

DAVID L. WALTERS DEPARTMENT OF MUSIC

JACKSONVILLE STATE UNIVERSITY

Standards for Promotion and Tenure and Faculty Annual Review: Service/Community Engagement

Meeting the minimum standards on any one part of the promotion and tenure application does not guarantee an applicant the granting of promotion and tenure. The entire application is assessed and weighed in the granting of promotion and tenure.

Faculty Handbook: 2.4.7 Service/Community Engagement

Minimum Standard: Evidence of departmental and external service since first hire or last promotion in addition to all required service. Service activities for which the faculty members is compensated or receives a course reduction do not count toward the points total but are considered in the granting of promotion and tenure since they are, contractually, part of the faculty member's regular responsibilities. All faculty members must meet the Minimum Standard but are encouraged to achieve Service Excellence.

Faculty in their first year of service at JSU are only expected to meet Minimum Standard at their Faculty Annual Reviews.

The points required for the Minimum Standard and Service Excellence will be regularly evaluated by the department, and revised as needed. If a revision is deemed necessary, all faculty will receive ample notification of implementation.

Note: For applicants with prior years' service credit, only service performed while at JSU will be assessed for Promotion and Tenure.

***Service Excellence:** 5+ points per year for promotion to Associate Professor

8+ points per year for promotion to Professor

Minimum Standard: 3 points per year

*Promotion to Distinguished Instructor should follow same guidelines as those for promotion to Associate Professor.

It is understood that greater productivity can occur in a year in one particular area. For example, a faculty member might show excellence in service, while meeting the minimum standard in Scholarship/Creative Activities, with the reverse occurring the following year. The Promotion and Tenure Committee and Department Head consider these specifics and evaluate the complete portfolio.

The following chart is a general reference tool for quantifying service, but items may be granted more or less weight, depending on the exact nature of the work.

Required

- Attend all Music Department Faculty Meetings (in-person, via Zoom, or by delayed video)
- Participate in some, if not all, Faculty Search events open to the Department
- Serve as member of a Departmental Committee
- Show regular participation in Commencement, Convocation, and/or other ceremonies/major events at JSU
- Routinely attend all College-level events for all faculty
- Hold membership in Professional Organizations/Societies
- Serve in a position with a course release or compensation, if applicable
- Other work as assigned*

Major (2 points per year)

- Serve as Chair of a Committee or Event
- Coordinate Recruitment and P.R. for the Music Department
- Establish service events on behalf of the Music Department
- Organize or host a major event
- Serve as Faculty Advisor or Sponsor for an organization within the department
- Serve as Chair of a College or University Committee
- Serve as Faculty Senate President*
- Act as a representative of the university in an official capacity
- Facilitate Commencement, Convocation, or other ceremonies/major events at JSU
- Serve as a Faculty Advisor or Sponsor for a Student Organization outside the Department

Minor (1 point per year)

- Serve in a participatory role for an event
- Serve as Music Department Senator for Faculty Senate
- Serve as Library Liaison for the Music Department
- Serve as member of a College or University Committee
- Organize or present at seminars on student engagement, retention, development, or other issues within higher education
- Participate in Professional Organizations or Societies
- Mentor or Guest Lecture for Student Organizations
- Community Engagement related to discipline

*Special weight is given with this duty, and accompanying duties under its umbrella

Other work deemed equivalent

Give interviews for university, local or national media

Serve in a Recital Committee

Serve in a Graduate Committee

Other work deemed equivalent

DAVID L. WALTERS DEPARTMENT OF MUSIC

JACKSONVILLE STATE UNIVERSITY

Standards for Promotion and Tenure and Faculty Annual Review: Scholarly/Creative Activity

Meeting the minimum standards on any one part of the promotion and tenure application does not guarantee an applicant the granting of promotion and tenure. The entire application is assessed and weighed in the granting of promotion and tenure.

Faculty Handbook: 2.4.6 Scholarly/Creative Activity

Minimum Standard: Evidence of two or more published, peer-reviewed

All faculty must demonstrate a consistent, sustained record of scholarly/creative activity during the time period under review.

The activities of Faculty entering with prior years' service credit may count toward their application; however, they must also demonstrate a consistent, sustained record of scholarly/creative activity since their date of hire at JSU.

Applicants are encouraged to pursue a wide variety of scholarly/creative activities. The listing below is a general reference tool for quantifying activities; items may be granted more or less weight, depending on the exact nature of the work. *Other activities not found on the following list, will be considered and may be deemed equivalent.

Major Activities

***Any two activities meet the requirement for promotion to Associate Professor or Professor. For Distinguished Instructor, see no.4 under section 2.1.4.2 in Faculty Handbook.**

RESEARCH

A book or other publication of substantial significance

A substantial scholarly edition of extant music or historical document

A scholarly article or extensive review published in a refereed journal

A lengthy, scholarly article based on original research

A substantial scholarly paper or lecture selected by committee presented at a regional, national or international meeting of a professional organization

Participation on a panel of significance at meetings of professional societies

Invitation and presentation of a substantial scholarly paper or lecture at a meeting of a professional organization or at another university for an academic audience

Minor Activities

***Any two-to-three activities equates to one Major Activity for promotion to Associate Professor or Professor.**

RESEARCH

A short book/textbook/written work in electronic media

A scholarly or performing edition of a relatively brief composition

An article or review of lesser significance, published in a magazine or journal

A brief article based on widely-available materials, written for a general audience

A paper or lecture of lesser significance presented at a state or regional meeting

A paper or lecture presented at the University or an invited guest lecture presented for another department of the University

Speech or participation on a panel of lesser significance in meetings of professional societies

High quality video recordings of lectures distributed by professional or academic organizations

Securing a grant for research that is sizeable, externally-funded, and granted by a state, national or international agency

Significant prize or award for work

Securing of grant funds of a smaller scale and funded from within the University

Award or prize of lesser significance for work

PERFORMANCE

Solo performance with a professional ensemble or leading role in a major vocal production

Solo recital or performance as a collaborator in a regional, national or international venue or as part of a concert series

Recital as a member of an established professional small ensemble in a university setting or as part of a professional ensemble

Concert in significant venue, as an important member of a professional ensemble

Featured performance at a professional music symposium, conference or festival

Presentation of workshops, masterclasses or clinics for regional, national or international professional organizations

Adjudication for a competition at a significant event for a regional, national or international professional organization

Serving as adjudicator for a major national or international competition

Participation as a collaborative performer in a major recital or presentation before an audience with critical response

Performance of solo recital or concerto on campus or at a local venue

Performance on a recording of national distribution

PERFORMANCE

Performance as a member of an ensemble

Minor role in a vocal production

Participation a collaborative artist for a presentation not considered as a major or significant program

Performance as an assisting artist in a recital

Solo performance or collaborative work in an informal setting

Presentation of workshops, masterclasses or clinics at the state or local level

Adjudication at the state or local level

Performance as a member of a community or semi-professional ensemble

Performance on a recording of limited distribution

CONDUCTING

Making invitational appearance as conductor with University ensemble at regional, national or international music and professional conferences

Directing a major significant production involving other professionals before an audience with critical response

Appearing as invited conductor at meetings of professional organizations at off-campus or touring venues

Appearances as guest conductor with professional ensembles

Invited guest appearances with college/university honor ensembles

Appearance with any ensemble in a major regional, national or international recital critiqued, reviewed or observed by leaders in the field

Performance with a University ensemble at a substantially major or significant event

Presentation of clinics, lectures or masterclasses at regional, national or international professional music conferences

Participation at significant and prestigious residencies or professorships at other colleges or universities

Receipt of fellowships, grants or prizes from prestigious conducting competitions

Adjudication for a competition at a significant event for a regional, national or international professional organization

CONDUCTING

Performances as guest conductor with state public school groups or music festivals

Performances with University ensembles at local and off-campus events

Serving as guest conductor on a recital with other faculty members, such as conducting a large chamber work

Performances with a University ensemble at a local venue

Conducting clinics, lectures or masterclasses at other colleges or universities

Adjudication at the state or local level

COMPOSITION

Published work of arrangement of major proportions (considering performance length and artistic merit) in any medium that requires substantial creative time and effort by the composer

Commission for a major work in any medium by a respected and widely known performance ensemble, conductor or individual performer

Publication and/or audio recording of a major work distributed to multiple online platforms by someone other than the composer

Successfully completed research grant for composition from a national or international foundation or agency

An award or honorable mention received by a national or regional, impartially refereed composition contest

A performance of the composer's work(s) at a national or international meeting of a professional organization

High quality video recording and distribution of a composition by a professional organization

Composing original incidental music for a film distributed nationally and/or selected at international festivals

COMPOSITION

A published work or arrangement of smaller proportion or of lesser difficulty, requiring less time and creative effort to complete, or published through an organization of one's own creation (number of sales and how widely distributed is also a determining factor)

Composing incidental music of smaller proportion or writing an arrangement for a local event or film showing at regional festivals

Publication, audio recording and/or performance of a minor work, arrangement or transcription. If online, the work should be distributed by a reputable musician or ensemble other than the composer

Score preparation and performance of an original work by an ensemble for educational purposes

Significant exposure through an online platform that demonstrates noteworthy contribution. Determination of significance can be made by evaluating the reach of the online exposure and the use of the material by other academic organizations

Major and significant exposure through an online platform that demonstrates noteworthy contribution, as determined by the reach, exposure and use of the materials.

*OTHER

Many other endeavors can be used for creative and scholarly activities, as pertain to the individual's specific area of work. For example, activities pertaining to opera and musical production or music industry could include: musical direction, lighting design, musical design, sound design, technical design, sound technology and sound engineering. Activities pertaining to Marching Band might include drill writing and arranging. It is important in the annual activity narratives, as part of the FAR, to explain the significance of your work as pertains to your designated job.

DAVID L. WALTERS DEPARTMENT OF MUSIC

JACKSONVILLE STATE UNIVERSITY

Standards for Promotion and Tenure and Faculty Annual Review: Collegiality

Meeting the minimum standards on any one part of the promotion and tenure application does not guarantee an applicant the granting of promotion and tenure. The entire application is assessed and weighed in the granting of promotion and tenure.

Faculty Handbook: We adhere to the Faculty Handbook's criteria for collegiality, which are defined as "a willingness and ability to work effectively with colleagues to support the mission of the university and the common goals of the academic unit, which includes working professionally with colleagues to create an academic community that values the contributions of all members and encourages cooperation and collaboration."

Minimum Standard: Evidence of departmental and external collegiality.

At Third Year Review and for the Promotion and Tenure application, one letter will be provided by the Music Department Promotion and Tenure Committee, and a second letter will be provided from the Department Head. (At Third Year Review, no additional letters of support written for the faculty member by colleagues should be included in the portfolio.)

Note: For applicants with prior years' service credit, only collegiality documented while at JSU will be assessed for Promotion and Tenure.

Evidence of collegiality must include a narrative of self-reflection as required in the portfolio and can be documented in the following forms, as well as other forms deemed equivalent:

Letters of Support for and by the Applicant

- Letters of support written *for* the applicant *by* colleagues. A minimum of three should be submitted.

Examples include:

- Non-tenured faculty in the music department*
- Instructors in the music department
- Faculty, Instructors, Administrators and staff at JSU outside the department
- Colleagues external to the university
- Professional peers in one's discipline working outside the university

*Letters of support by tenured faculty occupy another section within the portfolio.

- Letters of support written *by* the applicant *for* colleagues.

Examples include:

- JSU Emeriti Faculty nomination letters of support
- College of Arts and Humanities Faculty Awards letters of support
- University-level Faculty Awards letters of support
- Promotion and Tenure letters of support

Collegiality in Teaching Effectiveness, Scholarly/Creative Activity, and/or Service/Community Engagement

- Assisting colleagues with teaching and scholarship activities
- Co- or team teaching or contributing to a colleague's class
- Co-sponsoring events
- Collaborative research or creative activities
- Substitute teaching for colleagues

- Sharing teaching ideas, materials and resources with colleagues
- Assisting colleagues with Canvas, digital platforms/tools, and/or other technical devices
- Collaborative professional development presentations or workshops led through Faculty Commons/university platforms or other external platforms
- Guest lecturing/presenting/performing in a colleague's class
- Collaborative service events
- Other collaborative educational events

Other Collegiality

- Routinely attending departmental events when one is not in charge of that event or on a serving committee
- Routinely attending College or University faculty-centered events when one is not in charge of that event or on a serving committee

DAVID L. WALTERS DEPARTMENT OF MUSIC

JACKSONVILLE STATE UNIVERSITY

Standards for Promotion and Tenure and Faculty Annual Review: Teaching Effectiveness

Meeting the minimum standards on any one part of the promotion and tenure application does not guarantee an applicant the granting of promotion and tenure. The entire application is assessed and weighed in the granting of promotion and tenure.

Faculty Handbook: 2.4.3. Teaching Effectiveness

Minimum Standard: Evidence of effective teaching in content expertise, instructional delivery skills, instructional design skills, and student learning outcomes and assessment skills since first hire or last promotion, as defined in the Faculty Handbook section 2.4.3. All faculty members must meet the Minimum Standard but are encouraged to achieve Teaching Excellence.

Evidence: Evidence of effective teaching must be robust, varied, sustained, and must meet the minimum standards listed below. In addition, applicants must provide substantial, sustained evidence of teaching excellence. Examples of teaching excellence are also listed below.

Note: For applicants with prior years' service credit, only teaching at JSU will be assessed for Promotion and Tenure.

Minimum Standard

(Required of all Faculty)

Student course evaluation averages that consistently fall at or above the Department, School, and University averages each semester. For this purpose, the course “mean of means” will be used.

Meeting all in-person and hybrid/blended classes in the classroom as designated by the Schedule Type

Effective course materials (syllabi, assignments, exams, etc.)

Submitting course syllabi and faculty schedule cards to the department each semester by the deadline

Effective teaching of in-person, hybrid/blended, and synchronous/asynchronous online courses as needed by the department

Evidence of work with graduate students (comprehensive exam committees, overseeing graduate teaching assistantships, etc.), if applicable

Evidence of good course organization and delivery in the classroom

Evidence of good course organization and delivery through Canvas (including, for example, use of faculty recorded video lectures, PowerPoint presentations, student engagement apps, social media, blogs, podcasts, or other forms of digital means for teaching)

Teaching Excellence

Teaching courses for the first time

Teaching courses in a new delivery method for the first time (in-person, blended/hybrid, synchronous/asynchronous online)

Proposing and teaching new and innovative courses

Piloting textbooks/lab manuals in courses and sharing details with Music Department faculty

Excellent mentoring of student work (with evidence such as student conference presentations/performances, competition winning/professional organization adjudication, etc.)

Teaching Awards/Honors

Co-teaching a class with faculty members in other disciplines and/or participating in interdisciplinary teaching projects (i.e. participating in the CAH Teaching Circles)

Guest lecturing for other departments on campus or other universities

Inviting and facilitating guest lectures/performances from other departments, colleges and universities, and from within the field to present or perform

Evidence of service learning projects with students as part of assigned courses

Returning graded student work and providing feedback on assignments in a timely manner throughout the semester

Professionalism, effective problem-solving, and conflict resolution when dealing with students and others involved

Effective student interaction outside the classroom by maintaining regular office hours and meetings by appointment, promptly responding to student messages (email and Canvas), etc.

Evidence of achieving student learning outcomes in assigned courses

Writing letters of recommendation and completing recommendation forms for students

Submitting midterm and final grades for all courses by the semester deadlines

Documenting student attendance, progress, concerns, and other issues in Navigate as needed

Responding to Student Progress Campaigns by the deadline as needed throughout the semester

Providing the Music Department Assessment Committee with needed information when asked

Other work as assigned

Organizing, attending, and/or presenting at seminars and professional development workshops on teaching

Further coursework or other continuing educational activities such as taking a course or attending seminars or conferences in one's field

Teaching special courses, such as Honors courses outside the Music Department that carry the UH prefix, Explore Seminars, Study Away/Abroad, First-Year Experience STU 101, etc.

Teaching Honors by Contract courses for students enrolled in your assigned courses

Mentoring undergraduate research

Documented success of current and former students

Other work deemed equivalent