

**THE DEPARTMENT OF DANCE
WESTERN MICHIGAN UNIVERSITY**

DEPARTMENTAL POLICY STATEMENT

**Ratified 02/10/78
Revised 11/05/79
09/19/81
10/16/81
11/29/88**

Approved by the Provost and AAUP: January 1989

**Revised 11/05/92
03/13/92**

Approved by the Provost and AAUP: April 1992

Revised 02/01/93

Approved by the Provost and AAUP: May 1993

I. PREAMBLE TO DEPARTMENTAL POLICY STATEMENT

The Department operates on a democratic system of governance whereby all full-time faculty members have equal voice in the development/recommendation of proposals and the review/approval of policies. Any faculty member may submit agenda items for faculty meetings. The Department normally serves as a committee-of-the-whole in policy-making decisions. Department and College committee assignments will be determined by the first faculty meeting of the Fall Semester, with appropriate adjustments being made when necessary to assure reasonable distribution of committee work.

II. POLICY STATEMENT REVISIONS

Any faculty member may propose an amendment to a policy statement at any time by submitting the amendment, in writing, one working week prior to a regularly scheduled faculty meeting for consideration. Passage requires an affirmative vote by two-thirds majority of the Department faculty with voting rights. Amended policies will be processed in accordance with the WMU-AAUP Agreement.

III. COMMITTEE ASSIGNMENTS

The Department Chair shall provide the names of the faculty who meet the criteria for committee memberships as stated in the Departmental Policy Statement. Eligible faculty will volunteer to serve on committees. If no faculty volunteer, faculty will be nominated for the position(s) and will be voted on by secret ballot. In the case of a tie vote, the Department Chair shall appoint a committee member. Committees shall elect their own chairs.

IV. APPOINTMENT AND REAPPOINTMENT

A. Recommended Procedure for Appointment

1. Notice of vacancies for which appointments must be made will be given by the Department Chair to all faculty members upon receipt of authorization to replace/add personnel.
2. A Search Committee of no more than three faculty shall be formed. The first responsibility of this committee is to recommend a job description for the particular vacancy to the Department Chair, the Dean and the Provost. (See Article III)

3. The Department Chair will advertise the position, as described, through professional channels, in accordance with University and Affirmative Action Policy. A deadline for applications will be established.
4. Vitae and additional materials deemed appropriate will be received by the Search Committee Chair and then reviewed in committee session. A method of appraising qualified candidates will be devised by the Search Committee, culminating in the selection of up to three persons to be contacted for interview.
 - a. If funds are available, up to three candidates whose credentials most satisfactorily fulfill the position will be interviewed by the committee. Other Department members will be invited to meet the candidates and observe them in a teaching situation, when applicable. The Search Committee Chair is responsible for scheduling these interviews.
 - b. Reaction to candidates will be solicited in a meeting of the faculty. These reactions will be submitted to the Search Committee Chair.
 - c. The candidates will be ranked by the Search Committee and completed files including committee recommendations will be submitted to the Department Chair in time to meet appropriate deadlines.

B. Recommended Procedure for Reappointment

1. The Department Chair will notify the candidates of the departmental policy regarding the review of faculty on temporary/term appointments.
2. The Department Tenure Committee will review the candidates for reappointment concurrently with the Annual Performance Review.
3. Criteria and committee procedures for recommending a candidate for reappointment are the same as those for Tenure and Promotion.
4. The committee will inform the candidate, in writing, of the results of the review, explaining any negative recommendations. A copy of this notification shall be forwarded to the Department Chair and to the Dean after providing time for the Appeals Procedure as stated in this document and in the current contract. (See Article VII)
5. The committee will be available to discuss the Department review upon request of the candidate.

V. TENURE

- A. Recommended Procedure for Appointment Committee Composition: The Department Tenure Committee (DTC) will be composed of tenured faculty members (not to exceed 3) currently on academic duty for a given year. (See Article III)
- B. Criteria: Criteria for tenure evaluations will include Professional Competence, Professional Recognition and Professional Service, as defined by the current contract, with the strongest emphasis being placed on Professional Competence.

Professional Competence will be evaluated by colleagues and students. For instructors of dance in the area of Professional Recognition, the Department of Dance acknowledges the importance of research and creative activities with special recognition for choreography, performance, design and other creative work. For the music director in the area of Professional Recognition, the Department of Dance acknowledges special recognition for performance, composition, and other creative work. In addition, the DTC will evaluate the Professional Service record of the candidate and consider his/her compliance with University and Department goals.

C. Evaluation Tools:

1. Student Evaluations: The Department Questionnaire on Instructor Proficiency and the Department Questionnaire on Music Director Dance Accompaniment Proficiency address Professional Competence. Copies of the summaries of these evaluations, as provided by the University, will be submitted to the DTC. These scores will be considered for the last four evaluated semesters of teaching. The candidate may wish to include additional supportive data.
2. Colleague Evaluations: The Department Colleague Evaluation Form addresses Professional Competence, Professional Recognition, Professional Service and compliance with University and Department goals. All full-time dance faculty will complete, sign and date this form.
3. Evaluation by other Professional Colleagues: The candidate has the option of using written evaluations by colleagues who have knowledge of his/her qualifications in appropriate areas.

D. Sequence of Procedures:

1. The Department Chair will notify eligible faculty and convene the DTC by the deadline specified in the contract.

2. The DTC will establish deadlines for the following actions in accordance with the contract timetable and will notify eligible faculty of the deadline for submission of required materials.
3. The DTC will distribute college evaluation forms to all full-time faculty.
4. Each faculty member being reviewed will prepare and submit his/her materials to the DTC in accordance with the stated criteria for tenure evaluations.
5. Summaries of student evaluations will be provided to the DTC by the Department Chair. Completed and signed colleague evaluation forms will be returned to the DTC.
6. The DTC will inform the candidate, in writing, of the results of the review, explaining any negative recommendations. A copy of this notification shall be forwarded to the Department Chair and the Dean after providing time for the Appeals Procedure as stated in this document and in the current contract.

VI. PROMOTION

- A. Committee Composition: The Department Promotion (DPC) will be composed of faculty members (not to exceed 3) with continuing appointments who are not eligible for promotion or who are eligible, but do not wish to be considered in a given year. (See Article III)
- B. Criteria: The judgmental criteria for promotion are professional competence, professional recognition and professional service. The Department applies these criteria as outlined in the current contract, acknowledging the importance of recognition in promotion to all ranks, especially in promotion to Professor.
- C. Exception to Qualifying Criteria: The DPC will consider exceptions to the qualifying criteria, as specified in the current contract, on an individual basis. The Department will consider equivalencies to the terminal degree. Criteria are stated for promotion to Full Professor and Associate Professor. A bracket [] specifies when the criteria are different for promotion to Assistant Professor.
 1. a) For the instructor of dance: The terminal degree will be earned doctorate for Dance Education, Dance History, Dance Therapy and Related Arts areas (PhD and EdD); and the MFA degree will be the terminal degree for Dance Performance, Choreography and Design areas.
 - b) For the music director: An earned master's degree in music with significant professional experience as defined by the Department Policy Statement will be considered equivalent to the terminal degree. The music

discipline's terminal degree is an earned doctorate in Music Composition, Music History, and Music Performance/Conducting (PhD, EdD, DMA). The master's degree with significant professional experience is required; the doctoral degree preferred.

2. In order to qualify for an exception to the terminal degree or its equivalent, a faculty member (both instructors of dance and the music director), after having received a master's degree, must show evidence of 7 [3] years of professional productivity and earn a minimum of 10 points from the following areas:
 - a) Grants and Commissions: Awarding and successful completion of 2 [1] study or research grants or 2 [1] commissioned work(s)
 - b) Publications:
 - 1) Publication of at least 5 [3] articles in professional journals or
 - 2) Publication of a book, or
 - 3) A film or video accepted for national distribution by an authorized film/video company, or
 - 4) A Labanotated dance score accepted by the Dance Notation Bureau, or
 - 5) For the music director: A published score for dance or a professional recording of arranged, improvised, and/or original compositions for dance.
 - c) Clinics and Workshops: Individual organization and presentation of 10 [3] clinics or workshops as a visiting artist/scholar/lecturer.
 - d) Professional Organizations:
 - 1) Recipient of awards or honors from professionally related organizations, institutes or recognized authorities, or
 - 2) Election to State or National Office in a professional organization
 - e) Study and Research:
 - 1) 60 [20] semester hours plus published research study [plus proposal for research study], or
 - 2) 180 [60] contact hours of technique/theory study
 - f) Production Attainment:
 - 1) Choreographer of 4 [2] major works, or
 - 2) Design of 4 [2] major works, or
 - 3) Producer of 3 [1] major dance productions, or
 - 4) For the music director: Composer of 4 [2] major music compositions for dance, or

5) For the music director: Consultant/Facilitator between a choreographer and the orchestra conductor of a major dance production.

g) Performance:

- 1) For the instructor of dance: Significant performance in 5 [2] major dance productions.
- 2) For the music director: Significant performance in 5 [2] major dance or music productions.

The point system to be used for each category is:

3 pts – evidence of productivity to a substantial degree beyond the category requirement

2 pts – evidence of productivity as required in the category

1 pt – evidence of productivity to a lesser degree than required in the category

0 pts – no evidence of productivity in the category

Intermediate scores to one decimal point may be used.

For promotion to Assistant Professor only, 30 semester hours of course work beyond the Master's degree will substitute for a) through g).

3. It is the responsibility of the applicant to present to the DPC his/her qualifications for equivalency to the terminal degree, along with the points deemed appropriate for each category. The DPC and the Department Chair, in the separate recommendations, will state whether they concur or do not concur and, if the latter, will cite reasons.

D. Evaluation Tools: The evaluation tools used for promotion are the same as those used for tenure.

E. Procedures:

1. By the deadline established in the contract, the Department Chair will notify faculty eligible for promotion and request a written response indicating whether or not he/she wishes to be considered in the given year.
2. Faculty who intend to apply for early promotion under the Exception Clause of the contract shall notify the Department Chair, in writing, by the first faculty meeting of the academic year. The Department Chair will forward this information to the DPC.
3. The Department Chair shall convene the committee by the contract deadline.
4. The DPC will determine a schedule in accordance with the timetable defined in the contract. The DPC will inform all candidates of the deadline for submission of materials. The DPC will distribute the department colleague

evaluation forms and inform all faculty of the deadline for completion, signature and submission.

5. The Department Chair will provide the DPC with copies of the student evaluation summaries, as prepared by the University.
6. Upon receipt of all appropriate materials, the DPC will review the applications. The committee shall inform the candidate, in writing, of the results of the review, explaining any negative recommendations. A copy of this notification shall be forwarded to the Department Chair and to the Dean providing time for the Appeals Procedure as stated in this document and in the current contract. (See Article VII)

VII. GRIEVANCES AND APPEALS

Grievance Procedures agreed to by WMU and AAUP will be honored by the Department.

For promotion, reappointment, sabbatical leave and tenure, the candidate may appeal the committee's negative recommendation within one week of notification of that recommendation. This appeal must be made in writing and must cite specific reasons for the appeal. Once the appeal is received by the committee, the committee shall convene to discuss it. Within one week after the receipt of the appeal, the results of the committee's deliberations shall be made in writing to the candidate and copies of the results will be forwarded to the Department Chair. Appeal of the Department Chair's negative recommendation shall follow the same procedure.

VIII. APPOINTMENT OF DEPARTMENT CHAIR

- A. An Ad Hoc Nominating Committee composed of three faculty members will be appointed by the Dean when a new Department Chair is to be chosen. The Nominating Committee will confer with the Dean to determine the qualifications most needed to provide effective leadership to the Department.
- B. Vitae and additional materials deemed appropriate will be reviewed by the committee. Materials of the finalists will be made available to the total faculty.
- C. Faculty voting will be carried out by secret ballot, the results of which will be tabulated immediately and reported to the faculty and forwarded to the Dean as a recommendation.

IX. EVALUATION OF DEPARTMENT CHAIR

- A. The Department Chair will be evaluated every five years. The Chair may be evaluated more frequently upon request of at least three faculty, the Dean or the Department Chair.
- B. The Department Chair will submit the official University compensation and Classification System (UCCS) position description for his/her position by November 1 of the academic year in which the evaluation is to take place.
- C. By the end of the Fall Semester, a department committee will be formed consisting of three faculty members and two dance major students. The committee will revise the faculty and student Chair Evaluation Forms to reflect any changes in the official position description.
- D. Complete evaluation forms by faculty and students will be due to the committee no later than March 1.
- E. The committee will tabulate the results of the evaluation forms. Results, including signed narrative comments, will be sent to the Dean and the Department Chair. Summaries of the numerical tabulation only will be available to the faculty upon request.
- F. A favorable review requires no further action. If the evaluation is not favorable, and the Dean wishes the Chair to continue in the position, the Department will conduct a second evaluation during the following year. If this evaluation is also unfavorable, the Department will recommend to the Dean that the person be asked to relinquish the position.

X. EVALUATION OF FULL-TIME FACULTY

A. Student Evaluation:

1. Students will evaluate all teaching faculty at least once each academic year by completing the Department Questionnaire on Instructor Proficiency. Students will also evaluate the music director's technique class accompaniment each academic year by completing the Department Questionnaire on Music Director Dance Accompaniment Proficiency.
2. The evaluation process will take place within the last two weeks of scheduled classes, according to the instructions included in the packet.
3. Completed forms will be returned to the Department Secretary who will forward them to Testing Services for scoring.
4. Each faculty member and Department Chair will be given the completed questionnaire and the composite print-out of the results of his/her own evaluation after the end of the semester.
5. Student evaluation results will be kept on file by the Department Chair and the individual faculty members for at least four years. In the case of deliberation regarding a faculty member's status, the Chair will keep the forms until the issue is resolved.

B. Colleague Evaluation:

1. Faculty members on continuing appointment, who are applying for tenure or promotion, will be evaluated according to the policies established for tenure or promotion. (See Articles V and VI)
2. Faculty on term or temporary appointments will be evaluated annually by a full-time faculty (See Article IV)
3. The Department Colleague Evaluation Form will be used. The completed form must be signed and will be placed in the faculty member's personnel file.
4. Completed Colleague Evaluation Forms and the composites will be kept on file by the Department Chair and/or the appropriate committee chair for one calendar year or until any issue relating to a negative review is resolved.

XI. EVALUATION OF PART-TIME FACULTY – A separate Part-Time Faculty Evaluation policy is on file.

XII. SABBATICAL LEAVE

- A. The Department Sabbatical Leave Committee will consist of no more than three faculty members on continuing appointment. (See Article III)
- B. The committee will review and rank the proposals, according to merit, before submitting its recommendations to the Department Chair according to the timetable stated in the current contract.
- C. The candidate may appeal the committee's decision. (See Article VII)
- D. The Department uses the criteria stated in the current contract.

XIII. FACULTY INPUT ON DEPARTMENT BUDGET

- A. There will be a Budget Advisory Committee composed of a least two faculty members. It will be the responsibility of this committee to make recommendations for the expenditure of funds for acquisitions, travel and program development.
- B. The committee will meet with the Department Chair to review actual expenditures related to the previous year's recommendations and to determine if any future changes in allocations might be expected.
- C. The committee will poll faculty regarding request for future expenditures and prepare recommendations to be submitted to the faculty and the Department Chair.

XIV. MERIT INCREASES – A separate merit policy is on file.

XV. ALTERNATE ACADEMIC YEAR APPOINTMENT

- A. A request for an alternate year appointment may be made by an individual faculty member. A faculty request must be made in writing and submitted to the Department Chair one year in advance. It is the Department Chair's responsibility to direct the forming of an Ad Hoc Committee to consider this request and to establish a timetable for making recommendations.
- B. The Ad Hoc Committee will consist of the Department Chair and two faculty members.

- C. The Ad Hoc Committee will study the overall effect that the request would have on the Department of Dance during the given time period. If the request was initiated by Western, the committee will consult with the individual faculty member(s) involved.
- D. The findings of the committee will be reported to the department faculty for additional consideration by the established deadline. The committee report will include: the initial request, the content of the investigation and the recommendation.
- E. The Department Chair will advise Western, in writing, of all recommendations. This report will include a summary of the impact that the given alternate year appointment would have on the Department. If the request was initiated by the individual faculty member, that request will also accompany the report.

XVI. PROGRAM DEVELOPMENT AND DISCONTINUANCE

- A. Any faculty member of the Department of Dance may propose a change in program offerings.
- B. Proposals receiving a majority vote from the faculty will be turned over to a committee who will be elected to work out implementation of such proposals.
- C. The committee chair will present the report of the committee to the faculty and make appropriate recommendations to the Department Chair.
- D. The committee members' terms expire with dispensation of the particular proposal.

XVII. TEACHING ASSIGNMENTS AND CLASS SCHEDULES

- A. Teaching assignments will be determined by prediction of class needs, curriculum requirements, and faculty assessment of the best teaching contributions each member can make to the total program. Such recommendations will be made to the Department Chair.
- B. A written notification will be given to the faculty that a preliminary class schedule is available to them for examination and suggestions, prior to the University deadline. Faculty will submit suggestions to the Department Chair following notification.

XVIII. WORK LOAD

- A. 1. For the instructor of dance: The faculty member's workload shall be based on contact hours according to guidelines of the National Association of Schools of Dance (NASD) which state the maximum load is 15 to 18 contact hours

per week for faculty teaching studio classes only, and 9 to 12 contact hours per week for faculty teaching lecture classes only. Faculty who teach a combined studio/lecture load will have their loads prorated accordingly. The Department recognizes there may be assigned responsibilities in the workload other than teaching.

2. For the music director: The faculty member's workload shall be based on the following:
 - a) One two-credit music course for dancers per semester (2 contact hours);
and
 - b) 15-17 contact hours per week accompanying dance classes.

If the Music for Dancers course is not offered in any given semester, the dance accompaniment contact hours will be increased accordingly.

B. NASD guidelines call for "ample time" for creative and scholarly work. The Department of Dance interprets "ample time" as "ample release time". Faculty who do not produce any creative and/or scholarly work during a given year shall have a teaching load that is on the high end of the acceptable range. Faculty who produce creative and/or scholarly work within a given year shall have a teaching load on the low end of the acceptable range.

C. Faculty may request release time for additional creative, scholarly, administrative and other non-teaching projects by a deadline established by the Department Chair. The Department Chair will meet with individual faculty to discuss proposals and, after consultation with the Dean, will determine the appropriate amount of assigned release time, keeping departmental needs in consideration. Honoring future requests for release time shall be partially based on the successful completion of proposed projects.