I. Department Personnel Committee

A. The departmental personnel committee shall consist of an uneven number of members with a minimum of three. These members shall have been granted tenure and shall not include the department chair. They shall be elected by the tenured and probationary (tenure track) faculty; and at least one alternate elected in accordance with UPS 210.000.

B. The members shall be elected for two-year terms. The terms shall be staggered in such a manner that two members are elected each year. No one shall serve as a member more than four years in succession.

C. At least one alternate shall be elected each year for a one-year term.

The alternate shall serve as a replacement in any instance involving a member's self-disqualification, temporary absence, or disqualification for any other reason, in accordance with the policy and procedures of UPS 210.000. The alternate shall be the tie-breaking vote if there is a split of two each.

II. The Department Chair

The department chair shall fulfill the Responsibilities of Department Chairs as specified in UPS. 210.000

III. The Rating System

A. The rating system has the basic three categories contained in the University Policy Statement 210.000:

1) Teaching;
2) Scholarly and Creative Activities; and,
3) Professional, University, and Community Service.

B. Documentation and evaluation criteria: The materials contained in the Portfolio are the basis for Retention/Tenure/Promotion evaluations, recommendations, and actions. Therefore, the portfolio must contain all relevant evidence. It is the responsibility of each person under review to be aware of all deadlines and criteria affecting his/her case and to complete the Portfolio, and any other supporting materials called for in UPS 210.000 by the due date. The Departmental Personnel Committee and the Department Chair shall make evaluations and recommendations based solely upon the documented evidence contained in the Portfolio.

C. Category Weights:
1. Excellence in teaching is the most important criterion in the California State University, Fullerton, a premise strongly supported by the departmental faculty.

2. Excellence in scholarly and creative activities is weighted second in importance.

3. Each faculty member shall make a suitable contribution to service/professional service that supports the advancement of the learning community. Service to the Department, University, and Community is important to the Department of Theatre and Dance, even though it is weighted third overall.

D. All categories of review will be evaluated on the following scale: “Superior,” “Satisfactory,” and “ Unsatisfactory.”

1. A majority of evaluations of "Superior” shall constitute a recommendation of "Superior" by the Departmental Personnel Committee in each area of performance.

2. A majority of evaluations of "Satisfactory" shall constitute a recommendation of "Satisfactory by the Departmental Personnel Committee in each area of performance.

3. A majority of evaluations of “ Unsatisfactory” shall constitute a recommendation of “ Unsatisfactory” in each area of performance.

IV. Development Plan

The Development Plan is the agenda for achieving the professional growth necessary to qualify for tenure for probationary faculty appointed prior to August 17, 2001. The Plan shall be used to guide evaluation of the faculty member’s performance.

V. The Developmental Narrative (Applies to faculty appointed to a probationary position effective August 17, 2001 or thereafter, or who does not have a Development Plan approved prior to the fall semester 2002).

During the first year of employment in a tenure-track position, each probationary faculty shall write prospective developmental narratives for teaching, scholarly and creative activities and service, not to exceed 500 words each. These narratives shall describe the faculty member’s professional goals, areas of interest, resources required and accomplishments (s) he expects to achieve in each of the three areas evaluated in order to meet the approved department standards and/or UPS210.000 for retention, tenure, and promotion. These narratives will have no formal approval process, but will be reviewed by the
department/division chair and the dean who will each provide written feedback on a timetable to be determined by the colleges, but prior to May 1st. These narratives shall be included with the self-assessment narratives in the faculty member’s Portfolio that is submitted for retention review during the second year in the tenure track position.

During subsequent years, the developmental narratives may be revised to reflect changes and professional growth that will normally occur during the probationary period.

VI. **Portfolio**

The Portfolio is the cumulative record that shall contain evidence of performance specified in UPS 210.000 plus approved Department Standards for all the years under review, including years of Service Credit, where applicable. The narrative section of the Portfolio shall not exceed 1000 words for each area. The Theatre and Dance Department Personnel Committee and the Department Chair in evaluating the faculty member’s contributions, accomplishments and performance as presented in the Portfolio shall use the terms “Superior,” “Satisfactory,” and “Unsatisfactory”.

A. **Teaching**

Teaching is the most important area under review. An environment where learning is central is mandatory. In a narrative limited to 1000 words the faculty member under review shall discuss this most important activity. The narrative is a self-evaluation assessing strengths and weaknesses, a narrative on teaching philosophy and goals, and a plan for the ongoing maintenance and improvement of teaching effectiveness. The Department Chair and the Department Personnel committee shall review teaching, The review shall take into consideration the level and types of classes taught and these indicators of teaching performance following:

1. **Mandatory Indicators of Teaching Performance**

   - Clear, well-organized representative course outlines and sample teaching materials;
   - Student ratings of instructor questionnaires (SRI);
   - Student questionnaire raw data;
   - Grade distributions;
   - An overview of productions assignments for which the faculty member receives teaching units (independent studies, theatre management, choreography, directing, and design activities);
   - Evidence of currency in the performing arts in the faculty member’s area of expertise.

2. **Optional Indicators of Teaching Performance**
In addition to the mandated requirements in UPS 210.00, the faculty member under review may include, in the Portfolio, evaluations of teaching performance by colleagues or by external evaluators. The evaluation may include classroom visitations that assess pedagogical approach and methods, student response to instruction, and mastery requirements. The choice of the evaluator(s) and the nature, frequency and procedures of the visitation(s) shall be the responsibility of the faculty member, in consultation with the chair and shall be included in the appendix. The evaluations shall be included in the Portfolio. If included, other relevant materials such as written comments from students and research or creative activities related to teaching the discipline shall be placed in the appendix.

2. Ratings:
Teaching performance shall be accorded “Superior”, “Satisfactory”, or “Unsatisfactory” ratings according to the following standards:

   a. “Superior”
      1. Student ratings of instructor (SRI) questionnaires that include no less than 90% of “A” and “B” ratings).
      2. The overall review of the instructional performance, evaluation(s), course outlines, teaching materials, and all indicators rated “Superior.”
      3. SRI comments rated superior.

   b. “Satisfactory”
      1. Student ratings of instructor (SRI) questionnaires that include ratings of no less than 70% of A, B ratings.
      2. The review of the instructional performance, evaluations(s), course outlines, teaching materials, and all mandatory indicators rated “Satisfactory.”
      3. SRI comments rated “Satisfactory

   c. “Unsatisfactory”
      1. Student ratings of instructor questionnaires (SRI) that have below 70% of A, B, and C ratings overall.
      2. Review of the instructional performance, evaluations(s), course outlines, teaching materials, and all mandatory indicators rated “unsatisfactory.”

B. Scholarly and Creative Accomplishments

In a 1000 word narrative, the faculty member under review shall discuss accomplishments of a focused scholarly/creative agenda. The scholarly and creative endeavor generates, integrates, and disseminates knowledge through growth and accomplishment. Self-evaluations of creative accomplishments are important and should be included in the file. Putting creative accomplishments in a well-defined and focused scholarly/creative context and defining the professional objectives of the accomplishments is essential. Evaluation of creative accomplishments, preferably by off-campus sources, should be included. Due to the nature of diverse disciplines within the department of Theatre and Dance, the faculty member under review
must provide documentation to support the level of the accomplishment(s). When appropriate, discussion of efforts to involve students, to attract external support, and of the relationship between scholarly activities and teaching are encouraged.

1. **Indicators of Scholarly and Creative Accomplishments.**

The Department Personnel Committee and the Department Chair will evaluate from the following types of accomplishments presented in the faculty members Portfolio.

- Regional, national, or international performances in theatre, dance, television, industrials, special events, or films;
- Regional, national, or international designs in theatre, dance, television, industrials, special events, and film;
- Regional, national, or international work in production management or technical direction in the fields of theatre, dance, television, industrials, special events, or film;
- Awards;
- Grants;
- Research article(s) in theatre, dance, or design journals;
- Research paper(s) presented at regional, national, or international theatre or dance conferences;
- Publication of articles or reviews on theatre, dance or theatrical design in professional journals or papers;
- Book publication;
- Book chapters;
- Other accomplishments appropriate to the field.

2. Documentation of scholarly accomplishments may include such items as published works, works in progress (articles, reviews, outlines, sample chapters, bibliographies), reviews, participation on professional panels, significant leadership of professional organizations, and commendations related to research and contributions to the field.

3. Documentation of creative accomplishments may take the form of programs, reviews, scripts, designs, photographs, audio tape, videotape, CD-ROM, etc. When appropriate, explanations detailing the active involvement of students, ability to attract external support and the relationship between the activities and teaching are encouraged. This may include creative services rendered by faculty members as consultants, designers, directors, choreographers, and actors. Demonstrations when performed as a representative of the university, or off-campus activities demanding a high level of ability in the teacher's area of competence will be considered.
4. Ratings.
   a. “Superior”
      This rating is a result from a sustained record of Scholarly and Creative Accomplishments of eminently substantial quality. Examples might include producing, directing, choreographing, performing, designing, consulting, publishing and presenting for regional institutions, such as but not limited to the Colony Theatre in Burbank, and producing organizations with a national or international reputation such as but not limited to South Coast Repertory in Costa Mesa, Ririe Woodbury Dance Company, or the Oregon Shakespeare Festival.
   b. “Satisfactory”
      This rating is a result from a continuing record of Scholarly and Creative Accomplishments of notable quality. Examples might include producing, directing, choreographing, performing, designing, consulting, publishing and presenting for university or locally based companies and training programs such as but not limited to CSU Summer Arts Program, the Vanguard Theatre in Fullerton, or the Benita Bike Dance Company.
   c. “Unsatisfactory”
      This rating is a result from a sporadic record of Scholarly and Creative Accomplishments that are undocumented or are of questionable quality.

C. Professional, University, and Community Service

Each Department of Theatre & Dance faculty member shall contribute to the Profession, to the University, and to the Community through many different professional and service activities that encourage mutually beneficial working partnerships, serve the needs of the profession and/or external community, enhance the campus’ role as a regional center, and/or leads to student opportunities and learning.

1. Indicators of Professional, University, and Community Service

   - Participation in professional organizations;
   - Participation in workshops;
   - Performances for or presentations to community groups;
   - Serving as an adjudicator for high schools, community colleges, universities, or professional regional producing organizations;
   - Membership on Department of Theatre & Dance committees;
   - Membership on College of the Arts committees;
   - Membership on Senate committees;
   - Membership on University committees;
• Other appropriate activities.

2. Ratings
   a. “Superior”
      This rating is determined by extensive involvement in professional, university, and/or community service.
   b. “Satisfactory”
      This rating is determined by involvement on University committees during the period under review and appropriate professional involvement.
   c. “Unsatisfactory”
      This rating is determined by little or no service.

VII. Retention, Tenure, and Promotion:
     Application of the System

The goal of the RTP process is to produce faculty members who qualify for tenure after their probationary employment.

A. Criteria for Retention:
   To be retained during the probationary period, a faculty member is required to demonstrate progress toward tenure such that a positive tenure decision is likely. This progress shall be judged relative to UPS 210.00 and department standards. A probationary faculty member is required to show appropriate accomplishments, growth, and promise in each of the three areas of assessment. Moreover, when weaknesses have been identified in earlier review cycles, a probationary faculty member is expected to address these weaknesses explicitly and show appropriate improvement. The decision to retain (reappoint) a probationary faculty member is an affirmation that satisfactory progress is being made toward tenure; therefore, a probationary faculty member shall not be retained if the cumulative progress toward tenure is insufficient to indicate that requirements for tenure appear likely to be met.

B. Tenure.
   The tenure decision, usually rendered in the sixth probationary year, is designated by UPS 210.00 as the most significant personnel decision. Therefore, the faculty member's overall performance during the probationary retention period must meet at least a “Satisfactory” standard of performance in all three areas of review, and have documented evidence showing improvement in any areas evaluated below minimum in preceding years.

C. Promotion to Professor
   Within the three areas of review previously listed, documentation of activities for the years following promotion to Associate Professor or the last full review shall be required from each faculty member being considered for promotion to Professor. Continued
“Satisfactory” performance in all three areas is essential. Achievement in the area of scholarly and/or creative activity shall be stressed in making a recommendation regarding promotion to Professor (see UPS 210.000. H.3). Participation in professional organizations and service to the university and community shall also be taken into account. At least one superior in teaching performance or scholarly and creative accomplishments

D. Criteria for Early Tenure.
UPS 210.00 IV.G.3. states that “early tenure requires that all expectations for the entire probationary period have been met and that performance in teaching and one other area of performance have been exceeded”.

The faculty member under consideration shall meet the following criteria governing recommendations for early tenure in theatre and dance:

1. Teaching:
   a. Shall have received student evaluations above the department average for each of the four consecutive semesters preceding the recommendations for early tenure.

2. Scholarly and Creative Accomplishments:
   a. “Superior” achievement in the area of scholarly/creative activities must be evident for the period preceding the recommendation for early tenure.

3. Professional, University, and Community Service:
   a. “Superior” service in each of the three areas is required during the period preceding the recommendation for early tenure.