

DIVISION OF THEATRE/DANCE  
of the  
School of Performing Arts

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I. Mission and Goals

The central mission of the Division of Theatre/Dance in the School of Performing Arts is to provide for the education of undergraduate and graduate students majoring in theater and undergraduate students with a concentration in dance, as well as that of interested students from the university at large. Through the integration of academics and production, the division furthers the knowledge and appreciation of performance on campus, throughout the state, in the region, and beyond. Thus, the Division of Theatre/Dance puts emphasis on the fact that study and activity in the classroom will support and illuminate the production program, and the production program will contribute knowledge and evidence of important application of theory to courses. Whenever possible, the division stresses research and creative activity that is multicultural, which serve the state education system on the elementary and secondary levels through such activities as adjudication of one-act play festivals, in-house workshops and performances, career-day counseling, annual touring productions in the schools and in the parks, and UM scholarships for outstanding high school students.

The division offers a Bachelor of Arts and a Master of Arts in Theatre. Students may elect concentrations in: Acting, Directing, Design and Technology, and Dance. It is our hope to prepare students for pursuing a career in theatre or dance, or applying the knowledge and values of performance to other disciplines and to their lives.

## II. Evaluation Guidelines Faculty

Faculty in theatre and dance shall be artist-teachers who, through their creative work in one or more major aspects of theatre and dance, shall possess deep interest in educating and serving as models for their students. Both in the classroom and in production, Theatre/Dance faculty should evidence knowledge of the history and theory of theatre and dance, as well as an understanding of the skills and techniques required of teach discipline.

Each faculty member will be evaluated as provided for in the University contract. The peer committee as well as the administrative evaluation will consist of a complete and thorough evaluation of: 1) teaching, including course effectiveness and advising; 2) performance scholarship, including creative activity and/or publication; and 3) service, including institutional and state activities. In general, to gather material for examination, the peer committee will visit classes, examine course materials, assess student evaluations with regard to teaching and advising, view productions, attend American College Theatre Festival adjudications, read publications, and survey annual activity reports with regard to service and outreach activities as defined by the institution (and previously mentioned in the Mission and Goals).

Further, in addition to the criteria in the following sections, the Division of Theatre/Dance will adhere to the attached principles of the American Theatre for Higher Education's (ATHE) and the United States Institute for Theatre Technology's (USITT) guidelines for evaluating the Teacher/Director and the Designer, respectively.

As an added component of this process, the Division of Theatre/dance may engage an outside evaluator to observe and report to the Peer committee on the merit of the artistic work of the faculty member. This outside evaluator shall be acceptable to the faculty member, the peer committee, and the director of the School of Performing Arts, and should submit a timely report that provides a reasonable opportunity for the faculty member to respond. This normally will be accomplished by having the evaluator view the faculty member's work on a major production. The evaluator may also be afforded an opportunity to observe appropriate classes and to respond to portfolios or other pertinent evidence of scholarly and creative achievement. Within a week after these observations, the evaluator will provide a written report to the director who will provide copies to the faculty member and to the peer committee. A copy will be placed in the personnel file as part of the permanent record.

### III. Criteria for Faculty Evaluation

Full-time, tenure track faculty must hold a terminal degree, either an M.F.A. or a Ph.D. (See “Section V. Criteria by Rank for Promotion and Tenure”). Adjuncts and part-time instructors must hold an M.A., be enrolled in the graduate program, or have the equivalent professional experience. Nevertheless, the following professional activities will be considered in evaluation and advancement of all faculty:

#### A. Evidence of exceptional contributions to the mission of the Division of Theatre/Dance – subject to annual review.

##### 1. Exceptional and Creative Teaching.

Clear evidence of setting and achieving course goals and communicating with and inspiring students, as determined primarily by course materials (syllabi, lesson plans, study guides, exams, and other germane teaching materials), student evaluations, and class observations by peer committee members.

##### 2. Commitment to Advising.

Significant activities in academic advising, including guidance to regular advisees, majors, graduate students, and other enrolled students. Office hours, involvement in the first-year programs of the college, committees on advising and student life, letters of recommendation, and other student-focused activities will be evaluated.

##### 3. Performance Scholarship

Success in production and performance in one or more areas of theatre or dance, (usually both M.F.A. & Ph.D.).

American College Theatre Festival adjudications, other outside professional evaluations, student evaluations of production, reviews, letters, awards, and other materials will be used for evaluation. Consideration will be given to productions that project the reputation of the institution beyond the campus.

##### 4. Service and outreach.

a. Activities such as curriculum development, development of the production programs, and committee services within the division, school, college, and the university.

b. Membership and service to professional organizations, such as board and committee memberships, and consultations.

c. Outreach activities throughout the area, state and region such as lectures, demonstrations, workshops, high school play festival adjudications, and career day counseling. As well, other public service such as consulting participation in professional organizations. These include professionally oriented activities that make use of the faculty member’s expertise in his or her particular discipline.

#### B. Evidence of continuing professional development.

1. Work toward advanced degrees, or work in advanced professional studies, as well as additional training.

2. Creative works off-campus (both M.F.A. and Ph.D.).  
Continuing involvement in theatre or dance production (acting, directing, design, playwriting, choreography, etc.). Priority will be given to artistic work that projects the reputation of the institution. Faculty will present evidence, through disinterested and qualified testimony, drawings, photographs and awards, of the nature, success, and quality of artistic work done beyond the campus.
3. Research and publication (usually Ph.D.).  
Evidence of significant and scholarly publication in books, adjudicated journals, trade magazines, newsletters, and other professional works, as well as editorships on both the national and international levels. Further, addresses, workshops, panel participation, papers given at state, regional, and national conferences are included. It is the responsibility of the faculty to present evidence of publication by making available copies of their publications for reading and for files in the school office.
4. Offices held in state, regional, and national organizations, awards, grants, fellowships.  
It is the responsibility of the faculty to supply evidence of duties and accomplishments in offices, and copies of proposals that result in grants.

IV. Full-time Initial Appointment

A. Tenure Track

1. Full-time initial appointments in theatre at UM customarily require that each faculty member's workload assignment be divided between classroom teaching and theatre production. Within our present academic structure, it is not envisioned that any full-time appointment will be made in which the workload consists solely of theatre production and performance. All faculty should be qualified to teach both undergraduate and graduate courses.
2. Normally all new faculty appointed to tenure track positions will possess a terminal degree, Ph.D. or M.F.A., appropriate to their areas of teaching and production assignments.
3. In a truly exceptional case of recognized extraordinary achievement in the area of specialization, an appointment without such a terminal degree may be recommended.

V. Criteria by Rank for Promotion and Tenure

- A. Instructor – Instructor is the rank available for qualified persons beginning their teaching careers. Normally, the instructor will hold the terminal degree appropriate to his or her teaching and/or production assignments.
- B. Assistant Professor – Presumes that the individual possesses the potential to successfully achieve promotion and tenure according to Division of Theatre/Dance criteria. Ordinarily the faculty member should have the terminal degree appropriate to their area of responsibility. A faculty member is normally hired as an artist-teacher, with the expectation that they will demonstrate capability in both areas of the initial appointment – one in teaching, the other in production and performance. Research and publication and/or evidence of excellence in production is expected.
- C. Associate Professor – A faculty member must possess the terminal degree appropriate to their area and assignment – either M.F.A. or Doctorate. The candidate must have significant, demonstrated achievement as outlined in the Division of Theatre/Dance statement of criteria of faculty. They must show promise of continuing development, and should have demonstrated a productive professional working relationship with their peers. A person appointed at the rank of Associate Professor without tenure will be evaluated for tenure on the basis of the criteria for promotion to Associate Professor.
- D. Professor – The faculty member must have demonstrated exceptionally high achievement within the Division of Theatre/Dance criteria for faculty. A professor should have a reputation beyond the state for making creative and/or scholarship contributions to their field. A person appointed at the rank of Professor without tenure will be evaluated for tenure on the basis of the criteria for promotion to Professor.

VI. Post-Tenure Review

The post-tenure review process will follow the criteria previously outlined according to rank. This review will adhere to the University/AFUM contract and be carried out biannually. Please refer to “Section V. Criteria for Rank for Promotion and Tenure.”

VII. Appointment to the Graduate Faculty

Appointment to the Graduate Faculty will adhere to the minimum requirements laid out by the Graduate School as follows. On the divisional level, Graduate faculty must meet the minimum requirements for rank as outlined previously in this document.

Categories of membership

**Full Graduate Faculty.** Full members of the Graduate Faculty must hold formal faculty appointments at the University of Maine or must be a full member of an established, multi-institutional graduate faculty group. Full members of the Graduate Faculty who possess doctoral degrees may serve on University of Maine master’s and doctoral committees, either as the chair or as a committee member. A Full member of the Graduate Faculty possessing a master’s degree may not chair a doctoral committee, but on the recommendation of the unit graduate committee and with the permission of the Graduate School, may serve as a member of a doctoral committee, if the individual possesses a specific area of expertise essential to the makeup of the committee. Full members of the Graduate Faculty may also advise graduate students in non-thesis programs.

Although it is expected that Full members of the Graduate Faculty shall possess the highest level of achievement in scholarship, graduate teaching, and public service, each institutional unit shall set the specific criteria for appointment to its faculty.

**Associate Graduate Faculty.** Members of the Associate Graduate Faculty are individuals at the University of Maine, who do not meet all the criteria for appointment as Full Graduate Faculty but who have significant qualifications for graduate instruction. Associate members of the Graduate Faculty possess all the privileges of Full Graduate Faculty members with the exception of chairing student committees, although Associate members may serve as co-chairs of committees. Associate members of the Graduate Faculty who do not hold doctoral degrees may serve on doctoral committees only on the recommendation of the unit graduate committee and with the permission of the Graduate School.

**External Graduate Faculty.** Members of the External Graduate Faculty are individuals who do not hold appointments at the University of Maine. External members of the Graduate Faculty possess all the privileges of Full Graduate Faculty with the exception of chairing student committees, although external members may serve as co-chairs of committees. External members of the Graduate Faculty who do not hold doctoral degrees may serve on doctoral committees only with the permission of the Graduate School.

Individuals who qualify for External Graduate Faculty status but who were previously appointed as Associate Graduate Faculty shall be automatically reappointed as External Graduate Faculty for the duration of their current appointments. Thereafter, such individuals shall be eligible for reappointment as External Graduate Faculty. Associate Graduate Faculty who qualify for Full Graduate Faculty status as full members of an established graduate faculty group shall be automatically reappointed as Full Graduate Faculty for the duration of their current appointments. Thereafter, such individuals shall be eligible for reappointment as Full Graduate Faculty.

**Graduate Instructors.** Graduate instructors must have earned at least a master's degree. Graduate instructors may teach graduate-level (500 and 600) courses but may not advise graduate students or serve on graduate student committees.

**Ex officio members.** The CAO of the Graduate School may appoint appropriate persons holding administrative positions as ex officio Graduate Faculty members. The Graduate School's administrative leadership and all department chairpersons and graduate coordinators shall be ex officio members unless holding a different category of graduate faculty appointment. Individuals appointed as ex officio members normally do not serve on graduate committees.