

POLICY ON RETENTION, TENURE AND PROMOTION
Department of Dance
California State University, Long Beach

I. PREAMBLE

The purpose of this document is to define standards for retention, tenure, and promotion of Dance Department faculty. These standards are based on those contained in the University and College of the Arts Retention, Tenure and Promotion Documents (henceforth referred to as College and/or University Document), and are designed to be discipline specific.

This document is designed to embrace the great diversity of areas of specialization and teaching assignments found within the Department and to support the work of each faculty member within the parameters of his/her position, as well as within traditional and non-traditional definitions of scholarly and creative activity.

The comprehensive curricula of the undergraduate and graduate degree programs are designed to prepare the student for a professional career in performance, choreography, and/or teaching; as such, they provide high-quality, intensive training/educational programs in the theory and practice of the art of dance (with concentrations in performance and/or choreography), in addition to in-depth general education course work. Extensive experience in performance and choreography are an integral part of these programs. Dance majors, Department faculty, and guest artists of national and international repute choreograph for, and perform in, Department concerts which are open to the public. Companies composed of dance majors tour local elementary and high schools, and candidates for the graduate degrees must complete a Thesis Project (Thesis Concert & Project Report).

Included in the Department's mission is a dedication to furthering and expanding the knowledge and appreciation of the field of dance as an art form, both within the population of the University and the community at large. Toward this end, the Department offers courses in several general education categories and studio classes for non-majors in ballet, modern dance, or jazz dance techniques. All Department performances are open to the campus community and the general public. The Department also sponsors such community outreach programs as the Community Dance Project, which offers modern dance, ballet, and jazz dance classes to children and adults from the community at large.

A prestigious national and international reputation is enjoyed by the Department. Enhancement of that reputation is a constant priority. The Department attracts highly-motivated, talented students, and employs a faculty of artists/teachers/researchers of exceptional merit. Faculty are expected to maintain involvement in choreography and/or performance, or in research and/or publication.

II. RESPONSIBILITIES

Responsibilities of all involved in the RTP process are clearly delineated in the College Document. The Dance Department shall adhere to all policies as set forth in that document, with the following clarification and additions:

(1.c.) Peer Review. For purposes of RTP review, the Department RTP Committee shall be responsible for peer evaluation of classroom teaching. Each year during the candidate's probationary term and/or during the semester in which the candidate is reviewed for tenure and/or promotion, each member of the RTP committee shall visit a minimum of two class sessions taught by the candidate. These visits shall occur on days mutually agreed upon by the candidate and committee members. It is essential that the full range of courses taught be observed. The results of the class observations will be incorporated in the Department RTP Committee's evaluation of the candidate.

The Department Chair shall participate in these class visitations whether participating as a member of the Department RTP Committee or writing an independent review.

III. CRITERIA AND EVALUATION

As stipulated in the University and College Documents, there are three areas of professional review: **Instruction and Instructionally Related Activities, Scholarly and Creative Activities, and Professional Service**. The criteria for evaluation in these three areas are divided into two categories: **Essential Criteria** and **Enhancing Criteria**. Essential Criteria describe the minimum standards required of all faculty in the Department of Dance and define the nature and level of performance required. Enhancing Criteria establish standards by which dance faculty, following diverse career paths, are evaluated beyond Essential Criteria for purposes of tenure and promotion.

III.A. CRITERIA

1. Instruction and Instructionally Related Activities

This category includes all activities directly related to teaching in the classroom setting or under Directed Studies, such as supervision of student rehearsals and performances, research and fieldwork, thesis supervision and direction, development of curriculum, advising, and related activities involving students.

The Department places great emphasis on excellence in the classroom and studio. Offering students a superior education should be the ultimate result of the faculty member's work in all areas.

1.a.. Essential Criteria

Teaching effectiveness will be evaluated by peer review in the following areas:

Pedagogy and Method

Course Preparation

Expertise, Education, and Experience

Ongoing Professional Development as a Teacher

Ongoing Professional Development in the Discipline

Pedagogy and Method. Pedagogy shall be assessed based on the candidate's ability to communicate information in a clear and effective manner, and to establish an environment conducive to exploration, critical thinking, and the fostering of creativity.

In the teaching of all forms of dance technique and in those areas which include rehearsal and performance, course work must include anatomically-functional uses of the body in support of, and in addition to, activities which encourage artistic expression within the kinesthetic art form of dance. In the teaching of such courses as dance composition, improvisation, and music for dance, and such theory courses as dance history, dance notation, and movement analysis, course work must not be limited by the instructor's personal artistic taste and biases. Teaching methods must be such that critical thinking and analysis support an understanding of the artistic whole, emphasizing the study of dance as an art form.

Course goals and objectives should be clearly defined stating an appropriate expectation for students' level of participation.

The candidate is expected to maintain high academic standards, to critique and evaluate student work, to use appropriate methods of assessment, and to establish grading practices compatible with Department, College, and University guidelines.

Student response to instruction must be included among the Supplemental Materials of the Professional Data Sheet. In addition to the required tabulated summary of student evaluations, the Department requires that all hard copy of the official student evaluations of all courses taught by the candidate be included.

Course Preparation. Course syllabi should be well organized, complete, and consistent with work produced in class. Course requirements should include a reasonable amount of work consistent with course goals and objectives. Assignments should be well-structured; examinations should be fair, thorough, and reflect an accurate assessment of course work. Course preparation should demonstrate the implementation of current resources/materials, and technology where appropriate.

Expertise, Education, and Experience. Expertise, education, and experience relevant to courses taught shall be reflected in the Professional Data Sheet (PDS). For retention or tenure, the PDS must clearly delineate material chronologically from the beginning of the probationary period, including any years of prior service credit. For promotion decisions, the PDS must clearly delineate material chronologically prior to the last promotion.

Ongoing Professional Development as a Teacher. The candidate must show, in a narrative, evidence of a continuous pattern of successful teaching. Within the narrative, the candidate must reflect on his/her teaching goals and show effort in maintaining and improving student learning. Areas to be considered in the candidate's development as an educator are the extent of the teaching assignments (new preparations, number of sections, total number of students enrolled in each section), class characteristics, experimentation by the candidate to improve teaching effectiveness, and the candidate's cumulative teaching experience.

Ongoing Professional Development in the Discipline. The candidate should maintain a challenging and current approach to the presentation of course materials, incorporating his/her scholarly and creative activities into the classroom, course content, and teaching methods where appropriate.

1.b. Enhancing Criteria

The candidate should demonstrate teaching effectiveness beyond the Essential Criteria. The following are representational but not all inclusive: The candidate should show: a) innovative approaches to teaching and exemplary ways of fostering student learning; b) development of curriculum, instructional programs/materials, electronic media and software; c) activities outside of the classroom such as academic advising, recruitment tours, field trips, student mentoring, thesis supervision, advisor to student organizations and student productions; d) exceptional performance in all areas of the essential criteria.

2. Scholarly and Creative Activity

An ongoing program of scholarly and/or creative activity is essential to the continuous growth of each faculty member as an effective teacher, and in enhancing his/her professional standing in the field. Scholarly and creative activity represents efforts and tangible achievements which contribute to the advancement of the discipline as recognized by peer review. The Department of Dance RTP Committee shall evaluate the candidates scholarly and creative activity during the period subject to RTP review. The committee shall evaluate the significance of each achievement as a contribution to the discipline, and as a contribution to the professional growth of the candidate in relationship to his/her area of specialization within the department. The committee shall describe the methods used to evaluate the achievement.

While the Department strongly encourages the faculty to work professionally on the regional, national, and international levels, it must be recognized that in a field where faculty members must leave campus to practice their art form, it is counter productive to the Department to require extensive work out of the area. For the most part, such work occurs during the January and summer breaks.

The Department places great value on creative activities undertaken on campus. Such activities as choreographing new works and reconstructing dances performed by Department students, contribute significantly to the faculty member's creative growth and artistic development, and also, to the Department by increasing its visibility and enhancing its reputation.

Such work accomplished outside of the candidate's teaching assignment will be considered as Scholarly and Creative Activity. Creative work accomplished within the candidate's teaching assignment shall be considered in the Instruction and Instructionally Related section of the RTP file.

Candidates must make this distinction clearly in their RTP narrative, and must include all relevant materials in their file.

Video tapes of creative activities must be included.

The following are common scholarly and creative activities specific to the Dance discipline. As the department grows, and the faculty develops, other activities of importance may emerge.

- Choreography
- Re-staging of works
- Reconstruction of dances from notation or video,
- Performances
- Lecture Demonstrations: writing, directing, performing
- Producing dance films/videos
- Development of computer programs
- Notation of dances
- Directing dance concerts
- Teaching as a guest artist in prestigious programs
- Serving as an adjudicator/evaluator
- Publications in professional journals
- Authorship of books, educational materials, reviews
- Research projects
- Presentations at professional associations
- Invited lectures
- Design and execution of costumes and/or sets for dance
- Development of sound scores and/or texts for dances
- Creation of lighting design and/or special effects for dances
- Work designed to increase communication within the field including but not limited to, internationalizing the dance program

2.a. Essential Criteria

Faculty must sustain an ongoing program of scholarly and creative activity, generally in the areas listed above, relevant to their teaching assignment or related areas specific to the Department's mission. It is expected that faculty who teach in the studio disciplines will engage primarily in creative activities such as choreography and/or performance, while those teaching in the academic areas will focus on more scholarly, research-oriented endeavors. However, as the teaching areas of some faculty are not this clearly defined, all work will be evaluated. It is expected of those who teach in a variety of areas, that over time, their scholarly/creative work will reflect and enhance their diverse areas of expertise.

To meet the Department's essential criteria requirements, activities must result in a product or event which can be documented and judged by peers, and should at minimum, bring the candidate positive regional visibility. These activities will be evaluated based on the nature, extent, stature and challenge of the project, and the quality of the product.

2.b. Enhancing Criteria

Activities, generally in the areas listed above, shall meet the requirements of enhancing criteria when they are of unusually significant quality, scope and/or import, as determined by peers, and/or bring broad regional, national or international recognition through peer review. Other examples of enhancing criteria include published articles, books, and instructional materials, and presentations and publications juried by prestigious organizations.

3. Professional Service

The Department of Dance will follow the criteria set forth in the College Document with the following added emphasis in Essential Criteria (III,B,3,b.):

Tenure-track and tenured faculty are expected to maintain a continuing, active involvement and participation in Department committee work, and to be actively involved in College and University committee endeavors as eligible. Enhancing Criteria (needed to meet the criteria for promotion to associate or full professor) would include accepting increasingly responsible positions such as leadership roles and authorship of documents.

III.B. EVALUATION

The Department shall follow the University and College Documents with the following additions:

The Department of Dance requires that the tabulated summary of the official University student evaluations be accompanied by the hard copy of the evaluations. The Department RTP Committee shall determine the significance of scores and written assessments on the student evaluations.

Peer Review: See II (1. c.) of this document.

IV. RETENTION, TENURE, LEVELS OF APPOINTMENT, AND PROMOTIONS

The Department will adhere to the University and College Documents with the following reiteration and clarification (IV.D.):

Assistant Professor: The appointee ordinarily shall hold a MFA, the recognized terminal degree in Dance. However, due to the applied nature of the Dance Program, it is essential that some members of the faculty have in-depth professional experience in the field. In order to meet this need, the Department may appoint and consider for tenure and promotion to all ranks, highly qualified faculty members who have exceptional professional experience in lieu of and deemed equivalent to terminal degrees. The appointee should also show potential for excellence in teaching, scholarly and creative activities, and professional service as defined in this document and consistent with the mission of the Department, College, and University.

V. AMENDMENTS

The faculty of the Dance Department, voting by secret ballot, may amend this document. Proposed amendments shall be submitted for discussion at a faculty meeting of all tenured and tenure track Department faculty.

To become effective, proposed amendments must receive a favorable vote of a majority of the Department tenured and tenure track faculty, and must be approved by the COTA Faculty Advisory Council, and the Dean.

7/97