

## **CRITERIA FOR FACULTY EVALUATION DEPARTMENT OF THEATRE ARTS AND DANCE**

Consistent with policy 6.1 Faculty Evaluation, Promotion & Tenure, the Department of Theatre Arts and Dance require four criteria for all evaluations (Teaching Effectiveness, Scholarly/Creative Activity, and Service to the University, Profession, Community, and Collegiality). According to SUU's evaluation guidelines the following scale of performance will be used by the Department of Theatre Arts and Dance:

### **Exceptional Professional Performance (EP)**

Exceeds expectations of professional performance. In addition to the entitled rank advancement base salary adjustments, merit money will also be allocated to exceptional performance. To be eligible for faculty merit consideration, the faculty member must have a positive review at each level of evaluation. (JUSTIFICATION MUST BE INCLUDED)

### **Standard Professional Performance (SP)**

Meets expectations of professional performance. This is the accepted standard for tenure and rank considerations. (JUSTIFICATION MUST BE INCLUDED)

### **Low Performance (LP)**

Does not consistently meet expectations of professional performance. In the case of Low Performance a development plan is required. (JUSTIFICATION MUST BE INCLUDED)

### **Unacceptable Performance (UP)**

Does not meet minimal expectations of professional performance. If the faculty member is retained, a development plan is required. (JUSTIFICATION MUST BE INCLUDED)

### **Definitions:**

Quality or impact is assessed in terms of artistic, academic, intellectual, or creative content of the work and its contribution to and impact on, relevant audiences (i.e. students, academic, or public/community). Productivity is assessed primarily by the amount of work accomplished that is relevant to the mission and goals of the department.

#### **1. Teaching Effectiveness**

Quality teaching is central to the mission of the Department of Theatre Arts and Dance, therefore faculty are urged to be attentive to the quality and productivity of instructional activities.

The quality of Teaching Effectiveness can be assessed by:

- internal and/or external peer review
- involvement in instructional or curriculum development
- activities that contribute to the department's ability to serve its students
- student evaluations of every course
- other feedback from students and/or peers

## 2. Scholarly/Creative Activity

Productivity of Scholarly/Creative Activity is evaluated through the “products” that result from a faculty member’s activity. Examples of Scholarly/Creative “products”, as outlined by the Department of Theatre Arts and Dance, might include

- publications
- presentations
- exhibitions
- professional conferences
- obtaining grants and endowments
- consulting
- producing reports and other information for academic/public/community
- works of acting, dance, staging, arts management, direction, choreography, design, composition or technical creations that are prepared for academic audiences, public/community audiences and/or student audiences.

These activities should contribute to the achievement of the department’s goals.

Productivity must take into account the workload and resources the faculty member has available for research and creative activities. In order for a “product” to be considered as Scholarly/Creative Activity, it should be documented for evaluation or have been peer-reviewed through a process approved by the department (i.e. adjudicated or commissioned work, invited presentations, auditioned/selected performances, externally evaluated documents, and peer or professionally reviewed publications).

The quality of scholarly/creative “product” can be measured by the:

- impact on relevant recipient
- impact on students, academic, or public/community
- standards, goals, and expectations of the department
- importance or relevance to the field

Indicators of quality can be external review by critics, neutral reviewer from the dance/theatre/arts administration community or faculty colleague on or off campus. Also considered is the significance of the:

- performance or exhibition
- conference
- organization that commissioned or evaluated the work
- organization that auditioned or selected the artist
- venue

Faculty in the Department of Theatre Arts and Dance are expected to maintain annual on-going scholarly/creative activities as a satisfactory standard for professional performance. It is expected that an application for tenure reviewed by the Department of Theatre Arts and Dance will include annual Scholarly/Creative

Activities. The faculty member will choose a minimum of two from their body of scholarly/creative accomplishments which demonstrate quality in the six years prior, measured by one or more of the above indicators.

### **3. Service to the University, Profession, Community**

Activities encompassed under Service must contribute to the greater good of the Department of Theatre Arts and Dance, College of Performing and Visual Arts, the University, or broader community/public. The standard for the Department of Theatre Arts and Dance is that the faculty member is expected to direct an appropriate portion of their effort to Service within the institution, participation in profession, and/or community Service as detailed in their activity report.

University Service includes, but is not limited to: attending faculty meetings; providing service to the department, college, and university; participating in graduation exercise; attending mandatory majors meetings and other student-oriented activities; serving on committees and task forces, serving on Faculty Senate.

The quality of Service may be assessed by peer reviews, committee reviews, input from chair and/or other committee members. A satisfactory level of quality and productivity in Service should also include:

- active participation at faculty meetings
- willingness to participate in a “fair share” of committee assignments, with regular attendance and participation in the activities of the committee
- willingness to take on special projects or assignments as requested by the dean, chair/associate chair or faculty as a whole

Professional Service includes such activities as holding office in local, regional, or national associations; serving on local, regional, or national committees; adjudication of events, etc.

Public/Community Service may include such activities as holding office in non-academic professional organizations or assisting in professional or community-based arts organizations.

### **4. Collegiality**

Within the Department of Theatre Arts and Dance, in support of its mission, Collegiality is defined and assessed in terms of academic professionalism and artistic collaboration, interpersonal respect, support, cooperation, and demonstrating positive collaborative activity that is essential to the disciplines of theatre arts and dance.

Assessment can be measured by documentation both positive and negative from faculty, staff, students, and department chair.

In addition to faculty responsibility as outlined in Policy 6.1, faculty in the Department of Theatre Arts and Dance are expected to adhere to the Code of Ethics published by the National Association of Schools of Theatre and the National Association of Schools of Dance.

**APPENDIX A**  
**DOCUMENTATION GUIDELINES**  
**DEPARTMENT OF THEATRE ARTS AND DANCE**

**Teaching Effectiveness:**

Documentation of instructional effectiveness as outlined by the Department of Theatre Arts and Dance may include traditional classroom and laboratory/studio teaching, individual interaction with students on stage and in the theatrical production process, advising and mentoring academic process, supervising undergraduate scholarship, curriculum development, instructional innovations, and other contribution to student learning and success, as outlined in Policy 6.1 Faculty Evaluation, Promotion and Tenure.

Documentation required by the Department of Theatre Arts and Dance includes:

- A summary of courses taught during the previous academic year including a brief course description, mode of delivery, grade distribution, number of students, resource challenges, and other appropriate information
- As outlined in Policy 6.1, all courses will be evaluated. All course evaluations will be included in the Faculty Annual Activity Report for the previous academic year
- A summary of recommendations from the previous years that were addressed and improved

Suggested Documentation:

- Written comments from instructors who teach requisite courses
- Reports regarding success of students while still in the department or after graduation
- Summary of instructional innovations and evaluations of their effectiveness
- Documented participation in workshops and professional meetings intended to improve teaching
- Documented participation in course or curriculum development.
- Additional considerations

**Scholarly Activity:**

Scholarly contributions as outlined by the Department of Theatre Arts and Dance may include publications; presentations; exhibitions; professional conferences; obtaining external grants and endowments; consulting; producing reports and other information for academic/public/community; works of acting, dance, staging, arts management, direction, choreography, design, composition, technical creations, or additional considerations that

are prepared for academic audiences, public/community audiences and/or student audiences. Scholarly activity should be aligned with the department mission and contribute to the achievement of department goals.

It is the responsibility of the candidate for tenure or promotion to provide evidence of quality within a minimum of two creative/scholarly projects. Therefore, for the purpose of documentation, Theatre Arts and Dance faculty may submit a portfolio that begins with a professional curriculum vita and includes supportive materials that illustrates creative/scholarly work. Portfolio materials should be of high quality and may take the form of a video/CD, renderings, etc. Portfolios for applicants for tenure must receive of 2-3 written external reviews by professional peers in the field of study (i.e. designers, choreographers, directors) all evaluators must be approved by the department chair.

Documentation to assist in determining the quality of scholarly/creative contribution may include, but are not limited to:

- Identifying whether the scholarly activity was presented for a local, regional, national, or international venue/organization/audience
- Documenting the significance of the organization that commissioned or evaluated the work
- Documentation of repeated engagements with off-campus producing organizations
- Process information including, but not limited to: concept, identification of innovations, self-evaluation
- Documentation of the inclusion in exhibits and/or juried performances
- Honors and awards received
- Additional considerations

### **Service to the University, Profession, Community:**

Documentation required by the Department of Theatre Arts and Dance includes listing of service on a university, professional, and community level. The focus of the documentations should be on outcomes of service rather than just the listing of activities.

### **Collegiality:**

Documentation of academic professionalism, artistic collaboration, interpersonal respect, support, and cooperation should be supported by written responses from faculty, staff, students, and department chair.