



## FACTORS FOR PROMOTION AND EMPLOYMENT SECURITY STATUS FOR ACADEMIC STAFF

Academic Staff in the Department of Music are employed to support the work of students and faculty as they pursue the scholarly, creative, educational, and service mission of the department.

Promotion and employment security status decisions in the department shall be made primarily based on excellence in job performance. Excellence in professional achievement and service are also required but are given secondary weight. Excellence in scholarly or creative achievement related to the academic disciplines, at the option of the academic staff member, will be considered but is not required. The job duties as described in the academic staff member's letter of offer or department approved job description will be considered in the review by the department chair, the dean, and academic staff evaluation committees. Academic staff within the department are hired as either Academic Service Officers or as Academic Advisors. In each department of the college and even within departments Academic Service Officers are assigned to do very different jobs while Academic Advisors share very similar job assignments. Therefore, the factors for the college academic staff should be considered as general guidelines.

The promotion and employment security status unit factors are as follows:

### 1. Job Performance

In job performance, the standard of excellence is measured by the demonstrable contribution that the academic staff member makes to the department, college, and university in their assigned position. The criteria listed below should be considered.

- The special characteristics and demands of the music students and faculty in the department make them especially dependent on facilities, support services or collections that are supervised or managed by academic staff. The accessibility, quality, and efficiency of the operation or resource under the academic staff member's supervision should be a principal factor in the evaluation process.
- The candidate's effectiveness in relations with students, faculty, and other personnel within the department in the execution of his or her professional assignments will be a major factor.
- For those whose assignments include direct responsibilities for retention and recruitment, initiatives and efforts will be considered.
- The candidate's anticipation of new developments in his or her field and the future needs of students and faculty, as well as his or her initiatives to advance the program through such special efforts as applications for university or outside funding for such purposes as program enrichment or equipment additions, will also be an important factor in the assessment process.
- Innovative programs developed by the candidate to improve teaching, research, or administrative functions will be considered.

- The participation of the candidate in departmental efforts to reach the audience of extra-departmental students, faculty, and staff of the University as well as the citizens of the Detroit metropolitan area and cognate professions at large, may be an evaluation factor. Examples of initiatives in this area might include efforts to publicize and/or articulate the department's educational purposes and programs through presentations, workshops, or participation in University, community, or professional groups on and off campus.
- Several of the support services and facilities overseen by our department academic staff are resources whose value extends beyond the department to the University community, the public, and the scholarly world at large. For those academic staff charged with responsibility for such services, the candidate's responsiveness to the needs of people from outside the department would be a point for evaluation.
- For those whose assignments are primarily internal to the University, their ability to manage contacts with students, faculty, and staff external to the department with discretion, tact, and courtesy would be key evaluation criteria.

## **2. Professional Achievement**

The diversity of fields embraced by the department necessitates the pursuit of widely disparate areas of knowledge and practice. To be fully effective in servicing the teaching and research programs of the department, the candidate must personally remain current in his or her special field. Accordingly, evidence of professional and/or creative achievements in venues of significance for the department as well as contributions to or participation in appropriate professional associations will be assessed in the promotion and employment security status process. Evidence of such achievement would include advanced formal education, workshop attendance and conference participation.

## **3. Service**

Service to the department, college, and university is expected of all academic staff members and will be considered for promotion and employment security status. Service to the department, college and university includes principally services on committees. In evaluation of service to the department, college and university, the importance and duration of the committee assignment together with the extent and effectiveness of participation from the candidate should be considered. Additional community or public service, although not required, may be considered for promotion and employment security status if it entails the application of a candidate's knowledge of their profession on behalf of individuals, foundations, agencies, organizations, or other entities in the public or private sector.

## **4. Scholarly/Creative Achievement**

Scholarly/Creative achievement can be considered in promotion and employment security status decisions at the option of the academic staff member and in conjunction with other factors. These activities are not a requirement of promotion and/or of employment security status. Papers and presentations at professional meetings, publication of books, journal articles, chapters and similar materials that contribute directly to the advancement of knowledge are to be considered scholarly achievement. For academic staff members in performing and creative arts, performances, exhibitions, recitals, and similar creative activities are evidence of scholarship. The prestige of the meeting, the selectivity of the conference, the character of the audience and similar considerations may be evidence of the importance of scholarly or creative work. Work that has

been invited or received favorable recognition such as prizes or awards is to be held in high regard when considering scholarly/creative achievement.

### **Promotion from Rank to Rank**

There is a minimum requirement of three years of service at each level prior to eligibility for promotion to the next level. In exceptional circumstances and upon the recommendation of the dean and the approval of the President, a member of the academic staff may receive a promotion in fewer than three years.

**Rank I** –This is a beginning professional rank. Basic qualification for entry is a bachelor’s degree from an accredited university/college or equivalent credentials from a foreign institution. Candidates at this level are in the process of developing a professional identity and competence in their field. Their work requires supervision and guidance. It is at this level that candidates should give evidence of beginning a record of excellence in professional achievement. While service is not required, it is encouraged. ESS is not normally granted at this level. Potential for continuing professional growth is a condition of promotion to Rank II.

**Rank II** –All academic staff hired after August 1, 1992, must possess a master’s degree or higher to be eligible for appointment or promotion to this rank. Beyond the degree requirement, basic qualification for appointment or promotion to this rank is the demonstrated ability to conduct competently the range of professional functions pertaining to the candidate’s primary assigned duties/area. At this level, candidates should give evidence of an established record of excellence in professional achievement and a beginning record of service. The individual must demonstrate the ability to work well independently, to make sound decisions, and to have constructive/productive interactions with colleagues. Performance is at a higher level than a Rank I. Potential for continuing professional growth is a condition of promotion to Rank III.

**Rank III** – The essential characteristic of Rank III is excellence in overall job performance, professional achievement, service and if appropriate scholarly achievement. Performance is at a higher level than Rank II in terms of scope and depth of knowledge. Potential for continuing professional growth is a condition of promotion to Rank IV.

**Rank IV** –Generally, a candidate promoted to Rank IV is one who has received recognition beyond their department because of excellence in their job performance, professional accomplishments, and contributions to the profession. Appointment or promotion to this rank demands widely recognized contributions to the advancement of their professional field that are of greater scope and importance than those characterizing a Rank III. Excellence in job performance must be at the highest level with evidence of leadership and of a broad understanding of their profession beyond the primary assignment. Excellence in professional achievement and service must be demonstrated but is given secondary weight. Appointment or promotion to this level is based on an assessment of a person’s cumulative professional performance.