

DEPARTMENT OF MUSIC  
PROMOTION AND TENURE  
PEER REVIEW PROCEDURE

Preamble: In accordance with the College of the Arts emphasis on juried professional activity for promotion and tenure, the Department of Music will adopt the following procedure for outside peer review of professional development:

1. Each candidate for promotion or tenure will be subject to outside peer review as part of the promotion and tenure process. The subject of the review will be the candidate's primary area of professional development and research.
2. At the beginning of the spring semester before the candidate's promotion and/or tenure action, the Department Head will solicit names of professionals appropriate to act as reviewers. These professionals are to be recognized academics at the same rank as or higher than the rank of promotion of the candidate. While potential reviewers may know candidates casually, they are not to be close acquaintances of the candidates. Names may be submitted by the candidate, the Personnel Committee, and the Department Head. The Department Head will make the final choice of reviewers. Three reviewers will be chosen.
3. The outside peer reviewers will retain anonymity to the Personnel Committee and to the candidate. The Department Head will act as liaison with the reviewers and will be responsible for making all necessary arrangements with them.
4. By the end of spring semester the candidate will compile materials for review and submit them to the Department Head. These will normally take the form of video and audio recordings of representative performances or published materials with online access. The Department Head will send the materials, along with a standardized evaluation letter, to the reviewers. The evaluation report will act as the official means of reporting the peer evaluation.
5. The completed evaluation forms will be returned to the Department Head, who will submit them in timely fashion to the faculty going through personnel action in order to have time to respond to the review and include in their dossier.
6. The Personnel Committee will incorporate information from the peer reviews and candidate response in their report as they deem appropriate.
7. The peer review evaluation forms will be included in the candidate's dossier when the dossier is sent to the Dean of the College of the Arts and will remain in the dossier when it is returned to the candidate.

August 22, 2015