

**SPECIAL PROCEDURES IN THE JACOBS SCHOOL OF MUSIC  
FOR LONG-TERM CONTRACTS AND PROMOTION DECISIONS**

**(Tenure-ineligible appointments)**

**Lecturers and senior lecturers.** Lecturers in the Jacobs School of Music are eligible for promotion to senior lecturer. Senior lecturers who are appointed on a probationary contract are eligible for consideration for a long-term contract at the end of the probationary appointment. Promotion within this classification is not possible.

Lecturers and senior lecturers are academic appointees whose primary responsibility is teaching. Thus teaching is the main basis of evaluation; service and research/creative activities in support of teaching are also considered. Recommendations to the Dean for promotion and long-term contracts come from the department, the department chair, and the Jacobs School of Music promotion advisory committee. The main area is teaching, in which the candidate should have demonstrated excellence in the assigned responsibilities.

**Academic specialists.** Academic specialists are eligible for consideration for a long-term contract at the end of the probationary appointment. Promotion within this classification is not possible. Recommendations to the Dean for a long-term contract will be based on excellence in only the assigned responsibilities, and will come from the academic supervisor, the chair of a department in which any courses have been taught, and the Jacobs School of Music promotion advisory committee.

**Appointment.**

- a. Full-time lecturers and academic specialists shall begin with a probationary period of not less than three and not more than six years. Senior lecturers may also begin with a probationary period or may be appointed initially to a long-term rolling three-year contract.
- b. Lecturers may be considered for promotion to senior lecturer at any time after three years as a full-time faculty member. During the sixth year a lecturer must be considered for promotion to senior lecturer on a long-term rolling three-year contract.
- c. Senior lecturers appointed with a probationary period and academic specialists may be considered for appointment to a long-term rolling three-year contract at any time after three years as a full-time faculty member. Such consideration must occur by the sixth year of appointment.
- d. Upon appointment to a long-term contract, there will be no change in the title senior lecturer or academic specialist. Promotion within these classifications is not possible.

**Reappointment and promotion**

a. Reappointment decisions for lecturers/senior lecturers during the probationary period will be based on the departmental evaluation of the duties assigned to them (primarily teaching responsibilities). The dean will consult with the department and with members of the Administrative Committee before making a final decision.

b. Reappointment decisions for academic specialists during the probationary period will be based on the evaluation by the academic supervisor. Any teaching undertaken by the academic specialist shall be evaluated by the chair and faculty of the relevant department. The dean will consult with the academic supervisor and with members of the Administrative Committee before making a final decision.

c. Promotion from lecturer to senior lecturer and appointment to a long-term rolling three-year contract for all tenure-ineligible faculty will follow Jacobs School of Music procedures equivalent to those followed for tenure-probationary faculty. Promotion and long-term reappointment decisions, however, will be final within the School and will not involve committees and administrators outside the Jacobs School of Music. These decisions will be based on the following:

i. Evaluation by the department or academic supervisor, based on material submitted by the candidate (including teaching evaluations if appropriate) and letters from relevant people outside the department

ii. Evaluation by the Jacobs School of Music Promotion and Tenure Committee, based on the candidate's dossier and the recommendation of the department or academic supervisor

iii. Decision by the dean.

In order to earn the right to a long-term contract, tenure-ineligible faculty must demonstrate excellence only in those responsibilities that have been assigned to them (teaching and/or service) and not in the area of research/creative activity.

d. Reappointment and promotion decisions will follow the schedule for tenure-track faculty; normally these decisions will be made during the next-to-last year of the relevant period of appointment. In the event of non-reappointment, faculty in their first year must be given notice not later than February 1. During the second year of service, notice must be given not later than November 15. During the third and subsequent years, at least twelve months notice must be provided. Candidates in the sixth year of the probationary period who do not receive reappointment to long-term contracts will not be eligible for reappointment.

### **Non-reappointment**

a. The basis of any non-reappointment decision for tenure-ineligible faculty prior to consideration for a long-term contract must be a less than very good assessment of the fulfillment of assigned duties or the determination that the position no longer represents a priority for the School. This decision will be determined by the dean in consultation with the department and/or academic supervisor, as appropriate.

b. After the probationary period, dismissal of a tenure-ineligible faculty member may occur because of closure or permanent downsizing of the program in which the faculty member serves, because of financial exigency, or because of professional incompetence or serious misconduct of the faculty member. Such decisions will be determined by the dean in consultation with the department and/or academic supervisor, as appropriate; the School Promotion and Tenure Committee; and the School Administrative Committee.

### **Timetable for dossiers for promotion and long-term contract consideration**

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| February   | Candidate notified of deadlines and advised as to material collection procedures.   |
| Late March | Candidate submits to the office of the Associate Dean for Instruction a curriculum vitae and a list of names of IU non-departmental colleagues and former students. If the candidate desires, names of external evaluators may also be submitted. |

- September 1 Candidate's completed dossier must be in Office of the Associate Dean for Instruction. The dossier will be inventoried by the Associate Dean for Instruction and conferences held concerning revisions, additional information needed, etc.
- Mid September Dossiers submitted to departments/academic supervisors for action by department and chairperson.
- October 15 Dossiers submitted to Jacobs School of Music Promotion and Tenure Committee by the Associate Dean for Instruction.
- November 15 Dossiers returned to the Associate Dean for Instruction and then submitted to Dean.
- December 15 Final action by the Dean, who will notify the candidate by February 1 of the next year.

### **Letters for the dossier**

1. The candidate will supply a list of six to eight people from outside the department. The candidate should include a short statement about his/her connection to each person and the standing of the individual in the field.
2. After discussion with the appropriate members of the department (tenured professors), the departmental chairperson may compile a separate list of six to eight people from outside the department, if desired. The connection of the candidate to these evaluators should also be explained, along with their standing in the field; most should have a less direct connection with the candidate.
3. The department chair should check with all people outside the department to be sure they are willing to write a letter. The Associate Dean for Instruction will then write letters to these people. They will each be sent a vita and a copy of the Jacobs School procedures for tenure-ineligible appointments. The candidate may choose to send additional materials.
4. Lecturers and senior lecturers should also provide a list of six to eight former students to be solicited. Any current student (including anyone for whom the candidate has degree responsibility, such as students still finishing dissertations or final recitals) should not be included in this list.
5. Unsolicited letters by anyone, including present students, mentors outside or inside the Jacobs School, professional colleagues, retired faculty, etc. may be submitted for inclusion in the dossier in a special section.

### **Substantiating materials for the dossier**

Jacobs School reviewers take several factors into consideration in arriving at a recommendation to be submitted to the Dean. Reappointments of lecturers to a long-term contract and promotions to senior lecturer are based on excellence in teaching and satisfactory service, and will be granted to colleagues who have demonstrated a commitment to continued professional growth and currency with pedagogical developments in their fields. Promotion should principally be a judgment about prospects for future contributions.

Research and creative activity cannot be included as a basic category of evaluation. However, for lecturers and senior lecturers, research in support of teaching will be considered as part of the teaching

dossier. Other research/creative activity may be considered as evidence of intellectual engagement in the professional field that is generally indicative of long-term intellectual contributions valuable in classroom settings and to the campus in general.

Reappointment of academic specialists to a long-term contract is based on demonstrated excellence in the assigned duties. Materials to substantiate any activities in teaching, research/creative activity, or service may be submitted for the dossier.

To be recommended for a long-term contract or for promotion, the reviewing committee must be satisfied that the faculty member has achieved or exceeded certain standards of the Jacobs School. These standards relate to the major criteria of the University and to the mission of the School.

## **I. Evidence of Teaching**

Contributions in the teaching area may be substantiated by the following, as appropriate to the specific discipline:

- A list of specific courses taught and the enrollments listed by semester and academic year (including numbers and levels of applied students)
- Chamber music coaching
- Independent study supervision and supervision of minor field candidates and doctoral committee work, if appropriate
- Copies of pedagogical books, articles, educational recordings, and other materials (e.g. CD ROMs, videos); reviews of the materials as evidence of the national impact of the pedagogical contribution
- Pedagogical presentations both invited and competitive at regional, national, or international meetings or for a similar professional gathering
- Evidence of the quality and quantity of teaching: student evaluations (summaries of teaching evaluations, transcriptions of student comments)
- Peer evaluations based on class or lesson observations, student recital hearings and juries, or on other performances or activities of students
- Evidence of course development: syllabi, descriptions of innovative approaches to instruction, special curriculum design, incorporation of new technologies
- Workshops, festivals and lectures, including peer evaluations of presentations and materials
- Performances related to pedagogy
- Grants for curriculum development
- Teaching awards and recognition
- Unsolicited comments from students and colleagues indicating the influence of the candidate's teaching
- Evidence of student achievement

To be considered Excellent in teaching, the candidate must demonstrate the following, as applicable:

- the ability to attract and hold qualified major students in a specific performance area
- a high level of educational value and artistic quality for public performances of the various Jacobs School ensembles (for faculty members whose duties involve coaching, directing or conducting students in public performances)
- a high level of educational value, artistic quality, and success of students who perform solo or chamber recitals or who have significant solo roles in ensembles (for faculty members whose duties involve teaching and preparing students for these performances)
- evidence of national recognition as a pedagogue (based on materials such as publications and reviews, work with national educational institutions or committees, pedagogical presentations at regional, national, or international meetings, and student awards).
- consistently high student evaluations
- student success in achieving professional placement (e.g. as a teacher or performer)

## **II. Evidence of Service**

Contributions in the service area may be substantiated by the following:

- a list of the candidate's service activities at each level: department, school, campus, community, profession
- contributions to auditions, hearings, sectional rehearsals, and other similar activities
- administrative contributions
- reviews and publications (including pre-publication reviews) that are related to professional service
- program notes, pre-concert lectures and panels, and other service to the public
- journal editing and refereeing
- student advising and letters of recommendation for students
- recommendations for faculty colleagues
- program committees for festivals
- participation in professional organizations
- judging contests, administering exams, etc.
- evaluation of the quality of the service activity by associates in the service activity

### **III. Evidence of research/creative activity**

Contributions in the research/creative activity area may be substantiated by the following:

- Scholarly research, including all published and in-press journal articles, book chapters, books published, and manuscripts in draft. Substantial review-essays may be included in this category
- Scholarly editions of music published or accepted by a reputable press
- Research presentations both invited and competitive at regional, national, or international meetings or for a similar professional gathering
- Compositions, published and unpublished
- Recitals on the Bloomington campus and elsewhere, including solo performances and performances with chamber groups, orchestras, or other ensembles
- Performances related to scholarship
- Creative activity such as choreography, stage direction, and stage design
- Clinics and guest conducting appearances
- Recordings and recording contracts
- Development of new technologies
- Reviews of books, articles, compositions, performances, and other creative activity
- Grants and contracts for research and/or creative activities
- Awards and honors for research/creative activity

#### **Review of the dossiers**

Tenure-ineligible faculty members under consideration for long-term contracts or promotion in the Jacobs School are reviewed by their department and/or academic supervisor, the school Promotion and Tenure Committee, and the Dean. Decisions are final within the Jacobs School of Music.

At the Jacobs School department level, all current tenured faculty may vote on dossiers for promotion and appointment to long-term contracts of tenure-ineligible faculty. A departmental committee needs to include a minimum of three faculty, and ideally will include at least five. If the department itself does not provide enough people to comprise a full committee, the Associate Dean for Instruction will appoint additional members from departments with complementary interests.

A current faculty member within the department who has served as a mentor for the candidate may participate fully in the departmental discussion and voting. Retired/emeritus faculty and the spouse or partner of the candidate may not participate in the discussion or voting on either reappointment or promotion cases at any level.

The letter from the departmental faculty should include an exact vote in teaching and service, as appropriate and also an overall vote on the recommendation for long-term contract and/or promotion.

The vote will indicate the number in each category: Yes, No, Absent, and Abstention. The categories for each of the votes are **Excellent, Very Good, Good, Satisfactory, and Unsatisfactory.**

Lecturers/senior lecturers must be judged Excellent in teaching and at least Satisfactory in service. Academic specialists must be judged Excellent in the area of their assigned responsibilities and at least Satisfactory in general service.

Voting departmental faculty must have been involved in a discussion of the dossier and normally will be present when the vote is taken. If necessary, faculty may participate by various means of distance communication. Faculty members, however, may not give a proxy vote to another faculty member. The departmental letter will include a summary of comments both pro and con from all voting faculty.

The chairperson of the department also writes a letter evaluating the candidate and makes a recommendation for reappointment/promotion. The chair's letter includes comments on the contribution of the faculty member to the mission of the department and to the School.

At the school level, the Promotion and Tenure Committee is appointed by the Dean, and its five members (all tenured full professors) normally include three members from the performance areas and two from the academic areas. Faculty from departments in which tenure, reappointment and promotion cases will come before the committee in that year, or faculty mentors of the candidate inside the Jacobs School but outside the department, are excluded from serving on the committee. The voting categories and requirements are the same as those at the departmental level. The Dean may also appoint separate Promotion and Tenure Committees, each with five tenured professors (three performance, two academic). Members of the School Promotion and Tenure committee must all be present for a vote.

The Dean may request advice on reappointment and promotion dossiers from the Administrative Committee of the School of Music; this committee consists of the Dean, the Executive Associate Dean, the Associate Dean for Instruction, the Director of Graduate Studies, the Director of Undergraduate Studies, and a member-at-large from the faculty.

Each member of the review committees will have access to all the materials in the dossier. Faculty members and administrators may make a recommendation or vote only once on any given case, and cannot participate at more than one level. All deliberations are confidential and should not be communicated to anyone outside the process. At all levels of review, however, the recommendation and its rationale should be clearly communicated to both the candidate and to the subsequent levels of review.

### **During and after review of the dossiers**

The candidate will be notified by the Associate Dean for Instruction if there is a negative vote for reappointment or promotion by a department chair and/or a majority department or school committee vote against reappointment or promotion. The candidate may then write a letter of rebuttal or clarification, if desired, to be added to the dossier. The candidate may also write a letter clarifying remarks by anyone who has submitted material to the dossier. These letters should address matters of substance in the dossier rather than procedural matters. Questions about procedure should be directed to the Associate Dean for Instruction.

After the initial review of the dossier has begun, no person (including mentors and departmental chairs) other than the candidate may add rebuttal letters or comments based on the confidential materials and letters in the dossier. Additional materials substantiating the three categories described above may be added at any time, provided that the candidate and all previous review committees are aware of the added material and are given an opportunity to respond.

The Dean of the Jacobs School will notify the candidate in writing of the Dean's decision.

Approved School of Music Council February 10, 2011