



TENURE UNIT STANDARD ROUTING SHEET

In support of the following academic policy statements, tenure unit performance standards will be maintained and made publicly available by the Office of the Provost's Faculty Records Team. Per policy, each of these sets of standards will be reviewed every five (5) years, submitted to the Office of the Provost using this routing form for all signatures.

- APS [900417](#), Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty
- APS [980204](#), Performance Evaluation of Tenured Faculty (Post-Tenure Review)
- APS [820317](#), The Faculty Evaluation System of Tenured and Tenure-Track Faculty

Please note the following:

- Use a separate routing sheet for each set of tenure unit standards.
- Submit files in portable document format (PDF) only.
- Ensure the set of standards being submitted ***have been approved*** by the tenure unit ***and*** college dean.

Tenure Unit: Theatre and Musical Theatre

College/Unit:

- | | | | | |
|---|-------------------------------|-------------------------------|--------------------------------|------------------------------|
| <input checked="" type="checkbox"/> CAM | <input type="checkbox"/> COCJ | <input type="checkbox"/> CHSS | <input type="checkbox"/> COM | <input type="checkbox"/> NGL |
| <input type="checkbox"/> COBA | <input type="checkbox"/> COE | <input type="checkbox"/> COHS | <input type="checkbox"/> COSET | |

Standard:

- Promotion and Tenure Post-Tenure Review Faculty Evaluation System (FES)

Contact:

Name (first & last): Thomas Prior

SHSU Email: tomprior@shsu.edu

Phone: 936.294.1328

Approved By:

Prior, Thomas Digitally signed by Prior, Thomas
Date: 2022.11.30 14:36:30
-06'00'

Department Chair

Ronald E. Shields Digitally signed by Ronald E.
Shields
Date: 2022.11.30 15:15:47 -06'00'

College Dean

Provost & Sr. VP for Academic Affairs

Department of Theatre and Musical Theatre
College of Arts and Media
Revised November 1, 2022

The Department of Theatre and Musical Theatre is one of four departments and one school within the College of Arts and Media at Sam Houston State University and, as such, adheres to all policies established by the College, the University, and the Texas State University System. General policies regarding faculty can be found in the [Sam Houston State University Faculty Handbook \(Revised December 2018\)](#) . Specific policies for tenure and promotion are articulated in [Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty 900417 \(Revised May 2022\)](#) .

The Department defers to the tenure and promotion vocabulary and guidelines established in the white papers published by two of our national, professional organizations: the [Association for Theatre in Higher Education \(ATHE\)\(2021\)](#) and the [United States Institute for Theatre Technology, Inc. \(USITT\)\(2014\)](#). Additionally, the department is certified by the [National Association of Schools of Theatre \(NAST\)\(2022\)](#), and utilizes their guidelines in all internal policies, including tenure and promotion.

All tenured and tenure-track faculty, hereafter referred to as the “faculty,” are expected to help fulfill the mission of the Department, which is to “dedicate itself to the highest quality professional training of our students. We strive to create a community of collaboration and artistry founded on the pillars of equity, diversity, and inclusion. While maintaining excellence and integrity in all our educational and artistic endeavors, we empower our students to be courageous mediums of change, brave risk-takers and curious global citizens.”

In accordance with university policy, all faculty have been hired following national searches. All hold terminal degrees in their respective areas of expertise and are ranked as Assistant Professor, Associate Professor, or Professor. New tenure-track faculty typically are hired with the rank of Assistant Professor and occasionally with the rank of Associate Professor. Incoming faculty with prior college-level teaching experience may be allowed to transfer a fixed number of years, but never more than three years, to accelerate their tenure process. This transfer allowance must be determined at the time of hire and approved by the Dean of the College of Arts and Media.

All faculty members are required to teach, provide service, and conduct research, be it scholarly or creative, and to do so in a collegial manner that neither impedes nor disrupts the mission of the Department, College, and University. Categories and standards of performance for all faculty are established in *Academic Policy Statement 900417*.

While faculty are hired and expected to work within their credentialed area of expertise, they may be responsible for additional, related areas of specialization that arise from the curricular and co-curricular needs of the department. Occasionally, job lines and their requisite duties may evolve and change to meet the needs of the department. Further, as members of professionally oriented, BFA degree-granting theatre and musical theatre programs, all faculty are required to participate actively and regularly in the production life of the Department through its annual season. Regardless of degree or credentialed specialization, or the ways that their duties may have changed, all faculty members are to be valued, recognized, and evaluated for all endeavors, contributions, and accomplishments.

Faculty workload is established by [Academic Policy Statement 790601: Faculty Instructional Workload \(Revised June 2010\)](#). The Department’s faculty carry a normative teaching load of nine hours per semester, which is defined as a .75 FTE for teaching (.25 FTE for each three-hour undergraduate course) and a .25 FTE for research. The “Adjustments to the Normal Load” section of this policy notes that a college dean may grant teaching load

Department of Theatre and Musical Theatre
College of Arts and Media
Revised November 1, 2022

reductions for the “Director of a major musical, dramatic, or dance stage production or the designer/director for lighting, scenes, costumes, and properties for such major productions.” [4.01 .c(4)] The Department recognizes that this list is not comprehensive in that it does not include numerous other essential primary production roles such as actor, musical director, choreographer, sound designer, projections designer, dramaturg, accompanist, etc.

With few exceptions, the theatre and musical theatre faculty are required to participate in the production life of the Department each semester. The Department greatly encourages faculty to pursue external scholarly/creative ventures and to capitalize on professional, off-campus opportunities that might enhance faculty development as artists and scholars. To do so, over time, will build the record of sustained effort of professional accomplishment required for tenure and promotion. However, this sustained effort requires prioritization and coordination. All faculty must maintain the highest professional standards in fulfilling all teaching, service, and on-campus production assignments each semester and will be accountable during each review cycle for these assignments as well as the documentation of on-going efforts to build a portfolio of creative/scholarly work over-time.

Service is an intrinsic and important part of the faculty’s work in the department. The department aligns itself with the *five categories of service* in accordance with *Academic Policy Statement 900417.5.01.(a3)*: University (Category 1), College (Category 2), Department (Category 3), Profession (Category 4), and Public (Category 5). The Chair will explain each category to probationary faculty the first year of employment, and categories are referenced in the faculty handbook.

Each faculty member must be involved in department service (Category 3). This includes, but is not limited to: supplemental work on productions, advising, service on departmental committees, leadership roles (e.g., Associate Chair, Coordinator of Emphasis / Program), organizing recruitment events, mentoring students, mentoring junior faculty, etc. The expectation is that probationary faculty, in their first five years, emphasize Category 3 and 4, and that Assistant Professor to Associate Professor emphasize Category 1, 2 and 3. Associate Professor to Professor should emphasize all categories with particular emphasis on Category 1 and 2.

While standards for the categories of Teaching and Service are covered effectively in the *Academic Policy Statement 900417*, those for research as “Scholarly and/or Creative Accomplishments” are less comprehensive and specific: “For most disciplines, this category consists of research and publication. For some disciplines, however, it may include other forms of creative works and activities, such as instructional technology, patents or commercialization of research (where applicable), poetry, painting, musical performance or composition, and sculpture.” [5.1.a.(2)] Other areas not included but equally as important in theatre disciplines are directing, designing, acting, and dramaturgy.

Both The Association for Theatre in Higher Education (ATHE) and the United States Institute for Theatre Technology (USITT) note the necessity of external (non-departmental, non-institutional), professional peer review to evaluate creative output, be it on campus or off. Both note various forms of external review and emphasize the value of *in situ* (real time) as well as portfolio review. The Department also encourages research that yields traditional scholarship, be it a work in print (book, chapter, monograph, review, report, abstract, musical composition, arrangement, translation, transcription, etc.) or a work not in print (conference paper or presentation, public performance, recording, instructional video, invited talk, consultancy, workshop, master class,

Department of Theatre and Musical Theatre
College of Arts and Media
Revised November 1, 2022

etc.). Grants, contracts, fellowships, awards, honors, and works in progress also are valued and should be included for consideration and evaluation for tenure and/or promotion.

Methods for documenting and evaluating creative output should be agreed upon by the faculty member and the Chair, with supporting documentation, during the faculty member's first year of employment. Of the many methods that might be used to document and evaluate creative output, those involving external peer review should be scheduled in a timely manner that yields sufficient response for inclusion in the third-year review as well as in the tenure and/or promotion review.

The Department has five operating units: Acting and Directing; Design and Technology; Musical Theatre; Theatre Studies; and Theatre with Teaching Certification. Each of these five units, working closely together, establishes expectations, requirements, and guidelines that further define "Creative Accomplishments," either qualitatively or quantitatively, from those that are already established by the University, the College, and the Department. Those unit specifications follow later in this document. Depending on their skillset, faculty members work in one or more of these units.

All faculty are required to participate in official, periodic reviews. Per *Academic Policy 900417*, all faculty are reviewed by the Department Promotion and Tenure Advisory Committee (DPTAC) and Chair "beginning with the second year of employment and continuing until a final recommendation concerning tenure is made." Tenure-track faculty have a more extensive review during their third year for continuation of contract and during their sixth year for tenure and promotion. (By University policy, an Assistant Professor must apply for tenure and promotion; one cannot be awarded without the other.) Review for promotion to full professor typically occurs during the fifth year following tenure award. Any exceptions to this timeline should be established at the time of hire and approved by the Dean of the College of Arts and Media.

The data used for all reviews should be drawn from each faculty member's required annual FES form, which provides an account for the previous calendar year's activities. Guidelines for the FES are established in [The Faculty Evaluation System of Tenured and Tenure-Track Faculty 820317 \(Revised May 2022\)](#). In the FES, the faculty member should identify each activity and accomplishment by its category of performance and the standards met. For items listed under "Scholarly and/or Creative Accomplishments," qualitative and quantitative factors should be noted (e.g., level of responsibility, venue, locality, significance, available resources, time commitment, and whether there was any form of peer review that affected selection beforehand or evaluation afterwards). These attachments of peer reviews will be placed in their permanent file.

All performance evaluation criteria for faculty reviews are established in [Academic Policy Statement 980204: Performance Evaluation of Tenured Faculty \(Revised May 2022\)](#), including a review producing a negative vote. In that case, a Plan for Assisted Faculty Development (PAFD) must be developed and executed. This applies only to the five-year review cycle. For the yearly review, faculty members may appeal their FES Summary Report score to the Dean of the College of Arts and Media. Guidelines and timetables for all review materials are established by the University and/or the College. Faculty Evaluation System (FES) forms and pre-tenure materials are submitted based on university and college timelines.

Standards of performance for promotion to the ranks of Associate Professor and Professor are established in the *Academic Policy Statement 900417*. The department encourages scholarship and community engagement (Service

Department of Theatre and Musical Theatre
College of Arts and Media
Revised November 1, 2022

Category 5) in faculty coursework. Credit will be given to external grants, partnerships, and any community-engaged teaching in promotion / tenure reviews.

Review and evaluation of tenure and/or promotion materials and subsequent recommendation (or denial) is conducted initially by the DPTAC, then by the Department Chair, then the Dean of the College of Arts and Media, then the Provost, and finally by the President, who submits the recommendation (or denial) to the Texas State University System's Board of Regents for approval. Copies of all summaries will be sent to the candidate at each level of review.

For all reported accomplishments at all levels of review, qualitative and quantitative factors must be noted and done so in a manner that is both accurate and understandable by colleagues outside the Department and the discipline. Further, for faculty promotion both to Associate Professor and Professor, external letters from trusted sources are required. All names should be respected disciplinary experts without prior personal connections with the candidate (i.e., no conflict of interests). The candidate and the DPTAC will furnish a list to the Department Chair who, in turn, will contact external reviewers for letters. These letters will be kept by the Department Chair and forwarded to the DPTAC, the Dean, the Provost, the President, and to the Texas Board of Regents as part of the candidate's dossier.

The Department has three BFA degrees: BFA in Musical Theatre, BFA in Theatre, and a BFA in Theatre with Teaching Certification. The BFA in Theatre has three emphases: Acting and Directing, Design and Technology, and Theatre Studies. Musical Theatre contains a dance and theatre emphasis. Because of the diverse skillsets and balance of performance, design, and generalist faculty, it is necessary for most faculty to teach in each degree path. Perhaps unique to these areas is the additional research required for program development and for the special performances and projects that serve the ordinary needs of the Department as well as the needs of the President of the University and the Dean of the College of Arts and Media.

Acting and Directing. Faculty members in this unit are artist-scholars whose regular workload requires them to participate in the production life of the Department each semester by directing one fully mounted, season production or providing a secondary, supportive role as coach (acting, movement, combat, dialects, etc.) for another production, or as faculty supervisor for a student-directed production or project. Faculty should strive to direct or act in at least two professional theatre productions every five years. Faculty in this area are encouraged to conduct additional research, be it scholarly or creative, that should be developed with and approved by the Chair. They should strive to engage in professional development that might include workshops, symposia, additional training, and certification. Faculty should endeavor to attend a national or international professional conference at least twice during a five-year period and to attend a regional conference or symposium every other year. Traditional scholarship, be it in print or not, is welcomed and encouraged.

Design and Technology. Faculty members in this unit are artist-scholars whose workload requires them to participate in the production life of the Department each academic year by designing (or serving in a primary technical or managerial role) at least one season production each semester. Faculty should strive each academic year to design (or serve in a primary technical or managerial role) at least one theatrical production off campus in a professional setting. Faculty in this area are encouraged to conduct additional research, be it scholarly or creative, that should be developed with and approved by the Chair. They should strive to engage in professional

Department of Theatre and Musical Theatre
College of Arts and Media
Revised November 1, 2022

development that might include workshops, symposia, additional training, and certification. Faculty should endeavor to attend a national, professional conference at least twice during a five-year period and to attend a regional conference or symposium every other year. Traditional scholarship, be it in print or not, is welcomed and encouraged.

Musical Theatre. Faculty members in this unit are artist-scholars in musical theatre, dance, voice, or music. The regular workload of these faculty requires them to participate in the production life of the Department each academic year by directing, choreographing, music directing, vocal coaching, or conducting a musical production each semester. Faculty should strive to be involved in directing, choreographing, music directing, vocal coaching, or conducting at least two professional theatre productions every five years. Faculty are encouraged to conduct additional research, be it scholarly or creative, that should be developed with and approved by the Chair. They should strive to engage in professional development that might include workshops, symposia, additional training, and certification. Faculty should endeavor to attend a national, professional conference at least twice during a five-year period and to attend a regional conference or symposium every other year. Traditional scholarship, be it in print or not, is welcomed and encouraged.

Theatre Studies. Faculty members in this unit are artist-scholars. Their regular workload requires them to participate in the production life of the Department each academic year by directing one fully mounted, season production or providing a secondary, supportive role for a production. Faculty should strive to engage in scholarship with at least two minor peer-reviewed publications (articles, book chapters) or one major publication (book, edited collection), and/or at least two professional theatre productions every five years. Faculty are encouraged to conduct additional research, be it scholarly or creative, that should be developed with and approved by the Chair. Faculty should strive to engage in professional development that might include workshops, symposia, additional training, and certification. Faculty should endeavor to attend a national or international, professional conference at least twice during a five-year period and to attend a regional conference or symposium every other year. Traditional scholarship, be it in print or not, is welcomed and encouraged.

Theatre with Teaching Certification: Faculty members in this unit are artist-scholars who work closely with the College of Education in administering this degree. Their regular workload requires them to participate in the production life of the Department each academic year by directing one fully mounted, season production or providing a secondary, supportive role for a production. Faculty should strive to engage in scholarship with at least two minor peer-reviewed publications (articles, book chapters) or one major publication (book, edited collection), and/or at least two professional theatre productions every five years. Faculty in this area are encouraged to conduct additional research, be it scholarly or creative, that should be developed with and approved by the Chair. Faculty should strive to engage in professional development that might include workshops, symposia, additional training, and certification. Faculty should endeavor to attend a national or international, professional conference at least twice during a five-year period and to attend a regional conference or symposium every other year. Traditional scholarship, be it in print or not, is welcomed and encouraged.

This document was read and approved by the following tenured faculty members in the Department of Theatre and Musical Theatre on October 31, 2022: Thomas Prior, Kevin Crouch, Nicholas Graves, Kristina Hanssen, Penelope Hasekoester, Victoria Lantz, and Eric Marsh. Additionally, the document was reviewed by tenure-track faculty members Aaron Brown, Kyle Craig-Bogard, and Patrick Pearson.