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Theatre Arts Department

**Faculty Qualifications, Expectations, Standards for Evaluation,
and Related Procedures**

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The Department of Theatre Arts recognizes and accepts the statements and descriptions on appointments, faculty review and evaluations, and promotions contained in the University's Operations Manual (on line at <http://www.uiowa.edu/our/opmanual/>) and in the College's *Handbook for CLAS Faculty* (on line at <http://www.clas.uiowa.edu/faculty/handbook/>).

Part I

Qualifications, Expectations, and Standards for Evaluation

Qualifications for Appointment to All Ranks

The departmental criteria below are intended to be consistent with the University's Qualifications for Rank (*Operations Manual*, III-10.4) and the College's Criteria for Rank (cf. the *Handbook for CLAS Faculty*, chapter 2, on line). Faculty members must consult both these documents to inform themselves of institutional expectations.

The Department's qualifications were approved by the Office of the Dean on March 29, 2004, and by the Office of the Provost on (****).

A. Tenure Track Ranks

Assistant Professors

Faculty members appointed to the rank of assistant professor are ordinarily expected

1. to hold the MFA degree, or hold a BA, BFA, MA or doctorate with appropriate professional experience; scholars ordinarily must hold a doctorate, or hold an MA or MFA and have an appropriate record of publishing;
2. to show promise as teachers;
3. to have begun a promising program of creative work, research, or scholarship (or combination thereof, when appropriate to the faculty member's discipline) consistent with eventual promotion to associate professor;
4. to show the ability and willingness to assist in achieving the aims of the department as set forth in its strategic plan.

Term of appointment is normally three years. A comprehensive review will be conducted during the third year and a recommendation made to offer an additional term appointment or terminate employment. If re-appointment is not recommended as a result of this third year review, the fourth year will be the terminal year. If re-appointment is recommended it will normally be for three years. With the permission of the Dean and Provost, it may be for one or two years, with the possibility of further appointment through the sixth year. If appointment continues through the sixth year, the faculty member will be reviewed for promotion and tenure no later than the sixth year. Promotion and tenure will then be awarded or the faculty member will be notified that his or her appointment will be terminated at the end of the seventh year.

Associate Professors

Faculty members are normally expected to have established a record in the areas of teaching, creative work or scholarship, and service that meets the criteria below and shows unmistakable promise of promotion to full professor.

Faculty promoted or appointed to the rank of associate professor are ordinarily expected

1. to hold the MFA degree, or hold a BA, BFA, MA or doctorate with appropriate professional experience; scholars ordinarily must hold a doctorate, or hold an MFA or MA and have an appropriate record of publishing;
2. to have an acknowledged record of success in teaching at all appropriate levels, normally including successful mentoring of graduate students;
3. to have national recognition for a productive program of creative work or scholarship supported by substantial, significant publication (or the equivalent) of high quality;
4. to have participated in the professional activities of the discipline, in ways other than teaching and research;
5. for those being promoted, to have established an appropriate record of departmental service, to have demonstrated ability to assist in achieving the aims of the department as set forth in its strategic plan.

Persons promoted to this rank from within the University will normally be appointed with tenure. A potential faculty member without previous academic appointment but who has a distinguished record may be appointed to the rank of associate or full professor without tenure for a term of three years or less. Reappointment without tenure may be granted providing the total probationary period does not exceed six years.

Professors

Candidates for promotion to full professor are expected to have established a record since promotion to associate professor that demonstrates a pattern of sustained development and substantial growth in achievement and productivity in the areas of teaching, creative work or scholarship, and service.

Faculty promoted or appointed to the rank of professor are ordinarily expected

1. to hold the MFA degree, or hold a BA, BFA, MA or doctorate with appropriate professional experience; scholars ordinarily must hold a doctorate, or hold an MFA or MA and have an appropriate record of publishing;
2. to have an acknowledged record of continued success in teaching at all appropriate levels, including successful guidance of graduate students to the completion of their degree programs, as applicable;
3. to have sustained unmistakable national recognition and, where applicable, to have achieved international recognition for a productive program of scholarship or creative work of high quality; and
4. for those being promoted, to have a substantial and sustained record of effective service to the department, the institution, and the profession; and to have demonstrated ability to assist in achieving the aims of the department as set forth in its strategic plan.

B. Other Ranks

Lecturers

For additional information on Lecturers, refer to the Collegiate policies in the *Handbook for CLAS faculty*, chapter 3 (on line at <http://www.clas.uiowa.edu/faculty/handbook/3/index.shtml>)

Lecturers must hold the appropriate degree or have the equivalent training and experience appropriate for the particular appointment;

Lecturers are appointed for one academic year; appointments are renewable. Reappointment is based on a demonstrated record of success in fulfilling duties. Lecturers are evaluated according to the department's expectation of 70% teaching effort, 10% professional development (see below: *Expectations of Lecturers, Professional Development*), and 20% departmental service, or on the terms of the appointment, if these differ from the standard expectation. Each year, the letter of appointment or reappointment will specify the numbers and types of courses the lecturer will teach in the next appointment year, advising duties, and expectations for service and professional development.

Adjunct Faculty Members:

For additional information on Adjunct Faculty, refer to the Collegiate policies in the *Handbooks for CLAS faculty*, chapter 3 (on line at <http://www.clas.uiowa.edu/faculty/handbook/3/index.shtml>).

Adjunct faculty members carry faculty rank (adjunct instructor, adjunct assistant, associate and full professor); the expectations at each rank are similar to those for the same rank on the tenure track;

Adjunct faculty members may hold salaried appointment for a specified term (e.g. one semester, three years) at less than 50% effort, or may hold a non-salaried, renewable-term appointment of three years.

Expectations of Faculty

A. Tenured and Tenure Track Faculty

Throughout their careers, faculty members are expected to continue to teach, advise, and mentor students; to produce and disseminate creative and/or scholarly work; and to contribute service to the department, the College, the University, and the profession.

Teaching

Each year, full time tenured and tenure-track faculty members are normally expected

- to teach four regularly scheduled courses. These courses must serve an appropriate number of students as determined by the DEO and the Dean of the College. Team-taught courses may count as full courses by arrangement with the DEO;
- to revise and improve their courses;
- to develop new courses as are required and appropriate for the department;
- to have their courses evaluated by students and peers to ensure that they are meeting department expectations;
- to advise undergraduate students and provide guidance to graduate students;
- to contribute on a regular basis to the creative and intellectual life of the department beyond classroom teaching. This departmental involvement may be in productions or in other ways suited to the faculty member's expertise and the needs of the department.

Scholarly and Creative Work

- Faculty are expected to engage in a continuing pattern of creative and/or scholarly work;
- The work must show continued development and growth, as well as increasing visibility in the appropriate fields;
- A portion of the work must be invited, refereed, juried and/or commissioned, and must be presented on a regular basis in a professional context off campus;
- Faculty engaged in works in progress over a span of time must show continued progress toward completion;
- Faculty are expected to seek out and apply for internal and external funding.

Service

- Faculty are expected to engage in tasks required for the effective functioning of the department and its programs. These include participation in faculty meetings and committees, curriculum development, departmental and program governance, student and faculty recruiting, and similar activities;
- Faculty must engage in activities in service to the department; tenured faculty are expected to engage in service to the College and the University;
- They are expected to engage in professional service that reflects the visibility of their own scholarship/creative work and teaching;
- As they progress through the ranks they are expected to take roles of increasing responsibility in the department, the University and the profession.

Lecturers

Teaching

Each year, full time lecturers are normally expected

- to teach six regularly scheduled courses. These courses must serve an appropriate number of students as determined by the DEO and the Dean of the College; the number of courses may be reduced when a lecturer is regularly involved in ongoing training activities such as coaching actors or serving as a designer in productions;
- to revise and improve their courses;
- to develop new courses as are required and appropriate for the department;
- to have their courses evaluated by students and peers to ensure that they are meeting department expectations;
- to advise undergraduate students and mentor graduate students as appropriate;
- to contribute on a regular basis to the creative and intellectual life of the department beyond classroom teaching. This departmental involvement may be in production work or in other ways suited to the faculty member's expertise and the needs of the department.

Professional Development

Lecturers are expected to remain abreast of artistic and/or scholarly developments in their discipline. College policy also requires that lecturers demonstrate professional productivity beyond departmental service. This productivity may be demonstrated in a variety of ways, such as:

- artistic or scholarly activities on or off campus;
- curriculum and program development;
- presentations at local, state, regional, and national professional meetings;
- teaching workshops offered for practitioners;
- professional coaching or consultation;
- outreach activities to service organizations and civic groups;
- publication of handbooks, textbooks, or chapters in textbooks;
- production of videos or other multi-media materials with a teaching purpose;
- editorship or editorial review for professional journals;
- contributions to professional organizations through membership on committees and office-holding.

Service

- Lecturers are expected to engage in tasks required for the effective functioning of the department and its programs. These include participation in faculty meetings and committees, curriculum development, departmental and program governance, student and faculty recruiting, and similar activities.

Standards for Evaluation of Faculty Teaching, Creative/Scholarly Work, and Service

The department standards below for evaluating faculty are intended to help faculty members achieve excellence as teachers and artists or scholars, help ensure the vitality of the department's teaching and research activities, and help faculty members measure their progress toward a record that will merit tenure and/or promotion.

Quality of Teaching (All faculty)

In general, a good teacher has:

- a dedication to and enthusiasm for the subject being taught;
- a thorough knowledge of the subject;
- the ability to communicate with students;
- the ability to challenge students to do original, creative work;
- the ability to create a sense of purpose, order, and movement in the teaching setting;
- the ability to create an atmosphere where ideas can be exchanged freely and easily;
- the ability to involve and interest students in what is being taught;
- an understanding that effective teachers work in a professional manner in which classes are met, grading is fair and careful, faculty are accessible to their students, and faculty show respect for their students and colleagues.

The department recognizes that teaching takes place in the classroom, in production-related activity, in mentoring and supervision of student work, and in other settings. Faculty members also influence teaching by designing courses and programs, or by writing and publishing textbooks. Also important is the extent to which they contribute to the teaching and creative work of colleagues by useful participation in informal discussions and formal colloquia, by constructive criticism of the work of colleagues, and by promoting a departmental atmosphere of cooperation and cordiality. Finally, faculty teach in less tangible, but no less decisive ways through counseling and informal conversations with students. All these activities should also be considered in the evaluation of teaching.

Quality of Creative Work and Scholarship (Tenured and Tenure Track faculty)

Tenured and tenure-track faculty members will normally devote a significant portion of time each year to creative work and/or scholarship. In Theatre Arts, the normal distribution of effort for tenured faculty is 50% teaching, 30% research or creative work, 20% service. (For a summary of the University's Post-tenure Effort Allocation Policy, see the *Handbook for CLAS Faculty, Chapter 2.*)

Usually faculty members will elect to focus their work in a particular area, for example, design, or directing, or playwriting. In certain cases, however, a faculty member's field requires work in a variety of areas. Dramaturgy, for example, includes critical or scholarly writing as well as participation in the production process. In other instances, a faculty member's interest and experience may lead to work in the theatre which crosses or combines the expertise of two or more of the commonly identified areas. While

supporting the blurring of distinctions among areas, we affirm that diversity is not a substitute for excellence and recognize the practical necessity of comparisons with peers based on the usually defined areas.

In all cases, a faculty member will be evaluated on the excellence of work as normally defined by the field in which a particular piece of work appears.

1. *Creative Work*

All production work, including that undertaken in the department and in other venues, is important as part of a pattern of creative development and is subject to evaluation both as independent creations and as part of an on-going pattern. It is the responsibility of the faculty member, with the agreement of the DEO, to determine the nature and venue of this work. Faculty members must balance the requirement to work in production in the department with the necessity to establish and maintain standing among peers outside the university.

In some measure, the venue for creative work serves as *de facto* validation of the work. The suitability, quality, and regional or national importance of the producing organization are indicators of the standing of individuals working under its aegis. For example, selection to work at a major regional theatre creates an *a priori* supposition of professional standing. Equally, selection to work with a group known and respected for experimental work in theatre, despite a less widely recognized name, is evidence of professional standing. In the same way, the standing and reputation of willing collaborators attests to the esteem in which the individual creator is held. It is the responsibility of the faculty member under review to provide evidence of the appropriateness and standing of all venues in which he or she works.

A continuing pattern of creative production work will include achievements of artistic merit at the University of Iowa and respected venues elsewhere. The frequency with which a faculty member completes a meaningful piece of work will vary, but an acceptable pattern will indicate substantial, successful, ongoing engagement with the art each year.

Evaluations of creative work for annual and promotion and tenure reviews may be assisted by reference to the following criteria:

- Originality, range, and depth of artistic vision.
- The skillful and creative use of materials, performers, and/or one's self to realize an artistic vision.
- Successful collaboration with other artists.

2. *Scholarship*

The evaluation materials of the scholar for annual, promotion and tenure reviews include published articles, books, conference presentations and public lectures, reviews, external expert evaluations, and the like. Evaluations of scholarship for annual and promotion and tenure reviews may be assisted by reference to the following criteria:

- Originality of the study.
- Actual or likely impact of the work.
- Difficulty or complexity of the subject matter.
- Thoroughness of analysis.
- Scope and depth of subjects covered.
- Clarity of expression.

Quality of Service (All faculty)

In comparison with many other departments in the College, Theatre Arts requires a greater than usual commitment by faculty to departmental work. In addition to the usual requirements for advising and supervising the work of students, recruiting, and governing of the department, theatre requires involvement in production. Without these presentations the Department cannot succeed in its mission. Thus the Theatre Arts Department expects regular involvement by its faculty in its production activities.

Evaluations of service to the department, college and university for annual and promotion and tenure reviews may be assisted by reference to the following criteria:

- Ability to complete an assignment thoroughly and on time
- Ability to collaborate with others
- Willingness and ability to initiate involvement in activities, when appropriate
- Willingness and ability to take on leadership roles

Service at the professional level will normally make use of the professional expertise of the faculty member. Service activities are not normally claimed as scholarly or artistic work.

Production

Creative work, teaching and service may all be involved or combined when faculty members direct, design, act, write or serve as a dramaturg for departmental productions. Faculty members should document this work, noting their contributions as artists, teachers or as advisors; they may want to include notes on the interactions among creative work, teaching and service. Review committees should consider these activities an important part of the faculty member's total contributions to artistic efforts, teaching, and service.

Part II

Departmental Procedures Relating to Appointments, Reviews, and Evaluation for Promotion and Tenure

Searches and Appointments

The department's policies are in accordance with those of the College of Liberal Arts. For further information: <http://www.clas.uiowa.edu/faculty/recruitment/index.shtml>.

Each year the DEO, in consultation with the Executive Committee, may submit to the College proposals for new faculty positions. Proposals may include replacements due to voluntary resignation or retirement, positions not previously authorized, or vacancies due to negative re-appointment or tenure decisions. The Executive Committee will recommend or confirm hiring priorities and establish guidelines for the requested position(s). Final decisions are made by the DEO.

The head of the program in which a requested appointment would take place, together with the faculty members in that program, will draft a job description including necessary and desired qualifications; expectations for teaching, creative work, and service; rank; term of appointment; approximate salary; and startup costs. The draft of the job description will be reviewed and approved by the DEO prior to submission to the College.

After approval of the proposal by the College, the DEO, in consultation with the relevant program head, will appoint a search committee. The committee will normally be chaired by the program head and will include at least two other faculty members.

The chair of the search committee and the division's staff will develop a search strategy designed to attract as diverse and comprehensive a candidate pool as possible and with special emphasis on attracting women and minorities. This strategy will be consonant with requirements outlined by the Office of Affirmative Action.

The chair of the search committee will convene the committee to discuss the job description and procedures to be followed during the deliberations of the committee. As applications and documentation are received, files will be created and affirmative action information gathered by the administrative staff. During the search and during final deliberations, all faculty and appropriate staff members have the right to see the applicants' files.

After an appropriate period for receipt of applications, the committee chair will convene the committee. After discussion, a formal vote will be taken to determine the ranking of the candidates for interview purposes. A record will be kept of the vote. The committee chair and the staff will prepare the pre-interview audit for submission to the College and request permission to invite a limited number of highly ranked candidates to campus for interviews.

Each candidate's interview schedule will normally include:

- Conferences with the search committee, faculty, DEO, Dean, and other appropriate persons.
- A seminar or creative demonstration-lecture given by the candidate for faculty and students.
- One or more meetings with graduate and undergraduate students.

During the on campus interview (or at another convenient time prior to the offer of a tenure track position), the DEO will discuss with the candidate departmental expectations concerning teaching, creative work or scholarship, and service. The conditions for re-appointment, promotion, and tenure must be clearly understood, and a probable timetable for tenure and promotion (if appropriate) agreed to. Among topics of this discussion relating to promotion and tenure will be:

- the necessity for external evaluation of creative work;
- preliminary agreement on the definition of an appropriate population from which external evaluators may be chosen to evaluate the work of the prospective faculty member;
- clarification of the concept of an on-going pattern of creative work;
- University rules and procedures concerning conflict of interest;
- start-up costs.

At this discussion, the candidate will also be asked to consider and express his or her own personal expectations and goals as a member of this faculty.

Faculty members not on the search committee have the responsibility to review the files and documents of all candidates invited to campus; to attend seminars, creative demonstration-lectures, and informal faculty gatherings; and interview the candidate separately or in a group designed for that purpose. Following the interview or interviews, a joint meeting of the search committee and other faculty members of the relevant program will be held to evaluate the candidates and to determine whether an appointment can be recommended to the total departmental faculty. If not, the search will usually be continued and the process repeated.

Decisions to recommend the hiring of tenure-track faculty are made by the tenured and tenure-track faculty of the entire department at meetings called for that purpose by the DEO. (For procedures relating to voting for other ranks, see the department's Manual of Operations and Procedures.) The conduct of the meeting will be mainly in the hands of the chair of the search committee. He or she will report the recommendation of the search committee on the candidate in question and will summarize the discussion of the committee. The faculty and students in attendance will then freely discuss the candidate and other possible candidates and by formal vote of the tenured and tenure-track faculty will decide whether to offer the position. If the decision is negative, the activities of the Search Committee will resume as before.

If the faculty decision is affirmative, the DEO will prepare the required Affirmative Action paperwork and the draft letter of appointment. These materials are subject to administrative review by the Office of the Dean and the Office of the Provost before the offer of appointment can be made. Once the appointment is approved, the DEO will convey the offer to the candidate in writing, including a description of rank, term of

appointment, salary, and the summary of the discussion outlining departmental expectations in teaching, creative work, and service.

Acceptance of an offer will require written agreement to terms of the written offer (generally by signed statement on a copy of the offer letter).

The Timing of Faculty Reviews

All faculty are subject to periodic review. The types and frequency of review are outlined below. Procedures for all tenure-track reviews are on-line in the *Handbook for CLAS Faculty, Chapter 2* (<http://www.clas.uiowa.edu/faculty/handbook/2/index.shtml>).

Procedures for review of lecturers are in the *Handbook for CLAS faculty, Chapter 3*, <http://www.clas.uiowa.edu/faculty/handbook/3/index.shtml>).

1. Annual review of probationary faculty (untenured, tenure-track faculty) and lecturers is conducted in the fall and winter of each year until the appointment is terminated or a tenure decision is made. This review evaluates work of the previous spring semester and current year. Review of tenure track faculty for reappointment (normally the third year) and for promotion and tenure (normally the sixth year) takes the place of the annual review. Every third year of appointment, the lecturer receives a comprehensive review covering the three-year period.
2. Re-appointment review of non-tenured tenure-track faculty is conducted in the final year of their current term of employment, normally in the third year of the usual three year appointment.
3. Promotion and tenure review of probationary faculty is normally conducted in the sixth year of employment. Under extraordinary circumstances it may occur earlier.
4. Review for tenure without promotion (for faculty initially appointed as associate or full professor without tenure) will normally occur in the third year of an initial term appointment, but may occur earlier or later as determined at the time of the initial appointment.
5. Review for promotion of tenured faculty (most commonly from associate to full professor) is conducted at the request of the faculty member in consultation with the DEO. In a peer review of tenured faculty, the review committee may recommend that an associate professor make him/herself a candidate for promotion.
6. Peer review of tenured faculty occurs every five years.

Procedures for Annual Review

A professional file will be maintained in the office of the DEO. Although the precise contents of these files may vary, in general they will each contain the following materials:

- Letters of appointment and re-appointment.
- Copies of periodic reviews (annual reviews for probationary faculty, as required for others), including summaries of student evaluations (SPOT forms and/or others as appropriate).
- Current curriculum vitae.
- Evidence of creative or scholarly activity: reprints, commentaries from evaluators, reviews, programs, etc.

- Copies of letters or memoranda between the faculty member and the Department (generally the DEO) affecting duties, expectations, etc.

The contents of this file are the property of the Department but the file is open to inspection at any reasonable time by the faculty member. It will be made available to the chair and members of faculty review committees.

Because of the confidential nature of certain communications, especially recommendations and evaluations by individuals, there will in general be a second file maintained in the office of the DEO containing materials which are not open to the faculty member but which may be made available to review committees.

The annual faculty review will be conducted as follows:

1. The DEO will appoint a review committee composed of at least two senior faculty members, one of whom is designated chair.
2. The DEO will inform the individual of the composition of the committee and will solicit from him/her material to bring his/her file up-to-date. Documentation and evaluation will be required in three areas: quality of teaching; quality of creative work and/or scholarship; and quality of service to the department, to the University, and to the profession. The responsibility to provide documentation of progress and performance in these areas rests primarily on the faculty member under review.
3. The committee will meet with the candidate to clarify procedures and discuss contents of the dossier. The committee will consult the individual's departmental file as part of the documentation-and-evaluation-gathering process.
4. Committee members will visit classes and examine other appropriate demonstrations of the faculty member's interaction with students, staff and faculty. These visits will be scheduled and announced to the faculty member in advance.
5. The committee will solicit faculty, staff and a representative sample of the faculty member's students for input.

The committee will produce a written report. It will include:

1. Background. The initial report will include, and subsequent reports will update as appropriate: name of faculty member; education and training; academic positions held at The University of Iowa and at other institutions; and non-faculty professional experience.
2. Procedures followed in developing the report.
3. Teaching. This section includes a list of courses taught at The University of Iowa for the period of service under consideration. It also includes a summary of all student and faculty evaluations of teaching, as well as an evaluation by the committee based on an examination of all relevant materials and visits to class. It may include specific recommendations to help improve teaching.

4. **Creative and/or Scholarly Work.** This section includes a record of the faculty member's participation in all productions on and off the University of Iowa campus; of publications (books, articles, plays, reviews, etc.); and of all other creative or scholarly work.
- For creative work, the record should indicate the type of venue presenting productions. It should note whether a theatre is professional, amateur or educational, and place the faculty member's work there in a professional or academic context.
 - For scholarly work, the record should indicate all publications completed within the review period, and include the name of the publisher or journal. Where there is multiple authorship, the specific extent of the candidate's contribution should be indicated. General textbooks, teaching manuals, and instructional aids should be differentiated from scholarly publications. Publication of research results in governmental, industrial, or other special reports should be clearly differentiated from publications in organs of broader circulation
 - A list of artistic or scholarly work in progress should also be set forth, indicating whether the work has been accepted for production, publication, display or other use. Indicate the degree of assurance given that the artistic or scholarly work will be produced, published or otherwise presented.
 - The review may include evaluation of the creative or artistic work. It may also include recommendations related to venue and quantity of work.
5. **Service.** This section will include a list of service to the department, the College, the University and the profession.

The written reports of review committees for tenure-track faculty will be presented at meetings of all tenured faculty called by the DEO for review and approval of the reports. After the tenured faculty members agree to the report, a draft is given to the faculty member under review for correction of any errors. A final copy is drawn up and sent to the Dean of the College. A copy is also given to the faculty member under review. The faculty member may submit a response or addendum to the Dean and to the DEO for inclusion in his or her departmental file.

The written reports of review committees for lecturers will be presented to the DEO for approval. Once approved the DEO forwards them to the Dean of the College. A copy is also given to the faculty member under review. The faculty member may submit a response or addendum to the Dean and to the DEO for inclusion in his or her departmental file.

Formal grievance procedures related to faculty reviews, appointments, and other contractual agreements are delineated in the Faculty Dispute Procedures (University Operations Manual, section III.29, <http://www.uiowa.edu/our/opmanual/>).

Procedures for Promotion and Tenure

The University/Collegiate Procedural Guidelines for Promotion and Tenure Decision-making are available on the College's website (www.clas.uiowa.edu), on a link from the

“For Faculty” page. The Procedural Guidelines should be consulted by candidates for promotion and tenure and by their review committees during the review process, as should the departmental, collegiate, and university qualifications for rank (see above, pp. 1-2)

The essential condition leading to a recommendation for promotion and/or tenure is the faculty member's achievement of expertise at a level to command the respect of knowledgeable and respected peers. An affirmative recommendation requires substantiation of a pattern of teaching, artistic or scholarly work, and service comparable to that of persons of appropriate standing at the University of Iowa and in peer academic institutions.

Procedures specific to the Theatre Arts Department

- The Promotion and Tenure Committee will consist of four faculty members above the rank of the candidate under evaluation; in the case of an associate professor without tenure being reviewed for tenure, the committee may include associate professors with tenure.
- Teaching: Members of the Promotion and Tenure Committee observe three class sessions.
- Letters from External Evaluators: five are required.

Notice of Non-Renewal.

Notice of non-renewal of a probationary appointment will be given in writing in accordance with the following standards:

- a. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year, or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
- b. Not later than December 15 of the second academic year of service if the appointment expires at the end of that year, or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
- c. At least twelve months before the expiration of an appointment after two or more years in the institution.

Faculty Planning

In order to assist the faculty in sustaining an excellent record of teaching, creative work (production or scholarship), and service, the DEO will meet each year with individual faculty members to establish the nature, extent and balance of duties for the following year. In anticipation of this discussion, faculty members will develop a written statement of proposed duties including estimated time and effort commitments for each. The distribution of time and effort will normally approximate Departmental expectations (50% teaching, 30% research/creative work, 20% service), but tenured faculty members may propose a different distribution.

The discussion between the DEO and the faculty member will include courses to be taught, production assignments to be undertaken in the department, creative work to be undertaken outside the department, and service activities to be undertaken on behalf of the Department, the University, and the profession. It is understood that changes can take place as the year develops.

It will also include:

- Disclosure of areas of potential conflict of interest or commitment on the part of the faculty member and suggested procedures for their management.
- Requests for departmental or College funding in support of proposed duties (professional travel; equipment, materials, or personnel required for creative work; and so on).
- Proposed means by which productions (especially those in the Department) will be evaluated.

The primary outcome of this meeting should be a clear understanding of expected commitment of time and effort and of management strategies for dealing with potential conflicts of interest in carrying out expected duties.

No later than the end of the semester in which promotion takes effect, the DEO and a member of the tenured faculty will discuss with the faculty member Department and University conditions and expectations for further advancement. Specific topics may include: the necessity for maintaining a program of creative work or scholarship; expectations concerning service to the Department; and the fit between the expertise, research, and teaching interests of the faculty member and the mission of the Department. Specific reference may be made to the personal statement made by the faculty member as part of the promotion review. A written summary of topics discussed and subjects of agreement will be added to the faculty member's Departmental personnel file.

Bibliography of Resources

Handbook for College of Liberal Arts and Sciences (CLAS) Faculty, published on the College's website (<http://www.clas.uiowa.edu/faculty/handbook/>).

Faculty Handbook: Policies and Procedures for Faculty published on the website of the Office of the Provost (<http://www.uiowa.edu/provost/fachandbk/>).

"Policy on Differential Teaching Assignments" Department of Theatre Arts policy on faculty professional duties.

University of Iowa *Operations Manual* published on the website of the Vice President for University Relations (<http://www.uiowa.edu/our/opmanual/>).

Approvals

Proposed: October 27, 1970

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