

BYLAWS FOR DEPARTMENTAL GOVERNANCE
DEPARTMENT OF THEATRE

Article 1. Name:

The name of this unit is the Department of Theatre, in the College of Arts, Social Sciences and Humanities (CASSH) of the University of West Florida.

Article 2. Mission/Vision:

Mission

The Department of Theatre undergraduate programs in theatre will equip students with the knowledge, skills and experience necessary to become working professionals and effective members of the arts community.

Vision

The Department of Theatre aspires to empower students so that they may become theatre artists of the highest quality, by maintaining our commitment to the following features of UWF Theatre:

Class Sizes which will (to the extent permitted by university standards):

- Guarantee individualized attention
- Foster an active learning environment
- Provide specific critical feedback

Multiple Performance opportunities both on and off-campus including Departmental Productions, Professional Work, and Internships. These opportunities will ensure:

- Growth as a Theatre artist
- Mentoring from experienced professionals
- Marketable experiences to serve as prerequisites for future work
- Commitment to Diversity

The UWF Theatre faculty seamlessly bridges the gap between theoretical academic objectives and the practical on-stage applications. Comprised of actively working professionals and scholars, the faculty is able to:

- Stay current with professional trends and styles
- Develop professional connections with a wide variety of theatre artists
- Promote professional standards in all aspects of the theatre

Article 3. Values:

- **Caring** – Creating a safe and dynamic environment for students to grow as performing artists
- **Integrity** – Approaching art and academics with honesty and dedication
- **Quality** – Exemplify high artistic and performance standards
- **Innovation** – Exploring and expanding new ideas and technologies
- **Teamwork** – Foster an atmosphere of collaboration
- **Creativity** – Expanding the boundaries of knowledge
- **Courage** – Ability to risk failure to expand your art

Article 4. Voting Membership:

Following UWF institutional guidelines and practice, the department's voting membership shall consist of all full-time non-"visiting" faculty, both tenured and non-tenured.

Article 5. Department Chair:

Under University of West Florida policy, Department Chairs in the College of Arts, Social Sciences and Humanities are appointed by the Dean of the College on one-year contracts from August to August and are subject to annual performance review. Thus, the Chair serves at the pleasure of the Dean of the College.

A Chair appointed by the Dean can expect to serve a three-year term. In the spring of the second year of a term, the voting members of the Department of Theatre shall consult with the Dean of CASSH regarding the performance of the Department Chair. The faculty may recommend that the incumbent Chair be reappointed or replaced, but the Dean of the College will make the final determination.

A Chair leaving the office will be expected to advise and assist the successor in the third year after non-reappointment.

Article 6. Department Meetings:

- A. The department chair shall convene meetings of the voting membership at least once in each fall and spring semester.
- B. Meetings shall be announced and agendas developed and distributed in advance of the meeting.
- C. The department chair shall conduct meetings in accordance with accepted parliamentary procedure as much as is practical.
- D. A majority of the voting membership shall constitute a quorum.
- E. All voting faculty members are expected to attend all Department meetings. A faculty member shall notify the department chair if she/he is unable to attend a scheduled meeting.
- F. Voting shall be by voice or by show of hand, although any member present may demand a roll call on any proposition. A majority of those present may demand a vote by secret ballot on any proposition.
- G. The department chair shall vote only in the event of a tie. The chair shall, however, vote on all personnel matters before the department, including the selection of a chair and candidacies for faculty appointment.
- H. In the Chair's absence, the faculty member present who is senior in rank and tenure shall preside.
- I. Minutes of the meeting shall be recorded and distributed by the Office Administrator.

Article 7. Tenure and Promotion:

A. EVALUATION CRITERIA

In keeping with the expectations of the College and University Faculty Personnel Committees, all tenured and tenure-earning faculty are expected 1) to be quality teachers, 2) to be productive scholars, or as appropriate to the position, to be productive and professionally engaged creative artists, and 3) to engage in public service as well as College and University activities.

A period of yearly reappointment at the assistant professor level is justified by excellent accomplishments in teaching and service as well as significant evidence of public and tangible contributions in the area of research and/or creative activity appropriate to the discipline of Theatre Arts that will lead to the regional or national reputation for excellence needed to gain tenure.

To be considered for promotion, faculty members must meet or exceed the standards set forth by the University Tenure and Promotion Committee.

A positive recommendation for tenure recognizes the candidate's demonstrable:

1. Attainment of excellence in teaching.
2. Production of significant public and tangible contributions in the area of research and/or creative activity appropriate to the discipline of theatre arts that have earned acknowledgment in the discipline outside the university.
3. Contributions of a significant nature to the service mission of the department.

Therefore, tenure will be granted to those Faculty Members who:

- Achieve a rank of Excellent in the category of Teaching over the past 3 years leading up to tenure review
- Achieve at least one ranking of Excellent in a second category and Good in a third.

A positive recommendation for promotion to the rank of Associate Professor recognizes the candidate's demonstrable:

1. Continued overall level of excellence in teaching.
2. Production of significant public and tangible contributions in the area of research and/or creative activity appropriate to the discipline of theatre arts that have established a significant regional or national reputation in the discipline as recognized by noteworthy extramural peers.
3. Contributions of a significant nature to the service mission of the department.

Therefore, promotion to Associate Professor will be granted to those Professors who:

- Achieve rankings of Excellent in all three categories

A positive recommendation for promotion to the rank of Professor recognizes the candidate's demonstrable:

1. Continued overall level of excellence in teaching.
2. Production of significant public and tangible contributions in the area of research and/or creative activity appropriate to the discipline of theatre arts that have established a very significant national or international reputation in the discipline as measured by noteworthy extramural peers.
3. Contributions of a significant nature to the service mission of the department.

Therefore, promotion to Full Professor will be granted to those Professors who:

- Achieve rankings of Excellent in two categories
- Achieve ranking of Distinguished in the third category

The following ratings will be used in the evaluation process:

1. **DISTINGUISHED:** Exceeds departmental standards for professional performance. Exceeds departmental standards for excellence in quality, frequency, or both
2. **EXCELLENT:** Meets departmental standards for professional performance. No areas of weakness exist.
3. **GOOD:** Moderate progress toward long-term professional goals. One or more areas of weakness exist.
4. **FAIR:** Overall performance is acceptable, but one or more major weaknesses inhibit progress toward long-term professional goals.
5. **POOR:** Unacceptable level of performance.

B. STANDARDS FOR EVALUATION

1. Teaching

In keeping with the University's regional comprehensive mission and vision, at least an excellent rating in the evaluation of a faculty member's teaching is required for tenure and promotion. A faculty member should be evaluated on the following areas of teaching:

- Quality of syllabi and course goals
- Teaching awards and other accomplishments related to teaching
- Quality of teaching philosophy
- Effectiveness of assessment practices
- Evidence of student support practices
- Respect for students and their rights
- Pedagogical enhancement activities that improve learning
- Participation in professional development activities that improve teaching
- Peer evaluations of teaching

A rating of **DISTINGUISHED** in the category of Teaching may be achieved by:

- a. Teaching awards which honor a high caliber of performance
- b. Evident leadership in the promotion of high quality teaching
- c. Evident leadership in the promotion of high quality curriculum development
- d. Narrative statements which emphasize the impact on the learner
- e. Numerical student evaluation data (SAI rating above 85% in excellent and distinguished) that documents clear exceptional quality.

A rating of **EXCELLENT** in the category of Teaching may be achieved by:

- a. Abundant evidence of student class work executed in production assignments
- b. Voluntarily participates in professional development activities to improve teaching quality and flexibility.
- c. Teaching philosophy provides foundation for coherent course planning and activities.
- d. Student evaluation data (SAI rating consistent at 80% in excellent and distinguished) document a consistently positive impact on learning.
- e. Syllabi outlines clear and appropriate performance.

A rating of **GOOD** in the category of Teaching may be achieved by:

- a. Some evidence of student class work executed in productions.
- b. Participates in professional development activities to improve teaching quality and flexibility when directed to do so.
- c. Teaching philosophy reasonably expressed in course planning.
- d. Student evaluation data document (SAI ratings 70% in excellent and distinguished) adequate impact on teaching.
- e. Syllabi provide reasonably clear expectations.

A rating of FAIR in the category of Teaching may be achieved by:

- a. Evidence of student class work in productions is minimal.
- b. Student evaluation data (SAI ratings below 70% in excellent and distinguished) document areas of some concern
- c. Teaching philosophy not evident in course planning.
- d. Does not typically participate in teaching development activity.
- e. Expectations in syllabi are not clear.

A rating of POOR in the category of Teaching may be achieved by:

- a. No evidence of class work put in practice in productions
- b. Student evaluation data (SAI ratings below 50% in excellent and distinguished) show consistent and substantive problems.
- c. Assessment practices are inadequate to support departmental needs.
- d. Never participates in teaching development activity.
- e. Syllabi are incomplete, or nonexistent.

2. Scholarly and Creative Activities

In keeping with the Departmental mission, faculty members are encouraged to maintain a scholarly and creative activity agenda apart from the classroom.

Means of evaluating research and creative activity achievement in the discipline of theatre arts may include, but are not limited to:

- Formal evaluations/adjudications of Theatre Department productions by regionally or nationally respected peers in the discipline of theatre arts
- Professional presentation, circulation, publication and/or exhibition of the results of original creative activity in appropriate and significant media garnering evaluations, adjudications, or reviews by regionally or nationally respected peers in the discipline of theatre arts.
- Solicited and unsolicited letters of support from regionally or nationally respected peers in the discipline of theatre arts familiar with the faculty member's performance
- Evaluation of published works by regionally or nationally respected peers in the discipline of theatre arts.
- Presentations given at professional meetings, conferences and workshops
- Reviews of Theatre Department productions by the Chair

A rating of DISTINGUISHED in the category of Scholarly and Creative Activity may be achieved by:

- a. Consistent positive formal evaluations or adjudications of University productions from nationally respected peers, or representatives of nationally respected theatre arts organizations.
- b. Presentation of work at professional venues.
- c. Letters of support from nationally respected peers in the discipline of theatre arts.
- d. Publication of original work in nationally recognized, peer reviewed journals.
- e. Presentation of original work (scholarly work, workshops, demonstrations) at national conferences.

A rating of EXCELLENT in the category of Scholarly and Creative Activity may be achieved by:

- a. Positive formal evaluations or adjudications of University productions from nationally respected peers, or representatives of nationally respected theatre arts organizations.
- b. Presentation of work at professional venues.
- c. Letters of support from regionally respected peers in the discipline of theatre arts.
- d. Publication of original work in nationally recognized journals.
- e. Presentation of original work (scholarly work, workshops, demonstrations) at regional conferences.

A rating of GOOD in the category of Scholarly and Creative Activity may be achieved by:

- a. Formal evaluations or adjudications of University productions from nationally respected peers, or representatives of nationally respected theatre arts organizations which, while generally positive, sometimes reflect the lack of understanding of a particular section in the faculty member's area of expertise.
- b. Presentation of work at venues within Northwest Florida.
- c. Letters of support from locally respected peers in the discipline of theatre arts.
- d. Publication of work in local journals.
- e. Presentation of original work (scholarly work, workshops, demonstrations) at local venues.

A rating of FAIR in the category of Scholarly and Creative Activity may be achieved by:

- a. Formal evaluations or adjudications of University productions from nationally respected peers, or representatives of nationally respected theatre arts organizations which reflect the lack of understanding of a particular section in the faculty member's area of expertise.
- b. Presentation of work at venues outside of the Department.
- c. Letters of support from members of the community.
- d. Publication of work in university publications.
- e. Presentation of original work (scholarly work, workshops, demonstrations) at the University.

A rating of POOR in the category of Scholarly and Creative Activity may be achieved by:

- a. Formal evaluations or adjudications of University productions from nationally respected peers, or representatives of nationally respected theatre arts organizations which are consistently negative.
- b. No professional work in the discipline of theatre arts outside of departmentally produced productions.
- c. No evidence of respect from peers in the discipline of theatre arts.
- d. No record of Publication.
- e. Little to no Presentation of original work (scholarly work, workshops, demonstrations) at any venues.

The professional, creative, and scholarly fields of expertise represented within the Department of Theatre vary so widely that a comprehensive list of all possible ways to meet criteria for promotion and tenure would become unwieldy and confusing. Anticipating the need for faculty members to be informed of the application of those criteria to their own creative activities and specialties, the chair will assign a mentoring committee of senior faculty to each new tenure-earning faculty member. The mentoring committees meet periodically with assigned faculty members, assess the faculty member portfolios, and inform them in writing of the committee's assessments. The committee reports are also forwarded to the chair, the dean, and the provost for their consideration. That process is repeated each year until the faculty member either earns tenure and promotion to associate professor or departs from the University.

3. Service:

All faculty members in the Department of Theatre are expected to contribute their professional talents and expertise to support the public service mission of the University, College and Department. Such service includes, but is not limited to:

- Advancing the public image of the University through professional performances and through appropriate professional conduct providing the benefits of their expertise to community organizations.
- Consulting with arts organizations, governmental agencies, business, educational systems, or community service boards and organizations.
- Serving on departmental, college, and university committees and councils.
- Participating in the recruitment and professional placement of students.

- Serving as an officer or committee member in organizations related to the area of professional expertise.
- Providing the Theatre Department with contributions beyond the scope of the job assignment.

A rating of DISTINGUISHED in the category of Service may be achieved by:

- a. Broad external recognition for contributions to organizations at the Regional or National level.
- b. Holding elected office in service organizations, including college and university committees.
- c. Vigorous and innovative student recruitment efforts beyond traditional recruitment channels.
- d. Unusually extensive contributions to student employment within the theatre arts discipline during summer and after graduation.

A rating of EXCELLENT in the category of Service may be achieved by:

- a. Broad external recognition for contributions to organizations at the State level.
- b. Serving on committees or holding membership in service organizations.
- c. Substantial recruitment efforts through traditional recruitment channels.
- d. Measurable contributions to student employment within the theatre arts discipline during summer and after graduation.

A rating of GOOD in the category of Service may be achieved by:

- a. External recognition for contributions to organizations at the Local level.
- b. Membership in service organizations.
- c. Proactive recruitment efforts through traditional recruitment channels.
- d. Some contributions to student employment within the theatre arts discipline during summer and after graduation.

A rating of FAIR in the category of Service may be achieved by:

- a. Recognition for contributions to organizations at the University
- b. A minimum contribution to University committee work
- c. Minimal recruitment efforts.
- d. Minimal contributions to student employment within the theatre arts discipline during summer and after graduation.

A rating of POOR in the category of Service may be achieved by:

- a. No tangible contributions to University organizations.
- b. No membership in, or substandard attendance at University committee meetings.
- c. No effort made in the recruitment of students.
- d. No contributions to student employment.

Article 8. Tenure and Promotion: Procedure

In keeping with institutional practice, the department chair shall solicit signed peer evaluations of candidacies for promotion and/or tenure from all full-time and tenured faculty in the department. A department member may decline to submit such an evaluation.

University policy requires in addition that "all full-time and tenured faculty in the department of Theatre complete a secret vote" on all tenure candidacies, and that those ballots be included in the candidate's official tenure folder.

Signed peer evaluations of candidacies for promotion or tenure should be submitted as argued statements of support or non-support. University policy requires that all such statements be included in the candidacy folder that is forwarded to review by faculty personnel committees and university officers.

Article 9. Statement on Teaching:

Excellence in teaching forms the cornerstone of all activities in the Department of Theatre. Excellence in teaching may be demonstrated by evidence bearing on the following considerations:

- A. Student response to course content and presentation as reflected in the official University of West Florida SAI forms.
- B. Quality of course-related counseling, including student conferences, directed studies, theses, supervision of interns.
- C. Quality of course syllabi and other handouts.

- D. Intellectual demands made upon students, including quality of tests and other assignments.
- E. Students' progress in mastering course content.
- F. Demonstrations of student mastery of the stated course objectives and outcomes.
- G. Revisions of established courses and development and teaching of new courses.
- H. Activity undertaken for professional growth that will enhance the instructor's effectiveness as a teacher.

Article 10. Statement on Research and Creative Activities:

Artistic and Creative achievement in the discipline of theatre arts includes, but is not limited to, the creation of original performances, technical methods or accomplishments, and/or direction in the theatre arts requiring interpretation and the mastery of a skill in addition to research.

Research and Scholarly achievement in the discipline of theatre arts includes, but is not limited to, books, articles, reviews, technical reports, computer software, or papers read to scholarly associations -- in general, work based on research and entailing theory, analysis, interpretation, explanation, or demonstration. Such work results in the publication, circulation, and/or exhibition of results in appropriate and professionally recognized forums.

In all cases, ranked faculty in the discipline of theatre arts are expected to demonstrate continued professional growth and attain a wide professional reputation for high quality in their creative and/or scholarly works. Ranked faculty in the discipline of theatre arts are thus expected to demonstrate continued development of a sound exhibition/publication/performance record with work regularly exhibited/published/performed in significant regional venues (multi-state and/or juried and/or invitational performances) through appropriate performances, appropriate journals, and appropriate publication houses.

Means of evaluating research and creative activity achievement in the discipline of theatre arts may include, but are not limited to:

- Formal evaluations/adjudications of Theatre Department productions by regionally or nationally respected peers in the discipline of theatre arts
- Professional presentation, circulation, publication and/or exhibition of the results of original research/creative activities in appropriate and significant media, organizations, and institutions, and the receipt of recognition for such efforts (awards, grants, reviews, special exhibitions, etc.)
- Evaluation of published works by regionally or nationally respected peers in the discipline of theatre arts
- Reviews of Theatre Department productions by regionally or nationally respected peers in the discipline of theatre arts
- Professional creative work outside of the University environment. The normal expectation would be that these productions are professional, in that one or more artists associated with the production receive a salary or other form of compensation.

- Solicited and unsolicited letters of support from regionally or nationally respected peers in the discipline of theatre arts familiar with the faculty member's performance
- Reviews of Theatre Department productions by the Chair
- Reviews of presentations given at professional meetings, conferences and workshops

Article 11. Statement on Service:

All faculty members in the Department of Theatre are expected to contribute their professional talents and expertise to support the public service mission of the University. Such service includes, but is not limited to, advancing the public image of the University through professional performances and through appropriate professional conduct, providing the benefits of their expertise to community organizations; consulting with arts organizations, governmental agencies, business, educational systems, or community service boards and organizations; serving on departmental, college, and university committees and councils; participating in the recruitment and professional placement of students; and serving as an officer or committee member in organizations related to the area of professional expertise. Acting, Directing, Designing, or otherwise providing a major element to a production that is staffed solely by volunteers would be considered Service.

Article 12. Annual Evaluation Process:

The Annual Evaluation process in Theatre shall strictly follow the Annual Evaluation Procedures established by the University of West Florida as posted at <https://uwf.edu/offices/academic-affairs-division/resources/promotion-tenure/>. Faculty shall be ranked in each of the major areas of responsibility (Teaching, Research and Creative Activities, Service), as well as an overall final ranking by the Dean of the College with recommendations from the Chair, as Poor, Satisfactory, Good, Excellent and Distinguished.

Article 13. Merit Pay Criteria:

Faculty in Theatre shall be assessed for Merit Pay, when made available by the institution, criteria based on the overall final descriptor from the annual evaluation or annual evaluations that correspond to the appropriate time period. Rankings of Poor and Satisfactory shall receive no merit pay increase. Rankings of Good, Excellent and Distinguished will receive one, two and three units respectively of the funds available.

Article 14. Allocation of Summer Teaching Lines:

Summer Courses are primarily offered in a 100% online model. Given the investment the faculty member must make to develop an online course the priority for teaching the course is given to the faculty member that developed the course for online delivery. In the event that a faculty member turns down the opportunity to teach a course online, the course will be offered to the next eligible faculty member. Priority is given to newer faculty and faculty who have not taught in the previous summer. Summer courses taught on campus must be courses that have a strong likelihood of filling to summer course minimums. Theatre students are encouraged to work outside of the Pensacola area with regional and national summer repertory companies, which greatly reduce the potential pool of students for summer.

Article 15. Allocation of Special Research and Creative Opportunities:

Any allocations of extraordinary research and creative opportunities (including time released from the normal 3 course/term teaching load) shall be allocated in accordance with University and College priorities and be approved by the Dean of the College.

Article 16. Amendments:

These bylaws may be altered or amended in any fall or spring department meeting by a two-thirds vote of the voting members present, provided that the text of the proposed amendment has been submitted to the department chair and distributed to the voting membership at least ten days before the meeting at which the alteration(s) or amendment(s) are to be considered.

**Voted and approved March 12, 2021 Faculty Meeting
Approved by the Provost's Office – January 19, 2022**