3.f. Faculty Promotion and Tenure Policies

The following policies and procedures supplement, but do not replace, the policies and procedures specified in the UAB Faculty Handbook and Policies and the School of Arts and Humanities Handbook. Departmental Records: Each member of the department will submit to the chair an updated curriculum vitae by the end of the first week of classes in the fall semester of each year. A departmental file will be kept in the music office and will include each member’s CV, copies of publications, papers, evidence of teaching success, programs, annual reports, grant proposals, photos, reviews, and any other documents that may bear upon the professional activities of the faculty member. The chair will also maintain a file of materials relating to the faculty member’s teaching performance. This might include student evaluations, peer evaluations, letters from alumni or evidence of student success, and evaluations from workshops, clinics, and conferences. Each member of the faculty will submit to the chair an annual faculty report detailing their activities over the past academic year.

Types of Reviews:

- **Formal Review:** The chair will notify the faculty member of the review four weeks in advance of a scheduled formal review to allow time for the faculty member to update his/her personal records and to submit additional materials that the chair deems appropriate. The chair will consult with other members of the faculty, who will have had the opportunity to examine the faculty member’s file. The chair will then meet with the faculty member. Following this meeting, the chair will write a letter to the faculty member stating the various points that the chair deems appropriate. All tenured members of the faculty will be given the opportunity to see and make comments to the chair before the letter is given to the faculty member under review. The faculty member being reviewed will be given two copies of the letter; he/she will sign one copy and return it to the chair to indicate that he/she has received and read the review.

- **Informal Review:** All members of the faculty will be reviewed by the chair on an annual basis except in years in which Formal Reviews have taken place. POLICIES THAT AFFECT UNTENURED FACULTY:

  - **Review of faculty not on tenure track:** In the case of faculty members not on tenure track, the chair will conduct a formal review one year prior to the end of the faculty member’s contract. The procedures for the review may vary depending on the nature of the faculty member’s appointment. Review of untenured (but tenure-track) faculty: Un Tenured (but tenure-earning) faculty are reviewed each year. When a retention decision must be made, a formal review is conducted; otherwise an informal review is conducted. A formal review is also conducted if and when a faculty member comes up for tenure and/or promotion. The purpose of the informal review is to access the faculty member’s progress toward tenure. The formal review of untenured faculty also serves this purpose (in addition to forming part of the procedure for determining tenure or retention.) For further information about these reviews, see section VI (“Faculty Evaluations”) of the School of Arts and Humanities Faculty Handbook Spring 2000 “Official Faculty Policy.” Also see the UAB Faculty Handbook and Policies 2000, Faculty Handbook Sections 2.64 and 2.66. Procedures for retention decisions: A formal review is conducted in connection with retention decisions. In addition, prior to making a recommendation to the dean, the chair shall call a meeting of all members of the department (except the faculty member in question) to discuss whether the faculty member should be retained. A vote advisory to the chair will be taken. If the chair decides against retention, he/she will write a letter to the faculty member informing him/her that retention is denied; this letter will include a report of the faculty vote. The
chair’s letter to the dean will also include details of the faculty vote. If the decision is positive, the chair will submit a formal recommendation to the dean, including a report of the faculty vote. In addition to a report of the vote, the letter to the dean will include a summary of the views of the majority of voting faculty. All tenured members of the faculty will have the opportunity to see any letters before they are sent to the dean or the faculty member in question. For further information about tenure decisions, see section IX (“Tenure Decisions”) of the School of Arts and Humanities Faculty Handbook, 2000 “Official Faculty Policy.” Also see the UAB Faculty Handbook and Policies 2000, Faculty Handbook Sections 2.6.6 and 2.6.7. Procedures for promotion to Associate Professor In the case of an assistant professor, the decision to grant tenure and to promote to associate professor occurs simultaneously. Therefore the procedures for these two decisions are one and the same. The criteria for retention, tenure and promotion focus on excellence in teaching, research/creative achievement, and service. While the Department of Music regards all three as important, it is appropriate depending on the nature of the appointment and the duties required to give greater weight to one more areas above the other(s). Tenure and promotion to associate professor require substantial, meritorious records of teaching and scholarly research/creative achievement. Separate letters will be written from the chair and a senior faculty member, who is not the chair, reporting the results and recommendations to the dean. For Further Information about these criteria, see section IV (“Criteria for Retention, Promotion, and Tenure”) of the School of Arts and Humanities Faculty Handbook Spring 2000 “Official Faculty Policy.” Also see the UAB Faculty Handbook and Policies 2000, Faculty Handbook section 2.4 (“Faculty Ranks and Related Criteria”). The timing of non-retention or denial of tenure decisions During the first year of service, a faculty member (including those on non-tenured earning appointments) must be given at least three months’ notice of non-retention. After one full year of service, a faculty member must be given twelve months’ notice of non-reappointment (or denial of tenure). For further information, see the UAB Faculty Handbook and Policies 2000, Faculty Handbook Section 2.6.4.1. POLICIES THAT AFFECT TENURED FACULTY Review of associate professors Associate professors are formally reviewed once every two years. They are also formally reviewed if and when they come up for promotion. The purpose of the formal review is to provide the faculty member with a general assessment of his/her recent performance as faculty and scholar. The review should also provide an assessment of his or her progress toward promotion. The formal review may also be conducted as part of the procedure of determining promotion. For further information about these reviews, see section VI (“Faculty Evaluations”) of the School of Arts and Humanities Faculty Handbook Spring 2000 “Official Faculty Policy.” Also see the UAB Faculty Handbook and Policies 2000, Faculty Handbook Sections 2.6.4 and 2.6.6. Promotion to full professor For promotion to Full Professor, a formal review shall be conducted. In addition, the chair shall call a meeting of all members of the department at the rank of professor, to discuss promotion. A vote from all Full Professors within the department will be taken. (This vote is advisory to the chair.) If the chair decides against promotion, he/she shall notify the faculty member in writing; this letter will include a report of the faculty vote. If the decision is positive, the chair will submit a formal recommendation to the dean, including a report of the faculty vote. In addition to a report of the vote, the letter to the dean will include a summary of the views of the majority of voting faculty. All full professors will
have the opportunity to see any letters before they are sent to the dean or the faculty member in question. (If the chair is not of sufficient rank, the procedure shall be conducted by a committee consisting of all department members with the rank of professor. In this case, if a majority of the committee favor promotion, they will so recommend to the dean. If a majority do not favor promotion, they will so inform the faculty member and the dean.) A separate letter, similar to that of the chair, reporting the vote of full professors, will be written by the senior full professor, who is not the chair. This letter will provide the faculty’s recommendation to the dean of the school. For further information about promotion, see section X (“Promotion Decisions”) of the current School of Arts and Humanities Faculty Handbook “Official Faculty Policy.” Also see the UAB Faculty Handbook and Policies 2000, Faculty Handbook Section 2.6.6.

Criteria: The criteria for promotion focus on excellence in teaching, research, and service. Although the Department of Music regards all three as important, it is appropriate to the nature of the discipline to place greater weight to one or two areas over the other(s). Tenure and promotion to associate professor require substantial, meritorious records of teaching and refereed scholarly research. Promotion to full professor shall require substantial additional pedagogical and scholarly contributions. For further information about these criteria, see section IV (“Criteria for Retention, Promotion, and Tenure”) of the School of Arts and Humanities Handbook, 2000 “Official Faculty Policy.” Also see the UAB Faculty Handbook and Policies, 2000 Faculty Handbook section 2.4 (“Faculty Ranks and Related Criteria”). Review of full professors Full professors are formally reviewed once every three years. The purpose of the formal review is to provide the faculty member with a general assessment of his/her recent performance as faculty member and scholar. For further information about these reviews see section IV (“Faculty Evaluation”) of the School of Arts and Humanities Faculty Handbook Spring 2000, “Official Faculty Policy.” Also see the UAB Faculty Handbook and Policies 2000, Faculty Handbook sections 2.6.4 and 2.6.6.

POLICIES CONCERNING THE CHAIR

The chair of the department is formally reviewed once every three years. The review is substantially similar to the formal review conducted of tenured faculty. The departmental review will be conducted by a committee consisting of all tenured faculty or by a subcommittee that will solicit appropriate input from untenured faculty. The committee or subcommittee will select its own chair, who will report the results of the review to the dean. The purpose of the review is to provide the chair with an appraisal of his/her performance as chair, as well as a general assessment of his/her performance as faculty member and scholar. ADDITIONAL RIGHTS OF FACULTY MEMBERS Whenever a faculty member is reviewed, he/she has the right, after receiving the letter of review, to respond in writing to that letter, making any comments he/she deems appropriate. The response (if any) will then be attached to the letter of review and will become a part of the record, so that anyone who sees the letter will also see the response. Whenever a decision has been made not to grant tenure, the faculty member has the right to submit his/her resignation. In that case, the procedure will be halted and there will be no formal denial of tenure. The same goes for decisions not to retain. Also see the UAB Faculty Handbook and Policies 2000, Faculty Handbook Section 2.6.8. POLICIES CONCERNING ADJUNCT OR SUPPLEMENTAL FACULTY Adjunct or supplemental faculty will be informally reviewed by the Chair and/or Associate Chair once every year. Adjunct faculty are not required to maintain activity in creative/research
or service as are full-time faculty and are not tenure-earning regardless of their length of service to the department. Reviews of adjunct faculty will be based on their success in classroom teaching as evidenced by accurate record keeping, student evaluations, peer evaluations and the evaluations of the chair and/or associate chair. Adjunct faculty are retained on a semester by semester basis. Termination of adjunct faculty does not require extended notice as is the case with full-time faculty.