

Section III: Promotion, Retention, Tenure (PRT) and Post-Tenure Review

A. University and College Level PRT Information

1. For a description of the overall tenure and post-tenure review process, refer to the University Faculty Handbook, Section III., *Faculty Ranks, Promotion, Retention, Tenure, and Post-Tenure Review*.
2. For the College of Liberal Arts and Communication PRT document, consult the Music Website, Important Links: [Faculty Resources](#).

B. Department of Music Criteria for Promotion and Tenure

Revised: October/November 2017, Effective Academic Year 2018-2019

1. Procedures for Reviewing Promotion and Tenure Requests

As stated in an annual memorandum of the University Promotion and Tenure Committee:

Requests for consideration for promotions must be made by individual members of the faculty seeking promotion. Each member of the faculty who desires to apply for promotion will be provided a form with which to present his/her request.

Forms are available online at: <http://www.astate.edu/a/academic-affairs-and-research/faculty-info/prt/prt-application-information/index.dot>

As outlined in the Faculty handbook:

Each academic department may maintain a standing committee on promotion and tenure of a minimum of five members of the department. If the department cannot form a committee of at least three tenured faculty members, the dean should consult informally with department chairpersons and the senior faculty members.

Each college and independent department will elect one representative from the college committee, or from the college or independent department, if no college committee exists, to the University Committee on Promotion and Tenure to serve a two-year term.

As a faculty member's file is reviewed by the department committee, department chair, the College Promotion and Tenure Committee, and the Dean, every effort will be made to verify all material. At any stage, a reviewer may ask an applicant to substantiate productivity or service claims. It is expected that reviewers will add explanatory notes where appropriate.

An applicant for promotion will not serve on the College/University Promotion and Tenure Committee during the time his/her application is under review. If the college representative to the University Promotion and Tenure Committee is under consideration for promotion, the College Promotion and Tenure Committee will elect a replacement to take his/her place on the University Promotion Retention Committee for that academic year.

2. Tenure

As stated in the Faculty Handbook: Tenure is a status granted in the academic community to faculty members who have proved themselves over a period of time. Tenured faculty may expect to continue in their academic positions unless adequate cause for dismissal is demonstrated in a fair, objective hearing; according to the procedure of due process.

Only full-time faculty and administrative personnel holding academic rank above the instructor level may gain tenure. Notice of tenure will be given through the executive vice chancellor and provost.

Persons initially appointed as professors, associate professors, or assistant professors must be reviewed for tenure no later than the completion of their sixth year of service at Arkansas State University, and tenure must be granted with the start of their seventh year of service at A-State. When warranted by an individual's record and experience, a prospective faculty member may negotiate the terms of initial employment with regard to tenure status and academic rank. Such an agreement must be based on the thorough review and positive recommendations of the Department PRT Committee. Documentation of the negotiated terms authorizing application for early tenure and/or promotion must be in writing and signed by the dean of the college, by the executive vice chancellor and provost, and the chancellor of the university. No obligation to grant tenure is implied by such an agreement.

The Department PRT Committee will review annually the progress towards tenure of pre-tenured faculty and will prepare written recommendations regarding retention that will be forwarded to the department chair and the candidate. The chair will review the retention recommendations, add his or her own recommendations, and send them to the dean for consideration. A Comprehensive Pre-Tenure Review will be implemented that will be completed in the third year of employment at A-State for all pre-tenure faculty regardless of rank. This review will require that all third-year pre-tenure faculty members submit documentation of performance in the areas of teaching, scholarly activities, and service using the tenure application format. The Department PRT Committee, the department chair, and the dean will formally review this documentation and provide appropriate feedback to each third-year, pre-tenure faculty member regarding their progress toward tenure. Pre-tenure faculty will be evaluated for tenure and promotion based on the department, college and university criteria in place during their third year of employment on a pre-tenure appointment.

Since it is unusual for a faculty member to amass a record of performance that reflects exemplary productivity in less time than the standard probationary period, accelerated tenure is rare; however, any faculty member has the right to submit an application seeking tenure during any application period in which they can clearly demonstrate meeting the performance criteria that would be expected during the mandatory review. If a faculty member fails to earn tenure in this accelerated review cycle, he/she may apply for tenure again only in the sixth year of the pre-tenure cycle.

Persons holding the rank of instructor will not receive tenure, and the time spent as instructor will not be credited to the pre-tenure probationary period required by those ranks in which tenure may be earned.

Tenure represents a major commitment by the university. A tenure recommendation is one of the most important professional decisions made within the university. In a tenure review, the university will assess not only the faculty member's record in the areas of teaching, research and service, but will evaluate the faculty member in terms of the extent to which the individual serves the missions, objectives, goals and needs, present and future, of the department, the college, and the university.

Specifically, to expect a favorable tenure recommendation, a faculty member must:

- a. Present a record of teaching, of scholarly, creative and professional productivity, and of service consistent with that required for promotion to associate professor. (Explanation: Tenure may be awarded to individuals in the assistant rank. In such cases, however, there must be definite and substantial evidence that the individual is establishing a record that should qualify him/her for promotion within two years.)
- b. Be adjudged by peers, the chair, the dean and the College Promotion and Tenure Committee as having maintained an active role in helping the department and college meet their missions, goals, objectives and needs.

3. Criteria for Promotion to Assistant Professor

While possession of a terminal degree is traditionally a requirement for promotion to Assistant Professor, the requirement may be waived in the exceptional instances when a faculty member has had employment and performance experiences that constitute a generally accepted substitute for the terminal degree. Demonstration of these experiences will depend upon the faculty member's area of musical specialization.

Music is a discipline that involves two general areas of specialization and expertise: creative and academic. Creative specialties include performance, composition, and conducting. Academic areas consist of music history, music theory, and music education. Evaluation criteria for the areas differ in that recognition and productivity as a performer, composer, or conductor demonstrates mastery of the creative field, and research demonstrates mastery of the academic specialties.

To be promoted to Assistant Professor without a terminal degree, a performer, composer or conductor must document a record of creative productivity for the most recent six year period. A musician whose specialty is music history, music theory, or music education, must document a record of scholastic productivity for the most recent six year period. Recognition and productivity at the state, regional or international level will be considered.

In addition to meeting specific criteria for creative/scholastic activities, the faculty member must also meet the criteria appropriate for the teaching and service mission of the university.

- a. Evidence of teaching excellence, as measured by evaluation of students, peers and supervisors
 - (1) Awards won by the faculty member's private students either in competition or in gaining acceptance and/or graduate assistantships in large, reputable graduate schools or in applied music areas

- (2) Demonstrate the ability to recruit and mentor students
 - (3) Consideration should be given to undergraduate and graduate recitals by students coached by a faculty member
 - (4) Advanced study by the faculty member with eminent teachers in that person's principal area of teaching
- b. Evidence of creative/scholarly activities at the state, regional, national or international level
- (1) Creative activities may include:
 - Solo recital by invitation, audition, or one reviewed by recognized authorities
 - Solo recital by invitation, audition, or one reviewed by recognized authorities
 - Solo performance with an orchestra, band or choir
 - Accompanying a solo recital or ensemble
 - Performance in an ensemble, choir, band, orchestra or opera company by invitation or audition (e.g., Arkansas Symphony, Atlanta Symphony, Memphis Symphony, Dallas Opera Theater, Kansas City Lyric Opera)
 - Conducting a large or small ensemble which receives recognition of excellence.
 - Serving as clinician, directing master classes, serving as adjudicator, or being invited to give demonstrations or lead a discussion at conventions or symposiums (e.g., NFMC Auditions, NATS, MTNA, International Piano Masters Competitions, Metropolitan Opera Auditions, or any national wind, string percussion guild)
 - Participants in master classes, seminars or symposiums which require audition for acceptance
 - (2) Scholarly activities include:
 - Papers presented at traditional scholarly music forums, either independent or sponsored by state, regional, national, or international organizations (e.g. MTNA, MENC, ACDA, NATS, ABA)
 - Articles, books, and compositions published by recognized publishers or professional organizations (e.g. Southern Music, Carl Fischer, William C. Brown, American Music Teacher, National Association of Teachers of Singing Bulletin, Journal of Research and Music Education, American Choral Directors Journal, Klavier, journals of national and international wind, string, and percussion guilds)
 - Awards, grants, or commissions received pertinent to the faculty member's teaching area
 - Live performances and/or recordings of original compositions

- c. Evidence of service at the university, community, state, regional, national, or international levels

- (1) Student advising
- (2) Departmental, college, and university committees
- (3) Sponsorship of student organizations
- (4) Faculty governance activities
- (5) Public school and community consulting, workshops and other collaborative activities
- (6) Performance for civic and church group

4. Criteria for Promotion to Associate Professor

- a. Possession of the terminal degree appropriate to the teaching, research and service mission of the college or evidence in professional scholarly, creative and service activities

While possession of a terminal degree is traditionally a requirement for promotion to Associate Professor, the requirement may be waived in the exceptional instances when a faculty member has had employment and performance experiences that constitute a generally accepted substitute for the terminal degree. Demonstration of these experiences will depend upon the faculty member's area of musical specialization.

- b. Continuance of teaching excellence, as measured by evaluations of students, peers, and supervisors

- (1) Awards won by the faculty member's private students either in competitions or gaining acceptance and/or graduate assistantships in large, reputable graduate schools in an applied music area
- (2) Demonstrate the ability to recruit and mentor students
- (3) Consideration should be given to undergraduate and graduate recitals by students coached by a faculty member
- (4) Advanced study, by the faculty member, with eminent teachers in that person's principal area of teaching

- c. Continuance of scholarly/creative/professional activity on the state, regional, national, and international level

- (1) Solo recital by invitation, audition, or one reviewed by recognized authorities
- (2) Solo performance with orchestra or similar ensemble such as band or choir
- (3) Accompanying a solo recital or ensemble
- (4) Performance in an ensemble, choir, band, orchestra or opera company by invitation or audition
- (5) Conducting an ensemble, large or small, which receives recognition of excellence
- (6) Serving as clinician, directing masterclasses, serving as adjudicator, or being invited to give demonstrations or lead discussion at conventions or symposiums in the faculty member's appropriate area
- (7) Participation in master classes, seminars or symposiums which require audition for acceptance

- (8) Publication in traditional scholarly music forums, either independent or sponsored by state, regional, national, and international organizations; MTNA, MENC, ACDA, NATS, ABA, etc. should be considered criteria for tenure and/or promotion
- d. Continued service on the university, community, state, regional, national, and international level
 - (1) Student advising
 - (2) Department, college, and university committees
 - (3) Sponsorship of student organizations
 - (4) Faculty governance activities
 - (5) Public school and community consulting and workshop activities
 - (6) Performance for civic and church groups

For promotion to Associate Professor, excellence in teaching is mandatory. It is not required, however, that an applicant excel in both scholarly productivity and service. A less-than-exemplary record in one area may be offset by an especially meritorious record in the other.

5. Criteria for Promotion to Professor

- a. Possession of the terminal degree appropriate to the teaching, research and service mission of the college or evidence of excellence in professional scholarly, creative and service activities

While possession of a terminal degree is traditionally a requirement for promotion to Professor, the requirement may be waived in the exceptional instances when a faculty member has had employment and performance experiences that constitute a generally accepted substitute for the terminal degree. Demonstration of these experiences will depend upon the faculty member's area of musical specialization.

- b. Outstanding achievement in the area of teaching excellence, as measured by evaluations of students, peers, and supervisors
 - (1) Awards won by the faculty member's private students either in competitions or in gaining acceptance and/or graduate assistantships in large, reputable graduate schools in an applied music area
 - (2) Demonstrate the ability to recruit and mentor students
 - (3) Consideration should be given to undergraduate and graduate recitals by students coached by a faculty member
 - (4) Advanced study, by the faculty member, with eminent teachers in that person's principal area of teaching
- c. Outstanding achievement in the area of scholarly/creative/professional activity on the state, regional, national, and international level
 - (1) Solo recital by invitation, audition or one reviewed by recognized authorities
 - (2) Solo performance with orchestra or similar ensemble such as band or choir

- (3) Accompanying a solo recital or ensemble
 - (4) Performance in an ensemble, choir, band, orchestra or opera company, by invitation or audition
 - (5) Conducting an ensemble, large or small, which receives recognition of excellence
 - (6) Serving as clinician, directing masterclasses, serving as adjudicator, or being invited to give demonstrations or lead discussion at conventions or symposiums in the faculty member's appropriate area
 - (7) Participation in master classes, seminars or symposiums which require audition for acceptance
 - (8) Publication in traditional scholarly music forums, either independent or sponsored by state, regional, national, and international organizations (i.e. MTNA, MENC, ACDA, NATS, ABA) should be considered criteria for tenure and/or promotion
- d. Outstanding achievement in the area of service on the university, community, state, regional, national, and international level.
- (1) Student advising
 - (2) Departmental, college, and university committees
 - (3) Sponsorship of student organizations
 - (4) Faculty governance activities
 - (5) Public school and community consulting and workshop activities
 - (6) Performance for civic and church groups

For promotion to Professor, outstanding teaching and exemplary achievement in scholarly/creative productivity is mandatory, and a consistent record of service must be obvious.

6. Ranking of Levels

National or International

This is the highest level and the most rare. The level will be determined by the prominence of the sponsoring group or geographic location of the event and the scope of its influence. For example, performing with the New York Philharmonic would certainly be an event of national significance while a performance at the Spoleto Festival in Italy would be international recognition. A faculty member presenting a solo recital under his or her own auspices will provide critical reviews of such a performance as written by authorities. The most accessible experiences at these levels will include invitation to perform, conduct, direct master classes, etc. at national conventions.

Regional

Regional is defined as a professional creative activity such as recital, workshops, master classes, or presentation of papers at a regional convention of a professional music organization. It may also be defined as a professional/creative activity outside of Arkansas but not of sufficient scope to be considered as national.

State

This includes events which demonstrate recognition of the faculty member's expertise on a state-wide basis. It will include activities such as guest soloist on other college campuses,

playing in a symphony as soloist or regular member, singing with an opera group, or presenting seminars, etc. in other areas of this state.

Local

These are events in Jonesboro and what is generally considered Northeast Arkansas. A problem arises at this level in separating “professional creative activities” from the requirements of the university contract with the individual and items of community service. Since this is the most accessible level, quantity of activities is significant. It is necessary to use a slightly different list of activities for this level than were used for the other three levels. These are:

- a. Faculty recitals (solo or joint recitals presented on the A-State campus or within the accepted
- b. boundaries described as Northeast Arkansas).
- c. Solo performance with ensembles in this region of the state.
- d. Accompanying recitals in this area of the state.
- e. Ensemble performances (faculty groups performing on campus or in this region of the state.
- f. Serving as clinician or adjudicator in this region of the state.
- g. Conducted performances (ensemble performances conducted by a faculty member in this region of the state). The ensemble may be an outside group, that is non ASU, or conducting performances of ASU organizations in concerts which exceed the number normally considered as a contractual requirement. For example, the directors of the various Music Department groups, such as choirs, bands, or ensembles, are generally expected to conduct one performance per semester as part of the requirements for the position. If they wish to expand their own and their students’ creative activities by doing additional concerts, then these extra performances should be considered as commendable endeavors toward professional advancement).

7. Justification

The presentation of solo recitals, performances with orchestras, conducted concerts, ensemble programs, or accompanying such activities requires many hours of preparation. These hours of preparation and study also qualify the individual be a valuable clinician, adjudicator, or contributor to a master class or symposium. In general, the preparatory steps include:

a. Research

Proper preparation for any of the activities listed above requires hours of study and research of historical and stylistic performance practices of the music performed. A typical program will contain music from several different style periods and several different composers.

b. Preparation

Any performing individual must devote many hours per week of rigorous disciplined practice just to maintain the physical strength and coordination necessary to retain mastery of his or her instrument. The conductor must work constantly to maintain the

ability to communicate musical ideas to a group. The actual preparation of a selected program will take additional hours over a period of several weeks and months in order to develop mastery of the chosen literature. Singers must study and master the foreign language text so they can understand and project textual ideas more effectively. Instrumentalists must constantly be learning new techniques required by the most contemporary music styles. In general, approximately fifty to eighty hours of research, study, and practice is devoted to preparing one sixty or seventy-minute concert or recital.

c. Performance

Any time a musician performs, he or she is placed in a situation of peer review. The work of the musician as a composer, performer, conductor, or accompanist is on display for all to evaluate. Thus, the reputation which a musician has earned is based on the evidence of public exposure.