

Faculty Performance Standards
Department of Art, Theatre and Dance
West Texas A&M University

To be eligible for consideration for merit, reappointment, promotion and/or tenure, a candidate should show evidence of success for each discipline-appropriate bullet statement listed in the categories below. The guidelines listed below are considered minimum criteria for consideration for promotion and tenure.

Instructional Responsibilities for Assistant, Associate and Full Professors

A rating of *Unsatisfactory* is issued for faculty members who report no activity in the field of Instructional Responsibilities and have removed themselves from the educational mission of the department, college and university.

A rating of *Unsatisfactory* is issued for faculty members whose reported activity in Instructional Responsibilities is below the minimum standards stated below.

To be considered for a rating of *Satisfactory* in Instructional Responsibilities, faculty members will document the following standards:

- Annual average CIEQ Instructor Mean of 3.00 or better
- Maintenance of accurate and detailed course syllabi
- Adherence to course syllabi and objectives
- Timely response to and return of graded student work
- Demonstrates command of the subject
- Presents material/teaches in a clear, organized manner.
- Regularly available to students for advising
- Communicates effectively with students both in and out of class
- Active as a student adviser

To be considered for a rating of *Satisfactory/Excellent* in Instructional Responsibilities, faculty members will document the following standards:

- Annual average CIEQ Instructor Mean of 3.10 or better
- Maintenance of accurate and detailed course syllabi
- Adherence to course syllabi and objectives
- Timely response to and return of graded student work
- Demonstrates command of the subject
- Presents material/teaches in a clear, organized manner.
- Regularly available to students for advising
- Communicates effectively with students both in and out of class
- As adjusted for appropriate combination of new preparations, record of innovation, exhibited program leadership, or individual student direction
- Very active as a student adviser

To be considered for the rating of *Excellent* in Instructional Responsibilities, faculty members will document the following standards:

- Annual average CIEQ Instructor Mean of 3.30 or better
- Maintenance of accurate and detailed course syllabi
- Adherence to course syllabi and objectives
- Timely response to and return of graded student work
- Demonstrates command of the subject
- Presents material/teaches in a clear, organized manner
- Communicates effectively with students both in and out of class
- As adjusted for appropriate combination of new preparations, record of innovation, exhibited program leadership, or individual student direction
- Incorporates technology, when appropriate, in classroom and laboratory/studio settings
- Active participation in curriculum planning and development
- Attends one teaching improvement workshop annually
- Very active as a student recruiter and adviser
- Challenges students to critically apply, analyze, synthesize, and/or evaluate information.

To be considered for a rating of *Outstanding* in Instructional Responsibilities, faculty members will document the following standards:

- Annual average CIEQ Instructor Mean of 3.50 or better
- Maintenance of accurate and detailed course syllabi
- Adherence to course syllabi and objectives
- Timely response to and return of graded student work
- Demonstrates command of the subject
- Presents material/teaches in a clear, organized manner
- Challenges students to critically apply, analyze, synthesize, and/or evaluate information
- Communicates effectively with students both in and out of class
- As adjusted for appropriate combination of new preparations, record of innovation, or individual student research direction
- Incorporates technology, when appropriate, in classroom and laboratory/studio settings
- Active participation in curriculum planning and development
- Attends one teaching improvement workshop annually
- Very active as a student adviser
- Active involvement with assessment of student learning and evidence of constant attention to teaching improvements and incorporation of new information, materials, and if applicable, technology into the courses of responsibility
- Evidence of increasing professional involvement with students (e.g. mentorship, undergraduate research, field trips, student clubs, and other student activities)
- As adjusted for honors, awards, or recognitions for teaching excellence

Intellectual/Creative Contributions for Associate Professors

Assistant Professors aspiring for tenure and promotion must meet standards set forth for Associate Professors.

A rating of *Unsatisfactory* is issued for faculty members who report no activity in the field of intellectual/creative achievement and have removed themselves from the scholarly/creative mission of the department, college and university.

A rating of *Unsatisfactory* is issued for faculty members whose reported activity in intellectual /creative activity is below the minimum standards stated below.

To be considered for a rating of *Satisfactory* in intellectual /creative achievement, Associate Professors will document the following standards:

- For creative faculty, involvement in 1 theatre production, 1 dance concert, 1 artistic exhibition of work completed within the present academic year or 1 artistic publication as an artist, director, designer, performer, choreographer or technical director.
- For scholarly faculty, publication/acceptance of 2 scholarly articles
- Attends an area/state/regional/national conference in area of expertise
- Conducts 1 workshop, lecture or seminar annually in area of specialization at area/state/regional/national conference or similar venue.

To be considered for a rating of *Satisfactory/Excellent* in intellectual /creative achievement, Associate Professors will document the following standards:

- For creative faculty, involvement in 1 theatre production, 1 dance concert, 1 artistic exhibition of work completed within the present academic year or 1 artistic publication as an artist, director, designer, performer, choreographer or technical director.
- For scholarly faculty, publication/acceptance of 2 scholarly articles
- Attends an area/state/regional/national conference in area of expertise
- Conducts 1 workshop, lecture or seminar annually in area of specialization at area/state/regional/national conference or similar venue.
- Collaborates with students in preparation for student productions, competitions, exhibits, recitals, etc. on the area/state/regional/national level.
- As adjusted for serving on a graduate thesis committee.
- Creative or scholarly work is recent rather than dated or repeated.

To be considered for a rating of *Excellent* in intellectual /creative achievement, Associate Professors will document the following standards:

- For creative faculty, involvement in 2 theatre productions, 2 dance concerts, 2 artistic exhibitions of work completed within the present academic year or 2 artistic publications as an artist, director, designer, performer, choreographer or technical director. One of the productions, concerts, exhibits or publications must be adjudicated/refereed by a professional peer.
- For scholarly faculty, publication/acceptance of 2 scholarly articles, 1 of which must be accepted/published through a refereed process
- Attends and participates in an area/state/regional/national conference in area of expertise
- Creative or scholarly work is recent rather than dated or repeated.
- Conduct 2 workshops, seminars, or lectures annually in area of specialization at area/state/regional/national conference or similar venue.
- Collaborates with students in preparation for student productions, competitions, exhibits, recitals, etc. on the area/state/regional/national level.
- As adjusted for commissioned works of art
- As adjusted for participation as an adjudicator of others' professional works.
- As adjusted for serving on a graduate thesis committee
- As adjusted for activity in grant proposals.

To be considered for a rating of *Outstanding* in scholarly/creative achievement, Associate Professors will document the following standards:

- For creative faculty, involvement in 2 theatre productions, 2 dance concerts, 2 artistic exhibitions of work completed within the present academic year or 2 artistic publications as an artist, director, designer, performer, choreographer or technical director. One of the productions, concerts, exhibits or publications must be adjudicated/refereed by a professional peer.
- For scholarly faculty, publication/acceptance of 4 scholarly articles, 3 of which must be accepted/published through a refereed process.
- Creative or scholarly work is recent rather than dated or repeated.
- Conduct 3 workshops, seminars, or lectures annually in area of specialization at area/state/regional/national conference or similar venue.
- As adjusted for collaboration with students in preparation for student productions, competitions, exhibits, recitals, etc. on the area/state/regional/national level.
- As adjusted for the publication of an academic or artistic text
- As adjusted for commissioned works of art
- As adjusted for participation as an adjudicator of others' professional works.
- As adjusted for serving as chair of a graduate thesis committee
- As adjusted for activity in grant awards.
- As adjusted for awards, honors and recognitions received for Scholarly/Creative Achievement.

Intellectual/Creative Achievement for Professors

A rating of *Unsatisfactory* is issued for faculty members who report no activity in the field of intellectual/creative achievement and have removed themselves from the scholarly/creative mission of the department, college and university.

A rating of *Unsatisfactory* is issued for faculty members whose reported activity in intellectual /creative activity is below the minimum standards stated below.

To be considered for a rating of *Satisfactory* in intellectual /creative achievement, Professors will document the following standards:

- For creative faculty, involvement in 2 theatre productions, 2 dance concerts, 2 artistic exhibitions of work completed within the present academic year, or 2 artistic publications as an artist, director, designer, performer, choreographer or technical director.
- For scholarly faculty, publication/acceptance of 2 scholarly articles
- Conducts 2 workshops, lectures or seminars annually in area of specialization at area/state/regional/national conference or similar venue.
- Sustained record of attendance and participation in professional conferences
- Memberships in appropriate, discipline-related regional and national professional societies

To be considered for a rating of *Satisfactory/Excellent* in intellectual /creative achievement, Professors will document the following standards:

- For creative faculty, involvement in 2 theatre productions, 2 dance concerts, 2 artistic exhibitions of work completed within the present academic year, or 2 artistic publications as an artist, director, designer, performer, choreographer or technical director.
- For scholarly faculty, publication/acceptance of 2 scholarly articles
- Conducts 2 workshops, lectures or seminars annually in area of specialization at area/state/regional/national conference or similar venue.
- Sustained record of attendance and participation in professional conferences
- Memberships in appropriate, discipline-related regional and national professional societies
- Collaborates with students in preparation for student productions, competitions, exhibits, recitals, etc. on the area/state/regional/national level.
- As adjusted for serving on a graduate thesis committee.
- Creative or scholarly work is recent rather than dated or repeated.

To be considered for a rating of *Excellent* in intellectual /creative achievement, Professors will document the following standards:

- For creative faculty, involvement in 2 theatre productions, 2 dance concerts, 2 artistic exhibitions of work completed within the present academic year, or 2 artistic publications as an artist, director, designer, performer, choreographer or technical director. One of the productions, concerts, exhibits or publications must be adjudicated/refereed by a professional peer.
- For scholarly faculty, publication/acceptance of 3 scholarly articles, 2 of which must be accepted/published through a refereed process.
- Conducts 3 workshops, lectures or seminars annually in area of specialization at area/state/regional/national conference or similar venue.
- Sustained record of attendance and participation in professional conferences
- Memberships in appropriate, discipline-related regional and national professional societies
- Collaborates with students in preparation for student productions, competitions, exhibits, recitals, etc. on the area/state/regional/national level.
- Creative or scholarly work is recent rather than dated or repeated.
- As adjusted for participation as an adjudicator of others' professional works.
- As adjusted for serving on a graduate thesis committee.
- As adjusted for activity in grant proposals.

To be considered for a rating of *Outstanding* in intellectual /creative achievement, Professors will document the following standards:

- For creative faculty, involvement in 2 theatre productions, 2 dance concerts, 2 artistic exhibitions of work completed within the present academic year, or 2 artistic publications as an artist, director, designer, performer, choreographer or technical director. One of the productions, concerts, exhibits or publications must be adjudicated/refereed by a professional peer.

- For scholarly faculty, publication/acceptance of 4 scholarly articles, 2 of which must be accepted/published through a refereed process.
- Creative or scholarly work is recent rather than dated or repeated.
- Conducts 3 workshops, lectures or seminars annually in area of specialization at area/state/regional/national conference or similar venue.
- Sustained record of attendance and participation in professional conferences.
- Memberships in appropriate, discipline-related regional and national professional societies.
- Collaborates with students in preparation for student productions, competitions, exhibits, recitals, etc. on the area/state/regional/national level.
- As adjusted for participation as an adjudicator of others' professional works.
- As adjusted for serving as the chair of graduate thesis committee.
- As adjusted for activity in grant awards.
- As adjusted for awards, honors and recognitions received for Scholarly/Creative Achievement.

Professional Service for Assistant, Associate and Full Professors

A rating of *Unsatisfactory* is issued for faculty members who report no activity in the field of professional service and have removed themselves from the service component of the university's mission.

A rating of *Unsatisfactory* is issued for faculty members whose reported activity in professional service is below the minimum standards stated below.

To be considered for a rating of *Satisfactory* in professional service, faculty members will document the following standards:

- Maintains active memberships in discipline-appropriate regional and national professional associations
- Serves on program and departmental committees
- Contributes to campus life by attending student and/or parent oriented events
- Attends commencements and freshman convocation
- Serves community through involvement and participation

To be considered for a rating of *Satisfactory/Excellent* in professional service, faculty members will document the following standards:

- Maintains active memberships in discipline-appropriate regional and national professional associations
- Serves on program and departmental committees
- Contributes to campus life by attending student and/or parent oriented events
- Attends commencements and freshman convocation.
- Serves community through memberships and involvement.
- Active as a recruiter for the program and university.
- Service to on-campus activities in area of expertise (i.e. camps, university programs, etc)

To be considered for a rating of *Excellent* in professional service, faculty members will document the following standards:

- Maintains active memberships in discipline-appropriate regional and national professional associations
- Serves on departmental, college and/or university committees
- Contributes to campus life by attending student and/or parent oriented events
- Attends commencements and freshman convocation
- Serves community through active involvement and leadership.
- Serves as a professional consultant
- Performs special administrative duties for the university
- Service to on-campus activities in area of expertise (i.e. camps, university programs, etc)
- Active as a recruiter for the program and university

To be considered for a rating of *Outstanding* in professional service, faculty members will document the following standards:

- Holds elected or appointed offices or board memberships in discipline-appropriate regional and national professional associations
- Contributes to campus life by attending student and/or parent oriented events
- Attends commencements and freshman convocation
- Serves community through very active involvement and leadership
- Serves as a professional consultant, reviewer, or accreditation review team member
- Performs special administrative duties for the university
- Service to on-campus activities in area of expertise (i.e. camps, university programs, etc)
- Multiple memberships on committees at any level
- Very active as a recruiter for the program and university
- Committee chairmanship beyond the department level
- As adjusted for awards, honors and recognitions received for Professional Service.

Collegiality and Professionalism for Assistant, Associate and Full Professors

Collegiality and Professionalism is a criterion in each of the evaluation categories above. To be considered for a rating of *Acceptable* in collegiality and professionalism, faculty members will document the following standards:

- Completes and submits on or before deadlines all required and requested reports, documents, and forms.
- Attends scheduled faculty meetings
- Maintains effective and timely communications with colleagues, supervisors and external parties
- Effectively interacts with other departmental faculty members
- Supports and participates in collaborative decisions of the program, department, college and university
- Abides by departmental, college, and university policies, rules and regulations
- Promotes the welfare of the program, department, college and university
- Completes committee responsibilities and other assignments
- Demonstrates highest ethical and professional standards