

UNIVERSITY OF SOUTH CAROLINA  
DEPARTMENT OF MUSIC

GUIDELINES FOR PROMOTION AND TENURE PROCEDURES

General procedures governing faculty promotion and tenure were approved by the voting members of the faculty of the University of South Carolina on November 26, 1974. Approved procedures are detailed in The Faculty Manual.

Specific guidelines and the method of carrying out these procedures in the Department of Music are set below.

I. MEMBERSHIP OF PROMOTION AND TENURE COMMITTEE

- a. The Promotion and Tenure Committee will include all tenured members of the faculty of the Department of Music. It shall be responsible for the formulation of procedures on promotion and tenure, and their operation.
- b. The committee considering promotion shall include all tenured faculty members of higher rank, whereas the tenured faculty of equal or higher rank constitute the committee for consideration for tenure.

II. PROCEDURES FOR PROMOTION

- a. The faculty shall be given adequate notice in writing by the department chairman at least one month in advance of consideration so that each may bring his or her professional file up to date. At the same time, both the dean and department chairman shall be notified by the committee chairman of the pending meeting and have the opportunity to place appropriate matter in the file of any individual. The committee chairman shall notify tenured faculty members of the upcoming deliberation so that professional files may be examined prior to the first meeting.

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- b. Each year all faculty members below the rank of professor shall be considered for promotion, except those who choose to waive consideration for that year. The files will be examined and discussed relevant to the candidate's length of service and contributions of teaching, research, and service. If during discussion, a request is made for information not available or in need of clarification, the vote will be set for a subsequent meeting. The information requests may include written comments from, or an appearance by the person who is under consideration.
  
- c. At the conclusion of discussion, a vote by secret ballot will be taken. Each member shall vote "yes" or "no" or "abstain." Consideration at the departmental level is mandatory, however, a candidate's full vita and supporting file go forward administratively only if the appropriate departmental faculty recommend promotion by a majority of the votes cast, ignoring abstentions. Absentee balloting is allowed if the ballot is in the hands of the committee chairman by the time of the meeting in which balloting takes place. Any person dissatisfied with the decision by the departmental tenured faculty may request the committee chairman to send his file through appropriate channels. A list of those persons considered but not recommended as well as those who waived consideration must be forwarded through appropriate channels for the record. Failure to recommend favorably at a particular time is without prejudice with respect to future consideration.
  
- d. The committee chairman will notify the tenured faculty members of higher rank than the candidate under review in order that they may write letters to the department chairman or directly to the dean concerning each case which is recommended by the committee or in cases where the individual in question appeals the committee recommendation. This notification should include those eligible faculty members who are on leave. The departmental tenure and promotion committee also must notify departmental faculty of its recommendation for tenure and promotion and

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invite letters from the faculty regarding each candidate recommended for tenure or promotion. Each faculty member, whether or not he is authorized to vote on a particular candidate, may, if he chooses, write a letter to the department chairman or directly to the dean, and such letters shall become part of the candidate's file at the level to which the letter is addressed.

- e. The department chairman may endorse such recommendations in any way he desires, but he must forward all recommendations, statements and endorsements through the appropriate administrative channels to the president.

III. PROCEDURES FOR TENURE

Each year all non-tenured faculty are considered for tenure in a process the same as that outlined for promotion and in accordance with regulations in the faculty manual.

IV. DOCUMENTATION IN THE DEPARTMENTAL FILES

- a. A complete record of candidate's educational experience, academic positions held, courses taught, and professional experience outside of college or university.

Faculty in the areas of Music Education, History-Literature and Theory are usually expected to have an earned doctorate.

American music schools often recruit their composition and applied faculties from the ranks of professional performing artists, recognized artist teachers, and established professional composers. Artistic success as a performer or composer is determined by the quality of activities and opinions of musical experts, and is customarily equated with the earned doctorate. A history of continued professional association or study with an eminent musical personage, whether as part of doctoral study or otherwise, is recognized in the field of music to be of professional significance.

- b. Evaluation of teaching effectiveness; including:
  - 1. Statements from faculty members & other qualified observers

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2. Reports of student evaluations
3. Quality of success of students
4. Grants received, creative programs, textbooks, and other materials developed for instructional purposes
5. Guest lectureships, and participation as panelist or lecturer at seminars, workshops, symposia, and conventions

c. Evidence of scholarly productivity.

1. Detailed record of all performances
2. Detailed record of all compositions performed and/or published
3. Complete record of scholarly lectures, books, monographs, articles, reviews - both published and unpublished

V. CRITERIA

Faculty members are expected to follow relevant regulations that are published in The Faculty Manual and as departmental regulations.

Granting of tenure and/or promotion is based mainly on contribution to the University of South Carolina through teaching, research and service.

Teaching In addition to the points which are listed in section IV-b, it is recognized that good example through artistic and professional involvement is important to the teaching process.

Research Research activities in the areas of musicology, music education, pedagogy, and theory are similar to research activities in other fields. They include the preparation and publication of scholarly books and articles, participation in meetings of learned societies, reading of papers and delivery of public lectures.

The writing and performance or publication of a musical composition is proportionately equivalent to the writing and publication of a scholarly work, and is subject to similar considerations of scope and quality.

Also of vital importance, and unique to the field of music, are the contributions and activities of the studio, or applied teachers

and performers.

The training of performers and teachers of applied music requires many years of concentrated study and a fluent grasp of the musical language, which is highly abstract, stylistically diverse, controversial and arbitrary. Intellectual, physical, aural, kinesthetic, and psychological attributes of each individual are developed to a high degree in the course of this training. The ultimate goal of this development is mature and sensitive insight known as artistic taste, which solves, in a personal way, the arbitrary nature of the musical language. The artistic awareness of each individual is therefore dependent on the foundations of his musical experiences; i.e., medium of study, literature and repertoire specialization, and aesthetic preferences.

Maintainence of these performance skills requires diligent effort; maintainence and refinement of a status quo repertoire requires a considerably greater effort, and the assimilation of new music for public performance necessitates many additional hours of concentrated daily work over a long period of time.

Public performance for a professional musician equates with research. The following are representative performance activities which have the equivalent importance of scholarly writing and publication:

The preparation and performance of:

- a. a solo recital
- b. a chamber music concert or other ensemble activity, choral or instrumental, which requires a significant involvement
- c. a substantial solo work with orchestra
- d. a substantial opera role
- e. a concert or other production in the capacity of conductor or director

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Guest appearances--as a lecturer, lecture recitalist, clinician, conductor, soloist, consultant, or adjudicator are examples of other types of meritorious professional activities which are a credit to the faculty and to the Department of Music.

Service Service includes those activities which foster the aims of the University of South Carolina and its Department of Music; for example, administrative assignments, work on University committees, student advisement, participation in professional societies, theses or dissertation advisement where not included on teaching load, favorable recognition outside the University for professional or non-professional involvement.

Music departments compete for talented students; the development of good professional relationships outside of the department and the recruiting of talented students are contributions to the goals of the Department.

Personal attributes that affect a faculty member's students or colleagues will also be evaluated; for example, honesty, cooperation, consideration, reliability.

To be eligible for promotion to professor, a person will usually be very strong in several of the criteria listed above. Other points that may be considered include regional, national, or international recognition, ability to attract and hold fine students, and length of distinguished service to the institution.

In listing criteria, it is not implied that a person be equally strong in all three areas, teaching, research, and service. Priorities of emphasis for these three areas are contingent upon the overall contribution of each individual. The departmental committee makes both qualitative and quantitative judgements, with the awarding of tenure to valued faculty members as its goal. A change in departmental programs may influence a judgement concerning the potential contribution of an untenured faculty member.