

SCHOOL OF CREATIVE ARTS  
CRITERIA and STANDARDS for  
RENEWAL, TENURE AND PROMOTION  
*Revised and approved by School Council: June 23, 2014*

**SCHOLARLY/CREATIVE ACTIVITY**

Scholarly activity in the School of Creative Arts may include both research and creative activity. Some areas fall under the usual definition of research and others take place across a range of critical activities. Bylaw 23 allows for evaluation of both research and creative activity. Upon appointment to the School of Creative Arts, the faculty member should identify, in consultation with the Director, the area(s) of the member's specific activity: scholarly, creative, or some combination of both. In each of these categories, peer reviewed work is critical to success. Faculty members in the School of Creative Arts are expected to submit, in addition to their CV, a brief summary of their activities each year in order to contextualize these activities, identifying long-range goals, and broader multi-year projects.

**SCHOLARLY ACTIVITY**

An evaluation of unsatisfactory, competent, superior, or excellent performance will be based on the quality and quantity of the candidate's publications and/or creative activity. Candidates are expected to maintain an active research practice and have a minimum of two contributions published in any of the seven listed venues during their probationary period. Length and quality of the publications is considered in the evaluation, as well as the quality of the journal/publisher/venue. Grant support for research is also considered. Publications should be significant in scope, research-related, and refereed (if appropriate to the research practice). Curated exhibitions will be considered a scholarly activity as well as catalogue essays published in conjunction with exhibitions. Invited conference and public presentations will be considered as will the organizing of plenary sessions at conferences. A published book is considered the equivalent of several articles. Acceptable venues for scholarly activity include the following:

- Book published by professionally recognized academic press
- Curated exhibition at recognized public gallery and published catalogue
- Peer reviewed essay in recognized journal
- Article in edited anthology (reputable publisher)
- Exhibition catalogue essay
- Article and/or essay in a Professional Journal
- chapter in book
- significant professional practice (significance may be defined as a professional role in a major professional undertaking, such as project manager for a major large scale initiative)

Other items are also seriously considered where they demonstrate excellence and productivity in research. These may include:

- ☐ Feature article in reputable non-peer reviewed journal
- ☐ Book review in peer reviewed journal
- ☐ Invited lecture or peer reviewed conference paper
- ☐ Exhibition review in reputable non-peer reviewed journal
- ☐ book contract
- ☐ successful major award
- ☐ editing and reviewing journals, books or chapters in books
- ☐ papers in non-refereed conference proceedings

- ☐ published reviews
- ☐ citations
- ☐ professional prizes and awards
- ☐ Curated exhibition at recognized public gallery or equivalent (without catalogue)
- ☐ Conference or event organization (without publication)

**Unsatisfactory.** The candidate has failed to meet the minimum requirements listed above for renewal, tenure and promotion.

A **competent** record of scholarly activity shows evidence that the candidate has consistently and regularly participated in the above mentioned categories and meets the minimum requirement of two contributions in any of the above listed categories for renewal and/or tenure and promotion.

A **superior** record of scholarly activity shows evidence that the candidate consistently and regularly over the previous five years (or since appointment, if less) has participated more than the minimum requirements in well recognized (for the discipline) venues, has established a solid record of achievement and is recognized at the national level in their particular disciplinary area.

An **excellent** scholarly record of activity contains evidence that the candidate consistently and regularly over the previous five years (or since appointment, if less) participates regularly in significant venues, their research/scholarly activity is internationally recognized in their particular disciplinary area.

#### CREATIVE ACTIVITY: VISUAL ARTS

An evaluation of unsatisfactory, competent, superior, or excellent performance will be based on the quality and quantity of the candidate's exhibition record. In order to qualify for tenure candidates are expected to maintain an active exhibition record and have had at least one solo or two group exhibitions of new work during their probationary period. Exhibitions must take place within a professional context. The significance of the venue will be considered as will the location. Regional, national and international exhibitions are considered according to the significance of the venue. An element of peer-review is expected with each exhibition. Exhibitions may include the following: Performance, film screenings and curated online exhibitions. Grant support for the production/research of work will be considered.

Other items are also considered where they demonstrate excellence and productivity in art practice.

- ☐ Invited lectures
- ☐ Provincial and national juries
- ☐ Invited participation in conferences, panel discussions
- ☐ Commissioned works
- ☐ Prizes and awards
- ☐ Reproduction of work in national and international publications
- ☐ Citations

#### CREATIVE ACTIVITY: MUSIC - COMPOSITION

An evaluation of competent, superior, or excellent performance will be based on the quality and quantity of the candidate's compositions. Candidates are expected to maintain a minimum average of .75 compositions annually. Length and scope of the compositions are considered in the evaluation, as well as the quality of the performer/ensemble and venue. Juried commissions are also considered. An

element of peer-review is expected with each composition (through the commissioning process, the performance process, or the recording process).

Other items are also considered where they demonstrate excellence and productivity in composition. Enhancers deserving of consideration include:

- Performances/broadcasts of compositions
- Recordings of compositions
- Prizes and awards for compositions
- Publication of scores
- Arrangements
- Non-commissioned compositions
- Licensing of compositions for film or television
- Positive reviews of performance compositions

#### CREATIVE ACTIVITY: MUSIC – MUSIC PERFORMANCE/DIRECTION

An evaluation of competent, superior, or excellent performance will be based on the quality and quantity of the candidate's compositions. Candidates are expected to maintain a minimum average of .75 programs of new repertoire annually. Length and scope of the performances are considered in the evaluation, as well as the quality of the ensemble and venue. It is expected that the ensemble or presenter is subject to juried evaluation, direct or indirect. Repeat performances of the same program within a narrow time frame are of ancillary consideration. A full-length CD recording with some element of peer-review is considered the equivalent of several performances/broadcasts.

Other items are also considered where they demonstrate excellence and productivity in music performance. Enhancers deserving of consideration include:

- Prizes and awards for performance
- Competitions
- Invited recitals and performances
- Licensing of recordings for film or television
- Positive reviews of performances

**Unsatisfactory.** The candidate has failed to meet the minimum requirements listed above for renewal, tenure and promotion.

A **competent** record of creative activity shows evidence that the candidate has consistently and regularly participated in the above mentioned categories and meets the minimum requirement of contributions in any of the above listed categories for renewal and/or tenure and promotion.

A **superior** record of creative activity shows evidence that the candidate consistently and regularly over the previous five years (or since appointment, if less) has participated more than the minimum requirements in well recognized (for the discipline) venues, has established a solid record of achievement and is recognized at the national level in their particular disciplinary area.

An **excellent** creative record of activity contains evidence that the candidate consistently and regularly over the previous five years (or since appointment, if less) participates regularly in significant venues, their research/scholarly activity is internationally recognized in their particular disciplinary area.

## **TEACHING**

### **1. SET SCORES**

The SET scores will be used, looking at the overall average of all courses taught over the previous five years (or since appointment, if less than five years).

Performance at 4.5 on the SET scores is evidence of **competent** teaching. **Competent** teaching demonstrates evidence that the candidate has consistently and regularly over the past five years (or since appointment, if less) designed and delivered courses that are adequate and acceptable and has positive peer evaluations (optional). Enhancers will outweigh detractors.

Performance between 5 and 6 on the SET scores is evidence of **Superior** teaching. Superior teaching demonstrates evidence that the candidate consistently and regularly over the previous five years (or since appointment, if less) has designed and delivered courses that are in specifiable ways distinctively superior. A Superior performance is considered to be significantly above average, and/or innovative, and recognised as such by objective student evaluations and/or other measures of teaching effectiveness. The candidate will be assessed by SET profile evidence, the number of courses designed, a superior teaching dossier (optional), positive peer evaluations (optional), with no detractors and some enhancers.

Overall performance between 6 and 7 on the SET scores is evidence of **excellent** teaching. **Excellent** teaching shows evidence that the candidate consistently and regularly over the previous five years (or since appointment, if less) has designed and delivered courses that are in specifiable ways distinctively excellent. An excellent performance is considered to be of an exceptionally high quality as recognized by his/her peers, student evaluations, and/or other measures of teaching effectiveness. SET Profile evidence of 6 to 7, excellent teaching dossier (optional), positive peer evaluations (optional), with no detractors and several enhancers.

### **2. TEACHING DOSSIER (Optional)**

Each faculty member may choose to prepare an optional teaching dossier that will be kept in the School office. This dossier may include copies of such information about courses taught such as course outlines, learning outcomes, schedules, assignments, tests, final exams, grading criteria, and any other material germane to the content, teaching methods and evaluation instruments of the course.

The dossier will be assessed for each course for the appropriateness of the design of the course, the material covered, and the appropriateness, quantity, quality, and grade weight and criteria of the assignments, essays, tests, and final testing procedure.

A **competent** dossier contains evidence that the candidate has consistently and regularly over the past five years (or since appointment, if less) designed and delivered courses that are adequate and acceptable.

A **superior** dossier contains evidence that the candidate consistently and regularly over the previous five years (or since appointment, if less) has designed and delivered courses that are in specifiable ways distinctively superior.

An **excellent** dossier contains evidence that the candidate consistently and regularly over the previous five years (or since appointment, if less) has designed and delivered courses that are in specifiable ways distinctively excellent.

### 3. PEER ASSESSMENT (Optional)

It is recommended that faculty participate in peer evaluation for teaching at least once per year. Peer evaluation reports will be considered in the overall evaluation of the candidate's teaching ability.

### 4. ENHANCERS AND DETRACTORS

An 'enhancer' is a feature related to the candidate's teaching performance, the presence of which affects the assessment positively, and the absence of which is not used as a negative factor. A 'detractor' is a feature related to the candidate's teaching performance, the presence of which affects the assessment negatively, and the absence of which is not used as a positive factor. All Enhancers and Detractors are taken from Bylaw 23A: Criteria for Promotion.

(a) Enhancers (It is the candidate's responsibility to provide evidence of enhancers):

- (i) effectiveness in promoting students' academic pursuits and stimulating interest in continued study of the discipline;
- (ii) day-to-day availability to students in relation to the 'demands' placed on him/her by students and the candidate's willingness to assist students outside formal class hours

(b) Detractors (It is the Director's responsibility to provide evidence of detractors, if any):

- (ii) failure to be available to students is a detractor
- (iii) investigated student complaints
- (iv) unusual patterns of withdrawal from the candidate's classes

### SERVICE TO THE UNIVERSITY

#### **From Current Senate Bylaw 23A (Promotion):**

This and the following category are of relatively less importance than those of teaching and research/artistic performance. Nevertheless, in individual cases, UCAPT may take into account service to the University, as a supplement to performance in these areas. Routine administrative duties (on departmental committees, for example) are normally expected and will not in themselves be considered significant in deciding promotion to Professor. However, apart from the obvious contribution to the University from good teaching and research, a sustained commitment to the welfare of the University, as evidence by the candidate's having undertaken special assignments or administrative appointments, service as an employment equity/procedures assessor, or other activities which contribute significantly to the welfare of the University as an institution, will be taken into account, provided these are fully documented by the AAU Head in the submission to UCAPT.

#### **From Current Senate Bylaw 23B (Tenure):**

Academic and Professional Responsibilities: While diligent and constructive committee and administrative work cannot constitute a substitute for effective teaching and well-regarded research, duties of this kind must be responsibly fulfilled when the request made of the candidate is a reasonable one. In any case, contributions through committees, service as an employment

equity/procedures assessor, and administrative offices should be assessed as an area for the display of scholarly knowledge and judgment. Contributions to the activities of learned and professional societies and other community services utilizing professional expertise should also be highly regarded.

**Unsatisfactory.** The candidate has failed to participate, at any level, in the governance of the AAU.

**Competent** service to the University: contributing positively and effectively to the governance of the School of Creative Arts.

**Superior** service to the University; competent service plus additional service such as chairing of an active, productive committee or other special contribution and serving on committees in FASS or the larger university community.

**Excellent** service to the University: competent service plus carrying special assignments or administrative appointments. Typical of a special assignment/administrative appointment: Director, Area Chair, or major University or Faculty Association committee.

### **SERVICE TO THE COMMUNITY AND THE PROFESSION**

#### **From Current Senate Bylaw 23A (Promotion):**

In this category, as in the above, only a sustained record of significant service to the wider community, preferably related to the candidate's discipline/profession (Social Work is an example) and which has clearly had the effect of tangibly enhancing the relationship between the University and the community, will be taken into account. Such activities must be fully documented by the AAU Head in the submission to UCAPT, preferably accompanied by testimonials from responsible leaders in the community. Activities which are simply part of the University's teaching function will not be considered under this category.

Service may include serving on the board of a community or professional organization, adjudication of festivals, exhibitions or competitions, grant reviews, and participation in performing groups.

**Competent** service to the community is equivalent to the amount and type of work for competent service to the University.

**Superior** service to the community is equivalent to the amount and type of work for superior service to the University.

**Excellent** community service is equivalent to the amount and type of work for excellent service to the University.