

**Bylaws for the School of Dance  
College of Fine Arts**

**Table of Contents**

<i>Bylaws for the School of Dance</i> .....	<b>1</b>
<i>Record of Substantive Revisions and Amendments to these Bylaws</i> .....	<b>2</b>
<i>Sunset/Renewal Provision</i> .....	<b>2</b>
Preamble.....	<b>3</b>
I. Bylaws.....	<b>3</b>
II. Membership and Voting Rights .....	<b>4</b>
III. School Organization and Governance .....	<b>4</b>
IV. Curriculum.....	<b>10</b>
V. Annual Evaluation of Faculty on Performance and Merit.....	<b>10</b>
VI. Promotion and Tenure .....	<b>12</b>
<i>Appendices</i> .....	<b>13</b>
Appendix I: Mission & Core Values.....	<b>13</b>
Appendix II: MANCC Mission.....	<b>13</b>
Appendix III: Promotion and Tenure Criteria.....	<b>14</b>

**Record of Substantive Revisions and Amendments to these Bylaws**

**Bylaws Amendment Dates:** 10/1/2008, 4/20/2011, 9/19/2012, 8/18/2015, 12/7/2016, 04/14/2021, 05/22/2022, 03/23/2026.

**Sunset/Renewal Provision**

In every year ending in 5 or 0, a special review committee appointed by the Chair shall review and, if necessary, make recommendations to the Faculty Assembly for amendments to these bylaws.

## **Bylaws for the School of Dance College of Fine Arts**

These are the bylaws for the School of Dance (School) in the College of Fine Arts (College) at Florida State University (University). These bylaws were last approved on 01/21/2026, by a two-thirds majority of the applicable voting members of the School and on 03/23/26 by the College and the Office of Faculty Development and Advancement.

### **Preamble**

The Faculty Assembly of the School (Faculty Assembly) has created these bylaws to facilitate the effective and efficient governance of the School in fulfilling its current, stated mission, as described in **Appendix I: Mission & Core Values**.

### **I. Bylaws**

**A. Adherence with Other Governing Documents.** At all times, School policy shall adhere to and be consistent with all University policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement (CBA), the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

**B. Bylaws Revision.** These bylaws shall become effective when approved by a two-thirds majority vote of the Faculty Assembly.

During any academic year, proposed amendments may be presented to a regular or special session of the Faculty Assembly for information and preliminary discussion and placed on a future agenda for a vote. The Chair shall make a proposed amendment available in writing to the voting membership at least two weeks prior to the meeting at which the vote is to be taken. The Chair shall make reasonable efforts to provide amendments to members of the Faculty Assembly who are not in residence at the time of discussion, and to allow those members to vote by absentee ballot.

To be adopted, a proposed amendment must receive an affirmative vote by a two-thirds majority of the Faculty Assembly. In the event of an emergency, a proposed amendment may be adopted at the same meeting in which it is presented if a quorum is present and if the proposed amendment receives an affirmative vote by a three-fourths majority of the members present.

The specific dates upon which these bylaws have been amended are incorporated into these bylaws.

**C. Substantive Change Statement.** Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the University web site: <https://sacs.fsu.edu/substantive-change-policy/>.

## II. Membership and Voting Rights

**A. Faculty Membership.** The authority of the School shall reside in its voting membership of the faculty, referred to as the Faculty Assembly. The Faculty Assembly of the School shall consist of full-time faculty who hold the rank of Eminent Scholar, Professor, Associate Professor, Assistant Professor, and Specialized Faculty.

**B. School Membership.** In addition to the Faculty Assembly members defined in **Section II. A.** above, the following are members of the School of Dance: adjunct and visiting faculty, staff, and undergraduate and graduate students.

**C. Quorum.** A simple majority of the entire Faculty Assembly will constitute a quorum at any meeting of the Faculty Assembly. No policies or business requiring a vote shall be enacted without a quorum.

**D. Faculty Voting Rights.** Individual Faculty Assembly members may introduce motions during an appropriate agenda item (or during new business). To be carried, each motion must be seconded, discussion must be allowed, and a vote must be conducted according to the voting privileges established in these bylaws. Motions may be passed by a simple majority (i.e., more than one-half of those voting), except where a specified higher standard is required by these bylaws.

All members of the Faculty Assembly have the right to speak and vote on matters that come before the Faculty Assembly, with the exception of votes on tenure which shall comply with University policy. Electronic ballots may be offered when deemed appropriate by the Chair or by a simple majority of the Faculty Assembly.

**E. Non-faculty Voting Rights.** The Chair may invite and recognize non-members to address the Faculty Assembly, but these attendees shall not vote. Student representatives chosen by their graduate or undergraduate advisory councils may request permission or be invited to address the Faculty Assembly to present topics of special interest. Other invited participants may include visiting faculty, adjunct faculty, staff, students, consultants, and advisory board members.

**F. Graduate Faculty Status:** Criteria for appointment to Graduate Faculty Status shall satisfy the criteria specified by the Office of the Dean of the Graduate School and be included in the School of Dance Faculty Handbook.

## III. School Organization and Governance

**A. Faculty Meetings.** At a minimum, the Faculty Assembly shall meet monthly during the regular academic year. Dates and times of meetings shall be established by the Chair at times free from conflicting School classes and other activities.

**1) Special Meetings:** Special meetings of the Faculty Assembly may be called by the Chair or on written request to the Chair from three voting members of the Faculty Assembly at any time during which faculty are under contract. Meetings shall not be held during official university holidays. The Chair will schedule the meeting at a time free from conflicting School classes and other activities. The Chair may request a meeting of the Faculty Assembly during the Summer semesters if the Chair deems that the need is urgent and immediate.

**2) Supervision of Meetings:** The Chair shall normally preside at meetings of the Faculty Assembly. In the absence of the Chair, another member designated by the Chair shall preside. If a designate is not assigned by the Chair, the Faculty Assembly may elect an alternate meeting facilitator by majority vote.

**3) Agenda:** The Chair shall invite submissions, including faculty requests for participation by others, for the meeting agenda in advance. The Chair shall distribute the agenda at least one day before the meeting. Agenda items may be added during the meeting with the approval of a majority of the members attending. Faculty members who are unable to attend a meeting at which matters of major importance are discussed may provide their input to the Chair for inclusion.

**4) Minutes:** The Chair shall arrange for the taking of minutes at each meeting of the Faculty Assembly, and these minutes shall be made available within ten working days of each meeting.

**B. Chair.** The Chair shall be the chief administrative officer for the School, conducting the business of the School. The Chair shall collaborate with the faculty in upholding and promoting the mission, vision, strategic plan, and bylaws of the School.

**1) Liaison:** The Chair, or a representative designated by the Chair, shall serve as the liaison for the School to other departments, schools, colleges, universities, and organizations.

**2) Program Review and Strategic Plan:** The Chair, in collaboration with the members of the Faculty Assembly, shall conduct all required and discretionary program reviews. Required program reviews include the National Association of Schools of Dance (NASD) and the Florida Board of Governors' Quality Enhancement Review (QER). Resulting program review reports will be made available to the Faculty Assembly. The Chair, in collaboration with the members of the Faculty Assembly, shall lead the development, implementation, and annual review of the School's strategic plan.

**3) Faculty Handbook:** The Chair shall ensure that the School of Dance Faculty Handbook is updated and made available to faculty each year.

**4) Faculty Development:** The Chair shall be responsible for developing a mentorship plan, shall guide the faculty in preparation for promotion and/or tenure, and shall administer the review process. The Chair shall foster faculty professional development,

including research and creative investigations and advocate for faculty on matters of college, university, state, and national concern.

**5) Annual Evaluation of Faculty:** Using the standards established by the Office of Faculty Development and Advancement, the Chair shall evaluate all faculty annually. As part of these faculty development responsibilities, the Chair shall provide all faculty members who have not yet reached the highest rank in their position classification a progress toward promotion letter.

The Chair shall facilitate the merit process pursuant to **CBA Article 10.4**.

**6) Academic Programs and Faculty Duties:** The Chair shall coordinate the academic program(s) of the School. Accordingly, in consultation with the faculty, the Chair shall be responsible for assigning faculty duties in a fair and equitable manner. The Chair shall be responsible for preparing and submitting the annual Assignment of Responsibilities form for each faculty member.

Supplemental summer teaching appointments will be offered to qualified faculty through an equitable rotation system as outlined in **CBA Article 8.5 (b)** following the Chair's request for faculty teaching preferences. The Chair's decisions on courses offered will be based on programmatic needs, student demand, and budget availability.

**7) Budget:** The Chair shall be the chief financial officer for the School. The Chair shall prepare an annual budget and authorize all regular expenditures. The budget will be reflective of the mission statement and the strategic plan devised by the Faculty Assembly. At the end of each fiscal year, the Chair shall provide an annual financial report to the Faculty Assembly. The Chair shall make every effort to be transparent by making reports, budgets, and expenditures available for faculty review.

**8) Selection of the Chair:** The Chair(s) shall be appointed by the Dean and will serve at the Dean's discretion. The Dean shall initiate the process for filling the position(s) by notifying the relevant department or unit of the upcoming vacancy and outlining the timeline and criteria for the selection process. Faculty members are invited to nominate colleagues or themselves for consideration for the position. The Dean will solicit written feedback from the Faculty and review all nominations and feedback. The final decision to appoint or reappoint a Chair remains at the sole discretion of the Dean.

**9) Annual Evaluation of Chair:** The annual evaluation of the Chair is conducted by the Dean. If requested to do so by the Faculty Assembly, the School Advisory Committee may offer recommendations or concerns pertaining to the Chair's performance to the Dean.

**10) Appointment of Other Officers and Committees:** The Chair may appoint other officers to assist in the performance of official duties, provided such individuals are willing to assume the designated responsibilities. These officers serve at the discretion of

the Chair. The Chair may appoint other committees as deemed necessary to assist in the operation of the School.

## **C. School Leadership and Committees.**

### **1) Leadership**

Leadership roles within the School may include Associate Chair, MANCC Director, Graduate Program Director, Undergraduate Program Director, Arts in NYC Director, and Production Director.

The Chair may appoint other officers to assist in the performance of official duties, provided such individuals are willing to assume the designated responsibilities. These officers serve at the discretion of the Chair. The Chair may appoint other committees as are deemed necessary to assist in the operation of the SOD.

#### **a. Associate Chair**

The Associate Chair may be appointed from the Faculty Assembly by the Chair with consent of the candidate and approval of the Dean. The Assignment of Responsibilities for the Associate Chair is determined through negotiation with the Chair and is dependent upon the needs of the Chair as well as the skills of the Associate Chair. These duties may include, but may not be limited to, advisement, general operational and administrative reporting, oversight, and representing the Chair as needed in meetings or events. The term of service for the Associate Chair is determined by the Chair.

#### **b. Maggie Allesee National Center for Choreography (MANCC) Director**

The MANCC Director is hired by and reports to the Dean. The term of service for the Director is determined by the Dean. The Director's duties are guided by MANCC's mission and include oversight of operations and programming. MANCC's mission is incorporated into these bylaws as **Appendix II: MANCC Mission**. Chief responsibilities include short- and long-term strategic visioning, external and internal fundraising, season residency curation of regionally and nationally significant artists in choreography and performance, development of external and internal partnerships and initiatives, and networking.

#### **c. Graduate Program Director (Master of Fine Arts in Dance and Master of Arts in Dance Degrees)**

The Graduate Program Director, appointed from the Faculty Assembly by the Chair, oversees the School's graduate degree program. The term of service for the Director is determined by the Chair. Responsibilities include serving as a member of the School Curriculum Committee, recruiting, coordinating auditions and orientations, organizing creative project committees, orchestrating proposal

defense schedules, and coordinating comprehensive exams. The Director advises candidates in the Master of Fine Arts and Master of Arts degree programs and works in concert with the Chair to determine Graduate Assistant (GA) and Teaching Assistant (TA) assignments. Working with the Chair and Audition Committee, the Director advises on fellowship nominations and internal grants for graduate students. The Director also facilitates mid-way assessments for graduate students.

**d. Undergraduate Program Director (Bachelor of Fine Arts Degree)**

The Undergraduate Program Director, appointed from the Faculty Assembly by the Chair, oversees the School's undergraduate degree program. The term of service for the Director is determined by the Chair. Responsibilities include serving as a member of the School Curriculum Committee, reviewing BFA-related documents, forms, and online content, administering Midpoint Milestone Assessment letters, engaging in recruiting efforts, and acting as the BFA degree program's point of contact for students, faculty, and College and University administrators. Working with the Academic Program Manager, the Director reviews course schedules, develops course maps for transfer students, and confers with the Academic Program Manager regarding academic policies. The Director also administers student involvement in the Combined Degree Pathway, including academic advising during the senior year.

**e. Arts in NYC Director**

The Arts in NYC Director, appointed or hired by the Chair, oversees the Arts In NYC program. The term of service for the Director is determined by the Chair. Duties include program administration, curricular development and coordination, and resource management.

**f. Production Director**

The Production Director, appointed by the Chair, oversees production related aspects of concerts and other events as appropriate. The term of service for the Director is determined by the Chair. Duties include coordination and supervision of the production staff and resource management for productions.

**2) Advisory Committee:** The Advisory Committee shall serve in an advisory role to the Chair. Advice may be requested by the Chair or offered by the committee as appropriate. The Advisory Committee also serves as a liaison between faculty, staff, and the Chair when anonymity is desired.

The Advisory Committee shall be elected from the tenured faculty at the first faculty meeting of the academic year by secret ballot. The committee shall consist of three (3) faculty members serving staggered appointments of two years to ensure continuity. During odd years, one (1) will be elected; during even years, two (2) will be elected. The

School Chair shall not be a member of the Advisory Committee. The Advisory Committee elects its own chair who shall conduct meetings of the Committee.

**3) Curriculum Committee:** The School Curriculum Committee shall consider all issues related to course and program development and facilitate curricular changes appropriate to the mission of the School. The committee shall review, develop and refine courses, curricular policies, procedures, and requirements at the graduate and undergraduate levels. Recommendations by the Curriculum Committee require approval by the Faculty Assembly.

The membership of the Curriculum Committee shall consist of the undergraduate and graduate degree program directors and two (2) members elected from the members of the Faculty Assembly to serve two (2) year terms. The committee shall meet at least twice a semester, and more frequently if needed.

**4) Promotion and Tenure Committee:** The Promotion and Tenure Committee has responsibility in matters of promotion, tenure, and merit. This includes reviews of progress toward promotion and/or tenure, as well as official votes on promotion and tenure. This committee shall follow the policies and procedures as set forth by the School, College, and University, as reflected in the University Faculty Handbook, the CBA, and memoranda from the University administration.

The committee is charged with ensuring the currency of the School's promotion and tenure criteria. Any changes made to the criteria must be approved by a simple majority of the Faculty Assembly prior to adoption.

The School Promotion and Tenure Committee shall consist of five (5) members of the Faculty Assembly with the majority being tenured. Membership will include either four (4) tenured faculty members or three (3) tenured faculty members and one (1) untenured tenure-track faculty member serving staggered appointments of two (2) years to ensure continuity. Only one untenured tenure-track faculty member may serve on the Promotion and Tenure Committee at any time. Membership will also include one (1) specialized faculty member, who will serve a one (1) year term. New members of the Promotion and Tenure Committee shall be elected annually prior to the final faculty meeting of the fall semester, for service in the following calendar year. All members may be elected to serve consecutive terms. The Chair of the School will not be eligible for election to this committee.

Members of the committee shall not be considered for either promotion or tenure during the years of service to the committee. If an elected member is unable to serve, an election to replace that member for the remainder of their term shall be held during the next meeting of the Faculty Assembly.

As noted in **Section II. C. Faculty Voting Rights**, excluding matters relating to the consideration of tenure, all members of the Faculty Assembly shall have the right to speak and vote. All committee members may vote on matters before the committee

relating to merit and promotion. Only tenured and untenured, tenure-track faculty may vote on matters before the committee relating to the consideration of tenure. Voting on matters relating to the consideration of merit, promotion, and tenure shall be by secret ballot.

**5) Representatives to the College of Fine Arts Committees:** When requested, the School Promotion and Tenure Committee, Curriculum Committee, Awards Committee, and Bylaws Committee, shall elect a representative to the respective College committees. The Promotion and Tenure committee representative must be tenured. Each representative's term will be determined by the College.

**D. Faculty Senators.** If requested by the College, the Faculty Assembly shall elect representatives to the Faculty Senate per University and College guidelines.

**E. Faculty Recruitment.** Faculty shall be recruited using procedures that comply with the guidelines of the University's Office of Human Resources and relevant accrediting agencies. The Chair may directly appoint visiting faculty members but shall appoint a committee of representative faculty to recruit all faculty whose appointments will last longer than one semester. Tenure-earning and other permanent faculty appointments must be approved by majority vote of the Faculty following a presentation of the hiring committee recommendation.

**F. Unit Reorganization.** The development and approval of substantive unit reorganization shall be determined by majority vote of the Faculty Assembly.

#### **IV. Curriculum**

See the membership, scope of service, and responsibilities assigned to the Curriculum Committee under **Section III.C.(3)** above.

#### **V. Annual Evaluation of Faculty on Performance and Merit**

**A. Peer Involvement in Annual Performance and Merit Evaluation.** Each faculty member's performance will be evaluated by the Promotion and Tenure Committee relative to their assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

Exceeds Expectations  
Meets Expectations  
Official Concern  
Does Not Meet Expectations

**1) Annual Performance:** The evaluation and review of faculty is governed by the CBA and these bylaws. The School's promotion and tenure criteria are appended to these bylaws (**Appendix III**).

As per **Section III.C.(4)** of these bylaws, the Promotion and Tenure Committee shall conduct annual reviews of progress toward promotion and/or tenure for all faculty who have not yet reached their highest available rank. The review shall be based on each faculty member's Assignment of Responsibilities (AOR) and governed by the CBA and these bylaws. At the conclusion of each annual review, the committee shall provide an assessment of the candidate's progress and make a recommendation to the Chair for promotion and/or tenure.

As per **Section III.B.(5)** of these bylaws, following review by the Promotion and Tenure Committee, the Chair shall conduct annual evaluations of all faculty and provide annual letters of progress toward promotion and tenure for those faculty not at the highest available rank. The Chair's annual evaluation of faculty is based on faculty members' AOR and the annual review conducted by the Promotion and Tenure Committee. The Chair's annual evaluations are also used for Sustained Performance Increase evaluations, Market Equity Increase eligibility, and Post-Tenure Reviews.

As per the CBA (**Article 15**), Assistant Professors hired July 1, 2019, or later shall receive a tenure review in their third year.

**2) Merit Evaluation:** The distribution of merit pay within the School shall be determined by the CBA (**Article 10.4**) and based on meritorious performance (i.e., performance that meets or exceeds the expectations for the position classification and department/unit, as evidenced in the review materials provided by the candidate). The Promotion and Tenure Committee's ratings of each member of the faculty, excluding the Chair, shall be based on the submitted review materials and will reflect distinctive levels of meritorious performance. The Promotion and Tenure Committee's reviews and ratings will be based upon:

- a. The individual's contributions to achieving the School mission and upholding the core values of the School.
- b. The individual's contributions to the field of dance and related arts (allowing for areas of specialization).

The Promotion and Tenure Committee will submit to the Chair individual ratings for each faculty member. Based on the ratings, the Chair (or administrative staff person designated by the Chair) will generate a faculty ranking. Distribution of merit pay shall be based upon these rankings. Any deviations from the order of the ranking are governed by the CBA (**Article 10.4**).

**B. Criteria for Evaluation of Tenure-track Faculty.** See **Appendix III: Promotion and Tenure Criteria.**

**C. Criteria for Evaluation of Specialized Faculty.** See **Appendix III: Promotion and Tenure Criteria.**

## **VI. Promotion and Tenure**

**A. Progress Toward Promotion Letter.** Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure from the Chair as described in **Section III.B.(5)**.

**B. Third Year Review for Tenure-track Faculty.** Tenure-track faculty in their third year of service will receive an evaluation of their progress in meeting the School's expectations for promotion and tenure.

**C. Process for External Reviewers.** The Chair shall ensure that the process for selecting outside reviewers complies with the Office of Faculty Development and Advancement's annual Promotion & Tenure Memo.

**D. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.** Department-specific mechanism(s) for faculty involvement in the evaluation process for promotion and tenure are reflected in the activities of the School's Promotion & Tenure Committee, as described in **Section III.C.(4)**.

**E. Criteria for Promotion and Tenure of Tenure-track Faculty.** See **Appendix III: Promotion and Tenure Criteria**.

**F. Criteria for Promotion of Specialized Faculty.** See **Appendix III: Promotion and Tenure Criteria**.

## Appendices

The following documents are appended for reference.

### Appendix I: Mission & Core Values

The mission of the Florida State University School of Dance is to provide an environment conducive to the highest caliber of dance training, art making and scholarship. Our approach encourages fluidity between the processes of making art, honing craft and deepening intellectual explorations. We cultivate the individual creative voice with exposure to diverse technical and philosophical approaches. Such an environment nurtures exceptional dance practitioners, allows us to make creative and intellectual contributions to the larger dance community, and fosters collaborative endeavors within and beyond our field.

#### Core Values

- Guided by former Chair Dr. Nancy Smith Fichter's motto, "Do it with love," we *honor* past legacies, current practices, and future possibilities.
- We *support* the whole person through integrated, humane, rigorous education to encourage self-sustaining, lifelong learning and development.
- We *value* respectful dialogue while grappling with ongoing complexities of working across differences.
- We *cultivate* innovative artist-scholars who engage in critical thinking, articulate making and doing, and integrated practices fueled by curiosity.
- We *believe* perseverance is fundamental to process-oriented creative research and support methodologies that involve both risk taking and rigorous planning.

### Appendix II: MANCC Mission

The mission of the Maggie Allesee National Center for Choreography is to raise the value of the creative process in dance by:

- 1) providing a model of support for professional choreographic creativity within a comprehensive research university.
- 2) providing choreographers access to a stimulating environment where experimentation, exploration and life-long learning are both valued and encouraged, and
- 3) providing opportunities for the students, staff, and faculty, the community of Tallahassee and the national dance field at large to engage with the creative process in dance.

## Appendix III: Promotion and Tenure Criteria

### Criteria for Promotion and Tenure School of Dance College of Fine Arts Florida State University

*Ratified by the School of Dance Faculty Assembly on April 28, 2021*

*This document is separate from but works in tandem with the School of Dance Bylaws.*

#### CONTEXT

The School of Dance (School) shall follow those provisions and criteria delineated by the State University System of Florida Board of Governors (BOG), the Florida State University Board of Trustees (BOT), Florida State University (University), and United Faculty of Florida-Florida State University Chapter (UFF-FSU) Collective Bargaining Agreement (CBA). A compilation of these policies is found in Section 5: Faculty Development of The Florida State University Faculty Handbook. Additional guidelines may be provided within annual memos from the Office of Faculty Development and Advancement (FDA) or other administrative bodies.

On the path to promotion and/or tenure, candidates undergo an Annual Review (conducted by the Promotion and Tenure Committee) and Annual Evaluation (conducted by the Chair). Tenure-track faculty have at least one major review before their fifth year of service. Annual Reviews and Evaluations are mentoring opportunities during which the School Promotion and Tenure Committee and Chair shall provide specific feedback and advice reflecting expectations for tenure and how the faculty member is progressing toward meeting those expectations.

Cultivating dance artist-scholars requires the integrated effort of a team of dance professionals. An individual faculty member's contribution to this collective effort will be reflected in their professional record. The School faculty engages in a wide range of teaching, research and/or creative activity, and service responsibilities. Scholarly and creative work are equally valued in promotion and tenure considerations, as is research that combines these two approaches.

The relative importance of teaching, service, and research/creative activity will be considered in relationship to the percentage of effort assigned to each category in the candidate's annual Assignment of Responsibilities (AOR). The percentage of effort assigned to these activities will be unique to each faculty member's specific domain of expertise. The Chair's letter and the candidate's review documents will explain the relative standing of the accomplishments for each candidate. It is incumbent upon the Chair to ensure that faculty AOR are appropriate to position classification and will provide opportunities for future advancement reflective of a Research I institution. Criteria for promotion and/or tenure for all faculty follows.

#### CRITERIA FOR TENURED AND TENURE-TRACK FACULTY

The following is a list of sample activities in the areas of teaching, research/creative activity, and service that the School deems appropriate for promotion to the ranks of associate professor and professor, and to the awarding of tenure. For promotion to associate professor, the expectation is

that the candidate clearly *is becoming* recognized nationally (or internationally) as a scholar or creative artist in a field; for professor, it is that the candidate now *has become* so recognized. These examples are not meant to be an exhaustive, nor a requisite list, but to serve as guiding principles.

## Research

As a Research I institution, the University, College, and School expect its faculty members to be regarded as engaging in the field at the highest caliber. In evaluating each candidate for promotion and/or tenure, the School shall consider the quality and quantity of the work, including its significance to the candidate's domain of expertise.

The School defines research broadly, reflecting the unique and comprehensive nature of the discipline. School faculty are engaged in the extension of the discipline in ways that redefine dance, the dancer, and the dance environment. Work created in this vein may involve cross-disciplinary collaborations and community-based partnerships. The relative importance of the activities varies by domain of expertise and will be addressed, along with the quality of the work, in the Chair's letter. Qualifying in-process review materials are defined by the FDA and distributed annually via the Promotion and Tenure Memo and the Specialized Faculty Promotion Memo.

Criteria to be used to assess research may include, but are not limited to:

- The originality and quality of scholarly products, as indicated by such criteria as publication in journals employing referees, or working with publishers who submit manuscripts for editorial review, etc.
- The originality and quality of creative activity as indicated by venue, selection process, commission, independent peer reviews, and/or documented critical reception.
- The originality and quality of accomplishments involving both scholarly and creative activity in an integrated manner.
- The potential of scholarship and creative activity to stimulate new developments in the field.

Examples of research and creative activity for the purposes of tenure and promotion follow.

### Category 1: Scholarly Work

A candidate whose efforts include research should present accomplishments of high quality. Scholarly research should indicate that the candidate has achieved significant recognition within the respective field/genre. Examples of scholarly research for the purpose of tenure and/or promotion include, but are not limited to:

#### Publications

- Books and Book Chapters
- Scholarly, book-length publications such as critical studies or major critical editions (for example, a collection of original translations or works). Editions are considered "major" when they include a substantial introduction, annotation and critical apparatus.

- Major collections (for example, anthologies of scholarly or creative works) or scholarly journals edited by candidate. Editions are considered “major” when they include a substantial introduction, annotation and critical apparatus.
- Edited books, juried electronic sources, or conference proceedings.
- Educational sources, such as textbooks.
- Subsequent editions of scholarly books.
- Book chapters on dance-related subject matter.
- Additional Publications
- Articles in refereed or highly selective outlets: journals.
- Guest editing a special issue of a major scholarly journal.
- Entries in encyclopedia; book reviews; and interviews of major figures published in professional journals.
- Reviews, citations of scholarly work, adjudicated peer review.
- Newspaper and magazine articles, professional newsletters, and new media outlets.

#### Additional Research

- Dramaturgy

### **Category 2: Original Creative Work**

A candidate whose efforts include creative activity should present accomplishments of high quality comparable to those expected of scholarly research. Creative activity should indicate that the candidate has achieved significant recognition within the respective field/genre. Examples of creative activity for the purpose of tenure and/or promotion include, but are not limited to:

#### Films

- Screendance
- Narrative
- Documentaries
- Animation
- Experimental

#### Original Choreography

- Commissions/invitations to create or set work in respected venues.
- Artistic direction of masterworks or commissioned choreography.
- Site-specific choreography or installations.
- Community-based choreographic work.

#### Performances (invited, juried, or non-juried)

#### Production and Design (invited, juried, non-juried)

- Costume Design
- Lighting Design
- Projection Design
- Scenic Design
- Sound Design

#### Exhibitions (juried or non-juried)

#### Digital Projects (invited or nonrefereed)

- Educational sources.
- Performance documentation.
- Virtual and/or Augmented Reality.
- Installation.

### Internet Web Site Development

#### Additional Original Creative Work

- Significant creative activity in the international, national, regional, or local community.
- Curating concert series, dance festivals, and organizing conferences.
- Reconstructions and stagings of masterworks, historical recreations.
- Dramaturgy.

### Category 3: Presentations

Examples of presentations for the purposes of tenure and/or promotion:

#### Papers and Presentations at Conferences and Symposia

- Peer-reviewed research presentations at well-regarded conferences.

#### Other Participation in Conferences and Symposia

- Participation in conference roundtable discussions or panel respondent.

#### Workshops

- Creative residencies, workshops, and lecture demonstrations.
- Peer-reviewed workshops at well-regarded conferences.

#### Lectures and Readings of Original Works

- Invited research lectures or creative presentations at national or international venues.
- Invited speeches or work in area of creative expertise.

#### Master Classes

### Category 4: Contracts and Grants

Examples of awards, grants, and recognitions for the purposes of tenure and/or promotion:

#### Grants and Fellowships

- Receipt of a major national or international grant or fellowship.
- University grants, fellowships, and awards for scholarship.

#### Prizes, Awards, and Appointments

- Prizes and/or awards.
- Visiting research appointment at other universities; professional award for scholarship.

### Teaching

The School expects candidates to provide evidence of high-quality instruction and to contribute substantially to its teaching mission. In evaluating the quality of each candidate's teaching, the School will consider the candidate's teaching portfolio based on the following:

- Effective collaboration in the School's efforts to train dance professionals.
- Teaching experience, including the candidate's philosophy of teaching and an assessment of effectiveness, and a complete chronology of courses taught.
- Course materials.
- Participation on Honors, MA, Doctorate and/or MFA committees, especially as directing/chair or major professor.
- Mentorship of MFA, MA, and BFA projects.
- Student evaluations, approved by the Faculty Senate, such as the Student Perception of Courses and Instructors (SPCI).
- Extra or special teaching responsibilities, such as Supervised Research, Directed Individualized Study (DIS), Honors, or Gordon Rule; overseeing internships and apprenticeships.

- Award of, or nomination for, teaching and/or advising recognition.
- Development of new courses and/or materials.
- Receipt of grants for developing new courses, materials or curricula.
- Participation in professional development workshops, conferences, and seminars.
- Pre-professional development activities for students such as workshops, mock interviews, etc.
- Advising responsibilities.

### **Service**

Service to the University, the community, and the profession is an expectation of all faculty members to a greater or lesser degree, depending upon assigned responsibilities. Service may include administrative duties, committee memberships, recruitment, coordinating performances, serving as officers in professional organizations, organizing conferences, coordinating residencies, and/or providing lectures, performances and instruction to internal or external groups. Criteria include participation in School functions and events, a professional attitude toward carrying one's share of the service responsibility, and responsiveness to public and administrative inquiries.

### **Promotion to Professor**

In general, the procedures to be followed for promotion to full professor are the same as those specified above for consideration for the award of tenure and promotion to associate. However, the indicators of excellence (see Research and Creative Activity) shall be substantially developed and recognized at a national or international level. In addition, the candidate must demonstrate superior teaching and sustained participation in professional life, including a record of significant involvement in regional and national organizations and in School, College, and University committees.

## **CRITERIA FOR SPECIALIZED FACULTY**

Specialized faculty promotions to ranks II and III are based on the individual's degree of accomplishments as outlined in the FDA's Specialized Faculty Promotion Guidelines and this departmental promotion criteria in relationship to their AOR.

The following is a list of track-specific, sample activities that the School deems appropriate for promotion in each classification based on FDA's criteria. These examples are not meant to be an exhaustive, nor a requisite, list but to serve as guiding principles. The relative ranking of the various activities will be unique to each faculty member's specific domain of expertise. The Chair's letter and the candidate's statements will explain the relative standing of the accomplishments for each candidate.

### **Instructional Support Faculty**

Instructional Support Faculty broaden the scope of professional expertise that can be shared with our students. Their support for curricula across four degree programs significantly enhances the educational experiences of our students in core and elective courses, as well as in other areas of

professional development within the School. Examples of activities that may be considered for the purpose of promotion follow.

**Category 1: Support of Instruction**

- Support of the curriculum and other student learning:
- Support of performance (publicity, licensing, etc.).
- Recruitment.
- Community engagement.
- Class accompaniment.
- Coordination of labs.
- Coordination of scholarships.
- Support for student research.

**Category 2: Instructional Innovation**

- Design of new methods that result in enhanced instruction.
- Development of cutting-edge methods and techniques for teaching dance and related arts.

**Category 3: Curriculum Development**

- Development of Special Topics and elective courses.
- Development of new courses or workshops that expand and/or enhance student learning.

**Category 4: Authorship of Educational Materials**

- Development of instructional web sites, eBooks, tutorials, and other digital media.

**Category 5: Participation in Professional Organizations**

- Direction, coordination, and/or facilitation of conferences, symposia, and events of similar caliber.
- Participation and engagement at conferences, convenings, and symposia.
- Representation of the School in professional organizations.

*Note: Section 5 of the FSU Faculty Handbook describes duty restrictions for Instructional Support Faculty. This includes that normally, Instructional Support Faculty shall be assigned not less than 75% service responsibility in the area of instructional support, and not more than 5% research responsibility, averaged over any academic year, unless otherwise specified in the Collective Bargaining Agreement.*

**Research Faculty**

Research Faculty contribute directly to the School mission through creative and scholarly activities. Examples of activities that may be considered for the purpose of promotion follow.

**Category 1: Scholarly and Creative Accomplishments**

- Creation and public dissemination of works of art.
- Peer-reviewed and juried publications.
- Publication of reviews of others' work.
- Papers presented at meetings of professional societies.

**Category 2: Success in Obtaining External Funding**

- Roles as substantial author or contributor on grant initiatives, such as Principal Investigator (PI), Co-principal Investigator (Co-PI), or Research Partner.
- Creation of partnerships with regional, national, or international funding organizations.

**Category 3: Recognized Standing in the Discipline and Profession**

- Recipient of distinguished research/creative opportunities such as fellowships, residencies, or visiting appointments.
- Membership on professional boards.
- Invited professional services, such as consultation, adjudication, and grant, promotion/tenure, or program review.
- Honorary awards or recognition by professional organizations.
- Recognition or citation in publications.
- Being the subject of publication.

**Category 4: Other Research Activities**

- Contribution to the discovery of new knowledge.
- Development of new creative activities or educational techniques.
- Editing scholarly and creative works.
- Curation.
- Dramaturgy.
- Interviews.
- Research and/or creative activity in process.

**Category 5: Other Assigned Duties**

- Support of instruction and other student learning.
- Curriculum development.
- Authorship of educational materials.

*Note: Section 5 of the FSU Faculty Handbook describes duty restrictions for Research Faculty. This includes that normally, Research Faculty shall be assigned not less than 75% research responsibility, and not more than 5% teaching responsibility, averaged over any academic year, except as specified for certain administrative codes in the Collective Bargaining Agreement.*

**Research Support Faculty**

Research Support Faculty support the research of faculty and programs within the School. Examples of activities that may be considered for the purpose of promotion follow.

**Category 1: Evidence of Contributions in Support of Research**

- Effective management of daily organizational operations, financial resources, and personnel.
- Resourceful, productive efforts in support of development and fundraising activities.
- Development and implementation of strategic plans, evaluation activities, and support systems.
- Successful public relations engagement through print, digital, social, or broadcast media.

- Active representation and involvement within professional and academic organizational events including, but not limited to networking, participating on panels, presenting, adjudicating, and consulting.
- Collection, documentation, and cataloging of archival materials.
- Dramaturgy.

**Category 2: Other Research-related Activities**

- Contribution to the discovery of new knowledge.
- Support in development of new creative activities or educational techniques.

**Category 3: Other Assigned Duties**

- Support of instruction and other student learning.
- Curriculum development.
- Authorship of educational materials.

*Note: Section 5 of the FSU Faculty Handbook describes duty restrictions for Research Support Faculty. This includes that normally, Research Support Faculty shall be assigned not less than 95% combined responsibility in research and service in support of research, and not more than 5% teaching responsibility, averaged over any academic year, except as specified for certain administrative codes in the Collective Bargaining Agreement.*

As per the School bylaws, the School Promotion and Tenure Committee “is charged with ensuring the currency of the School’s promotion and tenure criteria. Any changes made to the criteria must be approved by a simple majority of the Faculty Assembly prior to adoption. Faculty in the promotion and/or tenure process have the option of using the criteria specific to their date of hire or current criteria.”