

## **Music Department Promotion and Tenure Committee Process**

The process for promotion and tenure for the Department of Music complies with the process outlined for the College of the Arts, and that of Valdosta State University. All documents are available to the voting faculty, and it is the responsibility of each voting faculty member in the Department of Music to be aware of College and University statutes and the materials of each faculty member being reviewed. The processes outlined below apply to all levels of review.

### **I. Initial Organization**

Two meetings are scheduled to prepare recommendations. The first meeting is primarily for orientation, organization, and appointment of writing committees. After the first meeting, appointed three person writing committees review materials and prepare recommendations in the form of reports to the committee of the whole. The second meeting is used to present the written sub-committee reports for faculty vote. Following the second meeting all results and tallies are forwarded to the Head of the Department of Music in a report from the committee chair, once a majority opinion is reached or areas of disagreement are reconciled.

### **II. Appointment of Sub-Committees / Voting**

All ranks of tenured faculty in the Department of Music constitute a committee of the whole for the purpose of voting on written recommendations prepared by three-person writing subcommittees on all personnel actions. Appointed by the committee chair in consultation with the faculty being appointed, these three-person writing committees are made up of area and non-area faculty of equal or greater rank to the person being evaluated. Each tenured faculty member votes for each personnel action by voting for or against the written recommendation from the appointed three-person writing committee. This is a single vote for the entire report. In contentious cases, faculty may be called to vote on criteria areas (Teaching, Service, and Professional Development) separately for clarification. Following all faculty input and discussion, reports will be modified to reflect the majority opinion. A simple majority tally serves to support a recommendation. Minority reports are encouraged as well, and may be submitted along with the majority reports. The Music Department Promotion and Tenure committee Chair does not vote, except in the event of a tie.

### **III. Other**

A Faculty member who serves as a representative to the College of the Arts Personnel Committee or on the campus wide Personnel Committee is not eligible to vote at the Departmental level and is not allowed to attend the departmental meetings.

Even though the writing committees prepare the reports, it is important to note that all tenured faculty vote on all personnel action recommendations. Also, it is the responsibility of all faculty to review all personnel materials for the purpose of informing themselves of the details of each file, whether they serve on a writing committee or not.