

# Mississippi State University Department of Music Promotion and Tenure Policies and Procedures

## Introduction

This document establishes Mississippi State University's Department of Music policies and procedures regarding tenure and promotion. These policies and procedures are intended to complement but not supplant the Mississippi State University Faculty Handbook's Promotion and Tenure Procedures and the College of Education Promotion and Tenure Guidelines, though some provisions are repeated here for context and clarity. Tenure-track faculty members in the Department of Music should consult both of these resources, as this document defers to their provisions, with minimal repetition, while providing specifics pertaining to the Department. In addition, tenure-track faculty members should consult the Provost's website, which provides instructive information as well as the promotion and tenure application.

Here are links to these documents, plus the Provost's website:

[http://www.msstate.edu/web/faculty\\_handbook/handbook.pdf](http://www.msstate.edu/web/faculty_handbook/handbook.pdf)

[http://www.educ.msstate.edu/pdf/academics/forms/COE\\_Promotion\\_and\\_Tenure\\_Guidelines.PDF](http://www.educ.msstate.edu/pdf/academics/forms/COE_Promotion_and_Tenure_Guidelines.PDF)

<http://www.provost.msstate.edu/fsr/faculty/guidelines/>

<http://www.provost.msstate.edu/pdf/tips.pdf>

This document only applies to faculty members in tenure-track positions within the Department of Music. It specifies Department of Music promotion and tenure policies and procedures, providing criteria by which Department of Music colleagues, the College of Education, and the University may evaluate a music faculty member's performance. In addition, it offers guidance to tenure-track faculty members in deciding what may constitute effective expenditures of time and energy toward the goals of tenure and promotion at Mississippi State University. Thus, it is instructive as well as prescriptive.

## Criteria and Procedures for Promotion and Tenure

### Requirements for Promotion and Tenure:

- According to the MSU Faculty Handbook, "Promotion from assistant professor to associate professor, or from associate professor to professor, will normally only be considered after a faculty member has served at least five years in rank so that sustained productivity at MSU can be demonstrated. Applications for promotion prior to that time will be regarded as early action and considered only for exceptionally strong and well documented cases". (See the MSU Faculty Handbook, p. 28, lines 69–73)
- Minimum ratings of satisfactory in teaching, research and service, plus a rating of excellent in one of those areas is expected for tenure and promotion from Assistant Professor to Associate Professor. The Department of Music has determined that the area of excellence in such promotions should be teaching or research/creative activity.

- Minimum ratings of satisfactory in teaching, research and service, including a rating of excellent in either research or teaching, plus a rating of excellent in one additional area, are expected for promotion from Associate Professor to Professor.
- With respect to promotion from Associate Professor to Professor, the two areas expected to be rated excellent by the Department of Music Promotion and Tenure Committee are teaching and research/creative achievement; however, in some cases promotion to Professor may be granted for excellence in service and either research/ creative achievement or teaching. In these cases, the applicant's record must include excellence in service to their department, college and the university, as well as service external to the university that is especially meritorious, such as (but not limited to) editorship of a highly respected publication. Further, it should be demonstrated that the candidate has established a national/international reputation through such distinguished service.
- Development of a national/international reputation appropriate to the candidate's professional specialty is expected for all promotions. (See the MSU Faculty Handbook, p. 27, lines 56–57, and p. 28, lines 64–65.)
- Establishment of a departmental reputation for collegiality is expected for all promotions; consistent lack of collegiality may jeopardize a positive vote for tenure by the Department of Music Promotion and Tenure Committee (see the MSU Faculty Handbook, p. 3, paragraph 3).
- Membership and participation in professional societies appropriate to the candidate's specialty are expected
- Applications for promotions within the Department of Music must follow the specifications provided in the Mississippi State University Faculty Handbook, especially pages 26–44, and the College of Education Promotion and Tenure Guidelines. See the following websites: [http://www.msstate.edu/web/faculty\\_handbook/handbook.pdf](http://www.msstate.edu/web/faculty_handbook/handbook.pdf) and [http://www.educ.msstate.edu/pdf/academics/forms/COE\\_Promotion\\_and\\_Tenure\\_Guidelines.PDF](http://www.educ.msstate.edu/pdf/academics/forms/COE_Promotion_and_Tenure_Guidelines.PDF)

**Criteria for External Letters of Reference:**

- External letters of reference in support of applications for promotion and tenure must be submitted by individuals at or above the rank sought by the applicant.
- The Department Head will meet with the candidate seeking promotion during the first two weeks of April and the candidate will provide 5–10 names of external reviewers who:
  - A. are outstanding professionals in the specific field of the candidate.
  - B. are from peer or peer-plus institutions; According to the Provost's website, "We do have an 'official' list of institutions filed with the IHL Board. They are: Auburn, Clemson, Iowa State; Kansas State, New Mexico State, North Carolina State, Oklahoma State, Oregon State, Purdue, Utah State, Virginia Tech, and Washington State. However, for purposes of external letters supporting promotion and tenure, we usually consider universities that are classified as Research Universities (very high research activity), or Research Universities (high research activity) by the Carnegie Foundation for the Advancement of Research and Teaching. A list of these

universities can be found in the annual Almanac addition to the Chronicle of Higher Education.” See the provost’s website: <http://www.provost.msstate.edu/pdf/tips.pdf>)

C. have no close personal relationship with the candidate, i.e., research/creative collaborators, family members, known close friends.

The Department Head also selects 5–10 external reviewers who are not known to the candidate, using the same criteria for selection. Between the two lists, the Department Head selects a combined list of 8–10 external reviewers. The Department Head contacts the selected reviewers and secures permission from the reviewers to send the request letter as designated by the office of the Provost, plus the rest of the “packet” described below) as prepared by the candidate.

The packet sent to reviewers will include: a cover letter outlining the recommendation request and pertinent deadlines, copies of the candidate’s CV and the fully completed P+T application, plus a small selection of hard-copy samples of the best teaching, research, and service evidence supplied by the candidate (or a Dropbox link to electronic versions of these).

Reviewers will be advised that all of the candidate’s supporting materials cannot be included due to the size of the dossiers (see the discussion below), but they should presume that the given documents accurately portray the candidate’s accomplishments. The reviewers also will be assured that with reasonable certainty their letter will not be seen by the candidate.

The site, [http://www.provost.msstate.edu/pdf/Example\\_External\\_Review\\_Letter.pdf](http://www.provost.msstate.edu/pdf/Example_External_Review_Letter.pdf) offers information regarding external letters.

### **Dossiers for Promotion and Tenure Applications:**

Dossiers for Promotion and Tenure Applications substantiate teaching, research/creative achievement, and service activities and products undertaken at Mississippi State University since a candidate’s initial appointment to a tenure-track position or since the candidate’s last promotion. Prior documentary evidence, except for the candidate’s *curriculum vitae*, will not be considered and should not be included. More specifically, dossiers for Promotion and Tenure Applications should include the following items:

- Cover letter from the candidate requesting promotion and/or tenure
- Completed Promotion and Tenure Application form from the Provost’s website: [http://www.provost.msstate.edu/resources/faculty/forms/forms/10/PTApp\\_7\\_30\\_10.pdf](http://www.provost.msstate.edu/resources/faculty/forms/forms/10/PTApp_7_30_10.pdf), including a summary sheet of teaching evaluations as directed by the Provost
- Complete up-to-date *vita*
- Original offer letter and, if necessary, additional letter detailing significant changes
- Letters from external reviewers (to be added by the Department Head)
- Annual faculty evaluations and review done by the Department Head. This annual evaluation will comprise a written review of the previous year’s progress and a written agreement about the faculty member’s objectives, responsibilities, and expectations for the coming year, and the department head’s or director’s assessment of progress toward tenure.
- Teaching Evaluations (numerical data expected, student comments optional)

- Teaching Documentation, including syllabi, exams, projects, assignments, etc., that describe the candidate's innovation and/or implementation in the department, college and university, as well as information regarding new classes, curricula and other contributions to the Department, plus an explanatory narrative from the candidate
- Research/Creative Achievement Documentation, including published and forthcoming items, plus an explanatory narrative from the candidate. Materials "in progress" and those submitted for publication but not accepted may be mentioned in the narrative to demonstrate a candidate's production, but will not be regarded as equivalent to published items or items documented as "in press".
- Service Documentation, including materials demonstrating any initiative or innovation contributed to the Department, College or University, plus an explanatory narrative from the candidate

Dossiers for Promotion and Tenure Applications will be submitted by October 1 to the Head of the Department of Music, who will retain possession and make them available to P&T Committee members during that month before forwarding them to the College of Education P&T Committee.

**Dates, Deadlines, and Deliberations:**

- A candidate for tenure and/or promotion must notify the Department Head by April 1 during the year it is sought; for assistant professors, this normally occurs during the fifth year of their employment contract, as they normally apply for tenure at the start of their sixth year.
- Candidates seeking promotion will submit their list of potential external reviewers by April 15.
- The Department Head will select the combined list of 8–10 external reviewers by the end of April.
- Packets (described above) will be sent to the selected reviewers by May 1, with a response letter requested by September 1
- A reminder e-mail will be sent around August 15 (and again by September 10) to reviewers who have not yet replied.
- The Department of Music P&T Committee will begin review of applications and associated dossiers on October 1 and will undertake deliberations, in private and in a collegial manner, no later than November 1.
- At the end of deliberation, the P&T Committee will conduct an initial vote that separately considers the candidate's teaching, research, and service, with "excellent," "good", "satisfactory," and "unsatisfactory" as possible responses for each of these three categories; in addition, the Department of Music P&T Committee will conduct a separate vote on whether to recommend promotion and tenure (or promotion in the case of early promotion to Associate Professor or promotion to Professor), with "yes", "no" or "abstain" as possible responses.
- Results of those deliberations and votes will be communicated in the form of a letter composed by the Chair of the P&T Committee; two identical copies of that letter will be

signed by all members of the P&T Committee, with one delivered confidentially to the Head of the Music Department and the other delivered confidentially to the candidate.

### **Procedure for Third-Year Review:**

As charged by the MSU Faculty Handbook (see lines 349–350 and 358–359 on p. 35), the Department of Music Promotion and Tenure Committee must conduct a review of non-tenured tenure-track faculty by the end of the third year.

An assistant professor's Third-Year Review will consider materials submitted within a dossier (see below), as well as observations of P&T Committee members, and offers mid-term advice regarding an assistant professor's progress toward promotion and tenure with respect to teaching, research/creative achievement, and service.

Dossiers for Third-Year Reviews substantiate teaching, research/creative achievement, and service activities and products undertaken at Mississippi State University since a candidate's initial appointment to their tenure-track position. Documentary evidence dating from before a candidate's initial tenure-track appointment – except for the candidate's *curriculum vitae* – will not be considered and should not be included.

Dossiers for Third-Year Reviews should include the following items:

- Cover letter from the candidate seeking third-year review
- Completed Promotion and Tenure Application form from the Provost's website: [http://www.provost.msstate.edu/resources/faculty/forms/forms/10/PTApp\\_7\\_30\\_10.pdf](http://www.provost.msstate.edu/resources/faculty/forms/forms/10/PTApp_7_30_10.pdf), including a summary sheet of teaching evaluations as directed by the Provost
- Complete up-to-date *vita*
- Original offer letter and, if necessary, additional letter detailing significant changes
- Annual faculty evaluations and review done by the department head. This annual evaluation will comprise a written review of the previous year's progress and a written agreement about the faculty member's objectives, responsibilities, and expectations for the coming year, and the department head's or director's assessment of progress toward tenure.
- Teaching Documentation, including syllabi, exams, projects, assignments, etc., that describe the candidate's innovation and/or implementation in the department, college and university, as well as information regarding new classes, curricula and other contributions to the Department, plus an explanatory narrative from the candidate.
- Research/Creative Achievement Documentation, including published and forthcoming items, plus an explanatory narrative from the candidate. Materials "in progress" and those submitted but not accepted may be mentioned in the narrative to demonstrate a candidate's production, but will not be regarded as equivalent to published items or items documented as "in press."
- Service Documentation, including materials demonstrating any initiative or innovation contributed to the Department, College or University, plus an explanatory narrative from the candidate.

Dates and Deadlines: Third-year dossiers should be submitted to the Department of Music Head by April 1 of the non-tenured candidate's third year of tenure-track teaching at Mississippi State. The Department of Music P&T Committee will examine the candidate's dossier during the month of April, deliberate in private, conduct votes regarding the candidate's teaching, research, and service, with "excellent," "good", "satisfactory," and "unsatisfactory" as possible responses. Results of those deliberations and votes will be communicated in the form of a letter composed by the Chair of the P&T Committee; two identical copies of that letter will be signed by all members of the P&T Committee, with one delivered confidentially to the Head of the Music Department and the other delivered confidentially to the candidate.

## **Definitions of Teaching, Research/Creative Achievement, and Service**

Teaching, research/creative achievement, and service are defined and demonstrated within the Department of Music by documented activities and products. Activities and products may overlap the areas of teaching, research, and service. For purposes of evaluation, the same activity or product may not be categorized within more than one area. Activities and products listed below appear in no particular order of importance.

### **Teaching Expectations**

Teaching is recognized as a primary function for tenure-track and tenured faculty within the Department of Music. Effective instruction and concern for student achievement is expected, and there should be a clear demonstration of high-quality teaching. Documentation of teaching activities and products within promotion and tenure application dossiers is required. Student advising is a vital part of faculty responsibilities in the Department of Music and will be recognized as part of an individual's teaching activities.

Teaching includes regular classroom and laboratory instruction; supervision of field work, internships and performances, development of educational materials including books and web sites, materials developed with educational grants; and conduct of other academic programs that confer university credit; and presentation of non-credit and off-campus public lectures and demonstration, and other teaching activities that could be defined by the academic units.

Activities and products listed below appear in no particular order of importance and are not necessarily regarded as equivalent in significance.

Candidates should submit, along with their documentation, a formal narrative that explains the significance of their evidentiary items, as well as the nature of peer review received and the roles of any co-authors or collaborators. Evidence not explicitly listed below may be submitted if justified in the corresponding narrative.

### **Examples of teaching activities and products suitable as support for promotion applications within the Department of Music:**

- Professional preparation for and conducting of class meetings and/or lessons, as attested by Head, peer, and student reviews
- Syllabi, outlines, pedagogical materials, examinations, and other methods of assessment

- Graded student work
- Audio or video recordings of teaching sessions, student ensemble performances, master classes
- Links to video recordings of teaching sessions, student ensemble performances, master classes
- Presentation of master classes, workshops, and seminars
- Participation in pedagogical workshops or master classes
- Participation in other professional development activities to enhance teaching (e.g., the “Maroon & Write” program, pedagogy workshops, etc.)
- Graduate student theses and dissertations supervised or advised
- Technologically-enhanced instructional materials and protocols
- Grant proposals for instructional improvement, including new technology
- New course development and course revisions
- Class coverage and other teaching assistance provided to colleagues
- Self-evaluations of teaching
- Service on thesis or dissertation committees
- Collaborative teaching projects or initiatives involving individuals from K-12 institutions, within or across MSU departments, from other colleges or universities, or with other professionals
- Student advising and lists of advisees
- Student awards, jobs, and other professional attainments
- Student products (e.g. poster or presentation at a conference, substantiated by documentation) and publications
- Student course evaluation data
- Student interviews conducted by the committee
- Reviews of course content and/or instruction sessions by peers, committee members, and Head
- Letters from current students or alumni
- Teaching awards

### **Research and/or Creative Achievement Expectations within the Department of Music**

Research and/or creative achievement are recognized as primary functions for tenure-track faculty within the Department of Music. An active, ongoing, and documented program of published and professionally presented research and/or creative achievement, recognized at the national and international levels, is expected of every tenure-track and tenured faculty member of Mississippi State University’s Department of Music. No set number of published/presented research or creative achievement products is required, but consistent output and appropriate quality corresponding to an expanding professional reputation at the national and international levels are expected.

Prestigious products – articles published in national or international peer-reviewed journals, national or international concerts, peer-reviewed presentations at national or international conferences, peer-reviewed or critically-reviewed performances, peer-reviewed books, published compositions, published arrangements and published recordings, particularly by readily-recognized publishers and companies – will receive higher ratings. Candidates are expected to explain the nature of review received by activities and/or products submitted for consideration in an accompanying narrative.

Excellence in research and creative achievement is affirmed through peer review using prevailing standards within the discipline.

Credit for “authorship” is not dependent upon the order or author credits. For example, a co-author of a refereed manuscript in a scholarly journal receives no more or less credit than does a sole author. However, it is reasonable for those reviewing the promotion and tenure package to consider the extent of the contribution of an individual author when numerous (ex. four or more) authors receive credit for a work. Candidates are expected to explain their roles and contributions to collaborative activities and/or products submitted for consideration in an accompanying narrative.

Research or creative achievement involving collaboration (i.e. with persons from K-12 institutions, within or across departments, with persons from other colleges or universities, or with other professionals) is accepted, appropriate, encouraged and should be documented.

Activities and products listed below appear in no particular order of importance and are not necessarily regarded as equivalent in significance.

Candidates should submit, along with their documentation, a formal narrative that explains the significance of their evidentiary items, as well as the nature of peer review received and the roles of any co-authors or collaborators. Evidence not explicitly listed below may be submitted if justified in the corresponding narrative.

**Examples of research/creative achievement activities and products suitable as support for promotion applications within the Department of Music:**

- Musical compositions
- Musical arrangements
- Commissioned compositions or arrangements
- Commercially-released recordings
- Privately-released recordings
- Guest-conducted concerts at state, regional, national and international venues
- Conducted performances of an MSU ensemble on a tour or for an invited performance at state, regional, national and international venues
- Solo or chamber recitals at local, state, regional, national and international venues
- Books
- Book chapters
- Journal articles



- Editions of music, books, journal issues
- Published instructional material
- Editorial work for professional journals or publishers (if not claimed as service)
- Reviews of books, scores, CD/DVD recordings, and concerts (if subject to critical editorial review)
- Research presentations at state, regional, national and international conferences
- Adjudication at campus, regional, national, or international levels (if not claimed as service)
- Audio or video recordings of performances at state, regional, national and international venues
- Links to video recordings of performances at state, regional, national and international venues
- Invited lectures at state, regional, national and international conferences
- Invited lectures and presentations at other institutions
- Research awards
- Research grant proposals submitted and funded
- Campus and community performances (if not claimed as teaching or service)
- For conductors, campus concerts by the MSU ensembles they direct (if not claimed as teaching or service)
- Performance as a member of a state or regional major ensemble, e.g., symphony orchestra

### **Service Expectations**

Service is recognized as a responsibility of all tenure-track and tenured faculty within the Department of Music.

Service on departmental, college and university committees should involve some substantial contributions on the part of the applicant. Service to an individual's professional societies, such as holding leadership positions, organizing meetings or conventions, and membership on committees and boards, will be important in the total evaluation of the applicant's research record particularly when promotion to Professor is sought. Service to the community, state and region, and service involving collaboration (i.e. service to K-12 institutions) is accepted and should be appropriately documented.

Activities and products listed below appear in no particular order of importance and are not necessarily regarded as equivalent in significance.

Candidates should submit, along with their documentation, a formal narrative that explains the significance of their evidentiary items, as well as the nature of peer review received and the roles of any co-authors or collaborators. Evidence not explicitly listed below may be submitted if justified in the corresponding narrative.

**Examples of service activities suitable as support for promotions within the Department of Music:**

- Departmental recruiting efforts
- Student recital committee service
- Service to student activity groups
- Service at the departmental level (e.g., departmental committees such as E&E, R&R, and Curriculum committees)
- Leadership at the departmental level (e.g., departmental committees such as E&E, R&R, and Curriculum committees)
- Service at the college level (e.g., UGEAC, Research Committee, Faculty Council, COE P & T, Box Council, assistance with COE event, etc.)
- Leadership at the college level (e.g., UGEAC, Research Committee, Faculty Council, COE P & T, Box Council, assistance with COE event, etc.)
- Service at the university level (e.g., UCCC, Faculty Senate, assistance with University event, etc.)
- Leadership at the university level (e.g., UCCC, Faculty Senate, assistance with University event, etc.)
- External evaluator of book manuscripts, journal articles, and grants
- Reviews of books, scores, CD/DVD recordings, and concerts (if not subject to critical editorial review)
- Editorial work for professional journals or publishers (if not claimed as research/creative achievement)
- Adjudication at campus, regional, national, or international levels (if not claimed as research/creative achievement)
- Consultation
- Faculty mentoring
- Colleague teaching observation
- Leadership roles with departmental, college or university committees
- Leadership roles with professional organizations
- Conference program committee service
- Service on professional or scholarly boards
- Session chair at professional conferences
- Campus and community performances (if not claimed as teaching or research/creative activity)
- Service to the community (e.g., church musician, Starkville Arts Council, School Board, etc.)
- Service to the region (arts boards, etc.)
- Service to the state (arts boards, etc. )
- Service involving individuals from K-12 institutions, within or across MSU departments, from other colleges or universities, or with other professionals
- Service awards

## **Criteria for the Evaluation of Teaching, Research/Creative Achievement, and Service**

### **General Aspects of Evaluation for promotion and tenure**

The following sets of examples communicate Department of Music expectations regarding teaching, research/creative achievement, and service, and should be understood as generally illustrative of what may be considered “unsatisfactory,” “satisfactory,” “good,” and “excellent,” given here for guidance purposes.

### **Examples suitable for the evaluation of teaching:**

#### Unsatisfactory

- Lacks a basic knowledge of the subject matter being taught, is not current with recent developments and practices in the field.
- Substandard syllabi (i. e. not meeting NASM or NCATE standards)
- No revision of existing courses.
- No evidence of teaching development.
- Poor-quality lectures
- Consistent tardiness and/or early class dismissal
- No evidence of students’ success in and out of the pertained studio/classroom
- No attendance at state/local pedagogical workshops/master classes/ meetings, leading master classes/workshops.
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#### Satisfactory

- Exhibits a basic knowledge of the subject matter being taught, is current with recent developments in the field.
- Suitable syllabi (i. e. meeting NASM or NCATE standard, contains clear instructional objectives), evidence of regular revision of existing courses, incorporation of appropriate teaching methodologies (multimedia such as recordings and videos used in the course of teaching).
- Attendance at state/local pedagogical workshops/master classes/ meetings, leading master classes/workshops.

### Good

- Exhibits expertise of the subject matter being taught, consistently seeks out new research and methodologies in the field.
- Comprehensive syllabi (i. e. up-to-date bibliographies, providing supplemental study resources), creation of supporting web sites, course packets and additional teaching materials, creation of multimedia resources for use in classroom discussions.
- Attendance at regional pedagogical workshops/master classes/ meetings, leading master classes/workshops.
- Create opportunities to foster faculty-guided student research efforts through projects, researches and performances for undergraduate and graduate students presented on campus and regional, state, national and international levels.

### Excellent

- Is an authority in the field, creates new research and methodologies in the field.
- Outstanding syllabi (i.e. extensive and up-to-date bibliography which includes recordings, videos, internet resources as well as journals and texts, comprehensive schedule of course activities), external recognition of student work/performance, awarded grants which support teaching or curriculum development.
- Attendance at national/international pedagogical workshops/master classes/meetings, leading master classes/workshops on a national or international level.
- Teaching awards

### **Examples suitable for the evaluation of research/creative achievement:**

#### Unsatisfactory

- No performances/publications or demonstrated professional activities in the area of specialization over the course of the evaluative period
- Underprepared concerts, lectures, presentations and/or publications

#### Satisfactory

- Local performances
- Publications in local/state newsletters or organization journals
- Compositions/arrangements/transcriptions performed on campus or regional level
- Teaching/leading seminars, workshops/master classes on campus or regional level
- Conducting: guest-conducting regional/state ensemble

### Good

- State or southern region performances
- Self-published recordings
- Publications in journals without external peer reader review
- Compositions/arrangements/transcriptions performed on a state or southern region level
- Teaching/leading seminars, workshops/master classes on a state or southern region level
- Conducting: southern region -level guest-conducting

### Excellent

- National or international performances
- Recordings published by a recognized, respected company in the field
- Publications in journals with external peer reader review
- Publishing or editing a nationally or internationally disseminated peer-reviewed journal in area of specialization (if not claimed as service)
- Compositions/arrangements/transcriptions performed on a national or international level
- Teaching/leading seminars, workshops/master classes on a national or international level
- Conducting: guest-conducting at a national / international and all-state ensembles
- Research awards

### **Examples suitable for the evaluation of service:**

### Unsatisfactory

- No visible committee service
- No recruiting contributions
- No membership in professional organizations in the area of specialization
- Poor quality departmental work
- Failure to do assigned tasks or frequent absences from department, college or university meetings and convocations

### Satisfactory

- Member of departmental committee(s)
- Local recruiting efforts
- Member of professional organization(s) in area of specialization

### Good

- Chair of department committee(s)
- Member or college and/or university committees
- Statewide recruiting efforts
- Member of professional organization in the area of specialization
- and regularly attends department, college or university meetings and convocations

### Excellent

- Chair college/university committee(s)
- Regional recruiting efforts
- Officer in state or national organization
- Publishing or editing a nationally or internationally disseminated peer-reviewed journal in area of specialization (if not claimed as research/creative achievement)
- Service awards

## **Structure of the Promotion and Tenure Committee**

The structure of the Department of Music Promotion and Tenure Committee corresponds to the applications scheduled for review in a given academic year.

For the review of third-year dossiers, applications for promotion from Assistant Professor to Associate Professor with tenure, applications for promotion from Assistant Professor to Associate Professor without tenure, and applications for tenure by Associate Professor, the Department of Music Promotion and Tenure Committee will consist of all tenured-faculty members, except for the Head of the Department and the tenured Department of Music faculty member serving on the College of Education Promotion and Tenure Committee.

For the review of applications for promotion from Associate Professor with tenure to Professor with tenure, the Department of Music Promotion and Tenure Committee will consist of all tenured Professors, except for the Head of the Department and the tenured Professor serving on the College of Education Promotion and Tenure Committee.

Should applications of both of the afore-mentioned categories be expected in a given academic year, two committees will be formed, the second being a subset of the first, with separate Chairs.

The Department of Music Promotion and Tenure Committee Chair(s) will be nominated and elected by members of the Committee.

Promotion and Tenure Committee Chair(s) are responsible for conducting meetings and votes on third-year reviews and promotion and tenure applications, coordination of the writing of corresponding letters, and coordinating the revision of this Promotion and Tenure Policies and Procedures document as needed.

The Department of Music Promotion and Tenure Committee and Chair are expected to observe and follow the corresponding provisions established in the Mississippi State University Faculty Handbook and in the College of Education's Promotion and Tenure Guidelines.

## **Criteria for Service on the Promotion and Tenure Committee**

Service on the Department of Music Promotion and Tenure Committee is required of all tenured faculty, except for those serving on the College of Education Promotion and Tenure Committee and the Head of the Department. With those exceptions, the Department of Music Promotion and Tenure Committee is understood to be a "committee of the whole".

In the event that a minimum of three Department of Music Professors are not available for service when an application for promotion to Professor is to be evaluated, the Department Head will make requests to other faculty within the College of Education, and beyond if necessary, to fill the needed membership.

## **Specific and Unique Aspects Characteristic of the Department of Music**

The Mississippi State University Faculty Handbook directs departments to describe any specifics, including any uniqueness, of the department or school in which the individual is to be tenured. This section addresses such specific and unique aspects.

### **Equivalency Guide for Research/Creative Achievement**

While the teaching mission of the Department of Music corresponds to that of other units within the College of Education at Mississippi State University, many research and creative achievement activities do not have readily apparent parallels in other disciplines. The following set of equivalencies serves as a guide in understanding the relative significance of various activities. It is not exhaustive, nor does it account for all possibilities.

The following are understood to be equivalent to an article published in a peer-refereed journal or a chapter in a peer-reviewed book:

- A presentation (paper or performance) at a professional conference
- A full solo recital presented regionally, nationally, or internationally
- A single work on a commercially-released recording
- A short published composition (art song, single movement instrumental work, etc.)
- A concerto performed with an orchestra
- A role in a professionally-staged opera
- An invited conducting appearance (state, regional/national/international)

The following are understood to be equivalent to a published book

- A published major composition (symphony, concerto, multi-movement chamber work, opera, etc.)
- A complete, commercially-released recording

### **Professional journals appropriate for promotion and tenure applications by specialty**

Articles in the following print and online journals may be recognized as appropriate evidence for promotion and tenure applications from the Department of Music. Articles subject to refereed peer review, as well as editor-invited articles, will receive higher ratings. Candidates are encouraged to specify the kind of journal – print or online – in which each of their published articles appears within the formal narrative supplied with their documentation. In addition, the nature of review received by each article, which may include: 1) critical external peer-reader review (single or multiple), 2) critical editorial board review, 3) critical editor review, or 4) non-critical editorial review/refinement should be indicated. Finally, if the publication was invited, this also should be indicated.

#### Conducting

- *Choral Director*
- *Choral Journal*
- *International Journal of Research in Choral Singing*
- *Journal of the Conductor's Guild*

- *National Band Association Journal*
- *College Band Directors National Association Report*
- *Journal of Band Research*
- *Journal of the Conductors Guild*
- *World Association of Symphonic Bands and Ensembles Journal*

#### Multidisciplinary Journals

- *College Music Symposium*

#### Music Education

- *American Music Teacher*
- *International Journal of Music Education*
- *Journal of Music Teacher Education*
- *Journal of Research in Music Education*
- *Music Education Research*
- *Music Educator's Journal*

#### Music Theory

- *Indiana Theory Review*
- *Intégral*
- *Journal of Music Theory*
- *Journal of Music Theory Pedagogy*
- *Journal of Schenkerian Studies*
- *Music Analysis*
- *Music Theory Online*
- *Music Theory Spectrum*
- *Perspectives of New Music*
- *Theory and Practice*

#### Musicology

- *Acta Musicologica*
- *Cambridge Opera Journal*
- *Computer Music Journal*
- *Current Musicology*
- *Early Music*
- *Eighteenth-Century Music*
- *Ethnomusicology*
- *Ethnomusicology Online*
- *Ethnomusicology Forum*
- *Jazz Research Journal*
- *Journal of the American Musicological Society*
- *Journal of Music History Pedagogy*
- *Journal of Musicology*
- *Journal of Musicological Research*



- *Journal of the Royal Music Association*
- *Journal of Seventeenth-Century Music*
- *Journal of the Society for American Music*
- *Journal of the Society for Musicology in Ireland*
- *Music and Letters*
- *Music and the Moving Image*
- *Musical Quarterly*
- *Musical Times*
- *Nineteenth Century Music*
- *Nineteenth-Century Music Review*
- *Notes*
- *Opera Quarterly*
- *Twentieth-Century Music*
- *Twenty-First Century Music*

#### Performance

- *American Music Teacher*
- *Clavier Companion*
- *Early Keyboard Journal*
- *Flute Talk*
- *Flutist Quarterly*
- *Instrumentalist*
- *International Trumpet Guild Journal*
- *International Trombone Association Journal*
- *NATS Journal*
- *Percussive Notes*
- *The Strad*

August 26, 2015