Mission Statement
The Department of Theatre at UAB is a production-oriented program in a liberal arts context. The department offers a B.A. degree with general, performance, and design/technology concentrations within a comprehensive academic curriculum. Our mission is to expand students’ cultural and aesthetic awareness, develop their research and communication skills, and foster their critical thinking, discipline and collaboration through the study and practice of the arts and crafts of theatre. Upon completion of the degree program, students should be prepared to enter a theatre profession or graduate program or to apply the specific skills developed to other fields.

Methodology
The curriculum is designed to foster the development of the specific interests of the student while also providing opportunities to explore other aspects of theatre. The production program is designed to provide opportunities for students to test their skills from the beginning of their freshman year.

The department embraces a non-traditional casting policy by which student actors will be cast in roles for which their race, gender, or age might at first seem inappropriate, but which provide an appropriate artistic challenge. The department encourages and supports the work of student designers, managers, playwrights and dramaturges for its productions, ensuring the opportunity for students to engage in the conceptualization and creation of fully developed stage productions.

For the department, the theatre is a laboratory in which students, faculty, and professional staff work together to explore and refine the many skills required for their art.

Code of Conduct
The department expects all employees to be familiar with standards of academic conduct as described in the UAB Faculty Handbook. However, because the theatre art in an academic environment requires such close work among faculty, staff, and students, both in the classroom and in production spaces, faculty and staff must be particularly sensitive to maintaining a professional relationship with students. Violation of the rights, the trust, the integrity, or the person of any student is unacceptable and is a betrayal not only of the educational arena in which we work but also of the art of theatre.
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4. **Operations**  
4.1. **Responsibilities of Office Staff**  
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4.3. **Professional Affiliations**

5. **Production**  
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5.2. **Tech Monitors for Performances**  
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5.6. **Facilities Access and Use**  
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1. PERSONNEL POLICIES AND PROCEDURES

1.1 Personnel Files

Private personnel files will be maintained in the department office for each member of the faculty and staff. These will be updated throughout the year with information furnished by the Department Chair and members of the faculty and staff.

Access to personnel files is limited to the Chair and the Dean. Each individual member of the faculty and staff will have access to their own file as well. Vitas, transcripts, letters, records of promotion and salary, copies of review letters, student evaluations, annual faculty information forms, and other pertinent documents will be included in the files. Only after allowing individuals to review the content of the materials to be forwarded may the Department Chair forward materials from a personnel file to Department and College Promotion and Tenure Committees.

1.2 Teaching Evaluation

1.2.1 Student Evaluation of Teaching

- Students are expected to complete the student evaluation of instruction required by the university (the IDEA Survey). The IDEA Survey can only be completed online. Students will be sent an e-mail notification with a link that will allow them to access the online survey.
- A summary of IDEA Survey data and comments will be given to all instructors after the deadline to submit final grades. The individual surveys are not returned to the faculty or the department.
- Tenure track faculty must save all data summaries and comments collected prior to consideration for tenure. All subsequent summaries will be kept on file until the faculty member’s promotion to the next rank. In no case should IDEA Survey summaries be retained for a period of less than five years.
- The IDEA Survey summaries are to be retained in accordance with department standards for the review procedures associated with promotion, tenure and annual evaluations.
- Faculty may also choose to employ alternate teaching evaluation formats if they so choose, such as a department or faculty developed survey.

1.2.2 Peer Evaluation of Teaching

The teaching performance of all tenured faculty members will be evaluated by a Peer Teaching Review Committee three years following the conferral of tenure, and thereafter every five years. The teaching performance of tenure track and NTE full-time faculty members will be evaluated during the first semester of employment. Subsequent reviews for NTE full-time faculty members will occur every two years. A faculty member may request to be reviewed during any given year and members of the faculty who intend to pursue promotion are advised to request more than the required number of reviews during the five years preceding application for promotion. All faculty members are strongly encouraged to arrange at least one classroom observation and evaluation of classroom instruction by a colleague each year. These observations and evaluations can be conducted by members of the
Theatre faculty or faculty members from other CAS departments. A standardized form for evaluating classroom teaching is available but faculty members are not required to use this form.

The Peer Teaching Review Committee shall include three members. The Chair of the committee will be appointed by the Department Chair. The second member of the committee will be selected by the faculty member being reviewed. The faculty member being reviewed can choose the Department Chair to serve as a member of the committee, however, the Department Chair cannot serve as the Chair of the committee. The third member of the committee shall be selected jointly by the faculty member and the Chair of the committee. At least one member of the committee must be at or above the rank of the faculty member being reviewed. It is recommended (but not essential) that one member of the committee come from a CAS discipline other than Theatre. Members of the Peer Teaching Review Committee must be full-time faculty members at UAB.

Faculty members being reviewed must submit a teaching portfolio to the Peer Teaching Review Committee. The teaching portfolio must include a current CV, evidence of teaching innovation and curriculum development, a teaching philosophy, peer evaluations of classroom teaching, and examples of course materials including syllabi, schedules, exams, handouts and assignments. These materials will be evaluated for organization and content. A video of classroom teaching may also be included in review materials but is not required.

All members of the Peer Teaching Review Committee will observe at least one class session. Criteria for evaluating classroom teaching may include, but is not limited to, clarity of student learning expectations, preparedness of instructor, student–instructor interaction, appropriateness of materials and methods of instruction, pacing and scope of instruction, level of student engagement/involvement, currency and relevance of content, and breadth and depth of content. The faculty member being reviewed must be told which course is to be observed by each member of the committee; the date and section of the course or courses being observed will be unannounced.

After classroom observations and a review of materials in the teaching portfolio, the members of the Peer Teaching Review Committee will meet to discuss the faculty member’s performance. The committee will produce one written evaluation that will be submitted to the Department Chair and the faculty member being reviewed. If the Peer Teaching Review Committee determines that there is need for improvement in the faculty member’s teaching, a Peer Mentor shall be assigned by the Department Chair to meet with the faculty member at least twice annually to facilitate progress toward developing effective teaching strategies. There will be a written summary of each of these meetings provided to the faculty member and the Department Chair.

Please see section 3.8 for additional information related to resources for teaching development and documenting teaching development.
1.3 Faculty Reviews

Annual Reviews to assist professional growth are conducted by the Department Chair. Reviews for reappointment, promotion or tenure are conducted by the Department Review Committee as required by each individual’s letter of appointment and College and University policy. Participation in each review process is described below.

1.3.1 Annual Review to Assist Professional Growth

The primary purpose of an annual review is to encourage and assist individuals in the Department of Theatre with their professional development and progress toward tenure and/or promotion. It is the responsibility of the Department Chair to provide annual reviews for all full-time department employees. A summary of the review shall be given to the employee and a copy placed in the employee’s confidential personnel file. The copy placed in the confidential personnel file shall be signed by the individual employee to acknowledge his/her reading of the report. Employees may, if they desire, respond in writing to comments, observations, and recommendations in the written report. This response will be attached to the employee’s annual review that is placed in the personnel file.

1.3.2 Review for Reappointment

Tenure earning and non-tenure earning faculty members are reviewed for reappointment in accordance with the terms of their appointment. Such reviews are to be in accordance with this document and with the UAB Faculty Handbook. Faculty members and Chairs are required to meet specified deadlines for proper notification in each instance.

The Department Chair will appoint the members of the Department Review Committee and determine a chair for the committee. The members of the committee will be responsible for writing a single review letter, with no member writing a letter for a faculty member of a higher rank than their own. The Chair of the Department Review Committee shall convene and lead a meeting with all full-time faculty of the department other than the candidate under consideration in a review session culminating in a vote. Only full-time tenured faculty members will vote on recommendations for reappointment of tenure earning faculty. Full-time tenured, tenure-earning and non-tenure earning faculty members will vote on recommendations for reappointment of non-tenure earning faculty. The assigned member of the Department Review Committee shall then write a recommendation regarding reappointment, which must report the vote of the faculty. This letter should be addressed and delivered to the Department Chair.

Based on the recommendation from the Department Review Committee and his or her own assessment of the candidate, the Department Chair will determine whether or not to reappointment the candidate.

The candidate shall be informed of the vote of the faculty and the Department Chair’s decision as soon as possible. If the Department Chair denies reappointment, the faculty member shall be informed, in writing, of the reasons for denying the reappointment. A copy of this letter will be sent to the Dean of the College of Arts and Sciences as required by the UAB Faculty Handbook.
A faculty member may appeal the decision of the Department Chair to the Dean. The appeal must be filed with the Dean within 30 days of receiving a non-reappointment decision. The Dean shall review the report of the Chair and the appeal, if any, from the candidate.

1.3.3 Review for Promotion

In making a recommendation regarding promotion, the Chair of the Department Review Committee shall call a meeting for all full-time faculty members to discuss the candidate’s qualifications. Only those faculty members at or above the rank for which the candidate is being considered is eligible to vote. If the Department of Theatre has fewer than three professors on the faculty when a faculty member applies for promotion to professor, the Department Chair will seek additional qualified professors from other departments in the CAS to serve on the Department Review Committee. The service of these additional members will be limited to consideration of the candidate seeking professor rank. This committee shall meet in a formal review session culminating in a vote. The Chair of the Department Review Committee shall write a letter summarizing the discussion of the Department Review Committee and the vote totals. This letter should be addressed to the Dean but delivered to the Department Chair. The Chair shall then write a separate letter regarding promotion and both letters will be included in the faculty member’s dossier and sent to the Dean by November 1st. The candidate shall be informed in writing of this action as soon as possible. The process and timeline for promotion and tenure decisions is outlined below.

If there is a positive recommendation from the Department Review Committee and the Department Chair, the recommendation will be reviewed by the Dean and forwarded to the College of Arts and Sciences Promotion and Tenure Committee for consideration. The CAS Promotion and Tenure Committee shall write its recommendation to the Dean. The Dean, after appropriate consultations, shall report his/her recommendation to the candidate, the candidate’s Department Chair, and the Provost.

In the case of a split decision at the department level, both letters shall be forwarded to the Dean and the CAS Promotion and Tenure Committee for further review. In the case of a negative recommendation from the Department Review Committee and the Department Chair, no further action will be taken unless the candidate appeals. A candidate who has received a negative departmental decision may appeal that decision to the Dean within 30 days of notification. In the case of a negative decision that has been appealed by the candidate, the report of the Department Chair shall be reviewed by the Dean and, at his/her discretion, forwarded to the CAS Committee on Promotion and Tenure for consideration. The Dean, after appropriate consultation, shall report his/her decision, and reasons for the decision, in writing, to the candidate and the candidate’s Department Chair, and to the Provost in the case of a positive recommendation. A negative decision by the Dean may be appealed to the Provost within 30 days of notification. If a negative decision by the Dean is not appealed, no further action will be taken.
1.3.4 Review for Tenure

A faculty member eligible for tenure must receive a review and a tenure decision before the end of the sixth year of service, in time for any notice of non-reappointment to comply with the standards set forth in the UAB Faculty Handbook. A faculty member may elect to undergo a review for tenure earlier than the sixth year of service only if that option has been stipulated, in writing, at the time of the faculty member’s initial tenure-earning appointment. While this may be an option, the faculty member must be allowed six years to earn tenure.

If denied tenure, the candidate will have one additional year of UAB employment (usually a seventh year known as the “terminal year”) to conduct a search for employment. The UAB Faculty Handbook allows for review of the tenure decision in the terminal year, but only in cases where there is substantial new evidence in support of candidacy for tenure.

The process of committee review for tenure mirrors the process of review for reappointment and only full-time tenured faculty members will vote on recommendations for tenure.

1.4 Criteria for Reappointment, Promotion and Tenure

In teaching, scholarship, and service, the Department distinguishes between activities that constitute ordinary performance of duty and the various means by which a faculty member may exceed these minimal requirements and demonstrate degrees of excellence.

Candidates for tenure must demonstrate excellence in the three areas of teaching, scholarship, and service. Continuing excellence within the three areas is required for promotion to higher ranks. An individual will be judged by these criteria in proportion to their relative importance to each academic rank and to the program priorities of the unit.

1.4.1 Teaching

The minimum classroom obligations of faculty include careful preparation for scheduled classes, consideration of academic policies and departmental programs in structuring course content, and meeting all classes except when unavoidably absent. The minimum obligations of the teaching faculty also include cooperation in staffing the necessary service courses of the Department, maintaining required files, writing letters of recommendation for students, and keeping scheduled office hours.

Degrees of excellence in teaching may be demonstrated with the following:
- Ratings and evaluations of students and faculty
- Recognition for teaching prowess
- Invitations to teach for other institutions
- Curriculum development

Documentation of teaching excellence should include copies of student evaluations of teaching, peer reviews of teaching, syllabi and representative course materials, a
complete listing of courses taught, evidence of course development and innovative teaching, and evidence of sound grading policies and practices.

The outline below provides examples of activity and accomplishments that serve as suggested benchmarks for faculty in the Department of Theatre at UAB seeking reappointment or tenure. Candidates who wish to pursue promotion should also show evidence of an ability to meet the expectations of a higher rank. These examples should not be viewed as prescriptive or comprehensive. Other evidence of teaching excellence may satisfy these expectations. These lists are meant to serve as a guide for assessing the accomplishments of reappointment, promotion and tenure candidates.

**Assistant Professor**
- Student evaluations of teaching (IDEA surveys) similar to those of a national peer group
- Positive peer evaluations of instruction
- Teach assigned courses and demonstrate competence in a broad range of ideas related to the subject matter.
- Evidence of course re-evaluation and ongoing development and innovation for assigned courses
- Extracurricular educational activities with students and faculty
- Invitations to lead workshops and classes in theatre area(s) of expertise for high schools and other colleges and universities within the state
- Service on a Department of Theatre Committee

**Associate Professor**
- Student evaluations of teaching (IDEA surveys) above those of a national peer group
- Positive peer evaluations of instruction
- Demonstrate the use of new approaches to teaching, including the use of classroom instructional technology
- Evidence of course development and innovation for assigned courses
- Development of new courses which contribute significantly to the curriculum in the faculty member’s area(s) of expertise
- Invitations to lead workshops and classes for statewide and regional conferences and festivals
- Service on a CAS Committee

**Professor**
- Student evaluations of teaching (IDEA surveys) well above those of a national peer group
- Positive peer evaluations of instruction
- Demonstrate innovative teaching techniques, including the use of technology
- Evidence of course development for assigned courses
- Involvement in interdisciplinary course development and innovation
• A leadership role for curriculum development in your area(s) of expertise
• Invitations to lead workshops and classes for regional and national conferences and festivals
• Teaching awards, distinguished teaching fellowships or professorships, or receiving similar kinds of recognition
• Serving on CAS and university committees

1.4.2 Scholarship

All faculty members are minimally expected to continue educational and professional growth, follow current developments in their fields of interest, and participate in scholarly activities including creative endeavors sponsored by the Department, the College, and the University.

Excellence in scholarship will be determined by the worth and number of the faculty member’s contributions such as:
• Published scholarly books, articles, and other literary works.
• The creation, presentation, and publication of new works in the field.
• Active participation in professional productions in the faculty member’s area of expertise.
• Workshops directed, papers presented, and consultations.
• Awards or grants received from within or from outside the University.
• Service as an officer or committee member of professional organizations.
• Participation in professional meetings, seminars, institutes, and other similar professional activities.

For the purpose of ranking scholarly activities, the Department of Theatre applies a two tier standard. Tier II credits are considered activities of regional significance and Tier I activities are considered activities of national or international significance.

The outline below provides examples of activities, publications and venues that can serve as benchmarks for faculty in the Department of Theatre at UAB who wish to pursue reappointment and tenure. Candidates who wish to pursue promotion should also show some evidence of an ability to meet the expectations of a higher rank. Other activities, publications and venues may satisfy these expectations. These examples should not be viewed as prescriptive or comprehensive. Examples listed are meant to serve as a guide for assessing the accomplishments of reappointment, promotion and tenure candidates. The dossiers of successful candidates will include a wide variety of activities.

Assistant Professor - Demonstrated statewide reputation and some evidence of Tier II regional credits
• Officer or committee member for Alabama Conference of Theatre ACT
• Active participation in the faculty member’s area of expertise with professional Tier II companies in the region.
• KCACTF respondent for other Alabama colleges and universities
• Workshop leader for SETC, USITT/SE, KCACTF Region 4

Associate Professor – Demonstrated regional reputation with a significant number of Tier II regional credits
• Officer or committee member for SETC, USITT/SE, KCACTF Region 4
• Active participation in the faculty member’s area of expertise with professional Tier I companies within the region. See “Clarification of Tier I and Tier II ranking for scholarly creative endeavors” below.
• KCACTF Region 4 respondent for colleges and universities beyond the state of Alabama
• Juried or invited regional publication such as: Stage Directions, Southern Theatre, Juried design and technology exhibits at SETC, USITT

Professor - Demonstrated national and international reputation with a significant number of Tier I national and/or international credits
• Workshop leader for ATHE, USITT, VASTA, OISTAT, ATI, ATME
• National officer or committee member for KCACTF
• Officer committee member for ATHE, USITT, ATI or other national organizations
• Publication in juried or invited national or international publications such as: Theatre Journal (ATHE), Theatre Topics (ATHE), American Theatre (TCG), Slavic and East European Performance, TD&T (USITT), American Theatre, Theatre Survey (ASTR), Balkanistica (SEESA), Voice and Speech Review, Theatre Topics
• Performance/design/direct with Tier I LORT or other union company with national or international reputation (venues need not be outside the geographic region). See “Clarification of Tier I and Tier II ranking for scholarly creative endeavors” below.
• Book or play publication with a university press or recognized academic press
• Juried design and technology exhibits at OISTAT, Prague Quadrennial

1.4.2.1 Clarification of Tier I and Tier II Ranking for Scholarly Creative Endeavors.

To qualify as a Tier I credit, scholarly creative endeavor must have national or international recognition and/or significance. This is determined by meeting any one of the following indicators:
1) The producing theatre has regularly received critical attention in nationally distributed professional journals, scholarly journals, newspapers, magazines, television or radio.
2) The specific production has received critical attention in nationally distributed professional journals, scholarly journals, newspapers, magazines, television or radio.
3) The specific production has been funded by a national grant.
4) The specific production or the specific function performed by the faculty member has received a national award (including KC/ACTF and USITT).
5) The hiring pool for either the specific function or the same function within the regular season of the producing theatre is a national pool.
6) The producing theatre is part of a doctoral intensive research university or nationally ranked teaching university.

To qualify as a Tier II credit, the activity must have regional recognition and/or significance. This is determined by meeting any one of the above indicators modified by replacing “national” or “international” with “regional.”

Under certain circumstances, on-campus work may also be considered Tier I or Tier II scholarly creative endeavor. The Department of Theatre recognizes that significant effort is required to prepare a production for a regional or national festival after it has been performed on the Theatre UAB stage. The same can be said for preparing a presentation that documents the process of realizing one or more elements of that production. If a faculty member’s on-campus work is selected for KCACTF or USITT or some other national or regional showcase, that would be considered an external scholarly creative endeavor.

1.4.3 Service

All faculty members are minimally expected to perform all assigned duties relating to the academic operations of the department, the College of Arts and Sciences, and the University, including regular attendance at department and college-wide faculty meetings. The amount of service expected above the departmental level for non-tenure earning faculty is less than the expectation for tenure-earning faculty. However, non-tenure earning faculty are encouraged to pursue service above the departmental level if they wish to do so.

Excellence in service may be demonstrated by the degree and quality of the following:
- Work on standing or ad hoc committees or organizations of the various departments, the College, or the University, especially those having important and demanding responsibilities.
- Service to agencies or groups within or outside the University which involve one’s professional competencies.
- Administration of special grants and programs.
- Work with students in such areas as publications, student government, academic and social organizations.

Within the specific context of the Department, the following comments apply.

Department

Service to the Department normally consists of such activities as membership on department committees, participation in recruiting activities, and advising students
and student groups. Such service in moderation is taken to be a norm for all faculty members and will be evaluated based on quality of service. Chairing committees and service in an amount clearly beyond the norm will be considered superior.

**College and University**
Service at this level normally consists of membership on committees and participation in long- or short-term projects that reach beyond the department level. Membership on the University Senate would qualify, for example, and would be considered beyond the norm because of the time commitment involved. Some such work is taken to be a norm for all members of the faculty, but extensive activity will be considered superior. As above, the quality of such work will be considered in evaluation.

**Professional**
Participation in administrative or advisory capacities in professional theatre organizations either related or not related to academe will be considered superior provided such participation implies evaluation of the faculty member’s skills or reputation as part of selection. This may also include presentation of workshops at meetings if such workshops are not of a kind that can be considered products of research or creative activity. While the quality of such service will be considered if it can be established, the invitation to participate of itself will be taken as positive testimony for the faculty member, with the reputation of the organization an important factor.

**Community**
Administrative or advisory service to theatre and education organizations within the greater community will be taken as a norm for all faculty members, at least at a minimal level. More extensive participation or service to organizations of unusually high reputation will be considered superior.

**Documentation of Service**
For purposes of evaluation, documentation of service beyond UAB is required as support evidence for annual Faculty Information Forms, tenure files, etc and may take the form of convention or production programs, letters from the organization, or other items that clearly identify the kind of service provided. If the service is considered especially important, a letter that speaks to kind and quality of service should be placed in the faculty member’s file.

The outline below provides examples of suggested service benchmarks for faculty in the Department of Theatre at UAB who wish to be reappointed and tenured. Candidates who wish to pursue promotion should also show some evidence of an ability to meet the expectations of a higher rank. These examples should not be viewed as prescriptive or comprehensive. Other evidence of exceptional service may satisfy these expectations. Those listed are meant to serve as a guide for assessing the service of reappointment, promotion and tenure candidates.
Assistant Professor
• Guest lectures for colleagues in the department
• Membership on department committees
• Participation in department recruiting activities (attending department auditions)
• Academic and vocational advising for students
• Special service assignments (photography, overseeing special events, etc)
• Conducting high school workshops
• Serving as faculty advisor for student groups
• Performing specific service activities for the department based on individual area of expertise
• Adjudicating high school theatre competitions
• Representing the department at CAS events
• Serving as an officer or committee member for state theatre organizations (ACT)

Associate Professor
• Guest lectures for classes in other departments
• Membership on department and CAS committees
• Chair for department committees
• Department Area Head (Performance, Design and Production, Departmental Advising)
• Membership on committees for other departments
• Active participation in department recruiting activities (attending state high school theatre events and staffing a booth or attending high school theatre productions and meeting/speaking with students)
• Participation in departmental assessment activities
• Conducting classes and workshops at regional theatre events
• Responding for college/university theatre productions (KCACTF)
• Representing the department at CAS and university events
• Serving as an officer or committee member for regional theatre organizations (KCACTF Region 4, Southeast Theatre Conference, USITT Southeast Section, etc.)

Professor
• College wide or university wide lectures
• Membership on CAS and university wide committees
• Chair for CAS or university wide committees
• Conducting classes and workshops at national theatre events
• Responding for college/university theatre productions at regional or national theatre events (KCACTF)
• Serving as an external reviewer for promotion and tenure candidates at other universities
• Representing the department at university events
• Serving as an officer or committee member for national theatre organizations (KCACTF, USITT, VASTA, ATHE, etc.)
• Volunteer consulting or advising for nationally recognized organizations and companies
• Preparation and writing of accreditation materials
• Collection, analysis and development of departmental assessment data as required by the University

1.5 The Process of Reviewing Candidates for Promotion and Tenure

Based on the timeline requirements published in the CAS Faculty Handbook (eff. June 2011) the following departmental timeline has been established for faculty members applying for promotion and tenure.

1. **By May 1st** - The Department will notify the tenure eligible candidates by letter that they have reached the appropriate time to apply for tenure.

2. **By May 15th** - Candidates must return a letter to the Chair indicating that they are applying for tenure and/or promotion. Candidates who elect to apply for early tenure must also send a letter to the Chair indicating that they are applying for tenure and/or promotion. This is also the deadline for all members of the Theatre faculty seeking promotion only to inform the Chair in writing that they intend to apply for promotion.

3. **By June 1st** - The Department Chair will send a list of applicants for Promotion and Tenure to the CAS Dean.

4. **By June 1st** - The Chair will send a letter or e-mail to all tenured faculty, as well as to the candidate, asking for names, addresses, e-mail addresses, and basic qualifications of potential external reviewers to serve as reviewers for the candidate in the department. All receiving the letter will be asked to ensure that potential external reviewers hold a rank at or above that for which the candidate is applying. Additionally, potential external reviewers should not have had association with the candidate as a teacher, fellow faculty member, student, student colleague or personal acquaintance. (See additional information regarding external reviewers below.)

5. **By August 15th** - The Department Chair selects at least four external reviewers who meet the required qualifications. The Department Chair will try to select at least one external reviewer from the list provided by the candidate and at least one from the names provided by the faculty.

6. **By September 15th** - The Chair confirms external reviewers.

7. **By September 24th** - The candidate should deliver 4 sets of materials for external reviewers to the Department Chair. The materials should include, but not be limited to, copies of all publications, creative work, and current vita. A candidate’s materials must describe the significance of the venue (journal, theatre, publisher, concert hall, gallery, broadcast network, etc.) in which the candidate’s
body of work has appeared. Acceptance rates or other numerical data may be used. The reputation of others whose work has appeared there may also be used. External reviewers evaluate only research/creative achievement and may evaluate service, but not teaching. Materials for external reviewers will be sent to external reviewers by October 1st with a cover letter from the Department Chair that states what the department would like evaluated. The deadline for external reviewers to submit their assessments will be November 1st.

8. **By October 15th** - The candidate’s tenure/promotion file for the department and college should be completed by the candidate and delivered to the Department Chair. This file should contain, but need not be limited to, all materials sent to external reviewers, as well as copies of student evaluations and copies of student grades (with names and student ID numbers omitted). Additional peer or chair reviews as well as letters from students may be included. Any appropriate materials concerning service should also be included. If any of these documents are not included, the candidate’s decision to exclude them will become part of the record. Materials required by the Provost’s Office should be included in a separate binder (1 – 2 inches). The Department Chair will conduct a final check of the file prepared by the candidate to make sure it is complete. Additional materials that were not available prior to October 15th may be added to the tenure and/or promotion file by the candidate prior to November 16th. The need to reconsider the candidate’s application with additional materials will be determined by the department Chair.

9. **By November 16th** - The department shall meet to discuss the candidacy. The full faculty, including the Department Chair, may participate in the meeting; however, only those holding tenure and rank for which the candidate is applying may ultimately vote. Voting will be by written ballot and proxy votes will be allowed. The Department Chair will not be present during the vote.

10. **By December 14th** - A letter stating the committee’s position on the candidacy is written by the Personnel Committee Chair. The letter is addressed to the Dean, but submitted to the Chair. The letter must include numbers from the faculty vote.

11. **By December 31st** - The Department Chair will write a letter expressing his/her evaluation of the candidate. Once this letter is written, all appropriate persons will sign off on the submission form for tenure and/or promotion. If either the department vote favors tenure/promotion OR the Chair favors tenure/promotion, the package is forwarded to the Dean’s Office. If there is a negative department vote and the Department Chair does not recommend tenure and/or promotion, only the letters will be forwarded to the Dean’s Office. The responsibility of notifying the candidate and the Dean is that of the Department Chair. Under ordinary circumstances, once the Department Chair has completed his or her letter to the Dean, a candidate will receive notification through copies of both letters.
1.6 Materials for Promotion and Tenure Candidate Files

The candidate’s materials for tenure and/or promotion should include, but is not limited to, the following:
- Applicant’s current and detailed curriculum vitae.
- All external letters of review
- Annual reviews
- Departmental committee pre-tenure reviews
- A letter of review from the department promotion and tenure committee
- A letter of review from the department chair
- The relevant portion of the department’s policies and procedures describing the criteria for promotion and awarding of tenure.
- Cover letter.
- All annual Faculty Information Forms and chair’s response to same.
- Materials documenting the applicant’s accomplishments in scholarship, teaching and service as specified by departmental guidelines including:
  - Copies of all publications in published form (while photocopies are sufficient for viewing, the School committee will want an actual copy of the book or journal).
  - Copies of video productions.
  - Grant proposals.
  - Explanations of acceptance rates of journal articles or videos.
  - Explanations of procedures for securing book contracts or acceptance rates at theatres or concert venues.
  - All teaching evaluations.
  - Statistical summary of teaching evaluations.
  - Grades of students in classes (with names and social security numbers omitted) or summary of grades for each class.
  - Explanations of any atypical documents in the packet.

1.6.1 Guidelines for preparing Provost’s section of application materials:
(two copies)
- A 1-2 inch three ring binder with tabs separating and identifying sections
- Section 1 – UAB Faculty Promotion/Tenure action summary form
- Section 2 – Department Promotion and Tenure Guidelines
- Section 3 – Curriculum Vitae
- Section 4 – Promotion and Tenure review letters: Department Review Committee, Department Chair, CAS P & T Committee, CAS Dean
- Section 5 – Evidence of teaching effectiveness
- Section 6 – Evidence of scholarship (research and creative activity)
- Section 7 – Service activities
- Section 8 – External review letters
- Section 9 – Annual reviews conducted by Department Chair
1.7 External Reviewers and Behavior of Candidates

External reviewers should be recognized experts in the candidate’s field and should hold tenured teaching appointments at or above the rank sought by the candidate. The candidate may supply names, qualifications and contact information for potential reviewers. This information should be given to the Department Chair. The candidate should not recommend individuals with whom the candidate has a personal relationship (including graduate school colleagues, teachers, students, or co-authors). Colleagues can help the candidate develop a list of potential reviewers. The candidate should not personally contact potential external reviewers at any time prior to or during the review process. It is the Department Chair’s responsibility to pursue external reviewers.

Reviewers should be given copies of the Department of Theatre, CAS and UAB criteria for promotion and tenure and should be asked specifically to evaluate the candidate based on those criteria. External reviews should be accompanied by a vita for each reviewer.

1.8 Non-Tenure Earning Faculty

Persons appointed to non-tenure earning full-time or half-time regular positions shall be given an initial appointment of one to three years. If reappointed, their term of reappointment shall be for one to three years, with two years being the norm. The term of reappointment shall be determined by the Department Chair. There is no limit on the number of times non-tenure earning faculty can be reappointed.

Decisions on the appointment and reappointment of non-tenure earning faculty members shall be made in accordance with appropriate department policies and procedures.

1.8.1 Promotion of Non-Tenure Earning Teaching Faculty

1) For a non-tenure earning teaching appointment, promotion may occur by demonstrating excellence solely in teaching.

2) The primary criterion for promotion in these appointments is excellence in teaching in the classroom, as determined by student evaluations, peer evaluations of teaching and course materials, and reputation in the College of Arts and Sciences.

3) For a non-tenure earning appointment, a candidate for promotion may demonstrate the recognition that is mentioned in the UAB Faculty Handbook by means that may include, but are not limited to, the following: written commendation of teaching by professors in the same field from other institutions, alumni and others; invited teaching at other institutions; admission to competitive development programs such as those of the National Endowment for the Humanities; nationally recognized success of students; publication, exhibitions, and performances that enhance teaching or are about teaching. However, fulfillment of any or all of these achievements may augment, but may not supplant, the requirement for teaching excellence as described in 2.

4) The department may also count excellence in service in considering promotion for
those in teaching appointments, especially if such service is part of the person’s original appointment or job description.

5) The department *may* also count excellence in research/creative endeavor in considering promotion for those in teaching appointments, especially if research/creative endeavor is part of the person’s original appointment or job description.

### 1.8.2 Participation of Non-Tenure Earning Faculty in Decisions about Promotion of Non-Tenure Earning Faculty

Full-time, non-tenure earning faculty should be included in discussions concerning candidates in the department coming up for retention, tenure, and promotion. However, such faculty may vote only in cases regarding other non-tenure earning faculty of the same kind (teaching or research) and at or below their own rank.

### 1.8.3 Promotion of Non-Tenure Earning Teaching Faculty without Terminal Degrees in Their Field

Instructors without the usual terminal degree in their fields, in cases of exceptional professional performance, may apply for, and be promoted to, assistant professor. In such applications, professional accomplishment must be demonstrated at the level of one holding the relevant terminal degree. Candidates for promotion should demonstrate professional commitment and growth, as well as a very high level of excellence in teaching and service, sustained over at least six years at UAB, such that the review of application for promotion would occur in the sixth year.

### 1.9 Adjunct Faculty

Persons appointed as adjunct faculty are those appointed to teach only a specific course or courses. Such appointments are usually characterized as “irregular” by the College, although the term “irregular” carries a different meaning within the University’s Human Resource System.

The Chair of a department makes such appointments with the concurrence of the Dean. Term-appointment faculty shall have their teaching evaluated by their students as provided for in this handbook. These evaluations shall be reviewed and preserved in such place and for such time as written departmental policies require. A term-appointment instructor appointed for a third term shall have a written evaluation of his or her teaching by a full-time member of the faculty.

### 1.10 Scholarly Creative Endeavors Outside of the Department
1.10.1 Faculty

The Department of Theatre supports the idea that faculty should explore opportunities for scholarly creative endeavors beyond the department productions. These opportunities are recognized as being critical to faculty development and promotion. The Department is also dependent on the availability of faculty to teach classes, fulfill assignments on department productions, and fulfill service assignments to the department, school, and university.

Prior to pursuing or accepting a contract for scholarly creative endeavors outside the department, the faculty member must seek approval in accordance with the UAB Policies on Conflict of Commitment and Conflict of Interest. Prior to seeking approval, the faculty member should determine whether a conflict exists. If it is determined that a conflict does exist, the faculty member will not be allowed to pursue or accept the contract.

Approval of outside scholarly creative endeavors will be dependent on the prior resolution of any conflict and the determination of the Chair that the absence of the faculty member—particularly if there are other approved absences—will not jeopardize the academic and/or creative mission of the Department.

1.10.2 Production Staff

As with faculty, the production staff should have opportunities beyond their department assignments. Also like faculty, the Department is dependent on the availability of staff to fulfill contractual assignments.

Production staff must follow the same procedures described above for faculty. Outside work will be approved on the same basis.

1.11 Salary Increases for Merit

Salary increases for merit are determined each year by the College and the University. “Merit” funding may not be used for across the board cost of living increases. When funding is provided for salary increases based on merit, each faculty member’s merit award will be determined by the Department Chair.

1.11.1 Merit Scores

A merit score between 0 and 5 will be established for each of three areas – teaching, scholarship, and service. An overall merit score will be determined by averaging all three scores for tenured and tenure track faculty. Teaching and service scores will be averaged to determine merit scores for non-tenure earning faculty. The following criteria will be used to assess merit in each area:
• Five: demonstrates exceptional achievement during the period under consideration, going well beyond departmental expectations.

• Four: demonstrates strong achievement during the period under consideration, going beyond departmental expectations.

• Three: demonstrates satisfactory achievement during the period under consideration, meeting departmental expectations. (This level of merit is considered the norm. There is no pejorative connotation to a level 3 rating.)

• Two: demonstrates inadequate achievement during the period under consideration, failing to meet departmental expectations, but demonstrating promise for future achievement. (An overall average score lower than 3 will result in no merit increase.)

• One: demonstrates unsatisfactory achievement during the period under consideration, failing to meet department expectations in that area and demonstrating little promise for future achievement. (An overall average score lower than 3 will result in no merit increase.)

1.11.2 Merit Weights

Merit scores will be weighted according to a faculty member’s appointment. For tenure earning faculty the following weights apply:

• Teaching: 45-55%
• Scholarship: 25-35%
• Service: 10-20%

For non-tenure earning faculty, the following weights apply:

• Teaching: 80%
• Scholarship: 0%
• Service: 20%

These percentages should be viewed as guidelines. Percentages for all faculty members may vary up to 10% when necessary to accommodate the needs of the department. Weight adjustments for tenured and tenure track faculty will be declared by the faculty members themselves and must be declared within the ranges indicated above. Weight adjustments for non-tenured faculty, though rare, are made by the faculty member in consultation with the Chair.

Non-tenure earning members of the faculty are not expected to engage in scholarly endeavors. The Department of Theatre does, however, acknowledge the scholarship of teaching and will consider this and other forms of scholarly accomplishments of NTE faculty who seek promotion.

Production appointments are considered teaching for determining merit increases.
2. WORKLOAD POLICIES

2.1 Department of Theatre Workload Policies

The standard workload for UAB faculty is 4 courses (12 hours) per semester.

2.2 Load Releases for Administrative and Production Assignments

2.2.1 Administrative Assignments
Department Chair – 2 courses per semester

2.2.2 Production Assignments for UAB Theatre Productions
Technical Director/Production Manager – 5 courses per year
Costume Director – 4 courses per year
Direction – 1 - 1.5 courses
Vocal Director – 1 course per semester
Costume Design – .5 - 1 course
Scenic Design – .5 - 1 course
Lighting Design – .5 - 1 course
Audio Design – .5 - 1 course

If a faculty member is given more than one assignment on any single production, the calculation of the total load release will take into consideration any overlap of effort (i.e. research, meetings, rehearsals and similar activities) for the two assignments.

Directing assignments are recommended by the Head of Performance and design assignments are recommended by the Head of Design and Technology. These assignments are approved by the Department Chair.

2.3 Release Time for Scholarship

Tenure track and tenured faculty will be awarded release time of 1 course per semester for scholarship (research or creative endeavor), but must submit evidence to justify the release. Tenured faculty who don’t maintain an acceptable level of scholarly activity will be assigned additional teaching, production, or service assignments.

2.4 Summer Teaching

The Department of Theatre offers a limited number of courses during the summer semester. Courses are selected based on student demand, available faculty, and programmatic needs.

2.4.1 Summer Teaching Appointments
If a faculty member typically teaches a course during the fall or spring semester, that faculty member will be given the opportunity to teach the same course if it is offered during the summer semester. If more than one faculty member teaches the course during the fall or spring semester, rank will determine which faculty member will be offered the opportunity to teach the course. In the case of equal rank, years of service will determine who will teach the course. Faculty members will not be offered the opportunity to teach a second course during the summer semester unless all other members of the faculty who are qualified to teach the course have declined the opportunity.

### 2.4.1 Summer Teaching Salary

Under normal circumstances, a faculty member will be paid $1/9$ of his/her nine-month salary for teaching one 3 credit hour course during the summer semester. If enrollment in the course will not provide the funding required to pay $1/9$ of the faculty member’s salary, the salary amount will be prorated. The faculty member can agree or refuse to teach the course for the prorated amount. If the faculty member refuses to teach the course for the prorated amount, another member of the faculty will be offered the opportunity to teach the course for $1/9$ of his/her nine-month salary or a prorated amount. If a qualified instructor cannot be hired, the course will be canceled.

The Department Chair may elect to pay a faculty member $1/9$ of his/her annual nine-month salary to teach a course even if course enrollment will not generate the revenue required to cover the full amount. This can be done if the enrollment in other summer courses will offset the deficiency.

No faculty member can earn more than 33% of his or her annual nine-month salary teaching during the summer semester.

### 3. Teaching

#### 3.1 Teaching Assignments

Teaching assignments are made by the Department Chair in consultation with each of the area heads and individual faculty. Faculty should consult with the area head or the Department Chair to request the assignment of a specific course. Faculty members without an area head should consult with the Chair. It is assumed that every faculty member is willing to teach any course for which he or she is qualified. A master list of courses and qualified instructors will be maintained and periodically reviewed by the Department Chair and Area Heads. Faculty will not be assigned courses in back-to-back sections without prior consent.
3.1.1 Special Workshop and Advanced Studio Courses

Special Workshop and Advanced Studio Courses developed by the faculty should be submitted to the area head or, if the faculty member is not assigned to a specific area, to the Department Chair. The Department Chair will approve Special Workshop or Advanced Studio courses and determine when they will be taught within the course matrix. Some topics may become part of the regularly scheduled course rotation. Every effort will be made to accommodate the desire to teach Special Topics Courses. Proposals should include objectives, requirements, an outline and grading criteria. Special Topics Courses will be counted in the workload.

3.1.2 Individual Studies

Individual Studies projects are developed by individual students in consultation with a member of the Theatre faculty who will serve as a mentor for the project. After consulting with their mentor, the student must prepare a proposal that identifies the scope of the project, learning objectives, a schedule, and evaluation criteria. Individual Studies forms are available on the Department of Theatre web site. The proposal should be submitted to the Chair who will remove the block for registration. Faculty who mentor student designers for main stage productions will be given the equivalent of .25 units of release time. Faculty who mentor student directors for main stage productions will be given the equivalent of .50 units of release time. Faculty mentoring Individual Studies projects must provide the course grade to the Department Chair at least one day prior to the deadline for grade submission for that semester.

3.1.3 Internships

Internship proposals are prepared by students and submitted to the Department Chair for approval. If it is determined that the on-site supervisor for the internship is not suitably qualified to evaluate the student’s work and recommend a grade, the student must convince a faculty member to make at least three site visits and/or devise an appropriate writing project to evaluate the experience. Internships will not be counted in the workload.

3.2 Absences

Faculty members are expected to meet every class session. In the event of illness or accident, the faculty member is asked to notify the office immediately. The faculty member should indicate whether the class should meet and work on a specific assignment or should be dismissed. Absence for any other reason requires the prior approval of the Department Chair and should be requested using the eLAS system. Under such circumstances, approval will not be given to cancel class sessions. The faculty member must submit a workable and acceptable alternative that may include assigned research, assigned rehearsal or substitute instruction. The faculty member will be responsible for selecting a suitable monitor or substitute. STUDENTS ARE NOT SUITABLE
3.3 Office Hours

Faculty members are expected to maintain 4 office hours per week for student access. The hours must be posted on the office door, in the department office, and on the course syllabus.

3.4 Courses

3.4.1 Class Rosters
Class rosters are available online through BlazerNET and are not finalized until registration has closed for that term. Class rosters contain student ID numbers and should not be posted or made available for public view.

3.4.2 Textbooks
All textbook ordering is now done online through the UAB Barnes and Noble bookstore. All faculty members should receive an e-mail notification from the bookstore when orders are due. Book orders are generally due several months before the semester begins. If no textbook is required, a form still needs to be filled out. Faculty may register their books online at Barnes and Noble’s website: http://uab.bncollege.com.

3.4.3 Syllabi
A syllabus is required for each course taught. Each syllabus should contain the following:
- Course number, name and credit hours
- Faculty contact information and office hours
- Textbook information
- Course description
- Class attendance and other course policies
- UAB Honor Code
- Grading Scale
- Course Goals/Objectives
- Course Calendar
- Date and time of Final Exam
- A current version of each syllabus should be placed on file in the department office.
3.5 Class Attendance Policy

The class attendance policy is up to the discretion of the instructor but must be clearly stated in the syllabus. The distinction between excused and unexcused absences and how they may affect the final grade is also up to the individual faculty member. There will be times when a student wishes to miss class for department related activities, such as KCActF, URTA, production PR photo calls, etc. Instructors are urged to excuse these absences but students should seek approval for them prior to the date the absence is expected to occur.

3.6 Final Exams

In accordance with University policy, final examinations are to be given in the officially scheduled period and not during a regularly scheduled class period. Each course syllabus should include the date and time of the final examination. The final examination may consist of a test, performance, or project presentation, depending on the format of the course. Courses culminating in a public performance, such as directing, are exempted from this policy.

As of Fall 2005, University policy states that “A student with three or more exams scheduled in one day or two exams scheduled during the same final exam period may request to have one exam rescheduled by mutual agreement between the student and the instructor. The student’s request to the instructor should include appropriate written documentation of his/her schedule and should be provided to the instructor at least 14 calendar days prior to the last day of class. Instructors reserve the right to administer an alternative examination at the rescheduled time.”

3.7 Grades

Grading policies for each course should be clearly stated in the syllabus. Theatre majors must receive a “C” or better in major classes for them to satisfy degree requirements. Faculty may assign the following grades: A, B, C, D, F, I, and P. See the UAB Catalog for a full description of these grades. When a student does not complete a course and does not officially withdraw from it, the appropriate grade is an F or I. An I (Incomplete) may be changed to another letter grade upon completion of the course by the end of the following academic term. Incompletes not officially changed by an instructor before the end of the following term will automatically convert to an F. Faculty may not assign a W (Withdrawn), even if the instructor knows that a student intended to withdraw from the course.

3.7.1 Submitting Grades

Grades must be submitted by the scheduled deadline through the Faculty Resource tab on BlazerNET. Practicum, Individual Studies, Internship, and Honors Project grades must be supplied to the instructor of record for submission. A copy of the grade sheet for each course should be submitted to the department office.
3.7.2 Posting Grades
Due to FERPA regulations, posting student grades in public is prohibited.

3.7.3 Changing Grades
Grade change requests must be submitted online through the Faculty Resource tab on BlazerNET. A reason for changing the grade must be included in the request.

3.8 Teaching Development
The Department encourages faculty to take advantage of development activities that further their knowledge in their subject area, teaching philosophy and technique, and use of technology in the classroom.

3.8.1 Resources for Teaching Development
Faculty members are encouraged to take advantage of the following:
- Books in the teaching subject area
- Magazines and journals in the teaching subject area
- Workshops in the teaching subject area
- Classes in the teaching subject area taught by other faculty members of the department or the university
- Courses in the teaching subject area
- New technologies in teaching
- Projects outside the university that compliment or enhance teaching in the subject area
- Teaching opportunities in high schools, festivals, governor’s schools, and other universities and professional training programs

3.8.2 Documenting Teaching Development
All faculty members should maintain a teaching portfolio. Materials in the teaching portfolio may include but are not limited to the following:
- Teaching philosophy
- A history of syllabi showing how courses taught by the faculty member have evolved
- Course materials
- A record of books read in the teaching subject area
- A record of magazines and journals read in the teaching subject area
- A record of workshops attended
- Copies of peer evaluations
- A full accounting of courses taught
- A list of teaching honors received
- A list of classes observed
- A list of courses completed
- Video recordings of classes taught, with the date title of the class recorded
- A record of new technology learned or implemented
4. **OPERATIONS**

4.1 **Responsibilities of Office Staff**

- Work-study students are interviewed and hired by the office staff. Problems or questions regarding their work should be brought to the Administrative Associate.
- Issues concerning the tour groups and departmental productions should be brought to the Program Manager.
- Copying that needs to be done should be given directly to work study students or to the Administrative Associate. Instruction worksheets, if needed, are at the work/study desk.
- The Administrative Associate orders all office and educational supplies. The Program Manager orders all supplies related to managing the tour groups and productions.
- Faculty should report problems with audio/visual equipment to CAS IT, the Department Chair or the Administrative Associate.
- Security arrangements for after-performance and special-events entry issues should be brought to the Administrative Associate.
- The Department Library is managed by the Program Manager.
- For issues related to Parking/Loading and Unloading, see the Program Manager for parking permits for the tour troupes at Bell, the Administrative Associate for one-day parking tags for the ASC, the Technical Director for items that need to be delivered to the Sirote Scene Shop, and the Properties Master for items that need to be delivered to the Prop Shop.
- Reimbursements related to all tour groups and KCACTF should be given to the Program Manager. Reimbursements related to productions, travel and other expenses should be given to the Administrative Associate. If a non-UAB individual (actor, artist, technician, craftsman, etc.) is to be reimbursed or contracted, the faculty member in charge of hiring this person must make prior arrangements. Paperwork must be submitted in advance to create a new vendor in the system. Guest artists, etc., hired as part of class presentations are handled by the Administrative Associate. Actors, designers or any person hired to work with productions are handled by the Program Manager.

4.2 **Communication**

- Internet access, including in classrooms – Contact either the Administrative Associate or the Dean’s Office computer tech staff directly.
- E-Mail – Contact CAS IT or the Administrative Associate.
- Voice Mail – Contact the Administrative Associate.
- Local and Long Distance Calling – Dial “9” for all calls within the local area. Dial “8” and then the area code for all calls within the state of Alabama but outside the local calling area. Dial “9” and then “1” and the area code for all out-of-state calls.
All personal calls should be reimbursed to the Administrative Associate in exact change.

4.3 Professional Affiliations

Department faculty members are active in the following professional organizations. The department encourages new faculty to join and to become active with those organizations appropriate to their interests and specialties as service to the Theatre discipline, as means of recruiting students, and as pathways for professional advancement.

- Alabama Conference of Theatre  [www.alabamaconferenceoftheatre.com](http://www.alabamaconferenceoftheatre.com)
- Southeastern Theatre Conference  [www.setc.org](http://www.setc.org)
- Kennedy Center American College Theatre Festival  [www.kcactf.org](http://www.kcactf.org)
- United States Institute for Theatre Technology  [www.usitt.org](http://www.usitt.org)
- Association for Theatre in Higher Education  [www.athe.org](http://www.athe.org)
- VASTA

In addition, the department values faculty membership in such professional organizations as AEA, SAG, AFTRA, SDC and USA.

5. PRODUCTION

5.1 Production Calendar

The production calendar includes all production dates for Theatre UAB Main Season productions, the Festival of Ten Minute Plays, other Department of Theatre meetings and events, ASC events scheduled in the Sirote and Odess Theatres, professional events (KCACTF, Southeastern Theatre Conference, USITT, etc.), and selected University dates (first day of classes, breaks, final exams, etc.).

After consulting with the department chair, the Production Manager creates the production calendar. October 31 is the deadline for finalizing the production calendar for the following year. The October 31 draft of the production calendar does not include play titles. February 1 is the deadline for finalizing play titles. Once the play titles have been added to the production calendar, a PDF version is distributed to all Theatre Department faculty and staff by e-mail and a hard copy is posted on the callboard.

5.2 Tech Monitors for Performances

One member of the production faculty/staff will attend and monitor each of the Theatre UAB main season performances. The Production Manager will create the schedule for tech monitors and distribute the schedule to the production faculty/staff and the stage manager for each production.
5.2.1 Responsibilities of Tech Monitors:

Arrive one hour before curtain and check in with the stage manager, the house manager, and running crews.
- Assist the stage manager and running crews with pre-show prep if needed.
- Let the stage manager know how you can be reached during the performance.
- Check in with the stage manager during intermission.
- Check in with the stage manager after curtain.
- Stay on site until the stage manager leaves the building.
- Inform other Tech Monitors of production related problems. This can be done by communicating directly with the Tech Monitors or asking the stage manager to include a note in the performance report.

5.3 Production Archives

All main season productions will be video taped and photographed for archiving. The Electrics Coordinator will arrange archival videotaping. An archival photo call will be arranged by the Production Manager. Videotaping and archival photo calls are never scheduled on opening night or the final performance unless it is unavoidable. Archive materials are stored by the Program Manager.

The department maintains an archive of photographs, videotapes/DVDs, and documents relevant to current and past main season production. These may be seen by asking in the department office and may be checked out for professional use. Because these are official archives, faculty should return them as soon as possible—and should return everything that has been checked out. In no case may slides, CDs, videotapes/DVDs, programs, or other archival materials be stored in faculty homes or offices. Many people depend on access to these materials, and they must be available to all.

Photographs for recent productions are digital and are stored on CDs. Photographs of earlier productions are on Ektachrome slides stored in slide pages. Faculty needing copies for personal and professional records should make arrangements to have copies made at their own expense as soon as possible after the production closes.

5.4 Post-Production Meetings

Post-production meetings are conducted for all main season productions. The post-production meeting is a review of the production process – what worked well, what did not work well. The intent of the post-production meeting is to improve the production process on future productions. All production personnel who attend production meetings for a production are required to attend the post-production meeting.

5.5 Loan/Rental Policies for Production Items

The department occasionally loans or rents scenery, props, or costumes to other theatres and academic programs. The specific items that may be loaned or rented and the
applicable fee for rentals are determined by the Technical Director for scenery, the Props Master for props, and the Costume Director for costumes. Each if these individuals will also set specific conditions for loans and rentals. Equipment is normally not loaned or rented. All loans and rentals must be approved by the Production Manager or Costume Designer, depending on the content of the rental.

5.6 Facilities Access and Use

The Department of Theatre controls the use of all spaces on the second floor of the ASC Academic Wing, the Sirote Scene Shop, the Costume Studio, the Prop Studio, and the Odess Theatre. Classes are scheduled in most of the spaces in these facilities. The faculty and staff may reserve time in the Acting Studio, the General Classroom, and the Conference Room when it is available. Students are allowed to reserve time in the Acting Studio and the General Classroom when it is available. A schedule for reserving time in these spaces is located at the front desk. Rules for reserving the spaces are on the cover of the scheduling book.

As a courtesy to everyone in the department, all spaces should be kept clean and orderly. Please return all chairs, tables, and rehearsal furniture to an appropriate location and dispose of trash before you leave the space. Also be sure to lock all doors when you leave.

Access to spaces is controlled by lock and key or electronic lock and key card.

All faculty and staff are issued a sub-master key for selected spaces in the ASC Academic Wing and a key for their offices. Faculty and staff are also issued a key card that will allow access to the ASC stage door as well as the exterior and selected interior spaces of the ASC Academic Wing after hours. Production faculty and staff are issued a sub-master key that will allow access to the ASC Scene Shop exterior door and a sub-master key that will allow access to selected ASC interior spaces. The same two keys are issued by the Administrative Associate on a temporary basis to the directors for Theatre UAB main season productions. Costume faculty and staff are issued a key for the Costume Studio.

Other than the director’s keys that are issued by the Administrative Associate, keys are issued by UAB Key Control. All communication with Key Control should be done through the department’s Administrative Associate.

All Theatre Majors are issued key cards that will allow them access to the exterior and selected interior spaces of the ASC Academic Wing.

5.7 Casting Policy for Mainstage Productions

The Department is a university theatre housed in a professional performing arts center. As such, the casting of Department productions is guided by two goals, which may be in conflict: to provide the opportunity for members of the UAB community—students,
faculty, and staff—to explore creative expression through production, and to provide the opportunity for audiences to see and hear live theatre of high quality.

The Department casting policy attempts to address both of these goals by endorsing non-traditional casting, in which the race, gender, ethnic origin, and/or age of characters may be changed, when legally and artistically permissible, to take best advantage of the available talent and to provide a greater range of experiences to underserved populations.

The Department gives priority in casting to students. Faculty and staff will be considered for roles when either there is a shortage of available and interested students, or, in the opinion of the director, the quality of the production will be seriously compromised by using a student in a particular role. In the event that suitable students, faculty, or staff are not available, and with the approval of the Head of Performance and the Department Chair, actors from beyond the university community may be considered.

5.8 Casting Policy for Festival of Ten Minute Plays

All stated UAB Department of Theatre casting policies should be considered when casting plays for the Festival of Ten Minute Plays.

The Festival should be viewed as a training opportunity for Theatre Majors and Minors not currently cast in main stage productions and who may not, otherwise, have opportunities to perform in Theatre UAB productions. Student actors will be well served by playing the wide range of roles presented at the Festival, particularly roles beyond their age range. Only when the number of UAB Theatre Majors and Minors is insufficient to cast all 8 ten minute plays can directors cast UAB students who are not Theatre Majors and Minors. Under rare, unusual circumstances, directors will be allowed to cast someone who is not a UAB student, but this decision must be approved by the Producer for the Festival of Ten Minute Plays. Students directing or performing in the Ten-Minute plays do not receive practicum credit for their work.

5.9 The Ruby Lloyd Apsey Play Search

Every year, the Department sponsors a national play search. Manuscripts are solicited through the Theatre Communication Group’s biennial Dramatists Sourcebook. The deadline for submissions is usually in early December of the even-numbered year, with a winning script chosen by the following spring.

The submitted scripts are read by members of a Play Reading Committee appointed by the Department Chair. This committee of faculty and students chooses one script from all those submitted and announces it as the winner for that year.

The listing in the Dramatists Sourcebook advertises for “new and original plays confronting racial or ethnic issues, especially those calling for ethnically diverse and/or multi-racial casting.” The listing also emphasizes the need for “full-length dramas or comedies that can be produced as part of our regular season; that is, shows that can be
performed by a diverse and talented group of college students.” The play search is open to both unproduced and previously-produced works.

The playwright whose work is chosen receives the Ruby Lloyd Apsey Award, which is a $2000 prize and a staged reading of the work, with the possibility of a fully-realized production in a later season. The playwright is invited to UAB for the reading with reimbursement for all travel and lodging expenses.

5.10 Complimentary Ticket Policy

Theatre faculty members are entitled to two comps per production. Theatre Majors, cast, crew, and THR 124 and 125 students receive one comp per production. Names of everyone eligible for comp tickets for each production are sent to the ASC Box Office, and all individuals can make reservations and pick up tickets there.

6. STUDENTS

6.1 Student Handbook

The theatre student handbook is published on the Department web site. While the information in this handbook is written for students, faculty will benefit from being aware of the contents. Therefore all faculty members are expected to be familiar with the contents of the Students Handbook.

6.2 Academic Advising

Advising of theatre students is supervised by the Head of Departmental Advising. All theatre majors are assigned an advisor in the Department at the beginning of their first semester at UAB. Guidelines for advising:

- Students are not able to register until they have been advised and they are given a RAC code. Certain holds must be released by their CAS Advisor, but CAS advisors will not remove the theatre advising hold.
- Advising assignments are made by the Head of Departmental Advising and the Department Chair. The function of the advisor is to facilitate a student’s academic progress. Given the number of theatre majors and the number of advisors, it’s not possible to place every student with an advisor who teaches classes in the student’s primary area of interest. If a student has a particular area of interest (scene design, playwriting, etc.) and his/her advisor doesn’t teach classes in that area, the student is encouraged to seek mentoring from a member of the faculty that does teach classes in that area. Advisors are also encouraged to seek advice from the same faculty when recommending a sequence of courses in an area outside their area of expertise.
• Students may request a specific advisor but changes to advising assignments should be student motivated. Students who wish to change advisors should contact the Head of Departmental Advising, who will facilitate the change.
• It is the responsibility of advisors to keep checksheets up-to-date and include dated, concise notes in the advising file. The Head of Departmental Advising is responsible for entering advising notes into the online Advisor Tracking System (ATS)
• Course substitutions must be approved by the Chair or the faculty member responsible for approving Applications for Degree. When possible, these substitutions should be approved prior to registering for the substitute course. Please don’t inform a student that a course will substitute for another course before getting approval for the substitution. A course substitution form must be filled out, approved, and the student’s CAS advisor should be notified of the change.

All majors have a CAS (College of Arts and Sciences) advisor in addition to their advisor in the Department. Departmental advising is not a substitute for seeing a CAS advisor. A departmental advisor is primarily responsible for advising students on major or minor requirements only. All majors should be encouraged to see their CAS advisor prior to accruing 60 credit hours to ensure that they are making timely progress toward graduation. They should also schedule a “credit check” with their CAS advisor at least six months prior to the date they intend to graduate. At this time they will be able to go over their remaining requirements and apply for graduation.

7.0 THE DEPARTMENT WEB SITE

The Department’s web site address is http://www.uab.edu/theatre/. The site offers continually updated news and announcements from the Department as well as photographs from past productions, profiles of every member of our faculty and staff, and various resources for both faculty and students.

All members of the faculty are welcome to suggest content for the site. The web site is designed and maintained by an assigned faculty member, so all such questions, comments, and suggestions should be directed to that person.