

**DEPARTMENT OF MUSIC CRITERIA
FOR
APPOINTMENT AND PROMOTION TO REGULAR, NON-TENURE TRACK RANKS**

Appointment and promotion to regular, non-tenure track ranks in the Department of Music will be guided by this document. However, this document does not supercede University policy regarding appointment and promotion. For more information on the University's policies, see: http://www.facultyaffairs.provost.duke.edu/dossier_reapp.pdf

APPOINTMENTS

“Of the Practice” appointments must meet criteria paralleling those of regular tenure track appointments with regard to academic preparation, off-campus achievements, and peer-group standing. Outside evaluations are mandatory for initial appointments.

Non-tenure ranks (of the Practice)

Lecturer

Performs instructional and contractual duties in a satisfactory manner
No other expectations of professional accomplishments

Assistant Professor

Continues significant professional activity in the field beyond University
Possesses highest academic degree awarded in his/her specialty
OR
Possesses the equivalent professional achievement as artist and/or teacher duties

Associate Professor

Substantial professional accomplishments in his/her specialty recognized by other specialists in the field
Professional accomplishments have resulted in national or international recognition

Full Professor

Professional accomplishments have resulted in national or international distinction in his/her specialty
Achievement comparable to that achieved by tenured professors

RE-APPOINTMENTS AND PROMOTIONS

Reviews for promotion from the assistant- to the associate-professor level are normally expected to occur no sooner than the end of the second term appointment. Similarly, faculty in the associate-level ranks are expected to serve for a number of years before being reviewed for promotion to the full level. There may be situations, as with tenure-track faculty, for which an early promotion review would be warranted, however, these early promotions will surely be the exception. It would be prudent for chairs and directors to discuss anticipated early promotion reviews with the Dean before they are actually begun. Outside evaluations are required for reviews for appointment/promotion/reappointment to the full professor rank. (However, the candidate may request outside evaluations at any review.) Appendix III of the Faculty Handbook addresses the length of terms.

Evaluation of Professional Activity

The following areas of professional activity are listed to provide a framework for evaluation. Different categories may be given different weight depending on the candidate's specialty. While a candidate is not expected to show accomplishments in all areas, there should be significant achievement in several, particularly for promotion to a higher rank.

Performance

- Prestige of the venue, whether local, regional, national or international
- Prestige of ensemble (in the case of engagements outside of the university)
- Is the performance by invitation or self-sponsored?
- Evaluation of repertory (standard or adventurous, premieres or revivals, new repertoire)
- Reviews, including prestige of reviewers and/or reviewing publications.

Commercial Recording

- Prestige of label
- Distribution of label
- Reviews, including prestige of reviewers and/or reviewing publications

Prizes, awards, and grants

- Prestige of awarding agency
- Prominence of award (university-wide, state-wide, nationally or internationally known, awarded by competition, application or achievement?)

Scholarly Publications

- Prestige of the publication
- Area of distribution
- Includes publication of instructional methods, textbooks, and pedagogical editions

Pedagogical Off-Campus Activities

- Guest lecturer or lecture-demonstrations
- Master classes
- Clinics
- Workshops
- Summer programs at other institutions

Teaching

- Student evaluations
- Successful placement of students in competitions, graduate schools, or into other pertinent professional activities.

Service

- Departmental service including committee work, DUS, DOP
- University-wide committee service
- Organization of concerts, workshop and collaborative efforts at the university or off-campus
- Holding offices or significant participation in regional and national professional organizations