

## DOCUMENT ON EVALUATION, PROMOTION AND TENURE

It is required that each person who holds a faculty rank, regardless of other titles held, submit annually to evaluation as a faculty member. For those who are under consideration for change of status and those who have not yet achieved tenure, the annual evaluation will be extensive. The purposes of the evaluation are as follows:

1. To ensure that those persons who are granted tenure and promotion are truly worthy of the status and privileges which these measures reflect, and will contribute to the future direction of the School and College.
2. To encourage those who have achieved senior rank and tenure to remain vigorous, active, and productive.
3. To aid each faculty member in noting strengths and identifying and addressing weaknesses in the performance of duties; and
4. To aid in the equitable distribution of merit salary increases.

The regulations outlined below amplify certain portions of the provisions set forth in the annually circulated document *WEST VIRGINIA UNIVERSITY POLICIES AND PROCEDURES FOR ANNUAL FACULTY EVALUATION, PROMOTION AND TENURE*, in order to relate them to the special features of the mission of the College of Creative Arts. (Further policies and procedures are described in that University document, which take precedence in authority over this College document.)

### I. QUALIFICATIONS FOR [APPOINTMENT TO] RANKS

It is the responsibility of each School to determine (within the guidelines stated below) the degree requirements or equivalent professional experience needed for the various ranks. The Memorandum of Understanding of Professional Responsibilities (MUPRO) may qualify the above criteria.

- A. **Assistant Professor** – An Assistant Professor should hold the appropriate degree from an accredited institution or equivalent professional experience. As a faculty member in the College of Creative Arts, the individual must present evidence of significant contributions as a teacher; demonstrate potential value to the profession and University through contributions in research or other creative scholarship (including performance); and service to the institution, profession, and society, including the citizens of West Virginia.
- B. **Associate Professor** – An Associate Professor must have all qualifications for the previous rank, and an established record of significant contributions as a teacher; acceptance as a senior member of the faculty by virtue of mature work in research or other creative scholarship (including performance/exhibition activities); service to the institution, profession, and society, including the citizens of West Virginia, and regional and/or national professional recognition. Except in extraordinary circumstances, one must serve for a minimum period of six years as an Assistant Professor before promotion to the rank of Associate Professor.

- C. **Professor** – A Professor must have all qualifications for the previous rank, and present evidence of attainment of full professional maturity and leadership, by significant contributions as a teacher and a sustained record of national recognition in the most recent six-year period in research, scholarship, or creative activity, in the area of the individual's discipline.

## II. Tenure

Rank and tenure should be considered separately; however, the award of tenure should normally be granted in conjunction with promotion to associate professor. Granting of tenure requires not only the potential for future achievement and continuing contribution to the goals of the School and College, but also a record of past achievement. The tenure decision will be made in one's critical year, as established in the letter of appointment or subsequent document.

Recommendations will be based on a review of all pertinent information in relation to teaching, research and service. (Also see *WVU POLICIES AND PROCEDURES FOR ANNUAL FACULTY EVALUATIONS, PROMOTION AND TENURE*, annually circulated.)

## III. MEMORANDUM OF UNDERSTANDING OF PROFESSIONAL RESPONSIBILITIES

In each School, the Director will confer with each faculty member to establish a *Memorandum of Professional Understanding*. The *Memorandum* will include teaching load and responsibilities, and the nature and level (i.e., regional, national, etc.) of the faculty member's research and expectations associated with that assignment, will be considered.

The *Memorandum* should be reviewed annually. For continuing faculty, the *Memorandum* for the following calendar year should be made by December 15 (The School of Music's Promotion and Tenure cycle is an exception here).

The faculty member's activities will be evaluated annually; for promotion and tenure significant contributions should be demonstrated in teaching and research, and reasonable contributions in service unless otherwise provided by the letter of appointment or the *Memorandum of Professional Understanding*. Such a modification must be agreed to by the faculty member, Director of the School, in consultation with the School promotion and tenure committee, and the Dean of the College. It also must be approved by the Provost.

If agreement on the *Memorandum* cannot be reached between the faculty member and the Director, appeal may be made in writing to the Dean of the College of Creative Arts, whose action will be final.

## IV. CRITERIA FOR EVALUATION

Each full-time faculty member, with the aid and participation of the School director, will compile annually an evaluation file supplement and complete an annual review (*CCA Productivity Report*). (Part-time faculty are required to submit relevant portions of the *CCA Productivity Report*.) Minimum contents of the evaluation file and the responsibilities of the faculty member and the School director are described in the document of *WVU POLICIES AND PROCEDURES FOR ANNUAL FACULTY EVALUATION, PROMOTION AND TENURE*.

Descriptors used in the annual review must be in accord with those defined in the above-mentioned document. These descriptors are: *Excellent*, *Good*, *Satisfactory*, and *Unsatisfactory*.

## A. Teaching

1. The following kinds of information are required and will be considered in the evaluation.
  - a. Written evaluation by a tenured colleague (normally a member of the School Faculty Promotion and Tenure Committee) based on observation of classroom, **studio and/or ensemble** teaching. Observation time and classroom expectations shall be mutually agreed upon between observer and teacher prior to the observation. In the first year of tenure-track employment, observations by two tenured colleagues are required; in each of the second and third years, one observation by a tenured colleague is required. In the critical year, observations by two tenured colleagues are required. The faculty member is entitled to review the in-class evaluations from his or her files and, following a written rebuttal, may request an additional evaluation by another tenured colleague.
  - b. Student evaluation of teaching effectiveness. Evaluation instruments appropriate to the type of teaching (classroom, studio, conducted ensembles, etc.) may be designed by individual faculty members subject to the approval of the Director of the School, if the University Faculty Senate evaluation instrument (Student Evaluation of Instruction) seems inappropriate. Regardless of rank, all faculty members are required to provide students with the opportunity to evaluate their teaching in all classes, studios, ensembles, etc. in every semester with the following exceptions: independent studies. A course with limited enrollment may be exempted from student evaluation with the prior approval of the Director of the School. Evaluation instruments should be completed anonymously by students, administered and collected by a third party. **For each course evaluated**, document summarizing all numerical data as well as those forms on which students wrote comments are to be included in the faculty member's productivity report.
  - c. Record of academic advising.
  - d. Teaching duties and class enrollments by term.
2. The following kinds of information may be included and will be considered in the evaluation procedure:
  - a. Solicited or unsolicited letters from peers in the field or from present or former students. The faculty member may submit to the School Evaluation Committee a list of names from which the Committee may select names for inquiry. Letters become a part of the evaluation file.
  - b. Demonstrated success of current research/creative activity under one's direction, including performance and exhibitions.
  - c. Demonstrated success of current and former students.
  - d. Development of new courses, teaching materials, or techniques.
  - e. Publication of textbooks, videotapes, or pedagogical scholarship (see also B.1.a).
  - f. Development or use of instructional technology and computer-assisted instruction.

## **B. Creative and Professional Activity and Research**

1. The College of Creative Arts continually affirms the equivalency of creative scholarship (including performance and exhibition activities) with academic research. Evidence of the kinds of activities indicated below (and allowing for variations appropriate to the discipline) is required, although not necessarily every year. For tenure-track faculty, an accumulation during the probationary period is expected. Those faculty who are under consideration in research is expected must submit examples of their research work for external review following procedures described below. As noted in the above-mentioned *WVU POLICIES AND PROCEDURES FOR ANNUAL FACULTY EVALUATIONS, PROMOTION AND TENURE*. “The term “research” is used in this document to include appropriate professional activities such as research, scholarly writing, artistic performance, exhibition, and creative activities as set forth in the letter of appointment. These activities result in products which may be evaluated and compared with those of peers at other institutions of higher learning.”
  - a. For those with research/creative activity as an area of significant contribution, publication in print or in the form of film, videotape, CD, or other electronic media as the author, co-author, editor, performer, or translator, of books (including textbooks), articles, reviews, plays, musical compositions, or musical arrangements in referred journals or by publishers which refer submitted works to well-qualified reviewers and which are recognized for publication of works of high quality may be considered. For those in performance or creative area, other modes of performance/exhibition activities will be considered, but these activities should be equivalent to publication in referred journals. Interdisciplinary and/or collaborative research also may be considered, particularly if it is a part of the Memorandum of Professional Understanding.
  - b. Special Recognition as a result of exhibition, performance, or distribution of creative works both on and off campus.
  - c. Commissions for artistic works.
  - d. Presentation of a paper or participation as a speaker, performer, or panelist at a professional meeting as a result of competitive selection or invitation based on one’s professional expertise.
  - e. Receipt of prizes, awards, fellowships, invited presentations or exhibitions, or comparable recognition.
  - f. Implementation of research, instructional or program development from receipt of a grant.
2. University Requirements for External Evaluations of Research:

If research/creative activity is an area of significant contribution, the College of Creative Arts explicitly will follow the guidelines for “External Evaluations” set forth in *WVU POLICIES AND PROCEDURES FOR ANNUAL FACULTY EVALUATIONS, PROMOTION AND TENURE*.

### **C. Service**

Service is typically defined as activities which are non-credit and educational in nature, which are within the professional field of the faculty member, and which were performed as a WVU faculty member. Service Activities may fall in three broad groups, all of which are important. These are service to the institution, service to profession, and service to society, including the citizens of West Virginia. For those with service as an area of significant contribution, evaluations must include an assessment of the level (i.e., national, regional, etc.) and nature of the faculty member's contributions and the degree to which they have yielded important benefits in the above mentioned areas. In this context, the principle focus of the evaluation will be with regard to the citizens of West Virginia.

The following kinds of information may be included in the Productivity Report and will be Considered in the evaluation procedures:

1. Service and outreach to society, including the citizens of West Virginia.
  - a. Public and in-school performances, exhibitions and lectures.
  - b. Assistance to state, county and local agencies improving educational and cultural facilities and programs.
  - c. Activities in non-credit offerings associated with the individual's field.
  - d. Appearance as speaker, performer, or panelist for a non-professional gathering.
  - e. The creation and direction of service-learning projects.
2. Service to the Institution
  - a. Expected exhibitions, performances, and lectures for the University community.
  - b. Contributions to recruiting, retention, fund-raising, or public relations on behalf of the School, College or University.
  - c. Demonstrated success in obtaining grant funds for purposes other than research or creative activity.
  - d. Performance of administrative assignments.
  - e. Responsible completion of, or continuing work on, committees and councils.
3. Service to the Profession
  - a. Elective or voluntary leadership role(s) in professional associations at the local, regional, national, and international levels.

## V. SCHOOL EVALUATION COMMITTEES

- A. Criteria for membership and method of selection shall be left to the School faculty; conduct and procedures of the Committees are governed by *WVU POLICIES AND PROCEDURES FOR ANNUAL FACULTY EVALUATIONS, PROMOTION AND TENURE*.
- B. For tenure-track faculty, the Committee should indicate the progress toward tenure and evidenced of continued professional development.
- C. For all faculty, the committee will offer merit recommendations to the Director through the current system of evaluation and its use of qualifiers.

## VI. COLLEGE P&T COMMITTEE

- A. The College Promotion and Tenure Committee will consist of six tenured faculty members at the rank of associate or full professor. The membership of two faculty members from each School will be determined by election or the manner most appropriate to the School. The terms of office, beginning September 1, will be for two full years with staggered terms for members from the same School. Committee members may not serve consecutive terms.
- B. The College Committee reviews faculty members' files and the evaluations and recommendations of the School's Committee and School's Director in order to make a determination about the adequacy of the evidence presented for evaluation, promotion and/or tenure. Conduct and procedures of the committee are governed by *WVU POLICIES AND PROCEDURES FOR ANNUAL FACULTY EVALUATIONS, PROMOTION AND TENURE*.
- C. It is also the responsibility of the College Committee to consider in its review equal rigor of the expectations of achievement for faculty from the various schools.
- D. The College Committee's written comments and recommendations regarding (a) evaluation, promotion, and tenure and (b) uniformity of expectation of achievement among the schools are submitted to the Dean.

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