

## College of Fine and Performing Arts

### TPRAFE

#### Expectations from the College

#### **Review of Teaching**

##### Student Assessment of Instruction

- Evaluation of all courses except tenured faculty members
- Units may determine scope of assessment for tenured faculty - at least half required for the academic year

##### Collegial of Teaching and Teaching Materials

- Required by two designated faculty members (Unit's recommendation) for all full-time faculty members including visiting instructors – review comment form required and must be approved

##### Direct Observation of Instruction

- Required for all tenure-track faculty members and those identified by the unit head from previous year's AFE statements (inclusive of all faculty)

##### Instructor's self-report concerning 7 teaching dimensions

- Required of all full-time faculty and returning visiting instructors
- Units must develop reporting citations for each

##### Meeting expectations in teaching

- Syllabi clearly defines course objectives and related grading to objectives
- Expectations for engagement clearly defined or exemption
- Student course evaluations completed with average or above average indicators
- Professional development activities are clearly presented

##### Exceeding expectations in teaching

- Three or more of the following must be met
- Review of two next textbooks or course material formats and one selected
- Engagement activities reviewed and acknowledge in public format
- Student evaluations above 80% marking for all categories of examination
- Visitation of two classes outside the unit and completing written report to the home faculty and person visited to include review of teaching materials
- Students cited and/or participation at state or regional conferences
- Student actively involved in recruiting new students to the major through participation related to the course
- Nomination for a teaching award
- Providing learning experiences through guest artist and lectures
- Others as identified by home units

#### **Review of Scholarship**

Tenured, tenure-track faculty, and other classifications as defined by hiring descriptions must annually report on scholarship efforts. Faculty must define areas of scholarship (Boyer examples) in the previous year's AFE self evaluation both in emphasis and area. This scholarship must be in the area of expertise reflected in the hiring of the individual or changed by agreement with home unit. Scholarship activities may not be cited if faculty load credit is given for the citation. Successful grant writing may be included as a scholarship activity as long as not completed under course release time.

In order to meet expectations:

- One must maintain or establish a continual record of scholarship
- One must have competitive peer review citations every other year at the minimum (as determined by the home unit)
- One must use the activities to enhance the learning experiences for the students

In order to exceed expectations:

- One must maintain a continual record of scholarship
- One must have regional (multi-state) recognition for activity(s)
- One must clearly distinguish themselves within their home unit

### **Service Criteria**

All faculty members are required to advise students. This may be either or both professional and University advising. All faculty members are to participate in advising days, open houses, and other designated recruitment activities by the University, College or home unit.

All faculty members are to be involved in home unit, school and university wide governance.

All faculty members are to be involved in engagement activities. Engagement in that faculty working with students to provide engagement opportunities for either: local, regional, or extended communities.

Release time for engagement does not count as service activity.

In order to meet expectations:

- Faculty members must report on quality of advising through department generated review form
- List three or more recruitment activities included time of activity and date outside of advising
- List three or more committees, taskforces served on, one University wide is required for tenure faculty members
- Engagement activity results in acknowledgement in community or organizations being served

In order to exceed expectations

- Faculty members must be cited for quality of advising through review forms
- Faculty member develops process or procedure to enhance advising ability
- Faculty member participate in 4 or more University recruitment activities
- Tenure faculty members services on 2 University level committees
- Engagement activities result in formal publication and/or public acknowledgment of accomplishments

**In order to be recommended for Reappointment**

- Must be recommended by home unit hear and/or personal committee
- Success in teaching must be clearly presented
- Scholarship activity must be evident or promise thereof
- Service and Engagement potential must be clearly evident

**In order to be recommended for Tenure and/or Associate Professor**

- Excellence in teaching must be evident and accepted by the home unit and college
- A continued record or promise of continued record in scholarship must be accepted by the home unit and the college
- A commitment for service must be evident and successful engagement activities documented
- Scholarship in the area of teaching is required

**In order to be recommend for full professor**

- Excellence in teaching must be evident as recognized by the home unit and college
- Excellence in teaching must have peer confirmation, student confirmation, and be evident through a diverse assignment of teaching
- National recognized scholarship is required in the teaching assignment area
- A continuous record of scholarship is required
- A continuous record of service and engagement is required
- Quality student advising is expected and must be documented
- An ongoing engagement record is required

**In order to be recommended satisfactory for Post Tenure Review**

- A diverse and successful teaching record as documented by student evaluations and peer review is required
- A continuous record of scholarship is required with at least one successful national peer review record form the last action
- Successful documented advising activity and continuous documented engagement activities