

# SCHOOL OF MUSIC GUIDELINES FOR PROMOTION AND TENURE

## PROMOTION TO RANK OF ASSOCIATE PROFESSOR AND/OR TENURE

### ❖ General Requirements

- Promotion to the rank of Associate Professor requires a record of “distinction” in two of the three categories of assigned activities, i.e., teaching, research/creative activity, and service; however, distinction will be in teaching and in most cases research/creative activity unless the faculty member has an assignment that primarily reflects other responsibilities.
- For promotion to Associate Professor and/or Tenure, “distinction” means appreciably better than Assistant Professors in the candidate’s field at AAU institutions comparable to the University of Florida. The university language is: *“distinction” here means appreciably better than the usual college faculty member of the candidate’s present rank and field, and recommendations of promotion and tenure shall contain evidence that such a comparative judgment has been made.*
- Tenure should be based on clear evidence of the potential for sustained contribution and leadership in the program over a candidate’s whole teaching career.

### ❖ Teaching

- Teaching is considered an essential function of faculty at the University of Florida, and consequently all faculty members are expected to demonstrate *excellence and effectiveness* in this important area.
- Distinction in teaching shall be evidenced by a consistent pattern of excellence and effectiveness among various indicators such as:
  - Student evaluations showing performance that is above School of Music and College of Fine Arts reported means for classroom and studio teaching.
  - Peer ratings and evaluations showing *excellence and effectiveness* in teaching content in classroom performance based on direct observations, including those by the Faculty Performance Advisory Committee.
  - The Director’s evaluations indicating appropriate service on master’s and doctoral supervisory committees (as chair and/or as a member)
  - Accomplishments of former students.
  - Achievement of significant awards for teaching.
  - Evidence of teaching beyond the university setting, i.e., state, national and international initiatives.

❖ **Research/Creative Activity**

- One judgment of distinction in research/creative activity shall be based on the written opinions of external reviewers who themselves are recognized as outstanding researchers in the candidate's area of specialization. Note. The external reviewers will be asked to submit copies of their curriculum vitae, which will be included in the candidate's packet. Although they may know the candidate by reputation, external reviewers should include those who do not know the candidate personally.
- Distinction in research/creative activity includes (a) the development of an independent line of research, performance and/or creative achievement, and (b) a documented state and regional reputation based on the research and creative contributions in one's area of expertise as well as evidence of potential for national and international reputation and recognition.
- Significant research or creative activity may be documented by some of these means:
  1. Authorship of books or monographs.
  2. Professional performances or recordings.
  3. Compositions or other creative publications.
  4. Authorship of articles in professional journals, clearly distinguishing between refereed and non-refereed publications.
  5. Editorships of books or special collections.
  6. Presentation of papers before professional societies, clearly distinguishing between refereed and non-refereed acceptance or invitations.
  7. Other appearances on programs of professional organizations.
  8. Presentation of professional seminars, workshops, or master classes.
  9. Research grants and awards.
  10. Evidence of other significant research/creative activity.

Notes on these items:

- (a) The quality and quantity of publications or performances shall be considered in evaluating this area.
- (b) Professional growth should be continuous in order to merit continuing advancement.
- (c) These activities shall be closely related to the primary area of specialization.
- (d) The quality of publishers of books, CD's, etc. will be considered and documented.
- (e) Performance venues recognized for tenure and promotion should be prestigious and include the state and regional level (or national/international level) and should be invited or refereed performances.

❖ **Service**

- It is expected that all faculty members will serve on school, college, and/or university committees consistent with their rank and experience.
- If service is a significant portion of the faculty member's assignment, then distinction may be achieved in the following areas:
  - Chairing a school, college and/or university committee.
  - Serving in an administrative role in the school or college.
  - Serving as a committee member in a state, regional, national or international professional organization.
  - Serving as an officer or board member in a state, regional, national, or international professional organization.
  - Serving on an editorial board of a journal.
  - Significant service to the university community.
  - Serving the public schools and their music programs.
  - Receiving a regional, national, or international award for professional service.

## **PROMOTION TO RANK OF PROFESSOR**

### **❖ General Requirements**

- Promotion to the rank of Professor requires a record of “distinction” in all three categories of assigned activities, i.e., teaching, research/creative activity, and service.
- For promotion to Professor “distinction” means appreciably better than Associate Professors in the candidate’s field at AAU institutions comparable to the University of Florida.
- Documented national and/or international reputation based on research/creative activity contributions in one’s field.
- Promotion should be based on clear evidence of the potential for sustained contribution and leadership in the program over a candidate’s whole teaching career.

### **❖ Teaching**

- Teaching is considered an essential function of faculty at the University of Florida, and consequently all faculty members are expected to demonstrate *excellence and effectiveness* in this important area. It is expected that most faculty members who are seeking promotion to Professor will have acquired significant experience and expertise in teaching, and their performance in this area should be consistent with their accumulated experience and rank.
- Distinction in teaching shall be evidenced by a consistent pattern of excellence and effectiveness among various indicators such as:
  - Student evaluations showing performance that is above School of Music and College of Fine Arts reported means for classroom and studio teaching.
  - Peer ratings showing *excellence and effectiveness* in teaching content in classroom performance based on direct observations.
  - The Director’s evaluations indicating appropriate service on master’s and doctoral supervisory committees (as chair and/or as a member)
  - Accomplishments of former students.
  - Achievement of significant awards for teaching.
  - Evidence of teaching beyond the university setting, i.e., state, national and international initiatives.
  - Development of a new courses or teaching programs, or implementation of a degree program.
  - Other activities, representing contributions to teaching that exceed expectations for a typical associate professor, such as the development and implementation of continuing education courses and online courses, the

creative use of technology in teaching, assuming a leadership role in curriculum redesign or development, etc.

❖ **Research/Creative Activity**

- One judgment of distinction in research shall be based on the written opinions of external reviewers who themselves are recognized as outstanding researchers in the candidate's area of specialization. Note. The external reviewers will be asked to submit copies of their curriculum vitae, which will be included in the candidate's packet. Although they may know the candidate by reputation, external reviewers should include those who do not know the candidate personally.
- Distinction in research/creative activity includes (a) the development of an independent line of research, performance and/or creative achievement, and (b) a documented national and/or international reputation based on the research and creative contributions in one's area of expertise.
- Significant nationally and internationally recognized research or creative activity may be documented by some of these means:
  1. Authorship of books or monographs.
  2. Professional performances or recordings.
  3. Compositions or other creative publications.
  4. Authorship of articles in professional journals, clearly distinguishing between refereed and non-refereed publications.
  5. Editorships of books or special collections.
  6. Presentation of papers before professional societies, clearly distinguishing between refereed and non-refereed acceptance or invitations.
  7. Other appearances on programs of professional organizations.
  8. Presentation of professional seminars, workshops, or master classes.
  9. Research grants and awards.
  10. Evidence of other significant research/creative activity.

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  - Serving as an officer or board member in a national, or international professional organization.
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