

Timeline for Tenure and Promotion Dossiers
Jacobs School of Music
Spring 2008

Resources:

Special Procedures in the School of Music for Tenure and Promotion Decisions
(updated February 2007; paper copy provided)

Tenure and Promotion Handbook (available in paper form by request to the Dean of the Faculties or online at <http://www.indiana.edu/~deanfac/tphbk.html>)

Guidelines for Tenure and Promotion Dossiers, Dean of the Faculties 3/07.
Online at <http://www.indiana.edu/~deanfac/tandp/> (paper copy of checklist, Appendix B, attached)

Academic Guide for IUB: online at <http://www.indiana.edu/~deanfac/acadguid/>
(Very long document: see Section E on Tenure and Promotion)

Timeline for 2008:

February Candidate notified of deadlines. Meets with Associate Dean for Instruction

March: Candidate meets with department chair to discuss items A, B, and C below.

Candidate submits to Office of the Associate Dean for Instruction by Friday, March 21:

- A. Current CV (12-15 pages; 20-page maximum). (ADI will make copies)
- B. A one-sentence statement (in writing) of the candidate's chosen area of excellence, usually research/creative activity, teaching, or balanced case. Department must agree with chosen area.
- C. List of candidate's choices for outside evaluators: minimum six, maximum ten.
Check list with department chair
 - (1) Evaluators should have university connections or significant professional standing. Candidates for tenure should choose tenured professors
Candidates for promotion to full professor should choose full professors
 - (2) Department chair (or candidate) should contact each person to assure willingness to write
 - (3) Candidate must provide mailing addresses appropriate for May-June mailings. E-mail addresses are also helpful.
 - (4) Candidate must provide a short statement about each evaluator, indicating the standing of the individual in the field and the connection of the evaluator to the candidate.

- D. List of candidate's choices for student evaluation: no more than 12 names.
- (1) Student names should not include current students
 - (2) Candidate must provide current complete mailing addresses. E-mail addresses are also helpful.
 - (3) It is not necessary to contact the students in advance unless you wish.
- E. List of candidate's choices for IU faculty outside the candidate's department: six-ten names.
- (1) Candidate should contact each person to assure willingness to write
 - (2) Candidate must provide mailing addresses appropriate for May-June mailings. E-mail addresses are also helpful.
 - (3) For tenure dossiers the choices should include tenured faculty.
For promotion to full professor the choices should include full professors.
 - (4) If desired, the list could also include faculty who are not tenured and/or not full professors, or IU staff members, who have an important perspective on the candidate

April. Department chair submits to Office of Associate Dean for Instruction. Due by Monday, April 7.

- A. List of department faculty's choices for outside evaluators: minimum six, maximum ten. Department faculty should meet to develop list; chair then submits list to ADI.
- (1) Evaluators should have university connections or significant professional standing.
List for candidates for tenure should include only tenured professors.
List for candidates for promotion to full professor should include only full professors.
 - (2) Department chair should contact each person to assure willingness to write
 - (3) Department chair must provide mailing addresses appropriate for May-June mailings. E-mail addresses are also helpful.
 - (4) Department chair must provide a short statement about each evaluator, indicating the standing of the individual in the field and the connection of the evaluator to the candidate

April. Candidate submits to Office of Associate Dean for Instruction. Due by Monday, April 7.

- B. Items to mail to outside evaluators. Candidate provides copies for all the names: minimum twelve/maximum twenty. SOM pays postage for mailing.

Common items provided to outside evaluators include reprints of articles; Table of Contents and parts of books; pedagogical materials; CDs or CD samplers; scores of compositions or arrangements with accompanying sound sources; visual materials (e.g. scenic or costume designs); and videos of teaching or conducting. Electronic links or portfolios are also possible.

April/May. ADI mails out letters and materials and sends out reminders in **August.**

Candidate works on dossier. Candidate should provide a summer contact (address, e-mail, phone) to the ADI in case questions arise.

Friday, August 29. Complete dossier is due in the Office of the Associate Dean for Instruction. See the Dean of the Faculties checklist, Appendix B of Guidelines.

Format of dossier:

- A. Covered storage container to hold all notebooks and separate materials
- B. Main notebook will be provided by the ADI to include:
 1. Candidate's statement on research/creative activities, teaching, and service. **This statement is a very important part of the dossier.** It is usually 15-20 pages long (single-spaced with double spaces between paragraphs, 12-point font). The Tenure and Promotion Handbook has samples.
 2. All letters received
 3. ADI will add candidate's CV and copy of JSOM Guidelines
- C. ADI will prepare a notebook with all the student evaluations on file, including a summary sheet for each course.
- D. Candidate should group materials in separate notebooks about teaching, research/creative activity, and service.

Teaching:

1. List of courses taught each semester and the number enrolled. List of doctoral committees and independent study supervision, if relevant.
2. Copies of pedagogical material, such as textbooks, curricula development, and syllabi, or any other evidence to support quality of teaching.
3. Evidence of student achievement

Research/Creative activity

1. Copies of professionally relevant publications and/or copies of creative work (e.g. CDs, scores). Indicate refereed journals.
2. Copies of recital programs and/or lists of important performances; reviews of performances. Group by category and chronology as appropriate
3. Lists of scholarly presentations, workshops, etc. Group by category and chronology as appropriate
4. Documentation of grants and awards

Service: Summary of service activities: departmental, school, university, professional; materials to support quality/quantity of service

Department chair should provide the following for the dossier:

1. Personal recommendation and summary evaluation of teaching, research/creative activities, and service
2. Evaluations by chair or departmental colleagues on teaching, including visitations
3. Evaluation of research/creative activities, including the stature of journals or performance venues.
4. Assessment of contribution made by the candidate to co-authored or collaborative work, if relevant
5. Evaluations by chair or departmental/professional colleagues on quality/impact of service activities

September/October

Dossier is reviewed by the department for an exact vote on each area (excellent, very good, good, satisfactory, unsatisfactory) and an overall recommendation.
Dossier is reviewed by the School Committee for an exact vote on each area and an overall recommendation.

November/December

Dossier is reviewed by the Dean of the School for a recommendation. Dossier is sent to the Dean of the Faculties.

2009

February/March

Dossier is reviewed by the Campus Committee, the Dean of the Faculties, and the Provost. The candidate is notified of the results.