

**CODE OF THE
DEPARTMENT OF MUSIC,
THEATRE AND DANCE**

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CODE OF THE DEPARTMENT OF MUSIC,
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ARTICLE I: THE DEPARTMENT

The department consists of three programs: music, theatre, and dance. These areas are housed in separate locations and have their own program directors who are under the direction of one chair.

ARTICLE II: DEPARTMENTAL MISSION AND GOALS

The department's mission is to support the study, practice, and comprehension of the performing arts of music, theatre, and dance by:

- A. developing, encouraging, and sustaining the highest possible standards of teaching, learning, and performance;
- B. providing an excellent creative and cultural environment for the university and greater community;
- C. educating students in the liberal arts and training performers, teachers, designers, therapists, technicians, conductors/directors, composers/playwrights/choreographers who excel in responsible, artistic, and inspirational leadership;
- D. supporting an active faculty and student body in the pursuits of creativity, scholarship, performance, and appreciation.

ARTICLE III: DEPARTMENTAL GOVERNMENT

Section A: Faculty Participation

1. All members of the faculty who hold full-time appointments at any rank, whether temporary, special, or regular, and who are administratively responsible to the Chair of the Department of Music, Theatre, and Dance, have the right to participate and vote in the conduct of all relevant business except as specified in paragraph "2" of this section.
2. Participation in the formation of departmental codes and deliberation on promotion and tenure Participation is limited to "eligible faculty members." As defined in the University Code (C.2-4.2,1989), they are:
 - a. faculty in residence at the University or on sabbatical leave;
 - b. faculty who have completed at least one year of service at the University as regular, regular part-time, or transitional appointee with rank above that of instructor or the equivalent;
 - c. faculty administratively responsible to the head of the department in question;
 - d. reporting to but not including the Chair of the department.

3. The Administrative Officers of the Department of Music, Theatre, and Dance shall be designated as Directors of Music, Theatre, and Dance (one of whom shall serve as Chair), and an Assistant to the Chair selected from the Music faculty. As a group, they shall serve as the executive committee for the department.

Section B: Duties and Responsibilities of the Department Chair

1. The procedures for the Chair's selection and term are defined in the University Code ("Departmental Organization ... Operational Policies of Departments," and "Duties of Officers, Deans of the Colleges," pp. 91-94). The term shall be for five (5) years, and the Chair may be reselected.
2. The Chair is the chief academic and administrative officer of the department. The duties and responsibilities shall include:
 - a. enforcing University regulations and policies and implementing the provisions of the department code;
 - b. providing leadership in recruiting new students and faculty;
 - c. developing sources of additional internal and external funding;
 - d. coordinating and promoting the department's public events;
 - e. delegating evaluating of directors to their staffs;
 - f. adjusting faculty salaries in accordance with guidelines as set forth in Article III of the Code;
 - g. distributing and/or delegating to the directors responsibility for teaching assignments, scheduling class hours, and preparing reports for appropriate University officials;
 - h. chairing the Executive Committee as a voting member; and may act as a non-voting ex-officio member on all other departmental committees, except for meetings of the Promotion and Tenure Committee;
 - i. calling a minimum of one faculty meeting per semester. Faculty members shall be notified of such meetings with at least one week's notice and provided with a written agenda and appropriate documents. Other meetings may be called with at least 24 hours notice. *Roberts Rules of Order* (Revised) shall be the procedural guide for all departmental meetings;
 - J. delegating the Assistant Chair, with the approval of the Dean to act in the Chair's absence. An extended absence of the Chair or a vacancy in the chairmanship shall require an interim appointment by the Dean of the College;

- k. overseeing and/or delegating authority to the directors for the maintenance of conditions and safety of all buildings and to initiate remedial action;
- l. appointing and/or delegating authority to the program directors for the membership of all departmental committees and to make every *effort* to distribute committee assignments as equitably as possible;
- m. determining teaching effectiveness and offering constructive criticism for implementing departmental goals.

Section C: Duties and Responsibilities of the Director of Theatre

1. The University Theatre/Theatre Arts Program shall be administered by a Director of University Theatre and Theatre Arts Program selected by the eligible Theatre faculty and with the approval of the Chair. The Director's authority and responsibilities are also delegated by the Chair. The Director of Theatre shall report to the Chair of the Department of Music, Theatre, and Dance.
2. The Director of University Theatre/Theatre Arts Program shall be responsible for delegated matters of budget, curriculum, employment, faculty evaluations, and recommendations for hiring, firing, promotion, tenure, scheduling, facilities, program, and supervision of students within the Theatre Arts Program. The Director shall also be responsible for other delegated matters of concern to the University Theatre/Theatre Arts Program.
3. The Director of University Theatre/Theatre Arts Program shall consult with the Theatre Arts faculty and staff on all matters affecting the welfare of the University Theatre/Theatre Arts Program.
4. The Director of University Theatre/Theatre Arts Program shall keep the faculty and staff informed of the program's expense budget, calendar deadlines, scheduling, course load distribution, and other professional and academic matters of point.
5. The Director of University Theatre/Theatre Arts Program shall hold a faculty/staff meeting once a week or as needed, at a time agreed upon by all, during periods when the University is in session, and when otherwise necessary and agreeable to the majority.

Section D: Duties and Responsibilities of the Director of Dance

1. The Dance Program shall be administered by a Director of Dance selected by the eligible Dance faculty with the approval of the Chair of Music, Theatre, and Dance. The Director's authority and responsibility are also delegated by the Chair. The Director shall report to the Chair of Music, Theatre, and Dance.
2. The Director of the Dance Program shall be responsible for delegated matters of budget, curriculum, employment, faculty evaluations, and recommendations for hiring, firing, promotion, tenure, scheduling, facilities, program, and supervision of students within the Dance Program.

3. The Director of Dance shall consult with the Dance Program staff on all delegated matters affecting the welfare of all groups within the Dance Program.
4. The Director of Dance shall keep the staff informed of the Program's expense budget, calendar deadlines, scheduling, course load distribution, concert audiences, and other professional and academic matters.
5. The Director of Dance shall hold staff meetings at least once monthly with one week's advance notice, at a time agreed upon at the beginning of the fall and spring semesters.
6. The Director of Dance shall coordinate the use and upkeep of General Services Building by agreement with the appropriate university representative(s).

Section E: Duties and Responsibilities of the Director of Music

1. The Music Program shall be administered by a Director of Music selected by the eligible Music faculty and with the approval of the Chair. The Director's authority and responsibilities are also delegated by the Chair. The Director of Music shall report to the Chair of the Department of Music, Theatre, and Dance.
2. The Director of Music shall be responsible for delegated matters of budget, curriculum, employment, faculty evaluations, and recommendations for hiring, firing, promotion, tenure, scheduling, facilities, program, and supervision of students within the Music Program. The Director shall also be responsible for other delegated matters of concern to the Music Program.
3. The Director of Music shall consult with the Music faculty and staff on all matters affecting the welfare of the Music Program.
4. The Director of Music shall keep the faculty and staff informed of the program's budget, calendar deadlines, scheduling, course load distribution, and other professional and academic matters of point.
5. The Director of Music shall hold a faculty/staff meeting once a week or as needed, at a time agreed upon by all, during periods when the University is in session, and when otherwise necessary and agreeable to the majority.

Section F: Duties and Responsibilities of the Assistant to the Chair

1. the Assistant to the Chair, a tenured faculty member in Music, is elected by the Music faculty and approved by the Chair for a two-year, renewable term;
2. the Assistant to the Chair shall be released from one-third of a typical teaching load or be given increased remuneration to carry out the duties assigned by the Chair;

3. the Assistant Chair shall serve as Chair of the Music Advisory Council, serve on the Departmental Executive Committee, and carry out duties relating to the Music Faculty, students, and activities.

Section G: The Departmental Committee

1. The Executive Committee for the department is comprised of the two Program Directors, the Assistant to the Chair, and the department Chair, who shall serve as Chair of the committee.
2. The Executive Committee shall be an advisory body to the chair on such substantive matters as the reappointment or dismissal of faculty members, priorities and job descriptions for new faculty, major capital equipment expenditures (over \$1,000), and other matters essential for effective administration and sound morale.
3. The Executive Committee shall conduct annual evaluations of the Chair, in accordance with College guidelines.
4. It shall be the responsibility of the Executive Committee to conduct a departmental self-evaluation every six years during every fourth year of service of an incumbent department chair, in accordance with College guidelines.
5. In addition to the formal departmental self-evaluation, a report on the year's business and an assessment of departmental progress shall be made annually. This informal evaluation shall be initiated by the Executive Committee, and a report submitted to the faculty-at-large for their discussion and approval.
6. It shall also serve in grievance procedures as specified in Article VIII.

Section H: Departmental Committees 1. Departmental Committees:

- a. The Promotion and Tenure Committee shall be comprised of all tenured faculty and shall deal with promotion and tenure, consult with the Chair on faculty positions to be filled, the qualifications of candidates, and monitor the progress being made by untenured tenure track faculty;
- b. The Committee of Professors for the department shall deal with matters of promotion and tenure for faculty seeking advancement to full professor under the existing University guidelines.

2. Music Program Committees:

- a. The Music faculty shall elect a Music Advisory Committee which shall consist of three representatives elected by the full-time faculty members, and the Assistant to the Chair. This committee shall discuss issues relating to Music and report to the Chair. The election shall take place annually during the month of April. Those elected shall assume

office the following fall semester, but may be consulted during the summer. The results are to be tabulated and announced during the same meeting.

- b. Standing Committees for Music: Advisory, Undergraduate Studies, Graduate Studies, Library, Scholarship, Recruiting, and Facilities and Equipment. There shall also be Applied Coordinators; and Directors of Ensembles (with a member of the Dance and Theatre Programs serving on the committee as coordinators for matters of scheduling, etc.). These directors have spending authority delegated and controlled by the Chair and Executive Committee of the Department.

3. Theatre Program Committees:

- a. The Theatre Arts Executive Committee shall consist of all full-time and part-time faculty members, and shall be chaired by the program Director.
- b. The Theatre Program has the following structure: Coordinators for Advertising, Costuming, Scenic Elements, Theatre Maintenance, Office Supplies and Library, Design, and Summer Theatre. Each of these areas has a designated faculty or staff member who is responsible and has spending authority assigned by the Director of Theatre Arts and the Theatre Arts Executive Committee.
- c. *Ad hoc* committees are formed for productions, special projects, and other needs as identified by the Theatre Arts Executive Committee.

4. Dance Program Committees:

- a. The Dance Program Advisory Committee consists of full- and part-time staff and faculty and is chaired by the Director of Dance.
- b. The Dance Program has the following committees: Scholarship, Recruitment, Curriculum, Facility/Equipment, Studio Night/Dance Concert Production.
- c. All other committees are *ad hoc*. **ARTICLE IV: GRADUATE FACULTY,**

ADVISORS, AND GRADUATE COMMITTEE

All faculty of the Music, Theatre, and Dance Department who meet the following criteria are eligible to serve as graduate faculty.

- A. Minimum rank of Assistant Professor is required. Exceptions may be made with the approval of the Department Chair and the Graduate Committee in the cases where students are studying with an applied teacher not at this level, and the applied area is a vital part of the graduate work.
- B. The Chair shall appoint a divisional head of the Graduate Area who shall be directly involved in all phases of the program. This is a continuing appointment.

- C. Each year the Chair shall appoint a Graduate Committee with its own chair, and their responsibility is to address recruitment, graduate teaching assistant appointments, and other graduate student concerns.

ARTICLE V: ANNUAL FACULTY EVALUATIONS

- A. It shall be the responsibility of the Chair to conduct an annual evaluation of all faculty members (under College guidelines). Evaluations shall be based on the quality and quantity of performance in fulfilling the faculty member's responsibilities to the department during the period of evaluation.
1. The general principles of evaluation shall include teaching effectiveness, research/creative activity, and service. The primary emphasis shall be on teaching effectiveness.
 2. Faculty shall be responsible for keeping their *curriculum vitae* current.
- B. Program Directors and the Assistant to the Chair shall evaluate faculty members in their respective areas. Each faculty member evaluated shall receive a copy of the evaluation and be given the opportunity to discuss it with the evaluator before it is forwarded to the Chair.
- C. The Promotion and Tenure Committee shall submit a summary to the Chair of their findings on the progress being made by faculty moving toward tenure.
- D. The Chair shall write an evaluation based on all of the above materials. After giving them the final evaluation, the Chair shall provide an opportunity for an annual conference with each member of the departmental faculty. The faculty member shall be fully advised concerning the methods and criteria used in the evaluation, the results of the evaluation, and how the results shall be utilized. The final evaluation shall be signed by the department Chair and the faculty member. The faculty member and the Program Directors and Assistant to the Chair shall receive a copy of this evaluation. (Cf. VLA.3)
- E. Should any grievances arise between a faculty member and the department chair with regard to the evaluation of performance, the faculty member, as a part of Step I in the University grievance procedure, may request review by the departmental Grievance Committee (see Article VIII, A, 13), which shall grant the person a hearing and make a subsequent written review of its findings to the Chair and the concerned faculty member.
- F. For matters still unresolved, see Steps II through V in the Faculty Manual and article VIII of this CODE.
- G. Periodic Comprehensive Review of Tenured Faculty: The department will conduct comprehensive performance reviews in accordance with Section E. 11.2.2 of the *Academic Faculty and Academic Professional Manual*.

ARTICLE VI: TENURE, PROMOTION

Acting on matters of tenure and promotion is one of the faculty's most important collegial responsibilities. New faculty should be advised that the faculty committee, composed of all eligible members, must function within the University Code and be cognizant of current College and University guidelines. Furthermore, tenure and promotion standards are seen as being both quantitatively and qualitatively subjective in their application to individual faculty. It is recommended that faculty moving toward application for tenure and promotion or promotion acquaint themselves with the aforementioned documents, examine their yearly reviews, and confer with both the Chair and tenured faculty for guidance.

The process involved in tenure and promotion, after application has been made and approved, is as follows: the Promotion and Tenure Committee considers and recommends; the Chair makes a recommendation to the Dean of the College; and the Dean, in turn, makes a recommendation to the Academic Vice President of the University, who makes the final decision.

The following guidelines of the department are based on the assumption that tenure and promotion to the rank of Associate Professor should be linked, and the University Code's requirement that promotion to professor will be recommended by a committee composed of the department's professors.

Section A: The Tenure and Promotion Committee's Review of Annual Faculty Inventory Reports

1. The Promotion and Tenure Committee shall annually review the Faculty Inventory Reports for tenure-track faculty who have not yet come up for tenure.
2. The Committee shall forward a summary of comments made in discussion (without attribution), review progress on the basis of categories from the report and other materials such as a hire letter and statements of job expectations from the chair, and give a record of the vote taken on "progress being made" to the Chair. These comments should be forwarded to the faculty member along with the Chair's confidential evaluation.
3. The Chair's yearly review shall also discuss the faculty member's teaching, service, and research/creative activity, articulate goals, and set evaluative criteria. It is expected that any changes in assignments or percentages of effort for yearly audits be discussed with the Chair in the optional conference provided for in the annual review and forwarded for discussion to the Promotion and Tenure Committee. (Cf. V.D)
4. The Committee's progress reports shall be reviewed yearly for probationary faculty and candidates coming up for tenure and promotion.
5. The committee shall require reports from three reviewers of the candidate's teaching: the Chair, the director of the unit or the Assistant Chair, and an outside faculty member. The candidate shall be visited at least once a year (in the Fall) by each of the reviewers. If deemed necessary, a follow-up visit may be made during Spring semester. The candidate shall meet with the reviewers and also receive copies of the reports made by the reviewers which are sent to the committee.

6. At the time that probationary faculty are considered for tenure, proper application must be made and there shall be a meeting of the Promotion and Tenure Committee at which the candidate shall present the application and answer questions on application materials.

Section B: Tenure and Promotion Procedures

1. The granting or denial of tenure shall require recommendations by a majority vote of the eligible faculty, who shall be convened by the Chair at the appropriate time. (See Appendix A for annual schedule.)
2. After recommendations received from the tenured faculty, the department Chair, College Dean, or the University Academic Vice President shall reverse a positive recommendation only for compelling reasons which shall be stated in writing to the faculty member and the recommending body.
3. Tenure and promotion shall be considered by the faculty Promotion and Tenure Committee. (See 11I.A.1,2.)

Section C: Guidelines for the Evaluation of Candidates for Promotion and Tenure

Research/Creative Activity: This may include any of a wide variety of activities depending upon the field of specialization and teaching assignment of the faculty member. It is expected that faculty members shall pursue research/creative activities appropriate to their field of specialization and shall achieve significant recognition among their peers. It is understood that a faculty member in any particular area is not limited to research activities listed in that area. It is recognized that the department's faculty members participate in a wide variety of research/creative activities: they perform, write, edit, compose, publish, consult, and record, to name a few. Such breadth of activity is strongly encouraged. However, the focus of each faculty member's efforts should be directed toward those activities which are in the area of their teaching responsibility.

Evidence to be considered in the evaluation of research/creative activity shall be examined according to the record of continuing and cumulative productivity. Such evidence may include (in no hierarchic order):

a. for the teacher of performance:

- i. significant public performance evaluated on the basis of location, nature of the audience, quality of performance, and critical reviews. Such public performance might include recitals as a soloist, member of an ensemble, guest solo or ensemble appearances off-campus, or performance in professional ensembles;
- ii. presentations at workshops, seminars, conferences, and contributions to professional journals;
- iii. critical reviews.

b. for the conductor/director/choreographer:

- i. guest appearances;
 - ii. presentation of performances or papers for professional societies;
 - iii. scholarly publications such as articles, editions, and arrangements;
 - iv. critical reviews.
- c. for the teacher of music theory and/or composition/playwriting:
- i. commissions, performances, or publication of compositions or arrangements;
 - ii. publication of books, plays, articles, reviews, chapters of books, or monographs;
 - iii. presenting papers, speaking or participating on panels in meetings of professional societies; iv. critical reviews.
- d. for the teacher of performing arts history, music education, and music therapy:
- i. publication as the author, co-author, editor, or translator of books, chapters in books, articles, reviews, monographs, and scholarly editions;
 - ii. presenting papers, speaking, or participating on panels in meetings of professional associations; appearances as a guest lecturer or seminar leader on other campuses or pre-college schools;
 - iv. critical reviews.
- e. for designers, technicians, costumers;
- i. commissions, performances, or publications;
 - ii. publication of books, articles, reviews, chapters of books, or monographs;
 - iii. presenting papers, panels, displays at meetings of professional societies;
 - iv. critical reviews.

2. Teaching

It is understood that all considerations for tenure and promotion involve evidence of teaching effectiveness and take into consideration special achievements in this area. Evaluations are based on such evidence as peer visitations, yearly student evaluations, outside teaching invitations, workshops, teaching portfolios and self evaluations, and other valid information. Annual visitations are mandatory for untenured faculty and, at minimum, triennial are required for tenured faculty. (For further information on Teaching at C.S.U. see Appendix II.)

Advising. An important part of the faculty's teaching responsibility is advising. All faculty are expected to track student progress and make themselves available for consultation on a regular basis, as well as for special circumstances. Advising is a part of both annual audits and a faculty member's dossier.

3. Service

Yearly evaluations/audits showing university, community, regional and national service shall be considered as well as special evidence of unusual achievements in this area.

4. Summary., Criteria for Promotion:

a. Promotion to full professor:

- i. possess earned doctorate or accepted terminal degree or established reputation;
- ii. evidence of effective teaching and peer recognition of special contributions and achievements;
- iii. evidence of effective service and peer recognition of special contributions and achievements;
- iv. recognized contributions to the profession since appointment or last promotion, as demonstrated by such external validation sources as:
 - (a) evaluations from persons recognized and active in the same discipline;
 - (b) presentations and/or publications in journals in the discipline;
 - (c) performances or recognition for students who have achieved recognition;
 - (d) grants and/or fellowships.

b. Promotion to Associate Professor:

- i. possess earned doctorate or accepted terminal degree or established reputation;
- ii. evidence of effective teaching and recognition of special contributions and achievements;
- iii. evidence of effective service and recognition of special contributions and achievements;
- iv. recognized contributions to the profession since appointment or last promotion, as demonstrated by external validation sources, such as:
 - (a) evaluations from persons recognized and active in the same discipline;
 - (b) publications in journals in the discipline;
 - (c) performances or recognition for students who have achieved recognition;
 - (d) grants and/or fellowships.

c. Promotion to Assistant Professor:

- i. possess earned doctorate or accepted terminal degree;
- ii. evidence of effective teaching and recognition of special contributions and achievements;
- iii. evidence of effective service and recognition of special contributions and achievements;
- iv. strong recognition or reputation as demonstrated by external validation sources, such as:
 - (a) evaluations from persons recognized and active in the same discipline;
 - (b) publication in journals in the same discipline;

- (c) performances, or recognition for students who have achieved reputation;
- (d) grants and/or fellowships.

(It is understood that some candidates for employment as Assistant Professors may lack certain of the qualifications listed above. However, such decisions will be made by the proper authorities with the agreement of the Promotion and Tenure Committee.)

Section D. Guidelines for External Evaluation of Research/Creative Activities

The quality of research/creative activity outside the classroom is best judged by those experts in the field who are familiar with the mission and goals of the program, and the faculty member's assigned responsibilities. Expert opinion shall be solicited from outside the department. The following considerations and procedures apply to such outside review which is used as the major evidence of quality or in combination with published reviews, invitations, workshops, etc.

1. The Chair of the department shall supply the candidate, the Promotion and Tenure Committee, and the outside evaluators with a clear statement of the candidate's responsibilities during the period in question.
2. Outside evaluators shall be apprised of the mission, goals, and nature of the program. It shall be stressed that the quality of the activity shall be the primary measure of its success, and that artistic creation and scholarly research are seen as equivalent modes of intellectual activity at this university.
3. Consideration shall be given to those faculty whose form of creativity is best evaluated by on-campus visitation, and special arrangements shall be made to schedule visitation dates for evaluators and whenever possible to underwrite their travel and provide honoraria.
4. Faculty who can use video tape and/or recordings shall be asked to provide such materials, requesting support for expenses incurred well in advance and submit a list of potential evaluators to the Chair no later than April 15.

The Promotion and Tenure Committee shall also submit a list by May I (of the academic year prior to the candidate's application for consideration). An equal number of the evaluators from the candidate's and the committee's lists shall be selected. The number is not to exceed six (6). These shall be contacted by the Chair of the department. Materials must be sent out by June 1 with a deadline for reviewers of September 15. All materials must be in the candidate's dossier by October 15.

5. The candidate shall assemble the materials for outside review and submit them to the department's Chair by May 1. These materials should include a current resume and thorough documentation of the candidate's record of creative activity during the period in question, including recordings, books, scores, lists of performances, designs, photographs, and videos.
6. All members of the Tenure and Promotion committee are to review these materials prepared by the candidate, prior to reading outside reviews.

Section E. Criteria for Promotion

There are three areas of a faculty member's responsibilities which are evaluated when they are audited yearly and when they are considered for promotion and tenure: their teaching, service, and research/creative activity. It is expected, for example, that an associate professor shall have begun to develop a regional reputation and that professors shall be known nationally or internationally in their area of specialization.

Therefore, the four tests for eligibility are these:

1. regional recognition by peers for associate professors, national or international for professors;
2. quality levels for teaching in yearly reviews and the application for promotion;
3. quality levels for service in yearly reviews and the application for promotion;
4. the candidate's achievements in research/creative activity:
 - a. research/creative activity which has received positive evaluations from peers in the field;
 - b. presentations at workshops, recognized conferences, seminars, and recognitions of service by regional/national/or international groups in the field;
 - c. grants and fellowships awarded.

It is suggested that during deliberations of the Promotion and Tenure Committee, faculty may wish to privately rank the accomplishments of the candidates (in teaching, service, professional activities) on a scale of 100 percent in each category, then multiply each by the percentage used in their annual audits. (See Article VIA.) Added together these will give a composite score.

Either when assigning these scores or in the next step, peer reviews must be taken into consideration and evaluations made for the rank being considered.

ARTICLE VII: ACQUISITION OF NEW FACULTY

In the event of a vacancy or the availability of additional faculty positions, the following steps shall be taken:

- A. Prior to discussions with the Dean and the commencement of a search, faculty shall meet to make recommendations to the Chair as to priorities for and nature of the appointment.
- B. The description of the position shall be made by the Chair and the Executive Committee after appropriate faculty recommendations.
- C. The Chair shall appoint an appropriate *ad hoc* Search Committee to review candidates, but along with the Executive Committee, and Music Advisory Committee, and all eligible faculty members (as defined in the *Academic Faculty and Academic Professional Manual*)—as appropriate, shall

retain full access to the credentials of all applicants. The Search Committee shall screen candidates and submit its preferential recommendations to the Chair.

- D. Having received permission from the Dean, the Chair shall invite an appropriate number of candidates to campus for interviews and presentations.
- E. The Search Committee shall invite input from the faculty before submitting its preferential hiring recommendations to the Chair.
- F. The State Board of Agriculture has exclusive power over all personnel decisions, and their authority has been delegated to the President.

ARTICLE VIII: GRIEVANCE PROCEDURES FOR STUDENTS AND FACULTY

The grievance procedures for faculty and students shall be as follows:

- A. For faculty the following procedure is provided which interfaces with the University procedure as needed (records of grievances shall not become part of faculty members' cumulative records):
 - 1. the faculty member may request a conference with the Program Director or Area Coordinator;
 - 2. the faculty member may request a conference with the Chair which may include other concerned parties;
 - 3. if the grievance is not resolved in this conference, the faculty member may request a hearing before the Executive Committee;
 - 4. any further action shall be in accord with the guidelines of the Faculty Manual of Colorado State University.
- B. For student grievances the procedures specified in Section 1.7.1. of the *Academic Faculty and Academic Professional Manual* shall be followed in all cases.

ARTICLE IX. PROCEDURES RELATING TO REVIEW OF THE DEPARTMENTAL CODE

- A. Interim revision of the Code. An amendment to the Departmental Code may be proposed by any faculty member by giving written notice to the Executive Committee. Such amendments will then be circulated among members of the Department prior to the meeting in which it will be voted upon. Voting on amendments shall be by secret ballot and must be passed by a majority of the eligible faculty. Subsequently, the approval of the Dean shall make such amendments part of the Code.

B. Periodic review of the code. During the Spring Semester of the fourth year of his term, the chair shall initiate a review of the Departmental Code. After one week's written notice by the Chair, the eligible faculty (as defined by the University Code) shall meet to review the Code. Voting on changes shall be by secret ballot and passed by a majority vote of the eligible faculty. The approval of the Dean shall make such changes a part of the Code.

N.B. The first appendix will be a schedule for the year's actions carried out by faculty committees. The second appendix will be the university's publication on teaching.

November 26, 1997