I. PREPARATORY STATEMENT

The standards for appointment, retention, tenure, promotion, and evaluation procedures in the Music Department of California Polytechnic State University at San Luis Obispo are intended to concur with the regulations and codes applying to the state colleges and universities and to this University as a whole. Title 5, the Contract Agreement between CSU and CFA, the Campus Administrative Manual (CAM), and the Statement of the College of Liberal Arts outline procedures which serve as the authoritative guide for the Department in meeting certain minimum standards. Each candidate for retention, tenure, and promotion will be given a copy of this statement, the College statement, and the Faculty Evaluation Form. A copy of the Contract Agreement and of CAM is available in the Departmental Office.

II. GENERAL PROCEDURES

A. Committee organization and purpose

The probationary and tenured faculty of the Department shall elect a Peer Review Committee of tenured full-time faculty for tenure and retention. For promotion, elected Peer Review Committee members must be tenured and of higher rank than the candidate. A candidate for promotion is not eligible to serve on promotion or tenure committees, but may be elected to serve on retention committees. The peer review committee shall select its own chair. It is the responsibility of this body to review evidence and submit a written recommendation based on that evidence to the Department Chair, which shall be placed in the Working Personnel Action File of the candidate.

B. Gathering evidence

It is the responsibility of the candidate to compile a Working Personnel Action File (deadlines in accordance with those established by the administration).

Evidence will be derived from observation of the candidate's work; teaching materials related to his/her classes, student evaluations, evidence of professional and community activities, and a completed resume and index of supplementary materials. By the second probationary year, candidates should propose a written professional development plan. The plan should generally outline how the candidate intends to provide substantive
contributions to the discipline and how that activity can be useful in keeping his/her teaching current and dynamic. Special attention should be paid to what is intended to be accomplished in this area by the time of tenure consideration.

Evaluation procedures will include class visitations, and (when appropriate) evaluations of the quality of student performances under the candidate's direction.

C. Evaluating evidence and making recommendations

The Peer Review Committee will submit to the candidate a written report signed by each of the members; any member may submit a minority report. The faculty member concerned will be given an opportunity to respond within seven days before the relevant material is passed to the Department Chair. The Department Chair will provide to the candidate his/her evaluation and recommendation seven days before it passed on to the next level of review. The candidate may provide a written statement and/or request a meeting to discuss a recommendation.

Any suggestions regarding the professional development plan or for improvement in teaching, degree progress, department cooperation, etc., will be brought to the attention of the candidate by the Peer Review Committee and/or Department Chair.

III. INITIAL APPOINTMENT AND RECRUITMENT

A. Procedures

A selection committee of full-time, tenured faculty members must be elected to begin the process of recruiting applicants for all tenure track positions. The extent of advertising and contacts made should be determined by the entire faculty in consultation with the Department Chair, College Dean, and the Academic Personnel office and should be recruited from the widest possible sources. Wherever possible, applicants being seriously considered should be brought to the campus to meet with faculty of the department and with such officials as may be appropriate, and to audition as a conductor or otherwise establish his/her ability as a teacher or performer in the position to be filled.

B. Criteria

For full-time faculty employment in the Music Department, the candidate should possess the minimum of a master's degree; the candidate's background qualifications should give clear evidence of accomplishment in the field of music, either as scholar-teacher, as artist-performer, or as composer, and he/she should have the potential for achievement of a reputation as a mature artist or scholar in the field of music.
IV. RETENTION

A. Procedures

The procedure for retention of a faculty member is established in Section II above. It should be pointed out that a Lecturer may be appointed for more than one year if initial recruitment was conducted on a broad regional or national basis.

B. Criteria

Retention of tenure track faculty will be based on the demonstrated progress and potential of a faculty member each year in the categories included in the Faculty Evaluation Form 109. At this stage, it is the burden of the probationary faculty member to prove his or her ability. If areas for improvement have been pointed out, they will be taken into special consideration at this time by the Peer Review Committee and the Department Chair.
V. TENURE

A. Procedures

Procedure in tenure actions is outlined in the Collective Bargaining Agreement, in CAM, and Section II above.

B. Criteria

Among the criteria included on the Faculty Evaluation Form the following need special emphasis:

For the teaching of music in this Department, two types of teachers are needed: (1) scholars and (2) artist-performers or composers and arrangers. Their respective qualities may be unlike, but they complement one another so fruitfully, that university students need to have contact with both types of teachers and, indeed, qualities of both types may be combined in one teacher.

1. The scholar-teacher in music. The candidate for tenure in such areas as music history and literature (musicology), music education, and music theory and composition, will have attained the degree of Doctor of Philosophy, Doctor of Education or Doctor of Music Arts.

   Of prime importance is the candidate's effectiveness and success as a teacher, combined with a continual search for fresh approaches in teaching methodology and material, as well as innovation and experimentation in curricular patterns. Beyond this, the candidate's qualifications for promotion to the higher professorial ranks will be judged according to such conventional academic criteria as research publications.

2. The artist-teacher. The academic criteria for tenure consideration (doctorate included) cannot be applied as rigidly for the composer and arranger or artist-performer in any of the specialized fields of music. Such an individual should possess an established reputation as a mature artist or composer who has thorough mastery of the art of music and its creative production or performance as evidenced in concerts, publications, notices, and honors.

   If suggestions for improvement have been submitted to the candidate during the years of reappointment, these issues must have been resolved at this point.
VI. PROMOTION

A. Procedures

Procedures in matters of promotion are described in the Collective Bargaining Agreement, in CAM and Section II above.
B. Criteria

A candidate for Academic tenure must have demonstrated fully his or her competency as a teacher of music on the collegiate level. Teaching effectiveness will be consistently evidenced by the achievement of the candidate's students either in classroom situations or by the quality of their performance and their professional accomplishments. Additional significant tenure considerations include the instructor's personal material in relationship to colleagues, to the Department, to the University, and to the wider community.

The candidate seeking promotion to either of the two higher academic ranks will be judged primarily by the quality and consistency of his/her artistic contributions as well as the quality of instruction.

A higher standard of professionalism will be required of candidates in both areas who seek promotion to the rank of full professor. Membership and activity in local, state and national professional societies as well as non-instructional services in furthering the varied objective of the department and those of the university will be taken into consideration.

VII. EVALUATION CRITERIA FOR TEMPORARY FACULTY

Full and part-time temporary faculty shall be evaluated only on criteria that are pertinent to their teaching performance.

For those teaching in the area of lecture classes, the performance indicators will include the scholarship of teaching as exemplified by syllabi, observation of classroom presentations, quality of assignments and tests, and student evaluations.

For those teaching in the area of applied music and activities, the performance indicators shall emphasize the ability of the teacher to assess the level and skill of individual students or ensembles, and success in enabling each student or ensemble to reach its potential through selection of appropriate repertoire and teaching techniques. These areas will be judged through observation of lessons or rehearsals as well as the quality of student performances evidenced by juries, master classes, recitals, public concerts, and student evaluations.

Temporary faculty are expected to be professionally active in their individual fields as scholars, performers, or through an established career of teaching at the college level. Their work may include activity such as publications, compositions, performances, presentations, attendance at conferences, involvement in department programs, and related activities insofar as those activities establish the faculty member’s currency in the discipline. Documentation of professional
activity and teaching quality should be included in the individual's Personnel Action File in order to be considered.

While service to the music department is not required of part-time faculty and is not presumed, it can be taken into consideration in the evaluation process.