

VALDOSTA STATE UNIVERSITY
DEPARTMENT OF MUSIC
PERSONNEL COMMITTEE
Promotion and Tenure, Pre- and Post-Tenure Review, Third- and Fifth-Year Review
Policies and Procedures
August 2017

The policies and procedure for promotion, tenure, and pre- and post-tenure review for the Department of Music comply with the process specified for the College of the Arts and that of Valdosta State University. The process outlined below applies to all levels of review.

I. Policies

The Department of Music Personnel Committee (DMPC) consists of all tenured music faculty. This committee of the whole acts on all personnel matters, and all members, with the exceptions noted below, are voting members.

Each personnel action of the DMPC is the result of deliberations and voting of the membership of the DMPC whose rank is equal or greater than that for which the candidate is applying. A report is drafted by this membership, approved by the committee, and submitted to the Department Head.

The former chair of the DMPC serves on the College of the Arts Personnel Committee and is not eligible to vote at the departmental level or to attend meetings or portions of meetings where specific personnel actions are discussed. The chair of the DMPC does not vote at the departmental level except in case of a tie and is non-voting member of the COAPC. Absentee ballots are not allowed. Faculty members are not allowed to deliberate or vote on actions regarding their spouses or long-term partners. The proceedings of DMPC meetings are confidential and are not to be disclosed to non-members or to candidates for personnel action.

II. Timeline

Meetings of the DMPC will be scheduled each fall for the primary purpose of working on pending personnel actions. The first meeting will take place during the week before classes begin. Later meetings will be scheduled as necessary by the committee chair. Three meetings is the norm, although some actions may require more or less. The committee will adhere to all deadlines set by the Department Head.

III. Procedure

Before the first meeting. Before the first meeting, the chair will send the members of the Committee the current policies and procedures of the DMPC for their reference.

First meeting. At the first meeting, committee procedures will be reviewed as necessary and charges clarified.

Between the first meeting and the second meeting. Files of all candidates for personnel action will be available for review in the Department Head's office. Files for promotion, tenure, pre-tenure review,

third year review, and fifth year review will consist of a primary file and appendix file. Files for post-tenure review will consist of the primary file only.

The files will be maintained in the Department Head's office. They should be read in the departmental office and not be taken from the office except by express permission of the Department Head. All members of the DMPC are expected to review all files in preparation for discussion and voting.

Second meeting. At the second meeting, the committee chair will direct general discussion and a summary evaluation of each required area of each candidate will be prepared.

After the second meeting. Report drafts will be circulated among members of the DMPC in a confidential and secure manner. These drafts will be submitted on a standard template and will include a section for discussion of three areas: professional development, teaching, and service. A summary paragraph will be included and may address issues not covered in the separate paragraphs.

Final meeting. A final meeting will be held to discuss and sign final drafts of reports. A vote of outstanding, satisfactory, or unsatisfactory on each required area of each candidate will be taken by secret ballot. The results of these votes will be announced to the committee and included in the DMPC chair's report to the Department Head. Following the voting on each required area, a vote to accept or reject the document as a whole will be taken by secret ballot. The votes will be announced to the committee and included in the DMPC chair's report.

Statements of views of individuals or a minority of the committee that differ from those of the majority may be submitted for inclusion in the chair's report. Such minority reports should be addressed to the chair of the DMPC in memo format and signed by their authors.

The chair of the DMPC will prepare a summary report on each candidate including the approved final draft, results of votes, and any minority reports. The members of the DMPC will sign the report of the chair to indicate their support of the report, including any minority opinions, and the accuracy of the votes. These materials will be submitted to the Department Head on the date assigned by the Department Head.

Revised August 28, 2017