

**PROCEDURES IN THE JACOBS SCHOOL OF MUSIC**  
**FOR LONG-TERM CONTRACTS AND PROMOTION DECISIONS**  
**(Lecturers, Senior Lecturers, and Teaching Professors)**

Lecturers in the Jacobs School of Music are eligible for promotion to senior lecturer and appointment to a long-term contract at any time after three years as a full-time faculty member. During the sixth year, a lecturer must be considered for promotion to senior lecturer on a long-term contract.

Senior lecturers who are appointed on a probationary contract are eligible for consideration for a long-term contract at any time after three years as a full-time faculty member. Such consideration must occur in the sixth year of appointment. Senior lecturers who have been in rank for at least three years may be reviewed for promotion to teaching professor. If promotion is denied, the candidate may request another review in a later year, and as many times as necessary.

Lecturers, senior lecturers, and teaching professors are academic appointees whose primary responsibility is teaching. The area in which the candidate must demonstrate excellence is teaching. Although not required, research/creative activity and service in support of teaching may be considered. Cases are evaluated by a review committee, the Jacobs School of Music Non-tenure Promotion and Policy Committee, the Dean, and the campus.

**Reappointment, promotion, and long-term contract decisions.** In the first year of appointment, all lecturers and senior lecturers, as well as their review committee chairs will be notified in writing by the Associate Dean for Instruction (ADI) of policies and procedures for reappointment and long-term contracts. They also will be given a dossier checklist of items to assemble. A review committee will be appointed at the time of hire. This typically includes members of a department who are eligible to vote on NTT reappointment, promotion, and long-term contract decisions; for faculty who are not members of a department, a review committee will be appointed by the ADI. The review committee should solicit peer evaluations as a part of each annual review. Reappointment, promotion, and long-term contract decisions will be final at the campus level.

**Timetable for dossiers for promotion and long-term contract consideration.**

Oct/Nov	The candidate will be notified of deadlines and advised of procedures for collection of material.
January 15	The candidate will send a draft of their CV to the ADI.
February 15	The candidate will send a draft of their statement, with links to evidence of excellence in teaching to the ADI.
April 1	The candidate will submit the final draft of their CV, a list of expert evaluators to be invited to evaluate the candidate's dossier, and a list of former students who are familiar with the candidate's work. Contact information for all and a brief description of the relationship of the candidate to expert evaluators should be submitted at this time.

The following materials must be submitted electronically (typically via Box) to the ADI: CV; materials to be evaluated; and the statement, which contextualizes the materials.

June	The candidate will continue to prepare the final dossier and materials, consulting with the review committee chair and the ADI.
July 15	The candidate will send their revised CV and personal statement to the committee chairperson and ADI for suggestions and revisions.
September 1	The candidate's completed dossier must be ready for action by the review committee. The dossier will be approved by the chairperson of the committee after discussion with the candidate.
October 1	Dossiers are routed to the Jacobs School of Music Non-tenure Promotion and Policy Committee for action.
November 1	Dossiers are routed to the Dean.
December 1	Dossiers are routed to the Vice Provost for Faculty and Academic Affairs (VPFAA).
January-April:	Dossier is reviewed by the campus committee, the Vice Provost for Faculty and Academic Affairs, and the Provost

### **Letters for the dossier**

1. For promotion to senior lecturer, the dossiers must include a minimum of six letters from expert evaluators selected by the candidate and solicited by the ADI. The review committee may choose to compile a separate list of no more than four expert evaluators. In both cases they may be from the JSoM, from the university, or outside of the university, but may not be within the candidate's department.
2. For promotion to teaching professor, dossiers must include a minimum of six letters from external referees, three from a list prepared by the candidate and three from a list prepared by the department or school.
3. All evaluators will be given access to the candidate's CV, short statement, and selected evidence that demonstrates excellence in teaching, including teaching evaluations and peer evaluations.
4. The ADI will send a formal invitation to the expert evaluators along with the candidate's materials.
5. The candidate must submit short descriptions of the relationship between the candidate and the expert evaluators. Candidates should provide a list of six to eight former students to be solicited for letters. Any current student (including anyone for whom the candidate has degree responsibilities, such as students still finishing dissertations or final recitals) should not be included on this list. Contact information must be provided for each student.

### **Substantiating materials for the dossier**

Several factors are taken into consideration in arriving at a recommendation to be submitted to the campus. Appointments of lecturers to a long-term contract and promotion to senior lecturer and teaching professor are based on excellence in teaching. Research/creative activity and service in support of teaching will be considered as appropriate. The rank of senior lecturer and promotion to a long-term contract will be granted to colleagues who have demonstrated a commitment to continued professional growth and currency with pedagogical developments in their fields. Promotion should principally be a

judgment about prospects for future contributions. Promotion to the rank of teaching professor will be granted to individuals who demonstrate sustained excellence in teaching and pedagogical leadership that extends beyond the Jacobs School of Music or the campus.

Materials to substantiate teaching must be included in the dossier. Research/creative activity and service cannot be included as separate categories of evaluation; however, they can be considered in support of teaching as part of the teaching dossier. Research/creative activity and service may provide additional evidence of intellectual and musical engagement in the profession that is generally indicative of long-term contributions valuable in classroom settings and to the campus in general.

## **Components of the dossier**

### **General**

- The candidate will provide a current CV including educational and employment history, teaching activities. Service/engagement activities and research/creative activities are optional.
- The candidate will provide a statement (4-5 pages), which should begin with a brief introduction articulating a personal teaching philosophy or outlining a professional mission statement. The remainder of the statement should focus on specific evidence demonstrating the quality of teaching. It should contextualize the evidence provided and address its significance. Candidates should indicate how their teaching or other academic duties have changed in reaction to student and peer comments, and discuss innovations in their work.
- Other items in the “General” category will be added to the eDossier by the ADI.

### **Evidence of Teaching**

Contributions in the teaching area may be substantiated by the following, as appropriate to the specific discipline:

- a list of specific courses taught (including ensemble direction, chamber music coaching, and independent study supervision) and the enrollments listed by semester and academic year (including numbers and levels of applied students) (required)
- student evaluations over time (summaries of teaching evaluations, transcriptions of student comments) (required)
- peer evaluations (required)

Reports of annual observations by peers (usually from within the department), as well as selected outsiders, if appropriate. General topics for observation include the following:

- a) Use of time and space (arrival, classroom setup, lighting, etc.)
- b) Instructional atmosphere
- c) Rapport with students
- d) Student reactions to instructor
- e) Instructional methodology

- a list of independent study supervision, supervised minor field candidates, and doctoral committee work, if appropriate
- evidence of student achievement
- the ability to attract and retain qualified major students in a specific performance area
- evidence of course development: syllabi, descriptions of innovative approaches to instruction, special curriculum design, incorporation of new technologies
- performances related to pedagogy
- copies of pedagogical books, articles, educational recordings, and other materials authored by the candidate
- pedagogical presentations, both invited and competitive at regional, national, or international meetings or for a similar professional gathering
- workshops, festivals, and lectures; including peer evaluations of presentations and materials, if available
- guest teaching and presentations
- grants for curriculum development
- teaching awards and recognition

### **Evidence of Research/Creative Activity in support of Teaching**

Contributions in the research/creative activity area may be substantiated by the following:

- publications of any sort
- recitals on the Bloomington campus and elsewhere, including solo performances and performances with chamber groups, orchestras, or other ensembles
- performances and/or presentations related to scholarship
- creative activity such as choreography, stage direction, and stage design
- recordings and recording contracts
- development of new technologies
- digital scholarly projects
- interdisciplinary activities
- reviews of books, articles, compositions, performances, and other creative activity
- grants and contracts for research and/or creative activities
- awards and honors for research/creative activity

## **Evidence of Service in support of Teaching**

Contributions in the service area may be substantiated by the following (as appropriate?):

- a list of the candidate's service activities, including committee work
- contributions to auditions, hearings, rehearsals, student recitals, concerto competitions, and other similar activities
- reviews and publications (including pre-publication reviews) that are related to professional service
- social media on behalf of the JSOM and/or the IU community
- program notes, pre-concert lectures and panels, and other service to the public
- mentoring students, which may include: student advising, letters of recommendation for students, etc.
- recruitment
- program committees for festivals
- participation in professional organizations
- judging contests, administering exams, etc.
- community engagement activities
- performances and/or presentations in support of music service

## **Promotion to Senior Lecturer**

To be considered Excellent in teaching for promotion to Senior Lecturer, the candidate must demonstrate a high level of current achievement in teaching and the potential to sustain and extend this work in the future. Excellence may be substantiated by evidence in any of the categories of the dossier.

## **Promotion to Teaching Professor**

To be considered Excellent in teaching for promotion to Teaching Professor, the candidate must show significant pedagogical leadership and demonstrate sustained and significant professional work that has the potential to continue in the future. Pedagogical leadership is demonstrated by impact beyond the Jacobs School of Music or the campus and may be substantiated by evidence in any of the categories of the dossier.

## **Review of dossiers for appointment to long-term contract and/or promotion**

Tenured faculty and NTT faculty on long-term contracts may vote on cases for promotion of lecturers to senior lecturers and for appointment of senior lecturers to long-term contracts. Tenured faculty and teaching professors may vote on dossiers for promotion of senior lecturers to teaching professors. A review committee must include a minimum of three faculty and ideally will include at least five. If a department does not provide enough people to comprise a full committee, the ADI will appoint

additional members from departments with complementary interests. If the candidate is not in a department, the ADI will appoint a five-member review committee.

A current faculty member who has served as a mentor for the candidate may participate fully in the review committee discussion and voting. Retired/emeritus faculty and the spouse or partner of the candidate may not participate in the discussion or voting on promotion or long-term contract appointment.

The letter from the review committee must include an exact vote in teaching, the sole area considered for lecturers. There will not be a separate vote for research/creative activity or service; however, these two areas may be considered in support of teaching as appropriate. The categories for the vote are **Excellent, Very Good, Effective, and Ineffective**. The letter should also report the vote for promotion or long-term contract appointment including the number of votes in each category: Yes, No, Absent, and Abstention. An overall vote recommendation for promotion or long-term contract appointment necessitates that the candidate receive a majority vote of Excellent in teaching.

Voting faculty must have been involved in a discussion of the dossier and normally will be present when the vote is taken. If necessary, faculty may participate by various means of distance communication. Faculty members, however, may not give a proxy vote to another faculty member. The review committee letter will include a summary of comments regarding strengths and areas of concern from all voting faculty.

The review committee chairperson also writes a letter evaluating the candidate and makes a recommendation for promotion and/or long-term contract appointment. The chair's letter should include comments on the contribution of the faculty member to the mission of the School.

At the school level, the Non-tenure Track Promotion and Policy Committee is appointed by the Dean, and includes two non-tenure track faculty on long-term contracts and three tenured associate or full professors. If the NTT Promotion and Policy Committee will be reviewing dossiers of candidates for the rank of teaching professor, the NTT faculty on the committee must be teaching professors. If there are not teaching professors available to serve on the NTT Promotion and Policy Committee, then associate or full professors will be appointed to the committee to vote on teaching professor cases. The voting categories and requirements are the same as those at the review committee level. Members of the Non-tenure Track Promotion and Policy Committee must all be present for a vote.

Each member of the review committees will have access to all the materials in the dossier. All deliberations are confidential and should not be communicated to anyone outside the process. At all levels of review, however, the recommendation and its rationale should be clearly communicated to both the candidate and to the subsequent levels of review.

### **During and after review of the dossiers**

The candidate will be notified by the ADI if there are any overall votes of "no" for reappointment or promotion by a review committee chair and/or if there is a majority review committee or school committee vote against promotion or long-term contract appointment at either the review committee or school committee level. If desired, the candidate may then write a letter of rebuttal or clarification which will be added to the dossier. The candidate may also write a letter clarifying remarks by anyone who has submitted material to the dossier. These letters should address matters of substance in the dossier rather than procedural matters. Questions about procedure should be directed to the ADI.

After the initial review of the dossier has begun, the contents of the dossier will be frozen. In exceptional circumstances, the candidate may add important additional materials to the dossiers, after consultation with the ADI.

The Office of the Vice Provost for Faculty and Academic Affairs will notify the candidate of the final decision in writing.

## **EDOSSIER CHECKLIST**

### **Administrative**

- Vote record
- Internal review letters (review committee, chair, school, dean)
- External review letters (outside department)
- Solicited letters
  - Teaching (Student letters)
  - Research and/or Service letters, if appropriate

### **General**

- Department (if applicable) and school criteria
- Candidate's curriculum vitae
- Candidate's statement(s)
- Review committee list of referees and bios (optional)
- Candidate's list of referees and bios

### **Teaching** [not all categories will be applicable]

- List of courses taught (chronologically by semester, number of students enrolled, grade distribution) (includes chamber music coaching) (required)
- Sample of course materials (syllabi, exercises, assignments, exams, student work) (required)
- Graduate training
- Student awards, honors, achievements (undergraduate, graduate) (professional positions, competitions, etc.)
- Undergraduate research experiences and mentoring
- Student course evaluations, including comments (required)
- Unsolicited letters from former students
- Evidence of learning outcomes
- Peer evaluations (required)
- Curricular development (including new courses, uses of technology in courses, new learning strategies)
- Professional pedagogical development (workshops, learning communities, master classes)
- Teaching publications (including scholarship of teaching and learning; textbooks)
- Teaching awards, honors, grants
- Research in support of teaching
- Service in support of teaching