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University of Windsor, School of Dramatic Art Renewal, Permanence and Promotion (RPP) Ancillary Academic Staff

Introduction:

The Faculty Association Collective Agreement articles 12:19 to 12:26 and 13:22 to 13:28 govern the responsibilities and procedures that are to be followed for AAS members within the University. This document intends to be consistent with these clauses. These criteria are applicable to Renewal, Permanence, and Promotion to AAS III

Within the School of Dramatic Art, Ancillary Academic Staff members carry out the following University related activities:

- Teaching
- Curriculum/Program Design and Development
- Student counselling and advising
- Service (referred to as creative and artistic practice in the document)
- Committee membership
- Recruitment activities

Contract Renewal, Promotion and Permanence awards are measures of recognizing and protecting the AAS member during their career at the University of Windsor. This document is intended to serve as general criteria appropriate for assisting AAS members in establishing objectives to meet their professional goals. The paramount consideration for such confirmation for renewal, promotion or permanence shall be the candidate's performance and service in their assigned position taking into account, where relevant according to the terms of the member's job description, contributions in support of teaching and learning, the profession, and service to the campus and broader community.

In accordance with Article 13:27 Promotion for AAS is as follows (excerpts from Collective Agreement):

- AAS I
- AAS II
- AAS III
- AAS IV

AAS I:

This rank is for those with professional experience and academic potential, but lacking full professional qualifications. To qualify for appointment or reappointment at this rank, the candidate shall have met appropriate professional requirements, and show potential for further successful performance, and promise of future professional activity and related academic activity as may be required.

AAS II:

It is at this rank that a professional career usually begins. As a primary criterion for appointment, reappointment or promotion to this rank, a candidate shall have the appropriate professional qualifications and/or a record of successful performance as an ancillary academic staff member. The nature of the candidate's responsibility is to be considered, and it is expected that successful candidate(s) will have shown the capacity to develop and extend their professional and related academic expertise.

AAS III:

To qualify for appointment, reappointment or promotion to this rank, the candidate must submit evidence of continuing effective and efficient performance at the University or other relevant job position. Primarily this would encompass demonstrated ability to handle increased responsibilities in areas of specialization and/or in an administrative capacity. However, one or more of the following criteria should also be considered: academic achievement and activities, including additional formal professional degrees, programs of continuing education, involvement of professional and related academic activities and participation in professional organizations, including serving on committees, the presentation of papers, organization and participation in conferences, seminars, workshops; service to the AAU and the University. This rank is the normal career rank for ancillary academic staff members.

AAS IV:

This rank is not awarded as a recognition of long service, but rather as a recognition of distinguished service and for high professional or related academic achievement. Appointment, reappointment or promotion to this rank requires evidence of a record of outstanding performance, with demonstrated initiative, leadership, and creativity at the university or other relevant job position. As well as making an outstanding contribution to the AAU and to the University, the candidate must submit evidence of outstanding achievement in one or more of the following areas: professional endeavours, including significant involvement in professional organizations; additional service to the AAU and/or the University community. Besides having attained a high level of professional achievement, the candidate should be considered likely to continue to fulfill a vital role in the institution.

Promotion to AAS IV:

In addition to the excellence of teaching criteria for renewal, tenure, and promotion, the candidate's application for promotion to AAS IV will demonstrate evidence of sustained excellence in teaching and service which is above the expectation for rank of Promotion to AAS III. Expectations are noted in the Excellence column (AAS IV) of the Criteria for Teaching. Examples for sustained excellence in service are listed below.

Guidelines for the School of Dramatic Art

In assessing the expectations of an AAS Member's file, the following list aligns with the positions' duties.

Teaching

The School of Dramatic Art places a great deal of value on the quality of teaching as demonstrated through a record of consistency in the candidate's commitment to good teaching, and in their effectiveness in promoting learning. (Bylaw 23A). A teaching dossier is required as a means of providing evidence for evaluation through the following: a statement of teaching philosophy, teaching practices, assessment strategies, sample course outlines, student evaluations, all departmental performance reviews, a narrative of reflective practice, and a plan for future development, and any additional relevant samples of work that support the candidate's teaching. The candidate is recommended to follow the UCAPT's teaching dossier template for expectations. Specifically, for AAS positions in the SODA, the teaching responsibilities include the following:

- Building on the curriculum and practice in the areas of design and/or production for University Players.
- Teaching courses in areas of design and/or production
- Development and delivery of programming in design and/or production
- Mentoring students interested in theatre design and production.

Standards and Evaluation of Teaching:

Refer to the School of Dramatic Art Renewal, Tenure, and Promotion (RTP) teaching criteria document. Expectations and examples for promotion to (AAS IV) are noted in the Excellence column of the Criteria for Teaching.

Review period expectation: Competence to High Competence

Permanence and Promotion to AAS III expectation: High competence to Excellence

Promotion to AAS IV: Excellence

Service

This category includes a spirit of willing cooperation by actively participating in all forms of professional service performed for the benefit of University Players and the School of Dramatic Art, the University of Windsor, the profession, and the local community. AAS members recognize a continuous obligation to provide service through professional knowledge and skills. In the SODA, the largest portion of service for the AAS is described as '*creative and artistic practice*' in areas of design and/or production, plus participation in:

- committee membership (internal and external)
- recruitment in area of design and production
- professional activities with the local theatre community

Standards and Evaluation of Service

Competence:

Candidate shows a spirit of willing cooperation by actively participating in assigned creative/artistic practice at University Players through design and/or production. The candidate actively participates in (a number of committee assignments (internal and external) to the AAU **Department activity + any two per year that includes one outside department and shows evidence of commitment to participate in recruitment initiatives and events that promote the SODA and University Players.**

High Competence:

Candidate demonstrates participation noted as *competence* PLUS evidence that service through creative/artistic practice is at a professional standard expected at UP and recognized by industry and professional standards. Candidate takes the initiative to develop and grow artistic opportunities for students in the SODA and at UP. Candidate shows evidence of extensive involvement and commitment to participate in committees (internal and external) to the AAU and takes initiative to lead recruitment strategies and events that promote the School and UP. Candidate is developing a record of collaboration with the local and professional theatre community.

Excellence:

Candidate demonstrates participation noted as *high competence* PLUS evidence that service through growth and development of creative and artistic practice is ongoing. The candidate demonstrates evidence of more than a routine amount, range, or depth of involvement in service to the AAU, and the university. A distinction should be drawn between routine service, or citizenship, and service projects that relate to innovation, creativity and leadership. To be considered at this level, service activities should be tied directly to the discipline's

field of practice knowledge and in turn this knowledge should relate to the betterment of the profession in the School of Dramatic Art. An evaluation of AAS IV could also come from having done an outstanding job in the following activities: assuming a leadership role, or being very active and supportive in the early stages of building a significant new academic program, or having done an exceptional job in significant positions of service responsibility within the Faculty or community. Chairing a committee with a particularly important mandate of change and innovation would also merit a rating of AAS IV. Showing evidence of a commitment to participate in recruitment activities and events, and serving on at least one or more professional organizations.

Examples of sustained excellence in service at this level may include:

- Demonstrates evidence of ongoing current training that enhances the operation of University Players and the School of Dramatic Art
- Creative practice at University Players reflective of current and innovative techniques and practices
- Leadership in promoting excellence in training and operational expectations in University Players (Specific to production and design)
- Demonstrates leadership in shaping current curricular and program development
- Demonstrates leadership and insight into the future developments of University Players and the School of Dramatic Art
- Participating in committees outside the AAU

Review period expectation: Competence to High Competence

Permanence and Promotion to AAS III expectation: High Competence to Excellence

Promotion to AAS IV expectation: Excellence