One of the most striking features of a faculty position in a comprehensive university is its multidimensionality. Teaching, scholarship/creative activity, and service are critical components of every faculty member's job.

The mission statement of the Department of Theatre makes clear that our central task is "to provide students with a balanced undergraduate education in the practice, theory and history of theatre; to that end the department is committed to excellence in instruction and artistic example in all arenas of contact with students."

At the same time, we affirm the importance to the educational mission of the department of the faculty's on-going engagement in scholarship/creative activity and university/public service. We value and support currency of knowledge and practice within our various fields of expertise as necessary to the vitality of the department curriculum; we value and support service to the university and community as necessary to the vitality of the institutions in which we teach and practice.

In the case of Theatre, instruction has a broader application. We also value highly the teaching that we do through the application of professional skill, i.e., studio experience shared with our students as we practice our art.

I. INSTRUCTION:

Teaching effectiveness is the first, minimum, and indispensable requirement for retention, tenure, or promotion for teaching faculty. Instruction may be defined as classroom and related instructional activities such as supervision, advising, mentoring, coaching for professional auditions, coaching another director's vocal or movement needs in a department production, guest teaching in another's course/department or other innovative, high quality, student-centered learning experiences and activities.

Evidence of teaching effectiveness must be provided by:

1. The written narratives provided by the candidate in the WPAF addressing teaching philosophy and the integration of teaching and scholarship and/or creative activity.
2. Student Evaluations of Teaching data (SETs) shall be used, but will not weigh more than 25%, in the overall evaluation of instructional effectiveness. Student evaluation of teaching in production classes (rehearsal and technical/design practica) may be submitted to the file at the discretion of the faculty member under review.

3. Classroom visitation reports and/or rehearsal or production call observation reports by Department RTP Committee members and chair.

4. The interview of the RTP Committee with the faculty member being reviewed.

5. Copies (digital or paper documentation acceptable) of examinations, syllabi, online teaching, and other classroom handouts, as well as current online course access.

Additional sources of evidence and activities to be used in the evaluation of effective instruction may also include:

6. Signed statements from students or colleagues, and other verifiable factual or documentary material to the extent that they are available and relevant to an assessment of the faculty member's teaching.

7. Demonstrated, effective development and use of student outcomes assessments to improve teaching.

8. Involvement with curriculum and program development.

9. Student advising, supervision of student assistants, mentoring, and coaching.

10. In addition to the evidence specified above, the department may, as appropriate, consider such additional evidence as described in Section 8 of the FPPP.

II. PROFESSIONAL GROWTH AND ACHIEVEMENT:

In the Department of Theatre, creative activities and/or publication, as well as other evidence of active participation in professional and/or scholarly activities on and off campus, are required. The department looks on creative activities and scholarly research as equally valid demonstrations of professional growth and achievement for the purpose of RTP evaluations.
A. Definitions:

1. Creative activities are those aspects of theatre such as acting, directing, designing/execution of the design, choreography, technical direction, and musical direction, as well as such textual matters such as playwriting, dramaturgy, composition, and editing. This list is not exclusive; the department reserves the right to include appropriate qualified activities and projects.

2. Publication means printed or electronic public presentation of musical scores, plays, booklets, textbooks, trade papers, popular publications and newsletters in addition to articles in professionally recognized journals and scholarly books of history, theory, criticism, etc.

3. Other evidence of research/active participation in professional and scholarly activities means professional papers presented, panels chaired and served on, and the holding of office in recognized state, regional, or national professional organizations; serving on committees for recognized state, regional, or national organizations; and/or significant consultancies. The department recognizes disciplinary and interdisciplinary activities in organizations such as KC/ACTF, SSDC, SAG, AFTRA, AGVA, USITT, ATHE, AEA, VASTA, USA, IATSE, or other leading organizations in relevant fields.

B. Creative Activity Outside of Department Assignments:

The department places a high value on creative activity performed by its faculty in association with venues or organizations of national or international stature. It also recognizes value in activities performed regionally or in the greater Chico area. These activities are defined by the same general criteria as those performed within the department and may be evaluated in similar fashion, if feasible, at the discretion of the committee and chair. When a faculty member submits outside creative work as evidence of professional growth and achievement and it is not feasible for department representatives to see the work first hand, then he or she must document the context of the activity: detailed description and time line, professional reputation of the venue or organization, quality and achievements of collaborators, critical assessments of the artistic quality of the activity and its value to the
mission of the department and the university strategic plan. Documentation that certifies the venue where the work was done may include, but is not limited to, contracts or letters of agreement. Artistic quality of the activity may be assessed through examples of prompt scripts, renderings, photos, videos, recordings, published criticism and reviews, programs, letters from qualified peers who saw the work, etc.

C. Creative Activity Within the Department:

Within the department the faculty members are responsible for the presentation of plays. Responsibilities for the accomplishment of these activities on campus are determined by the needs of the Department at the time of employment, or by adjustments within the Department. The design faculty are responsible for the designing and organization of the technical aspects of the production. The performance faculty are responsible for directing, musical directing, or choreographing productions. It is the practice of the department to operate with some flexibility, allowing individuals to exchange responsibilities on certain shows when the exchange seems in the interest of the students involved and/or the programmatic needs of the department.

Assigned curricular tasks of play presentation in the department involve student contact hours and are reviewed as instruction. The artistic and/or technical preparation and practice done apart from primarily instructional purposes is reviewed as professional growth and achievement. Examples of artistic activity in this area may include dramaturgical research conducted by designers, directors, actors, musical directors, choreographers and technical directors as well as the preparation of concept papers, prompt scripts, renderings and technical drawings. It also includes the creative, collaborative processes of production conferences, all of which are used to effect the finished productions, which stand as original or interpretive works of art produced by the faculty and through which students have been taught.

Evidence of effective professional growth and achievement in Theatre Department activities will be assessed as follows:

1. Performance Visitations. At least two qualified and knowledgeable members of the committee and the Department Chair shall attend a complete public on-campus performance featuring the work of the faculty member under review. A subsequent short evaluation shall then be written and submitted to the personnel file. A faculty member under review, may request that additional performance reports may be submitted by qualified peers in the discipline. In addition to performance visitations, members of the committee and
the chair who are not otherwise involved in a production may, at their discretion, with appropriate notice and the agreement of the faculty member under review, visit a rehearsal for the purpose of submitting a report to his or her personnel file.

2. The interview of the RTP Committee with the faculty member being reviewed.

Other possible evaluative tools may include:

1. **Interviews.** The committee may, at its discretion, conduct a documented interview with any person (student, faculty, staff, or other qualified colleague) directly involved with a performance/production submitted as a creative activity by a member under review. Or the faculty member under review may request such an interview.

2. **Letters and Signed Evaluation.** The committee may solicit written observation/evaluation of creative activity from all Department faculty and staff. Letters or signed observations/evaluations from other members of the University or from qualified colleagues at other academic institutions or theatres shall also be considered and placed in the file.

1. **Other Miscellaneous Evidence.** The faculty member under review may, at his/her discretion, submit or solicit any written material, which might serve to substantiate the evaluation of a creative activity. For the purpose of illustration, such materials might include (but are not limited to) newspaper reviews, written critiques by outside adjudicators, etc.

D. Scholarship and Publication

1. **Publication** (including works officially accepted for publication) of scholarly or popular books, peer-reviewed monographs, dictionaries, textbooks, articles, entries in encyclopedic works, interviews, documentaries, anthologies, translations, book reviews, and other contributions published in scholarly venues, either in print or electronic media.

2. Publications of a creative nature: plays, designs, compositions, adaptations, etc.
E. Active participation in professional and scholarly organizations, including leadership positions, panel memberships and conference presentations of papers, workshops, or performances shall be assessed by the committee according to quantity and quality/significance/relevance as measured by current academic and professional standards within the discipline or sub-discipline. Simple attendance at a conference is not sufficient evidence of significant professional growth and achievement.

It is part of the reviewed faculty member’s documentation to include a list of Professional Development activities and to speak to the value of each outside project.

F. In addition to the categories of evidence specified above, the department may, as appropriate, consider such evidence as described in Section 8 of the FPPP.

III. OTHER CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY:

It is to be expected that all contributions to be considered within the personnel cycle will be contributions which are in agreement with and supportive of the University’s Strategic Plan. This shall include:

A. Contributions to the Department: Participation in committee work and other activity necessary for the normal functioning of the Department are required. Any worthwhile contributions will strengthen the case for the faculty member being reviewed.

B. Contributions to the School and University: such contributions will strengthen the case for retention, tenure, or promotion.

C. Contributions in support of the University’s Strategic Plan not covered above.

D. Specific examples of typical evidence for this category will be found in Section 8 of the FPPP.

IV. CONTRIBUTION TO STRATEGIC PLANS AND GOALS OF THE DEPARTMENT, COLLEGE, AND UNIVERSITY:

Faculty members will be evaluated in terms of their ability and willingness to assume both the currently defined duties of their position and other
teaching assignments or instructionally related assignments, if the need arises.

Contributions to elements of the University Strategic Plan, such as:
1. involvement with K-12
2. involvement with General Education
3. enhancement of classroom teaching with instructional technology

Of particular importance to our department mission is the adherence of the faculty at all times to the basic standards of professional collegiality that are central to the artistic and educational practices of our discipline.

A theatre department functions effectively only by virtue of respectful, collaborative relationships between faculty, staff and students. The intensive and egalitarian character of these relationships, unique among the academic disciplines in the university, confers upon the faculty, in particular, a significant professional requirement to model for our students effective, collegial and collaborative interactions at all times.

The minimum standards of professionalism which we model for our students must include at least the following:

- Respectful speech and demeanor in all professional interactions, public and private;
- Artistic or procedural disagreements expressed openly, directly and with the purpose of contributing to the achievement of positive solutions for the project as a whole;
- Refraining from behind-the-scenes comments/criticisms or openly expressed comments/criticisms which are unrelated, irrelevant or counterproductive to the work at hand or the general learning/work environment.

Additional criteria for defining and evaluating professional standards of conduct are stated in the Faculty Personnel Policies and Procedures document in Appendix III

Documented assessment of professional conduct, as described above, will strengthen or weaken the case for retention, tenure, or promotion of the faculty member being reviewed.

The Department requires a faculty member being reviewed to have the terminal degree or equivalent for tenure. Issues regarding the terminal degree or any equivalency must be resolved before tenure is granted, and should not, therefore, be in question for promotions. If the issue was not resolved at the time of the tenure, an equivalency for the terminal degree
shall be generated and utilized in the promotion process in each specific case.

V. **CRITERIA FOR EVALUATION OF FACULTY FOR PROMOTION:**

In addition to the criteria set forth in this document, the Department Personnel Committee will utilize the current Faculty Personnel Policies and Procedures Section 8.

VI. **PROCEDURES FOR EVALUATION OF TENURED FACULTY (FIFTH YEAR EVALUATION):**

Tenured faculty who have not been reviewed for four years should be reviewed in the fifth year or as scheduled by the Department RTP Committee.

A. The Committee for the Evaluation of Tenured Faculty shall consist of at least two tenured faculty members of equal or higher rank elected by the department faculty before October 15 and the Department Chair. A quorum shall consist of two members.

B. Reviewees will submit a current resumé of service and creative work and all pertinent data for the evaluation of teaching and currency in the field by February 1. A full dossier is not required.

C. The interview with the candidate and the report from the Department Committee shall be completed and forwarded to the Dean of HFA in accordance with FPPP Section 8.6

This document replaces Theatre RTP Criteria—2010-2011. Whenever a particular item is not mentioned, follow the procedures set forth in the current Faculty Personnel Policies and Procedures (FPPP) document and the Collective Bargaining Agreement (CBA).

I. Selection of RTP Committee:

A. Eligibility: all full-time tenured members of the Department not currently under review and not currently serving on other RTP Committees are eligible to serve on the Department Committee. In the event an insufficient number of department members are eligible, eligibility shall extend to all tenured faculty within the University. The rank of the people on the committee must be the same as or higher than that of the faculty member under review.

B. Nominations and elections of committee members shall take place within the first three weeks of each fall semester, if not before.

1. Nominations shall be made at any department meeting, provided the full faculty has advance notice that the RTP nominations shall be a part of that meeting.

2. Elections may be held the same day as nominations, but not later than 7 days after nominations are completed. At the request of any faculty member, the election may be by closed, written ballot with a simple majority required for election. At least three members shall be elected. The department chair may serve on the committee if there are not enough qualifying faculty of rank.

II. Operations:

A. The committee shall review and make recommendations concerning appointment, teaching assignments, retention, tenure and promotion.

B. The committee shall function within the following guidelines:

2. University Personnel Policies and Procedures. (FPPP)
III. Classroom Visitations:

A. Each Tenured/Tenure Track faculty under review shall receive at least two class visitations per performance review cycle. The Dean of HFA may at his/her discretion visit classes of faculty under review.

1. Visitations must be announced to the faculty member being observed by at least 5 business days prior to the visitation.

2. A separate narrative observation/evaluation shall be written by each individual conducting a class visitation, preferably according to the Seven Guidelines of Good Practice. A consultation shall take place between the individual conducting a class visitation and the faculty member under review. A copy of this document shall be entered into the personnel file of the appropriate faculty member.

B. All visitations and written narratives for any faculty member need to be completed in ample time for the faculty member under review to be able to respond in his or her dossier, normally 7 calendar days. A direct copy to the reviewed faculty member will suffice for their response.

IV. Evaluation of Creative Activities:

Performance/Rehearsal Visitations.

1. Performance/production visitations shall be unannounced or announced. Notice of rehearsal visitations shall conform to the procedures outlined in section 2.C.1, above.

2. At least two members of the Department RTP Committee and the Department Chair shall attend a complete on-campus public performance (if any) featuring the work of the faculty member under review. The committee members may also, at their discretion, attend similar activities (if any) off-campus. The HFA Dean may also attend (for the purpose of evaluation) such activities at his/her discretion.

3. Short evaluations shall be written (for each visitation) and submitted to the personnel file by at least one member of the RTP Committee.

V. Letters, Signed Evaluations, and Other Miscellaneous Materials.

A. The member under review may, at his/her discretion, include any written materials, which might serve to substantiate the evaluation of any activity relevant to the personnel review. Faculty members are encouraged to have appropriate documentation for each Professional
Development activity and course taught. These may include: letters (including emails), reviews, articles, award documentation, promptbook excerpts, final renderings, photos, choreographic notes, paper or digital copies of examinations, syllabi, online teaching, and other classroom handouts, etc.

B. The member under review may, at his/her discretion, solicit written, signed material from any relevant source, and include such materials in support of information provided in the WPAF.

Letters and signed evaluations may be solicited from students, faculty and staff of the Department and University by the committee; all such materials will then become part of the file. As an alternative, the committee may interview appropriate persons in connection with a creative activity or class; that interview shall be taped, and the tape shall serve as an official record of the interview and be placed in the faculty member's WPAF. The committee will write a summary of the interview and include this summary in the file.

VI. Interviews:

A. Each faculty member under review shall have an interview with a full RTP Committee prior to the deadline for the relevant RTP report.

B. All interviews will be voice recorded digitally or on tape; the recording will supplement the written minutes taken at the interview.