

Promotion and Tenure Guidelines

Approved by Department of Music Department

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Load-Credit Activity

Central Connecticut State University values teaching as one of its highest priorities. In this spirit, the Department of Music offers these guidelines for credit load activity.

The candidate should include the following:

- A statement regarding philosophy of teaching.
- A narrative summarizing the courses of teaching credit load as well as relating each course to teaching philosophy.
- A narrative summarizing non-teaching credit load activities.
- A syllabus for each course.
- All data from all course evaluations with an explanation of the data over time. A reflective narrative and analysis supporting the evidence contained in the data and student comments from course evaluations.
- The DEC will observe and document classroom visits in a combination of announced and unannounced class observations. Each observation will last for an entire class. Feedback from class observations will be given to the candidate in a timely fashion.

Mentoring

1. First year full-time faculty

The department will assign a mentor to each new faculty member based on the consent of both persons.

The candidate and mentor will meet to discuss the candidate's progress in the four areas indicated in the P&T guidelines. If either the candidate or the mentor feels that conversations with other members of the university faculty or classroom visits would be beneficial, then the mentor and other appropriate colleagues will accommodate these needs. The sections outlined below are intended to identify what materials should be included in the portfolio each year as well as identifying a sequence of progressive steps over the entire pre-tenure period.

- Faculty member's personal statement of philosophy regarding teaching and scholarship.
- Summary of load credit activity
- Summary of scholarship and creative activity
- Summary of service
- Summary of professional activity
- Curriculum vitae
- Previous letters of appointment and DEC statements should be included

2. Continuing faculty (full time; untenured)

The untenured faculty member will meet with his/her mentor at least once per academic year to discuss previous progress and future goals.

Creative Activity

Candidates are expected to begin developing areas of scholarly and creative interest in the earliest stages of their career at CCSU.

These areas should be discussed with the assigned mentor from the senior faculty so that the candidate can begin producing appropriate work in the chosen areas.

Areas of Creative Activity

Due to the varied disciplines within the music field, it is necessary to define distinct lists of potential areas of creative activity. These are outlined below, but do not represent an exhaustive list. A candidate need not have productivity in all listed areas, but the list should show breadth. The DEC's narrative should explain the relative weight and importance of the areas chosen.

Due to the fact that faculty in the Department of Music must inhabit many roles, indeed are hired with potential flexibility in mind, research and creative activity may traverse several areas. For example, a composer may also be a performer, a conductor may do musicological research, etc. The DEC's narrative should address these multiplicities.

The separation of these categories below address the critical distinction that the music field treat such things as performances of note being the equal of the typical academic paper or presentation.

Performance Faculty (including conductors)

- Performances at formal national and international venues
- Master classes or clinics at other institutions or venues
- Performances or presentations at pertinent national and international conferences
- Adjudication of competitions and festivals
- Articles and book chapters (peer-reviewed, non-peer-reviewed)
- Books
- Edited volumes
- Presentations and papers related to teaching and pedagogy
- Externally funded grants
- Internal grants
- Regional/local performances (within the state), including guest conducting
- Regional/local presentations or master classes/clinics

Composers

- Published compositions
- Record of performances of works at formal national and international venues
- Commissions
- Recordings of works (commercially available)
- Performances or presentations at pertinent national and international conferences
- Master classes or presentations at other institutions or venues
- Unpublished compositions (ongoing record)
- Externally funded grants
- Internal grants
- Local performances of works (within the state)
- Presentations at regional conferences
- Articles and book chapters (peer-reviewed, non-peer-reviewed)

Musicologists and Theorists

- Articles and book chapters (peer-reviewed, non-peer-reviewed)
- Books
- Edited Volumes
- Applications of research and technology
- Presentations at pertinent national and international conferences
- Guest lectures at formal national and international venues
- Externally funded grants
- Internal grants
- Presentations at regional conferences
- Guest lectures or presentations at the local level

Specialists in Music Education

- Presentations at national, regional, state conferences
- Articles placed in recognized, peer-reviewed journals
- Books
- Chapters in books
- Participation in professional organizations
- Workshops in schools (Professional development)
- Workshops in schools (Working with students)
- State Department Committees and Task Force Projects
- External and Internal Grants
- Edited volumes

Productive Service

The Department of Music believes that successful productive service activity includes both Departmental and University activities. Given the small department and the significant committee and departmental service opportunities, it is possible that a pre-tenure faculty member will initially focus on departmental initiatives as well as participating in departmental service activities as assigned by the department such as, but not limited to, some of the following:

Committees:

- Curriculum
- DEC
- Space and Facilities
- Student Standing
- Concert
- Graduate

Coordinator Responsibilities:

- Piano Proficiency
- Auditions
- Recording
- Website
- Library Liaison
- Sophomore Review
- Student Recitals
- TEMPO editor
- Chairing committees

In the final years preceding tenure, it will be common for a faculty member to begin to play a role in service activities at the university level. University service components could include, but are not limited to, university committees, interdisciplinary activities, advising student clubs, or other similar activities or initiatives. For the pre-tenure faculty member, activities at the university level should demonstrate the potential to play an increased role in university service activities following the granting of tenure.

It is important that a candidate document not only committee memberships and other service assignments or initiatives but also provide details as to what the candidate did for anything listed under the Service Activity section of the portfolio. Supporting documentation might include minutes, proposals, and/or letters of support from individuals familiar with the candidate's activity on a committee, initiative, etc.

For members applying for full professor, it is reasonable that a candidate document consistent post-tenure productive service activity at both the departmental and University level.

In addition to the service activities listed above, activities may include departmental and University performances, recruiting, and related activities (presentations) not previously listed under research and creative activity.

Professional Activity

A faculty member demonstrates professional activity through appropriate memberships and/or participation in local, national, and international professional organizations, conferences, and performances. For some areas of specialization, a preponderance of regional professional activity may be viewed as important as national professional activity.

In addition to attending conferences and seminars, candidates applying for full professor, will often participate in professional activities such as chairing conference sessions or special interest groups, serving on conference committees, organizing conferences or special events (including external concerts or programs), or serving on reviewed (peer or otherwise) activities (journals, adjudications, evaluations, accreditations, music, concerts, etc.). Professional activity might also include other activities not covered in previous sections that are outside the department and university and draw upon a faculty member's expertise or experience.