

Policies and Procedures

of the

Department of Theatre

College of Fine and Applied Arts
University of Illinois, Urbana-Champaign

October 2002

The information contained in this handbook is for guidance on matters of interest to faculty and staff in the Department of Theatre at the University of Illinois at Urbana-Champaign. The handbook sometimes summarizes campus and university policies as a convenient reference tool. However, information on campus and university policies contained herein is for informational purposes only and is subject to change without notice. For the most current information, please see the official campus/university versions of these policies as posted on official web sites. These can be accessed through the Campus Policies and Procedures home page at the following URL:
http://www.uiuc.edu/admin_manuals.html

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BYLAWS

Department of Theatre
College of Fine and Applied Arts, UIUC

(Approved by the Theatre Faculty, 17 January 2002)

I. NAME

The name of this organization shall be “the Faculty and Academic Staff of the Department of Theatre” in the College of Fine and Applied Arts of the University of Illinois, Urbana-Champaign (hereafter, the “Department”).

II. PURPOSE

The purpose of these bylaws is to promote the orderly conduct of business of the Department. These bylaws supplement the *Bylaws of the College of Fine and Applied Arts* and the *Statutes of the University of Illinois*. If they conflict with either the *College Bylaws* or the *University Statutes*, the *College Bylaws* and *University Statutes* shall prevail.

III. INCORPORATION OF EXISTING POLICIES

The Department document entitled *Policies and Procedures of the Department of Theatre* is hereby incorporated by reference as it currently exists and as it may subsequently be amended. These bylaws shall override any contrary policy or procedure of the Department.

IV. FACULTY AND ACADEMIC STAFF

The *Statutes of the University of Illinois* define “faculty” in the Department as those members of the academic staff with the rank or title in Theatre of professor, associate professor, or assistant professor who are tenured or receiving probationary credit toward tenure. Those with academic appointments in the Department as lecturers, instructors, and assistant professors but who are not tenured or receiving probationary credit toward tenure shall be termed “academic staff.”

V. OFFICERS

The presiding officer of the Department shall be the Head. Other administrative officers shall be appointed by the Head in consultation with the Advisory Committee or the faculty. The Head or the designee of the Head shall chair meetings of the Department.

VI. MEETINGS OF THE DEPARTMENT

- A. *Regular meetings.* At least one regular meeting of the Department shall be held in the fall semester and one meeting in the spring semester. The Head may call additional meetings as the need arises.
- B. *Special meetings.* At the request of a majority of the Advisory Committee or upon receipt of a written petition signed by at least five members of the Department, the Head shall call a special meeting upon giving notice as required in article VI.C. The petition and notice of the special meeting shall state the proposed agenda or resolution(s) to be discussed. Debate and action at any special meeting shall be limited to said agenda or resolution(s).
- C. *Notice.* The Department shall receive written notice and the proposed agenda of each Department meeting from the Head at least seven days in advance of the meeting. Such notice shall state a deadline of at least four days for receipt by the Head of prefiled motions or other items to be placed on the agenda as specified in VI.E.2. The Department shall receive notice of any such additions to the agenda at least two days before the meeting.
- D. *Emergency meetings.* Should a situation require immediate action, the Head, with the consent of the Advisory Committee, may designate a special meeting as an emergency meeting. Written notices of an emergency meeting must be put in Department mailboxes not less than twenty-four hours before the hour set for such a meeting and must be plainly marked "Emergency Meeting."
- E. Agenda.
1. The agenda and order of business for a regular Department meeting shall be established by the Head in consultation with the Advisory Committee, except that an item must be included on the agenda if requested by a simple majority of the Advisory Committee.
 2. Any Department committee or member of the Department may submit an item to the Head and it must be considered for inclusion on the agenda for a regular meeting, if received at least four days prior to the meeting.
 3. Items not included on the agenda may be introduced at any regular Department meeting as new business. Items introduced as new business may be discussed, debated, and referred to committee, but no action may be taken until a subsequent meeting of the Department.
- F. Quorum
1. A quorum at a regular meeting shall consist of those Department members present.
 2. The quorum for a special meeting shall be ten Department members.
 3. The quorum for an emergency meeting shall be five Department members.
- G. Voting
1. Decisions of the Department shall generally be by consensus.
 2. When a vote is required, voting privileges shall be extended to all faculty and academic staff in the Department, except as noted elsewhere in these bylaws or in University Statutes. In accordance with University Statutes, voting on this provision is limited to those named as faculty in section IV of these bylaws. When an issue is being considered by both the

Theatre Department and the faculty or staff of another unit with members who hold dual appointments with Theatre, faculty and academic staff with part-time appointments in Theatre shall vote in their home units on that issue. Adjunct and emeritus faculty shall have voice but not vote.

3. When a vote is required, voting shall be by voice in yeas and nays, but a division may be obtained by any member of the Department upon request.
 4. A motion to employ a secret paper ballot on a resolution is not debatable and shall require a simple majority.
 5. Proxy and absentee votes are not permitted.
- H. Minutes shall be kept of Department meetings either by the Head or the Head's designee, which will be made available to all faculty and academic staff in a timely manner.

VII. EMERITUS FACULTY

The Head, in consultation with the Advisory Committee, recommends emeritus status for retired or former Department faculty members. This recognition is bestowed upon individuals with at least ten years of service to the Department and a record of distinction in the field.

VIII. COMPLAINTS AND GRIEVANCES

- A. There shall be a standing Grievance Committee to address complaints not related to discrimination and/or harassment from members of the Department concerning actions and policies of the Department, its officers, committees, or faculty. This committee shall comprise the three elected faculty representatives on the Theatre Advisory Committee. The Committee shall be advisory to the unit executive officer. In the event that a Committee member cannot, for whatever reason, render an impartial opinion on the grievance, that individual will be replaced by another elected member of the unit.
- B. Before filing a formal grievance with the committee, the member of the unit should first try to resolve the problem informally with the individual(s) against whom the grievance is being made.
- C. In the event that informal resolution is not possible, the formal grievance should be explicitly stated in writing and presented to the Committee, including the facts relating to the matter and the resolution sought by the grievant. The Committee will inform, in writing, the individual(s) against whom the grievance is made of the matter under dispute, including the identity of the grievant. The respondent(s) will then be given the opportunity to reply in writing to the written grievance, followed by a written reply to the respondent's rejoinder from the grievant. The Committee will convene to address the grievance and to solicit whatever information it deems appropriate to consider; all deliberations of the Committee will be kept in strictest confidence.
- D. The findings of the Committee will be communicated in writing to the grievant and to the respondent(s), including any further avenue of appeal. All grievance investigations will function in a timely manner, specifying reasonable time frames for each step in the process, and a known point at which the process shall be considered complete.

IX. PROMOTION AND TENURE

The tenure and promotion guidelines as contained in *Policies and Procedures of the Department of Theatre* will be regularly reviewed, at least once every five years, by the Advisory Committee. With the advice of the Advisory Committee, the Head implements changes to the guidelines.

X. COMMITTEES

A. Advisory Committee

1. The Advisory Committee shall consist of three persons elected from those faculty with indefinite tenure in the Department of Theatre and the Associate Head.
2. Only those faculty with indefinite tenure or receiving probationary credit toward tenure in the Department of Theatre are eligible to vote in the election for the Advisory Committee, which election shall be by secret written ballot.
3. Members of the Advisory Committee shall be elected for staggered three-year terms and may not serve more than two consecutive terms.
4. The Head shall chair meetings of the Advisory Committee, but neither the Head nor any Associate Head (if one has been appointed by the Head) may be elected to the committee.
5. The Advisory Committee shall meet regularly with the Head to:
 - a. Advise the Head on budget planning and the Department's strategic plan.
 - b. Advise and consult with the Head on matters of Department policy and on matters brought to it by the Head or independently initiated by the Committee.
 - c. Serve as the educational policy committee of the Department, reviewing all proposals for new courses and curricula or changes in existing courses and curricula.
 - d. Advise the Dean of the College of Fine and Applied Arts on the appointment of a committee to evaluate the performance of the Head every five years in accordance with the College *Bylaws* and the College's *Guidelines for Reviews of Administrators*.
 - e. Nominate faculty and academic staff for membership in standing and *ad hoc* committees of the Department.
 - f. Serve as a Grievance Committee to hear formal complaints of grievances within the Department which have not been amenable to informal solution and to make recommendations to the Head as to how such grievances may be resolved. If the grievance is related to the Head's performance, then to recommend to the Dean of the College of Fine and Applied Arts how such a grievance may be resolved. If the grievant is a student, then two additional members, annually elected by graduate students in the Department from the graduate students in the Department, may also join the Advisory Committee to form a Grievance Committee.

B. Play Selection Committee

A Play Selection Committee shall be appointed by the Head to advise the Head on the Department's choice of plays. This Play Selection Committee shall consist of at least three faculty members with indefinite tenure or receiving probationary credit toward tenure (at least one each from the Acting

program, the Division of Design, Technology, and Management, and the Performance Studies and MA/PhD programs).

C. Curriculum

As outlined in the *Policies and Procedures for the Department of Theatre*, the Department shall have a Curriculum Committee. The elected membership of the committee includes three members of the Department, one of whom must be tenured. The Head serves ex-officio. This committee reviews requests for additions, deletions, and revisions to the curriculum and related issues as recommended by the Head or the faculty.

D. Guest Artist

As outlined in the *Policies and Procedures for the Department of Theatre*, the Department shall have a Guest Artist Committee. The elected membership of the committee includes three members of the Department, including at least one academic staff; and one undergraduate and one graduate student appointed by the committee. The Head serves ex-officio. This committee selects artists to visit the campus and coordinates their visits.

E. Promotion and Tenure Review Committees

As outlined in the *Policies and Procedures of the Department of Theatre*, a Promotion and Tenure Review Committee shall be appointed by the Head in consultation with the Advisory Committee to prepare a report on the credentials of faculty members being considered for the granting of indefinite tenure. Only tenured faculty may serve on such committees, and only full professors may serve on a committee to consider promotion to full professor.

F. Other standing committees appointed by the Head include:

1. An Armory Free Theatre Committee, appointed by the Head from students, faculty, and academic staff who nominate themselves to represent the Acting program, the Division of Design, Technology, and Management, and the Performance Studies and the MA/PhD programs. The committee shall choose a faculty member to chair the committee from its own members. In addition, the manager and the technical director of the Armory Free Theatre shall meet with the committee and have voice, but not vote, in its deliberations. This committee oversees the activities of the theatre and selects the productions.
2. A Student Advisory Committee comprising students who are majoring in Theatre: one selected from each undergraduate class (except the first year), one representative of MFA students, one representative of MA/PhD students, and, when deemed necessary by the Head to insure representation, one representative of minority students.

D. The Head shall also appoint such *ad hoc* or special committees as are recommended by the Advisory Committee, Department members, or as deemed necessary by the Head.

XI. DEPARTMENT REPRESENTATIVES

A. Elected Representatives of the Department

1. College of Fine and Applied Arts Executive Committee Representative.

Every other spring semester a secret, written-ballot election shall be held to choose the Department's representative on the College of Fine and Applied Arts Executive Committee. Only those faculty with indefinite tenure or receiving probationary credit toward tenure, as described in article IV.A. above, are eligible to vote in this election and serve as the representative. Term of service shall be two years, with no representative serving more than two consecutive terms. According to the by-laws of the College of Fine and Applied Arts, the Head is not eligible to serve on this committee.

2. College of Fine and Applied Arts Promotion and Tenure Committee Representative.

Every three years, the Department will elect a representative to serve on the College of Fine and Applied Arts Promotion and Tenure Committee. Only those faculty with indefinite tenure or receiving probationary credit toward tenure, as described in article IV.A. above, are eligible to vote in this election, and only full professors with indefinite tenure are eligible to serve as the Department's representative, unless there are less than three full professors with indefinite tenure, then associate professors with indefinite tenure are eligible to serve. Term of service shall be three years, with no representative serving more than two consecutive terms.

3. Senator in the Champaign-Urbana Senate

In accordance with University *Statutes* and the rules of the Champaign-Urbana Senate, the Department, together with any unit combined with Theatre to form a single voting unit, shall elect a representative to the Champaign-Urbana Senate. Only those faculty in Theatre (or from a unit combined with Theatre) with indefinite tenure or receiving probationary credit toward tenure are eligible to vote in this election and serve as the representative.

B. Appointed Representatives of the Department

1. Director of the Division of Design, Technology, and Management.

Together with the Dean of the College of Fine and Applied Arts and the Director of the Krannert Center for the Performing Arts, the Head shall appoint a Director of the Division of Design, Technology, and Management.

2. The Head shall nominate or appoint Department representatives to serve on the following standing committees of the College of Fine and Applied Arts.

- a. Academic Disciplinary
- b. Courses and Curricula
- c. Course Scheduling
- d. Elections and Credentials
- e. Equal Employment Opportunity
- f. Library
- g. Lorado Taft Lectureship

IX. AMENDMENTS

1. Proposals for amendment to the bylaws may be made any member of the Department at any regular or called meeting of the Department, provided that the amendment has been previously submitted in accordance with article VI.C., above.
2. A vote on an amendment to the bylaws may not be held at the meeting at which the amendment is first proposed unless the rule is waived by an affirmative vote of three fourths of the faculty and academic staff of the Department at the meeting.
3. An amendment may be approved only by an affirmative vote of two-thirds of the Department members present and voting.
4. At least once every five years, the Advisory Committee initiates a review of the Department bylaws.

PROCEDURES FOR ANNUAL FACULTY REVIEWS

Department of Theatre
College of Fine and Applied Arts, UIUC

(approved by the Faculty of the Department of Theatre, 28 February 2002)

OVERVIEW

Faculty development is the joint responsibility of the individual and the institution. Because the nature of research, teaching, and service is usually discipline-specific, the Department and College play critical roles in guiding the elaboration of evaluation criteria and in rewarding and supporting the professional development of the faculty. The Department and its Head monitor faculty performance and development closely and work with individual faculty members to identify appropriate programs or actions to address professional development goals. To this end, every tenured or tenure-track faculty member will be reviewed annually by the Theatre Department through the following process.

These reviews are intended to provide annual assessment that is developmental and constructive. These procedures follow the provisions of the Provost's Communication No. 21, have been adopted by the faculty of the Department, and approved by the College of Fine and Applied Arts. Faculty members undergoing third-year reviews (see Communication No. 13) and those being evaluated for promotion and tenure (see Communication No. 9) may be exempted from the annual faculty review process in the year of those reviews. The Department Head, in consultation with the Dean of the College, may make limited other exemptions.

A faculty member may respond to the annual review by placing documentation in his or her official departmental personnel file. The process by which the Department conducts annual faculty reviews should be evaluated every five to seven years, as described below.

REVIEW REQUIREMENT

The Department of Theatre shall annually review the contributions to the mission of the unit of each of its tenured and tenure-track faculty members.

EXEMPTIONS FROM ANNUAL REVIEW

Faculty members undergoing the third year review during their probationary period or being reviewed by the Department for the special purpose of promotion may be exempted from this annual faculty review requirement and, instead, reviewed using the procedures in Communications 13 and 9, respectively.

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The Head, in consultation with the Dean of the College, may exempt other faculty members from annual faculty review in limited cases where the annual review would not fulfill the purposes of the review process. Such exemptions should be infrequent, e.g., for faculty members hired within the academic year, or for faculty members with a retirement agreement in place. To initiate an exemption, the Head should provide a letter explaining the exemption and transmit it to the Dean of the College for concurrence.

ELEMENTS OF ANNUAL REVIEWS

The Department of Theatre's annual faculty review will include the following:

1. *Statement of Expectations.* For faculty in the Department of Theatre, the three missions of the University (teaching, research and creative activity, and service) are broadly construed as follows:

In our teaching, the Department of Theatre is committed to providing artistic and scholarly training for students whose aims are to become active participants in professional, regional, and educational theatre and related fields. Our goal is to teach students both the theatre traditions of the past and current practice in a diverse and ever-changing global society. In addition to offering rigorous, constructive, and up-to-date regular courses, important aspects of our teaching are providing leadership and supervision to the production of plays mounted by our BFA and MFA students in the Krannert Center for the Performing Arts and Armory Free Theatre and careful and timely supervision of research by students in the MA and PhD programs.

In the research and creative activity of our faculty, the Department aims to foster the highest level of professional excellence and innovation, including conference presentations, publications in respected scholarly venues, development of new technologies, and participation in theatrical productions at professional theatres.

In service, the Department expects faculty to participate in the business of the Department, College, and Campus and advocates service to the public and profession in such forms as holding offices in regional and national theatre organizations, leading workshops on theatre practice, and providing consultations to amateur and professional theatre groups.

Not every faculty member is expected to pursue all these objectives in any given year, but all faculty members should: (a) engage in productive teaching each term, (b) actively pursue research and/or creative activity, and (c) participate in Departmental service each term and provide service to the public, profession, and Campus as their schedules permit.

2. *Faculty Documentation.* Each faculty member will annually provide: (a) a document in Communication No. 9 format (see Appendix A) of accomplishments and professional activities during the past year, (b) a statement of plans for the future, and (c) a brief explanation, if needed, of the connection between the faculty member's activities and the mission and expectations of the Department and University.
3. *Definition of Roles.* The Annual Review will be prepared by the Head of the Department in consultation with the elected Department Advisory Committee and the faculty member's program chair, if any.
4. *Option for Periodic Broader Review.* At the request of the Department or the faculty member, the annual review process may be broadened to include additional elements. See below.
5. *Feedback.* Annual written and/or oral feedback will be provided to each faculty member regarding how well the faculty member is meeting expectations. Constructive, periodic feedback to the faculty member is encouraged. In appropriate circumstances, the Head will meet with a faculty member to discuss the Department's expectations and the faculty member's performance. In other circumstances, the Head will find it sufficient simply to advise the faculty member of the Department's salary recommendation and the faculty member's progress towards meeting the Department's expectations.

6. *Record Keeping.* The Department will maintain the essential parts of the annual review in each faculty member's personnel file, including the faculty member's annual statements, and copies of any written feedback from the Department to the faculty member. The faculty member may append a written response to any document in the file. Consistent with external law and university policies, the contents of official personnel files are open to inspection by the individual concerned.

GRIEVANCES

A faculty member who believes he or she has been aggrieved by the application of this annual review procedure can petition the appropriate grievance committee for redress, just as he or she would do in any other grievance situation. (For Departmental grievance procedures, see the Department of Theatre *Bylaws*, Section VIII.) As provided by the University's *Statutes*, a faculty member may always consult the Campus Faculty Advisory Committee.

ESTABLISHING UNIT-BASED ANNUAL FACULTY REVIEW PROCEDURES

These procedures for annual faculty reviews shall be adopted in accordance with the Department's *Bylaws*. Copies of these procedure will be supplied to all faculty in the Department and filed with and approved by the College.

OPTION FOR BROADER FACULTY REVIEW

The broader faculty review option is designed to provide the Department and faculty members with a mechanism for seeking additional information when either the Head or a faculty member believes that there is need for a fuller and more complete assessment of the faculty member's record than has been provided by a series of annual reviews.

The broader review is not an appeal of the annual review process, nor is its purpose to address a narrow, specific issue, such as the faculty member's salary determination, or other issues that are appropriately addressed through a grievance process. Concern with specific issues should be appealed following the Department's established grievance procedures.

Rather, the broader review follows from and is based on previous annual reviews and takes the place, in the year it occurs, of the annual review process. The broader review concerns the faculty member's overall performance in teaching, research, and public service or in a defined, significant subset of faculty roles and responsibilities. Invoking the broader review option, therefore, should be grounded in the results of at least the two immediately previous annual reviews, and more typically in a longer pattern that reveals a need for deeper scrutiny of the record in order to more fully understand the faculty member's performance or to ascertain whether the annual reviews have adequately assessed significant aspects of the record.

Before invoking the broader review option, the faculty member and Head should make serious attempts to come to mutually satisfactory resolution through informal interactions and problem-solving efforts.

Procedure

- 1) The broader faculty review should be requested, in writing, at the beginning of the annual faculty review process or at the beginning of the academic year.
- 2) A broader faculty review may be initiated by a faculty member or by the Head. The person who initiates the review should submit the request to initiate the review to the other party (faculty member or Head), with copies to the Departmental Promotion and Tenure Committee and to the Dean.

- 3) The document requesting to initiate a broader review should specify the grounds for the broader review, and explain why these grounds have not been and cannot be adequately addressed by the annual faculty review process.
- 4) The Head and the faculty member should discuss the broader review process and the materials to be evaluated in the review. The Promotion and Tenure Committee should be informed of these discussions and their outcome according to the unit's practices. The Head and the Promotion and Tenure Committee, in consultation, will make the final decision on the structure of the faculty review, and will inform the faculty member, in writing, as to the elements and structure of the review before the process begins.
- 5) If the Head and the Promotion and Tenure Committee decide that the process will include solicitation of external letters, the elements of Communication No. 9 will be followed with respect to number of letters, objectivity and rank of evaluators, selection of peer institutions, and confidentiality of letters.
- 6) The information gathered in the broader review will be considered in concert with the annual faculty reviews conducted during that academic year in the unit.
- 7) The outcome of the broader review will be communicated, in writing, by the Head to the faculty member, with a copy to the Dean.
- 8) The faculty member may appeal the outcome of the broader faculty review through the Department's normal appeal procedure. If the outcome of that appeal fails to produce satisfaction, the outcome may then be appealed, in writing, to the Dean. That administrator's decision on the matter shall be final.

GUIDELINES FOR PERIODIC REVIEW OF DEPARTMENT PROCEDURES FOR ANNUAL FACULTY REVIEWS

The Dean of the College of Fine and Applied Arts is responsible for the evaluation of each unit's procedures every five to seven years, or within such other period as may be adopted for more general evaluation of units.

Purpose. The purposes of this evaluation are to assist the unit in identifying needed changes and to assure that the unit has: (1) conveyed a clear sense of its expectations for faculty contributions, (2) conducted its annual reviews and related follow up in conformity with the policies governing the manner and content of such reviews, and (3) applied its standards fairly and evenhandedly.

Process. The Dean normally appoints a committee to carry out this evaluation. The committee is to consist of tenured faculty, the majority of whom are not members of the unit being reviewed. The committee may be a standing or ad hoc committee, and the review process may be part of a broader review of a unit's functions. The reviewing committee shall examine the unit's procedures for annual faculty review. The committee's report is submitted to the Dean, and a copy provided to the Head and Department Advisory Committee. The Dean is responsible for assuring that needed changes are effectively incorporated into the Department's procedures.

Institutional Resources and Commitment to Faculty Development. Annual reviews provide the basis for determining merit awards and guiding faculty development. Faculty development is the joint responsibility of the individual and the institution. The campus is strongly committed to fair and responsible evaluation and appropriate support of faculty development. In order for the members of the faculty to attend to their own professional development, the Provost and the Vice Chancellor for Research offer a variety of mechanisms for enhancement of research and teaching. The Dean and Head will also make every effort to provide opportunities that enrich the professional capabilities of faculty members in their units.

**POLICIES AND PROCEDURES
FOR
ACADEMIC PROMOTION AND TENURE**

Department of Theatre
College of Fine and Applied Arts, UIUC

(Approved by the Theatre Faculty, 24 October 2002)

1. **Guidelines.** In considering cases of promotion and tenure, the Department of Theatre follows the guidelines of the *Statutes* of the University of Illinois, the current Communication No. 9 from the Office of the Provost, UIUC, the Bylaws of the College of Fine and Applied Arts and the Department of Theatre, and these “Policies and Procedures for Academic Promotion and Tenure” in the Department of Theatre. As stated in Communication No. 9, “Because tenure has consequences of long life and great magnitude, it should be awarded only when the best interest of the University of Illinois is clearly served by doing so. This is the overriding criterion. The ultimate judgment with respect to it should be made on the basis of the candidate’s record of contribution in teaching, research, and service, and on the basis of the candidate’s ability to sustain appropriate contributions to the University into the future.”
2. **Definition of Roles.** The Department uses both the elected Advisory Committee (on which only tenured faculty may serve) and a Promotion and Tenure Committee comprising either all tenured faculty in the Department (in cases of promotion to associate professor and the granting of indefinite tenure) or all tenured full professors in the Department (in cases of promotion to full professor) to make recommendations to the Head regarding the promotion and tenure of faculty.

In addition, the Head may appoint a sub-committee of the Promotion and Tenure Committee to gather information and write the promotion and/or tenure dossier; its chair may serve as a mentor to the faculty candidate, giving advice on materials that the candidate supplies to the committee.

If any member of these committees has a conflict of interest with a faculty member under consideration, he or she is excused and another faculty member may be appointed by the Head as a temporary member of the committee to participate in the discussions and actions. When a conflict of interest is apparent, a faculty member is expected to excuse himself or herself from all deliberations and votes related to a candidate’s tenure and promotion.

At the conclusion of its deliberations, the Promotion and Tenure Committee will vote by secret ballot on the appropriateness of promotion and/or tenure for each candidate. The Committee’s recommendations are advisory to the Head of the Department who makes the final judgment as to which candidates should be recommended for promotion and/or tenure to the Dean of the College.

3. Reviews for Probationary Faculty

There are three significant steps within the Department for tenure-track faculty to be recommended for promotion in rank and indefinite tenure.

- A. **Annual reviews.** All tenured and tenure-track faculty will be annually reviewed as prescribed elsewhere in these *Policies and Procedures of the Department of Theatre*. These reviews are intended to be diagnostic and constructive, but the Department may determine that an untenured faculty member should not be reappointed, in which case the Head may issue a notice of non-reappointment to the faculty member, following procedures outlined in the *Statutes* of the University and the Provost's Communication No. 10.
- B. **Third year review.** In the second semester of the third year of an assistant professor's probationary term, the faculty member submits material describing his or her teaching, research/creative activity, and service activities to the Head of the Department in Communication No. 9 format. With the advice of the Department Advisory Committee and the faculty member's program chair (if any), the Head drafts a written assessment of the faculty member's work and progress towards meeting the criteria for promotion and indefinite tenure. This draft is then submitted to the College Promotion and Tenure Committee for preliminary review to insure that the Department is giving both a frank assessment of the faculty member's achievements and constructive advice on correcting perceived deficiencies. Once the College Promotion and Tenure Committee's recommendations have been taken into account, the Head will provide the faculty member with the review.
- C. **Sixth year review.** Due to Campus deadlines, the sixth year review normally begins at the end of the fifth probationary year when faculty members eligible for indefinite tenure provide to the Head a curriculum vitae in Communication No. 9 format, a longitudinal summary of ICES instructor ratings (available from the Measurement and Evaluation section of the Office of Instructional Resources), a collection of course materials (syllabuses, reading lists, tests, etc.), and any other relevant materials such as journal reviews of outside activities. The Advisory Committee reviews these documents and other submitted materials and advises the Head on the strength of the faculty member's potential case for promotion and/or tenure. If, in consultation with the Advisory Committee, the Head determines that the faculty member should not be considered for promotion and tenure, the Head may recommend the issuance of a notice of non-reappointment and the offer of a terminal contract. Following a positive recommendation from the Advisory Committee, the Head will notify the faculty member that he or she will undergo a formal promotion and tenure review and request the faculty member to provide a list of four to five names of individuals who may provide outside evaluations of the candidate's work. In consultation with the Advisory Committee, the Head will also develop another list of individuals from outside the University who may serve as evaluators of the candidate's work. Choosing names from each list but with a majority from the Department's list, the Head will write to approximately six evaluators, inviting their objective responses and requesting responses by 15 September or earlier, depending on Campus deadlines.

In the Spring of the fifth year, the Head will ask the candidate to prepare his or her statements on teaching and research/creative activity. The Head will also assign appropriate senior faculty members to write evaluations of the candidate's teaching, research/creative activity, and service, following the guidelines in Communication No. 9. The Head, or the chair of a subcommittee of the Department Promotion and Tenure Committee, will be responsible for assembling the final version of the promotion dossier by the end of September.

After the candidate's dossier is complete, a time and date are agreed upon for a discussion and vote by the Department Promotion and Tenure Committee on recommending the candidate for tenure to the College Promotion and Tenure Committee. All discussions, evaluations, and votes will be held in strict confidence. Voting will be by secret ballot with provision for a yes vote, a no vote, or an abstention. The Head counts the ballots and informs the Department Promotion and Tenure Committee of the result. The Head then makes the final decision to forward or not to forward the candidate's dossier to the College Promotion and Tenure Committee. If the Head forwards the dossier, he or she shall also provide a rationale for the vote. If the Head determines that the faculty member should not be reappointed, the Head will recommend that a notice of non-reappointment be issued to the faculty member, following procedures outlined in the *Statutes* of the University and the Provost's Communication No. 10.

4. **Tenure and Tenure Review Prior to the Sixth Year.** At the discretion of the Head and with the agreement of the probationary faculty member, a probationary faculty member may be put forward for promotion and tenure prior to the sixth year, following procedures included in Communication No. 9. Such considerations of early promotion and tenure will be rare, but may be appropriate if they are clearly in the best interests of the candidate, the Department, and University.
5. **Promotion from Associate Professor to Professor.** Procedures for promotion from associate professor to professor will conform to Communication No. 9 and will generally follow those for probationary faculty, as described above, except that requests for promotion reviews of associate professors may be made by the faculty member, the faculty member's program chair (if any), the Advisory Committee, or the Head of the Department. After the request is received, the Head, in consultation with the Advisory Committee, will determine if a formal review should be undertaken. Such requests for formal reviews will be approved only when the Head determines that the faculty member has accumulated significant additional credits in research/creative activity, teaching, and service beyond those required for promotion to associate professor. Should a full review go forward, a dossier, similar to those prepared for assistant professors, shall be prepared, following which a discussion among and confidential vote of all tenured full professors will be taken. The Head will then determine if the case should then be forwarded to the College.
6. **Appeals.** In the event that a candidate is not satisfied with the Department's decision, procedures for reconsideration as outlined in Communication No. 10 may be invoked.

7. **Criteria for Promotion and Tenure.** Although each case of promotion and tenure is ultimately unique, the Campus stipulates three general criteria that need to be considered carefully by the Department: (1) whether the candidate would improve the overall quality of the Department, (2) whether the Department is better able to improve itself by granting promotion and tenure to the candidate or by hiring anew, and (3) whether the candidate is likely to maintain his or her quality and contributions to the unit over the long period typically involved in a tenured appointment.

In addition, the Department has agreed on basic criteria for achieving the following ranks:

A. Assistant Professor

1. Terminal degree or professional equivalent
2. Competence in teaching in assigned areas and a strong potential to develop as a teacher of high quality
3. Potential to develop as a significant artist or scholar

B. Associate Professor

1. Terminal degree or professional equivalent
2. High quality teaching in assigned area
3. Demonstration of real promise to become a leading creative artist or scholar
4. Significant contributions in service to the Department, College, or University and active service to the profession outside of the University
5. Likelihood of sustaining high quality contributions in teaching, scholarship or artistry, and service

C. Professor

1. Terminal degree or professional equivalent
2. High quality teaching in assigned area with mastery in a special area
3. Evidence of national or international stature achieved by contributions of high quality scholarship or artistry
4. Significant contributions in service to the Department, College, or University and active service to the profession outside of the University
5. Likelihood of sustaining high quality contributions in teaching, scholarship or artistry, and service

8. **Evidence for Tenure and Promotion.** In support of the above named criteria, the following kinds of activities should be presented as evidence:

- A. **Teaching.** The Department recognizes teaching as traditional classroom activities, guidance of independent studies and projects, supervision of internships, direction of plays, design of elements of production, technical direction, supervision of theses or dissertations, and all other areas where academic credit is granted.

Sources of evidence for teaching activities include:

Course documents, such as outlines, syllabi, tests, bibliographies, handouts, etc.

Peer evaluations from Department colleagues and other qualified individuals familiar with the teacher's work

ICES forms or equivalent departmentally approved student evaluation forms

Evaluations in addition to ICES or approved forms, from previously and/or currently enrolled students

Awards and other special recognitions for teaching

Awards and special recognitions for student achievements

Distinctive material developed for classroom purposes

Publications, papers presented, and leadership of workshops related to teaching

Successful application of innovative teaching methods

Innovations in curriculum planning

- B. Scholarship or Creative Activity.** The Department recognizes the traditional forms of scholarship and the many areas of artistry associated with the theatre and entertainment profession. But whatever the activities the candidate has engaged in, they should have been presented or performed primarily in appropriate forums outside of the University, e.g., in national, juried journals or in professional theatres whose reputations extend beyond local distinction. Evaluation of scholarship and creative activity stresses the quality of the work, the importance of the work to the field, and the level of responsibility for the work by the candidate. Hence, there is no scale given to the importance of different items presented as evidence of accomplishments. Instead, members of the Department Promotion and Tenure Committee will evaluate the entire record of the faculty member and give weight to the evidence presented as they deem appropriate according to their knowledge of the profession.

Sources of evidence for scholarship or creative activities include:

Opinions of recognized outside experts in the field (required by the University)

Books, monographs, articles in print, published plays

Book, play, and performance reviews

Direction

Design

Performance

Management

Choreography

Production of scripts and plays

Dramaturgy

Guest lectures

Master classes

Workshop leader

Papers presented

Panel participation

Reports

Research projects

Computer programs

Technological innovations

Gallery showings

- C. **Service.** The Department of Theatre emphasizes the importance of service to the Department, College, and University as well as to the profession. Without a commitment to service to the Department, as well as to the rest of the University, the quality of the programs cannot be sustained. As a result, evaluation of service emphasizes the quality of leadership and level of involvement in tasks which enhance the work of the Department, College, and University. This evaluation also stresses the significance of service commitments to discipline-related activities for organizations and associations.

Sources of evidence for service activities include:

- Solicited opinions of individuals participating in the same service opportunities
- Solicited opinions of individuals who are uniquely aware of the service
- Written material resulting from the service
- Awards or recognitions received
- Offices held
- Committee participation
- Reports
- Projects

ANNUAL REPORTS

Department of Theatre
College of Fine and Applied Arts, UIUC

Each year, the Department of Theatre requires that all faculty and academic staff paid by the Theatre Department submit a report to the Head of the Department detailing their activities from April of the previous year through April of the current academic year.

These annual reports provide one element of mandated annual faculty reviews. Along with other measures of effectiveness, these reports help to determine pay raises and recommendations for promotion and tenure. They also help the Head prepare a report of Departmental activities to the Dean (which she uses, in part, to determine our budget), as well as serving to keep the Head informed of what Theatre faculty have been doing so that we can respond quickly to inquiries from funding committees, newspapers, and the like.

Faculty should submit a report of their activities to the Head by **15 April** of each year in a format known as “Promotion and Tenure” style—that is, in the same format that is ultimately used to prepare papers submitted for considerations of promotion and tenure, as described in the Provost’s Communication No. 9.

Although the immediate purpose of this report is to list the past year’s activities, the Department urges all faculty to complete the form in full for their entire professional and teaching careers, because most faculty will sooner or later need to prepare the complete report for promotion and tenure reviews. If faculty members take the time to complete the entire form in full, then when subsequent annual reports are due, they can simply add new items at the end of each category.

The outline of this report (with explanatory information about what should be included in each category) follows. If you have any questions, please do not hesitate to consult the Head of the Department.

Outline of Annual Report

Name:

Date:

I. PERSONAL HISTORY AND PROFESSIONAL EXPERIENCE

A. Provide Educational Background

(Begin with the baccalaureate degree. Provide the name of institution; degree, field of study; date of degree.)

B. List of Academic Positions since Final Degree

(List in chronological order from past to present. For each position held, list inclusive dates, title, and location for each—University of Illinois and elsewhere.)

C. Other Professional Employment

(Previous and current—in chronological order as above. If you have a long list of professional credits as a free-lance actor or designer, e.g., simply list "Free lance professional actor, designer, etc, and provide inclusive dates. Individual professional roles, plays, designs, and other creative credits should be listed under II.G., below.)

D. Honors, Recognitions, and Outstanding Achievements

E. Invited Lectures and Invited Conference Presentations Since Last Promotion

F. Offices Held in Professional Societies

G. Editorships of Journals or Other Learned Publications

H. Grants Received Since Last Promotion at UIUC

(List principal investigator first, any co-PI's, granting agency, dates of grant, and dollar amount.)

I. Review Panels (e.g., for Governmental agencies, educational institutions)

II. PUBLICATIONS AND CREATIVE WORKS

A. Doctoral thesis title

B. Books Authored or Co-Authored (in print or accepted)

C. Books Edited or Co-Edited (in print or accepted)

D. Chapters in Books (in print or accepted)

E. Monographs (in print or accepted)

F. Articles in Journals (in print or accepted)

G. Creative Works (Exhibitions, Commissions, Competitions, Performances, Art or Architecture Executed)

(In this category, do NOT include creative work done for educational institutions at which you were a student or faculty member. These should be included in either III.A.3 or IV.A.1, below. Also, it may be helpful to sub-divide this category into separate lists of activities, e.g., “Roles Played,” “Plays Directed,” “Productions Designed,” etc., and provide information about place and date of each credit in chronological order.)

H. Bulletins, Reports, or Conference Proceedings (in print or accepted)

I. Abstracts (in print or accepted)

J. Book Reviews (in print or accepted)

K. Other

III. RESIDENT INSTRUCTION

A. Summary of Instruction

1. Descriptive Data

(Provide information for undergraduate and graduate courses in summary form, since last promotion. List course number, semester offered, credit hours, and number of students.)

2. Supervision of Graduate Student Research

(For each graduate student supervised, provide the student’s name and level, dates work was supervised, current status, thesis title or thesis production title if completed, and the student’s placement, if known.)

3. Other Contributions to Instructional Programs

B. Evaluation of Instruction N/A

1. Student ICES Course Evaluation Results N/A

2. Candidate’s Teaching Activities Report and Self-Review N/A
(Three pages or less.)

3. Departmental Evaluation of Teaching and Course Documentation N/A

IV. SERVICE (PUBLIC, PROFESSIONAL/DISCIPLINARY, AND UNIVERSITY)

- A. Summary of Service
 - 1. Public Service
 - 2. Service to Disciplinary and Professional Societies or Associations
 - 3. University/Campus Service
- B. Evaluation of Service N/A

V. RESEARCH

- A. Candidate's Statement of Research Goals and Accomplishments N/A
- B. Departmental Evaluation of Research Accomplishments N/A
(with emphasis on one or two publications or creative works)
- C. Departmental Evaluation of Future Potential N/A

VI. EXTERNAL EVALUATIONS N/A

Discovery Courses

Department of Theatre
College of Fine and Applied Arts, UIUC

Each winter, the Campus asks for proposals from the faculty to teach Discovery Courses. Normally proposals for both fall and spring Discovery Courses in any one academic year will be due in the January prior to each fall term. In submitting proposals, the following guidelines should be observed.

Compensation for offering Discovery courses is provided on the assumption that these represent NEW sections that will increase the instructional capacity of the unit by increasing both the overall number of sections taught and the number of lower division sections taught by faculty preferably in semester-long courses, although eight-week courses can be approved in special cases. Hence, all Discovery courses must be taught as an OVERLOAD to the faculty member's regular teaching or production schedule. 100% Theatre faculty must receive the approval of their program chair and the Head of the Department. Krannert Center staff with 0% appointments in Theatre must receive the approval of their immediate KCPA supervisor, the Head of the Theatre Department, and the director of KCPA.

Discovery courses must enroll a minimum of 10 by the end of advance enrollment or they will be dropped. A proposed Discovery class which has been taught previously must show that at least 15 students enrolled the previous time it was offered.

FUNDING AMOUNTS:

- | | |
|--------------------------------------|---|
| A. 1 credit hour lab/seminar/studio: | \$2000 to faculty member(s), \$500 to Department |
| B. 2 credit hour lab/seminar/studio: | \$3000 to faculty member(s), \$1000 to Department |
| C. 3 credit hour course: | \$4500 to faculty member(s), \$4500 to Department |

The compensation to faculty may be paid in the following ways: (a) in a research account, (b) as a lump sum payment ("for services in excess of 100%"), or (c) as a combination of (a) and (b). Funding to the Department will be used at the discretion of the Head and will NOT be available for instructional expenses connected with the course.

A copy of the proposal form appears on the following page.

THEATRE DISCOVERY COURSE PROPOSAL

COURSE NAME:

SEMESTER:

COURSE RUBRIC AND NUMBER:

SECTION:

TYPE OF COURSE:

- 1 hour lab, seminar, studio, or course
 1 hour discussion or lab section of larger course
 2 hour lab, seminar, studio, or course
 3 hour course
 other:

OFFERED: days:

time:

- full semester 1st 8 weeks 2nd 8 weeks

LOCATION:

ENROLLMENT RESTRICTIONS:

INSTRUCTOR(S):

SIGNATURE(S):

Have you previously offered a Discovery course?

When?

Has this course been offered previously?

When?

Compensation paid:

- into research account as lump sum

BRIEF DESCRIPTION OF COURSE:

BRIEF BIO OF INSTRUCTOR(S):

PLEASE ATTACH A SYLLABUS WITH LIST OF TEXTS.

APPROVALS: I certify that the described course is appropriate, that it is an overload for the instructor(s) and that the teaching of this course will not adversely affect the regular duties of the instructor(s).

Chair of program:

Date:

Theatre Department Head:

Date:

(Full-time KCPA employees should attach approvals from KCPA to this form.)

Authorization for Travel or Missing Classes

Department of Theatre
College of Fine and Applied Arts, UIUC

University regulations stipulate that all faculty members and teaching assistants must receive prior approval for travel when courses are in session or if they plan on not being able to teach an assigned course. Apart from sudden illness, instructors are responsible for making arrangements that their assigned classes will be met.

At least two weeks prior to departure (or earlier, if a funding agency requires it), instructors planning on traveling during the term must submit this authorization form for approval. Please also note that in the event that the Department, College, or other University office (such as the Scholar's Travel Fund) has committed to paying all or part of a Theatre related trip, the University's Business and Financial Procedures for Travel (Sec 15.1) must be followed.

1. Name Date

2. Destination

3. Departure Date Return date

4. Purpose of Trip

5. Source of support for trip (if any)

6. Classes missed

7. What arrangement have you made that your classes will be covered?

TRAVEL APPROVED _____ Date

THEATRE DEPARTMENT
funding approved _____ Date

Complimentary Ticket Policy

Department of Theatre
College of Fine and Applied Arts, UIUC

FACULTY

Two complimentary tickets per each Department of Theatre Colwell Playhouse production
Two complimentary tickets per each Department of Theatre Studio Theatre Opening night
Two complimentary tickets for each invited Department of Theatre dress rehearsal
One complimentary ticket for Dance and Opera invited dress rehearsals

THEATRE MAJORS

One ticket for each invited dress rehearsal (including Dance and Opera)
Two \$2.25 tickets for Department of Theatre Colwell Playhouse productions (except Saturday night)

CASTS AND PRODUCTION TEAMS

Two complimentary tickets to the Opening night of the Department of Theatre production on which the cast or production-team member has worked
Two \$2.25 tickets per production for the Department of Theatre Colwell Playhouse production on which the cast or production-team member has worked

THEATRE DIRECTOR, CHOREGRAPHER, MUSICAL DIRECTOR

Two complimentary tickets for each performance of the Department of Theatre production on which they have worked

FACULTY PRODUCTION ADVISORS

Two complimentary tickets to each production on which they have worked

Additional tickets are sometimes available with permission of the Head of the Department.

There will be no sitting on the rail in the Studio Theatre without the express permission of both the director of the production and the Head of the Department.

ICES Teaching Evaluations Policy

Department of Theatre
College of Fine and Applied Arts, UIUC

In order to be considered for merit salary raises, promotion, and tenure, faculty members should administer Instructor and Course Evaluation System (ICES) evaluations each semester for each course they teach. (Graduate teaching assistants are also required to administer these evaluations.)

The Department considers these evaluations an important source of information about how our students view their education, although by no means does the Department consider these evaluations the exclusive measure of teaching effectiveness. They are usually most helpful in understanding patterns of responses over several semesters.

When ordering ICES forms from the Office of Instructional Resources, faculty should routinely indicate that copies of the summaries of their evaluations be forwarded to the Head of the Department.

In addition to “global” items (number 1 and 2 below) printed on all forms, the Department has selected a set of nine core questions that should be selected. These questions are:

1. Rate the instructor’s overall teaching effectiveness.
2. Rate the overall quality of this course.
3. The instructor’s knowledge of the subject was:
4. Individual and group project work received sensitive and supportive supervision.
5. I felt free to interact with the instructor.
6. An atmosphere of respect was created in the classroom.
7. I can apply what I learned in the class to other areas.
8. The instructor’s material was well organized and aided understanding.
9. Students in class demonstrated interest and involvement with the subject matter.
10. Class discussions attracted free and productive participation.
11. How much do you feel you have accomplished in this course?