DEPARTMENT OF THEATRE
Personnel Policies Procedures The following policies and procedures supplement, but do not replace, the policies and procedures specified in the UAB Faculty Handbook and Policies 2000 and the School of Arts and Humanities Handbook Spring 2000. These policies concern only full-time faculty members of the Theatre faculty.

DEPARTMENTAL RECORDS Each member of the department will submit to the Chair a faculty annual report and a curriculum vitae to be updated annually. In addition to these CV’s, the faculty files will include copies of publications, papers, grant proposals, photos, videos, reviews, adjudications or any other documents bearing upon the professional activities of the faculty members. The Chair will also maintain a file of materials relating to the evaluation of 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 the faculty member has given in an educational or professional setting. TYPES OF REVIEWS Formal Review The Chair will notify the faculty member of the review by the end of the preceding term, and request that the faculty member bring his/her personnel records up-to-date and submit any other material deemed appropriate. The Chair will consult with other members of the department, 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 he/she deems appropriate. All tenured members of the faculty will be given the opportunity to see this letter before it is given to the faculty member being reviewed. The faculty member being reviewed will then be given two copies of this 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 Informal reviews are similar to formal reviews, except that the Chair does not normally consult with other members of the department and the other members of the department do not normally review the letter. (See Section VI (“Faculty Evaluation”) of the School of Arts and Humanities Handbook Spring 2000 “OFFICIAL FACULTY POLICY”.)

POLICIES THAT AFFECT UNTENURED FACULTY Review Of Faculty Not On Tenure Track A PERSONNEL COMMITTEE of three members shall be elected from the faculty representative of the following three areas: general studies, design-tech and performance. This committee will formulate teaching and production evaluation criteria, set up timelines for reviews, visit faculty classes once per semester, and write formal evaluations that will be submitted to the Chair. The Chair shall conduct a review each time the faculty member’s contract is up for renewal, but in no case less often than every two years. The procedures used for the review will include evaluations from the Personnel Committee. Exact criteria will depend on the nature of the faculty member’s appointment. (See appendix USITT, AMTE, VASTA, ATHE guidelines) Review of Untenured (but Tenure-Track) Faculty Division coordinators (general studies, performance and design-tech) with rank at or above the faculty member to be evaluated, will determine time lines, visit a minimum of one class per term, and attend productions, workshops or service related activities. It is the responsibility of the faculty member being evaluated to notify the Division Coordinators of those events to be evaluated. Notification must be given from the term before the events take place. The Chair will receive an annual written evaluation from the division coordinator. The Chair will observe teaching in one class per term, and attend productions, workshops or service-related
activities. The Chair must be notified!before the events take place. The Chair shall submit a yearly written evaluation that includes the Division Coordinator’s report.

OUTSIDE EVALUATIONS The Chair, Division Coordinator and faculty member reviewed will determine the timetable for appropriate productions to be reviewed by outside evaluators. These evaluations should be by scholars and/or artists knowledgeable in the faculty member’s expertise. Their reputation or academic ranking should be at the level or above the ranking the faculty member is seeking. Professional artists who are solicited to evaluate faculty should equal ranking expectations. Assistant Professors (state reputation), Associate (regional), Full (national; international). These written evaluations should be submitted to the Chair with a professional or academic resume or CV.

Untenured (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 the faculty member comes up for tenure and/or promotion. The purpose of the informal review is to assess 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). (See UAB Faculty Handbook and Policies 2000.)

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 will be taken (this vote is advisory to the Chair). If the Chair decides against retention, he/she will write a letter to the faculty member informing him/her that his/her contract will not be renewed; 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 tenured members of the faculty will have the opportunity to see any letters before they are sent to the Dean or faculty member in question. THE CRITERIA FOR RETENTION National guidelines specific to the division will be made available to the faculty member in order to prepare documentation for promotion and/or tenure. These guidelines include: 1) ATME—Association of Theatre Movement Educators, 2) USITT—United States Institute for Theatre and Technology, 3) ATHE—Association of Theatre in Higher Education, and 4) VASTA—Voice and Speech Trainers Association. These guidelines focus on excellence in TEACHING, CREATIVE/ACTIVITY-RESEARCH, SERVICE, and a category specific to theatre, CREATIVE ACTIVITY-TEACHING. This later category is the combination of the faculty member’s area of specialization (whose professional creativity is directing, acting, or designing) with student participants who are learning by working on creative projects. The CONTEXT of the creative work must be carefully considered. Whereas the Department of Theatre regards all three as important, it is appropriate to the nature of the discipline to look at the individual nature of the position to determine what weight to give to creative activity/research, teaching, service, or creative service-teaching. Design/technical positions should focus on the criteria in the guidelines in the USITT bulletin. Performance faculty who specialize in voice should focus on VASTA guidelines, movement specialists on ATME guidelines, and generalists on the ATHE guidelines. Faculty may option to focus on more than one organizational guideline.
POLICIES FOR TENURE DECISIONS A formal review is conducted in connection with tenure decisions. In addition, prior to making a recommendation to the Dean, the Chair shall call a meeting of all faculty members of the department to discuss whether the candidate should be granted tenure. A vote will be taken of only tenured faculty members. This vote is advisory to the Chair. The faculty must appoint one tenured faculty member to write a letter confirming and summarizing the faculty vote for the School of Arts and Humanities. If the Chair decides against tenure, he/she will write a letter to the faculty member informing him/her that tenure is denied; 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. A letter will be sent from the representative of the voting faculty to the Dean. 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. Procedures for Promotion to Associate Professor The decision to grant tenure and to promote to associate professor usually occurs simultaneously. Therefore, the procedures for these two decisions are one and the same. The criteria in the Theatre Department expect excellence in creative activity/research; teaching; service; and creative activity-teaching; it is appropriate however, to emphasize areas according to the area of expertise for weighted criteria. Promotion to associate professor requires that the candidate have a meritorious review in the state of Alabama and in the southeast region. Therefore, performance areas should refer to VASTA, AMTE and ATHE; design-technical areas should refer to USITT. (Also see section IV “Criteria for Retention, Promotion and Tenure” of the School of Arts and Humanities Faculty Handbook in Appendix 1, and the UAB Faculty Handbook and Policies Appendix 2.) The Timing of Non-Retention or Denial of Tenure Decisions During the first year of service, a faculty member (including those on non-tenure-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.) 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 a faculty member 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 for determining promotion. (See Faculty Evaluations of the School of Arts and Humanities Faculty Handbook, Appendix 2.) Promotion to Full Professor Procedures: 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 whether the faculty member should be promoted. A vote 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 faculty vote. If the decision is positive, the Chair will submit a formal recommendation to the Dean including a report of the faculty vote. The faculty shall appoint one member in addition to the Chair to write a separate letter to the Dean with their findings for promotion and/or tenure. 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
rank of professor. In this case, if a majority of the committee favor promotion, they will so recommend to the Dean. If a majority does not favor promotion they will so inform the faculty member.) (See School of Arts and Humanities Handbook.) Criteria The criteria for promotion focus on excellence in teaching, research, service, and creative activity-teaching. Tenure and promotion to Full Professor in theatre requires substantial, meritorious records of teaching and creative activity/research, and service that is nationally and/or internationally recognized. (See School of Arts and Humanities Faculty Handbook, and professional association guidelines.) 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 members or by a subcommittee selected by the tenured faculty. The committee or subcommittee 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 a 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 to not retain. (See UAB Faculty Handbook and Policies.)