

**Department of Recording Industry**  
**Procedures & Criteria For Promotion, Tenure, Renewal, and Status at Hire**

Revision 3.2, September 23, 2005

Revision 4.7, April 27, 2018

*Ratified by a unanimous vote the full RI faculty attending the faculty meeting on Tuesday April 10, 2018*

**I. Procedures:**

A. The Department Promotion and Tenure Review Committee (PTRC):

1. PTRC membership eligibility:

All tenured faculty members are eligible to serve on the PTRC with the exception of those noted below. Each eligible tenured faculty member is automatically nominated for election to the PTRC each academic year.

The following faculty members are not eligible to serve on the PTRC:

- Department Chair
- College administrators (Dean and Associate Dean)
- Faculty members who are applying for promotion during their year of application

Any faculty member who might have a real or perceived conflict of interest regarding one or more candidates under review should decline the nomination to serve on the PTRC.

2. Election of the PTRC:

The PTRC is newly elected at the start of each academic year. Only full-time tenured and tenure-track faculty members are eligible to vote in the PTRC election. The Department Chair is not eligible to vote. Adjunct faculty members, full-time temporary faculty members, and professional staff are not eligible to vote in the PTRC election.

At the first faculty meeting of the academic year, the Department Chair will distribute a ballot to each eligible tenured and tenure-track faculty member present. Ballots shall be written in such a way that provides anonymity for all eligible voting faculty members. The Department Chair shall then instruct the attendees as follows: *"All tenured faculty members, with the exception of the Department Chair, college administrators, and those applying for promotion, are eligible to serve on the Department PTRC. Each eligible faculty member is automatically nominated to be elected to serve one year on the PTRC. Are there any eligible faculty members who cannot or will not accept this nomination?"* Each tenured faculty member who declines the nomination should state so at this time. The Department Chair shall direct the attendees that they should strike from the ballot the names of those who declined the nomination for any reason. The recording secretary of the meeting will make note of the faculty members who decline the nomination.

A process is to be implemented that allows votes to be cast and collected in such a way that provides anonymity for each voting faculty member. One of the departmental secretaries will collect the ballots. Immediately following the **voting**, a departmental secretary will count the votes in private and return to the meeting and report the results to the Department Chair. The Department Chair will then announce the results to the faculty. The recording secretary of the meeting will make note of the election results.

3. Election of PTRC Chair:

The chair of the previous year's PTRC, if available, will call a meeting of all newly elected members. In the event the chair of the previous year's PTRC is unavailable, a member from the previous year's committee, appointed by the Department Chair, will call the first meeting. The newly elected PTRC will elect a PTRC Chair at their first meeting. The chair of the PTRC must be elected at the beginning of each academic year and will generally be re-elected the following year in order to serve for two consecutive terms.

4. Term of service of the Department PTRC:

The elected members of the PTRC will serve a one-year term. A new PTRC Chair is to be elected at the beginning of each academic year. The elected PTRC and elected PTRC Chair will remain seated until a new PTRC is elected.

5. PTRC voting procedures:

A quorum is required to conduct all PTRC business. A quorum is defined as a majority of the members of the PTRC. All PTRC members are to attend all meetings of the PTRC whenever possible.

Proxy voting or absentee ballots are not permitted for regular PTRC proceedings. The only exception to this rule is the "At Time of Hire" recommendations made during the summer months. See Section III.C.1.

All PTRC recommendations shall be the result of a majority vote of all PTRC members present, provided a quorum is in attendance. Tie votes will result in the failure of a motion to renew, tenure or promote.

6. Meetings:

The PTRC shall meet as needed. Meetings of the PTRC are closed.

The proceedings of the PTRC are strictly confidential and are not to be discussed with anyone other than other members of the current PTRC.

7. Duties:

a. Faculty Review:

The PTRC shall review:

- All tenure-track faculty members up for renewal
- Faculty members standing for the pre-tenure review in the third or fourth year of the probationary period as outlined in the university Tenure Policy and college Promotion and Tenure Policy
- All eligible faculty members applying for tenure and/or promotion.

In addition, the PTRC shall review:

- All temporary faculty
- At the Department Chair's request, any tenured or adjunct faculty members
- Any faculty member requesting such a review. These reviews should be requested through the Department chair.

Faculty members being reviewed may not sit on the PTRC during the review process, and faculty members applying for promotion may not sit on the PTRC during the whole of the academic year.

In its review, the PTRC shall consider the faculty member's performance in the three critical areas of instruction, research/scholarship/creative activity, and service/outreach. In addition, the PTRC shall consider faculty performance in other areas that may be pertinent to the faculty member's job performance, such as administrative assignments. In its review, the PTRC shall use all available information including but not limited to: student evaluations, Outline of Faculty Data, annual evaluation, materials submitted by the faculty member, classroom or laboratory visits, information gathered by the Department Chair, visits and conversations with the faculty member, with other faculty members, visits and conversations with students and information and/or materials submitted by students to the committee. The PTRC will consult with the Department Chair and candidate in the selection of any outside reviewers. The PTRC will exercise care in the use of hearsay information. The PTRC may request from the faculty member documentation for activities represented in the Outline of Faculty Data.

The result of this review shall include the following. First, a letter will be sent to the faculty member and the Department Chair outlining the PTRC's estimation of the strengths and/or weaknesses of the faculty member with regard to the three critical areas and any other pertinent areas of job performance. This letter shall become part of the faculty member's permanent record at the department and in the case of renewal, tenure, or promotion shall be passed up the chain of authority. Second, in the case of renewal, tenure, and promotion, a recommendation from the PTRC shall be filed. In addition, the PTRC shall file any forms relating to renewal, tenure, and promotion as requested by the Dean or others in the chain of authority.

Faculty members may request informal observation and review of their teaching. The request for an informal review should be made through the faculty member's departmental faculty mentor. Any written documentation that may result from such a review may be included in the faculty member's dossier at the faculty member's discretion.

b. Review of Faculty/Chair Candidates:

The PTRC shall review candidates for faculty positions after a recommendation to hire has been received from the Search Committee. In this review, the PTRC will look at all materials submitted by the candidates and may request additional information as needed. This review will result in recommendations as to rank, time toward tenure, appropriateness of degree field, and application of degree toward promotion to all ranks. In addition, the committee shall review any candidates who are recommended to be hired with tenure.

Recommendations for faculty members will be reported to the Search Committee and Department Chair. Recommendations for a Department Chair will be reported to the Search Committee and Dean.

c. Recommendations For Renewal, Tenure, and Promotion:

In the case of review for renewal, tenure, or promotion, the PTRC shall provide a recommendation. This recommendation shall become a part of the faculty member's permanent record at the department. The recommendation shall be communicated to the faculty member and the Department Chair and passed up the chain of authority. The recommendation shall be the result of a majority vote of all PTRC members. The vote tally shall be communicated to the Department Chair and passed up the chain of authority. In the case of a tie vote, the recommendation shall be not to renew, tenure or promote. Whether or not the vote was unanimous will be indicated in the letter from the PTRC Chair to the faculty member, but the exact vote tally is not to be included in this letter.

In the case of differing recommendations from the Department Chair and the PTRC, the Department Chair and PTRC shall meet in an attempt to reconcile their differences. If the differences cannot be reconciled, separate recommendations shall be forwarded up the chain of authority.

In the case of a recommendation not to tenure, or not to promote, the PTRC must provide the faculty member an opportunity, if he or she so chooses, to meet with the PTRC and review the materials and data upon which the decision was based. After such a meeting the PTRC may choose to reconsider its recommendation.

d. Recommendations for New Hires:

In the case of candidate faculty, the PTRC shall recommend to the Department Chair a rank at hire and time toward tenure. In addition, the PTRC shall make a recommendation as to the appropriateness of the degree and degree field. It will indicate the PTRC's opinion as to what rank a candidate may achieve with the current degree, and what additional degrees or other requirements will be needed to be minimally qualified for a recommendation for promotion to all ranks. These recommendations shall result from a majority vote of the members of the PTRC. These recommendations shall be communicated to the candidate, the Department Chair, and the Dean, Provost, and become a permanent part of the faculty member's record at the department.

In the case of a candidate for the Department Chair's position, the PTRC shall make a recommendation on tenure. This recommendation shall be communicated to the candidate, the Dean, Provost, and President. This recommendation shall be the result of a majority vote of all PTRC members. In the case of a tie vote, the recommendation shall be not to tenure.

B. The Department Chair's Duties:

1. PTRC:

The Department Chair is responsible for seeing that the following duties that relate to the PTRC are performed. The Department Chair will conduct the election of the members of the PTRC at the beginning of each academic year. The Department Chair is responsible for informing the PTRC of all relevant deadlines. The Department Chair is responsible for providing faculty and candidate records and relevant information to the PTRC. The Department Chair must inform the PTRC if faculty members have been assigned work beyond the normal amount in a particular area that needs to be reviewed or considered. The Department Chair may not sit on the PTRC or attend normal meetings. If the Department Chair and PTRC submit contrary recommendations the Department Chair will meet with the PTRC in an effort to reconcile differences

2. Faculty Members:

The Department Chair is responsible for the following duties that relate to the faculty. The Department Chair will inform faculty in a timely manner of deadlines relating to renewal, tenure, and promotion. The Department

Chair is responsible for communicating university, college, and departmental criteria on renewal, tenure, and promotion to all faculty members. The Department Chair will maintain faculty personnel records. The Department Chair will conduct student evaluations of every faculty member at least once each academic year. The Department Chair will collect materials supplied by the faculty for use in the renewal, tenure, or promotion process. The Department Chair may request a PTRC review of adjunct, temporary, or tenured faculty by informing the faculty member and the PTRC of the review request. The Department Chair must inform faculty if there is an expectation of work beyond the normal amount or in a particular area that will be subject to review. The Department Chair must conduct an annual review of each full-time faculty member. The written results of this review are to be kept in the faculty member's permanent record, provided to the PTRC and to the faculty member. The Department Chair is to document, in writing, substantive complaints and compliments about faculty performance received from student, staff, faculty, administrators, or others. The Department Chair will provide this documentation to the PTRC. The Department Chair must inform faculty, in a timely manner, of the general nature of complaints or other possible indicators of poor job performance that are received. The Department Chair is expected to work with faculty to remedy these situations.

3. New Hires:

The Department Chair is responsible for collecting materials provided by candidates for hire. The Department Chair must communicate, in writing, to new hires their status with regards to time toward tenure, rank, and terminal degree status. This document is referred to as the "Letter of Hire" and must be a part of the faculty member's permanent record at the department.

4. Recommendations for Renewal, Tenure, and Promotion:

The Department Chair will make recommendations on renewal, tenure, and promotion. His or her recommendation will be arrived at separately from the PTRC and where it differs from the PTRC, the Department Chair and PTRC shall meet in an attempt to reconcile their differences. If they cannot be reconciled, separate recommendations shall be forwarded up the chain of authority. The Department Chair will make the recommendation in writing and inform the faculty member and the PTRC, and forward it up the chain of authority. In the case of a recommendation not to tenure, or promote, the Department Chair must provide the faculty member an opportunity to meet and review the materials and data upon which the decision was based. After such a meeting the Department Chair may choose to reconsider the recommendation.

C. Faculty Members:

1. Duties:

It is the duty of each faculty member to provide an Outline of Faculty Data with appropriate documentation on time to the Department Chair. Faculty members must inform the Department Chair in writing of their request for tenure and/or promotion by September 1st of the academic year. Faculty members must keep records and documentation of scholarship, service, and all other pertinent work for review by the Department Chair and PTRC. Faculty members must keep themselves informed of criteria and procedures relating to renewal, tenure, and promotion. Faculty members are expected to work in a timely manner with the Department Chair to remedy problems with job performance.

2. Rights:

It is the right of each faculty member to be provided, in a timely manner, with due dates, criteria and forms that relate to renewal, tenure, and promotion.

Faculty members are to be provided a written review by the both Department Chair and the PTRC each year until tenured, and each year in which a promotion or a review is requested. In the case of a recommendation not to tenure, or not to promote, the faculty member must be granted a meeting, if he or she chooses, with the Department Chair and/or with the PTRC to review the data upon which the recommendation was based.

Faculty must be informed, in a timely manner, of the general nature of substantive complaints or other indications of possible poor job performance that have been received by the Department Chair.

Candidates for tenure or promotion may elect to have their materials adjudicated by outside reviewers. These candidates will be given the opportunity to nominate reviewers and will be given copies of the review when completed.

Tenured faculty members may request a performance review by the PTRC by informing the Department Chair in writing.

## II. Criteria for promotion and tenure:

### A. General Principles

#### 1. Academic Diversity

The department gained its national reputation as a result of work directly related to and benefiting the department by a group of faculty members with diverse degrees, academic fields, and industry experience. Therefore, the department will recognize and reward work benefiting the department, college, and university as well as academic or industry work. Further, the department will recognize acceptable combinations of degrees, academic fields, and industry experiences that as a whole have produced a person able to contribute to the department. Finally, the department will recognize scholarship and service that relates to a faculty member's academic field as well as that which relates to the department, college, university, and industry.

#### 2. Teaching, Research/Scholarship/Creative Activity, and Service/outreach.

While faculty must be active in the three work areas of teaching, research/scholarship/creative activity, and service/outreach, the importance of maximizing the unique potential of each faculty member is recognized. All faculty members are expected to demonstrate high quality performance in teaching. High quality performance is also required in one of the other two areas and quality performance in the remaining area. The expectation of quality and high quality performance is dependent upon the rank the faculty member currently holds or to the rank that the faculty member seeks with promotion. The faculty member must designate which area is to be reviewed for high quality performance in addition to teaching. Within the context of teaching, research/scholarship/creative activity, and service/outreach, the faculty member must demonstrate willingness and ability to work effectively with colleagues to support the mission of the university and the common goals both of the university and of the academic organizational unit.

### B. Definitions:

#### 1. Terminal Degree:

At the time of hire, the candidate shall be informed in writing as to the degree, the degree plus related experience, or the degree plus hours, necessary for recommendation at the department level for tenure and promotion to all ranks. The department will consider the J.D. and M.F.A. degree to be terminal. The M.A., M.M., M.S., or M.B.A. degree plus experience may be considered terminal. National recognition in the field of expertise and/or applicable recognition related to the recording industry may also be considered when determining if the candidate's credentials are considered to be terminal. Tenure and rank requirements are subject to both university and college policy.

#### 2. Teaching:

In addition to classroom activities, instruction includes the development of new courses, new instructional materials, and new instructional techniques. Advising and the development of advising materials is another component of instruction. Curriculum development and improvement, service on curriculum committees, continued intellectual development within the field of specialization, supervision of specialized instructional activities, meeting university expectations of record keeping, and seeking internal and external funding activities for instructional activities.

#### 3. Research/Scholarship/Creative Activities:

Scholarship shall include work in traditional research and in creative activity. The quality and the quantity of work will be considered. The university and college criteria contain extensive further definitions of these terms. External evaluation of research or creative activity may include refereed publications or presentations as well as solicited or non-solicited reviews. The faculty member may seek external review of scholarship and include such reviews for consideration. In general, in order for work to be considered scholarship it must fall within the broad academic tradition. Work clearly outside of this tradition may fall within the service area.

#### 4. Public Service and Professional Activities:

Service to the profession includes, but is not limited to, serving on industry association boards and committees, consulting, legal affairs, journal editorship, professional society leadership roles, and peer review of articles and

grant proposals, both volunteer and paid. Service to the university includes, but is not limited to, work on committees, consulting, publications or presentations relating to the school, and special services such as fund raising, public relations, recruiting, giving legal advice, and mentoring new faculty. Service to the industry includes, but is not limited to, serving on industry association boards and committees, consulting, and legal affairs. Service to the community may also include volunteer work for the community that falls within the academic expertise of the faculty member. The university criteria contain extensive further definitions of these terms.

#### 5. Other Activities

Faculty may be given assignments that go beyond the normal level of activity expected in one of the three general work areas or be outside of their general definitions. Such activity may or may not be compensated for with reassigned time, but must be set down in writing. Such activity may include, but is not limited to, administrative duties, recruiting, public relations, special creative activities, or special research assignments. Work on such assignments will be subject to review by the PTRC and Department Chair.

#### 6. Documented Evidence

The Outline of Faculty Data should include complete citations for work in instruction, research/creative activity, service, or other activity. Where appropriate, examples, copies, reviews, referrals, and/or evaluations shall be included in supplemental materials provided to the PTRC and Department Chair. The PTRC or the Department Chair may request copies of works cited and may request outside reviews of some or all of the work cited. In the case of an outside review, the faculty member will be informed, will be given the opportunity to nominate reviewers, and will be given copies of the reviews (unless the outside reviewers specifically request that they be withheld) when completed.

#### 7. National Recognition

The college's minimum criteria for the rank of professor include national recognition in one of the areas of teaching, research/scholarship/creative activity, or service/outreach. National recognition is defined as recognition in either the academic or professional communities. National recognition in the academic community is defined as recognition by academics outside of the state in fields related to the department's mission, including (but not limited to) music business, recording industry, audio production, commercial songwriting, entertainment, music, mass communication, media, and popular culture studies. Recognition in the professional community includes recognition by persons or institutions that are part of the recording, media, entertainment, music or allied industries outside of the state. In both instances where regional or national institutions happen to be located within the state, then recognition in those institutions or by significant persons in those institutions is considered at least "national."

#### 8. Academic Discipline

The Academic Discipline of this department is defined as Recording Industry. This includes, but is not necessarily limited to, audio engineering and production, songwriting, music, music business, media, law, marketing, communication, public relations, popular culture, and visual communication.

#### 9. Teaching Field

The department breaks the major down into three broad areas: audio production, music business, and commercial songwriting. Teaching fields and courses are assigned to faculty members based on departmental and student needs and the expertise of the persons available to teach, not solely on academic degrees.

#### 10. Related Degrees

The department accepts degrees as being related or appropriate on a case-by-case basis. Decisions and recommendations on related degrees will be based on the major field, focus of the studies or dissertation, and experience in the recording industry.

### C. Rank at Hire/Years Toward Tenure

#### 1. At Time of Hire Recommendations

At the time of hire, the PTRC will make recommendations on the appropriateness of degree, terminal nature of degree, years toward tenure, and rank for all candidates. These recommendations are forwarded to the Department Chair before the offer of employment is made.

In the event it is necessary for the PTRC to make "at time of hire" recommendations during the summer months, absentee votes regarding appropriateness of degree, terminal nature of degree, years toward tenure, and rank may be made, provided that the absent PTRC member(s) certify they have reviewed all of the candidate's application documents. All PTRC members are to attend all meetings of the PTRC when possible. Absentee votes should only be employed when missing a meeting is unavoidable and should not be employed on a regular basis. For an absentee vote to count it must be submitted to the PTRC Chair in writing or via email in advance of the meeting where the recommendations are to be made and must address the appropriateness of degree, terminal nature of degree, years toward tenure, and rank. This is the only instance where absentee votes by PTRC members are allowed.

2. Rank at Hire

The determination of rank at hire will generally follow these guidelines. Exceptions may be made as recommended by the PTRC and the Department Chair. (See the chart below.)

Rank at Hire	Highest Degree	Professional Experience		Higher Education Experience
Instructor	ABD or Master's	Some, but less than 3 years	and	None or less than 3 years, full time
Assistant Professor	Doctorate*	None		None
Assistant Professor	Master's	Substantial experience, directly in the recording industry	and	None or fewer than 6 years
Associate Professor	Doctorate*	None		At least 6 years, full time, in a tenure track position, and previously held rank of Assistant Professor
Associate Professor	Master's	Substantial experience, directly in the recording industry	and	At least 6 years, full time, in a tenure track position, and previously held rank of Associate Professor
Professor	Doctorate*	None		At least 10 years, full time, in a tenure track position, and previously held rank of Associate Professor
Professor	Master's	Substantial experience, directly in the recording industry	and	At least 10 years, full time, in a tenure track position, and previously held rank of Associate Professor

\* Doctorate must be earned. The J.D. degree is considered a doctorate.

3. Years Toward Tenure

The department will not generally hire persons with tenure except as a Department Chair. Generally, the maximum time granted toward tenure at time of hire is three years, even if the person has previously held a tenured position.

Date of Departmental Ratification: April 27, 2018

Approved by Chair: Beverly Keel Date: 5-3-18

Approved by Dean: Ken Pauck Date: 5-3-18

Approved by Provost: Mark Byrnes Date: 5-7-18

Approved by President: William J. ... Date: 5/24/18