

Department of Theatre Policy Statement

I. Governance Structure of the Department

The faculty and staff of the Department of Theatre are strongly committed to maximal involvement in governance and decision-making in the Department of Theatre. The Chairperson is acknowledged as the principal administrator of the academic and production wings of the department, but the Chair should give serious consideration to faculty and staff voice in decision-making.

A. Committee of the Whole Structure

Since the Department faculty and staff is a small group, the Committee of the Whole structure presents an excellent way of maximizing faculty involvement. The faculty recognized that the two Professional/Administrative positions (Technical Director/Lighting Designer, and Publicist/Box Office Manager) participate in certain decisions relating to particular areas of expertise (curriculum, production, season selection, internships) with the faculty in making recommendations. They do not, however, participate in areas relating to faculty personnel matters (tenure, promotion, merit pay, sabbatical leave). "The Committee of the Whole" is defined as a committee made up of the entire staff and board-appointed faculty of the Department. "Faculty" refers to all board-appointed faculty only.

1. Voting

- a. A simple majority is necessary for passage of any motion. In cases where more than a simple majority is required, these are noted in this Policy Statement.
- b. In the case of a tie vote, the motion is not passed.
- c. Any member of the Committee of the Whole may ask for reconsideration of a vote at that or a subsequent meeting.

B. Personnel

1. A Personnel Coordinator will serve as chairperson of the Committee of the Whole when dealing with matters pertaining to faculty personnel (e.g., annual performance review, promotion, tenure, etc.). The Personnel Coordinator does not deal with personnel matters considered the exclusive domain of the Chairperson, (e.g., leave of absence, discipline for cause, assignments, etc.).
 - a. The Personnel Coordinator is a tenured faculty member elected by the Theatre faculty to serve a term of two years, (September through August). The Personnel Coordinator may succeed him/herself, i.e., be reelected for additional two year terms at the discretion of the faculty.

- b. The election of the Personnel Coordinator will take place prior to the end of the academic year in which the term expires. The elected officer will begin serving in Fall of the following year.
- c. Duties of the Personnel Coordinator
 - 1. Chair all meetings of the Committee of the Whole dealing with faculty personnel matters for which faculty action is permitted.
 - 2. Assist all department faculty with promotion action.
 - 3. Assist in the process of all tenure reviews of faculty.
 - 4. Assist in the process of all performance reviews of department faculty.
 - 5. Keep all necessary records of Committee of the Whole action regarding faculty personnel deliberations. These files are passed onto the succeeding Personnel Coordinator.
 - 6. Assist the faculty in periodic amendments and revisions of the Department Policy Statement.

C. Budget

All Departmental budgets should be submitted to the Committee of the Whole for its review and recommendations.

D. Curriculum Coordinator/Adviser

The Curriculum Coordinator/Adviser serves as chairperson of the Committee of the Whole for its review and recommendations.

- 1. The Curriculum Coordinator/Adviser is also Department Adviser because of the intimate connection of curriculum development and student advisement.
- 2. The Curriculum Coordinator/Adviser is appointed by the Department Chairperson after consulting with all faculty in the Department.
- 3. The Curriculum Coordinator/Adviser serves an unlimited term, however, the faculty, by majority vote, may petition the Chairperson to appoint a new Curriculum Coordinator/Adviser.

4. Duties of the Curriculum Coordinator/Adviser.

a. Curriculum Coordinator

1. Chair all meetings of the Committee of the Whole dealing with curriculum matters.
2. Initiate proposals for curriculum change.
3. Develop with the Committee of the Whole, curriculum standards, major/minor requirements, new programs of study, and other curriculum matters.
4. Serve as liaison with the College of Fine Arts by serving as Theatre Department representative on the College of Fine Arts Curriculum Committee.

b. Adviser

1. Provide regular advisement times approved by the Department Chairperson.
2. Keep and maintain records on all majors and minors in the Department.
3. Develop and improve advisement procedures.
4. Process major and minor slips for graduation audit.
5. Evaluate transfer credits.
6. Evaluate course proposals from other institutions, particularly junior colleges.
7. Write an annual adviser's report.
8. Assist at final registration each semester on duty.
9. Organize and implement Department pre-enrollment.

E. York Arena Theatre Coordinator

The York Arena Theatre Coordinator is elected from the faculty or staff.

1. The Chairperson of the Department conducts the election, which should occur at the end of the Winter term.
2. The York Arena Theatre Coordinator serves for two years and may succeed him/herself.
3. Duties of the York Arena Theatre Coordinator.

- a. Solicit applications from student directors who wish to direct in the Studio or Laboratory Theatre.
- b. Submit student applications for Committee of the Whole approval.
- c. Implement Procedures and Equipment for Studio Series/Laboratory Theatre Technical Production.
- d. Arrange rehearsal times for directors in the York Arena Theatre.
- e. Schedule use of Arena and adjacent Green Room.
- f. Arrange for programs for performances.
- g. Supervise the Arena Assistant.
- h. Provide a written report of Laboratory Theatre/Studio Series for inclusion in the department's annual report.

F. Internship Coordinator

The Internship Coordinator is elected from the faculty.

1. The Chairperson of the Department conducts the election which should occur at the end of the Winter term.
2. The Internship Coordinator serves for two years and may succeed him/herself.
3. Duties of the Internship Coordinator.
 - a. Solicit applications from students for internship positions.
 - b. Serve as liaison with theatres in developing new internships.
 - c. Serve as liaison with participating theatres to develop standards of evaluating interns.
 - d. Develop with the Committee of the Whole standards for selection of students for internships.
 - e. Screen applications from the students for internships.
 - f. Present to the Committee of the Whole for approval the name(s) of prospective interns.

II. Selection of Departmental Representative on College Promotion Committee

- A. At a regularly-scheduled meeting the Department Chairperson will solicit nominations for the position from the faculty.
- B. The representative is selected by vote of the faculty of the Department.
- C. No faculty member may serve if she/he is being considered for promotion.
- D. The length of term on the College Promotion Committee is three years.

III. Selection of Department Representative on College Curriculum Committee

(See Curriculum Coordinator/Adviser I.D.)

IV. Department Meeting Agenda

- A. Prior to finalizing the agenda for each Department meeting the Chairperson of the Department should consult with faculty/staff to solicit agenda items.
- B. The Chairperson constructs the agenda selecting the items of highest priority.
- C. Any faculty member may request an item be placed on the agenda by doing so in writing 48 hours in advance of the scheduled meeting.
- D. The acceptance of the agenda and approval of minutes of previous meeting should be a regular feature of all Departmental meetings.

V. Season Selection

The season of the plays selected for presentation in the University Theatre shall involve the entire faculty and staff.

- A. The faculty recommend that the Chairperson will exercise the responsibility to establish the season of plays for presentation in the University Theatre by soliciting recommendations from the entire faculty and staff. From the list of titles, the Chairperson should prepare a tentative season of plays, including his/her own recommendations.
 - 1. This tentative list is presented to the Committee of the Whole for discussion, modification, and approval.
 - 2. The Chairperson considers the vote of the Committee of the Whole to finalize the season of plays, complete with order of presentation and dates.

B. Production Assignments

1. It is longstanding practice in the University that a faculty/staff director/designer will not be assigned to a show which he/she feels is inappropriate or impossible for him/her to do well.

C. The "Mainstage Season" will be coordinated with the Studio Series by Committee of the Whole action.

VI. Annual Performance and Tenure Review

Participation in annual performance and tenure reviews shall be limited to board-appointed faculty only. All staff members aside from bargaining unit faculty members will be excused along with the Chair when tenure reviews are conducted in the committee of the whole.

A. Tenure Reviews

1. The Department Chairperson should notify the Personnel Coordinator of those faculty requiring tenure review.
2. The Personnel Coordinator will arrange a conference with the faculty member(s) to inform him/her of Department policies, the Contract, and the timetable.
3. The faculty member should assemble a file of materials including a written Professional Activities Statement since the last review or since the date of employment, summaries of student evaluations which shall be limited to average numerical scores per evaluation period, colleague evaluations and a self-evaluation.
4. The Personnel Coordinator will make the files available for all tenured faculty to examine prior to the scheduled review.
5. At a regular or special Departmental meeting, the matter of tenure review will be placed on the agenda. When the tenure review is taking place the Departmental Chairperson and staff shall be excused from the meeting. A quorum (majority) of tenured faculty is required at this meeting.
6. The Personnel Coordinator shall chair the meeting to evaluate those faculty undergoing tenure reviews. Tenured faculty may express their opinions regarding the performance of a colleague undergoing review and may vote.
7. A vote will be taken for each faculty member under consideration. The Personnel Coordinator has a vote. All tenured faculty are required to vote. In the absence of a tenured faculty member, his or her proxy vote will be solicited by the Personnel Coordinator.
8. The applicant shall be excused from the meeting while his/her file is being considered.

9. Those faculty receiving a majority of votes of tenured faculty will be considered to have Departmental support. Those not receiving a majority vote will be notified in writing of the areas of deficiency and given an opportunity to appeal adverse decisions.
10. Those faculty receiving a negative review shall be allowed to appeal the decision to the Personnel Coordinator. In the case of a negative review a conference designated to assist the faculty member in correcting his/her deficiencies should be scheduled by the Personnel Coordinator with the faculty member within (5) five days, in which the reasons for the negative review are made known to the colleague.
11. The Personnel Coordinator will inform the Department Chairperson and the faculty member undergoing review, in writing, of the results of that review. The explanation will be given in writing and will state the areas of deficiency.

B. Frequency of Reviews

1. Tenure reviews will be conducted according to requirements of the current Agreement.

C. Final Tenure Review

1. The procedure is the same as previous tenure reviews.
2. If the majority vote by all tenured faculty members is in support of the colleague, he/she may be considered to have Department support.
3. The Personnel Coordinator will recommend to the Department Chairperson, who will, in turn, recommend to the Dean of the College that tenure be awarded the faculty member with the positive final review.

D. Early Final Tenure Review

1. Any faculty member may request an early final review by notifying the Personnel Coordinator in writing of his/her intent.
2. The file of materials must include evidence of exceptional circumstances or performance supporting early final review.
3. The Personnel Coordinator will place on the agenda of a Departmental meeting the faculty member's request for an early final review.
4. All tenured faculty may express their opinions, however, only tenured faculty may vote.
5. If a majority of all tenured faculty support the request, it is approved.

6. A request for an early tenure review is then made in writing to the Chairperson of the Department, the Dean of the College and the Vice President for Academic Affairs, indicating that the colleague has Department support.
7. If the Vice President for Academic Affairs notifies the Personnel Coordinator of his/her decision to approve an early final review, the Personnel Coordinator will place on the agenda of a Departmental Meeting the subject of the final review.
8. The review is conducted and results are communicated as in other tenure reviews.
9. A negative early final review will be without prejudice to a later, regularly scheduled final review.

E. Appeals

1. Faculty who are denied departmental support in a tenure review may appeal to the Personnel Coordinator in writing for a reconsideration within five (5) days, with a copy to the Chairperson.
2. The Personnel Coordinator will call a special meeting specifically to deal with the request to reconsider.
3. If the majority vote of all tenured faculty does not favor tenure, that a faculty member is considered to be without Departmental support.
4. Any eligible faculty member denied tenure may follow grievance procedures as outlined in the current agreement.
5. In the case of the denial of tenure by Western to a Department-recommended faculty colleague, that a faculty member may request a conference with the Vice President for Academic Affairs as provided for in current agreement.

F. Qualifying Criteria

1. The Department of Theatre recommends that up to two (2) years of previous College or University level teaching experience may be credited toward the six years of probationary service.

G. Judgment Criteria

Faculty considered for tenure will be evaluated using the same judgmental criteria which appears in this Department Policy Statement for "Promotion."

VII. Promotion

A. Procedure

1. The Chairperson of the Department should provide the Personnel Coordinator with the names of those faculty he/she is notifying of eligibility for promotion.
2. The faculty member should notify the Personnel Coordinator as well as the Department Chairperson in writing of his/her intent to pursue promotion.
3. The Personnel Coordinator will schedule a conference with the applicant(s) for promotion to assist with interpretation of departmental policies, the Contract, and to inform each of the timetable.
4. The applicant will assemble a file of relevant materials which must include a Professional Activities Statement for the previous year, a summary of significant professional activities since last promoted, colleague evaluations, summaries of student evaluations which shall be limited to average numerical scores per evaluation period, and a self-evaluation. A copy of the Department Promotion Policy Statement will be included.
5. It is the responsibility of the applicant to have all required materials to the Personnel Coordinator according to the specified timetable.
6. The application(s) file(s) will be made available to the Committee of the Whole for review prior to the meeting dealing with recommendation for promotion.
7. At a regular or special departmental meeting the matter of evaluation of applicant(s) will be placed on the agenda. All staff members aside from board-appointed faculty members will be excused along with the Chair when promotion decisions are discussed.
8. The Personnel Coordinator will chair the meeting to evaluate those faculty undergoing promotion review and board-appointed faculty may express their opinions regarding the performance of a colleague undergoing review, and vote.
9. A vote will be taken for each faculty member under consideration. all tenured faculty are required to vote. In the absence of a tenured faculty member, his or her vote will be solicited by the Personnel Coordinator.
10. Each applicant will be excused from the meeting while his/her file is being considered.
11. Those faculty receiving a majority of votes of all tenured faculty will be considered to have Departmental support.
12. Board-appointed faculty members who are not being considered for promotion will rank order the applicants in order of recommendation.

13. The Personnel Coordinator will provide to each faculty member receiving a negative review a statement of the areas of deficiency.
14. Faculty not receiving Department support may appeal the decision before the Chair and College Promotion Committee are informed of the results.
 - a. This must be in writing to the Personnel Coordinator.
 - b. This request must provide time to review the file and meet established timetable deadlines.
 - c. The applicant is present at the review, chaired by the Personnel Coordinator; however, he/she will be excused for the re-vote.
15. This rank order shall be submitted by the Personnel Coordinator to the Department Chairperson and to the College Promotion Committee, along with appropriate support materials according to the specified timetable.
16. If an applicant recommended for promotion is denied promotion by the Board of Trustees, the Department may make a recommendation or recommendations to the office of Academic Affairs as described in the current Contract.

B. Exceptions

Any faculty member in the Department who wishes to apply as an exception to qualifying criteria may do so.

1. The applicant in exception will notify the Personnel Coordinator in writing of his/her intent to be processed as an exception.
2. This applicant will assemble a file of materials as required of all candidates for promotion.
3. This applicant must include in his/her file evidence supporting consideration for promotion as an exception.
4. An exception supported by the faculty will be recommended to be Chairperson, College Promotion Committee, Dean, and Provost/Academic Vice President for final approval.

C. Qualifying Criteria

The Department of Theatre recognizes that in most cases the earned doctorate is the terminal degree. However, due to the nature of theatre as a fine art, in certain specialized areas in which the faculty member does the bulk of his/her teaching and creative work (such as costume design, scenic design, lighting design, directing, acting, and playwriting), the MFA may be considered the terminal degree. The MFA must be a degree of 60 or more hours of course work, and must be awarded in the faculty member's area of specialization.

Those faculty members without the terminal degree may request consideration by the department, college, and university as exceptions with the requirement of demonstrated performance.

D. Judgmental Criteria

As a guideline for assessing relative value, the following formula is recommended. Professional Competence - 45%; Professional Recognition - 45%; Professional Service - 10%.

1. Professional Competence (45%)

a. Teaching Competence.

- i. The evaluation of teaching competence will include summaries of student evaluations which shall be limited to average numerical scores per evaluation period.
- ii. Letters of evaluation by colleagues either in the Department or outside it, by those qualified to evaluate by nature of observation, association, or other relevant means, may be included in support of teaching excellence.
- iii. A self-evaluation of the applicant's teaching will be included.
- iv. The Department of Theatre recognizes that those teachers who put forth special effort in teaching should receive recognition for such at the time of consideration for promotion. These efforts may include, but are not necessarily limited to:
 - The development of innovative teaching methods.
 - The development of curricula.
 - Team teaching.
 - Directing independent studies.
 - Guest lecturer.
 - Directing honors college theses, or graduate theses.
 - Workshops, clinics or seminars.

b. Continuing Self-Education

- i. Participation in special workshops.
- ii. Attendance at workshop sessions of conventions.
- iii. Post-graduate coursework.
- iv. Participation in professional classes in acting, directing, design, etc.
- v. Participation in faculty development workshops and/or seminars.

2. Professional Recognition (45%)

The creative work and research done by a faculty member as part of a production team in the University Theatre program is to be weighed equally with teaching competence.

Directing of designing production in the University Theatre provides the major means of professional recognition for the Theatre Department faculty. The situation in the Department of Theatre is perhaps unique in the University in that collaborative creative activity is a constant and on-going part of the faculty's effort. This collaborative activity is the culmination of the research and artistic endeavor of the Department of Theatre. In addition a great deal of significant teaching occurs as a by-product of this creative activity.

a. Theatre Production

- i. Evaluation of Professional Recognition in theatre production will be done by the applicant's request for letters of evaluation by colleagues and collaborators who have worked with him/her.
- ii. Other letters of evaluation may be included from those qualified to evaluate by nature of observation, association, or other relevant means.
- iii. A self-evaluation of the applicant's work in theatre production is included.
- iv. Newspaper reviews may be included, but are not required.

b. Additional Professional Recognition

- i. Guest artist in any capacity - actor, director, designer, playwright, etc.
- ii. Publication.
 1. A book.
 2. A play or musical.
 3. Articles, reviews, or monographs.
 4. Creation of a film, filmstrip, or videotape.
- iii. Miscellaneous.
 1. Receipt of a grant or award.
 2. Winning or placing in design competition.
 3. Winning or placing in writing competition.

4. Selection by American College Theatre Festival (ACTF).
5. Serving as officer of Theatre organization.
6. Chairing session at Theatre convention.
7. Presentation of paper or workshop at convention.
8. Membership(s) on national committees in theatre or the arts.

3. Professional Service (10%)

Faculty in the Department of Theatre consider service of importance, but of lesser importance than teaching, theatre production and other professional recognition.

Service activities given high consideration, not in order of priority, are:

- a. Serving as Personnel Coordinator of the Department.
- b. Serving as Internship Coordinator of the Department.
- c. Chairing committees in the Department.
- d. Serving as adviser to student organization(s).
- e. Serving as AAUP representative, or other service offices in the AAUP.
- f. Serving as Faculty Senator.
- g. Serving as chair of College or University Committee(s).
- i. Serving as consultant.
- j. Community Service.

VIII. Sabbatical Leave

A. Procedure

1. Tenured faculty who are eligible must file a written request and proposal with the Personnel Coordinator and the Department Chairperson according to the timetable prescribed in the Contract.
2. The Personnel Coordinator will inform the faculty member of the timetable.

3. At a regular Department meeting the agenda will include an evaluation of sabbatical leave proposals.
4. The Personnel Coordinator will chair the meeting of the faculty who will vote on each proposal. The Personnel Coordinator has a vote.
 - a. The applicant for sabbatical leave will be present at the meeting until the vote is called; then he/she will be excused.
5. Any faculty member whose proposal receives a majority vote will be considered to have Departmental support.
6. If the applicant does not receive Department faculty support he/she may request a reconsideration of the request by informing the Personnel Coordinator in writing prior to the deadline for nominations.
7. The Personnel Coordinator will inform the applicant of the action of the faculty with five (5) days.
8. The Personnel Coordinator will inform the Chair of the Department, in writing, of the recommendation of the faculty member's leave-request.
9. In the event of multiple applications, faculty will rank the approved requests in priority order and communicate the ranking to the Chair.

B. Criteria

1. When evaluating the worth of the sabbatical leave proposal, the proposal, the Committee of the Whole will consider the value of the proposal to the individual faculty member, the Department and the University.
2. Although it is not the responsibility of the committee of the Whole to reallocate workloads to cover the absence of a faculty member on sabbatical leave, the faculty may wish to make such recommendations to the Chairperson of the Department in support of a sabbatical leave proposal.
3. Sabbatical leave proposals which should receive support are those which would:
 - a. Increase the individual's teaching effectiveness or professional expertise in the discipline.
 - b. Fill a need in the Department for a new or specialized knowledge to increase the effectiveness of a certain program or programs.

- c. Create a program considered of value and importance to the Department and the University.
- d. Indicate a level or scope of research or creative activity not normally possible in the framework of the individual faculty member's professional workload.

IX. Miscellaneous Considerations

A. Program Development and Discontinuance

Any faculty member in the Department may recommend a change in the programs within the Department by requesting consideration through appropriate committee or person (e.g. curriculum through the Curriculum Coordinator). These requests will be placed on the agenda of a Departmental meeting for discussion and vote by the faculty.

B. Departmental Degree Requirements

Any faculty member in the Department may request a change in the degree requirements through the Curriculum Coordinator of the Department. These requests will be placed on the agenda of a Departmental meeting for discussion and vote by the faculty.

C. Amending the Policies Statement

Any faculty member in the Department may request to amend the Policies Statement by submitting the request in writing to the Personnel Coordinator of the Department. Copies of the request will be circulated to the faculty no later than two weeks from the date of the request.

1. The matter of amending the Policies Statement shall be placed on the agenda for a faculty meeting.
2. If the amendment passes the faculty, the request to amend then is sent to the Chairperson, Dean of the College, the Vice President for Academic Affairs, and the AAUP for approval.

D. Change from Professional/Administrative Appointment to Faculty Appointment

1. When such a change is contemplated, the Chairperson of the Department should inform the Personnel Coordinator.
2. The Personnel Coordinator will arrange a conference with the P/A staff and the Chairperson to assist in clarifying the conditions of the appointment.
3. The Personnel Coordinator should chair a meeting of the faculty to develop recommendations to the Chair for the appointment.

E. Termination of Probationary Faculty

When a probationary faculty member is terminated by Western, the Department, represented by the vote of the faculty, may recommend reinstatement, in writing, to Western, as provided for in the contract.

X. Teaching Assignments and Class Schedules.

A. The preparation of the teaching assignments and scheduling of classes will be based on the needs of the curricular and co-curricular programs in the Department, and upon the best contribution each faculty/staff member can make to those programs. It will be the duty of the Chairperson to prepare a teaching schedule.

1. The Chairperson should inform the faculty/staff when he/she is preparing the tentative schedule.
2. During the preparation of the tentative teaching schedule, any faculty/staff may make a request to the Chair to be considered for assignment to specific classes.
3. The teaching schedule should include load equivalencies for theatre production assignments. (See B below: Load Equivalencies).
4. The teaching schedule should be submitted to the faculty/staff for review and recommendations.

B. Load Equivalentents in the Department

Faculty who are involved in the co-curricular theatre production program receive load credit for such worth. The following load equivalencies are recommended:

1. Directing a production on the mainstage or in the Studio Season. 3 cr. hrs.
2. Designing scenery for a production on the mainstage season. 3 cr. hrs.
3. Designing costumes for a mainstage production. 3 cr. hrs.
4. Designing lighting and sound for a mainstage production 3 cr. hrs.
5. Supervising a student designer in a major design capacity for a mainstage production. 3 cr. hrs.
6. Serving as a Curriculum Coordinator/Advisor. 3cr. hrs. per semester.

XI. Student Evaluation of the Faculty

- A. All faculty in the Department on teaching assignment will be evaluated by students in all of their classes in at least one semester of each AY. The faculty recommends that P/A appointments involved in teaching also be included. The faculty member will determine when evaluations will occur in the semester.
- B. The method of evaluation will be the use of the departmental evaluation form.
- C. Those faculty who are in consideration for promotion or final tenure review will be evaluated fall semester of the AY in which the promotion or review is being processed.
- D. Those faculty who are required to have an annual performance review will have their evaluations in the fall semester.
- E. Faculty on temporary appointment including full-time, and part-time faculty should be evaluated each semester of employment.
- F. Completed forms will be returned to the Department Chairperson who will forward them to Testing Services.
- G. Each faculty will receive the completed forms and a compilation of the results for his/her own personal files.
- H. The Department Chair will keep the summaries of the evaluations on file in the Department personnel files.
- I. The results of the student evaluations shall be considered confidential, and will not be made public unless the faculty member is in nomination for promotion, tenure review or performance review, in these circumstances only numerical averages will be released.

XII. Appointment and Reappointment of Faculty.

A. Initial Appointment

- 1. Notices of vacancies in the Department should be known to all faculty/staff by the Chairperson.
- 2. The faculty recommend persons for appointment to the faculty by participation in the search process.
- 3. The Department Chair may appoint an ad hoc committee and its chair, whose first task should be to write a job description for each vacancy. Such job descriptions may be approved by the Department Chair and the Dean of the College. A deadline for applications may be specified. The Chairperson of the Department may become a member of the search committee.

4. The Chairperson should advertise the vacancy(ies) in accord with the University policies and practices.
5. Placement materials and vitae of all candidates should be examined by the search committee. The committee of the Whole may formulate criteria for evaluation of the candidates.
6. Within two weeks after the deadline for acceptance of applications the search committee should screen the applicants and present a selected list to the faculty of the Department.
7. Selected candidates may be invited to the campus for interviews. At the time of such interviews the entire theatre faculty may be invited to attend.
8. The faculty of the Department may rate the candidates in order of preference.
9. The results of the ranking may be made known to the faculty and will be forwarded to the chair in time to meet any deadlines for hiring.
10. The facilitation of the above should be the responsibility of the chairperson of the search committee.
11. The Chair shall consider the rankings when recommending an appointment to the Dean.

B. Reappointment

1. The faculty may recommend individuals for reappointment.
2. The Chairperson of the Department may notify faculty on term and temporary appointments of their required review.
3. The faculty member on term appointment must notify the Chairperson of his/her desire to be reappointed. The Chairperson of the Department may specify a deadline by which time he/she must be informed of the desire to be reappointed.
4. A review of the faculty member seeking reappointment will be conducted by the Personnel Coordinator.
 - a. All faculty on term and continuing appointments in the Department will be asked to evaluate the colleague seeking reappointment.
 - b. The faculty member being evaluated will submit a Professional Activities Statement covering the period since the last review, or since the date of appointment along with numerical averages of student evaluations.
 - c. The faculty will vote upon the recommendation to reappoint. The Personnel Coordinator has a vote.

- d. The results of the vote are made known to the Department Chair along with a recommendation to reappoint or not to reappoint.
5. It is recommended that the Chairperson conduct reviews of non-faculty personnel utilizing the method outlined in 4b above.
6. It is recommended that the faculty of the Department be asked to evaluate the non-faculty member, and make recommendations to the Chairperson.

XIII. Appointment of the Department Chairperson

- A. Refer to the Policies and Procedures Manual dated July, 1985, (section 3.14)
- B. Recommendation for the removal of the Chairperson

Any Department faculty member may recommend the removal of the Chairperson.

1. The recommendation must be in writing to the Personnel Coordinator and must specify reasons for the recommendation to remove.
2. The Personnel Coordinator should arrange a meeting of the Committee of the Whole no sooner than two weeks after the receipt of the written recommendation to remove, to consider the recommendation. The Personnel Coordinator will chair that meeting.
3. The Chairperson of the Department should be informed of the nature of the meeting, but may not be present at the meeting.
4. The only item of business at this meeting will be the discussion and vote on the recommendation to remove the Chair.
5. Voting will be done by secret ballot. A unanimous vote is required to recommend removal.
6. If the vote favors removal, the Personnel Coordinator should arrange a meeting with Chairperson and Committee of the Whole to address the issue.
7. The Personnel Coordinator with support of faculty may then request the Dean to remove the Chairperson and present supporting data.

C. Evaluation of the Chairperson

The Chairperson of the Department will be evaluated every five years of service. If the Department wishes an evaluation to be conducted in the interim, a request from three of the faculty shall be made, in writing, to the Personnel Coordinator.

1. At the time of the review the Chairperson will be asked to submit a resume of activities since the previous review of date of appointment if he/she wishes.
2. Each faculty member will be required to submit a written evaluation of the Chair to the Personnel Coordinator according to a format agreed upon by the faculty.
3. The results of the review will be made known in writing to the Chairperson and the faculty by the Personnel Coordinator.
4. Should the review be considered negative by the Department faculty, a special meeting will be called in which the Chairperson and the faculty/staff attempt to resolve problems internally.
5. In the event of a negative review, the Chair will be reviewed one year after the negative review.
6. With two consecutive negative reviews the faculty/staff through the Personnel Coordinator, may recommend to the Dean an appropriate course of action, which may include a recommendation for removal of the Chairperson.
7. The implementation of the above will be the responsibility of the Personnel Coordinator.

XIV. Merit Pay

A separate policy and procedures document for determining Merit Pay increases is available as a separate document.