



Promotion and Tenure Guidelines

Department of Music

Revised October 2, 2025 (approved by full-time faculty vote)

Introduction

All tenure-track faculty will participate in the annual review process as outlined in the [Guidelines for Evaluation – Promotion and Tenure](#), linked here and available on the Faculty Senate webpage. Faculty will receive email notification when a new Interfolio case has been opened for that year's review. Instructions for submitting required documents and other materials are outlined here: [Using Interfolio and OneDrive for Promotion & Tenure](#). Faculty should plan to submit their materials no later than the dates listed on [Table 1. Evaluation Process Due Dates](#), established under the CSU-AAUP Collective Bargaining Agreement. If these dates fall on a Saturday or Sunday, the due date is moved to the Friday before. Faculty who are planning to apply for Promotion or Promotion and Tenure must contact the Provost's Office early in the Fall semester to request that an Interfolio case be opened, and the Chair of the Music DEC, to declare this intent. The steps of the review process follow the calendar available on the Faculty Senate webpage (linked above) with the following committees and offices involved: Music DEC, CLASS Dean's Office, University Promotion and Tenure Committee (P&T year only), Provost's Office, and Board of Regents (P&T year only). Note: the Provost Office typically offers a workshop early in the Fall and Spring semesters on navigating the P&T process. Please watch your email for announcements of these dates.

Mentoring

1. First year full-time faculty

The Department will assign a mentor to each new faculty member based on the consent of both persons. The candidate and mentor will meet to discuss the candidate's progress in the four areas indicated in the P&T guidelines. If either the candidate or the mentor feels that conversations with other members of the University faculty or classroom visits would be beneficial, then the mentor and other appropriate colleagues will accommodate these needs. The untenured faculty member will meet with their mentor at least once prior to the first-year evaluation.

2. Continuing faculty (full-time; untenured)

The untenured faculty member will continue to meet with their mentor at least once per academic year to discuss previous progress and future goals.

Interfolio Contents

The sections outlined below are intended to identify what materials should be included in the portfolio each year as well as identifying a sequence of progressive steps over the entire pre-tenure

period. The steps for using OneDrive to add the requested links to Interfolio are outlined in the Faculty Senate guidelines linked above.

Summary Details

- Summary Narrative (approximately four pages, single-spaced type) addressing the following areas (note: each category is generally discussed in a separate brief narrative statements):
 - Summary of load credit activity
 - Summary of scholarship and creative activity
 - Summary of service
 - Summary of professional activity
- Curriculum vitae (with updated information)
- Previous letters of appointment and DEC statements should be included

Load-Credit Activity

Central Connecticut State University values teaching as one of its highest priorities. In this spirit, the Department of Music offers these guidelines for credit load activity. Faculty are expected to maintain a standard teaching load of 12 credits per semester, unless reassigned time is granted for administrative, research, or service responsibilities, or if an exception has been granted through the official University process. Teaching assignments may include a range of activities that support student learning, curricular innovation, and departmental goals. Department Chair duties are considered part of the faculty load and may adjust teaching expectations accordingly.

Teaching contributions may include:

- Required and/or elective courses for the Music BA and Music Education BS programs
- Supervising independent studies or capstone projects
- General Education courses
- Innovative classroom instruction, including new modalities or pedagogical approaches
- Developing new courses that align with programmatic needs or emerging fields
- Revising existing courses to enhance accessibility, engagement, or learning outcomes
- Advising students in academic planning and career preparation

The candidate should include the following items with their Interfolio materials:

- A statement regarding philosophy of teaching.
- A narrative summarizing the courses of teaching credit load as well as relating each course to teaching philosophy.
- A narrative summarizing non-teaching credit load activities.
- A syllabus for each course.
- All data from all course evaluations with an explanation of the data over time. A reflective narrative and analysis supporting the evidence contained in the data and student comments from course evaluations.
- The DEC will observe and document classroom visits in a combination of announced and unannounced class observations. Each observation will last for an entire class. Feedback from class observations will be given to the candidate in a timely fashion.

Creative Activity

Candidates are expected to begin developing areas of scholarly and creative interest in the earliest stages of their career at CCSU.

These areas should be discussed with the assigned mentor from the senior faculty so that the candidate can begin producing appropriate work in the chosen areas.

Areas of Research and Creative Activity

Due to the varied disciplines within the music field, it is necessary to define distinct lists of potential areas of creative activity. These are outlined below, but do not represent an exhaustive list. A candidate need not have productivity in all listed areas, but the list should show breadth. The DEC's narrative should explain the relative weight and importance of the areas chosen.

Due to the fact that faculty in the Department of Music must inhabit many roles, indeed are hired with potential flexibility in mind, research and creative activity may traverse several areas. For example, a composer may also be a performer, a conductor may do musicological research, etc. The DEC's narrative should address these multiplicities.

The separation of these categories below address the critical distinction that the music field treat such things as performances of note being the equal of the typical academic paper or presentation. Creative activities may include a variety of items drawn from the following tables:

Performance Faculty (including conductors)

- Performances at formal national and international venues
- Performances or presentations at pertinent national and international conferences
- Regional/local performances (within the state), including guest conducting
- Master classes or clinics on campus or at other institutions or venues
- Adjudication of competitions and festivals
- Published scholarship (peer-reviewed or non-peer-reviewed), e.g., articles, book chapters, books, edited volumes
- Presentations and papers related to teaching and pedagogy
- Externally-funded grants
- Internal grants
- Awards, prizes, and other honors

Composers

- Published compositions
- Record of performances of works at formal national and international venues
- Commissions
- Recordings of works (commercially available)
- Performances or presentations at pertinent national and international conferences
- Master classes or presentations at other institutions or venues
- Unpublished compositions (ongoing record)
- Externally-funded grants
- Internal grants

- Awards, prizes, and other honors
- Local performances of works (within the state)
- Presentations at regional conferences
- Articles and book chapters (peer-reviewed, non-peer-reviewed)

Musicologists and Theorists

- Journal articles (peer-reviewed, non-peer-reviewed)
- Book chapters
- Books
- Edited volumes
- Presentations at pertinent national and international conferences
- Presentations at regional conferences
- Guest lectures at formal national and international venues
- Guest lectures or presentations at the local level
- Applications of research and technology
- Externally-funded grants
- Internal grants
- Awards, prizes, and other honors

Specialists in Music Technology

- Original software and patches
- Original sample libraries and software instruments
- Original performance interfaces/instruments (prototypes)
- Contributions to community and/or open-source software projects
- Production credits on commercial recordings and other media
- Creation of software/hardware video tutorials and other OER
- Published compositions
- Unpublished compositions (ongoing record)
- Commissions
- Recordings of works (commercially available)
- Externally-funded grants
- Internal grants
- Awards, prizes, and other honors
- Performances at regional, national and international venues and conferences
- Presentations and lectures at pertinent regional, national, and international conferences
- Articles, chapters, and books

Specialists in Music Education

- Presentations at national, regional, state conferences
- Articles placed in recognized, peer-reviewed journals
- Chapters in books
- Books
- Edited volumes
- Participation in professional organizations

- Workshops in schools (Professional development)
- Workshops in schools (Working with students)
- State Department Committees and Task Force Projects
- External and Internal Grants

Productive Service

The Department of Music values productive service that encompasses both departmental and university-wide activities. Due to the Department's small size and the many committee and service opportunities available, pre-tenure faculty members may initially concentrate on departmental initiatives. They are also expected to participate in departmental service tasks as assigned, which may include, but are not limited to, the following:

Committees:

- Curriculum
- Department Evaluation Committee
- Space and Facilities
- Student Standing
- Concert, Publicity, and Recruitment
- Graduate

Coordinator Responsibilities:

- Piano Proficiency
- Auditions
- Recording
- Department Webpages
- Social Media
- Library Liaison
- Midpoint Assessment
- Student Recitals
- Chairing committees

In the final years preceding tenure, it will be common for a faculty member to begin to play a role in service activities at the University level. Many tenure-track faculty begin serving on university committees as early as their first semester, with elected roles added later. University service components could include, but are not limited to, university committees, interdisciplinary activities, advising student clubs, or other similar activities or initiatives. For the pre-tenure faculty member, activities for the University should demonstrate the potential to play an increased role in service activities following the granting of tenure.

It is important that a candidate document not only committee memberships and other service assignments or initiatives but also provide details as to what the candidate did for anything listed under the Service Activity section of the portfolio. Supporting documentation might include minutes, proposals, and/or letters of support from individuals familiar with the candidate's activity on a committee, initiative, etc.

For members applying for full professor, it is reasonable that a candidate document consistent

post-tenure productive service activity at both the departmental and university level.

In addition to the service activities listed above, activities may include departmental and University performances, recruiting, and related activities (presentations) not previously listed under research and creative activity.

Professional Activity

A faculty member demonstrates professional activity through appropriate memberships and/or participation in local, national, and international professional organizations, conferences, and performances. For some areas of specialization, a preponderance of regional professional activity may be viewed as important as national professional activity.

In addition to attending conferences and seminars, candidates applying for full professor, will often participate in professional activities such as:

- Chairing conference sessions or special interest groups
- Serving on conference committees
- Serving in elected leadership roles in professional societies
- Organizing conferences or special events (including external concerts or programs)
- Serving on reviewed (peer or otherwise) activities (e.g., journals, adjudications, evaluations, accreditations, music supervision, concerts, etc.)

Professional activity might also include other activities not covered in previous sections that are outside the Department and University and draw upon a faculty member's expertise or experience.