has the right to appeal this decision to the Provost and Vice President for Academic Affairs.

2.31 If either the appellant or the respondent is not satisfied with the response of the University hearing panel, then either may request a conference with the Provost and Vice President for Academic Affairs. This request must be made within ten (10) calendar days following the requesting party's receipt of the University hearing panel's decision. Any appeal not filed within this time limit will be denied automatically unless the Provost and Vice President for Academic Affairs determines that good cause has existed for the delay. The Provost and Vice President for Academic Affairs must confer with the parties and then reply in writing to any bases for appeal set forth by the party requesting the conference and must furnish a copy of this statement to the appellant and the responding parties within thirty (30) calendar days of receipt of the request for the conference. The Provost and Vice President for Academic Affairs may, with good cause, extend the thirty (30) day deadline.

2.32 The decision of the Provost and Vice President for Academic Affairs is final.

3. Appeals Which Begin at the College Level

3.1 If the initial adverse recommendation has been made by the College Promotion and Tenure Committee or academic dean, then the appellant may request a hearing before the University Promotion and Tenure Committee.

3.2 The procedures outlined above in 2.19-2.32 shall then be in effect.

4. Appeals Which Begin at the Provost and Vice President for Academic Affairs Level

4.1 When the initial adverse recommendation has been made by the Provost and Vice President for Academic Affairs, then the appeal must be made to the President.

4.2 The request for appeal must be made in writing within ten (10) calendar days following the appellant's receipt of written notice of the adverse decision on the part of the Provost and Vice President for Academic Affairs. Any appeal not filed within this limit will be denied automatically unless the President determines that good cause has existed for the delay. The President must confer with the parties and then reply in writing to any bases for appeal set

forth by the appellant and must furnish a copy of this statement to the appellant and the responding parties within thirty (30) calendar days of receipt of appeal. The President may, with good cause, extend the thirty (30) day deadline.

4.3 The decision of the President is final.

APPENDIX A: COLLEGE OF FINE ARTS VITA FORM

BALL STATE UNIVERSITY

(For Tenure and Progress toward Tenure):

STATEMENT OF PROFESSIONAL ACTIVITIES SUBMITTED IN CONSIDERATION
FOR TENURE OR PROGRESS TOWARD TENURE

(For Promotion):

STATEMENT OF PROFESSIONAL ACTIVITIES SUBMITTED IN CONSIDERATION
FOR PROMOTION TO THE RANK OF _____

(List all information in reverse chronological order, i.e., most recent first.)

1. Name, current rank, department or school
2. Education
 - 2.1 Degree(s), date(s), school(s), major(s), minor(s)
 - 2.2 Non-degree study
3. Curriculum vitae [summary of employment history]
4. Teaching, Curriculum Development, Administrative History
 - 4.1 Teaching responsibilities (peer and student evaluations--subdivided into objective [cafeteria form] and subjective [letters, anecdotal, etc.] --on file)
 - 4.11 Credit classes (List each course and indicate the number of quarters or semesters each has been taught.)
 - 4.12 Master's theses (chair responsibilities marked with *)
 - 4.13 Doctoral committees (chair responsibilities marked with *)
 - 4.14 Honors, awards, and special recognitions for teaching
 - 4.15 Other
 - 4.2 Program, Curriculum, Course Development
 - 4.3 Administration
5. Scholarship (Where applicable, indicate if juried or refereed, local or state or regional or national or international, invited or competitive, honorarium paid.)
 - 5.1 Publications
 - 5.2 Papers read, lecture

5.3 Unpublished (or unpublishable) creative works within the discipline, e.g., contracted professional work, compositions, sculptures, paintings, historical editions, etc.

5.4 Concerts, recitals, readings, shows, major purchases of work by collectors or galleries, etc., of a public nature

5.5 Conducting, directing, coaching, special preparation of students for competitions, etc. (Applicants must use their own judgment to determine whether this information is best placed here or in Teaching, Section 4.)

5.6 Funded grants

5.7 Work in progress

5.71 Contracted publications in progress

5.72 Lectures in progress

5.73 Creative endeavors in progress

5.74 Directing, coaching in progress

5.75 Grants pending

5.8 Consulting

5.9 Professional growth

5.91 Attendance at professional meetings (program participation indicated by *)

5.92 Study

5.10 Honors, awards, and special recognitions

6. Professional service

6.1 Institutional service

6.2 Professional service outside the university

6.21 Local

6.22 Regional

6.23 National

6.24 International

- 6.3 Honors, awards for professional service
- 6.4 Advising and other student support activities
- 6.5 Professional memberships

APPENDIX B: PROMOTION WORKSHEET: RANK OF ASSISTANT PROFESSOR

DEPARTMENT OF THEATRE AND DANCE

Candidate: _____

I. DEGREE AND LEVEL OF ACHIEVEMENT (Candidate must meet one of the following.)

Terminal degree in specialty or _____

Evidence of extraordinary experience/expertise as approved by Provost in
letter of appointment _____

II. QUALITY OF WORK (See stipulations in departmental/school documents.)

A.	Teaching	Low					High				
<u>Comments</u>	1. Student evaluations	O	O	O	O	O	O	O	O	O	O
	2. Peer evaluations	O	O	O	O	O	O	O	O	O	O
	3. Chairperson/Director evaluation(s)	O	O	O	O	O	O	O	O	O	O
	4. Other	O	O	O	O	O	O	O	O	O	O
B.	Scholarly work/creative endeavors										
	1. Publications	O	O	O	O	O	O	O	O	O	O
	2. Performances	O	O	O	O	O	O	O	O	O	O
	3. Creative productivity	O	O	O	O	O	O	O	O	O	O
	4. Dramatic or musical productivity	O	O	O	O	O	O	O	O	O	O
	5. Other	O	O	O	O	O	O	O	O	O	O
C.	Service of a professional nature										
	1. Department	O	O	O	O	O	O	O	O	O	O
	2. College	O	O	O	O	O	O	O	O	O	O
	3. University	O	O	O	O	O	O	O	O	O	O
	4. Artistic discipline	O	O	O	O	O	O	O	O	O	O
	5. Non-university community	O	O	O	O	O	O	O	O	O	O

III. PROFESSIONAL GROWTH

A. Has the candidate sustained and demonstrated professional growth throughout their professional career?

B. Does the candidate demonstrate through documentation that there is reasonable expectation for continued growth?

IV. ON THE BASIS OF THE DOCUMENTATION FOR THIS CANDIDATE:

_____ Promotable at this time

_____ Not promotable at this time

APPENDIX C: PROMOTION WORKSHEET: RANK OF ASSOCIATE PROFESSOR

DEPARTMENT OF THEATRE AND DANCE

Candidate: _____

I. DEGREE AND LEVEL OF ACHIEVEMENT (Candidate must meet one of the following.)

Terminal degree in specialty or _____

Evidence of extraordinary experience/expertise as approved by Provost in
letter of appointment _____

II. QUALITY OF WORK (See stipulations in departmental/school documents.)

A. Teaching		Low			High		
<u>Comments</u>							
1.	Student evaluations	O	O	O	O	O	
2.	Peer evaluations	O	O	O	O	O	
3.	Chairperson/Director evaluation(s)	O	O	O	O	O	
4.	Other	O	O	O	O	O	
B. Scholarly work/creative endeavors							
1.	Publications	O	O	O	O	O	
2.	Performances	O	O	O	O	O	
3.	Creative productivity	O	O	O	O	O	
4.	Dramatic or musical productivity	O	O	O	O	O	
5.	Other	O	O	O	O	O	
C. Service of a professional nature							
1.	Department	O	O	O	O	O	
2.	College	O	O	O	O	O	
3.	University	O	O	O	O	O	
4.	Artistic discipline	O	O	O	O	O	
5.	Non-university community	O	O	O	O	O	

III. PROFESSIONAL GROWTH

A. Has the candidate sustained and demonstrated professional growth throughout their professional career?

B. Does the candidate demonstrate through documentation that there is reasonable expectation for continued growth?

IV. ON THE BASIS OF THE DOCUMENTATION FOR THIS CANDIDATE:

_____ Promotable at this time

_____ Not promotable at this time

APPENDIX D: PROMOTION WORKSHEET: RANK OF PROFESSOR

DEPARTMENT OF THEATRE AND DANCE

Candidate: _____

I. DEGREE AND LEVEL OF ACHIEVEMENT (Candidate must meet one of the following.)

Terminal degree in specialty or _____
 Evidence of extraordinary experience/expertise as approved by Provost in
 letter of appointment _____

II. QUALITY OF WORK (See stipulations in departmental/school documents.)

<u>Comments</u>	A. Teaching	Low			High		
	1. Student evaluations	O	O	O	O	O	
	2. Peer evaluations	O	O	O	O	O	
	3. Chairperson/Director evaluation(s)	O	O	O	O	O	
	4. Other	O	O	O	O	O	
	B. Scholarly work/creative endeavors						
	1. Publications	O	O	O	O	O	
	2. Performances	O	O	O	O	O	
	3. Creative productivity	O	O	O	O	O	
	4. Dramatic or musical productivity	O	O	O	O	O	
	5. Other	O	O	O	O	O	
	C. Service of a professional nature						
	1. Department	O	O	O	O	O	
	2. College	O	O	O	O	O	
	3. University	O	O	O	O	O	
	4. Artistic discipline	O	O	O	O	O	
	5. Non-university community	O	O	O	O	O	
	D. External Evaluations	O	O	O	O	O	

III. PROFESSIONAL GROWTH

A. Has the candidate sustained and demonstrated professional growth throughout their professional career?

B. Does the candidate demonstrate through documentation that there is reasonable expectation for continued growth?

IV. ON THE BASIS OF THE DOCUMENTATION FOR THIS CANDIDATE:

_____ Promotable at this time

_____ Not promotable at this time

APPENDIX E: TENURE WORKSHEET

DEPARTMENT OF THEATRE AND DANCE

Candidate: _____

I. DEGREE AND LEVEL OF ACHIEVEMENT (Candidate must meet one of the following.)

Terminal degree in specialty or _____

Evidence of extraordinary experience/expertise as approved by Provost in
letter of appointment _____

II. QUALITY OF WORK (See stipulations in departmental/school documents.)

A. Teaching		Low			High		
<u>Comments</u>							
1.	Student evaluations	O	O	O	O	O	
2.	Peer evaluations	O	O	O	O	O	
3.	Chairperson/Director evaluation(s)	O	O	O	O	O	
4.	Other	O	O	O	O	O	
B. Scholarly work/creative endeavors							
1.	Publications	O	O	O	O	O	
2.	Performances	O	O	O	O	O	
3.	Creative productivity	O	O	O	O	O	
4.	Dramatic or musical productivity	O	O	O	O	O	
5.	Other	O	O	O	O	O	
C. Service of a professional nature							
1.	Department	O	O	O	O	O	
2.	College	O	O	O	O	O	
3.	University	O	O	O	O	O	
4.	Artistic discipline	O	O	O	O	O	
5.	Non-university community	O	O	O	O	O	

III. PROFESSIONAL GROWTH

A. Has the candidate sustained and demonstrated professional growth throughout their Professional career?

B. Does the candidate demonstrate through documentation that there is reasonable expectation for continued growth?

IV. ON THE BASIS OF THE DOCUMENTATION FOR THIS CANDIDATE:

_____ Recommend tenure

_____ Deny tenure

APPENDIX F: PEER EVALUATION PORTFOLIO PROCEDURES AND FORMS

DEPARTMENT OF THEATRE AND DANCE

Peer Evaluation Portfolio: Overview and Scheduling

The Peer Teaching Evaluation within the Department of Theatre and Dance will be based on a two-step system: Formative Evaluation, a more informal, low-stakes response to teaching, will be followed by Summative Evaluation, a more 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/Tenure and Salary/Merit.

In terms of timing, the Formative Evaluation (if required) must happen before the Summative. Ideally, they will happen in the same semester. Regardless, the Summative Evaluation is required on the following schedule:

- Tenure-Track Faculty members in their first year of full-time teaching at Ball State: Fall and Spring
- Tenured Faculty: Fall
- Tenure-Track Faculty: Spring

The faculty member must choose their Formative Evaluator after Load Reports are released in the preceding semester. The Department Chair will choose the Summative Evaluator before the beginning of the evaluation semester. If a Faculty Member wishes to complete a Summative Evaluation in a semester other than the one listed above, they must submit that request to the Department Chair in the preceding semester.

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

Formative Evaluation

1. Formative Evaluation shall be optional to all faculty with the following exceptions:
 - a. The department chair may require a Formative Evaluation of any faculty under any of the following conditions:
 - i. A particular course has seen a precipitous drop in student evaluations
 - ii. The course has had historically problematic student evaluations under the instructor
 - iii. A unanimous vote of the two-person Summative Evaluation Committee from the previous Promotion and Tenure cycle deems it necessary that senior faculty member participate in Formative Evaluation.
2. Course to be Evaluated
 - a. The faculty member and the evaluator 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 precipitous drop in student evaluations
 - ii. The course has had historically problematic student evaluations under the instructor
 - iii. The course is central to a junior faculty member’s teaching load (regardless of quality of teaching evaluations)

3. Evaluator
 - a. The Formative Evaluator shall be chosen by the faculty member, and this individual will also serve as one of the two-member Summative Evaluation Committee
4. Timeline
 - a. See “Overview and Scheduling” for timeline requirements. For maximum efficacy, it is recommended that Formative Evaluation happen earlier in the semester and Summative Evaluation happen later in the same semester.
5. Process
 - a. The faculty member and evaluator will agree on the specific time and date of the evaluation. However, in the case of problematic evaluations as listed above, the Formative Evaluation can be unannounced within a range of six possible dates proposed by the faculty member.
 - b. The faculty member and evaluator will agree on the nature of the Formative Evaluation. This will most typically be a classroom observation, but can also include one-on-one discussion of a particular course assignment, syllabus review or evaluation, or other specific pedagogical discussion as relevant. The nature of the Formative Evaluation should be one that is most relevant to the subsequent Summative Evaluation.
6. Outcomes
 - a. An informal but substantive conversation between evaluator and faculty member after the evaluation has taken place.

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 course to be evaluated shall be the same course that was evaluated in the Formative Evaluation Process. In extreme cases, the faculty member, Department Chair, and the Summative Evaluators can mutually agree upon a different course to be evaluated.
3. Evaluators
 - a. The Summative Evaluation Committee for each faculty member shall consist of
 - i. The Formative Evaluator, or, if the faculty member is not required to do Formative Evaluation, any member of the departmental faculty.
 - ii. A second Evaluator chosen by the Department Chair, based on scheduling availability and an interdisciplinary approach to evaluation. If the Formative Evaluator is within the faculty member’s 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.
 - iii. One of the two members of the Summative Evaluation Committee must be a tenured faculty member.
4. Timeline

- a. See “Overview and Scheduling” for timeline requirements. For maximum efficacy, it is recommended that Formative Evaluation happen earlier in the semester and Summative Evaluation happen later in the same semester.

5. 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, an include 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

6. 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 in the annual Promotion and Tenure materials, 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.

3. Briefly describe the way in which the specific class to be observed or teaching activity to be discussed reflects your overall pedagogy and accomplishes one or more of 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 their 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 _____

Summative Peer Evaluation Form
Page 2

Instructor Observed _____ Semester & Year _____

Course Number _____ Course Title _____

The Evaluators should collaboratively make comments under all the criteria below and complete the evaluation with an assessment of either “Meets Standards” or “Does Not Meet Standards.” In cases where the committee members cannot come to a consensus, their varying comments should both be recorded and attributed below. When the evaluation is completed and signed by evaluators and the instructor, it will be submitted to the chairperson of the Department of Theatre and Dance by the evaluators for insertion into the instructor's personnel file. If any of the criteria below are not relevant to the activities undertaken during the class session observed, the Evaluators should indicate N/A under those questions.

1. The course alignment document indicates a clear and detailed alignment of course objectives, teaching methodology, and activities undertaken during the class session observed.
2. The instructor demonstrates expertise in the subject matter covered in the alignment document and during the class session observed.
3. The exercises/activities undertaken during the class session observed serve the course objectives as stated in the evaluation document.
4. The instructor is punctual, well-prepared, and organized.
5. The exercises/activities undertaken during the class session meet the rigor and sophistication of the course and its objectives.
6. Instructor provides useful and constructive criticism and feedback on student work.
7. The instructor is an effective communicator in a variety of ways (individual, group, lecture/discussion if relevant, etc.) so that students understand what is expected of them.
8. Student input and participation are evident and are encouraged by the instructor.
9. What strengths did the Evaluators observe?
10. What areas for improvement did the Evaluators observe?
11. Finally, does this instructor's work, as observed, meet standards? Yes or No.

APPENDIX G: PROCEDURE FOR SUPPLEMENTAL EXTERNAL REVIEWS OF
SCHOLARSHIP

DEPARTMENT OF THEATRE AND DANCE
CANDIDATES FOR RANK OF PROFESSOR

- I. *Candidates for promotion to the rank of Professor must undergo review by external reviewers meeting the following criteria:*
 - A. Potential reviewers are to be from comparable institutions and departments;
 - B. Potential reviewers are to share a similar position and/or specialty within the discipline, and;
 - C. *Potential reviewers are to be knowledgeable of current national academic and professional standards and trends in the candidate's field.*
- II. *Candidates for promotion to the rank of Professor must submit to the Departmental Promotion and Tenure Committee a list of five (5) potential reviewers meeting the above criteria. The committee will select one (1) reviewer from the list to review the candidate's materials.*
- III. *The Departmental Promotion and Tenure Committee will submit a list of different potential reviewers meeting the same criteria from which the candidate will select one (1) to review the candidate's materials.*
- IV. *Promotion and Tenure materials for the candidate are sent to the selected reviewers who will be requested to respond to the Committee with their reviews in writing no later than 15 October of the year of candidacy. Reviews should comment upon:*
 - A. *Evidence of excellence in teaching.*
 - B. *Evidence of national visibility and excellence in scholarship including research, publication, creative endeavors, and/or other scholarly productivity.*
 - C. *Evidence of excellent service to the department, college, university, and discipline.*
- V. *The Departmental Promotion and Tenure Committee will consider the external evaluations as part of its review of the candidate's Promotion and Tenure materials in order to determine recommendation for promotion.*

APPENDIX H: HISTORY

Reapproved with editorial changes by Departmental vote: October 11, 2001
Reapproved with changes by Departmental vote: November 7, 2002.
Approved by the College of Fine Arts Promotion and Tenure Committee: November 27, 2002
Approved by Ball State University Promotion and Tenure Committee: March 5, 2003
Reapproved with changes by Departmental vote: November 11, 2003
Approved by the College of Fine Arts Promotion and Tenure Committee: November 26, 2003
Approved by Ball State University Promotion and Tenure Committee: January 23, 2004
Approved by the College of Fine Arts Promotion and Tenure Committee: December 8, 2004
Approved by Ball State University Promotion and Tenure Committee: January 23, 2004
Reapproved with editorial changes by Departmental vote: October 12, 2006
Approved by the College of Fine Arts Promotion and Tenure Committee: January 2007
Approved by Ball State University Promotion and Tenure Committee: April 24, 2007.
Editorial changes in response to University Promotion and Tenure Committee: May 9, 2008
Approved by Ball State University Department of Theatre and Dance: November 25, 2008
Approved by the Department of Theatre and Dance: November 20, 2009
Approved by the College of Fine Arts Promotion and Tenure Committee: January 2010
Editorial changes in response to University Promotion and Tenure Committee: April 6, 2010
Approved by the Department of Theatre and Dance: November 2010
Approved by the College of Fine Arts Promotion and Tenure Committee: January 2011
Editorial Changes in response to University Promotion and Tenure Committee: June 2012
Approved by the Department of Theatre and Dance: August 2012
Approved by the College of Fine Arts Promotion and Tenure Committee: August 2012
Approved by the Department of Theatre and Dance: December 2012
Approved by the Department of Theatre and Dance, November 7, 2013
Approved by the Department of Theatre and Dance, November 11, 2014
Approved by the College of Fine Arts Promotion and Tenure Committee, November 11, 2014
Editorial Changes in response to University Promotion and Tenure Committee, November 2014
Approved by the Department of Theatre and Dance, December 15, 2015
Approved by the Department of Theatre and Dance, December 15, 2016
Approved by the College of Fine Arts Promotion and Tenure Committee, December 19, 2016
Approved with changes by Department of Theatre and Dance, November 9, 2017
Approved by the College of Fine Arts Promotion and Tenure Committee, November 10, 2017
Editorial Changes in response to University Promotion and Tenure Committee, February 2018