

The following was passed at the May 3, 2010, Faculty Senate Meeting #167:

MOTION:

The UAF Faculty Senate moves to reaffirm the Unit Criteria for the CLA Department of Theatre.

EFFECTIVE: Fall 2010
Upon Chancellor's approval.

RATIONALE: The committee assessed the unit criteria submitted for review by the CLA Department of Theatre. With some minor revisions, the unit criteria were found to be consistent with UAF guidelines.



President, UAF Faculty Senate 5 May 2010
Date

APPROVAL: 

Chancellor's Office

DATE: 5/3/10

DISAPPROVED: _____
Chancellor's Office

DATE: _____

UAF Regulations for the Appointment and Evaluations of Faculty

AND DEPARTMENT OF THEATRE UNIT CRITERIA, STANDARDS, AND INDICES

THE FOLLOWING IS AN ADAPTATION OF UAF AND BOARD OF REGENTS' CRITERIA FOR ANNUAL REVIEW, PRE-TENURE REVIEW, POST-TENURE REVIEW, PROMOTION, AND TENURE, SPECIFICALLY ADAPTED FOR USE IN EVALUATING THE FACULTY OF THE THEATRE DEPARTMENT. ITEMS IN BOLDFACE ITALICS ARE THOSE SPECIFICALLY ADDED OR EMPHASIZED BECAUSE OF THEIR RELEVANCE TO THE DEPARTMENT'S FACULTY, AND BECAUSE THEY ARE ADDITIONS TO UAF REGULATIONS.

CHAPTER I

Purview

The University of Alaska Fairbanks document, "Faculty Appointment and Evaluation Policies," supplements the Board of Regents (BOR) policies and describes the purpose, conditions, eligibility, and other specifications relating to the evaluation of faculty at the University of Alaska Fairbanks (UAF). Contained herein are regulations and procedures to guide the evaluation processes and to identify the bodies of review appropriate for the university.

The university, through the UAF Faculty Senate, may change or amend these regulations and procedures from time to time and will provide adequate notice in making changes and amendments.

These regulations shall apply to all of the units within the University of Alaska Fairbanks, except in so far as extant collective bargaining agreements apply otherwise.

The provost is responsible for coordination and implementation of matters relating to procedures stated herein.

Chapter II

Initial Appointment of Faculty

A. Criteria for Initial Appointment

Minimum degree, experience and performance requirements are set forth in "UAF Faculty Appointment and Evaluation Policies," Chapter IV. Exceptions to these

requirements for initial placement in academic rank or special academic rank positions shall be submitted to the chancellor or chancellor's designee for approval prior to a final selection decision.

B. Academic Titles

Academic titles must reflect the discipline in which the faculty are appointed.

C. Process for Appointment of Faculty with Academic Rank

Deans of schools and colleges, and directors when appropriate, in conjunction with the faculty in a unit, shall observe procedures for advertisement, review, and selection of candidates to fill any vacant faculty position. These procedures are set by UAF Human Resources and the Campus Diversity and Compliance (AA/EEO) office and shall provide for participation in hiring by faculty and administrators as a unit.

D. Process for Appointment of Faculty with Special Academic Rank

Deans and/or directors, in conjunction with the faculty in a unit, shall establish procedures for advertisement, review, and selection of candidates to fill any faculty positions as they become available. Such procedures shall be consistent with the university's stated AA/EEO policies and shall provide for participation in hiring by faculty and administrators in the unit.

E. Following the Selection Process

The dean or director shall appoint the new faculty member and advise him/her of the conditions, benefits, and obligations of the position. If the appointment is to be at the professor level, the dean/director must first obtain the concurrence of the chancellor or chancellor's designee.

F. Letter of Appointment

The initial letter of appointment shall specify the nature of the assignment, the percentage emphasis that is to be placed on each of the parts of the faculty responsibility, mandatory year of tenure review, and any special conditions relating to the appointment.

This letter of appointment establishes the nature of the position and, while the percentage of emphasis for each part may vary with each workload distribution as specified in the annual workload agreement document, the part(s) defining the position may not.

CHAPTER III

Periodic Evaluation of Faculty

A. General Criteria

Criteria as outlined in “UAF Faculty Appointment and Evaluation Policies,” Chapter IV, evaluators may consider, but shall not be limited to, whichever of the following are appropriate to the faculty member’s professional obligation: mastery of subject matter; effectiveness in teaching; achievement in research, scholarly, and creative activity; effectiveness of public service; effectiveness of university service; demonstration of professional development and quality of total contribution to the university.

For purposes of evaluation at UAF, the total contribution to the university and activity in the areas outlined above will be defined by relevant activity and demonstrated competence from the following areas: 1) effectiveness in teaching; 2) achievement in scholarly activity; and 3) effectiveness of service.

Bipartite Faculty

Bipartite faculty are regular academic rank faculty who fill positions that are designated as performing two of the three parts of the university’s tripartite responsibility.

The dean or director of the relevant college/school shall determine which of the criteria defined above apply to these faculty.

Bipartite faculty may voluntarily engage in a tripartite function, but they will not be required to do so as a condition for evaluation, promotion, or tenure.

THEATRE FACULTY

THE STANDARDS PRESENTED IN BOLD CAPITALS AS ADDED OR EMPHASIZED FOR THE DEPARTMENT OF THEATRE HEREAFTER IN THIS DOCUMENT ARE DRAWN FROM THE ASSOCIATION FOR THEATRE IN HIGHER EDUCATION (ATHE) GUIDELINES FOR EVALUATING TEACHER/ARTISTS FOR PROMOTION AND TENURE (REV. 5/2000), WHICH STATES IN PART:

“THIS DOCUMENT IS INTENDED FOR ALL INSTITUTIONS WITH FACULTY IN THEATRE AND PERFORMANCE STUDIES. IT FOCUSES ON THE ASSUMPTION THAT PREPARATION OF THEATRICAL EVENTS FOR PUBLIC PERFORMANCE ALLOWS THE TEACHER/ARTIST A VIABLE OPPORTUNITY FOR DEMONSTRATING ARTISTIC ACHIEVEMENT WHICH IS CRUCIAL TO PROMOTION AND TENURE DECISIONS...THE PRODUCTION OF PLAYS AND PERFORMANCES (HEREAFTER REFERRED TO AS

THEATRICAL EVENTS) AND THE STUDY THEREOF CONSTITUTES THE DISCIPLINE OF THEATRE. IN RECOGNITION OF THE ARTISTIC COMPONENT OF THEATRE, MOST INSTITUTIONS OF HIGHER EDUCATION NOW INCLUDE 'CREATIVE ACTIVITY' AS A LEGITIMATE COMPONENT FOR PROMOTION AND TENURE CONSIDERATION...IN ADDITION, THIS DOCUMENT IS CONGRUENT WITH THE NATIONAL ASSOCIATION OF SCHOOLS OF THEATRE (NAST) ACCREDITATION GUIDELINES, WHICH STATE THAT CREATIVE PRODUCTION AND PROFESSIONAL WORK IN THEATRE MUST BE EQUIVALENT TO SCHOLARLY PUBLICATION OR RESEARCH AS A CRITERION FOR ADVANCEMENT.”

B. Criteria for Instruction

A central function of the university is instruction of students in formal courses and supervised study. Teaching includes those activities directly related to the formal and informal transmission of appropriate skills and knowledge to students. The nature of instruction will vary for each faculty member, depending upon workload distribution and the particular teaching mission of the unit. Instruction includes actual contact in classroom, correspondence or electronic delivery methods, laboratory or field and preparatory activities, such as preparing for lectures, setting up demonstrations, and preparing for laboratory experiments, as well as individual/independent study, tutorial sessions, evaluations, correcting papers, and determining grades. Other aspects of teaching and instruction extend to undergraduate and graduate academic advising and counseling, training graduate students and serving on their graduate committees, particularly as their major advisor, curriculum development, and academic recruiting and retention activities. **ADDITIONAL ADVISING OBLIGATIONS IN THE DEPARTMENT OF THEATRE INCLUDE: STUDENT DRAMA ASSOCIATION AND FILM CLUB; STUDENT-PRODUCED THEATRICAL EVENTS, LIKE *WINTER SHORTS*, *FAMOUS FOR FIFTEEN PLAYWRIGHTING FESTIVAL*, *STUDENT FILM FESTIVAL* AMONG MANY OTHERS BOTH ON AND OFF CAMPUS; STUDENT ACTORS, DIRECTORS, OR DESIGNERS WORKING ON OFF-CAMPUS PROJECTS AT ANOTHER THEATRE COMPANY; UNDERGRADUATE RESEARCH PROJECTS, INCLUDING STUDENT THESIS PROJECTS; COACHING FOR GRADUATE SCHOOL AND U/RTA AUDITIONS AND PORTFOLIO REVIEWS; SUPERVISION OF STUDENT LABOR AND ASSISTANTS IN ALL PRODUCTION AND MANAGEMENT AREAS OVERSEEN BY THE DEPARTMENT.**

- **Effectiveness in Teaching**

Evidence of excellence in teaching may be demonstrated through, but not limited to, evidence of the various characteristics that define effective teachers. **FACULTY IN THE THEATRE DEPARTMENT HAVE UNUSUALLY HIGH TEACHING AND ADVISING LOADS. EXCELLENCE IN TEACHING IS THE DEPARTMENT’S HIGHEST PRIORITY.**

EXCELLENCE IN RESEARCH/CREATIVE WORK AND SERVICE MAY NOT COMPENSATE FOR AN INSUFFICIENT TEACHING RECORD.

Effective teachers

- a. are highly organized, plan carefully, use class time efficiently, have clear objectives, have high expectations for students;
- b. express positive regard for students, develop good rapport with students, show interest/enthusiasm for the subject;
- c. emphasize and encourage student participation, ask questions, frequently monitor student participation for student learning and teacher effectiveness, are sensitive to student diversity;
- d. emphasize regular feedback to students and reward student learning success;
- e. demonstrate content mastery, discuss current information and divergent points of view, relate topics to other disciplines, deliver material at the appropriate level;
- f. regularly develop new courses, workshops and seminars and use a variety of methods of instructional delivery and instructional design;
- g. SIGNIFICANTLY REVISE COURSES TO REFLECT NEW DEVELOPMENTS IN THE FIELD;**
- h. may receive prizes and awards for excellence in teaching.

2. Components of Evaluation

Effectiveness in teaching will be evaluated through information on formal and informal teaching, course and curriculum material, recruiting and advising, training/guiding graduate students, etc., provided by:

- a. systematic student ratings, i.e. student opinion of instruction summary forms,
and at least two of the following:
- b. narrative self-evaluation,
- c. peer/department chair classroom observation(s),
- d. peer/department chair evaluation of course materials.

C. Criteria for Research, Scholarly, and Creative Activity

Inquiry and originality are central functions of a land grant/sea grant/space grant university and all faculty with a research component in their assignment must remain active as scholars. Consequently, faculty are expected to conduct research or engage in other scholarly or creative pursuits that are appropriate to the mission of their unit, and equally important, results of their work must be disseminated through media appropriate to their discipline. Furthermore, it is important to emphasize the distinction between routine production and creative excellence as evaluated by an individual's peers at the University of Alaska and elsewhere.

1. ADDITIONAL CLARIFICATION ON THE EVALUATION OF CREATIVE ACTIVITY/ SCHOLARSHIP IN THE DISCIPLINE OF THEATRE

- a. DIRECTORS, ACTORS, AND DESIGNERS ARE EVALUATED BY PEERS AND CHOSEN FOR PROFESSIONAL WORK AFTER A SCREENING PROCESS THAT PARALLELS THE REVIEW PROCESS USED FOR PRINTED FORUMS.**
- b. UAF FACULTY CURRENTLY ARE REQUIRED TO CATEGORIZE THEIR CREATIVE ACTIVITY IN ANNUAL REPORTS, 4TH YEAR REVIEWS, TENURE REVIEWS, AND POST TENURE REVIEWS AS LOCAL, STATEWIDE, NATIONAL, OR INTERNATIONAL. THE FOLLOWING STANDARDS SHOULD BE USED FOR THE PURPOSES OF THIS CATEGORIZATION. A LOCAL OR STATEWIDE THEATRICAL PRODUCTION/ CONFERENCE/ EVENT MAY BE INCLUDED IN THE NATIONAL OR INTERNATIONAL CATEGORY IF IT MEETS ONE OR MORE OF THE FOLLOWING: 1) THE PROFESSIONAL VISIBILITY OF THE THEATRE ARTIST IS JUDGED TO GO BEYOND THE STATE/ COUNTRY 2) THE MAJORITY OF THE THEATRE ARTISTS/ COLLABORATORS/ PARTICIPANTS INVOLVED ARE FROM OUT OF STATE/ COUNTRY 3) THE PRODUCTION DREW AN AUDIENCE WHICH WAS NATIONAL OR INTERNATIONAL IN SCOPE.**
- c. PART OF A THEATRE ARTIST'S RECORD, HOWEVER THE LACK OF A PRINTED REVIEW SHOULD NOT BE CONSTRUED AS A NEGATIVE ASSESSMENT OF THE WORK OF THE THEATRE ARTIST. THE THEATRE ARTIST CAN HAVE NO CONTROL OVER WHETHER A REVIEWER IS PRESENT OR WHETHER A REVIEW IS ULTIMATELY PRINTED.**
- d. ALTHOUGH THE THEATRE DEPARTMENT STRIVES TO ACQUIRE GRANTS, GRANT FUNDING IN THE ARTS IS OFTEN SCARCE.**

e. EXTERNAL PEER EVALUATIONS MAY INCLUDE REPRESENTATIVES OF THE LOCAL, STATEWIDE, NATIONAL AND INTERNATIONAL THEATRE COMMUNITIES.

2. Achievement in Research, Scholarly and Creative Activity

Whatever the contribution, research, scholarly or creative activities must have one or more of the following characteristics:

- a. They must occur in a public forum.
- b. They must be evaluated by appropriate peers.
- c. They must be evaluated by peers external to this institution so as to allow an objective judgment.
- d. They must be judged to make a contribution.

3. Components of Research, Scholarly and Creative Activity

Evidence of excellence in research, scholarly, and creative activity may be demonstrated through, but not limited to:

- a. Books, reviews, monographs, bulletins, articles, proceedings, and other scholarly works published by reputable journals, scholarly presses, and publishing houses that accept works only after rigorous review and approval by peers in the discipline.
- b. Competitive grants and contracts to finance the development of ideas, these grants and contracts being subject to rigorous peer review and approval.
- c. Presentation of research papers before learned societies that accept papers only after rigorous review and approval by peers.
- d. Exhibitions of art work at galleries, selection for these exhibitions being based on rigorous review and approval by juries, recognized artists, or critics.
- e. Performances in recitals or productions, selection for these performances being based on stringent auditions and approval by appropriate judges.
- f. Scholarly reviews of publications, art works and performance of the candidate.
- g. Citations of research in scholarly publications.
- h. Published abstracts of research papers.

- i. Reprints or quotations of publications, reproductions of art works, and descriptions of interpretations in the performing arts, these materials appearing in reputable works of the discipline.
 - j. Prizes and awards for excellence of scholarship **OR CREATIVE ARTISTRY.**
 - k. Awards of special fellowships for research or artistic activities or selection of tours of duty at special institutes for advanced study.
 - l. Development of processes or instruments useful in solving problems, such as computer programs and systems for the processing of data, genetic plant and animal material, and where appropriate obtaining patents and/or copyrights for said development.
 - m. **PLAYWRITING, SCREENWRITING, PRODUCTION DRAMATURGY, NEW PLAY DEVELOPMENT AND WORKSHOPPING, LITERARY MANAGEMENT.**
 - n. **CRITICAL REVIEWS, CRITICAL DRAMATURGY, THEATRE ANTHROPOLOGY, BASIC PERFORMANCE RESEARCH, SCRIPT PREPARATION, PEER REVIEWS OF PRACTICE AND WRITING, CONSULTING.**
 - o. **DESIGN (LIGHT, SET, COSTUME, SOUND, PROJECTION).**
 - p. **DIRECTING, ACTING, COACHING (VOCAL, STYLE, MOVEMENT, STAGE OR SCREEN COMBAT OR STUNTS), CHOREOGRAPHIC WORK.**
 - q. **FILM-MAKING, VIDEO DOCUMENTATION, VIDEO EDITING, DVD AUTHORIZING, MULTI-MEDIA AND WEB CREATION.**
 - r. **PRODUCING, SEASON PLANNING, BUDGETING, PRODUCTION MANAGEMENT AND COORDINATION, STAGE MANAGEMENT, TECHNICAL DIRECTION, PUBLIC RELATIONS, MARKETING.**
 - s. **INVITED PRESENTATIONS, LECTURES, AND INVITATIONS TO TEACH MASTER CLASSES OR LEAD INTENSIVE WORKSHOPS.**
- 4. DOCUMENTATION OF ABOVE CREATIVE ACTIVITY MAY INCLUDE (BUT IS NOT LIMITED TO):**
- a. **WRITTEN EVALUATION BY THE CHAIR, FACULTY PEERS, EXTERNAL PEERS, OR OUTSIDE EXPERTS.**

- b. REVIEWS IN THE PROFESSIONAL MEDIA.**
- c. SCRIPTS OF ORIGINAL PRODUCED PLAYS, INCLUDING ADAPTATIONS AND TRANSLATIONS.**
- d. PHOTOGRAPHIC IMAGES OF PRODUCTIONS, WORKING DRAWINGS, RENDERINGS, DVDS, CDS, LIGHT PLOTS, SET MODELS, DESIGN PORTFOLIOS, AND OTHER SUPPORTING MATERIAL.**
- e. RESEARCH AND ANALYTICAL MATERIALS, DIRECTORS' PRODUCTION BOOKS, STUDY GUIDES, PROGRAM NOTES, OUTREACH MATERIALS, AND LABAN NOTATION.**
- f. MARKETING AND PUBLIC RELATIONS MATERIALS (INCLUDING POSTERS, PROGRAMS, RADIO, TELEVISION, NEWSPAPER, AND WEB-BASED INTERVIEWS).**
- g. EVIDENCE OF OUTREACH ACTIVITIES, SUCH AS SYMPOSIA, SEMINARS, WORKSHOPS, AND OTHER EVENTS.**
- h. LETTERS FROM THE PUBLIC.**
- i. TESTIMONIALS.**

D. Criteria for Public and University Service

Public service is intrinsic to the land grant/sea grant/space grant tradition, and is a fundamental part of the university's obligation to the people of its state. In this tradition, faculty providing their professional expertise for the benefit of the university's external constituency, free of charge, is identified as "public service." The tradition of the university itself provides that its faculty assumes a collegial obligation for the internal functioning of the institution; such service is identified as "university service."

1. Public Service

Public service is the application of teaching, research, and other scholarly and creative activity to constituencies outside the University of Alaska Fairbanks. It includes all activities which extend the faculty member's professional, academic, or leadership competence to these constituencies. It can be instructional, collaborative, or consultative in nature and is related to the faculty member's discipline or other publicly recognized expertise. Public service may be systematic activity that involves planning with clientele and delivery of information on a continuing, programmatic basis. It may also be informal, individual, professional contributions to the community or to one's discipline, or other activities in furtherance of the goals and mission of the university and its

units. Such service may occur on a periodic or limited-term basis. Examples include, but are not limited to:

- a. Providing information services to adults or youth **INCLUDING OUTREACH WITH LOCAL SCHOOLS, SPECIAL SCHOOL PERFORMANCES, SCHOOL VISITS, PARTICIPATION IN CAMPUS-WIDE OUTREACH EVENTS SUCH AS *I'M GOING TO COLLEGE* AND *UAF INSIDE OUT*.**
- b. Service on or to government or public committees.
- c. Service on accrediting bodies.
- d. Active participation in professional organizations.
- e. Active participation in discipline-oriented service organizations.
- f. Consulting.
- g. Prizes and awards for excellence in public service.
- h. Leadership of or presentations at workshops, conferences, or public meetings.
- i. Training and facilitating.
- j. Radio and TV programs, newspaper articles and columns, publications, newsletters, films, computer applications, teleconferences and other educational media.
- k. Judging and similar educational assistance at science fairs, state fairs, and speech, drama, literary, and similar competitions.
- l. **SUPPORT OF LOCAL COMMUNITY MEMBERS OR ORGANIZATIONS, INCLUDING LOANING OF THEATRE UAF COSTUMES AND PROPS.**

2. University Service

University service includes those activities involving faculty members in the governance, administration, and other internal affairs of the university, its colleges, schools, and institutes. It includes non-instructional work with students and their organizations. Examples of such activity include, but are not limited to:

- a. Service on university, college, school, institute, or departmental committees or governing bodies.

- b. Consultative work in support of university functions, such as expert assistance for specific projects.
 - c. Service as department chair or term-limited and part-time assignment as assistant/associate dean in a college/school.
 - d. Participation in accreditation reviews **INCLUDING AUTHORSHIP OF ACCREDITATION OR OTHER COMPREHENSIVE PROGRAM REPORTS.**
 - e. Service on collective bargaining unit committees or elected office.
 - f. Service in support of student organizations and activities.
 - g. Academic support services such as library and museum programs.
 - h. Assisting other faculty or units with curriculum planning and delivery of instruction, such as serving as guest lecturer.
 - i. Mentoring.
 - j. Prizes and awards for excellence in university service.
 - k. **DEVELOPMENT OF ASSESSMENT PROGRAMS.**
 - l. **PARTICIPATION IN FACULTY DEVELOPMENT WORKSHOPS.**
 - m. **ASSISTING WITH THEATRE DEPARTMENT FUNDRAISING EVENTS.**
- 3. Professional Service**
- a. Editing or refereeing articles or proposals for professional journals or organizations.
 - b. Active participation **OR MEMBERSHIP** in professional organizations **INLCUDING BUT NOT LIMITED TO: AEA, SAG, AFTRA, SDC, IATSE, USA, TCG, ATHE.**
 - c. Active participation in discipline-oriented service organizations.
 - d. Committee chair or officer of professional organizations.
 - e. Organizer, session organizer, or moderator for professional meetings.
 - f. Service on a national or international review panel or committee.

4. Evaluation of Service

Each individual faculty member's proportionate responsibility in service shall be reflected in annual workload agreements. In formulating criteria, standards and indices for evaluation, promotion, and tenure, individual units should include examples of service activities and measures for evaluation appropriate for that unit. Excellence in public and university service may be demonstrated through, e.g., appropriate letters of commendation, recommendation, and/or appreciation, certificates and awards and other public means of recognition for services rendered.