University of Utah

DEPARTMENT OF BALLET
Criteria Statement of Policy Concerning
Retention, Promotion and Tenure
April 13, 2004

I. PURPOSE

A. GENERAL STATEMENT

The mission of the Department of Ballet is four-fold: to train and prepare dancers for professional careers in ballet and character dance performance; to train teachers of ballet, character dance and jazz; to participate in the education of the diverse student body through general education course offerings; and to encourage scholarly and creative research in both undergraduate and graduate students, and the faculty.

The purpose of the Retention Promotion and Tenure (RPT) process is to insure that faculty most qualified to accomplish this mission are given tenure.

The Department of Ballet offers the following emphases within the Bachelor of Fine Arts (BFA) degree for undergraduate majors:

Performing emphasis
Character dance emphasis
Teaching emphasis

The graduate program offers the following degrees:

Master of Fine Arts (MFA)
   Non-thesis degree emphasizing choreography and/or teaching
   Scholarly Research
   Research in Performance (Utah Ballet or Ballet West)
   Research in Character Dance (Character Dance Ensemble)

Master of Arts (MA)
Scholarly research degree requiring a thesis and a language component

Non-major classes are provided for the general student population. Contributions to the General Education program have been recently expanded and will continue to be an integral part of the program.

B. CONTRIBUTIONS OF THE FACULTY

Tenure-track faculty members of the Department of Ballet are selected for their ability and artistry as performers and/or artistic directors, as well as meritorious skills as teachers, choreographers and/or scholarly researchers. Scholarly research, writing and publication, as well as teaching undergraduate and graduate courses and new course development as forms of productivity are equal in importance to artistic research, although the focus for the majority of full-time faculty members is choreographic
experimentation and development of creative research for departmental productions. All faculty
members are expected to fulfill their professional responsibilities to the Department with distinction,
and in addition, contribute to the university at large, the community and state, and to have an impact on
dance at the national and/or international level. The Department encourages professional activities
such as coaching, staging ballets, choreographing original works, and teaching and performing as a
guest artist with major companies and schools on the national level. Faculty also need to keep abreast
of current trends in classical and contemporary dance.

Faculty members are appointed to tenure-track and adjunct positions on the basis of preexisting
teaching and performance skills, with experience in and knowledge of ballet and its complimentary
styles such as character dance and jazz as art forms. Since ballet training in the studio is intensive,
faculty members are expected to be highly skilled studio teachers with an understanding of developing
the student towards a professional career and, at the same time being aware and attentive to individual
differences among students and the differences between training males and females. In addition,
adjunct and tenure-track faculty must have the ability to teach in at least two other areas of the
curriculum so that the department can function with a high level of integrity. Faculty members are
expected to strive for continual growth and development as teachers in order to respond to the changing
dance world. The professional activities for each faculty member should be compatible with the artistic
and educational goals of the department’s mission, and he/she should show support and respect for the
views and opinions of colleagues, which differ from their own.

Faculty members are expected to follow the Faculty Code of Ethics
(www.admin.utah.edu/fhb/facultycode.html.) as it relates to the teaching of students, student life,
student/faculty relationships and faculty relations. A sense of ethical responsibility including respect
for confidentiality, due process, academic freedom and sensitivity to humane consideration and
communication is expected of each faculty member. It is very important for each tenured faculty
member to continue to demonstrate the character traits of reliability, punctuality, good communication
skills, and a willingness to work as a team with colleagues.

Since professional ballet is very competitive, the majority of majors will not go on to professional
dance careers. Faculty need to have excellent counseling and advising skills in order to help students
transition into other majors and/or find employment after graduation in other related arts professions.
See Section V of this document for standards concerning retention, promotion and tenure of full time
faculty.

II. STANDARDS

A. Statement of Acceptance of RPT Standards

The Department complies with standards set forth in the University Policy and Procedures Manual
Section 8-6 (www.admin.utah.edu/ppmanual/8/8-6.html) and the procedures outlined in the University
Affirmative Action and Equal Opportunity Employment and is against discrimination in any form in
the recruitment, supervision, remuneration, retention, promotion and tenure of faculty members.
According to the University Policy and Procedures for promotion, retention, and tenure, faculty must
be evaluated on teaching ability, creative and scholarly research, service on university committees and
community service.

B. Descriptions and Expectations of Faculty Ranks
1. Regular Faculty

When new faculty are hired in the position of assistant professor and above they are automatically placed in the tenure stream. Assistant professors are formally reviewed during their third and fifth years, and informally reviewed in their first, third, fourth and sixth years. Assistant professors must be considered for promotion to associate professor and tenure before or during their seventh year. Promotion to associate professor and tenure are two, independent actions. Non-tenured faculty hired as associate professors or professors are formally reviewed in their third year and the tenure decision must be made before or during their fifth year. Non-tenured associate professors and professors are informally reviewed during their first, second and fourth years of service. Promotion to professor is independent of the years of service.

Assistant Professor: Selection of a faculty member in the rank of assistant professor indicates that he/she has strong teaching skills and has shown evidence of potential for success as a choreographer and scholar. An assistant professor will be expected to have command of the teaching elements in the classical dance discipline and also be able to teach at least one other dance style; musical theatre dance and jazz, character dance, pas de deux, theatrical mime, pointe or repertoire.

Since the human body tends to be physically strained and weakens over time, the candidate’s development as a professional dancer may not continue in the same manner as in other professions such as a music, theater, or art. For this reason, it is important for the candidate to have had professional experience with a noted dance company on the national/international level prior to joining the faculty.

The assistant professor will also have good leadership skills when it comes to organizing student productions and should show maturity, creativity and originality in creative work. A person hired at this rank must be qualified and capable of teaching in one or more academic disciplines in the curriculum: ballet history, character dance history, dance medicine and science, music, choreography, or pedagogy. A faculty member holding this rank will also have assignments as a student advisor on the undergraduate level and must be aware of departmental policies and procedures. He/she will be expected to show a willingness to assume committee work and other non-teaching responsibilities for the good of the department, the college and the university. A faculty member in this rank must demonstrate the ability to write grants and proposals and fulfill administrative work as delegated by the department chairperson.

Rank expectancies for a faculty member at the assistant professor level are as follows:

- Competence in teaching and potential for future development as evidenced by SAC evaluations and faculty/peer evaluations which reflect good or above performance in teaching.

- Some contributions in professional development and to the discipline as evidenced by scholarly and/or artistic research.

- Good or above performance in the category of service to the Department and at the local/state/regional level which may include directorship of student performing groups and committee work.

- Professional recognition at the local/state/regional level.
b. Associate Professor: The associate professor, in addition to the qualifications listed above, should exhibit continual growth in the areas of expertise as evidenced by substantial creative work and/or teaching output and scholarly research. Professional contributions should be recognized beyond the university. A person holding this rank should demonstrate excellence in one or more of the following areas: department administration, student advising and mentoring on the undergraduate and graduate level, serving on or chairing graduate thesis or project committees, teaching on the graduate level, writing grants and proposals which are funded in whole or in part, and demonstrating leadership at the college level.

This person should serve as a mentor to junior faculty and provide a higher level of service to the department, college and the university. The associate professor must have a more thorough knowledge of the university system as a whole and understand the role of the department within the institution of higher learning.

In the event that a person is hired at or promoted to the rank of associate professor before achieving tenure, the subsequent conferral of tenure requires that the faculty member has provided convincing evidence that he or she will continue to achieve the standards expected of an associate professor and is likely to achieve the standards expected for promotion to the rank of professor.

Rank expectancies for a faculty member at the associate professor level are as follows:

Excellence in teaching as evidenced by SAC evaluations and faculty/peer evaluations that reflect excellent performance in teaching.

Significant contributions to the discipline as evidenced by scholarly and/or artistic research that may include the presenting of lecture demonstrations, master classes, workshops or performances for national organizations, communities, colleges, and universities outside of the state of Utah.

Excellent record of service to the Department and at the state/regional/national level which may include directorship of student performing groups and committee work in the department; consultant, adjudicator, evaluator, and reviewer by invitation of colleges, universities and other organizations outside of the state of Utah; service on national committees and boards in or out of academe.

Professional recognition at the regional/national level.

The associate professor should create a high level of productive learning and a good level of morale among the students. There should be evidence of good rapport and mutual support among colleagues and the professor. If the faculty is on tenure track with the rank of Assistant Professor, promotion to the rank of Associate Professor brings automatic tenure.

Professor: The rank of full professor should be awarded to members of the faculty who give evidence of substantial command of the ballet discipline as a whole and demonstrate continued growth in their areas of expertise and specialization. This person is an expert or specialist in the field as evidenced by high quality choreographic or scholarly output and added versatility and expertise as a teacher which is recognized beyond the university by nationally known colleagues/professionals.

The professor's service, creative or scholarly research, and teaching serve as a model for both students
and colleagues, and he/she should make outstanding professional contributions in the department, college, university, community and state. Outstanding mentoring and counseling of students should be recognized by students and faculty. This person should also contribute to actively guiding the department toward long-range goals for the future.

Rank expectancies for a faculty member at Professor level are as follows:

Outstanding ability and performance as a teacher with a considerable breadth of knowledge, as evidenced by SAC evaluations and faculty/peer evaluations.

Evidence of commitment to further develop and increase knowledge and expertise in the subject area.

Outstanding contributions to the discipline as evidenced by scholarly and/or artistic research that may include the presenting of lecture demonstrations, master classes, workshops or performances for national/international organizations, communities, colleges, and universities.

Outstanding record of service to the Department, College and University which may include directorship of student performing groups and serving as chair of committees and special projects; consultant, adjudicator, evaluator, and/or reviewer by invitation of colleges, universities and other national/international organizations; service on national/international committees and boards in or out of academe.

Outstanding mentoring and counseling of students recognized by students and faculty.

Professional recognition by nationally/internationally known colleagues/professionals.

Retention of Non-tenured Faculty: Non-tenured faculty are considered for retention during informal reviews. The decision is based on whether the faculty member is progressing satisfactorily towards the expectations for promotion and/or tenure.

Tenure: In keeping with the philosophy of the University, the Department of Ballet considers tenure to be the single most important decision in the retention, promotion and tenure process. Granting tenure implies a commitment by the University to defend faculty members’ academic freedom. Likewise, faculty members who are granted tenure make an equally strong commitment to serve their students, their colleagues, their discipline, and the university in a manner befitting an academic person. It also raises a strong presumption that those granted tenure are excellent teachers and researchers in their disciplines. Their work should reflect quality, originality and creativity. Tenured faculty are also expected to be successful grant writers and make substantial contributions as creative or scholarly researchers. It is imperative that a responsible screening process be followed to ensure that the most highly qualified candidates available are granted tenure.

2. Auxiliary Faculty Ranks

The adjunct faculty provides a crucial role to the Department of Ballet as technique teachers, as choreographers for productions, and as advisors. Because the department has a small number of tenure-track faculty lines, the adjunct faculty members serve on some graduate committees, attend faculty meetings and are generally heavily involved in the teaching and mentoring of students. This rank is a non-voting, non-tenure producing one even though adjunct faculty have great expertise as technique teachers and function much like tenure track faculty as teachers and advisors.
The same standards for promotion apply for adjunct and lecturing faculty promotion based on the role of the faculty member in the department. For example, if an adjunct assistant professor has a teaching role, his/her promotion to adjunct associate professor would be based on the same teaching standards as regular faculty.

Adjunct Faculty: Adjunct faculty are instructional, advisory or research faculty whose professional activities do not span the full range of responsibilities of regular faculty members in the appointing department or college because their primary professional efforts are in another department or college or outside the University. Accordingly, adjunct faculty ordinarily should not serve on a full-time basis.

Lecturer or Lecturing Faculty: Lecturer or lecturing faculty are instructional faculty whose primary professional efforts are devoted to teaching.

c. Visiting Faculty: Visiting faculty participate in the university's academic program on an interim basis and make a substantial contribution to the appointing department or college during that period in either the instructional and/or research realm. Individuals in such positions may be re-appointed up to a cumulative total of three years in residence, but should not hold long-term appointments and are not entitled to notice of non-reappointment. Appointments to "visiting" positions are without significance for the attainment of tenure, unless the individual is appointed to a regular faculty rank immediately upon completion of service in the visiting rank. Then the period served in the visiting rank may be counted as part of the pre-tenure probationary period.

EVALUATION OF TEACHING, SCHOLARLY and/or ARTISTIC RESEARCH, AND SERVICE

A. Teaching

Teachers in the Department of Ballet are expected to have a solid background as performers with a professional company before being appointed to a tenure track position. Work with teachers of significant professional reputation is also important. Academic degrees are of equal importance to a professional career and it is considered an asset to have both. Given that there are many different terms and methods of teaching the positions and movements of classical ballet correctly, a teacher should exhibit a respect for opinions differing from his/her own regarding pedagogy and theory but his/her own teaching should be based on sound principles related to bio-mechanics and the individual student’s anatomy and structure. Since this is a small department it is important for full-time faculty to have expertise in more than one area. During formal review years, letters requested from internal and external reviewers should specifically address teaching as well as creative research and service.

1. Teaching Ability in Part is Evaluated by Consideration of the Following Criteria:

a. Enthusiasm for and dedication to the teaching of classical dance and/or its related movement forms: character or ethnic dance, jazz, tap, contemporary dance, etc.
b. Understanding of the current knowledge of dance as a discipline as exhibited in the ability to communicate effectively, personal cumulative knowledge and experience as evident in the progress of the students throughout the year, and specifically during the end-of-the-year practicum examinations. Methods of assessment may include peer observations and review of students’ progress as evidenced by comparing videos of dance technique classes taped at the beginning and end of the semester.

c. Ability to present materials in a well-organized manner both in the studio and in academic (classroom) lectures and discussions. This includes the preparation and distribution of course syllabi the first day of classes, reading papers, grading, preparation of handouts, reviewing audition videotapes and striving to keep current in computer technology.

d. Ability to inspire and motivate students towards achieving excellence in both academic and performance-related classroom achievements.

e. Recognition through invitations to teach at other institutions such as performing arts high schools, professional companies, other universities, etc.

f. Ability to organize and produce performances in lecture/demonstration format for educational purposes and lead them effectively.

g. Implementation of technology in teaching.

h. Demonstration of good techniques for advising and counseling students, and interaction with and accessibility to students.

i. Knowledge of the skills used in safeguarding the health and safety of the students in studio classes.

j. Development of new class materials and courses which may include the production of videotapes and CD Roms for telecourses and distance learning.

2. Methods of evaluating teaching:

   a. Course evaluations of classroom and/or studio teaching is done for each class in the department each semester.

   b. SAC Reviews.

   c. Peer review: Colleagues are requested to evaluate the faculty who is going through a formal review with a written invitation initiated by the RPT chairperson.

3. Methods of evaluating teaching used by the chair:

Feedback from students of the department regarding the candidate’s ability as an advisor and mentor
(undergraduate and graduate levels) is directed to the chairperson.

Observation of classes by the department chairperson on a regular basis unless there is a time conflict with his/her own teaching assignments.

A. Senior exit interviews with the chairperson.

B. Scholarly and/or Artistic Research

All faculty are expected to exhibit a well-founded and current knowledge of their particular area(s) of expertise as well as a general knowledge and appreciation of other areas.

1. Description

Scholarly Research: Scholarly research includes design and implementation of scholarly research projects and investigations into dance theory, pedagogy, history, criticism, music, choreography, and dance science as it involves the human body as the dancer’s instrument. Work in this area should be documented and published and/or presented at professional meetings and conferences held for the dissemination of ideas.

Artistic Research and Creativity: Artistic research and creativity includes the staging or recreation and production of noteworthy choreography valued because of content, historical importance and/or style. Faculty members are also encouraged to present original choreographed works or to actually take part in productions as a performing artist when appropriate. The culmination of this research is a production or performance evaluated by local or national critics and colleagues. The Department of Ballet faculty also believe it is appropriate to send videotapes of choreographed productions, in whole or in part, outside the University of Utah in order to receive feedback and critiques from tenured colleagues in peer institutions.

Criteria for Evaluation

The candidate should be proficient in the majority of the following areas for each formal review:

Academic degrees and past work in the profession as an artist with both being equally weighted.

The willingness and ability to gain internal or external research funding for projects. (Minimum of one grant written per year for each tenure-stream faculty with success in funding once every other year.)

Publication or presentation at professional meetings in the case of scholarly research at the local, regional or national level. Juried and non-juried articles for publication in newspapers or periodicals.

Productions, either original choreography, staging of repertory, or public performance as an artist.

These may consist of one or more works performed by students at the University of Utah; works
performed by local or national professional dance companies; works performed by students at other schools; and works performed by department’s students on tour in other cities and states. Faculty involved in artistic research are expected to choreograph a minimum of one original ballet per year, length to be determined by the artistic director of the production, or to stage a work from the classical or contemporary repertory whether or not they are also assigned the duties of artistic director of a performing group.

Regular public performances, ie. newly created choreography or the re-staging of master works are more desirable indications of maintaining the highest professional standards than is scholarly research as defined in III B.1.a. Although student groups tour and perform outside of Utah, due to financial and other difficulties encountered when arranging out-of-area performances, local performances should be considered as adequate fulfillment of criteria for advancement in rank or achieving tenure for choreographic (artistic) research. In addition, the department’s national ranking and the quality of the department’s students and faculty places our productions on par with professional regional companies.

Awards/honors received for research or other activities at a local, state, regional or national level. Individual acclaim in national dance periodicals and magazines that rank college dance programs throughout the nation. Highly rated reviews of scholarly or artistic research in local media and press or nationally ranked magazines, newspapers, etc.

Abilities as an artistic director of one of the department’s performing groups.

The creation and direction of choreography for community, state, national or international organizations.

Methods of Evaluation Include

a. Documentation in the current curriculum vita.

b. Outside evaluations of videotapes of creative research.

All new choreography is documented on videotape and housed in the Alice Sheets Marriott Center for Dance (MCD) audio/visual library.

For evaluation purposes, videotapes of creative research activities sent to other institutions for review may substitute for outside faculty visitation.

c. Reviews from professionals outside of the Department of Ballet.

C. Service

Faculty members are expected to perform service commensurate with their position or recognition at the local, regional, national and international levels.

1. Specific Areas and Criteria for Evaluation of Service May include But Are Not Limited to the Following:

a. Department, College, and University Service:
Committee service at the departmental level.

Service on graduate supervisory committees as chairperson, secretary, or committee member.

Participation on college and university level committees.

Active participation in department, inter-department or college events.

Fulfillment of department student-faculty assignments such as student advising, and directing or advising for student productions and/or touring.

Service as chairperson of the department, and executing the duties as described in the Department of Ballet Faculty Handbook.

Administrative positions within the College or University.

b. Community or State Service:
Service as an advisor or consultant in areas of the candidate’s expertise.
Service on city, county or state committees or boards.
Participation as an artist in professional community or state organizations.

Work with community or state private studio teachers in order to promote teaching excellence. Collaborating to provide apprenticeships and teaching opportunities for undergraduate students in the Teaching Emphasis.

Collaboration with local schools in providing elementary and secondary school students exposure to the arts through the use of music and dance performances.

Adjudicator for local or state organizations where a knowledgeable person who does not represent a conflict of interest is needed.

c. National and International Service:

Serve as a consultant to colleges, universities or other organizations in other states.

Service on national or international dance organization committees or boards,

Organizing or contributing to the participation of students as artists with other professional dance organizations or companies in or out of the academic area or on the national level.

Receiving invitations to adjudicate dance events of national and international importance.

2. Methods of Evaluation
a. Review of candidate’s curriculum vitae.

b. During formal reviews, letters of recommendation referring specifically to the candidate's service to the profession.

c. Commendations or other forms of recognition.

d. Comments from students or faculty who have observed the candidate’s professional service contributions.

RPT Procedures

A. Formal reviews

1. Non-tenured Assistant Professors

Formal reviews for those hired as assistant professors must take place in the candidate’s third, fifth and seventh year. In the case of a recommendation for early promotion and tenure, a formal review could take place during the years an informal review would normally be scheduled. Promotion could also occur without tenure before the seventh year. However, the tenure decision must be made before or during the seventh year.

2. Non-tenured Associate Professors or Professors

Formal review for those hired as associate or full professors must take place during the third and fifth official years of service. The tenure decision must be made before or during the fifth year.

3. File Requirements

In the formal review process, whether it be for retention, promotion, and/or tenure, it is the candidate’s responsibility to build a comprehensive file of materials to support the case for retention, promotion, and/or the awarding of tenure. The file should include the following:

a. Complete and current curriculum vitae. This is central to the file at every level of the review process. (See attachment 1 for sample.)

b. Annual course evaluations and Student Advisory Committee (SAC) reports since the last formal review.

c. Peer class visitation reports.

d. Internal and external letters of evaluation requested for this review. (These may include internal letters of evaluation from colleagues within the University, including the Modern Dance Department, and external letters from experts in the candidate’s area of specialization outside the University of Utah. Outside letters include professional arts organizations in Salt Lake City and the State of Utah.

e. Statement from the candidate on past accomplishments and future plans.
f. Other materials as desired by the candidate and sanctioned by PPM 9-5.1.

B. Informal Reviews

1. Non-tenured Assistant Professors

a. An administrative review will take place near the end of the first year a candidate is in the tenure stream. The candidate meets with the department chairperson to go over course evaluations, discuss how to compile data for RPT files, discuss the contents and outline of the curriculum vita document and explain the entire RPT process. This review is regarded as a mentoring opportunity. A written summary of this meeting should be given to the candidate and placed in the candidate’s file.

b. Other informal reviews shall occur during the second, fourth, and sixth years. These reviews are considered to be mentoring opportunities where the candidate’s progression towards promotion to associate professor and tenure are evaluated and recommendations made to further guide the candidate.

2. Non-tenured Associate Professors and Professors

a. Informal reviews take place during the first, second and fourth years in rank.

3. File Requirements

   a. Complete and current curriculum vitae.

   b. Annual course evaluations and Student Advisory Committee (SAC) reports since the last formal review.

   c. Statement from the candidate regarding past accomplishments and future plans.

   d. Other materials as desired by the candidate and sanctioned by PPM 9-5.1.

C. Department Retention, Promotion, and Tenure Advisory Committee

The Department of Ballet RPT Committee is formed in accordance with PPM 9-5.1, and members of the Committee are expected to be familiar with PPM 9-5.1, sections A., B., C., and D. Information is also available from PPM 8-12, Faculty Code and the RPT Handbook.

1. Constitution of RPT Committees

   The RPT committee shall be made up of at least three faculty members and Membership shall be in odd numbers (3, 5, etc.). If augmentation is necessary, the Department of Ballet committee’s membership may be augmented by tenured faculty from other College of Fine Arts departments.

   Discussion and voting shall be restricted to those who constitute the committees as specified below:
a. Retention: All tenured faculty members of equal or higher rank and all non-tenured regular faculty members of higher rank than that held by the candidate for retention are eligible to participate in the consideration of, and to vote on, recommendations in individual cases on matters of retention.

b. Promotion: All regular faculty members of equal or higher rank than that proposed for the candidate for promotion are eligible to participate in the consideration of, and to vote on, recommendations in individual cases on matters of promotion.

c. Tenure: All tenured faculty members of equal or higher rank than that proposed for the candidate for tenure are eligible to participate in the consideration of, and to vote on, recommendations in individual cases on matters of tenure.

d. Absentee voting: Whenever practical, the Department Chairperson shall advise all members on leave, or otherwise absent, of the proposed action and shall request their written opinions and votes. Absentee members and votes are tabulated separately in the final written document.

2. Committee Chairperson

a. RPT Committee elects a chairperson for the following academic year. All tenure-stream faculty members are eligible to vote for the RPT chairperson regardless of whether all persons are tenured. The Chair must be a full professor with tenure in order to officiate during the promotion procedures for which an assistant or associate professor would not qualify.

Selects outside evaluators for formal reviews, and assures their availability and willingness to provide the written evaluation in a timely manner.

Schedules a SAC meeting to review the candidate’s course evaluations and prepare a report of their recommendations.

Arranges peer visitations and subsequent written reviews of the candidate’s teaching in the classroom and/or studio.

Participates in administrative reviews with the department chairperson and assistant professors at the end of their first year.

Presides over committee meeting and signs the final, written report.

Places a copy of the written report in the candidate’s file and forwards a copy to the candidate.

Submits the candidate’s file to the department chairperson.

3. RPT Committee Meeting and Written Reports
a. The RPT Chairperson appoints a secretary from the membership of the RPT Committee to write a summary report of the proceedings.

b. Committees meet to discuss the informal and formal reviews scheduled for the academic year. The secretary records the presence of faculty members for each review and their votes, with the absentee members who provided written discussions or votes being tabulated separately.

c. All discussion of the faculty in retention, promotion and tenure meetings are to be held in complete confidence. The procedures are to be followed each year with great care.

d. Draft written reports summarizing the committees' recommendations are then prepared by the secretary and circulated to the committee members for comments, revisions, and approval.

e. The final written report is signed by the secretary with a verifying signature of the Chairperson of the RPT committee. The letter is forwarded to the department chair and candidate, and inserted into the file prior to submitting the file to the department chair.

D. Outside Evaluation Letters for Formal Reviews

Written evaluation and recommendations of the candidates from peers outside of the Department of Ballet are required for formal reviews.

1. Credentials Required for Reviewers

Reviewers may be from academic institutions or the professional sector outside of academic institutions.

a. Academic Reviewers: Reviewers must hold equal or higher rank than that to which the candidate is seeking promotion. They may be from other departments within the College of Fine Arts as well as other institutions.

b. Professional Reviewers: Reviewers in the professional sector outside of academe, should hold administrative and/or other positions of responsibility and experience in a professional dance company or organization and be able to provide a knowledgeable assessment of the candidate's work and abilities. This may include artistic staff of a professional dance company such as artistic directors and staff; ballet masters and ballet mistresses; choreographers; master teachers; and others known for their expertise in the field.

2. Outside Reviewers

a. Nominations: The department chair solicits nominations in writing from
the candidate, RPT Committee and other departmental faculty.

b. Selection: The RPT Committee Chairperson selects the final list of outside reviewers from the names submitted. "The final list will include one reviewer from the list submitted by the candidate, and two reviewers from lists submitted by the RPT committee and departmental faculty." Their availability and willingness to provide the written evaluation in a timely manner are ascertained.

c. Solicitation: The department chair writes to the selected reviewers requesting their written review, evaluation and recommendations regarding the retention, promotion or tenure actions.

d. Review Materials: Outside reviewers receive the candidate’s curriculum vitae, statement of accomplishments and plans as well as journal articles, tapes or other documentation of the candidate’s research or creative activities. They are also informed whether the candidate has waived the right to see the reviewer’s written evaluation and recommendation.

3. Candidate Waiver or Non Waiver to Review Outside Letters

a. Faculty candidates have the right to review the outside letters of evaluation.

b. Faculty candidates must sign a written document indicating their knowledge of this right and their decision to waive or not to waive their right to see the outside evaluations.

c. Outside reviewers are informed of the candidates decision.

d. If the candidates have waived their rights, outside letters will be removed from their files should they request to review their files.

E. Student Advisory Committee

1. Review the student evaluations of faculty members undergoing formal review. SAC must have at least three week notification of their meeting to review the files.

Meets before October 15th to discuss the faculty reviews and prepare written report. The department chairperson should explain the process and their role in evaluating faculty members undergoing formal reviews at this meeting.

Prepare final reports using the proper report forms obtained in the Administrative Assistant’s office, MCD 114, or available on the WEB at the University of Utah home page. Ranking of faculty for the various criteria in the SAC evaluation forms will be done on a scale of 1 to 5, with 5 being the highest ranking.

Each SAC member should review and sign the final written report, and
should have three to five days to do so.

Written report to be submitted to department chairperson before October 15th.

F. Faculty Candidate’s Responsibilities and Rights

1. Responsibilities

a. Prepare Review File: The candidate must prepare the majority of the file including updated curriculum vitae, statement of accomplishments and plans, student course evaluations and SAC reviews, documents or tapes representative of their scholarly or creative research.

b. Nominate Outside Reviewers: Submit a list of names and addresses of professionals in academic or other organizations for consideration as outside reviewers.

c. Waiver/Nonwaiver Forms: Ensure their waiver/nonwaiver document has been completed.

2. Rights

a. Outside Evaluation Letters: Candidates may waive or not waive their rights to review the written outside evaluations.

b. Review File: Once the candidate’s file has been submitted, they may review the file at any time. However, outside evaluation letters will be removed if they have waived their rights to see these letters. Written responses may be added regarding any items in the file after it has been closed.

c. Response to Written Recommendations: Candidates have the right to place a written response to SAC, Department RPT Committee and/or department chair’s written evaluations within seven days of receipt of the individual letters.

G. Closure and Access to Candidate’s Written Files

1. Closing of File

The candidate must submit their files prior to September 30th. At that time the files are closed. The additional materials added to the files include SAC report, Department RPT Committee recommendation, Department chairperson recommendation, and any responses to these documents by the faculty member.

2. Access to File

Closed files are maintained in a secure location under the auspices of the department administrative assistant.

V. TIMELINE FOR REVIEWS
March

College informs department chair of mandatory formal and informal reviews of faculty members.

Department Chair appoints faculty to serve on the RPT committee and conducts the election of the RPT committee chair during a faculty meeting.

Department Chair informs faculty of the mandatory formal and informal reviews scheduled for the academic year, and that they may provide written comments, evaluations or recommendations for the candidate’s file.

Department Chair in consultation with the RPT Chair will determine if SAC reviews will be done in spring or fall. If fall, Department Chair will meet with SAC for training.

April

Department Chair informs the candidates in writing of their upcoming review with copies of PPM 9-5.1, and department RPT criteria (PPM 9-5.1C,.4). Candidates will be asked to sign and submit an enclosed waiver/non-waiver form, and a request for nominations of internal and external reviewers by a specified date. Candidates will also be informed that the file must be submitted and closed September 30th.

Meet with candidate to discuss file contents, important dates, to include an earlier deadline for materials to be sent to external reviewers. (PPM 9-5.1, A.3 and C.4)

Curriculum vitae required

Personal Statement (optional, but recommended)

Any other material the candidate wishes to include.

Other material required by department or college policy.

Department Chair or RPT Chair sends letter to faculty requesting nominations for internal and external reviewers by specified date.

Letters are also sent to tenured and tenure-track faculty asking if they wish to request a formal review for consideration of promotion or tenure.

May

Formal Review Process Begins.

Candidate begins to prepare written file.

Department chairperson schedules a meeting with faculty undergoing review to explain the process and the responsibilities and rights of the participants. Guidance is also provided concerning preparation of candidate files.

Department Chair or RPT Chair sends letter to general faculty members to inform them of formal review of
candidate.

Department Chair and RPT Chair hold a meeting of appropriate personnel to select internal and external reviewers.

Department Chair contacts internal and external reviewers to ask their willingness to serve as a reviewers.

RPT Chair assembles and sends out materials to reviewers for their evaluation. (with prior consultation with Department Chair)

June-July

File accumulation.

August

If not done the previous spring, RPT Chair will contact SAC and meet with student officers regarding student evaluations. SAC must be allowed three weeks to review student course evaluations and previous SAC reports, and prepare their report. Time for candidate’s response prior to the closing of the file must also be allowed.

SAC meets with department chairperson, who explains the review process and their role.

SAC meeting is scheduled to evaluate candidates undergoing formal review. SAC members must have three to five days following their meeting to review and approve the final report.

September

File is forwarded to Department RPT Committee (PPM 9-5.1, A., 3.) and should include:

Curriculum Vitae
Personal Statement
SAC Report
Faculty, staff or interested individuals’ letters
External and internal review letters
  Qualifications of evaluators in letters
  Which reviewers nominated by whom:
    Candidate
    Department Chair
    RPT Chair
    Faculty
Program recommendation, if relevant
Candidate response to any file content

September 30 Faculty candidate files submitted and closed.

October

Department Chair calls RPT meeting by October 15 that is chaired by the RPT Chair.

Committee votes regarding Department Chair’s presence.

Committee discusses faculty candidates undergoing informal or formal reviews.
The RPT Committee Secretary prepares a written report that each committee member reviews and approves; and RPT Chair signs final report as approved by self and cognizant committee.

Department RPT Advisory Committee Secretary’s responsibilities include the following: Report: (PPM 9-5.1, C., 7., 8)

Keep/write minutes to include:

Complete list of members at meeting.

Summary of meeting -- specifically how the candidate’s performance compares with department/college criteria.

Exact committee vote. (absentee ballots counted separately)

Signed by RPT Committee Chair and Secretary.

RPT Report should pertain to this candidate only – no one else. (Otherwise violates confidentially rules)

Share meeting minutes with Committee participants.

Allow two to five days for response.

Modifications to be approved by participants.

Final Report to be given to the Department Chair and Candidate by October 30.

November  Department Chair prepares and sends a written evaluation and recommendation letter to the faculty candidate undergoing review that will include:

Notice of recommendation.

Notice of option to respond to Chair’s letter and RPT Advisory Committee Report.

Notice of 7-day time limit to respond.

Department Chair adds candidate’s response to the file, if any.

November 15  Department Chair forwards the file that will include the following to the Office of the College of Fine Arts by November 15: (PPM 9-5.1, D.4.)

SAC Evaluation
Department RPT Committee Evaluation
Department Chair’s Evaluation
Candidate Responses
APPENDIX I

CONTENTS OF CURRICULUM VITA

1. Credentials

   A. Education - courses of study, degrees awarded and dates.
   B. Non-degree seeking study - nature and dates.
   C. Pertinent professional experiences - non-academic
   D. Academic honors or awards.

2. Teaching

   A. Listing of positions held and dates.
B. Listing of classes taught at the University of Utah.
C. Listing of new classes developed at the University of Utah.
D. Listing of a "normal" teaching load.
E. Listing of supervised or mentored undergraduate and graduate students.
F. Listing of unpublished materials developed for class use.

3. Research, and Artistic/Creative Scholarship

A. Listing of publications (books, chapters, articles in juried journals, articles in non-juried journals, abstracts, etc.).
B. Listing of performances, productions or other artistic activities with dates and locations of performances included.
C. Listing of choreographic or written works completed, with dates and locations of performances included.
D. Listing of grants including agency, amount, and purpose.
E. Samples of clippings, reviews, or other evaluations.
F. Artistic honors or awards for artistic/creative scholarship.
G. Invited lectures and guest teaching.
H. Presentations at Professional meetings.

4. Service

A. Listing of departmental committees.
B. Listing of college committees.
C. Listing of university committees.

Listing of undergraduate and graduate student thesis committees with role as chairperson or member indicated.
Listing of student advising or counseling responsibilities.
Listing of community involvement and service.
Listing of professional organizations including membership, leadership, or organizational roles.
Editorial service including editor, reviewer, etc.
Judging or some other form of adjudication or art gatherings.

APPENDIX II

POST TENURE REVIEW GUIDELINES

Post Tenure Review Guidelines

The tenured faculty member must remain current in their field, continue to create a positive classroom atmosphere, and inspire students. Comments and criticisms given to students within the studio or classroom must be given in a constructive manner. The professor must be able to counsel students on their progress in the ballet program with sensitivity to their social, psychological and physical status. A sense of ethical responsibility including respect for confidentiality, due process, academic freedom and sensitivity to humane consideration and communication is expected of each faculty member. It is very important for each tenured faculty member to continue to demonstrate the character traits of reliability, punctuality, good communication skills, and a willingness to work as a team with colleagues. He/she must also accept and complete in a timely manner assignments given by the department chairperson in
order to contribute effectively to the performance of all aspects of the academic mission. The initial presumption in all reviews is that the purpose is to commend the candidate for excellent performance and recommend actions that would improve performance.

Post tenure reviews of full-time, tenured faculty occur every five years.

Tenure review differs from the retention/promotion review in that

It is an internal review directed specifically toward the faculty member’s departmental work as it relates to students, faculty and staff.

Neither internal nor external letters are requested.

The post tenure review committee may consist of any faculty member on the tenure track regardless of rank.

Post Tenure Review Criteria

The Department of Ballet criteria for evaluating faculty in post tenure reviews consists of determining whether or not the faculty member has continued

Being an excellent teacher,

Making contributions to the profession through research, artistic and/or creative scholarship,

Undertaking service to the department, college, university, local community, national and international professional and artistic organizations or institutions,

Growing professionally.

III. Post Tenure Review Process

In every fifth year a faculty member of any given rank is reviewed as a full-time tenured faculty member.

The department chair appoints the post-tenure committee and the committee members decide who will preside over the meeting and who will be secretary.

Evaluation and recommendations are based on the following instruments:

Post-tenure file which may not include information from previous RPT reviews other than information contained in the updated curriculum vita.

Student evaluations and SAC reviews accrued since the last review.

Input from the RPT committee members and chair.

Interview with the department chairperson by the RPT committee.
University of Utah Faculty Code.

During the committee meeting reference should be made only to written file provided by the faculty member, internal recommendation letters, student evaluations and SAC reports and other information pertinent to the current review.

The department chairperson may be invited into the meeting to reference information from past reviews and this information could be included in the final written document.

A written document that includes evaluations and recommendations is sent to the faculty member and the department chairperson to be placed in the faculty member’s file.
Rank expectancies for a faculty member at the assistant professor level are as follows:

Competence in teaching and potential for future development as evidenced by SAC evaluations and faculty/peer evaluations which reflect good or above performance in teaching.

Some contributions in professional development and to the discipline as evidenced by scholarly and/or artistic research.

Good or above performance in the category of service to the Department and at the local/state/regional level which may include directorship of student performing groups and committee work.

Professional recognition at the local/state/regional level.

B. Scholarly and/or Artistic Research

All faculty are expected to exhibit a well-founded and current knowledge of their particular area(s) of expertise as well as a general knowledge and appreciation of other areas.

1. Description

Scholarly Research: Scholarly research includes design and implementation of scholarly research projects and investigations into dance theory, pedagogy, history, criticism, music, choreography, and dance science as it involves the human body as the dancer's instrument. Work in this area should be documented and published and/or presented at professional meetings and conferences held for the dissemination of ideas.

Artistic Research and Creativity: Artistic research and creativity includes the staging or recreation and production of noteworthy choreography valued because of content, historical importance and/or style. Faculty members are also encouraged to present original choreographed works or to actually take part in productions as a performing artist when appropriate. The culmination of this research is a production or performance evaluated by local or national critics and colleagues. The Department of Ballet faculty also believe it is appropriate to send videotapes of choreographed productions, in whole or in part, outside the University of Utah in order to receive feedback and critiques from tenured colleagues in peer institutions.

A. Formal reviews

1. Non-tenured Assistant Professors
Formal reviews for those hired as assistant professors must take place in the candidate's third, fifth and seventh year. In the case of a recommendation for early promotion and tenure, a formal review could take place during the years an informal review would normally be scheduled. Promotion could also occur without tenure before the seventh year. However, the tenure decision must be made before or during the seventh year.

2. Non-tenured Associate Professors or Professors

Formal review for those hired as associate or full professors must take place during the third and fifth official years of service. The tenure decision must be made before or during the fifth year.

3. File Requirements

In the formal review process, whether it be for retention, promotion, and/or tenure, it is the candidate's responsibility to build a comprehensive file of materials to support the case for retention, promotion, and/or the awarding of tenure. The file should include the following:

a. Complete and current curriculum vitae.

b. Annual course evaluations and Student Advisory Committee (SAC) reports since the last formal review.

c. Peer class visitation reports.

d. Internal and external letters of evaluation requested for this review. (These may include internal letters of evaluation from colleagues within the University, including the Modern Dance Department, and external letters from experts in the candidate's area of specialization outside the University of Utah. Outside letters include professional arts organizations in Salt Lake City and the State of Utah.

e. Statement from the candidate on past accomplishments and future plans.

f. Other materials as desired by the candidate and sanctioned by PPM 9-5.1.