

Guidelines for Tenure and Promotion Evaluation
Boyer College of Music and Dance
Temple University

The following is a guideline to documents typically submitted by candidates in the Boyer College of Music and Dance who are applying for tenure and/or promotion. Everything listed does not apply to everyone, but the documents listed represent a taxonomy of materials applicable in various proportions across departments.

Specific information about what must be included in the promotion and tenure application is available in the new Temple University Guidelines for Review of Tenure and Promotion Applications (www.temple.edu/vpfaculty). Candidates should also review the Organizational Outline for Promotion and Tenure Files available on the same website.

Candidates for tenure and/or promotion must demonstrate outstanding performance as a faculty member, with teaching and research/scholarship/creative activity given primary consideration in the evaluation process and service given secondary consideration. Candidates should also refer to Article 11, "Promotion and Tenure Standards and Procedures for Faculty," of the TAUP-TU Collective Bargaining Agreement 2004-2008 (www.taup.org).

The candidate has the responsibility to meet Temple University's standards and expectations for tenure and promotion and to document his/her work in teaching, research/scholarship/creative activity, and service for the tenure file. The candidate should provide a current curriculum vita and copies of scholarly or creative work and any appropriate materials documenting research/scholarship/creative activity, teaching, and service that he or she wishes in support of the application.

LETTER OF APPLICATION

The application must be accompanied by a cover letter in which the candidate discusses the merits of the application and briefly summarizes the material.

TEACHING/INSTRUCTION

Without great teaching, a school like ours at Temple—with strong traditions in both the performance and classroom areas—cannot achieve major stature in the field. Temple University's Boyer College was founded on this principle and it is embedded in the statement of purpose, goals, and objectives of our school. Colleges of music and dance throughout the United States are dependent upon excellence in teaching for their reputations and for the ultimate placement of their students in the best graduate schools and professional positions.

Subject Mastery

- teaching well a breadth of courses
- supervising internships, apprenticeships, graduate assistants, and student teachers
- directing of theses, dissertations, master's projects, mentorships, recitals, and concerts
- staying familiar with advancements in the field

Components of Teaching Excellence

- curriculum development
- instructional materials
- development of new courses
- innovations in teaching methods
- use of instructional tools
- organization of course materials
- appropriate learning objectives
- ability to inspire and motivate students
- adapting to changes in student population and educational trends
- teaching/conducting new works, styles, and techniques

For purposes of evaluation, the tenure/promotion dossier should show documentation of teaching and advising including, but not limited to, the following information:

- course syllabi
- examinations
- peer evaluations*
- peer review letters with information about the peer review process
- CATE survey results summary and CATE evaluation forms
- audio and/or video documentation of lessons/classes/ensembles
- supplemental course materials

**Note: Candidates must have three peer evaluations each year. The observations are to be from the department chair; another member of the department (or, in cases where another tenured faculty member of an appropriate rank is not available within that department, another faculty member from the Boyer College who is qualified to evaluate the designated area of teaching); a tenured at-large member of the Boyer faculty selected by the candidate.*

Other Materials

For purposes of evaluation, the tenure/promotion dossier may include, but should not be limited to, the following information:

- masters' theses, final projects, monographs, and doctoral dissertations
- student-published materials
- programs
- audio/video recordings of student recitals or performances
- letters from students
- papers presented in public lectures
- pedagogical articles
- a description of materials submitted in this category
- achievements of students and alumni

RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITY

Important considerations are the quality, volume and regularity of the candidate's artistic and/or scholarly contributions. Important to consider are the size/proportion of the contributions, their time/labor intensity, whether the works are in planning, under review, frequent, completed, or published, and the extent to which the work supports the candidate's concurrent responsibilities in teaching and service.

Publications

- published or in-press articles, essays, books, book chapters, compositions, arrangements, editions, choreography notations, or other publications.
- edited scholarly volumes or collections, journals and reference works, published abstracts, and book reviews.

For purposes of evaluation, the tenure/promotion dossier should include, but should not be limited to, the following information:

- a copy of the work published, in-press, completed, or in-progress
- a copy of published reviews of the work
- information about the author order and role in the publication
- information about the review process for each publication
- citation reports about the frequency with which the work is cited
- the stature of journals in which the work is published (see pg. 11 of Temple University's *Guidelines for Review of Tenure and Promotion Applications*)
- information about the peer-review process required for publication
- extent to which books and journals are held by major libraries

Creative Works in Music and Dance

- choreography
- compositions
- performances and guest conducting

For purposes of evaluation, the tenure/promotion dossier should include, but should not be limited to, the following information:

- a copy of the work (audio or video recording) and program
- information about whether a work was a solo or ensemble performance
- information about the venue in which a performance occurred and its visibility
- information about the method for selecting participants (auditioned, invited, or self-initiated)
- reviews and letters of critique of the performance
- information about commissions, prizes, and awards
- the artist's notes, sketches, or scores to help illustrate the artistic process

External Funding for Grants, Awards, and Commissions

- document all attempts to obtain external funding (see *External Support Form* at www.temple.edu/vpfaculty)
- provide documentation of reviews by funding agencies and notices of awards

Professional Creative Activities

- papers and presentations at professional meetings
- invited lectures, lecture/demonstrations, and classes
- poster sessions
- master classes
- adjudications

For purposes of evaluation, the tenure/promotion dossier should include, but should not be limited to, the following information:

- documentation or description of the selection process
- the scope of the meeting (local, national, international) and nature of the audience
- a copy of the papers/materials presented/distributed at professional meetings

Other Recognition

- prizes
- awards
- artist residencies or visiting scholar invitations

For purposes of evaluation, the tenure/promotion dossier should include, but should not be limited to, the following information:

- documentation of the prize or award
- information about the institution and/or awarding agency

SERVICE

Service within Temple University

- department, college, and/or university committee service
- assistance/advising for student organizations

Service outside Temple University

- service to the local, regional, national or international community
- service to the profession including, but not limited to, responsibilities in academic and professional associations; journal editor; manuscript reviewer; member of accreditation panel or program review committee; association officer or committee member; member of examining or licensing bodies or similar governmental entities; member of grievance or professional practice committees; member of advisory commissions; advisor for government agencies or private entities; member of board of directors

For purposes of evaluation, the tenure/promotion dossier should include, but should not be limited to, the following information:

- documentation of the type and scope of service
- any possible documentation or information concerning the outcome of the service

Addendum 1.1

Department-Specific Examples for Promotion and Tenure Evaluation: Music Education and Therapy

Journals (including but not limited to):

* indicates a refereed or blind peer-reviewed journal. The publication record for one applying for promotion and/or tenure must show some publications in refereed or blind peer-reviewed journals.

- Journal of Research in Music Education*
- Journal of Music Therapy*
- Arts in Psychotherapy*
- Bulletin of the Council for Research in Music Education*
- International Journal of Music Education*
- Journal of Music Teacher Education*
- Music Educators Journal
- Music Therapy Perspectives*
- Psychology of Music*
- Psychomusicology*
- Update: Applications of Research in Music Education*
- Nordic Journal of Music Therapy*
- British Journal of Music Therapy*

International Conferences (including but not limited to):

- European Congress of Music Therapy
- International Research in Music Education Conference
- International Society for Music Education – Commission Conferences
- International Symposium for Research in Music Behavior
- Midwest Band and Orchestra Clinic
- World Federation of Music Therapy Conference

National Conferences (including but not limited to):

- American Choral Directors Association National Conference
- American Music Therapy Association Conferences
- American Orff-Schulwerk Association
- American String Teachers Association National Conference
- College Band Directors National Association
- College Music Society Conferences
- International Symposium for Research in Music Behavior
- Midwest Band and Orchestra Clinic
- Music Educators National Conference
- National Collegiate Choral Organization
- Organization of American Kodály Educators

Regional Conferences (including but not limited to):

- American Choral Directors Association National Conference
- American Music Therapy Association Conferences
- American Orff-Schulwerk Association
- American String Teachers Association National Conference
- College Band Directors National Association
- College Music Society Conferences
- Music Educators National Conference
- Organization of American Kodály Educators

Creative Works (including but not limited to):

- Blind, peer-reviewed journal articles
- Invited articles
- Articles in trade magazines that reach a large, practitioner readership
- MEA journals that reach music educators in specific states
- Texts for teaching music to children
- Teacher manuals for school music texts
- CDs of school specific music
- Curriculum development materials
- Collegiate texts
- Research articles for dissemination in public forums (poster [scientific model] and reading sessions)
- Dissertation and book reviews
- Clinical protocols or materials for music therapy

Other Contributions (including but not limited to):

- Guest conducting
- Curriculum/research/assessment consulting
- Guest clinician/lecturer
- In-service speaker at school teacher-development days
- Panel participant

Addendum 1.2

Department-Specific Examples for Promotion and Tenure Evaluation: Music Studies

Scholarly activity in the form of publications in refereed and blind peer-reviewed journals as well as presentations at international and national conferences is expected of faculty whose primary function is research and scholarly activity. The equation of performance and creative activity to scholarly activity is particularly pertinent in the assessment of jazz performance faculty for promotion and tenure. It is not necessarily appropriate for all performance faculty members to publish in major journals.

The Department of Music Studies affirms that the publication of a scholarly book is an important achievement for tenure and promotion to Associate Professor in the areas of musicology and theory.

Journals/Publications in Composition/Musicology/Theory (including but not limited to):

* indicates a refereed or blind peer-reviewed journal. The publication record for one applying for promotion and/or tenure must show some publications in refereed or blind peer-reviewed journals.

- Ethnomusicology*
- Journal of the American Musicological Society*
- Journal of Musicology*
- Journal of Music Theory*
- Music Analysis*
- Music and Letters*
- Music Perception*
- Music Theory Spectrum*
- Nineteenth-Century Music*
- Perspectives of New Music*
- Twentieth-Century Music*

National Conferences in Composition/Musicology/Theory (including but not limited to):

- American Musicological Society (AMS)
- The Society for Electro-Acoustic Music in the United States (SEAMUS)
- Society for Music Theory (SMT)

Addendum 1.3

Department-Specific Examples for Promotion and Tenure Evaluation: Dance

Scholarly activity in the form of publications in refereed and blind peer-reviewed journals as well as presentations at international and national conferences is expected of faculty whose primary function is research and scholarly activity. The equation of creative activity to scholarly activity is particularly pertinent in the assessment of performance faculty for promotion and tenure. It is not necessarily appropriate for all performance faculty members to publish in major journals.

Journals/Publications relating to Dance (including but not limited to):

* indicates a refereed or blind peer-reviewed journal. The publication record for one applying for promotion and/or tenure must show some publications in refereed or blind peer-reviewed journals.

- Studies in Dance History *
- Journal of Dance Education *
- Dance Chronicle: Studies in Dance and the Related Arts *
- Dance Research Journal *
- Research in Dance Education (UK) *
- Dance Research (UK)*
- International Journal of Arts Education*
- The Drama Review*
- Journal of Popular Culture
- Women & Performance*
- African Arts
- The Journal of Black Studies

International Festivals and Conferences in Dance (including but not limited to):

- Dance and the Child International
- World Dance Alliance
- International Association of Blacks in Dance

National Festivals and Conferences in Dance (including but not limited to):

- Congress on Research in Dance
- Society of Dance History Scholars
- National Dance Education Organization
- Dance Critics Association
- National Association of Schools of Dance
- Council of Dance Administrators
- Jacob's Pillow Dance Festival
- American Dance Festival
- American College Dance Festival
- Black College Dance Exchange
- Dance/USA

Addendum 1.4

Department-Specific Examples for Promotion and Tenure Evaluation: Instrumental

The equation of creative activity to scholarly activity is particularly pertinent in the assessment of performance faculty for promotion and tenure. It is not necessarily appropriate for all performance faculty members to publish in major journals.

A knowledgeable and senior committee must be convened for the purpose of evaluating the level of the faculty member's creative work and its appropriateness to the curriculum and roles in Temple's Department of Instrumental Studies.

Journals/Publications relating to instrumental performance (including but not limited to):

* indicates a refereed or blind peer-reviewed journal.

- American String Teacher*
- Bulletin of the Council for Research in Music Education*
- International Journal of Music Education*
- Journal of Band Research
- Journal of the Conductor's Guild
- Journal of Historical Research in Music Education*
- Journal of Research in Music Education*
- Journal of the World Association for Symphonic Bands and Ensembles*
- journals of individual instrument associations such as the Double Reed Society, Trumpet
- Guild, Violin Society of America, American Viola Society
- Music Educators Journal*
- Percussive Notes (journal of the Percussive Arts Society)
- Strings
- Teaching Music
- The Instrumentalist
- The Strad
- Update: Applications of Research in Music Education
- various State Music Education Journals

International Conferences (including but not limited to):

- American String Teachers Association
- International Cello Congress
- Midwest Band and Orchestra Clinic
- World Association of Symphonic Bands and Ensembles
- organizations such as International Clarinet Society, conferences of International Tuba and Euphonium Association

National conferences (including but not limited to):

- Music Educators National Association
- Percussive Arts Society
- College Band Directors National Association
- conferences for individual instruments, such as American Viola Society, Violin Society of America, Double Reed Society

State/Regional Conferences (including but not limited to):

- Music Educators National Association
- individual state music associations

Other Creative Activity (including but not limited to):

- guest conducting, solo performances, master classes
- adjudications
- services as clinician and/or consultant
- recordings
- texts, methods, editions, arrangements, compositions

Addendum 1.5

Department-Specific Examples for Promotion and Tenure Evaluation: Choral

The equation of creative activity to scholarly activity is particularly pertinent in the assessment of performance faculty for promotion and/or tenure. It is not necessarily appropriate for all performance faculty members to publish in major journals. Of greatest importance is the ability of one's senior peers to evaluate the impact of the faculty member on the field.

A knowledgeable and senior committee must be convened for the purpose of evaluating the level of the faculty member's work and its appropriateness to the curriculum and roles in Temple's Choral Department.

Journals/Publications relating to choral music (including but not limited to):

* indicates a refereed or blind peer-reviewed journal.

- The American Choral Review
- The Choral Journal
- Journal of Conductor's Guild
- Journal of the National Association of Teachers of Singing
- Voice (Chorus America)
- Music Educators Journal*
- Teaching Music
- publications in state or regional journals of the American Choral Directors Association
- state music educators association journals

Presentations, panel member and/or performances at conferences (including but not limited to):

- state, regional, national conferences of the Music Educators National Association
- American Choral Directors Association
- professional venues such as Philadelphia's Kimmel Center, The Academy of Music, the Pennsylvania Convention Center, Carnegie Hall, and the Kennedy Center
- National Collegiate Choral Organization

Creative Activity (including but not limited to):

- guest conducting
- serving as clinician and/or consultant
- adjudicating choral festivals
- recordings
- tours
- texts, methods, editions, arrangements, compositions, etc.

Addendum 1.6

Department-Specific Examples for Promotion and Tenure Evaluation: Keyboard

The equation of creative activity to scholarly activity is particularly pertinent in the assessment of keyboard faculty for promotion and/or tenure. It is not necessarily appropriate for all keyboard faculty members to publish in major journals.

A knowledgeable and senior committee must be convened for the purpose of evaluating the level of the faculty member's creative work and its appropriateness to the curriculum and roles in Temple's Department of Keyboard Studies.

Addendum 1.7

Department-Specific Examples for Promotion and Tenure Evaluation: Voice and Opera

The equation of creative activity to scholarly activity is particularly pertinent in the assessment of voice and opera faculty for promotion and/or tenure. It is not necessarily appropriate for all voice and opera faculty members to publish in major journals.

A knowledgeable and senior committee must be convened for the purpose of evaluating the level of the faculty member's creative work and its appropriateness to the curriculum and roles in Temple's Department of Voice and Opera.

Journals/Publications relating to vocal music (including but not limited to):

* indicates a refereed or blind peer-reviewed journal.

- The Journal of Singing*
- Journal of Voice*
- The Opera Quarterly*
- The Choral Journal*
- The Opera Journal
- The Voice of Chorus America
- American Music Teacher
- Music Educators Journal*

International Conferences (including but not limited to):

- International Conference of Voice Teachers

National Conferences (including but not limited to):

- The National Association of Teachers of Singing
- The Voice Foundation
- Music Teachers National Association
- College Music Society
- Opera America
- The National Opera Association
- The National Association for Music Education
- Classical Singer

Creative Activity (including but not limited to):

- performances
- master classes
- recordings
- texts, editions, etc.
- services as clinician/consultant
- services as adjudicator

ADDENDUM 2.1
Teaching Evaluation:
Individual/Small Group Lessons, Small Ensembles (less than 8), and Studio Classes

Candidates for promotion and/or tenure who teach any of these types of courses should include in their dossier all of the listed items that pertain:

- at least one recording of one entire unedited lesson per semester under consideration. If a teacher instructs undergraduate and graduate students, various levels of student proficiency should be represented. If a teacher instructs only undergraduates, various levels should be represented.
- copies of jury panel sheets for each student for each semester under consideration
- one written observation per academic year from the department chair
- copies of recital programs/projects presented by graduating students and any corresponding evaluations
- copies of any syllabi and/or materials that are regularly distributed to students
- copies of student work resulting from course

ADDENDUM 2.2
Teaching Evaluation: Guidance of Theses, Dissertations, Monographs, and Final Projects

- a list of information pertaining to each document including: student name; degree program; semester of entry; last semester of course work; title of project; semester proposal completed (or “in process”); semester document completed or projected
- an evaluative statement from chair of Examining Committee for students who have completed a defense
- optional: an evaluative statement about the process from the student if degree has been completed

ADDENDUM 2.3
TEACHING EVALUATION: LARGE PERFORMANCE ENSEMBLES

All members of the ensemble faculty are evaluated each time that they conduct/direct a performance. In addition, their teaching is observed every time someone visits a rehearsal or witnesses a performance. In fact, few members of the University faculty work in a more visible manner—with more responsibility for publicly representing Temple, and with closer scrutiny—than those in the area of ensemble performance.

Candidates for promotion and/or tenure who teach any large ensemble performance courses should include in their dossier all of the listed items that pertain:

- at least one video recording of an entire unedited rehearsal for each semester under consideration.
- copies of any syllabi and/or materials that are regularly distributed to students
- two written evaluations per semester with one being from a rehearsal and one from a performance. One observation should be from the department chair and the other from another tenured member of the department. If another tenured member of the department is not available, an at-large tenured Boyer faculty member who is qualified to comment on that area of performance may be selected by the candidate.
- copies of all programs for each ensemble for the period under consideration
- audio recordings of all performances for the period under consideration
- student evaluations
- copies of reviews

In addition, the candidate should include in the tenure/promotion dossier the following information about each ensemble course that is included in the evaluation:

- statement of goals for the ensemble
- description of the student constituency of the ensemble including years/levels (ex: primarily freshmen and sophomores); majors (ex: primarily performance majors); hours of rehearsal per week; number of performances per semester
- a list of all repertoire read, rehearsed, and performed for each semester under consideration

Candidates may also include the following in the promotion/tenure dossier:

- letters from current and former students
- other letters of support, commendation, etc.
- list of alumni achievements
- complete list of repertoire that the candidate has performed