

# FACULTY HANDBOOK FOR THE BLAIR SCHOOL OF MUSIC AT VANDERBILT UNIVERSITY

## CHAPTER 1

### GENERAL GOVERNANCE OF THE BLAIR SCHOOL OF MUSIC

#### 1.1. THE ADMINISTRATION

It is the nature of a school of music that faculty will work with administration in a variety of capacities, from hall bookings to concert tour planning to admissions to the instructional and research/creative expression goals of the school. To that end, the following descriptions of administrative roles are intended as descriptive rather than prescriptive summaries, designed to help faculty manage the business of the school in a "current practice" way. This section (Chapter 1) of the Blair Faculty Handbook may be maintained and collectively kept current by the Dean's Office. Changes or additions herein do not require faculty vote, but any such changes or additions must be first approved by the Dean in consultation with the Blair Faculty Handbook Committee.

##### 1.1.1. Administrative Roles at the Blair School of Music

###### a. The Dean

Appointed by the University Chancellor with approval by the Board of Trust, the Dean is the Chief Academic Officer of the school, responsible for the leadership, management, and administrative structures of the school. The Dean shall appoint administrative officers and staff to assist in conduct of the responsibilities to:

- Attract and maintain a preeminent faculty
- Attract and maintain a high-quality student body in each degree/non-degree program
- Stimulate the development of educational and research initiatives consistent with the school's mission, strategy, and objectives
- Represent the school to the university, alumni, other educational institutions, and the public at large
- Direct the school's financial affairs and budget

The Dean reports to the University Provost.

###### b. Senior Associate Dean for Faculty Affairs (ADFA)

The SADFA serves the school administratively in areas of faculty development and comprehensive guidance toward tenure and/or promotion. The ADFA provides general oversight for all faculty and all established Areas within the school, carrying an *ex-officio* role in tenure/promotion cases and faculty searches and serving as chair (or *ex officio*) of the Faculty Review Committee. Further, the ADFA works in consultation with the Dean and the CBO for the hiring and continued management of adjunct and continuing-track faculty.

Lastly, the ADFA oversees the maintenance of faculty bylaws and serves as primary liaison with the Dean in matters of faculty governance, including voting processes, general faculty meeting procedures, and faculty nominations and/or elections for

university service.

The ADFA reports to the Dean of the School.

**c. Associate Dean for Undergraduate Education (ADUE)**

The ADUE serves the school administratively in areas of academic oversight, responsible for maintenance of the curriculum, coordination of course scheduling and faculty loads, and SACSOC accreditation. The ADUE seeks also to meet the academic needs of Blair students, working closely with the Assistant Dean for Academic Affairs, administrative staff, and academic advisors to ensure that students are appropriately advancing toward successful completion of their degrees.

The ADUE represents the school within a larger cohort of Academic Associate Deans across the other three undergraduate colleges, for purposes of cohesion and implementation of university policies and procedures. The ADUE is the Blair School's liaison to other VU undergraduate student support offices.

The ADUE reports to the Dean of the School.

**d. Associate Dean for Development and Alumni Relations (ADDAR)**

The ADDAR directs major gift fundraising efforts for the Blair School, working closely with the University's fundraising operations. The ADDAR coordinates major gift solicitation activities of the Dean of the Blair School, university leadership, and the Dean's Advisory Council, including requests for capital needs, scholarships, and bequests. The ADDAR also has a supervisory responsibility for Blair Alumni Engagement programming.

The ADDAR reports to the Vice Chancellor for Development and Alumni Relations.

**e. Assistant Dean for Academic Affairs (ADAA)**

The ADAA oversees the academic advising program and Blair student immersion. In addition, the ADAA advises students in difficult academic situations, coordinates first-year/transfer student orientation, and serves as the Blair liaison with campus partners in Student Care Coordination and Study Abroad.

**f. Assistant Dean for Non-Degree Programs (ADNP)**

The ADNP is involved in the coordination of non-degree programs at the Blair School, including online learning within non-degree programs, oversight of the Community Scholars Program, and engagement with community partners.

**1.1.2. Large-Scale Reporting Structures at the Blair School of Music**

a. Reporting to the Dean:

- Senior Associate Dean for Faculty Affairs
- Associate Dean for Undergraduate Education
- Assistant Dean for Academic Affairs
- Assistant Dean for Non-Degree Programs
- Executive Assistant, Dean's Office
- Senior Director of Presenting Services
- Director of Admissions

- Director of the Blair Academy
  - Project Manager
  - Building and Facilities Manager (dual report/Divinity)
  - Chief Business Officer (indirect report)
  - Associate Dean for Development and Alumni Relations (indirect report)
  - Director of Music Library (indirect report)
- b. Reporting through the Senior Associate Dean for Faculty Affairs:
- Area Coordinators
  - Full-time Faculty
  - Adjunct Faculty
  - Program Directors
  - Secondary Appointment Faculty
- c. Reporting through the Associate Dean for Undergraduate Education:
- Blair Collegiate Assistant Registrar

**1.1.3. Council of Academic Deans**

- a. The Dean of the Blair School of Music serves on the Council of Academic Deans, which meets with the Provost of the University.

**1.1.4. Undergraduate Academic Associate Deans Council**

- a. The Associate Dean for Undergraduate Education regularly meets with Associate Deans from the other three undergraduate schools and colleges (College of Arts & Science, School of Engineering, and Peabody College). This council reports to the Vice Provost for Undergraduate Education.

**1.1.5. University Office of Faculty Affairs**

- a. The Senior Associate Dean for Faculty Affairs regularly consults with the Office of Faculty Affairs, which oversees initiatives to improve faculty recruitment, development, promotion, and retention. The Office of Faculty Affairs is led by the Vice Provost for Faculty Affairs.

**1.1.6. Administrative Staff**

- a. Chief Business Officer
- Senior Administrative Officer
  - Associate Administrative Officer
  - Financial Planning Analyst
- b. Executive Assistant, Dean's Office
- Administrative Specialist
- c. Senior Director of Presenting Services
- Business Manager
    - Box Office Manager
  - Operations Supervisor
    - Operations Assistant
  - Technical Services Staff
- d. Project Manager
- Director of Marketing and Communications
- e. Director of Admissions
- Assistant Director of Admissions

- f. Director of the Blair Academy at Vanderbilt
  - Blair Academy Assistant Registrar
- g. Blair Collegiate Assistant Registrar (Office of Academic Services)
- h. Building and Facilities Manager

## **1.2. THE FACULTY**

Collectively, the Blair School of Music faculty contributes to the mission of Vanderbilt University through research and creative expression; teaching; service to the School, University, and greater community; and participation in shared governance. The faculty also has other rights and responsibilities as assigned to it by the Provost, Chancellor, and/or the University Board of Trust.

## **1.3. FACULTY PARTICIPATION IN BLAIR SCHOOL OF MUSIC GOVERNANCE**

### **1.3.1. General Shared Governance Expectations**

- a. It is expected that the faculty of the Blair School of Music will work collaboratively and transparently with the Dean's Office on matters regarding policies and programs affecting the curriculum of the school and/or the faculty's teaching obligations, generally. New policy or programs affecting such would normally be brought to the faculty for review and input before final administrative action is determined.

### **1.3.2. Area Coordinators**

- a. Area Coordinators at the Blair School of Music serve vital leadership roles within their respective academic areas. Their primary responsibility is that of liaison with Blair administration on behalf of their faculty constituents, assisting with the gathering of budgetary requests/information, scheduling of semester courses, governance of faculty loads, and admissions processes, as appropriate. At Blair, the role of Area Coordinator counts as the individual's full service obligation to the School.

Academic Areas within the Blair School of Music:

- Brass & Percussion
- Career Readiness & Community Engagement
- Composition & Theory
- Ensembles
- Jazz and Global Music
- Keyboard
- Musicology & Ethnomusicology
- Strings & Harp
- Voice
- Woodwinds

- b. Area Coordinators shall be selected and appointed by the Dean after consultation with the Senior Associate Dean for Faculty Affairs and solicited input from Area faculty.

- c. The position of Area Coordinator may be rotating or fixed, per the desires of each Area of the School.

d. Area Coordinators normally report through the Senior Associate Dean for Faculty Affairs. They are evaluated by the Dean on a regular basis, in consultation with the ADFA and the faculty of each area.

### **1.3.3. Program Directors**

a. Program Directors at the Blair School serve important communicative roles, assisting with course scheduling and faculty loads within their respective programs.

Blair School of Music Programs:

- Blair Academy
- Aural Skills
- Chamber Music
- Music Teacher Education
- Musicians' Wellness
- Community Scholars

b. The position of Program Director shall be selected and appointed by the Dean after consultation with the Senior Associate Dean for Faculty Affairs and solicited input from program faculty.

c. Program Directors are evaluated by the Dean's Office, normally in consultation with the Senior Associate Dean for Faculty Affairs and the faculty they represent.

### **1.3.4. Shared-Governance Committees of the Blair School**

#### **a. Admissions Committee**

The Blair Admissions Committee acts as a consultative body for the Director of Admissions and works directly with the Blair Admissions Office through all stages of the admissions process for the Blair School of Music each academic year. The committee's chief responsibility is the careful consideration of and subsequent affirmation by vote of all applicants recommended for admission by each academic area of the school. Further, the Admissions Committee is responsible for making its recommendations regarding Cornelius Vanderbilt Scholarships, which are then sent forth to the Dean by the Director of Blair Admissions. Final CV recipient selections are made by the University's CV scholarship selection committee. Final admissions decisions are made by University Enrollment Affairs through the Office of Undergraduate Admissions, under the Vice Provost and Dean of Enrollment Affairs, with guidance from the Dean and the Director of Admissions. (See **APPENDIX "X"** for Admissions policies and procedures.)

#### **b. Area Coordinators Committee**

The Area Coordinators Committee of the Blair School of Music includes the Coordinators of each Academic area. This committee regularly meets each term, as convened by the Senior Associate Dean for Faculty Affairs, for discussion of school-wide, faculty-related issues. In rotating fashion, the Area Coordinators meet in "executive" and "non-executive" formats, the former including the Dean and all Associate Deans and the latter including only the Senior Associate Dean for Faculty Affairs.

**c. Curriculum Committee**

The Blair Curriculum Committee addresses curricular offerings and related matters. It is responsible for the undergraduate curricula, the 5-year undergraduate/graduate teacher education program jointly sponsored with Peabody, any exceptions to existing procedures and requirements pertaining to those courses of study, and for the preliminary screening of new courses, new programs and revisions to existing course and program descriptions. The committee considers the Vanderbilt University standards at large, and the guidelines of Blair's mission statement. Proposals as vetted by the Committee are submitted to the Blair faculty for its action. (See **APPENDIX "X"** for BCC processes)

**d. Faculty Review Committee**

The Faculty Review Committee (FRC) is the body responsible for the execution of the review process for all non-tenure-stream appointments and third-year reviews for tenure-stream appointments. (See also **3.5.1** and **3.5.2**.) The Senior Associate Dean for Faculty Affairs shall normally chair the FRC or serve an *ex-officio* role, as appointed by the Dean. Besides the chair, the FRC shall normally consist of no fewer than four other members of senior rank, subject to approval by the Dean. Committee membership reflecting distribution of Areas within the school is desirable, but no specific quota is required. The normal term of appointment for regular members of the FRC shall be three years, as approved by the Dean.

**e. Blair Faculty Handbook Committee**

The Blair Faculty Handbook Committee is the body responsible for maintaining the Blair Faculty Handbook and reviewing its compliance with the *Vanderbilt Faculty Manual* and other relevant university policies. The committee shall consist of five full-time faculty members, at least three of whom are tenured and at least one of whom is not on the tenure track. Committee membership reflecting distribution of Areas within the school is desirable, but no specific quota is required. Members are appointed by the Dean to serve rotating three-year terms. The committee elects its own chair annually. The Senior Associate Dean of Faculty Affairs serves as an *ex officio* non-voting member. (See **APPENDIX "X"** for BFHC processes)

**f. Tenure Review Committee (Ad-Hoc)**

An *ad-hoc* Tenure Review Committee (TRC) is the body responsible for the execution of the review process for cases involving the award of tenure. For the purposes of review of a candidate being considered for tenure, the Dean shall appoint an *ad hoc* TRC, comprising at least three tenured professors from the Blair School of Music, as appropriate to the case, to compile and evaluate data with respect to each candidate under review for tenure. TRC membership may vary according to the discipline of the candidate under review; accordingly, a separate *ad hoc* TRC is normally appointed for each review case, though it is possible a singular *ad hoc* TRC may review more than one case in a given academic year. The Senior Associate Dean for Faculty Affairs shall normally serve an *ex-officio* role. (See also **3.5.3**)

**g. Promotion Review Committee (Ad-Hoc)**

An *ad-hoc* Promotion Review Committee (PRC) is the body responsible for the

execution of the review process for all promotion cases of tenured Associate Professors to tenured Full Professor. For the purposes of review of a candidate for promotion to Full Professor, the Dean shall appoint an *ad hoc* PRC, comprising at least three tenured Full Professors from the Blair School of Music, as appropriate to the case, to compile and evaluate data with respect to each candidate under review for promotion. PRC membership may vary according to the discipline of the candidate under review; accordingly, a separate *ad hoc* PRC is normally appointed for each promotion case, though it is possible a singular *ad hoc* PRC may review more than one case in a given academic year. The Senior Associate Dean for Faculty Affairs shall normally serve an *ex-officio* role. (See also 3.5.4)

### **1.3.5. Other Standing Committees of the Blair School**

- Blair Academy Council
- Blair School Communications Strategy Group
- Community Scholars Program Selection Committee
- Concerto Competition Committee
- Contemporary Music Program Planning Committee
- Music Library Committee
- Student Awards Committee
- Student Showcase Committee
- Teacher Education Advisory Committee
- Writing Portfolio Assessment Committee

### **1.3.6. Faculty Search Committees**

a. For the hiring of new faculty, the Dean shall assemble an *ad hoc* Faculty Search Committee, beginning with the appointment of a committee chair. Once appointed, the committee chair will consult with the Dean to populate the rest of the search committee. Final decisions regarding the search committee makeup are the purview of the Dean.

b. Search committees for full-time faculty shall comprise members of the current full-time faculty, as appointed by the Dean. For non-tenure stream faculty searches, all full-time faculty are eligible as voting members of the committee. For tenure-stream faculty searches, only tenured faculty are eligible to serve as voting members, though full-time non-tenure-stream faculty may serve as non-voting members, with the approval of the Dean. (See also 3.4.2)

c. Upon commission of the Faculty Search Committee, it shall be given specific charge by the Dean with regard to the position and terms of employment, in light of the school's current needs and desires. The committee chair shall then consult with the other members of the search committee and appropriate area faculty, as desired, to develop a job description proposal for the Dean's consideration. The Dean is responsible for the creation of a final draft, which will be subsequently advertised through the Dean's Office.

### **1.3.7. Ad Hoc Committees and Task Forces**

a. Occasionally the need arises for faculty to address a topic on a temporary basis. Ad hoc committees and task forces serve this temporary need. Either of these entities

may be created by the Office of the Dean, a standing committee, or the faculty at large.

b. Ad hoc committees and task forces should be given a charge and a defined term of service with the possibility of extension. Once an ad hoc committee or task force is charged, notice will be sent to the full faculty stating the committee's charge and membership.

c. The ad hoc committee or task force will generate reports and/or proposals for the appropriate convening body's consideration.

#### **1.4. FACULTY PARTICIPATION IN VANDERBILT UNIVERSITY GOVERNANCE**

##### **1.4.1. Vanderbilt University Faculty Senate**

a. The Faculty Senate is the representative and deliberative body of the faculties. Centrally involved in the governance of the University, it comprises elected members, deans of the colleges and schools, and ex officio members, including the Chancellor.

b. Currently, the Blair School of Music faculty elects two (2) members of the full-time Blair faculty to serve a three-year term in the Faculty Senate.

##### **1.4.2. Promotion and Tenure Review Committee (PTRC)**

a. The University PTRC reviews school/college deans' recommendations in favor of tenure or promotion for all candidates in A&S, Blair, Divinity, Engineering, Law, Nursing, Owen, and Peabody. Reporting to the Provost, the PTRC is charged with deciding whether the proper procedures have been followed and whether the candidate has satisfied the University's tenure or promotion standards.

b. Members of the committee are appointed by the Chancellor upon the recommendation of the Provost, normally from nominations submitted by the Consultative Committee of the Faculty Senate. As with all University-level committees, the Chancellor has ultimate responsibility regarding the membership of the PTRC. Members of the PTRC normally serve three-year staggered terms.

c. Currently, the PTRC is composed as follows: one representative from each of the three divisions of the College of Arts and Science; one representative each from the School of Engineering, the Divinity School, Peabody College, the Owen Graduate School of Management, the Law School, the Blair School of Music, and the School of Nursing; and the Dean of the Graduate School. The Provost designates a member of the committee to serve as chair.

d. The full composition and role of the University Promotion and Tenure Review Committee is set forth in the University Faculty Manual, available here: <https://www.vanderbilt.edu/faculty-manual/part-ii-appointment-and-tenure/ch3-principles-rules-and-procedures-for-promotion-and-the-award-of-tenure/>.

##### **1.4.3. The Faculty Assembly**

a. The Faculty Assembly consists of the full-time members of the faculties of the several colleges and schools, and those having full status with partial load who hold



the rank of Instructor or above (which includes administrative officers who hold faculty appointments). The Code of By-Laws authorizes the Faculty Assembly to adopt a Constitution, setting forth its own regulations and rules of order and also the composition and organization of the Faculty Senate to the extent not defined in the Code of By-Laws, including procedures for changing its composition from time to time. Under the Constitution the Faculty Senate is given power to adopt its own regulations and rules of order, and the Constitution contains provisions for its amendment.

b. The Code of By-Laws provides that voting membership of the Faculty Assembly consists of the full-time members of the faculties of the several colleges and schools, and those having full status with partial load, who hold the rank of Instructor or above (which includes administrative officers who hold faculty appointments). Part-time members of the faculties not having full status with partial load are non-voting members of the Faculty Assembly.

## CHAPTER 2

### RULES AND PROCEDURES FOR FACULTY MEETINGS AND VOTING

The following two chapters represent the bylaws of the Blair School of Music. As such, they are meant to regulate the conduct of the school's business, and seek to articulate the important collaboration between the administration and the faculty as we jointly pursue the mission of the school (<https://blair.vanderbilt.edu/events/mission.php>). These bylaws have been drafted, reviewed, and ratified by the Blair faculty with the review and approval of the Dean. To amend these bylaws requires a similar collaborative process. Suggestions for changes can be directed to the Faculty Handbook Committee, which is charged with overseeing the Handbook and its iterations over time. The Handbook committee will draft and vet proposals for full faculty discussion and ratification, working with the Dean's Office to move forward with any proposed changes in a timely fashion.

#### 2.1. FACULTY MEETINGS

##### 2.1.1. Procedures for Formal Meetings of the Faculty

- a. All Blair faculty, regardless of title or rank, are welcome and encouraged to attend the general faculty meetings normally held each month. Senior administrative staff from the Office of the Dean, as well as the Director of the Music Library, will also normally be in attendance.
- b. The Dean or the Dean's designee will preside at all faculty meetings (excluding committee meetings), and the faculty shall meet approximately once per month during the regular school session. The Dean will report on the state of the school in at least one meeting per academic year. Additional meetings (e.g. "town halls") may be called at other times as needed.
- c. Each member of the faculty shall be notified in writing (which may be by email) of the date and time of any meeting at least one week prior to the meeting date.
- d. The faculty of the school shall determine the agenda for faculty meetings. Agenda items shall be requested and collected by the Senior Associate Dean for Faculty Affairs (or delegate) at least ten days prior to each faculty meeting. Once agenda items are gathered, all proposed items are forwarded to the Dean (or delegate) for review by the Dean and Associate Deans.
- e. If Blair Administration cannot enter into a public discussion of an agenda item proposed by faculty, a reason should be provided at the beginning of the next faculty meeting or there should be a discussion with the particular faculty member who proposed the agenda item. If an agenda item is tabled, Blair Administration should offer a proposed timeline for addressing the matter.
- f. The Blair faculty shall elect a Parliamentarian. The Parliamentarian's primary duties are to manage the virtual space (as applicable), take attendance, keep track of the timing of agenda items, and move the meeting forward in a timely manner as per *Roberts Rules of Order Newly Revised*.

g. Generally speaking, matters of faculty governance shall be prioritized in faculty meetings, including items such as:

- Review and approval of minutes from the previous meeting
- Any agenda item that requires faculty discussion and/or vote
- Updates from faculty governed committees, such as the Curriculum Committee, Blair search committees, and the Faculty Senate

h. Other agenda items stemming from the faculty, followed by brief agenda items from the administration, shall normally conclude full faculty meetings.

i. A necessitated presentation from VU administration may take precedence over the prepared agenda for a faculty meeting, though Blair administration will always investigate other avenues first.

j. The minutes of each faculty meeting shall be made available to the faculty, and the minutes must be approved by faculty vote. The Office of the Dean shall make staff available to record the minutes. Minutes will be reviewed by the Senior Associate Dean for Faculty Affairs in consultation with the Dean prior to distribution to the faculty. Minutes from the previous meeting should ideally be distributed to the faculty within one week after a faculty meeting has taken place. Questions and comments regarding the minutes should be directed to the Senior Associate Dean for Faculty Affairs.

k. Except as otherwise provided in these bylaws or in rules or policies adopted by the faculty, the rules of procedure applicable to plenary or committee meetings of the faculty are those found in the current edition of *Roberts Rules of Order Newly Revised*.

## **2.2. VOTING PROCEDURES**

### **2.2.1. The Voting Faculty**

a. Matters of faculty governance reside in the full-time faculty.<sup>1</sup> Unless specified otherwise, all full-time faculty, excluding visiting faculty, are eligible to vote on all matters properly before the faculty.

b. To be eligible to participate in faculty votes, individuals must hold a full-time primary non-visiting appointment at the Blair School of Music. Additional eligibility criteria to vote on specific matters, such as promotion and tenure, are presented in subsequent sections. (See **2.2.4**, **3.5.3**, **3.5.4**)

### **2.2.2. Quorum Requirements**

a. Quorum: unless otherwise stated, a quorum comprises a majority (more than half) of voting members associated with the body assembled, whether it be the entire faculty or a faculty committee. Participation can be in-person or through audio or

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<sup>1</sup> Full-status partial load faculty are not eligible to vote in personnel matters of appointments, promotions, or tenure decisions; they may participate as full-time faculty in the other business of the school. FSPL is defined in the *University Faculty Manual*.

digital presence, as long as the faculty member is present throughout the entirety of the discussion.

i. Where voting is referred to in these rules and procedures, a simple majority of those eligible to vote shall prevail except in decisions to appeal, which require a two-thirds vote of the faculty who were eligible to vote on the original recommendation.

ii. Any vote to appeal must occur after the eligible voters review the response of the Dean; it never can occur in the same meeting as the original recommendation.

b. Given the intricate nature of a School of Music schedule, there are times that a quorum cannot be convened in a timely fashion. In such instances, the matter can be handled through a mixture of live discussion and written form. In such an instance, however, the minutes from that discussion must be in the hands of all vote-eligible members *prior* to the commencement of voting. Links to a vote should never be shared in advance of the information being made available.

c. Majority votes are calculated on the number of eligible voters. The number of those eligible to vote is established by the number of faculty members who hold positions at the appropriate rank.

d. A faculty member on leave or a faculty member serving in a full-time administrative position elsewhere in the University shall be considered for quorum and voting requirements only if present (in-person or digitally) at the meeting.

e. A faculty member is disqualified from participating in a matter involving their own renewal or promotion. A faculty member is disqualified from participating in a matter involving the appointment, renewal, promotion, or tenure of a family member or significant other. A faculty member disqualified under this provision shall not be considered for quorum or voting requirements.

f. A matter is approved by the faculty when a quorum is present and a majority of eligible faculty vote in favor of the matter.

g. If a quorum is not present for a vote on a personnel matter or other process under the purview of the Dean and the Provost's Office, the lack of quorum shall not halt the personnel matter or process itself from going forward, as faculty votes on such matters are consultative but not binding. In such cases, the lack of a quorum vote would become a matter of record to be reported to the Provost's Office by the Dean.

### **2.2.3. General Voting Procedures**

a. During faculty meetings, only faculty who are eligible to vote and who are present (in-person or digitally) for the discussion may vote. The number of abstention votes, if any, is recorded in the minutes, but is disregarded in determining the vote outcome. That is, a majority vote is defined as more than half of the votes cast, excluding abstentions and blank ballots.

b. The Office of the Dean or a committee chair may present material electronically and request an electronic faculty vote; however, if 15% or more of the faculty who are eligible to vote object to the process of an electronic vote on the issue(s), then the vote on the item(s) must occur at a committee or faculty meeting.

c. After a vote is taken, an anonymized vote count (number in favor, number opposed, number abstained) shall be added to the minutes as a matter of course, and all voting faculty shall receive the amended minutes. In the event of a voice vote, the minutes will reflect if the motion passed or did not pass, by majority.

d. Although faculty on leave may vote, faculty who are both on leave and not in attendance at the meeting (either in-person or remotely) are excluded from the count when determining whether a majority vote has been achieved. The minutes will reflect how the vote count was determined.

#### **2.2.4. Voting Requirements for Personnel Actions**

a. For votes concerning initial appointments, reappointments, renewals, tenure, promotion, or endowed chair award of full-time faculty, a majority vote requires a majority of the current Blair faculty who hold a primary appointment at or above the rank for which the candidate is being considered, regardless of who participates in the meeting. In the event voting faculty are unable to attend the meeting, they shall receive the minutes of the meeting (normally within two business days of the date of the meeting) before being asked to vote.

b. Voting participants in matters involving initial appointments, reappointments, renewals, and promotions must maintain strict confidentiality. They must not discuss confidential matters with any persons except those who also vote on the decision. Only the Dean speaks for the faculty about appointments, promotions, and renewals, including all communication with the candidate.

c. Only tenured and tenure-stream faculty may vote to recommend initial appointments to a tenure-stream or tenured appointment. Eligible faculty are as follows:

- **Initial appointment as Assistant Professor, tenure track, or Associate Professor, tenure track:** all tenured and tenure-stream faculty.
- **Initial appointment as Associate Professor, tenured:** all tenured faculty.
- **Initial appointment as Full Professor, tenured:** all tenured Full Professors.

d. The faculty recommends the award of tenure when a majority of the tenured faculty who hold their primary appointment in Blair votes in favor of such a recommendation.

e. As to reappointment and/or promotion on the tenure-stream, the faculty recommends renewal and/or promotion when a majority of eligible faculty votes in favor of such a recommendation. Those eligible to vote on any recommendation depends on the position under consideration. The following rules apply:

- **Reappointment of an Assistant Professor, tenure track; or an Associate Professor, tenure track:** All tenured faculty.

- **Promotion with tenure for an Assistant Professor, tenure track; or an Associate Professor, tenure track:** All tenured faculty.
- **Promotion of a tenured Associate Professor to Full Professor:** All tenured Full Professors.

f. All votes on personnel actions shall be by secret ballot and shall be preserved as a matter of record.

g. Provisions of this subsection can be amended only by a majority vote of the faculty who are currently eligible to vote under the provision sought to be amended. Any amendment requires approval of the Dean and the Provost.

## CHAPTER 3

### RULES AND PROCEDURES FOR FACULTY APPOINTMENTS, RENEWALS, PROMOTIONS, AND TENURE

#### PREFACE

The Vanderbilt University *Faculty Manual* contains rules and procedures for appointments, renewals, promotions, and tenure in the University. The rules and procedures of the Blair School of Music must be consistent with the general principles described in the *University Faculty Manual* and should be so interpreted (see *University Faculty Manual, Part II, Chapter 3, Section C.4*). The sections that follow outline the Blair School's rules and procedures.

#### 3.1. INTRODUCTION

##### 3.1.1. Bases of Judgment

a. The excellence of the Blair School of Music and the rights of individuals require that, in matters of appointment, renewal, promotion, and tenure, members and prospective members of the faculty be judged solely based on recognized academic criteria and standards that pertain to professional qualifications and conduct, and that they be evaluated by fair and established procedures.

b. Recommendations relating to appointment, renewal, promotion, and tenure must meet the following tests:

- They must not violate the rights of faculty members, nor punish the exercise of those rights.
- They must not violate the academic freedom of faculty members, nor punish the exercise of that freedom in either the University or the larger society.
- They must represent the deliberate exercise of professional judgment; they must not be arbitrary or capricious.

c. Permissible reasons for non-renewal or non-promotion include but are not limited to:

- The candidate's failure to meet Blair's stated standards for reappointment or promotion
- Termination of the position because of financial exigency or a change in the academic program or structure. The decision to terminate the position must be justified by the Dean on grounds independent of the individual candidate's qualifications.
- The appointment terminates upon the expiration of a specified term

##### 3.1.2. Authorization of Academic Positions

a. University criteria for authorization of positions are specified in the appropriate section of the *University Faculty Manual*.

## **3.2. INITIAL APPOINTMENTS AND RENEWAL CRITERIA FOR PART-TIME FACULTY**

### **3.2.1. Adjunct Faculty**

- a. Adjunct faculty at the Blair School of Music are part-time faculty hired by the Dean in consultation with the Senior Associate Dean for Faculty Affairs (and normally in consultation with the appropriate Area Coordinator). Adjunct faculty are generally appointed on a yearly basis.
- b. Although adjunct faculty are non-voting members of the Blair community, they bring significant professional and disciplinary wisdom and expertise to the school, and so are invited and encouraged to participate in faculty meeting discussions.
- c. Adjunct faculty are appointed at a rank commensurate with their degrees, credentials, and professional experience.
- d. Adjunct faculty do not participate in faculty governance, and normally they do not serve as student advisors; nor are they assigned to committees of the school.
- e. Adjunct appointments are dependent upon student registration and may be terminated should enrollment not support the course.
- f. Adjunct faculty are reviewed by the Senior Associate Dean for Faculty Affairs, normally in consultation with the appropriate Area Coordinator, who reports their recommendation for renewal to the Dean.
- g. The renewal/non-renewal of adjunct faculty is solely the purview of the Dean. Adjunct faculty will be notified of their renewal status normally by March 1.

### **3.2.2. Visiting Faculty**

- a. The prefix "Visiting" normally designates faculty members who are based at other institutions of higher education and who temporarily transfer their main base to Vanderbilt. Visiting Professors or Guest Artists do not participate in faculty governance or serve as student advisors, nor are they assigned to committees of the school. The renewal/non-renewal of visiting faculty is solely the purview of the Dean.

### **3.2.3. Secondary and Affiliate Faculty**

- a. Secondary and Affiliate faculty are Vanderbilt faculty members with primary appointments outside of the Blair School but who have been approved by the Blair School as having mutual interest and scholarship. Their association with the Blair School faculty may be as either affiliate or secondary.
- c. An affiliate appointment (or "joint appointment") is a permanent appointment that reflects a long-standing intersection by the faculty member with the area in question. It bears an expectation of a once-every-four semester course offering in the affiliated



area and requires approval from the Provost and the Dean of the affiliate appointment home.

b. A secondary appointment, unlike an affiliate appointment, is a term appointment. Secondary appointments require decanal approval from the primary appointment home.

c. Faculty members with approved affiliate or secondary appointments may be noted on the Blair School website and other public media, and may themselves note this on their faculty web pages, curricula vitae, etc.

d. Affiliate and secondary appointments in the Blair School do not confer voting rights in the Blair School nor require service on committees, advising of students, or financial obligation on the part of the Blair School.

#### **3.2.4. Emerita, Emeritus, and Retired Faculty**

a. An *Emerita* or *Emeritus* faculty is normally a tenured faculty member who served the University with distinction over a period of years, who remained active until retirement, and who was awarded the title of *emerita* or *emeritus* by action of the Vanderbilt University Board of Trust. No public announcement of the award may be made until after the Board of Trust action.

b. Public recognition of *emerita* or *emeritus* status is made at Commencement at the end of the academic year.

c. Specific policies and procedures surrounding the rights and privileges of *Emerita*, *Emeritus*, and Retired Faculty are found in the *Vanderbilt University Faculty Manual*.

### **3.3. INITIAL APPOINTMENTS AND RENEWAL CRITERIA FOR FULL-TIME, NON-TENURE-STREAM FACULTY**

There are three primary “tracks” for full-time, non-tenure-stream faculty at the Blair School of Music, each with its own area of focus and criteria for appointment, review, and renewal. The terms and conditions of every appointment to the full-time faculty, including extensions, modifications, and notices incumbent on either party, shall be stated in writing, with a copy furnished to the faculty member and the Provost’s Office and retained in the faculty member’s employment file. To the fullest extent practicable, all understandings with respect to terms of appointment shall be stated in the letter of appointment.

#### **3.3.1. Lecturer Track Faculty Appointments**

a. Per the Vanderbilt University *Faculty Manual*:

*The titles Lecturer, Senior Lecturer, and Principal Senior Lecturer designate teaching appointments that are not within the normal promotion sequence from Instructor to Professor. Lecturers may be part time or full time and are appointed for terms of no more than one year. Senior Lecturers may hold part-time or full-time teaching positions*

*and may be appointed for terms of no more than three years. Principal Senior Lecturers may hold part-time or full-time teaching positions and may be appointed for terms of no more than five years. Further differences between the three categories may be stipulated by a school with the approval of the Chancellor.*

b. At the Blair School of Music, lecturer-track appointments place specific emphasis upon the candidate's teaching and service to the school. Other qualifications/criteria are as follows:

i. Lecturer-track positions are of equal value to the school as practice-track positions.

ii. Lecturer-track positions are normally full-time appointments and are renewable.

iii. The lecturer track has three levels of appointment and/or promotion: Lecturer/Senior Lecturer/Principal Senior Lecturer.

- **Lecturers** are appointed to terms of no more than one year.
- **Senior Lecturers** are appointed to terms of no more than three years.
- **Principal Senior Lecturers** are appointed to terms of no more than five years.

iv. Lecturer-track positions are strong roles internally, as they participate robustly in the full-time faculty governance of the school. Especially at the rank of Senior Lecturer and Principal Senior Lecturer, faculty members in the lecturer track are eligible and may be asked to serve in ways such as:

- Student Advising
- Chairing a committee at Blair
- Representing the Blair School in larger VU committees
- Serving as an Area Coordinator
- Serving as an Assistant Dean
- Serving as a representative on the VU Faculty Senate

v. Lecturer-track appointments carry neither requirement nor expectation of research or outside creative work, though faculty accomplishments in these areas are important and are valued by the School. The review process for lecturer-track appointments therefore places primary focus on teaching and service unless specified otherwise in writing by the Dean in advance of a given review.

vi. Specific criteria for appointment to or promotion within the Lecturer track include:

- Demonstrated record of high-level effectiveness in teaching
- Demonstrated commitment to service to faculty governance as assigned
- Demonstrated excellence in scholarly/artistic achievement is encouraged and may be considered in terms of promotion within the track.

### **3.3.2. Practice Track Faculty Appointments**

a. Per the *Vanderbilt University Faculty Manual*:

*The title Professor of the Practice of designates teaching positions that do not involve tenure. Ordinarily these positions are reserved for persons whose responsibility consists of instruction in professional practice activities. Professors of the Practice and Associate Professors of the Practice may be appointed for terms of not more than five years. Assistant Professors of the Practice may be appointed for terms of not more than three years. Instructors in the Practice are appointed for terms not to exceed one year.*

b. At the Blair School of Music, practice-track appointments place specific emphasis on past accomplishment in a given field, experience, and “real-world” expertise. Other qualifications/criteria for practice-track faculty are as follows:

i. Practice-track positions are of equal value to the school as lecturer-track positions.

ii. Practice-track positions are normally full-time appointments and are renewable.

iii. The practice track has four levels of appointment and/or promotion: Instructor in the Practice/Assistant Professor of the Practice/Associate Professor of the Practice/Professor of the Practice.

- **Instructors in the Practice** are appointed to terms of no more than one year.
- **Assistant Professors of the Practice** are appointed to terms of no more than three years.
- **Associate Professors of the Practice** and **Professors of the Practice** are appointed to terms of no more than five years.

iv. Practice-track positions are teaching positions that emphasize instruction informed and strengthened by distinctive professional expertise obtained outside the university. The review process for practice-track faculty therefore includes a focus on the effectiveness of teaching as well as the extent to which instruction draws from the faculty member’s body of external professional experience.

v. Specific criteria for appointment to or promotion within the practice track include:

- Demonstrated record of visible engagement in a defined area of distinctive professional practice, which is required for an initial appointment.
- Demonstrated record of high-level effectiveness in teaching, which shall be considered in terms of renewal and promotion within the track.

### **3.3.3. Artist Teacher Faculty Appointments**

a. Full-time Artist Teachers at the Blair School of Music have two possible levels for initial appointment and subsequent renewal/promotion:

i. Artist Teacher (no more than a three-year appointment)

ii. Senior Artist Teacher (no more than a five-year appointment)

b. The title of Artist Teacher or Senior Artist Teacher is typically reserved for performing artists who teach at least half of their load in the Blair Academy (pre-collegiate program). Artist Teachers and Senior Artist Teachers are evaluated exclusively based on their teaching.

### **3.4. INITIAL APPOINTMENTS AT THE RANKS OF TENURE-STREAM ASSISTANT OR ASSOCIATE PROFESSOR, TENURED ASSOCIATE PROFESSOR, AND TENURED PROFESSOR**

The specific policies, criteria, standards and procedures for tenure-stream and tenured appointments are stated in this section.

No sequence of appointments in a tenure-stream position will exceed a total of seven years, including previous service, unless an extension of the probationary period has been granted as allowed by the University *Faculty Manual*. Blair has a policy of an initial appointment of four years (with FRC review during the third year), followed by a second appointment of three years (with *ad-hoc* TRC review during the sixth year). The length and number of appointments can be appropriately modified to account for previous service or extensions of the probationary period or as the result of evaluation of progress. Any change in the probationary period must be consistent with the relevant sections of the University *Faculty Manual*.

The terms and conditions of every appointment to the faculty, including extensions, modifications, and notices incumbent on either party, shall be stated in writing, with a copy furnished to the faculty member and the Provost's Office and retained in the faculty member's employment file. To the fullest extent practicable, all understandings with respect to terms of appointment shall be stated in the letter of appointment.

#### **3.4.1. Criteria and Standards for Tenure-Stream Faculty Appointments**

a. For appointment to the rank of tenure-stream Assistant or Associate Professor, candidates should show promise of achieving a level of excellence in research, scholarship, or creative expression appropriate to their discipline. They should show promise of effective teaching.

b. For appointment or promotion to the rank of tenured Associate Professor, judgments should be based on performance in research, scholarship, or creative expression appropriate to their discipline; in teaching; and in other kinds of intellectual and academic service. Excellence in all areas is desired. Excellence in research, scholarship, or creative expression is required. A high level of effectiveness in teaching is required. Satisfactory performance of service to the University and/or to professional and learned societies is required. These requirements are set forth in the University *Faculty Manual*.

c. For appointment or promotion to the rank of tenured Full Professor, the Blair School expects the level and quality of achievement in research, scholarship, or creative expression and teaching required of professors at other leading major universities. As set forth in the University *Faculty Manual*, the candidate must have attained national or international recognition among leading scholars or artists in

their discipline for sustained and excellent research, scholarship, or creative expression; must have taught courses at a consistently high level of effectiveness; and must have demonstrated a well-developed and recognized record of service both to the University and to their discipline. These requirements are set forth in the University *Faculty Manual*.

### **3.4.2. Appointment Procedures for Hiring Tenure-Stream Faculty**

a. When a Faculty Search Committee, which is normally composed of tenure-stream and/or tenured faculty (with the Dean's approval, full-time non-tenure-stream faculty may serve as non-voting members) appointed by the Dean to oversee one or more open searches, determines that a candidate is a prospect for tenure-stream or tenured employment, it shall invite the candidate to the school in order to meet and be interviewed by as many of the full-time faculty as possible. In a case in which the candidate has a limited time for interviews, preference shall be accorded those members of the faculty who are eligible to vote on the recommendation for the candidate's appointment.

b. Following such a visit, the Faculty Search Committee shall in a reasonable time distribute to the faculty a memorandum making a recommendation with respect to the candidate(s) and providing any information about the candidate that has not already been distributed. The Dean shall call a meeting within a reasonable time after the Faculty Search Committee has distributed its recommendation(s). All faculty who are eligible to attend (i.e., all tenured faculty) shall be invited to meet to consider the candidate.

c. In the event several candidates for a single position are considered at the meeting, the faculty may, by appropriate motion, indicate not only its approval but also an order of preference with respect to such group.

d. Tenure-stream appointments are for fixed terms of four or fewer years. Letters of appointment shall specify the duration of such appointments and shall state any exceptions to the general policy for renewals outlined below. Tenure-stream faculty members should be recommended for reappointment only if their performance provides a reasonable basis on which to project continued progress that may ultimately enable them to qualify for tenure. Renewal notices will be provided as required by the University *Faculty Manual*.

### **3.4.3. Appointment Procedures for Hiring Faculty as Associate Professor with Tenure or Full Professor with Tenure**

a. The Dean shall assign to a Faculty Search Committee the task of compiling and evaluating data with respect to any candidate for tenure who is not a present member of the faculty.

b. The Faculty Search Committee shall report to the Dean in writing on the question of whether tenure should be granted, and whether the candidate should be appointed to the rank of tenured Associate Professor or tenured Full Professor.

c. Within a reasonable time after receiving the Search Committee's report, the Dean, unless the candidate shall have withdrawn from consideration, shall by written notice call a meeting of all faculty eligible to vote (tenured Associate Professors and Full Professors for a tenured Associate Professor hire and tenured Full Professors for a tenured Full Professor hire). The report of the Search Committee along with all supporting materials shall be distributed to the faculty eligible to vote at least seven days prior to the date of the meeting called to consider the report. The file is confidential and may not be discussed with anyone who is not eligible to participate in the decision. The eligible voting faculty and Dean will then meet to discuss the candidate. The vote shall be taken after all materials in the file have been considered.

d. The faculty's recommendation, which will be prepared by the Faculty Search Committee chair or other designee of the Dean, shall provide a summary that reflects the full range of discussion by the eligible voting faculty about the candidate's qualifications. The summary will be in the form of minutes of the meeting. The recommendation shall indicate whether there was a division of opinion and shall describe the nature and extent of the disagreement. The recommendation shall record the vote or votes on the candidate's qualifications and the recommendation of the Faculty Search Committee. The summary must be made available to all eligible faculty before the file is forwarded to the Dean. Within two working days after eligible faculty are notified that the summary is available, they may make responses which shall be included in the file. Such responses must be made available to all voting faculty.

e. For matters involving a faculty vote for the award of tenure at the point of hire, the consideration and vote for hire shall be separate from the consideration and vote for tenure, meaning faculty colleagues may support the hiring of the candidate for the position but not support the award of tenure at the point of hire.

f. If awarding tenure at the point of hire is not recommended by the voting faculty at the initial meeting called for this purpose, the candidate shall be advised in writing of the decision in a timely manner, ordinarily within one business day of the Dean having been so advised. These procedures are set out in the *University Faculty Manual*.

g. If awarding tenure at the point of hire is recommended by the voting faculty at the initial meeting called for this purpose, it shall then be at the Dean's discretion to pursue or not to pursue the hiring of the candidate at the rank of tenured Associate Professor or tenured Full Professor, as applicable.

h. For information regarding faculty voting procedures for personnel actions, see **2.2.4**.

### 3.5. REVIEW PROCEDURES FOR FULL-TIME FACULTY

#### 3.5.1. Review Procedures for Full-Time, Non-Tenure-Stream Faculty

a. The Faculty Review Committee (FRC) is the body responsible for the execution of the review process for all full-time, non-tenure-stream appointments.

b. The Senior Associate Dean for Faculty Affairs shall normally chair the FRC or serve an *ex-officio* role, as appointed by the Dean. Besides the chair, the FRC shall normally consist of no fewer than four other members of senior rank, subject to approval by the Dean. Committee membership reflecting distribution of Areas within the school is desirable, but no specific quota is required. The normal term of appointment for regular members of the FRC shall be three years, as approved by the Dean.

c. FRC reviews occur during the penultimate year of a faculty member's current appointment contract. This is so that, per the University *Faculty Manual*, the decision of re-appointment is received no less than thirteen months (i.e. by June 1 of the penultimate year) prior to the end date of the current appointment.

d. One-year appointments are typically only reviewed by the Dean's Office.

e. At the beginning of the spring semester prior to the academic year of review, the Dean will notify candidates seeking contractual reappointment (one-year, three-year, or five-year) to submit review portfolios, normally by the end of that semester. Instructions for proper submission will be provided in writing by the Dean's Office normally by Feb. 1.

f. This procedure will also apply to Assistant Professors who are entering the penultimate year of their initial contract.

g. Contents of FRC review portfolios may vary as appropriate to faculty rank and type of appointment, but all portfolios shall include at least the following:

i. Statement framing the candidate's work within the realm of their appointment, including teaching, creative work, and service, as applicable. The statement should also include any pertinent information about modifications to the candidate's review timeline and a list of all teaching duties during the review period

ii. Current curriculum vitae

iii. Syllabi and teaching materials, including representative samples of self-designed instructional materials or class-packs

iv. All relevant course evaluations (NOTE: the Dean's Office—not the individual faculty member—will compile course evaluations and add them to the file.)

v. Service activities (required even if listed in c.v.), including items such as committee assignments, student advising, evidence of participation in professional and learned societies, contributions to the Vanderbilt community, and volunteer work. Documentation of these activities should be available to the FRC upon request.

vi. *Only if applicable*: a record of creative/scholarly work: performances, recordings and videos, books or other major publications. If you have active

links to videos or recordings online, please list in a document and include date of recording. This page should be uploaded to the Creative Works case section. If you have physical copies of CDs or published books, please deliver them to the Dean's Office. The Dean's Office will upload for continuity of digital files and share this content with the FRC.

vii. Miscellaneous: may be used to include additional teaching materials or documentation of student learning or student accomplishment (e.g., in competitions or admission to graduate school), other professional activities, etc.

h. Reviews by the FRC will be conducted in the fall semester of the academic year of review. Following initial review by the Dean's Office, the case will be forwarded to the Faculty Review Committee normally by Sep. 1 of the academic year of review. Recommendations from the FRC are due to the Dean's Office at the beginning of the following spring semester, normally by January 15.

i. It is the responsibility of the faculty member to provide the FRC with sufficient, demonstrable evidence to merit reappointment. If the candidate's review file seems incomplete in some area(s), the FRC may ask the faculty member (or the Dean's Office, as appropriate) to submit the supplementary material.

j. It is the responsibility of the FRC to weigh all evidence with reasonable and prudent objectivity, to maintain confidentiality in all its deliberations, and to work in a discreet and timely manner to meet the schedule set forth in this document. In most instances, the FRC will perform a teaching observation/evaluation of the candidate, the results of which will become part of the committee's official record. In such cases, a member of the FRC will contact the candidate to schedule a mutually beneficial time.

k. For candidates holding a one-year appointment, written notice of renewal or non-renewal is due from the Dean to the candidate normally by March 1 of the academic year of review. For candidates holding three or five-year appointments, written notice of renewal or non-renewal is due from the Dean to the candidate normally by June 1 of the academic year of review. For Assistant Professors undergoing a third-year review, a written acknowledgement or assessment of progress is due from the Dean to the candidate normally by June 1 of the academic year of review. The University *Faculty Manual* provides that in certain circumstances a notification may be delayed beyond March 1 and June 1. See Part II, Chapter 2E of the *Faculty Manual*.

l. A candidate who has been denied renewal may use the grievance procedure outlined in the University *Faculty Manual*.

### **3.5.2. Review Procedures for Third-Year Tenure-Stream Assistant Professors**

a. The Faculty Review Committee (FRC) is the body responsible for the execution of the process of third-year reviews of tenure-stream candidates.

b. The Senior Associate Dean for Faculty Affairs shall normally chair the FRC or serve an *ex-officio* role, as appointed by the Dean. Besides the chair, the FRC shall normally consist of no fewer than four other members of senior rank, subject to approval by the Dean. Committee membership reflecting distribution of Areas within the school



is desirable, but no specific quota is required. The normal term of appointment for regular members of the FRC shall be three years, as approved by the Dean.

c. The FRC review of tenure-stream Assistant Professors shall occur during the candidate's third year of residency. This review shall employ all relevant criteria, standards, and procedures in the University *Faculty Manual* to determine whether the candidate is on track to earn tenure. The committee shall submit a written report and recommendation along with all supporting materials for review by the Dean. The Dean may ask the review committee to reconsider and/or revise its report prior to sharing the report and supporting materials with the eligible voting faculty.

d. The voting faculty shall comprise all tenured faculty except the Dean.

e. Contents of FRC dossiers for third-year reviews shall include the following:

i. Candidate cover letter that includes pertinent information about any modifications to the candidate's review timeline.

ii. A complete, updated curriculum vitae documenting the candidate's professional activities in the areas of research/creative activity, teaching, and service

iii. A narrative description, prepared by the candidate, of the candidate's past work (beginning with the start date of hire or previous promotion), current work, and future plans in the three areas of research/creative activity, teaching, and service

iv. A detailed listing of research and/or creative activity (required even if listed in c.v.) in support of the research/creative activity narrative described in (iii). Representative samples chosen by the candidate, as well as links to audio/video recordings, may also be included.

v. A detailed listing of courses taught (required even if listed in c.v.), as well as course syllabi and other self-designed instructional materials in support of the teaching portion of the narrative described in (iii); Representative samples chosen by the candidate, as well as examples of outstanding student work/accomplishments may also be included.

vi. A detailed listing of school, university, professional, and/or community service activities (required even if listed in c.v.), in support of the service portion of the narrative described in (iii). Representative samples chosen by the candidate may also be included.

vii. All relevant course evaluations (NOTE: the Dean's Office—not the individual faculty member—will compile course evaluations and add them to the file.)

viii. Optional: any other miscellaneous material documenting the candidate's professional accomplishments not captured in (iv), (v), and (vi)

f. If the third-year review results in a decision by a majority of eligible faculty that the candidate's performance is below expectations of a person at this stage of her or his career, the faculty shall recommend that the appointment not be renewed. If the third-year review results in a decision by a majority of the eligible faculty that the candidate's performance meets or exceeds expectations for a person at this stage of her or his career, the faculty shall recommend reappointment for a three-year term.

g. The above schedule of reviews and decisions may be shortened if the candidate has already served on a faculty before coming to Vanderbilt or if the faculty believes that the candidate is so outstanding as to merit tenure before the end of the probationary period. The probationary period may be lengthened only in conformity with university policies on extensions as outlined in the University *Faculty Manual*.

h. These appointment and renewal terms are stated as a normal model of an eight-year sequence of academic-year appointments. If the tenure period begins on a schedule other than the academic year or includes previous service to be counted against the normal period, or if the probationary period or schedule for evaluation is altered for other reasons, the specific applicable dates for review will be established as approved in renewal appointment letters and in letters stating approved changes to the tenure-evaluation timing.

i. After receiving the faculty's recommendation, the Dean will assess the candidate's qualifications. If the Dean determines that the candidate does not meet the standard for renewal, the Dean will notify the candidate of non-renewal in writing, thereby ending the matter. If the Dean determines that the candidate does meet the standard for renewal, the Dean will recommend renewal to the Provost. If the Provost does not concur in the Dean's recommendation of renewal, the Provost will inform the Dean who will notify the candidate of nonrenewal in writing, thereby ending the matter. If the Provost or the Provost's designee approves the Dean's recommendation of renewal, then the Dean will notify the candidate in writing of renewal.

j. A candidate who has been denied renewal may use the grievance procedure outlined in the University *Faculty Manual*.

### **3.5.3. Review Procedures for Tenure-Stream Assistant Professor for Promotion to Associate Professor with Tenure**

a. An *ad-hoc* Tenure Review Committee is the body responsible for the execution of the review process for all promotion cases to tenured Associate Professor.

b. Tenure-stream Assistant Professors are reviewed for tenure and promotion during the sixth year of residency.

c. At the beginning of the spring semester prior to the academic year of review, the Dean's Office will notify candidates to submit review portfolios. Instructions for proper submission will be provided in writing by the Dean's Office normally by January 31.

d. For the purposes of review of a candidate for promotion to tenured Associate Professor, the Dean shall appoint an *ad hoc* Tenure Review Committee (henceforth "TRC"), comprising at least three tenured faculty from the Blair School of Music, as appropriate to the case, to compile and evaluate data with respect to each candidate under review for tenure.

e. TRC membership may vary according to the discipline of the candidate under review; accordingly, a separate TRC is normally appointed for each review case, though it is possible a singular TRC may review more than one case in a given academic year.

f. The TRC for each tenure case should be appointed and given its charge by the Dean in the spring semester prior to the academic year of review, normally by January 31. An acting chair of the TRC shall also be appointed by the Dean upon the formation of the committee. The Senior Associate Dean for Faculty Affairs will normally serve as an *ex-officio* non-voting member on each TRC.

g. The candidate shall provide to the Dean's Office the names of six qualified external reviewers to assess their promotion case, normally by January 31 prior to the academic year of review. Beyond the list provided by the candidate, from which the TRC should use no fewer than three, the Dean's Office, in consultation with the TRC chair, shall obtain evaluations from three other independent outside sources whose qualifications in the candidate's professional field enable a fair and accurate evaluation, and to whom the candidate's curriculum vitae and samples of work will be submitted. The candidate should participate in the selection of materials to be sent. Letter writers may not be a family member, mentor, or close collaborator of the candidate or anyone who appears to have a conflict of interest. Letters requesting evaluations should be designed to elicit objective judgments; copies of the letters or email messages seeking evaluations and all written and electronic responses must be preserved and included in the promotion file.

h. Contents of TRC review dossiers shall include the following:

- i. Candidate cover letter that includes any pertinent information about modifications to the candidate's review timeline
- ii. A complete, updated curriculum vitae documenting the candidate's professional activities in the areas of research/creative activity, teaching, and service

iii. A detailed statement of creative activity/expression. The candidate must also select a body of shareable work samples (e.g., books, articles, scores, videos, audio recordings) of sufficient scope to demonstrate meeting or exceeding the review standard. In most cases, the complete body of work samples will be submitted digitally. If complete digital submission is impossible or impractical, the candidate will develop a submission plan in consultation with the SADFA. For example, hard copies of unwieldy books or scores may be stored in the Dean's Office. To facilitate external and internal evaluation, a complete list of the chosen work samples must accompany the digital submission, even if these items also appear on the CV. External or internal evaluators may request access to the items on this list at any point during the review process.

iv. A detailed statement of service activity (required even if listed in curriculum vitae.), including items such as committee assignments, student advising, service to professional and learned societies, contributions at the university level that raise the profile of the candidate and the University, and service to the local community. Documentation of these activities should be available to the TRC upon request

v. A detailed statement of teaching, including pedagogical philosophy, syllabi, and teaching materials (the dossier should include representative samples of self-designed instructional materials or class-packs, where applicable)

vi. All relevant course evaluations (NOTE: the Dean's Office—not the individual faculty member—will compile course evaluations and add them to the file.)

vii. Miscellaneous: may be used to include additional teaching materials or documentation of student learning or student accomplishment (e.g., in competitions or admission to graduate school), other professional activities, etc.

viii. Optional: any other material documenting the candidate's professional accomplishments not captured in (iii), (iv), and (v)

i. All dossier materials from the candidate are due to the Dean's Office normally by May 31 prior to the academic year of review.

j. It is the responsibility of the candidate to provide sufficient, demonstrable evidence of excellence to merit the award of tenure and promotion to Associate Professor. If the candidate's review file seems incomplete in some area(s), the TRC may ask the candidate (or the Dean's Office, as appropriate) to submit the supplementary material.

k. It is the responsibility of the TRC to weigh all evidence with reasonable and prudent objectivity, to maintain confidentiality in all its deliberations, and to work in a discreet and timely manner to meet the schedule set forth in this document. Reviews by the TRC normally will be conducted in the fall semester of the academic year of

review. All internal review materials are due from the TRC to the Dean's Office normally by Jan. 15 of the academic year of review.

l. Within a reasonable time after receiving the TRC's report, the Dean, unless the candidate shall have withdrawn from consideration, shall by written notice call a meeting of all faculty eligible to vote (See 2.2.4). The report of the TRC along with all supporting materials shall be distributed to the faculty eligible to vote at least seven days prior to the date of the meeting called to consider the report. The file is confidential and may not be discussed with anyone who is not eligible to participate in the decision. The eligible voting faculty and Dean will then meet to discuss the candidate. The vote shall be taken after all materials in the file have been considered.

m. The faculty's recommendation, which will be prepared by the TRC chair or other designee of the Dean, shall provide a summary that reflects the full range of discussion by the eligible voting faculty about the candidate's qualifications. The summary will be in the form of minutes of the meeting. The recommendation shall indicate whether there was a division of opinion and shall describe the nature and extent of the disagreement. The recommendation shall record the vote or votes on the candidate's qualifications and the recommendation of the TRC. The summary must be made available to all eligible faculty before the file is forwarded to the Dean. Within two working days after eligible faculty are notified that the summary is available, they may make responses which shall be included in the file. Such responses must be made available to all voting faculty.

n. If the award of tenure and promotion to Associate Professor is not recommended by the voting faculty at the initial meeting called for this purpose, the candidate shall be advised in writing of the decision in a timely manner, ordinarily within one business day of the Dean having been so advised. The candidate shall then be entitled to invoke the procedures of the University *Faculty Manual*; that is, the candidate may appeal to the Dean who may (a) accept the negative decision or (b) return it to the faculty for reconsideration. If the faculty affirms its original decision, the Dean may accept that decision, thereby ending the matter, or may send a positive recommendation to the University Promotion and Tenure Review Committee (PTRC). These procedures are set out in the University *Faculty Manual*.

o. If the award of tenure and promotion to Associate Professor is recommended by the voting faculty at the initial meeting called for this purpose, but the Dean does not concur with the faculty's positive recommendation, appeal of the Dean's decision to the University Promotion and Tenure Review Committee requires the affirmative vote of a least two-thirds of the tenured faculty who were eligible to participate at the time of the original vote. The appeal must be made within ten business days (not including vacation periods) after receiving a written report from the Dean describing the rationale for the decision, and the appeal is then directed to the University Promotion and Tenure Review Committee (PTRC). The candidate must be informed by the Dean within one (1) business day of the outcome of the faculty's decision on

whether or not to appeal a dean's nonconcurrency. These procedures are set forth in the University *Faculty Manual*.

p. If the award of tenure and promotion to Associate Professor is recommended by the voting faculty at the initial meeting called for this purpose, and the Dean concurs with the faculty's positive recommendation, the candidate's case shall be sent by the Dean's Office to the University PTRC for final review. Written notice of the status of the PTRC's decision is due from the Dean Office to the candidate normally by June 1 of the academic year of review.

#### **3.5.4. Review Procedures for Tenured Associate Professor Promotion to Full Professor**

a. An *ad-hoc* Promotion Review Committee is the body responsible for the execution of the review process for all promotion cases to tenured Full Professor.

b. There is no specified or mandated timeline for when a tenured Associate Professor shall seek promotion to Full Professor. At such time as a tenured Associate Professor wishes to consider seeking promotion, they may contact the Senior Associate Dean for Faculty Affairs for private consultation and advisement. The SADFA would subsequently advise the Dean, as permitted by the faculty member. Any faculty member may choose to discuss their own personnel matters with the Dean directly at any time.

c. At the beginning of the spring semester prior to the academic year of review, the Dean's Office will notify candidates seeking promotion to Full Professor to submit review portfolios. Instructions for proper submission will be provided in writing by the Dean's Office normally by January 31.

d. For the purposes of review of a candidate for promotion to tenured Full Professor, the Dean shall appoint an *ad hoc* Promotion Review Committee (henceforth "PRC"), comprising at least three tenured Full Professors from the Blair School of Music, as appropriate to the case, to compile and evaluate data with respect to each candidate under review for promotion.

e. PRC membership may vary according to the discipline of the candidate under review; accordingly, a separate PRC is normally appointed for each review case, though it is possible a singular PRC may review more than one case in a given academic year.

f. The PRC for each promotion case should be appointed and given its charge by the Dean in the spring semester prior to the academic year of review, normally by January 31. An acting chair of the PRC shall also be appointed by the Dean upon the formation

of the committee. The Senior Associate Dean for Faculty Affairs will normally serve as an *ex-officio* non-voting member on each PRC.

g. The candidate shall provide to the Dean's Office the names of six qualified external reviewers to assess their promotion case, normally by January 31 prior to the academic year of review. Beyond the list provided by the candidate, from which the PRC should use no fewer than three, the Dean's Office, in consultation with the PRC chair, shall obtain evaluations from three other independent outside sources whose qualifications in the candidate's professional field enable a fair and accurate evaluation, and to whom the candidate's curriculum vitae and samples of work will be submitted. The candidate should participate in the selection of materials to be sent. Letter writers may not be a family member, mentor, or close collaborator of the candidate or anyone who appears to have a conflict of interest. Letters requesting evaluations should be designed to elicit objective judgments; copies of the letters or email messages seeking evaluations and all written and electronic responses must be preserved and included in the promotion file.

h. Contents of PRC review dossiers shall include the following:

- i. Candidate cover letter that includes any pertinent information about modifications to the candidate's review timeline
- ii. A complete, updated curriculum vitae documenting the candidate's professional activities in the areas of research/creative activity, teaching, and service
- iii. A detailed statement of creative activity/expression. The candidate must also select a body of shareable work samples (e.g., books, articles, scores, videos, audio recordings) of sufficient scope to demonstrate meeting or exceeding the review standard. In most cases, the complete body of work samples will be submitted digitally. If complete digital submission is impossible or impractical, the candidate will develop a submission plan in consultation with the SADFA. For example, hard copies of unwieldy books or scores may be stored in the Dean's Office. To facilitate external and internal evaluation, a complete list of the chosen work samples must accompany the digital submission, even if these items also appear on the CV. External or internal evaluators may request access to the items on this list at any point during the review process.
- iv. A detailed statement of service activity (required even if listed in curriculum vitae.), including items such as committee assignments, student advising, service to professional and learned societies, contributions at the university level that raise the profile of the candidate and the University, and service to the local community. Documentation of these activities should be available to the PRC upon request
- v. A detailed statement of teaching, including pedagogical philosophy, syllabi, and teaching materials (the dossier should include representative

samples of self-designed instructional materials or class-packs, where applicable)

vi. All relevant course evaluations (NOTE: the Dean's Office—not the individual faculty member—will compile course evaluations and add them to the file.) Promotion from Associate to Full Professor dossiers should include data for all courses taught since the award of tenure

vii. Miscellaneous: may be used to include additional teaching materials or documentation of student learning or student accomplishment (e.g., in competitions or admission to graduate school), other professional activities, etc.

viii. Optional: any other material documenting the candidate's professional accomplishments not captured in (iii), (iv), and (v)

h. All dossier materials from the candidate are due to the Dean's Office normally by May 31 prior to the academic year of review.

i. It is the responsibility of the candidate to provide sufficient, demonstrable evidence of excellence to merit promotion to Full Professor. If the candidate's review file seems incomplete in some area(s), the PRC may ask the candidate (or the Dean's Office, as appropriate) to submit the supplementary material.

j. It is the responsibility of the PRC to weigh all evidence with reasonable and prudent objectivity, to maintain confidentiality in all its deliberations, and to work in a discreet and timely manner to meet the schedule set forth in this document. Reviews by the PRC normally will be conducted in the fall semester of the academic year of review. All internal review materials are due from the PRC to the Dean's Office normally by Jan. 15 of the academic year of review.

k. Within a reasonable time after receiving the PRC's report the Dean, unless the candidate shall have withdrawn from consideration, shall by written notice call a meeting of all faculty eligible to vote to vote (See **2.2.4**). The report of the PRC along with all supporting materials shall be distributed to the faculty eligible to vote at least seven days prior to the date of the meeting called to consider the report. The file is confidential and may not be discussed with anyone who is not eligible to participate in the decision. The eligible voting faculty and Dean will then meet to discuss the candidate. The vote shall be taken after all materials in the file have been considered.

l. The faculty's recommendation, which will be prepared by the PRC chair or other designee of the Dean, shall provide a summary that reflects the full range of discussion by the eligible voting faculty about the candidate's qualifications. The summary will be in the form of minutes of the meeting. The recommendation shall indicate whether there was a division of opinion and shall describe the nature and extent of the disagreement. The recommendation shall record the vote or votes on



the candidate's qualifications and the recommendation of the PRC. The summary must be made available to all eligible faculty before the file is forwarded to the Dean. Within two working days after eligible faculty are notified that the summary is available, they may make responses which shall be included in the file. Such responses must be made available to all voting faculty.

m. If promotion to Full Professor is not recommended by the voting faculty at the initial meeting called for this purpose, the candidate shall be advised in writing of the decision in a timely manner, ordinarily within one business day of the Dean having been so advised. The candidate shall then be entitled to invoke the procedures of the University *Faculty Manual*; that is, the candidate may appeal to the Dean who may (a) accept the negative decision or (b) return it to the faculty for reconsideration. If the faculty affirms its original decision, the Dean may accept that decision, thereby ending the matter, or may send a positive recommendation to the University Promotion and Tenure Review Committee (PTRC). These procedures are set out in the University *Faculty Manual*.

n. If promotion to Full Professor is recommended by the voting faculty at the initial meeting called for this purpose, but the Dean does not concur with the faculty's positive recommendation, appeal of the Dean's decision to the University Promotion and Tenure Review Committee requires the affirmative vote of a least two-thirds of the tenured faculty who were eligible to participate at the time of the original vote. The appeal must be made within ten business days (not including vacation periods) after receiving a written report from the Dean describing the rationale for the decision, and the appeal is then directed to the University Promotion and Tenure Review Committee (PTRC). The candidate must be informed by the Dean within one (1) business day of the outcome of the faculty's decision on whether or not to appeal a dean's nonconcurrence. These procedures are set forth in the University *Faculty Manual*.

o. If promotion to Full Professor is recommended by the voting faculty at the initial meeting called for this purpose, and the Dean concurs with the faculty's positive recommendation, the candidate's case shall be sent by the Dean's Office to the University PTRC for final review. Written notice of the status of the PTRC's decision is due from the Dean's Office to the candidate normally by June 1 of the academic year of review.

### **3.5.5. Recommendations and Notifications**

a. If approved by the Dean, recommendations for promotion with tenure to Associate Professor or promotion to Full Professor are forwarded to the University Promotion and Tenure Review Committee (PTRC). A recommendation moves forward only with the approval of the Dean except if the faculty appeals the Dean's non-concurrence, as consistent with University *Faculty Manual* procedures.

b. In the event of a negative recommendation on a personnel matter by the faculty, the candidate has the right (within two working days of being informed of the negative decision by the chair of the *ad hoc* TRC or *ad hoc* PRC) to add a letter to the file which will automatically be reviewed within ten working days by the Dean, who may (a) accept the negative faculty decision, thereby ending the matter, or (b) return it to the faculty for reconsideration. If the original negative recommendation is reaffirmed by the faculty, the Dean, if he or she favors positive action, may send a positive recommendation forward to the University Promotion and Tenure Review Committee. Except in the case of a negative decision by faculty and the University Promotion and Tenure Review Committee, the Dean may appeal a negative decision by the Promotion and Tenure Review Committee to the Provost. The procedures are as set forth in the University *Faculty Manual*.

c. The Dean may appeal a negative decision by the Promotion and Tenure Review Committee to the Provost.

d. In all cases involving a negative recommendation on a faculty personnel action, the Dean shall inform the candidate of the decision in writing.

e. Unless a faculty member on a fixed-term appointment receives notice of appointment to a position with tenure before the beginning of that person's eighth year of full-status, full-time membership in Blair and University faculties, that person does not achieve tenure.

f. Normally notification of the decision on tenure is given by July 1 of the penultimate year in the probationary period.

### **3.5.6. Waivers and Resignations**

#### **a. Waivers**

i. Whenever prior service at other institutions has not provided opportunities for professional growth and achievement comparable to those enjoyed by junior faculty at Vanderbilt (e.g., higher teaching loads or less support for research, scholarship, and/or creative expression), then at the time of the appointment to a tenure-stream position at Vanderbilt the candidate and the Dean must negotiate the number of prior years to count toward tenure.

ii. Various exigencies may retard or temporarily interrupt a faculty member's professional career. This means that certain periods during the probationary period should not count as full-time service. No period shall be less than one semester. In all cases, the faculty member must request such exceptions at the earliest possible moment from the Dean. Such requests should outline the amount of time to be exempted from the tenure track. The Dean, with the concurrence of the Provost, may grant such extensions to the probationary period. In no case may the total exemptions under this provision exceed the maximum number allowed by the University *Faculty Manual*.

b. Resignations

- i. A faculty member may terminate a fixed-term, tenure-stream appointment at the end of an academic year, provided written notice is given no later than March 1.
- ii. A faculty member resigning a tenured appointment is expected to give at least one semester's notice.
- iii. Waivers of these notice periods may be negotiated by consent of both parties.

### **3.6. THE ROLE OF THE DEAN IN PERSONNEL MATTERS**

In accordance with the University *Faculty Manual*, the Dean authorizes, with the Provost's approval, the filling of faculty positions. The Dean's approval is required for all faculty appointments.

The Dean is responsible for liaison with other parts of the University in connection with proposed faculty appointments.

## CHAPTER 4

### FACULTY RESPONSIBILITIES

This chapter describes the professional responsibilities expected of Blair School of Music faculty. As a general overview, it is not comprehensive and may not capture the full scope of duties delineated in a faculty member's letter of appointment. Further, the policies described in this chapter are under the sole purview of the Dean, who may make changes as school- and university-level management strategies evolve. If any provision conflicts with the *Vanderbilt University Faculty Manual*, the *VUFM* takes precedence.

#### 4.1. WORKLOAD

##### 4.1.1. Research / Creative Expression

- a. Research and creative expression are vital to the mission of the University and the Blair School of Music. Tenure-stream faculty are expected to produce and disseminate research and/or creative work exhibiting a level of excellence consistent with the disciplinary or professional norms held by leading research institutions. The methods of dissemination for such work can include publications, recordings (including video), presentations, performances, or any other medium appropriate to the faculty member's discipline. Indicators of excellence include but are not limited to originality, logical rigor, distinctiveness of ideas, creativity of expression, independence of thought in identifying projects and framing issues for analysis, advancement of a theoretical viewpoint or a perceptive and balanced criticism of such a viewpoint, and significant and important intellectual and/or artistic impact.
- b. Continuing-track and adjunct faculty are not required to pursue research or creative expression as part of their normal appointments but are welcome to do so as a matter of professional and personal development as scholars and artists. Exceptions may be created in letters of appointment.

##### 4.1.2. Teaching

- a. Effective teaching stands at the center of the Blair School's identity as an undergraduate-only collegiate institution with a vibrant pre-collegiate and adult student population. To qualify for tenure, tenure-stream faculty must demonstrate a high overall level of teaching effectiveness, with appropriate weight given to performance in each of the various forms of teaching that are important to their respective disciplines, such as classroom instruction, individual studio instruction, ensemble direction, or coaching.
- b. Continuing-track and adjunct faculty are expected to teach with a demonstrable level of effectiveness appropriate to the norms of their disciplines. In addition, practice-track faculty must demonstrate how the body of expertise they have developed as scholars, artists, or professionals in other arenas significantly informs their pedagogical approach.

c. For full-time, tenure-stream collegiate faculty whose sole teaching responsibilities are 3-credit-hour classroom courses, the normal teaching load is 2 courses per semester. For full-time, continuing-track faculty whose sole teaching responsibilities are 3-credit-hour classroom courses, the normal teaching load is 3 courses per semester. Loads for faculty who teach classroom-based courses of fewer than 3 credit hours will be determined on a case-by-case basis, with the number of unique course preparations playing a role in the final determination.

d. Tenure-stream faculty in the Composition and Theory Area naturally and inherently engage in both classroom and individual studio instruction, typifying an intentionally “mixed” teaching model within the collegiate program. The normal teaching load for these faculty comprises two courses per semester and a typical studio load of 4–5 students. The balance of the two teaching modes for continuing-track faculty in this Area is determined on a case-by-case basis, according to need.

e. Other full-time collegiate faculty with teaching responsibilities in multiple formats during a single year (e.g., classroom, individual studio instruction, ensembles, etc.), regardless of title or rank, have a normal teaching load of 18 load points. Full-time Academy-only faculty (Artist Teacher or Senior Artist Teacher) have a normal teaching load of 24 load points.

f. Load points are normally calculated as follows:

- For individual instruction, 1 contact hour = 1 load point
- For group and class performance instruction, 1 contact hour = 1.25 points; more than two sections at the same level = 1 point.
- For large ensembles, 1 contact hour = 1.5 points.
- For most collegiate lecture classes, 1 course = 2 points; for most Academy classes, 1 course = 1.25 points.
- The Dean may assign load points for other activities not listed here.

g. Thesis, independent study, and internship supervision count as teaching responsibilities but do not typically count against a faculty member’s normal load.

h. Faculty should submit their load calculation as part of their mandatory annual activity reports, noting any over- or underloads. Any such over- or underloads should balance to the normal load over a two-year period. (See **4.1.5.**)

#### **4.1.3. Service**

a. Faculty service helps ensure the proper functioning and governance of University and Blair School operations. Typically assigned in consultation with the SADFA, expected faculty work in this category includes service on School or University committees and task forces. Where appropriate, tenure-stream faculty are also expected to participate in service through University outreach and/or contributions to professional and learned societies.

b. Full-time continuing-track faculty are also expected to participate satisfactorily in University- and School-wide service as assigned.

#### **4.1.4. Other Duties and Expectations**

a. Advising: All full-time faculty are expected to serve as academic advisors to a small cohort of music majors as they progress through their undergraduate training. Certain faculty will also be assigned advising oversight of music minors and non-Blair students seeking music as a second major.

b. Recruitment and Sample Lessons: All full-time faculty with charge over a studio must actively recruit applicants to their studios, working closely with the Director of Admissions to meet School and Area need. Recruitment may involve offering sample lessons to prospective applicants in accordance with the Blair School sample lesson policy. (See **Appendix X**.)

c. Audition Weekends: All full-time faculty who participate in the audition process are expected to attend the designated audition weekends.

d. Faculty Meetings: All faculty, regardless of title or rank, are encouraged to attend faculty meetings. (See **2.2.1** for more information.)

e. Peer Mentorship: To the extent possible, senior faculty provide general support to other faculty, particularly those in their own Area. Such support is typically an organic and intrinsic element of collegiality; at times, it may take the form of Dean-appointed mentorship of a junior faculty member.

#### **4.1.5. Annual Activity Report**

a. Each year, all faculty members must submit a faculty activity report. These reports are mandatory and comprise a significant component in determining potential for annual merit increases when such increases are available.

b. The annual report offers faculty the opportunity to provide a holistic presentation of their scholarship, creative activity, teaching, and service that the Dean will review in support of the faculty member's ongoing professional development.

c. The Dean's office may also use annual activity reports to collect data for distribution to other units of the University.

## **4.2. ACADEMIC AFFAIRS**

### **4.2.1. New Course or Program Approval**

a. All collegiate and Blair Academy course and program proposals must be submitted to the Blair Curriculum Committee (see **1.3.4.c** and **Appendix X**). Proposals are submitted via the form available on the Faculty Tools page of the Blair website. They should be accompanied by a complete syllabus for the course of instruction or by an extended program description and rationale. Curriculum Committee files are

distributed to the faculty by email prior to the faculty meeting at which they are to be considered. The committee also facilitates communication between Blair and parallel committees in other colleges within Vanderbilt University.

#### **4.2.2. Textbooks and Other Course Materials**

a. The Higher Education Opportunity Act enacted on August 14, 2008, reauthorized the amended version of the Higher Education Act of 1965. Institutions of higher education where students receive financial assistance from the Federal government are required by this mandate to display textbook information at the time enrollment opens for an academic term. The Act specifies that the institution display the textbook title, price, the International Standard Book Number (ISBN), and any supplemental materials for each course listed in the institution's schedule. Vanderbilt complies by requiring that this information be posted in YES at the time enrollment opens.

b. To comply with this regulation, books and other course materials should be requested online through the Vanderbilt Bookstore: <https://www.bkstr.com/vanderbiltstore/home>. The bookstore should also be notified even if a textbook is not used.

c. For assistance with obtaining copyright clearance for course materials, please consult the Vanderbilt Copyright Research Guide created by the Central Library: <https://researchguides.library.vanderbilt.edu/copyright/classroom>.

#### **4.2.3. Syllabi and Grading**

a. All faculty are required to post syllabi for each class and all performance instruction to YES prior to the Student Registration period at the beginning of each semester. Faculty must also send all syllabi to the Blair Administrative Specialist (Blair Office front desk) each semester.

- Collegiate faculty may also post syllabi to Brightspace.
- Academy faculty are required to email and/or hand out syllabi to each student.

b. All syllabi must state detailed expectations and policies regarding grading, and performance syllabi must detail expectations and percentage values as they relate to the performance examination.

c. Attendance is an important factor in determining the final grade in a course. Students are expected to attend all sessions of each class in which they are enrolled. See the Blair section of the undergraduate catalog for more information. For university students, the Honor Code is to be considered when dealing with student absences. Faculty are responsible for setting their own attendance and participation policies, including procedures for making up work due to documented absences. A detailed attendance/participation policy must be included in the course syllabus. Faculty are expected to keep careful records of students' attendance, of any lessons/classes missed by the teacher, and all make-ups.

d. Updated collegiate syllabi statements for the honor code, accommodations, hearing protection, Title IX, recording policy, mental health and wellness, and artificial intelligence (AI) are sent to faculty each semester by the Associate Dean for Undergraduate Education.

e. Electronic files of collegiate and Academy syllabi for all Blair courses are available as a resource to faculty and students. Contact the Blair Administrative Specialist in the Blair Office for access.

#### **4.2.4. Course Enrollment Minimums**

a. Course enrollments will be reviewed by the Dean's Office prior to the start of classes each semester. Depending on area and programmatic needs, in certain circumstances classes may be cancelled due to insufficient enrollment.

b. Group teaching normally requires a minimum of three students. Student groups should be arranged carefully to achieve an efficient use of contact hours.

#### **4.2.5. Class Absences**

a. Faculty members are expected to meet their classes as scheduled. If they know in advance that they will be unable to meet with a class, they are expected to arrange for instruction by another qualified person, or, if necessary, to cancel the session, giving reasonable notice and any supplemental work to the students. In the case of an emergency, they are expected to notify the students and the school as soon as possible.

#### **4.2.6. Summer Teaching at the University**

a. Faculty who wish to teach University classes during the Summer Session (May Term, First-half, Second-half, or Full Summer Session) should respond to the Office of Academic Services at the time it solicits information about summer teaching. The Associate Dean for Undergraduate Education will consult with the various areas to determine summer course offerings based on programmatic needs.

b. Full-time performance faculty members holding academic year appointments are paid an hourly rate for summer teaching at the University. The rate per contact hour will be issued in a summer contract.

c. Blair faculty who teach classes during May or Summer Sessions will be paid at a rate comparable for a 15-week semester rather than on a per hour rate.

d. Course enrollments will be reviewed by the Dean's Office prior to the start of classes each summer session. Depending on area and programmatic needs, in some circumstances classes may be cancelled due to insufficient enrollment.



### **4.3. MANDATORY TRAINING AND DISCLOSURE**

#### **4.3.1. Protection of Minors Policy**

a. As part of our commitment to protecting minors who participate in programs and are present throughout the Blair building, all Blair faculty and staff must complete a criminal background clearance and take annual training on the Protection of Minors which is found in Oracle Cloud. The Office of Academic Services will enroll you in the Protection of Minors web application once you have a VUnet ID. Instructions for training and annual training renewal are available at this link. It must be completed within the first four weeks of the semester of hire and renewed every year.

b. Vanderbilt University personnel adhere to Tennessee state law on mandatory child abuse reporting to either the appropriate law enforcement agency or the state hotline operated by the Department of Children's Service. In addition to external reporting, Vanderbilt has a mandatory internal child abuse reporting procedure. If you have reason to believe abuse or inappropriate behavior has occurred concerning a minor participating in a Vanderbilt University program, please consult the program director, or Risk Management (615-343-6601), or report via the Vanderbilt compliance hotline at 615-936-5935. The Tennessee Child Abuse reporting hotline number is 877-237-0004.

c. For more information on Vanderbilt Protection of Minors regulations, see: <https://www.vanderbilt.edu/riskmanagement/protectionofminorslandingpage.php>

#### **4.3.2. Background Checks**

a. Vanderbilt University requires background checks every four years for all faculty and staff at Blair. The background check, performed by an outside vendor, includes: address verification; social security number check; military history; a county, statewide and federal criminal records search; search of sex offender registries; and examination of state and federal debarment lists. All investigations and records are reviewed and handled in a confidential manner and in compliance with all applicable federal, state, and local laws, including the Fair Credit Reporting Act (FCRA).

#### **4.3.3. Conflict of Interest and Conflict of Commitment Policies**

a. Increasingly, faculty members of the University are involved in off-campus remunerative activities. (See *Vanderbilt University Faculty Manual*, Part III, Chapter 3, "Conflict of Interest and Commitment Policy"). Part of the policy states, "The maximum expenditure of time spent on external activities by a full-time faculty member appointed on a nine-month basis should not exceed forty days during the academic year, including holidays."

The Office of Conflict of Interest and Commitment Management is responsible for overseeing the implementation of this policy. They will review all violations of this policy, including: (a) failure to comply with the disclosure process (by refusal to respond, by deliberately responding with incomplete, inaccurate, or misleading

information, or otherwise); (b) failure to remedy conflicts of interest; and (c) failure to comply with a prescribed management or monitoring plan.

b. A Blair faculty member who performs outside work, whether as a consultant, practitioner, or instructor, is required to report that work as part of the COI/COC policy. This work includes both performances and speaking engagements external to the institution, as well as any other work that may interfere with routine university business.

c. Adjunct faculty may teach at other educational institutions but should disclose those obligations annually to their Area Coordinator(s) and the Senior Associate Dean for Faculty Affairs and should disclose those obligations annually in their faculty activity reports.

d. Private music lessons that are not for a competing entity must be disclosed via the COI/COC policy but will be allowable if such work does not directly compete with Vanderbilt commitments, measured both by purpose and time required. Such lessons cannot take place on campus and should be arranged using a personal email address to make clear that the faculty member is being hired in a personal capacity rather than as a Vanderbilt employee.

## CHAPTER 5

### FACULTY BENEFITS

This chapter describes important benefits conferred to faculty members at the Blair School of Music to support their professional activities. As a general overview, it is not comprehensive and does not capture the full spectrum of benefits available to all Vanderbilt University faculty. Further, the school-specific policies described in this chapter are under the sole purview of the Dean, who may make changes as school- and university-level management strategies evolve. If any provision conflicts with the *Vanderbilt University Faculty Manual*, the *VUFM* takes precedence.

#### 5.1. LEAVES OF ABSENCE

The *Vanderbilt Faculty Manual* (Part VI, Chapter 2) sets forth the University's full leaves of absence (LOA) policy. The information provided below is meant to serve as a summary guide to that policy; it does not supplant or purport to amend any part of it.

##### 5.1.1. Paid Leaves of Absence

a. Scholarly leaves consistent with the usual schedule:

i. The Provost has delegated final authority to the deans of each school to grant or deny standard scholarly leave requests.

ii. Only full-time faculty members with multi-year contracts are eligible for scholarly leaves, provided the following conditions have been met:

- Except in extraordinary circumstances, newly hired tenure-stream or tenured faculty become eligible after one full year of service; tenure-stream faculty are normally awarded one scholarly leave at a suitable point prior to the year in which they are reviewed for tenure.
- Continuing-track faculty become eligible after their first multi-year contract renewal.

iii. Scholarly leaves will not be provided to tenure-track faculty members if the leave would be taken in the terminal year.

iv. As a matter of University policy, requests for scholarly leaves are generally not granted more frequently than once every four years, and a longer minimum interval may apply in individual schools and programs. The period between leaves begins with the first full year after the leave.

v. Scholarly leaves are not cumulative. If more than four years have passed between leaves, that fact will not shorten the required interval between subsequent scholarly leaves or allow a full year's paid leave instead of one semester.

vi. Prior to any application for scholarly leave, the faculty member should coordinate the request with the Area Coordinator and the Senior Associate

Dean for Faculty Affairs to ensure adequate coverage of the curriculum while the faculty member is on leave should the request be approved.

vii. The granting of a scholarly leave is determined after taking into consideration Area and School staffing requirements, availability of funds from all sources, ongoing scholarly productivity, the potential for successful outcomes, and the outcomes of previous scholarly leaves.

viii. Scholarly leaves are for the purpose of advancing scholarship to the benefit of the faculty member, the School, and the University. They are granted in recognition of a faculty member's productivity and are not a guaranteed entitlement such as may exist in other institutions that offer sabbatical leaves.

ix. The pursuits of a scholarly leave normally include but are not limited to research, study, performance, composition, writing for publication, creative activity, or some other activity consistent with a scholarly purpose.

x. The Blair School encourages faculty members to apply for additional funding from non-Blair sources to support scholarly leaves.

xi. Generally, a faculty member on a scholarly leave is granted by the employer half-salary and full benefits for a full year or full salary and full benefits for a half-year.

xii. Unless waived in writing by the Provost, a faculty member who is granted a scholarly leave is obligated to return to active status for at least an equivalent period immediately following such leave.

xiii. All faculty members returning from scholarly leaves are expected to submit to the Dean a report of their scholarly activities and accomplishments.

b. Additional scholarly leave requests beyond the usual schedule or expectations:

i. In extraordinary circumstances, a faculty member may request a scholarly leave outside the standard schedule and must first seek permission from the Dean to apply. After evaluating the completed application, the Dean makes a recommendation to the Provost's Office.

c. Medical leave

i. The faculty member submits a *Family and Medical Leave Act* (FMLA) request to the University Equal Opportunity and Access (EOA) Office, requesting a medical leave based on their personal medical circumstances (i.e. not those of a family member).

ii. If continuous medical leave is granted for the faculty member to address a personal medical circumstance, the Dean may provide paid leave as described in the *Vanderbilt University Faculty Manual*.

iii. The Dean shall consult with the Vice Provost for Faculty Affairs and the OGC to ensure compliance with federal law and university policy and to prepare necessary documentation.

d. Parental leave

i. Eligible faculty

- Vanderbilt University-employed full-time faculty members who are tenured or tenure-track
- Vanderbilt University-employed full-time faculty members who are non-tenure-track and on a renewable, multi-year appointment

ii. When an eligible faculty member, or that faculty member's spouse, becomes the parent of a child, either by childbirth or by adoption of a pre-school-aged child, the faculty member shall, upon written request to the Dean's Office, be entitled to a parental leave of one semester at full pay for purposes of serving as the child's primary caregiver.

iii. If a faculty and their spouse would otherwise both be eligible for parental leave under this policy, either one, but not both, may take this parental leave.

iv. Eligible faculty members must provide their Area Coordinator and the Dean's Office three months' written notice of their intention to take parental leave, the anticipated date of departure and the expected date of return to full-time work. Medical emergencies or the uncertainties of adoption that prevent the giving of three months' notice will not disqualify an eligible faculty member from obtaining parental leave.

v. Once the faculty member has notified the Dean's Office of their intention to take parental leave, the faculty member must complete an FMLA/TMLA request through the University Equal Opportunity and Access (EOA) Office.

vi. The Dean consults with the Vice Provost for Faculty Affairs to determine eligibility and/or specific terms of the leave. If the faculty member is not eligible for paid parental leave, they may apply for unpaid family leave (See **5.1.2 a**).

vii. If the Dean approves parental leave, the Dean's Office shall provide written notification to the faculty member, consistent with the express guidelines in the *Vanderbilt University Faculty Manual*.

### **5.1.2 Unpaid Leaves of Absence**

a. Family leave (FMLA)

i. The faculty member submits a Family and Medical Leave Act (FMLA) request to the University Equal Opportunity and Access (EOA) Office based on a family member's medical circumstances.

ii. If continuous leave is granted, the Dean provides unpaid leave.

iii. For complete information, see *Vanderbilt University Faculty Manual*, Part VI, Chapter 2, Section C.

b. Professional leave to take other regular employment (excluding reserve military service)

i. The Dean may recommend an unpaid leave for a faculty member who has an opportunity to take other regular employment if it is in the best interest of the institution (e.g. presidential appointments).

ii. These circumstances are highly unusual and are granted only in rare circumstances.

iii. Any decision is made by the Dean in consultation with the Vice Provost for Faculty Affairs.

iv. The faculty member should also consult with the Vice Provost to navigate issues related to faculty and other benefits.

v. Any such leave request should be for a short duration (e.g. one year).

vi. Provost approval is required.

vii. Any such leave must also be consistent with the University's COI policies.

viii. A faculty member may not take a leave from a tenured position in order to accept a tenured position at another institution. Faculty may not hold tenure at Vanderbilt and simultaneously at another institution.

## **5.2. FUNDING FOR PROFESSIONAL ACTIVITIES AND FACULTY SUPPORT**

### **5.2.1. Faculty Funds**

a. Funds provided by the School may be used to support reasonable expenses that advance faculty scholarship. Such funding is made available on an annual basis to all full-time faculty as determined by the Dean at the time of appointment. Further funding may be made available to a faculty member on an ad hoc basis at the Dean's discretion. Full-time faculty are also encouraged to seek additional support for research and teaching through internal programs sponsored by the Office of the Provost. For further information about disbursement procedures and conditions, see the "Blair School of Music Faculty Fund Policy."

### **5.2.2. Undergraduate Student Assistants**

a. Undergraduate student assistants assist faculty with research/creative projects or the delivery of courses. Specific roles/duties are determined in advance by the faculty supervisor and should lead to key learning outcomes for the student. All faculty, regardless of rank or title, are eligible to request student assistants. All requests are subject to the approval of the Associate Dean for Undergraduate Education and the Chief Business Officer, pending the availability of funds. For students assisting faculty with research/creative projects, faculty funds (see 5.2.1) can generally be used.

### **5.2.3. Course Graders**

a. Graders assist instructors of large courses with evaluating student work. A “large” course is a single course section with more than 50 enrolled students or multiple sections of the same course with a total enrollment greater than 50. All faculty teaching such courses, regardless of rank or title, are eligible for grading support, pending the availability of funds approved by the Dean.

b. Grader responsibilities typically include grading (e.g., papers, homework, and tests), assisting with test review sessions, and reserving time to respond to student questions. Faculty are free to determine what qualifications are necessary for grading assistance. No specific credentials are required, but graders should have a good working knowledge of the course content. Graders are assigned hours based on course enrollment at a ratio of 1/10 for classes in excess of 50 enrolled students (e.g., a course with 70 students will receive 7 hours of grading support). All course graders must be approved by the Associate Dean for Undergraduate Education.

### **5.2.4. Course Buyouts**

a. Certain university-wide funding programs and external awards offer opportunities for limited reductions in teaching. Any arrangement for a course buyout must be made in consultation with the Area Coordinator and Associate Dean for Undergraduate Education, and is subject to approval by the Dean, pending documentation of adequate coverage of the curriculum and available funding. The course buyout rate for a 3-credit-hour course will normally be 17% of the faculty member’s nine-month base salary.

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