

Communication, Theatre, & Media Production

GUIDELINES FOR REAPPOINTMENT, TENURE, AND PROMOTION

GOAL AND SCOPE OF THIS DOCUMENT

Queensborough Community College practices in regard to initial appointment, reappointment, tenure and promotion are governed by the Bylaws of the City University of New York. In securing information in regard to the above, faculty should rely upon the resources provided by the college and the university as they articulate the professional obligations of the faculty and describe procedures for the evaluation of faculty. Nothing in this document may contravene Queensborough Community College policies. The College policy takes precedence over policies outlined in this document.

It should also be noted that all personnel committees on the campus merely make recommendations to the President of the college, who ultimately makes the decision in regard to all personnel actions. The President's decision must then be approved by the CUNY Board of Trustees.

While the college considers record of teaching, service to the college and university, scholarship and creative work, and a candidate's ability to fulfill all obligations of the faculty, this document is meant to provide guidance to faculty by outlining best practices in regard to reappointment and promotion. Faculty should consult the Faculty Handbook for a more comprehensive set of guidelines in regard to personnel actions. This handbook is available at:
<http://www.qcc.cuny.edu/governance/faculty/handbook/index.html>.

The following guidelines are meant to further clarify, not supersede, the guidelines and requirements for faculty appointment, reappointment, tenure and promotion in CUNY.
http://policy.cuny.edu/manual_of_general_policy/article_v/policy_5.01/5/text/#Navigation_Location

In addition to the following criteria, candidates are encouraged to rely upon the established pattern of institutional reviews and evaluations and to communicate and consult with their department chair and faculty mentor to ensure a plan for professional activities that meets the institution's standards in both feasibility and excellence. This conversation typically takes place with the chair or the department P&B Committee member conducting the annual review meeting for the faculty member. At the annual meeting, faculty should bring documentation of recent activities and a current C.V. An annual review is mandated by the agreement between PSC and the City University of New York. Additionally, a mid-tenure review is provided by the Provost.

TEACHING

The P&B Committee looks for a sustained record of commitment to excellence in teaching and learning. Evidence of the above may be demonstrated from the following but not limited to activities:

- Teaching Observations which are, in the final analysis and barring any mitigating circumstances, positive
- Student Evaluations which are, in the final analysis and barring any mitigating circumstances, positive
- Annual Review containing positive comments about faculty member's teaching activities
- Demonstration of current knowledge in one's field through additional higher education or attainment of additional licensure or certification
- Training and teaching of HIP
- Awards for Teaching
- Participation in CETL programming
- Successfully completing in-service workshops aimed at the betterment of teaching including but not limited to:
 - Assessment Workshop
 - Writing Intensive Training
 - UR-HIP
 - Online Teaching Institute
 - ACC workshops on software usage in the classroom
 - ACUE workshops
 - E-learning Institute
- Mentoring students in Honors Contract or presentation at College Honors Conference
- Mentoring Students for CLASP competition
- Mentoring Students for Kennedy Center American College Theatre Festival (KCACTF)
- Performing research with students
- Assisting students in transfer through advisement and letters of recommendation
- Assisting students in placement in internship positions
- Directing students in a show at college
- Coaching students in a show at college (acting/voice/movement)
- Teaching Portfolios which may include:
 - Statement of Philosophy of Teaching, syllabi, list of texts required in the classroom that are recent, evidence in the use of technology and advancing pedagogy in the classroom (clickers, blackboard, e-portfolio, High Impact Strategies), evolving re-visioning of course content or methods
- Development and submission of new courses
- Development and submission of new programs

SERVICE

Includes but not limited to:

- Good to strong engagement and willingness to serve in the business of the college as evidenced by expanding activity and progressing to roles of greater responsibility in departmental, college and university activities
- Consistent and expanding evidence of engagement and support of the college's mission
- Professional Behavior including:
 - Good to strong evidence of collegiality that permits the business of the college to go forward
 - Office hours kept and scheduled for the convenience of students
 - Civility in dealing with colleagues
 - Prompt response to communication from departmental office staff and chair
 - Timely submission of forms requested by staff

Service to the Department:

- Attendance and contribution at Departmental meetings
- Active service in at least one departmental committee including but not limited to:
 - Assessment both curricular and programmatic
 - Course and/or Curriculum Development
 - Search Committees
 - Program-specific Committees

Additional evidence of Departmental Service:

- Speech Testing
- Serving as Coordinator or Speech Testing
- Serving as Coordinator of CLASP
- Mentoring of peer faculty
- Serving as Liaison for the department to other college entities
- Technical advice to department regarding technology purchases and upgrades
- Supporting Department Theatre Productions
- Assessing courses including but not limited to running the designed assessment once every three semesters and keep improving the assessment tool
- Advisement of Students – Serving as Faculty Mentor to majors
- Serving as advisor to student club or organization
- Coordinating student enrichment events
- Website updating and maintenance

- Design of promotional materials for departmental events or courses
- Serving as VAPA faculty liaison
- Serving as Director of Theatre
- Serving on P&B of CTMP Department
- Serving as Coordinator of CTMP Department Assessment
- Serving as Deputy Chair
- Serving as Chair

Service to the College Activities including but not limited to:

- Grants awarded
- Service on Faculty Senate Committees
- Service on QCC Faculty Senate
- Service on committees of the college (ie: General Education Assessment)
- Service on college search committees
- Service on the Faculty Executive Committee
- Service on the Steering Committee of the Faculty Senate
- Being a member of any other college wide sub-committees not necessarily related to the Academic Senate Committee selection
- Serving programming offered by the Office of Academic Affairs (ie: Mentoring fellow faculty in ESL fluency or faculty application for promotion)

Pedagogical Activities including but not limited to

- Collaborating to research and pedagogical projects with colleagues from other departments
- Participating CETL pedagogical workshops or seminars
- Incorporating High Impact Practices into coursework
- Participating in ACC workshops on technology
- Online course development
- Applying for Pedagogical Grants

University Service Activities including but not limited to:

- Service on University wide committees
- Service on University Senate Discipline Committee
- Serving on CUNY University Senate
- Creation of Dual Joint Degrees
- Creation of Articulation Agreements
- Creation of new concentration and/or degree program
- Reviewer of grants for PSC-CUNY awards

Service to the Community Activities including but not limited to:

- Pedagogical and educational work in the community at local, national or international level which is informed by one's discipline

SCHOLARSHIP

Good to strong evidence of continuous and growing engagement in scholarly or creative work as evidenced by:

- Steady progress towards completion of goals as outlined in Contractual Release Time form
- Scholarship should be progressively rigorous at each reappointment toward Tenure and Promotion
- When reviewed, scholarship will be examined for the role played, means and scope of distribution, significance to the discipline and rigor and nature of peer review.

Examples of scholarship including but not limited to:

Publications:

Good to strong evidence of continuous and growing engagement in scholarly work at each reappointment toward Tenure and Promotion as evidenced by:

- Steady progress towards completion of goals as outlined in Contractual Release Time form
- Presentations and/or serving as panel moderator at local conferences
- Giving the Presidential lecture
- Presentations and/or serving as panel moderator at national conferences
- Peer reviewer for conference or peer-reviewed publication
- Publication (or proof of submission) in conference proceedings
- Publication of book reviews
- Serving as editor of a peer reviewed publication
- Publication (or proof of submission) in a peer reviewed journal
- Publication (or proof of submission) of book chapters in books by publisher of merit and good practice
- Peer reviewed publication of book by publisher of merit and good practice
- Peer reviewed publication of a play in print
- Peer reviewed publication of a play online

Grants & Sponsorship:

Good to strong evidence of continuous and growing engagement in scholarly work at each reappointment toward Tenure and Promotion as evidenced by the attainment of grants (or proof of attainment of grants) sponsorship, or fellowship at local, national or international level

Evidence of impact upon the discipline as evidenced by:

- Membership or executive role in discipline specific organization, local
- Membership or executive role in discipline specific organization, national
- Membership or executive role in discipline specific organization, international
- Awards or honors by discipline specific organizations, local, national or international
- Membership in artistic unions or guilds
- Citations by others in the discipline

Creative Works:

Creative work is intellectually demanding in similar ways to that of traditional research, including the collection, analysis, and synthesis of content. The creative process also involves discovery in the development of effective aural and visual forms and provides integration as these forms are united with content to create the final work.

Evaluation Considerations:

The evaluation of creative scholarship considers four basic components:

1. The form in which scholarship manifests itself
2. The role the faculty member plays in the realization of the work
3. The means and scope of distribution
4. Evaluation of the work by peers

In selecting creative projects, it is important that the faculty member be able to relate the project to the discipline in which they teach at Queensborough and how the work may in fact enrich their performance as a faculty member and/ or contribute to the discipline.

Examples of creative work including but not limited to:

The following apply to a number of creative roles that faculty may perform that is evidence of creative work and includes the roles of actor, playwright, production management, vocal/movement coach, selector of awards, or film maker.

- Creative work in a professional theatrical venue or in professional media
- Creative work in a semi-professional theatrical venue or media
- Creative work in a non-professional theatrical venue or non-professional media
- Invitation/Creative work in a festival, local
- Invitation/Creative work at a festival, national
- Invitation/Creative work at a festival, international
- Creative work at an external academic institution
- Creative work as a guest artist
- Peer reviewed publication of a play or script in print
- Peer reviewed publication of a play or script online
- Attainment of grants, local, national or international

Evidence of **impact upon the discipline** as evidenced by:

- Membership or executive role in discipline specific organization, local
- Membership or executive role in discipline specific organization, national
- Membership or executive role in discipline specific organization, international
- Awards or honors by discipline specific organizations, local, national or international
- Demonstrating professional recognition through such achievements as competitive union memberships, honors and accolades, invited presentations

A demonstrated commitment to Scholarship and/or Pedagogical Methods

- Examples of Scholarship within the discipline may include; Publication, Creative Works, or Pedagogy that offer a significant contribution to the field of study;
- Demonstrating peer approval of skill mastery such as invitations to teach master classes or lead intensive workshops, software certification and/or
- Demonstrating professional competency through successful employment by reputable professional theatre companies or film productions

The materials documenting **research and creative production** will vary according to the sub-discipline or specialty. The portfolio may include but is not limited to:

- Working drawings, light plots, renderings, photos, exhibitions, or other public displays of costume or set designs
- Director's script, production books, study guides, program notes, prompt books
- Films or Digital Media
- Written evaluation (by qualified adjudicators) of work submitted for competitions
- Evaluations by directors, designers, coaches, and/or fellow cast members or other artists who were collaborators on the creative project (may include professional peers or students)
- Marketing and public relations materials
- Published critical reviews
- Letters from the public, testimonials, reviews in the professional media
- Honors and awards

In addition, an artist may document the **quality of off-campus professional creative activity** in a variety of ways, including but not limited to:

- Demonstrating a record of continuous activity in the profession through appointed or elected leadership positions in professional organizations
- Demonstrating professional recognition through such achievements as competitive union memberships, honors and accolades, invited presentations, lectures and performances
- Demonstrating peer approval of skill mastery such as invitations to teach master classes or lead intensive workshops, and/or
- Demonstrating professional competency through successful employment by reputable professional theatre companies or film and television productions
- Demonstrating a record of mentoring and advising professional theatre companies and artists