

APPROVED
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INSTITUTE FOR CREATIVE AND COLLABORATIVE ARTS: ART, COMMUNICATION, MUSIC, AND DESIGN

College of Letters, Arts, and Social Sciences

Eastern Kentucky University

Procedures and Criteria for Promotion and Tenure

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I. Introduction

The purpose of this document is to help the Institute establish an environment of high standards and mentoring. The criteria set forth in this document should be a guide for new faculty and a series of goals for current faculty on promotion and tenure tracks. While one goal of any promotion and tenure document is to set attainable standards, the ultimate goal is to help faculty develop and nurture their skills so that they may help support the best possible learning environment for Eastern Kentucky University students.

This document outlines the more specific criteria, beyond the ECU Faculty Handbook, used in evaluating candidates for promotion and tenure in the Institute of Creative and Collaborative Arts. Its purpose is to aid not only the candidate, but also evaluating bodies, in understanding the criteria by which faculty are evaluated. The faculty members of the Institute are a diverse group of professionals and scholars from various disciplines working in several curricular areas. Each area requires different teaching strategies and has different creative/research opportunities and therefore requires different evaluative criteria for promotion and tenure. Even within studio-specific disciplines, creative endeavors, presentation opportunities, and scholarly activities are varied and will be addressed accordingly.

The Institute equally recognizes and values peer-reviewed and juried accomplishments that are both creative and scholarly. Faculty are expected to be actively engaged and productive in their respective disciplines. Creative activities will demonstrate the production and exhibition/performance of original work, while scholarship activities will demonstrate original research through publication of primary sources.

Tenure track and tenured faculty are expected to be active in assigned and unassigned service, serve on appropriate committees and engage in other University, College, professional and community service activities.

Collegiality plays an essential role in the evaluation of faculty as a professional criterion related to performance, which is not to be confused with “likeability” or a demonstration of conformity to a specific set of views. Faculty are expected to engage in professional relations with students and colleagues to provide an environment that supports the missions of the Institute, College and University. This can be demonstrated by the cooperation with colleagues in the best interests of their own or related disciplines, and the Institute and University at large.

Faculty are also expected to participate in group decisions regarding the administration of programs, policies and procedures that foster shared governance, rather than operating in isolation or in a truculent environment. Faculty must provide evidence of collaboration, teamwork, the resolution of conflicts, rapport-building, proactive assistance and involvement with others through respect and concern for the professional development of colleagues in Teaching, Creative/Scholarly Activities, and Service.

At the time stated in the ECU Faculty Handbook, faculty applying for promotion and/or tenure will prepare a “Self-Evaluation” with appropriate support documentation for consideration by the Institute faculty, the Institute and College Promotion and Tenure Committees, and any other

University governing bodies that are part of the promotion and tenure process. This document should include materials incorporated from all preceding annual evaluations, and/or documents from all preceding years since the most recent promotion.

Evaluation is based on a set of criteria listed in the Teaching, Creative/Scholarly Activities, and Service sections of this document and are directly related to the Annual Self-Evaluation form. It is the candidates' responsibility to follow the instructions of the Annual Self-Evaluation form and to provide a completed, cogent, and well-documented self-evaluation. Prior to submitting a completed report, candidates should seek counsel with peers, mentors, and others who can advise them on the composition of their self-report. The Institute's Promotion and Tenure Committee is an evaluating committee and does not provide mentoring at the time of review and evaluation.

Throughout the process, the principle of confidentiality shall be respected. Per University Policy 4.6.4, confidentiality is defined as the principle of limiting access to information or documents only to those persons authorized to have such access. Documents and communications in the tenure and promotion process shall be kept confidential to the extent permitted by law.

II. Structure and Organization of Institute P&T Committee

- A. The Institute's Promotion and Tenure Committee will be elected by the full-time teaching tenured and tenure-track faculty. Committee elections should take place by the end of the first week of the fall semester, but must be finalized no later than September 10 of the year in which it is to function.
- B. The voting members of the committee will consist of six tenured full-time faculty members (two from each discipline) and three alternates (one from each discipline). Each discipline shall have at least one member at the rank of Professor. Each committee member will serve a two-year term. Committee members cannot serve consecutive terms.
- C. A faculty member may not concurrently serve on the Promotion and Tenure Committee of the Institute, College, and/or University.
- D. If a faculty member or a member of his/her immediate family is being considered for promotion and/or tenure, that faculty member shall not serve on the Committee that year.
- E. The Committee will select its chair from among its members.
- F. The Institute's Executive Director shall not sit in during the committee deliberations of the candidates.
- G. The Committee recommendations on promotion and/or tenure will be based upon secret ballot and by majority vote. A tie vote will be considered a negative recommendation.
- H. The functions of the Committee will be:
 - 1. Evaluate the credentials of candidates for promotion and/or tenure (including department chairs as applicable) and to write reports and make recommendations on all tenure and promotion applications in the Institute.
 - 2. Evaluate non-tenured tenure-track faculty during the probationary period (typically years 2-5, unless otherwise stated in the hiring contract) and make recommendations regarding reappointment as outlined in Policy 4.6.5.
 - 3. The Committee does not perform the chair evaluations. For policies regarding chair evaluations, refer to Policy 4.8.1.
- I. In all of its functions, the Committee shall operate under the Institute, College, and University promotion and tenure guidelines as set forth in the ECU [Faculty Handbook](#) and in the Promotion and Tenure Policies of the Institute, [College](#), and [University](#).
- J. A summary of the schedule for the Institute promotion and tenure process is provided in Appendix A. If any date specified on this document falls on a weekend or official holiday, then the effective date shall be considered the next day on which university administrative offices are open. The schedule is subject to change, pursuant to University and CLASS scheduling.

III. Responsibilities of the Candidate

- A. The Candidate for promotion and/or tenure is responsible for initiating the process. Candidates for promotion and/or tenure must request an Institute review by presenting a letter to the Executive Director, with a copy to the CLASS Dean, no later than September 1 of the year of review.
- B. The Candidate is responsible for obtaining the appropriate forms from the CLASS website.
- C. It is the responsibility of the Candidate for either promotion and/or tenure to review this document, the CLASS promotion and tenure guidelines, the Faculty Handbook, and University policy 4.6.4 and to meet all deadlines contained therein.
- D. Should an applicant for promotion and/or tenure choose to withdraw from candidacy, the applicant shall inform the Institute Executive Director, the Dean of CLASS, and the Provost in writing. The letter of withdrawal must be submitted prior to March 20 of the academic year in which the Candidate is seeking tenure and/or promotion. Withdrawal from tenure candidacy will automatically result in a terminal appointment.

IV. Responsibilities of the Institute P&T Committee

- A. The Institute Committee shall have the responsibility for providing the appropriate professional evaluation and interpretation of the disciplinary expectations. The Committee shall ensure that the promotion and tenure recommendations are consistent with the University, College, and Institute guidelines.
- B. The Institute Committee shall review eligible applications and all supporting materials as required by the Institute. The Institute Committee may request additional materials to clarify submitted material as necessary. For promotion, the Committee may concentrate on activities since the last promotion, but candidates may provide clearly dated prior activities to demonstrate a record of continued achievement.
- C. The Institute Committee shall consider the candidate's application and the following:
 - 1. formal student evaluations
 - 2. the Institute's second systematic method of assessing teaching performance (This method shall include a consideration of the perspectives of students, colleagues, and supervisors and shall be clearly defined and communicated in Institute policy);
 - 3. data provided by the Institute Executive Director.
- D. The Institute Committee may request from the Candidate additional materials or information to clarify or supplement the materials under consideration.
- E. The Institute Committee shall make a written recommendation, stating reasons for or against tenure and/or promotion. Justification of the Committee's decision shall be included in the recommendation and must rest upon documented, verifiable information and strict, objective adherence to the Institute's P&T guidelines and requirements. Furthermore, the Committee will ensure that unsubstantiated information or material that lacks documentation is not included in any part of the decision process.
- F. The voting members of the Committee shall complete the appropriate recommendation form(s) for tenure, promotion, or both. Members of the Committee shall sign the form(s), indicating the report's accuracy as it was approved by the majority of the Committee. The application, the written recommendation, and the signed form(s) shall be submitted to the Institute Executive Director.

V. Responsibilities of the Institute Executive Director

- A. The Institute Executive Director shall inform all faculty of their eligibility for tenure no later than May 1 of the prior academic year.
- B. The Institute Executive Director shall inform the faculty of policies, procedures, and criteria for promotion and tenure.
- C. The Institute Executive Director shall ensure that the Institute Promotion and Tenure Committee and its Chair are elected in accordance with Section I of this document.
- D. The Institute Executive Director shall inform the Committee of all faculty members applying for promotion and/or tenure by September 12.
- E. The Institute Executive Director shall provide the Committee with the application and all supporting materials in accordance with Institute deadlines, as well as additional documentation and data as requested by the Committee.
- F. The Institute Executive Director shall review the application and Institute committee recommendations. The Executive Director may consult with the Institute Committee and the Candidate prior to making a recommendation. The Executive Director shall write a separate recommendation regarding tenure and/or promotion.
- G. If the Institute Executive Director does not agree with the recommendation of the Committee, they will so indicate on the recommendation form and submit an explanation for the differing judgment. Justification of the decision of the Institute Executive Director must rest upon documented, verifiable information. The Candidate shall be notified by the Institute Executive Director in writing of the recommendations of the Institute Committee and the Executive Director, with justification for these decisions.
- H. The Institute Executive Director and the Committee Chair shall meet with the Candidate to review the recommendations of the Institute Executive Director and of the Committee, and provide the Candidate with a copy of the report (and all addenda), and secure the Candidate's signed receipt. This must be completed by the deadline stated in Appendix A.
- I. The Institute Executive Director shall forward the recommendation and the application materials (per College policy) to the Dean of the College. This must be completed by the deadline stated in Appendix A.
- J. The Institute's Executive Director shall ensure that all procedures specified in this document are subject to full faculty review at least once every five years. Changes in the Institute's procedures, policy, and/or guidelines shall be made by a majority vote of the full-time teaching members of the Institute and reviewed by the Dean by April 1 prior to the academic year in which the changes are to take effect.

VI. Procedures for Reconsiderations and Appeals

- A. The Candidate may request reconsideration of the decision of either the Institute P&T Committee or the Institute Executive Director, or both by submitting a written statement to the Institute Executive Director, within ten calendar days following notification by the Institute of the decision on promotion and/or tenure. The request for reconsideration should address concerns raised by the Institute P&T Committee and/or Institute Executive Director, or both and may include additional information in support of that clarification.
- B. The Institute P&T Committee and/or the Institute Executive Director, or both shall reconsider the candidate's application in light of the request for reconsideration.
- C. The Institute P&T Committee and/or the Institute Executive Director may request a meeting with the Candidate if deemed necessary.
- D. The Institute P&T Committee shall decide its reconsideration by secret ballot and by majority vote. A tie vote shall be considered a negative recommendation. A member of the Institute's administrative support staff shall count the ballots and report the results to the Committee.
- E. The Chair of the Committee shall submit the Committee recommendations, with appropriate documentation and required forms, to the Institute Executive Director.
- F. The Institute Executive Director shall formally notify the Candidate in writing of the results on any reconsideration by the Committee and/or the Institute Executive Director. This must be completed by the deadline stated in Appendix A.
- G. The decision(s) of the Institute P&T Committee and/or Institute Executive Director regarding reconsideration, including documentation and application materials, shall then be forwarded to the Dean of the College.

VII.A. Criteria for Promotion and Tenure: Teaching

Eastern Kentucky University emphasizes quality instruction regardless of rank. Quality instruction requires a faculty member to:

- Create syllabi that meet department and university requirements
- Create and deliver effective, well-organized, up-to-date instruction that is consistent with curricular objectives
- Remain current within one's discipline
- Demonstrate a continuing program of professional development to improve instructional effectiveness
- Meet all scheduled classes (with exceptions as allowed by University policy)
- Hold regular office hours
- Revise teaching methods and/or course material:
 - in response to previous teaching evaluations
 - to reflect evolving advances and trends in the discipline as well as changing needs of the students

COLLEGIALITY IN TEACHING

Tenured and tenure-track faculty must exhibit collegiality in teaching. Policy 4.6.4P defines collegiality as “The ability of an individual to interact with colleagues with civility and professional respect; to engage in shared academic and administrative tasks necessary to meet Department, College, and University goals; and to work productively with faculty, students, and staff. Collegiality should not be confused with sociability or likeability but rather is the professional criterion relating to teaching.”

VII.A.1. EVALUATION

- a. Student evaluations from the university-sanctioned student opinion of instruction (eXplorance Blue).
- b. Student evaluations of teaching from a second systematic method of assessing teaching performance (see Appendix B).
- c. Peer evaluation of the faculty member, including a summary of the faculty member's strengths as well as opportunities for improvement based on classroom observations. A minimum of one peer evaluation is required each academic year (see Appendix C). A member of the Promotion & Tenure Committee (or a member of the faculty on a rotating basis) will visit at least one of the Candidate's assigned classes and provide a written report for the Candidate. The reports should follow the guidelines found on the form in Appendix C. These documents will become part of the peer evaluations required for consideration for tenure and promotion.

Additional documentation offered by the candidate will also be used to evaluate effective teaching. Appropriate evidence of instructional quality may include, but is not limited to, the following:

- a. Course syllabi that feature clearly stated instructional objectives, learning outcomes, organization of material, and criteria for evaluation of student work
- b. Examples of student work (i.e. assignments, handouts, tests, papers, exhibitions, recitals)
- c. Evidence of teaching awards or honors

- d. Evidence of continued professional development (i.e. attendance at professional conferences in the candidate's area of expertise, workshops, seminars, courses, readings, study groups, or collaborative projects that improve teaching performance and effectiveness).
- e. Development of new teaching techniques, courses or course revisions, subject-area knowledge, processes, equipment, or technology.

VII.A.2. TENURE

A sustained pattern of continued effectiveness and/or improvement in teaching should be demonstrated through the following:

- a. A summary of all student evaluation reports for 75% of courses taught each semester must be in the candidate's portfolio. During the evaluation period, the eXplorance Blue scores for overall quality of course and overall quality of instructor must be at or above 3.5 for 75 percent of courses evaluated. Candidates must provide a yearly comparison of Mean and Median scores for the following:
 - 1. Overall Instructor Ratings
 - 2. Overall Quality of Course
- b. The second method of student opinion of instruction must demonstrate an overall positive pattern.
- c. Peer evaluations must demonstrate an overall positive pattern.
- d. Written narrative that addresses adjustments to teaching effectiveness based on student and peer evaluations.

VII.A.3. PROMOTION TO ASSOCIATE PROFESSOR

A sustained pattern of continued effectiveness and/or improvement in teaching should be demonstrated through the following:

- a. A summary of all student evaluation reports for 75% of courses taught each semester must be in the candidate's portfolio. During the evaluation period, the eXplorance Blue scores for overall quality of course and overall quality of instructor must be at or above 3.5 for 75 percent of courses evaluated. Candidates must provide a yearly comparison of Mean and Median scores for the following:
 - 1. Overall Instructor Ratings
 - 2. Overall Quality of Course
- b. The second method of student opinion of instruction must demonstrate continued effectiveness and/or improvement in teaching.
- c. Peer evaluations must demonstrate continued effectiveness and/or improvement in teaching.
- d. Written narrative that addresses adjustments to teaching effectiveness based on student and peer evaluations.

VII.A.4. PROMOTION TO FULL PROFESSOR

A sustained pattern of continued effectiveness and/or improvement in teaching should be demonstrated through the following:

- a. A summary of all student evaluation reports for 75% of courses taught each semester must be in the candidate's portfolio. During the evaluation period, the eXplorance Blue scores for overall quality of course and overall quality of instructor must be at or above

3.5 for 75 percent of courses evaluated. Candidates must provide a yearly comparison of Mean and Median scores for the following:

1. Overall Instructor Ratings
 2. Overall Quality of Course
- b. The second method of student opinion of instruction must demonstrate an overall positive pattern.
 - c. Peer evaluations must demonstrate an overall positive pattern.
 - d. Written narrative that addresses adjustments to teaching effectiveness based on student and peer evaluations.

VII.B. Criteria for Promotion and Tenure: Creative and Scholarly Activities

Each unit within the Institute will maintain its own criteria for evaluating Creative and Scholarly Activities:

VII.B.1. School of Art & Design

Faculty in the School of Art and Design can have distinct opportunities for creative and scholarly activities. Faculty are expected to be active artists, designers, or scholars during their time at ECU and be engaged in creative or scholarly activities on an annual basis. To be considered for tenure, the quality of scholarly/creative activities should seek, and for promotion obtain, recognition by peers and experts within the discipline (i.e. juried, curated, invited or reviewed), and outside the ECU community.

Candidates for tenure and promotion are responsible for demonstrating both the significance and scope of creative and scholarly activities through their written narrative and documentation, which serves to fully describe a candidate's completed creative and scholarly activities during any given evaluation period.

Furthermore, the written narrative serves to delineate the importance or contribution of a candidate's work within creative or scholarly disciplines. The significance of exhibitions, installations and design works can be defined by the reputation of the organization, juror, client, other exhibiting artists or designers, and the level of competition. The significance of publications and presentations can be defined by the reputation of the publisher, organization, reviewer or editor in some cases, and the level of competition. While creative/scholarly activities are a mechanism for the professional development of the individual, each faculty member needs to recognize their obligation to enhance the Institute's missions, goals, and programs. As such, faculty members are expected to be actively engaged and productive in their primary discipline (artists, designers, art educators, art historians, or the scholarship of teaching and learning) or area of expertise, even though they may engage in other kinds of activities.

Endeavors that require production, exhibition or installation will follow the criteria for creative achievement, and likewise, endeavors that require research and publication or presentation, will follow the criteria for scholarly achievement.

SPECIFIC CRITERIA FOR CREATIVE/SCHOLARLY ACHIEVEMENT

The primary activities for faculty pursuing tenure and promotion include, but are not limited to:

- Production, exhibition, installation or presentation of independent or client - initiated creative or design projects.
- Research and publication of creative or scholarly projects.
- Curator of museum or gallery exhibits that includes a critical analysis component
- Publication of original manuscripts or artworks.
- Presentation at conferences, seminars, portfolio exchanges or workshops.
- Authorship of fellowship or grant proposals.

The **ranking of venues** for all Art, Design, Art Education, and Art History faculty are:

- International
- National
- Regional
- Local

For **creative achievement**, the order of significance may be, but is not limited to:

- Solo exhibition
- Two or three-person exhibition
- Four or more person exhibition at or for:
 - Museums
 - Universities
 - Corporations
 - Galleries
 - Professional conferences

For **creative achievement**, the order of significance may be, but is not limited to:

- Status of the client commissioning work (regional, national or international distribution of product or service)

NOTE: The number of participants or the prestige of venues is not always consistent with the distinctions delineated above. For instance, factors that may affect faculty performance could be a limited number of professional journals, popularity of a specific medium, or the level of competition within a particular discipline. Each of these factors will differentiate opportunities afforded to each of the areas in the School of Art & Design. Furthermore, costs of equipment, supplies and shipping, or the scope of creative/scholarly work in terms of time and resources also affect faculty performance.

For **scholarly achievement and scholarship of teaching and learning**, the order of significance may be, but is not limited to:

- Single authorship
- Multiple authorship in:
 - Books
 - Professional journals
 - Professional conferences

Or when **curating exhibitions** with a critical analysis component and research of primary sources:

- Museums
- Universities
- Corporations
- Galleries
- Professional conferences

It is the candidate's responsibility to inform evaluating committees in their narrative of circumstances that may affect the exhibition, publication or presentation of creative/scholarly

achievements that may be inconsistent with the models above. The Committee will consider these factors when reviewing the candidate's performance.

VII.B.1.a. TENURE

Candidates for tenure are required to:

- Meet or exceed expectations for all of the criteria under *Indicators of Achievement in Creative and Scholarly Activities* (Section I).
- Meet or exceed expectations from some of the criteria for *Special Indicators of Creative Achievement* (Section II) and/or *Special Indicators of Scholarly Achievement* (Section III), with the majority of those being regional level or greater.

VII.B.1.b. PROMOTION TO ASSOCIATE PROFESSOR

Candidates for promotion to Associate Professor are required to:

- Meet or exceed expectations for all of the criteria under *Indicators of Achievement in Creative and Scholarly Activities* (Section I).
- Meet or exceed expectations for some of the criteria for *Special Indicators of Creative Achievement* (Section II) and/or *Special Indicators of Scholarly Achievement* (Section III) with the majority of those being regional level or greater.

VII.B.1.c. PROMOTION TO FULL PROFESSOR

Candidates for promotion to Full Professor are required to:

- Meet or exceed expectations for all of the criteria under *Indicators of Achievement in Creative and Scholarly Activities* (Section I).
- Meet or exceed expectations for some of the criteria under *Special Indicators of Creative Achievement* (Section II) and/or *Special Indicators of Scholarly Achievement* (Section III) with the majority of those being regional level or greater of 5 of the past 6 years or since promotion to Associate Professor.

SECTION I. Indicators of Achievement in Creative/Scholarly Activities

The Committee will employ the criteria and performance indicators listed below to assess creative or scholarly activities. **All the criteria in this section are required for consideration for tenure or promotion at all levels.** The Candidate’s performance will be rated as: 1) below expectation, 2) meets expectation or 3) exceeds expectation and must meet or exceed expectation for a criterion to be considered.

	Criteria	Examples of Performance Indicators	Rating
1	Consistent annual effort has been made to establish and maintain a program of creative or scholarly activities.	Narrative of creative/scholarly work; Examples of work prepared for exhibition, speculation, or publication.	
2	Submission on an average of at least once per year of examples of work for peer or client review outside of EKU, including studio/design works (juried, curated, invitational), manuscripts, or grant/presentation proposals.	Narrative of creative/scholarly work; Examples of work submitted for exhibition, contract/funding, presentation or publication.	
3	Evidence that creative or scholarly activities continue to show growth and/or experimentation beyond the terminal degree.	Narrative of creative/scholarly work; Examples of relevant work.	
4	Maintains a positive, professional relationship with peers in relation to creative or scholarly activities.	Relevant peer evaluations; Narrative of creative/scholarly work.	
5	Recognition by peers and professionals for creative/scholarly expertise.	Invitations to present, guest lecture or consult; Reviews or print reproductions of work in reputable sources; Relevant awards/contracts/grants; Collections/anthologies/portfolio exchanges including examples of the Candidate’s work.	

SECTION II. Special Indicators of Creative Achievement

All Candidates **must complete #1** and in any combination of the following: **two of #2 - 5 for tenure and promotion to Associate** or **three or more of #2 - 5 for promotion to Full Professor**. Candidate's performance will be rated as: 1) below expectation, 2) meets expectation or 3) exceeds expectation and must meet or exceed expectation for a criterion to be considered.

	Criteria	Description of Creative Activities	Examples of Performance Indicators	Rating
1	Exhibition, installation, or completion of five creative or design works.	Exhibitions, installations or completion of peer-reviewed creative or design projects, of original work, at the regional level (or greater) with reputable venues.	Exhibition/contract documents (publicity, letters, expense accounts, etc.); Visual examples of completed projects; Candidate narrative explaining exhibition/project significance and the level of merit within candidate's specialty.	
2	Publication of original manuscripts or original art or design works.	Authorship of peer reviewed, professionally related books, articles, and reviews. Reproductions of candidate's art or design work in a print or electronic publication.	Copies of manuscript or visual examples of published work; Copies of Publication(s); Candidate narrative explaining publication significance and the level of merit within candidate's specialty.	
3	Participation or presentation at conferences, seminars, workshops, or licensing exams.	Presentation of scholarly papers, lectures or original art or design works. Conducting or participating in a workshop. Participation in a portfolio exchange. Serving as a guest Lecturer, visiting artist or consultant. Maintaining a professional	Copies of presentation art or design works or texts or professional licenses; Letters of acceptance to present/conduct a workshop/lecture; Conference, seminar, or workshop schedule showing details of event and Candidate's role; Candidate narrative explaining significance of the conference seminar, or workshop session to the field.	

4	Local exhibition, installation, or completion of creative or design works.	Exhibitions, installations or completion of peer- reviewed original creative or design work, at the local level with reputable venues.	Exhibition/contract documents (publicity, letters, expense accounts, etc.); Visual examples of completed works; Candidate narrative explaining exhibition/ project significance and the level of merit within candidate's specialty.	
5	Grants, Awards and Recognitions.	Authoring and submitting grant proposals, funded or non-funded. Receiving awards for art or design work. Inclusions of candidate's art or design work in a museum, university, corporate, or private collection. The candidate's art or design work being the subject of an essay or review in a reputable publication.	Copies of grant proposal; Visual examples of work awarded; Letters of acceptance for grants, awards, or collections; Copies of essays or reviews that highlight candidate's work; Copies of final grant reports; Candidate narrative explaining significance of the grant or award to the field as well as describing the significance of the funding organization (if applicable).	

SECTION III. Special Indicators of Scholarship Achievement

Candidates **must complete #1 or #2** and in any combination of the following: **two of #3 - 6 for tenure and promotion to Associate** or **three or more of #3 - 6 for promotion to Full Professor**. Candidate's performance will be rated as 1) below expectation, 2) meets expectation or 3) exceeds expectation and must meet or exceed expectation for a criterion to be considered.

	Criteria	Description of Scholarly Activities	Examples of Performance Indicators	Rating
1	Publication of one scholarly book, book chapter or journal article for tenure and promotion to Associate Professor; two or more for promotion to Full Professor. OR:	Publication of peer-reviewed and competitive national books, book chapters (or editor invited) or journal articles that includes a critical analysis component of primary research and sources.	Full bibliographic references; Copies of all texts; Candidate narrative explaining the significance of the book, book chapter or article and the level of merit within the candidate's specialty.	
2	Curating one museum or gallery exhibit for tenure and promotion to Associate Professor and two or more for promotion to Full Professor.	Curating an exhibition of professional or historical art or design works, completed by others, for exhibition at a regional level (or greater) at a reputable museum, university, corporation or gallery that includes a critical analysis component of primary research and sources.	Visual examples of curated exhibit; Full bibliographic references; Copies of all texts; Candidate narrative explaining significance of the exhibition and the level of merit within candidate's specialty.	
3	Publication of an exhibition catalog.	Single authorship, published by a reputable museum or organization.	Exhibition Catalog.	
4	Participation or presentation at professional conferences, seminars, workshops, or licensing exams.	Participation or presentation of scholarly papers and lectures at professional conferences, seminars and workshops. Maintaining a professional license.	Letters of acceptance to present/ conduct a workshop/ lecture; Copies of presentation texts or licenses; Conference, seminar, or workshop schedule showing details of the event and the Candidate's role; Candidate narrative explaining significance of the conference, seminar, workshop session or exam to the field.	

5	One or more entries in a national / international exhibition catalog or lexicon invited by a curator or editor.	Descriptions of professional or historical art or design works, completed by others, for inclusion in a regional level (or greater) reputable museum, university, corporation or gallery that includes a critical analysis component of primary research and sources.	Visual examples of curated exhibit; Full bibliographic reference; Copies of all texts; Candidate narrative explaining significance of entry and the level of merit within the candidate's specialty.	
6	Local publication of scholarly books, book chapters or journal articles OR:	Publication of a peer-reviewed and competitive book, book chapter (or editor invited) or journal article that includes a critical analysis component of primary research and sources.	Full bibliographic references; Copies of all texts; Candidate narrative explaining the significance of the book, book chapter or article and the level of merit within the candidate's specialty.	
7	Curating local museum or gallery exhibits Grants, Awards and Recognitions. Special note:	Curating an exhibition of professional or historical art or design works, completed by others, for exhibition at a reputable museum, university, corporation or gallery that includes a critical analysis component of primary research and sources.	Visual examples of curated exhibit; Full bibliographic reference; Copies of all texts; Candidate narrative explaining significance of the exhibition and the level of merit within candidate's specialty.	
8	Grants, Awards and Recognitions	Authoring and submitting grant proposals, funded or non-funded. Receiving awards for original manuscripts. The candidate's original manuscript being the subject of an essay or review in a publication of reputation.	Copies of grant proposal; Examples of work awarded; Letters of acceptance for grants and awards; Copies of essays or reviews that highlight a candidate's work; Copies of final grant reports; Candidate narrative explaining significance of the grant or award to the field as well as describing the significance of the funding organization (if applicable).	

VII.B.2. School of Communication (BEM, PUB, CMS)

VII.B.2.a. TENURE

Tenured and tenure-track faculty must engage in scholarly/creative activities within the individual's own particular areas of disciplinary training and interest. The final goal of scholarly/creative activities is to establish a record of scholarship/creative activities that contributes to the faculty member's academic discipline and promotes the University's, College's, and Department's mission, goals, and academic programs.

Furthermore, tenure-track and tenured faculty are expected to engage in scholarly/creative activities on a regular basis. A sustained record of scholarship and creative production is indicated when faculty can document such efforts for each and every academic year of their appointment at EKU. Documentation of these efforts should be easy to locate by promotion and tenure committee members in pre-tenure annual reviews and annual faculty development plans.

Tenure will only be granted to faculty members who can demonstrate that their scholarly/creative activities have been subject to external review (i.e. peer review, jury review, refereeing, curation, editorial review) and selected for inclusion in one or more of the following venues:

* **Category I:**

- Academic journals
- Books
- Electronic/online journals
- Published conference proceedings
- Film festival screenings
- TV show screenings
- Juried screenplay festivals and contests – finalist, runner-up, winner, honorable mention, or official selection status only
- Juried/refereed online publications and multimedia channels
- Other forms of peer-reviewed, juried, edited, or curated scholarly work or creative expression relevant to the candidate's academic discipline.

* Pay to publish or “pay to play” publications are **not** acceptable. Regular entry fees for screenplay contests and film festivals are acceptable and permitted, but other kinds of “pay to play” activities do not count toward tenure or promotion in this category.

Category II:

- Conference papers and presentations
- Conference poster presentations
- Published case studies
- Published commentaries relevant to applicant's discipline

Scholarly/Creative Activities: Evaluation

Scholarly/creative activities must have been refereed/juried and presented or selected for inclusion in the venue **before** the tenure application deadline.

The candidate must provide clear, written proof of the venue's acceptance of their scholarly/creative work to the promotion and tenure committee.

Scholarly/creative activities will be evaluated from documented evidence offered by the candidate. Documentation must include:

1. The original scholarly/creative activities (i.e. a copy of the scholarly paper).
2. Written evidence of external review (i.e. peer review, jurying, refereeing, editorial review, etc.) and proof of acceptance for publication, presentation or exhibition.

Successful candidates for tenure must have published or exhibited:

Three unique items that fall within Category I

OR

Two unique items that fall within Category I and **three** unique items that fall within Category II

Unique activities do **not** count in more than one category or venue. "Double dipping" is **not** permitted. However, a candidate may have several unique entries in one venue.

If the candidate has met these criteria, they qualify for tenure in the scholarly/creative activities category. If the candidate has **not** met these criteria, they do **not** qualify for tenure in the scholarly/creative activities category.

Scholarly/Creative Activities: Collegiality

Tenured and tenure-track faculty must exhibit collegiality in scholarly/creative activities. Policy 4.6.4P defines collegiality as "The ability of an individual to interact with colleagues with civility and professional respect; to engage in shared academic and administrative tasks necessary to meet Department, College, and University goals; and to work productively with faculty, students, and staff. Collegiality should not be confused with sociability or likeability but rather is the professional criterion relating to scholarly/creative activities."

Collegiality in Scholarly/Creative Activities: Method of Evaluation

The chair of the Promotion, Tenure, and Evaluation Committee will call a meeting of the tenured faculty to evaluate the candidate on issues of collegiality (based on the definition in IB.3) in relation to scholarly/creative activities. The Tenure, Promotion, and Evaluation Committee will document **all** findings and include them in the candidate's tenure and promotion evaluation.

VII.B.2.a. PROMOTION

Tenured and tenure-track faculty must engage in scholarly/creative activities within the individual's own particular areas of disciplinary training and interest. The final goal of scholarly/creative activities is to establish a record of scholarship/creative activities that contributes to the faculty member's academic discipline and promotes the University's, College's, and Department's mission, goals, and academic programs.

Furthermore, tenure-track and tenured faculty are expected to engage in scholarly/creative activities on a regular basis. A sustained record of scholarship and creative production is indicated when faculty can document such efforts for each and every academic year of their appointment at EKU. Documentation of these efforts should be easy to locate by promotion and tenure committee members in pre-tenure annual reviews and annual faculty development plans.

Promotion will only be granted to faculty members who can demonstrate that their scholarly/creative activities have been subject to external review (i.e. peer review, jury review, refereeing, curation, editorial review, etc.) and selected for inclusion in one or more of the following venues:

*** Category I:**

- Academic journals
- Books
- Electronic/online journals
- Published conference proceedings
- Film festival screenings
- TV show screenings
- Juried screenplay festivals and contests – finalist, runner-up, winner, honorable mention, or official selection status only
- Juried/refereed online publications and multimedia channels
- Other forms of peer-reviewed, juried, edited, or curated scholarly work or creative expression relevant to the candidate’s academic discipline.

* Pay to publish or “pay to play” publications are **not** acceptable. Regular entry fees for screenplay contests and film festivals are acceptable and permitted, but other kinds of “pay to play” activities do not count toward tenure or promotion in this category.

Category II:

- Conference papers and presentations
- Conference poster presentations
- Published case studies
- Published commentaries relevant to applicant’s discipline

Scholarly/Creative Activities: Evaluation

Scholarly/creative activities must have been refereed/juried and presented or selected for inclusion in the venue **before** the promotion application deadline.

The candidate must provide clear, written proof of the venue’s acceptance of their scholarly/creative work to the promotion and tenure committee.

Scholarly/creative activities will be evaluated from documented evidence offered by the candidate. Documentation must include:

1. The original scholarly/creative activities (i.e. a copy of the scholarly paper).
2. Written evidence of external review (i.e. peer review, jurying, refereeing, editorial review, etc.) and proof of acceptance for publication, presentation or exhibition.

3. Responses to previous annual evaluations as they relate to scholarly/creative activities.

Promotion Criteria by Academic Rank

Successful candidates for promotion from the rank of **Assistant Professor** to the rank of **Associate Professor** must have published or exhibited:

Three unique items that fall within Category I

OR

Two unique items that fall within Category I and **four** unique items that fall within Category II

These criteria must have been met since the time of the applicant's initial appointment at EKU. Activities completed, accepted, published, or exhibited before the date of initial appointment at EKU do not count unless specified at time of initial appointment.

Unique activities do **not** count in more than one category or venue. "Double dipping" is **not** permitted. However, a candidate may have several unique entries in one venue.

Successful candidates for promotion from the rank of **Associate Professor** to the rank of **Professor** must have published or exhibited:

Three unique items that fall within Category I

OR

Two unique items that fall within Category I and **four** unique items that fall within Category II

These criteria must have been completed **since the date of the applicant's last promotion** (e.g.: date of appointment to Associate Professor). Activities completed, accepted, published, or exhibited before the date of the previous promotion at EKU do **not** count toward promotion to Professor.

Unique activities do **not** count in more than one category or venue. "Double dipping" is **not** permitted. However, a candidate may have several unique entries in one venue.

If the candidate has met these criteria, they qualify for promotion in the scholarly/creative activities category. If the candidate has **not** met these criteria, they do **not** qualify for promotion in the scholarly/creative activities category.

Scholarly/Creative Activities: Collegiality

Tenured and tenure-track faculty must exhibit collegiality in scholarly/creative activities. Policy 4.6.4P defines collegiality as "The ability of an individual to interact with colleagues with

civility and professional respect; to engage in shared academic and administrative tasks necessary to meet Department, College, and University goals; and to work productively with faculty, students, and staff. Collegiality should not be confused with sociability or likeability but rather is the professional criterion relating to scholarly/creative activities.”

Collegiality in Scholarly/Creative Activities: Method of Evaluation

The chair of the Promotion, Tenure, and Evaluation Committee will call a meeting of the tenured faculty to evaluate the candidate on issues of collegiality (based on the definition in IB.3) in relation to scholarly/creative activities. The Tenure, Promotion, and Evaluation Committee will document **all** findings and include them in the candidate’s tenure and promotion evaluation.

VII.B.3. School of Music

Creative and scholarly activities support, complement, and enhance effective teaching and will directly relate to the candidate's primary teaching area(s). Such activities are characterized by continued study, research, creative work, and music performance. Demonstration of creative/scholarly activities is expected to be public and subject to peer review where applicable. Primary weight is given to refereed and professional publications, performances, invited lectures, and successful grant applications. In the School of Music, this can include activities in music performance, music education, musicology, music theory, music composition, music industry/recording arts or interdisciplinary activities that may include but are not limited to:

- Publications including articles, books, book chapters, compositions, arrangements, or pedagogical resources
- Presentations or performances at regional, national, international venues/conferences
- Guest master classes, lectures, clinics, guest faculty, conductor, director, adjudicator, composer, performer
- Recordings
- Development of grant proposals, grant awards, and other major awards
- Principal editorial responsibilities professional music journals or publications
- Holding office in a professional music organization

VII.B.3.a. TENURE

Candidates applying for Tenure must show a significant and sustained record of creative/scholarly activities over the five year period leading to tenure and must demonstrate the accumulation of 2 points per year accumulating a minimum 10 points during the first 5 years of the tenure process from the following three Categories, including 2 refereed events at the state/regional, national, or international levels. Faculty members that teach instrumental/vocal applied lessons and/or those that conduct/direct ensembles (herein referred to as Applied Faculty) must present a minimum of one juried performance (Category I or II). Faculty members that teach academic subjects (herein referred to as Academic Faculty) must publish or present a minimum of one paper or composition in a refereed outlet (Category I or II).

Category I – 3 points each

- Refereed publication including articles, books, book chapters, compositions, arrangements, or pedagogical resources
- Juried performance as a soloist, chamber/large ensemble musician, or conductor at a national or international event
- Juried performance of a composition at the national or international level or performance by artists with a national or international reputation
- Juried recording released by a major record label as a performer, composer, arranger, producer, or audio engineer
- Invited presenter, clinician (including master classes), guest faculty, conductor, director, adjudicator, composer, performer, recording technician at national or international event
- Development of grant proposals, grant awards, or other major awards from national or international sources

- Principal editorial responsibilities for national or international music journals or publications
- Holding office in a national or international professional music organization
- Win national or international music competition or award
- Publication of review or critique of literature or media at a refereed publication the national or international level
- Acceptance of university ensemble to perform at a regional, national or international conference

Category II –2 points each

- Non-refereed publication including articles, books, book chapters, compositions, arrangements, or pedagogical resources
- Juried performance as a soloist, chamber/large ensemble musician, or conductor at a state or regional event
- Juried performance of a composition at the state or regional level or performance by artists with a state or regional reputation
- Juried recording released by a minor record label as a performer, composer, arranger, producer, or audio engineer
- Invited or juried presenter, clinician (including master classes), guest faculty, conductor, director, adjudicator, composer, performer, recording technician at state or regional event
- Development of grant proposals, grant awards, or other awards from state or regional sources
- Principal editorial responsibilities for state or regional music journals or publications
- Holding office in a state or regional professional music organization
- Win state or regional music competition or award
- Publication of review or critique of literature or media in a refereed state/regional publication
- Acceptance of university ensemble to perform at a state conference

Category III –1 point each

- Performance as a soloist, chamber/large orchestral musician, or conductor at the local level
- Performance of a composition at the local level or by artists with a local reputation
- Juried recording independently released as a performer, composer, arranger, producer, or audio engineer.
- Invited or juried presenter, clinician (including masterclasses), guest faculty, conductor, director, adjudicator, composer, performer, recording technician at the local level
- Development of grant proposals, grant awards, or other minor awards from local or internal sources
- Holding office in a local professional music organization
- Win local music competition or award

Collegiality in creative/scholarly activities may be demonstrated via the following:

- Collaborative performances
- Collaborative publications

- Collaborative presentation

Other creative/scholarly activities may be presented and considered as evidence, at the discretion of the Institute P&T Committee.

VII.B.3.b. PROMOTION TO ASSOCIATE PROFESSOR

Promotion to Associate Professor is based on the same criteria stated for appointment of tenure with the following additional requirements:

Candidates applying for promotion to Associate Professor must show a sustained record of creative/scholarly activities and demonstrate the accumulation of 15 points since last promotion with 3 refereed events at the state/regional, national, or international level. For applied faculty, at least 2 of these events must be juried performances, and for academic faculty at least 2 of these events must be published or presented papers or compositions in refereed outlets.

If tenure is achieved without promotion, points accumulated during the application for tenure will apply for the application for promotion.

VII.B.3.c. PROMOTION TO FULL PROFESSOR

Promotion to Professor is based on the same criteria stated for appointment of tenure and promotion to Associate Professor with the following additional requirements:

Candidates applying for promotion to Professor must show a sustained record of creative/scholarly activities and demonstrate the accumulation of 15 points since last promotion with 3 refereed events at the state/regional, national, or international level. For applied faculty, at least 2 of these events must be juried performances, and for academic faculty at least 2 of these events must be published or presented papers or compositions in refereed outlets.

VII.C. Criteria for Promotion and Tenure: Service

A sustained pattern of significant and productive service to the department, college, university, community, and/or profession is required for tenure and promotion. University service is the application of faculty expertise to the operation and governance of the university, including academic programs, departments, colleges, and other components of the university. Community and/or professional service is the application of faculty professional expertise to needs, issues, and problems of professional associations, business, government, non-profit enterprises, and the general public.

Both the quantity and quality of the applicant's service will be considered. Significant contributions in one or more activities will be more important than a large number of service activities requiring minimal effort. It is the responsibility of the candidate to provide in the written narrative not only a list of service activities, but also a clear account of the significance of the activity and of the candidate's level of participation beyond the accomplishment of the committee, organization, or activity.

Examples of individual contributions could include, but not limited to, regular attendance, drafting or providing content to documents, organizing or participating in events and activities. Documentation should illustrate the charge of the committee, organization, or activity, the amount of time involved in each service commitment (frequency and length), what was accomplished by the committee, organization, or activity and significant/special contributions by the candidate.

Examples of documentation include, but are not limited to, department/college/university listings of membership, letters from committee chairs, leaders or colleagues, minutes of meetings, significant product or outcome (e.g. major report) from committee, organization, or activity, evidence of effective advising, service-related awards/recognition, service as journal/book/grant reviewer, service as an editor, juror, curator, or reviewer of professionally-related consulting/community service.

COLLEGIALITY IN SERVICE

Tenured and tenure-track faculty must exhibit collegiality in service. Policy 4.6.4P defines collegiality as "The ability of an individual to interact with colleagues with civility and professional respect; to engage in shared academic and administrative tasks necessary to meet Department, College, and University goals; and to work productively with faculty, students, and staff. Collegiality should not be confused with sociability or likeability but rather is the professional criterion relating to service."

VII.C. 1. SPECIFIC CRITERIA FOR SERVICE

Appropriate service activity may include – but is not limited to – the following activities:

Items 1 - 8 are required for each level of promotion and tenure:

Department:

1. Participation and/or leadership on department committees (see below for application to specific ranks).
2. Attendance and participation at departmental faculty meetings.
3. Active participation and/or regular attendance in department sponsored events and activities (i.e. gallery openings, recitals, etc.).
4. Fulfillment of requested service at Commencement ceremonies.
5. Participation in student recruiting activities.
6. Participation in accreditation processes, assessment, or other unit reports.
7. Academic advising, including mentoring honors theses, presentations, exhibitions, performances, etc.
8. Shared responsibility for the management, maintenance, upgrade and advancement of facilities, equipment, and health and safety procedures.

Item 9 is required for promotion:

College/University:

9. Participation and/or leadership on college or university committees (see below for application to specific ranks).

Other opportunities for service may include - but are not limited - to the following:

Department/College/University:

10. Unpaid/uncompensated supervisor for student academic work (i.e. independent studies, graduate program, and student/faculty publications, exhibitions, presentations, or productions).
11. Advisor / faculty representative for student organizations.
12. Membership on university councils, special projects, programs and groups (for example, Graduate Council, Faculty Senate, University General Education Committee, Institute collaboration projects, etc.).
13. Participation in department, college and university events.
14. Development of and participation in discipline-related continuing education programs.
15. Planning workshops, seminars, or conferences for department, college, or university groups.
16. Writing discipline-related grant proposals to benefit the department, college, or university community.

Community/Professional/Academic Discipline

17. Participation in relevant discipline-related professional organizations at the local, state, regional or national level.
18. Leadership in relevant discipline-related professional organizations at the local, state, regional or national level.
19. Professionally related presentations to civic and community organizations.

20. Active participation in civic and community organizations that makes use of the candidate's professional and disciplinary experience.
21. Consulting services that make use of the candidate's professional and disciplinary experience.
22. Participation in discipline-related professional meetings, workshops, and seminars as presenter, chair, discussant, organizer, or other significant role
23. Serving as editor, reviewer, juror, or curator for discipline-related professional journals, books, exhibitions, competitions, performances, festivals, presentations, or proceedings
24. Serving on the program committee of a discipline-related professional meeting or seminar
25. Earning discipline-related professional designations, honors, or awards
26. Planning or hosting workshops, seminars, events, or conferences for community/professional groups
27. Bringing outside speakers to campus
28. Technical and/or administrative support activities in the community.
29. Writing discipline-related grant proposals in support of community/professional service activities.

VII.C.2. EVALUATION

Service activities will be evaluated from the annual self-evaluation narrative and documentation provided by the candidate. Documentation must include written evidence of participation in each service activity.

VII.C.3. TENURE

Successful candidates for tenure must have provided at least one **unique** instance of service (see list above) at **each** of the three following levels:

1. Department (Items 1-8 from VII.C.1. are required)
2. College/University
3. Community/Profession/Academic Discipline

If the candidate has met these criteria, they qualify for tenure in the service category. If the candidate has not met these criteria, they do not qualify for tenure in the service category.

VII.C.4. PROMOTION TO ASSOCIATE PROFESSOR

Successful candidates for promotion to the rank of Associate Professor must have provided a minimum of **five** instances of service, including at least one **unique** instance of service (see list above) at **each** of the following three levels. (If applying for tenure and promotion to Associate Professor at the same time, there must be a minimum of **eight** instances of service.)

1. Department (Items 1-8 from VII.C.1. are required)
2. College/University (Item 9 from VII.C.1. is required)
3. Community/Profession/Academic Discipline

If the candidate has met these criteria, they qualify for promotion to Associate Professor in the service category. If the candidate has not met these criteria, they do not qualify for promotion to Associate Professor in the service category.

VII.C.5. PROMOTION TO FULL PROFESSOR

Successful candidates for promotion to the rank of Full Professor must have provided a minimum of **five** instances of service, including at least one **unique** instance of service (see list above) at **each** of the following three levels during the time since their previous promotion. (If applying for tenure and promotion to Full Professor at the same time, there must be a minimum of **eight** instances of service.)

1. Department (Items 1-8 from VII.C.1. are required)
2. College/University (Item 9 from VII.C.1. is required)
3. Community/Profession/Academic Discipline

Included in the above instances of service, the successful candidate must have served in **three unique, different leadership positions** since previous promotion at EKU from the following list:

1. Chair a department committee
2. Chair a college committee
3. Chair a university committee
4. Chair of a university council, special project, program, or group (such as Faculty Senate committee, Graduate Council, University General Education Committee, Institute collaboration projects, etc.).
5. Officer (president, vice president, secretary, treasurer) in scholarly or professional organization relevant to applicant's discipline for at least one full academic year
6. Faculty supervisor, advisor, or sponsor for scholarly or professional student organization relevant to applicant's discipline for at least one full academic year
7. Journal editor or assistant/associate editor for scholarly or professional publication related to the applicant's discipline for at least one full academic year (or its equivalent)
8. Leadership position with professional/scholarly organization or publication (for example, Editor of KCA journal, Vice President of Central Kentucky PRSA, etc.)
9. Lead organizer, editor, juror, curator for exhibitions, competitions, festivals, performances, presentations related to applicant's discipline for at least one full academic year (or its equivalent)
10. Leadership and development of the management and maintenance of studios, labs and other classrooms that require changes or advancements in equipment, technology or procedures
11. Unpaid/uncompensated officer, supervisor, representative for academic unit, program, or area at EKU (e.g. Executive Representative for PUB) for at least one full academic year (or its equivalent)
12. Unpaid/uncompensated supervisor for student academic work (i.e. independent studies, recruiting or educational camps, graduate program, student/faculty publications or productions) for at least one full academic year (or its equivalent)
13. Unpaid/uncompensated lead grant writer for awarded grant to the department/college/university

If the candidate has met these criteria, they qualify for promotion from Associate Professor to Full Professor in the service category. If the candidate has not met these criteria, they do not qualify for promotion to Full Professor in the service category.

Appendix A: Schedule for the P&T Process ^a

Dean notifies chairs of faculty eligible for tenure	April 15 ^b
Department Chair notifies eligible Candidates and provides guidelines and deadlines	May 1 ^b
Candidates notify Department Chair and Dean in writing of intent to apply for tenure and/or promotion	September 1 ^b
Election of Department P&T Committee	no later than September 10 ^b
Department Chair informs the Department P&T Committee of Candidates for tenure and/or promotion	September 12
Candidate provides the name of their presenter to the Chair of the College P&T Committee	September 15 ^b
Candidate submits application to Department (<i>hard copy and identical electronic version; supporting materials: hard copy only</i>)	September 20
Department P&T Committee provides Department Chair with its evaluation and recommendation	October 31
Department Chair and Chair of Department P&T Committee review recommendations with Candidate, provides Candidate with report(s), and secures Candidate's signed receipt	November 7
Deadline for Candidate to request reconsideration	within 10 calendar days of notification ^b
Department Chair notifies Candidate of results of reconsideration by Department P&T Committee and/or Department Chair	November 28
Department Chair presents recommendations to the Dean (<i>hard copies and electronic versions</i>)	December 1

^a If the final calendar day occurs on a weekend or holiday, the due date shall be on the first day on which University administrative offices are open. The time for response may be extended upon agreement by both parties.

^b This deadline is mandated by university policy.

Appendix B: Student Assessment of Instructor Effectiveness

INSTITUTE FOR CREATIVE AND COLLABORATIVE ARTS
Eastern Kentucky University
Student Assessment of Instructor Effectiveness

Name of faculty member: _____

Course number and title: _____

Semester & Year: _____

Please respond with legible narrative statements. You may use the reverse side or additional pages if necessary.

Please indicate what you thought was good about this course, the instructor, and/or the way this course was taught.

Please indicate any changes (if any) you think the instructor should make to improve this course and/or the way this course is taught.

Appendix C: Peer Evaluation of Classroom Instruction

INSTITUTE FOR CREATIVE AND COLLABORATIVE ARTS
Eastern Kentucky University
Peer Evaluation of Teaching

Name of faculty member: _____

Name of peer reviewer: _____

Course number and title: _____

Date & Time of observation: _____

Location: _____

This form should be returned to the faculty member being reviewed for inclusion in the annual self-evaluation as well as the promotion and tenure report. Reference each of the following in your observation; attach additional sheets if needed:

<i>Class Content</i>	
<i>Class Organization</i>	
<i>Class Presentation</i>	
<i>Command of Subject</i>	

<i>Instructional Methods</i>	
<i>Interactions w/Students</i>	

Strengths to be retained:

Opportunities for improvement:

OVERALL EVALUATION:

Peer evaluator signature: _____

Appendix D: Peer Evaluation of Online Instruction

INSTITUTE FOR CREATIVE AND COLLABORATIVE ARTS
Eastern Kentucky University
Peer Evaluation of Teaching

Instructions to Candidate: Please enroll the evaluator in your course for an agreed upon two-week period. Explain how you address each item in the Instructor Comments areas below prior to the two-week evaluation period.

Instructions to Evaluator: Please provide the Candidate with feedback regarding the quality with which he or she has addressed each item after the two-week evaluation period.

1.1 Instructions make clear how to get started and where to find various course components.

Instructor Comments:

Evaluator Response:

2.1 The course learning objectives describe outcomes that are measurable.

Instructor Comments:

Evaluator Response:

2.4 Instructions to students on how to meet the learning objectives are adequate and stated clearly.

Instructor Comments:

Evaluator Response:

3.1 The types of assessments selected measure the stated learning objectives and are consistent with course activities and resources.

Instructor Comments:

Evaluator Response:

3.2 The course grading policy is stated clearly.

Instructor Comments:

Evaluator Response:

3.3 Specific and descriptive criteria are provided for the evaluation of students' work and participation.

Instructor Comments:

Evaluator Response:

4.1 The instructional materials contribute to the achievement of the stated course and module/unit learning objectives.

Instructor Comments:

Evaluator Response:

5.1 The learning activities promote the achievement of the stated learning objectives.

Instructor Comments:

Evaluator Response:

5.2 Learning activities foster instructor-student, content-student, and if appropriate to the course, student-student interaction.

Instructor Comments:

Evaluator Response:

6.1 The tools and media support the learning objectives and are appropriately chosen to deliver the content of the course.

Instructor Comments:

Evaluator Response:

6.3 Navigation throughout the course is logical, consistent, and efficient.

Instructor Comments:

Evaluator Response:

7.1 The course instructions articulate or link to a clear description of the technical support offered.

Instructor Comments:

Evaluator Response: