

**THE DEPARTMENT OF DANCE  
WESTERN MICHIGAN UNIVERSITY**

**DEPARTMENT POLICY STATEMENT**

Ratified	02/10/78
Revised	11/05/79
	09/19/81
	10/16/81
	11/29/88
	8/26/11

**Approved by the Provost and AAUP: January 1989**

Revised	11/05/92
	03/13/92

**Approved by the Provost and AAUP: April 1992**

Revised	02/01/93
---------	----------

**Approved by the Provost and AAUP: May 1993**

**Approved by the Contract Administrator and AAUP: March 2012**

## TABLE OF CONTENTS

<b>Article</b>	<b>Title</b>	<b>Page Number</b>
I.	PREAMBLE TO DEPARTMENT POLICY STATEMENT	4
II.	POLICY STATEMENT REVISIONS	4
III.	COMMITTEE ASSIGNMENTS	4
IV.	APPOINTMENT AND REAPPOINTMENT A. Recommended Procedure for Appointment B. Recommended Procedure for Reappointment	4
V.	TENURE POLICY AND PROCEDURES A. Recommended Procedure for Appointment Committee Composition B. Areas of Evaluation C. Evaluation D. Judgmental Criteria E. Sequence of Procedures for Tenure Review Process	5
VI.	PROMOTION POLICY AND PROCEDURES A. Department Procedures B. Criteria C. Exception to Qualifying Criteria	11
VII.	GRIEVANCES AND APPEALS FOR PROMOTION A. Decision and Notification B. Appeal C. Final Recommendation	14
VIII.	EDUCATIONAL ATTAINMENT EQUIVALENCIES POLICY A. General Information B. Educational Attainment Equivalencies for the Ranks of Associate and Full Professor C. Partial Educational Attainment Equivalencies for the Rank of Assistant Professor	15
IX.	APPOINTMENT AND EVALUATION OF DEPARTMENT CHAIR A. Appointment B. Evaluation of department chair	17
X.	EVALUATION OF FULL-TIME FACULTY A. Student Evaluation B. Colleague Evaluation	18
XI.	EVALUATION OF PART-TIME FACULTY A. Procedures and Timeline B. Evaluation Criteria	19
XII.	SABBATICAL LEAVE	20
XIII.	FACULTY INPUT ON DEPARTMENT BUDGET	21
XIV.	ALTERNATE-ACADEMIC-YEAR APPOINTMENT	21
XV.	PROGRAM DEVELOPMENT AND DISCONTINUANCE	21
XVI.	TEACHING ASSIGNMENTS AND CLASS SCHEDULES	21
XVII.	EQUITABLE DISTRIBUTION OF OPPORTUNITIES TO TEACH IN SUMMER SESSIONS AND EXTENDED UNIVERSITY PROGRAMS	22

<b>Article</b>	<b>Title</b>	<b>Page Number</b>
XVIII.	<b>WORKLOAD</b> A. Load for Teaching Assignments B. Load for Non-Teaching Assignments C. Other	22
XIX.	<b>CLASS SIZE POLICY</b> A. Introductory/Non-Major Studio Courses B. Major Studio Courses C. Creative Courses D. Dance Theory – History, Methods, Science and Analysis, and Music E. Dance Practicum, Performance and Independent Study F. Special Studies	26

## **I. PREAMBLE TO DEPARTMENT POLICY STATEMENT**

It is the right, the responsibility and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculties and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.

The department operates on a democratic system of governance whereby all full-time faculty members have equal voice in the development/recommendation of proposals and the review/approval of policies. Any faculty member may submit agenda items for faculty meetings. The department normally serves as a committee-of-the-whole in policy-making decisions. Department and college committee assignments will be determined by the first faculty meeting of the Fall Semester, with appropriate adjustments being made when necessary to assure reasonable distribution of committee work.

## **II. POLICY STATEMENT REVISIONS**

Any faculty member may propose an amendment to a policy statement at any time by submitting the amendment, in writing, one working week prior to a regularly scheduled faculty meeting for consideration. Passage requires an affirmative vote by a two-thirds majority of the board-appointed dance faculty. Amended policies will be processed in accordance with the *Western/WMU-AAUP Agreement*.

## **III. COMMITTEE ASSIGNMENTS**

The department chair shall provide the names of the faculty who meet the criteria for committee memberships. Eligible faculty will volunteer to serve on committees. If no faculty volunteer, faculty will be nominated for the position(s) and will be voted on by secret ballot. In the case of a tie vote, the department chair shall appoint a committee member. Committees shall elect their own chairs.

## **IV. APPOINTMENT AND REAPPOINTMENT**

### **A. Recommended Procedure for Appointment**

Notice of vacancies for which appointments must be made will be given by the department chair to all faculty members upon receipt of authorization to replace/add personnel.

A search committee of no more than three faculty members shall be formed. The first responsibility of this committee is to recommend a job description for the particular vacancy to the department chair, the dean and the provost. (See Article III of DPS)

The department chair will advertise the position, as described, through professional channels, in accordance with University policy. A deadline for applications will be established.

Vitae and additional materials deemed appropriate will be received by the search committee chair and then reviewed in committee session. A method of appraising qualified candidates will be devised by the search committee, culminating in the selection of qualified candidates in rank order to be contacted for interview.

Based on funds available, two or more candidates whose credentials most satisfactorily fulfill the position will be interviewed by the committee. Other department members will be invited to meet the candidates and observe them in a teaching situation, when applicable. The search committee chair is responsible for scheduling these interviews.

Reaction to candidates will be solicited in a meeting of the faculty or via a written form. These reactions will be submitted to the search committee chair.

The candidates will be ranked by the search committee and completed files including committee recommendations will be submitted to the department chair in time to meet appropriate deadlines.

The department recommends that up to two years of previous full-time college or university-level teaching may be credited toward the six years of probationary service.

**B. Recommended Procedure for Reappointment of Part-Time and Term Faculty**

Faculty members who hold part-time or term appointments are reviewed annually. The department chair will notify the candidates of the department policy regarding the review of faculty on part-time/term appointments.

Policies and procedures for annual reviews shall be the same as for tenure reviews, except that term and part-time faculty are not required to be evaluated in the area of Professional Recognition unless the faculty member requests review in this area.

The Department Tenure Committee will review the candidates for reappointment based on the guidelines provided by the office of the provost and the *Western/PIO Agreement*.

The committee will be available to discuss the department review upon request of the faculty member.

**V. TENURE POLICY AND PROCEDURES**

**A. Recommended Procedure for Tenure Committee Composition**

The Department Tenure Committee (DTC) will be composed of tenured faculty members (not to exceed 3) currently on academic duty for a given year. (See Article III of DPS)

**B. Areas of Evaluation**

Areas for tenure evaluation will include Professional Competence, Professional Recognition and Professional Service for tenure-track faculty as defined by the current *Western/WMU-AAUP Agreement*, with the stronger emphasis being placed on Professional Competence and Professional Recognition. For tenure-track faculty specialists, evaluation will occur in the areas of Professional Competence and

Professional Service. The faculty specialist may include supporting data in the area of Professional Recognition if desired. The department philosophy regarding each area is delineated below.

### **1. Professional Competence**

It is essential that a faculty member recommended for continuing probationary appointment or tenure is one who has demonstrated his/her ability to teach effectively and shows promise of continued growth and development in his/her area of specialization(s). The faculty member must demonstrate involvement in continuing self-education projects and teaching innovations. The faculty member will have demonstrated his/her willingness to mentor students by attending a reasonable number of student programs; reserving a reasonable amount of conference time for students who seek his/her guidance and counsel; serving as advisor for independent projects; etc.

### **2. Professional Recognition**

Consideration will be given to the caliber of work reflected in the faculty member's artistic and/or scholarly pursuits. For dance faculty in the area of professional recognition, the Department of Dance acknowledges the importance of scholarly research and creative activities with special recognition for choreography, performance, design, leadership in national and international organizations, and other creative work. For the music director in the area of professional recognition, the Department of Dance acknowledges special recognition for performance, composition, and other creative work.

### **3. Professional Service**

A faculty member recommended for continued probationary appointment or tenure will have demonstrated his/her ability to participate actively in department, college and university governance. In addition, the Department Tenure Committee will evaluate the professional service record of the candidate in relationship to department, college and university goals.

## **C. Evaluation**

The evaluation tools listed below will be applied to each tenure review to determine if, and to what extent, the person being reviewed meets the criteria stated in the *Western/WMU-AAUP Agreement* and in the Department of Dance Policy statement (DPS).

### **1. Student Evaluations**

The Instructor and Course Evaluation System (ICES) addresses professional competence. Copies of the summaries of these evaluations, as accessed by the department chair, will be submitted to the department tenure committee by the department chair, along with department composite average scores for questions one and two from ICES. These scores will include at least the last four evaluated semesters of teaching. The candidate may wish to include additional supportive data.

### **2. Colleague Evaluations**

The department colleague evaluation form addresses professional competence, professional recognition, professional service and compliance with department, college and university goals. All full-time dance faculty members will complete this evaluation of faculty under review. The form is confidential and must be signed and dated by the faculty member completing the form. All completed forms will be retained in a sealed envelope by the committee chair until the tenure process is completed.

### **3. External Review Process**

The candidate, the department tenure committee or the department chair have the option of using written evaluations of professional recognition by colleagues who have knowledge of the candidate's qualifications in appropriate areas for a candidate's final tenure review. Any external review shall occur in compliance with the *Western/WMU-AAUP Agreement*.

### **4. Self-evaluation**

Each faculty member being reviewed for continued probationary appointment or tenure must submit a Professional Activity Report for each of the past two years and a professional curriculum vitae to the chair of the department tenure committee, together with a current syllabus for each course taught and any other supportive data the candidate wishes the committee to consider. The candidate shall also provide a narrative which addresses accomplishments in the areas of professional competence, professional recognition and professional service. The candidate must also submit any material required by the college or office of the provost.

## **D. Judgmental Criteria**

### **1. Professional Competence**

Competence in teaching is an absolute necessity for granting tenure to faculty. Student ratings should not be the only source of information about teaching competence, and it is the responsibility of the applicant to provide additional evidence of competence.

The following may be considered in evaluation insofar as these activities pertain to teaching competence. This list is not intended to be all-inclusive, nor imply priority ranking.

- Brief summaries of evaluations (e.g. teaching)
- Teaching innovations (e.g. course materials, technology)
- Program, curriculum, course development, etc.
- Administrative duties with assigned load
- Rehearsal direction for Great Works Dance Projects, etc.
- Duties without assigned load (new student audition days, direction of independent studies, Senior Capstone Projects, Graduating Presentations and Honors Thesis supervision, etc.)
- Continued self-education activities (e.g. conference/symposium attendance, licensure and certification, professional dance classes, etc.)
- Accomplishments of students (e.g. awards, scholarships, and positions won, special recognitions earned)

- Teaching awards and recognitions that relate to teaching competence.

## **2. Professional Recognition**

This area deals with professional activity. The relative importance of activities associated with professional recognition is indicated by the Categories A, B, C, and D, with those activities in Category A receiving the highest evaluation, those in B the next highest, etc., and with proper regard for the stipulations in the *Western/WMU-AAUP Agreement*. These categories are general and meant to serve as guidelines. They are not intended to be all-inclusive, nor do they imply that all activities within a particular category are necessarily equal. Furthermore, these guidelines should be interpreted with sufficient flexibility to allow outstanding achievements and contributions in lower categories to receive appropriate recognition.

### Category A (National/International)

- Publication of a book or computer program by an established publishing company, or release of a video recording on a major label.
- Holding an elective office/position in a national/international professional organization.
- Commission, award, or prize of national/international significance.
- Performance with a nationally/internationally recognized professional dance ensemble or individual dance artist.
- Choreographed work performed by a nationally/internationally recognized professional dance ensemble or individual dance artist.
- Publication of a peer-reviewed article in a professional journal of national/international scope. May include electronic publication.
- Juried presentations at a national/international conference (paper, performance, lecture/demonstration, etc.).
- Solo performance of national/international scope.
- Adjudicating a dance event of national/international scope.
- Publication of an article or review in a trade journal with national distribution, including electronic publication.
- Invitation to teach at the National/International level.

### Category B (Regional):

- Presentation of a peer-reviewed paper or other major responsibility at a regional professional conference.
- Publication of a non-peer-reviewed article in a major publication. May include electronic publication.
- Presentation of a creative work in a major cultural area outside of Michigan.
- Performance or guest choreography engagement with an established professional dance ensemble or individual dance artist outside of Michigan.
- Solo or ensemble performance, or guest artist/scholar presentation at a university outside of Michigan.
- Holding state office/position in a regional professional organization.

- School visitation as an invited consultant outside of Michigan.
- Presentation of a clinic, master class or workshop outside of Michigan.
- Adjudicating a dance event of regional scope.
- Publication of an article or review in a trade journal with national distribution, including electronic publication.
- Invitation to teach at the Regional level.

Category C (State):

- Performance in Michigan.
- Invited presentations at state professional conferences (e.g. presentations, lecture/demonstrations, panels, performances).
- Choreography engagement in Michigan.
- School visitation as an invited consultant in Michigan.
- Solo or ensemble performance, or guest artist/scholar at another university in Michigan.
- Publication of a book review or dance review in a local publication, including electronic publication.
- Organizational and/or duties associated with state conference or convention.
- Report of book, computer program, or video recording in progress.
- Commission, award, or prize of state or local significance.
- Attendance at a national or regional meeting or professional society.
- Invitation to teach at the State level.

Category D (Local):

- Adjudication of a dance event.
- Presentation of a clinic or workshop on campus or in the Kalamazoo area.
- School visitation in the Kalamazoo area.
- Solo or ensemble performance, or guest artist/scholar engagement on campus or in the Kalamazoo area not related to assigned load.
- Report of research in progress.
- Invitation to teach outside WMU at the Local level.

### **3. Professional Service**

This area deals with professionally relevant service to the department, college, university, or community. A record of professional service is expected for tenure. The relative importance of activities associated with professional service is indicated by the Categories A, B, and C, with those activities in Category A receiving the highest evaluation, those in B the next highest, etc. These categories are general and meant to serve as guidelines. They are not intended to be all inclusive, nor do they imply that all activities within a particular category are necessarily equal. Furthermore, these guidelines should be interpreted with sufficient flexibility to allow outstanding achievements and contributions in lower categories to receive appropriate recognition.

Category A:

- Office held in Faculty Senate or WMU-AAUP.

- Chairperson of a University council or committee.
- Chairperson of department elected committees (e.g. promotion, tenure) and/or search committees.
- Chairperson of a College of Fine Arts committee.
- Membership through invitation on a university ad hoc committee
- Substantial service to a national/international professional organization

Category B:

- Office held in a professionally relevant community organization.
- Chairperson of a non-elected **department** committee.
- Membership on an elected **department** committee (e.g. promotion and tenure) and/or search Committees.
- Membership on a University council or committee.
- Membership on a College of Fine Arts committee.
- Significant recruiting activity.
- Significant service to a national/international professional organization
- Active participation in a state professional society

Category C:

- Active participation in a professionally relevant community organization.
- Membership on a non-elected department committee.
- Department WMU-AAUP representative.
- Membership in the Faculty Senate.
- Department responsibility unrelated to assigned load.
- Speaking engagement with a community organization.

**E. Sequence of Procedures for Tenure Review Process**

- The department chair will notify eligible faculty and convene the Department Tenure Committee (DTC) by the deadline specified in the *Western/WMU-AAUP Agreement*.
- The DTC will establish deadlines for the following actions in accordance with the *Western/WMU-AAUP Agreement* timetable and will notify eligible faculty of the deadline for submission of required materials.
- The DTC will distribute colleague evaluation forms to all tenured full-time faculty members.
- Each faculty member being reviewed will prepare and submit his/her materials to the DTC in accordance with the stated criteria/procedures for tenure evaluations.
- Numerical summaries of student evaluations will be provided to the DTC by the faculty member under review.
- Completed and signed confidential colleague evaluation forms will be returned to the DTC.
- The DTC will inform the candidate, in writing, of the results of the review, explaining all recommendations. A copy of this notification shall be forwarded to the department chair after providing time for the appeals procedure as stated in this document and in the current *Western/WMU-AAUP Agreement*.

- Faculty who wish to apply for early final tenure review must follow the procedures in the *Western/WMU-AAUP Agreement*. The department chair must be notified of this intent by the deadline in the *Western/WMU-AAUP Agreement*.
- Within the notification timetable for consideration of tenure in the *Western/WMU-AAUP Agreement*, a faculty member who wishes to appeal the Department of Dance Tenure Committee's recommendation must do so in writing to the chair of the department tenure committee. All appeals will be immediately considered by the committee.

## **VI. PROMOTION POLICY AND PROCEDURES**

### **A. Department Procedures**

The department promotion committee (DPC) will be composed of faculty members (not to exceed 3) with continuing appointments who are not eligible for promotion or who are eligible, but do not wish to be considered in a given year. Members of the committee who vote on a candidate must be at or above the rank sought by the promotion candidate. (See Article 18 of the *Western/WMU-AAUP Agreement*)

The department chair will provide the DPC with a list of all unit faculty indicating rank and number of years in rank, and will also furnish information considering educational attainments or equivalencies for all persons. In all cases, only the DPC will then determine the status of each faculty member in accordance with the *Western/WMU-AAUP Agreement* and the educational attainment equivalencies for the Department of Dance.

### **B. Criteria**

The judgmental criteria outlined under Article V. TENURE POLICY AND PROCEDURES of the DPS shall also be used in evaluating activities submitted for consideration for promotion.

The evaluation tools listed below will be applied to each promotion review to determine if, and to what extent, the person being reviewed meets the criteria stated in the *Western/WMU-AAUP Agreement* and in the Department of Dance Policy Statement.

#### **1. Student Evaluations**

The Instructor and Course Evaluation System (ICES) addresses professional competence. Copies of the summaries of these evaluations will be submitted to the department promotion committee by the faculty member under review. The department chair will submit a copy of the department composite average scores for questions one and two from ICES. These scores will include at least the last four evaluated semesters of teaching. The candidate may wish to include additional supportive data.

#### **2. Colleague Evaluations**

The department colleague evaluation form addresses professional competence, professional recognition, professional service and compliance with university and department goals. All full-time dance faculty at or above the rank being sought will complete this form for every candidate under review. The form is confidential and must

be signed and dated by the faculty member completing the form. All completed forms will be retained in a sealed envelope by the committee chair until the promotion process is completed.

### **3. External Review Process**

The candidate, the department promotion committee or the department chair have the option of using written evaluations of professional recognition by colleagues who have knowledge of the candidate's qualifications in professional recognition for a candidate's promotion review. Any external review shall occur in compliance with the *Western/WMU-AAUP Agreement*.

### **4. Self-evaluation**

Each faculty member being reviewed for promotion must submit a Professional Activity Report for each of the past two years, a curriculum vita, as well as any material required by the college or office of the provost to the chair of the department promotion committee, together with a current syllabus for each course taught and any other supportive data the candidate wishes the committee to consider.

## **C. Exception to Qualifying Criteria**

The DPC will consider exceptions to the qualifying criteria, as specified in the *Western/WMU-AAUP Agreement*, on an individual basis. The department will consider equivalencies to the terminal degree. Degree equivalency criteria are stated below for promotion to full professor and associate professor. A bracket [ ] specifies when the criteria are different for promotion to assistant professor.

**1. a) For the instructor or faculty specialist of dance:** For faculty whose primary responsibilities are in Dance Education, Dance History, Dance Therapy and Related Arts areas, the terminal degree will be the earned doctorate (PhD and EdD); and for faculty whose primary responsibilities are in Dance Performance, Choreography and Design areas, the terminal degree will be the MFA degree.

**b) For the music director:** An earned master's degree in music with significant professional experience as defined in Section VIII of the Department Policy Statement will be considered equivalent to the terminal degree. The music discipline's terminal degree is an earned doctorate in Music Composition, Music History, and Music Performance/Conducting (PhD, EdD, DMA). The master's degree with significant professional experience is required; the doctoral degree is preferred.

**2. Exception to terminal degree requirement:** In order to qualify for an exception to the terminal degree or its equivalent, a faculty member, after having received a master's degree, must show evidence of 7 [3] years of professional productivity and earn a minimum of 10 points from the areas below.

The point system to be used for each category is:

- 3 pts – evidence of productivity to a substantial degree beyond the category requirement

- 2 pts – evidence of productivity as required in the category
- 1 pt – evidence of productivity to a lesser degree than required in the category
- 0 pts – no evidence of productivity in the category

Intermediate scores to one decimal point may be used.

For promotion to Assistant Professor only, 30 semester hours of course work beyond the Master's degree will substitute for a) through g).

- a) Grants and Commissions: Awarding and successful completion of 2 [1] study or research grants or 2 [1] commissioned work(s)
- b) Publications:
  - Publication of at least 5 [3] articles in professional journals
  - Publication of a book
  - A film or video accepted for national distribution by recognized film/video company
  - Selected by peer review for presentation in a nationally-recognized festival
  - A Labanotated dance score accepted by the Dance Notation Bureau
  - For the music director: A published score for dance or a professional recording of arranged, improvised, and/or original compositions for dance.
- c) Clinics and Workshops: Individual organization and presentation of 10 [3] clinics or workshops as a visiting artist/scholar/lecturer.
- d) Professional Organizations:
  - Recipient of two [1] awards or honors from professionally related organizations, institutes or recognized authorities
  - Election to State or National Office in a professional organization
- e) Study and Research:
  - 60 [20] semester hours plus published research study [plus proposal for research study]
  - 180 [60] contact hours of technique/theory study
- f) Production Attainment:
  - Choreographer of 4 [2] major works
  - Design of 4 [2] major works
  - Producer of 3 [1] major dance productions
  - For the music director: Composer of 4 [2] major music compositions for dance
  - For the music director: Consultant/Facilitator between a choreographer and the orchestra conductor of a major dance production.
- g) Performance:

- For the instructor of dance: Significant performance in 5 [2] major dance productions
- For the music director: Significant performance in 5 [2] major dance or music productions.

**3. Documentation:** It is the responsibility of the applicant to present to the DPC his/her qualifications for equivalency to the terminal degree, along with the points deemed appropriate for each category. The DPC and the department chair, in the separate recommendations, will state whether they concur or do not concur and, if the latter, will cite reasons.

**4. Evaluation Tools:** The evaluation tools used for promotion are the same as those used for tenure.

**5. Procedures:**

- By the deadline established in the contract, the department chair will notify faculty eligible for promotion and request a written response indicating whether or not he/she wishes to be considered in the given year.
- Faculty who intend to apply for early promotion under the Exception Clause shall notify the department chair, in writing, no later than the deadline in the *Western/WMU-AAUP Agreement*. The department chair will forward this information to the DPC.
- The department chair shall convene the committee by the contract deadline.
- The DPC will determine a schedule in accordance with the timetable defined in the *Agreement*. The DPC will inform all candidates of the deadline for submission of materials. The DPC will distribute the department colleague evaluation forms and inform all faculty of the deadline for completion, signature and submission. The DPC shall use the same areas as those used for tenure.
- The candidate will provide the DPC with copies of the student evaluation summaries.
- Upon receipt of all appropriate materials, the DPC will review the applications. The committee shall inform the candidate, in writing, of the results of the review, explaining all recommendations. A copy of this notification shall be forwarded to the department chair and to the college promotion committee providing time for the Appeals Procedure as stated in this document and in the current *Agreement*. (See Article VII of DPS)

**VII. GRIEVANCES AND APPEALS FOR PROMOTION**

Grievance procedures agreed to by Western and the WMU-AAUP will be honored by the department.

**A. Decision and Notification**

Using all of the above evaluation data, the department promotion committee (DPC) will prepare a list of those persons to be recommended for promotion. Prior to submitting recommendations to the chair of the department, the chair of the DPC will convey in writing the results of each evaluation to the respective candidates being considered. The relationship of measures of performance shall be as outlined in the *Western/WMU-AAUP Agreement*.

**B. Appeal**

Within the notification timetable for consideration of promotion in the *Western/WMU-AAUP Agreement*, a faculty member who wishes to appeal the department promotion committee's recommendation must do so in writing to the chair of the DPC. All appeals will be immediately considered at a DPC meeting.

**C. Final Recommendation**

The final list of recommendations and copies of all supporting materials will be given to the College Promotion Committee and the department chair by the chair of the DPC. The DPC vote shall be included in promotion statements.

## **VIII. EDUCATIONAL ATTAINMENT EQUIVALENCIES POLICY**

**A. General Information**

- Work done while a student or done as part of an assigned faculty load may not be counted toward professional equivalency requirements.
- In all instances where a number of activities or accomplishments are stipulated, that number is to be considered the required minimum.
- In the lists of equivalencies to the doctorate or MFA, no single activity may be counted toward the completion of two accomplishments.
- In instances where a faculty member is assigned duties which require him/her to cross instructional areas, he/she may choose the area in which he/she wishes to fulfill educational attainment criteria. It is understood, however, that the faculty member must complete requirements in their entirety in a single area in order to be eligible for the appropriate levels of promotion.
- Where doctorate or MFA is indicated, it is to be understood that this means an earned degree.
- Judgments as to whether faculty members meet these criteria will be made by the department promotion or tenure committee.

**B. Educational Attainment Equivalencies for the Ranks of Associate and Full Professor:**

**1. Master of Fine Arts in Dance OR**

- Six years of productivity as a choreographer/designer/composer, a Master's degree, and completion of 4 of the 7 professional accomplishments listed below:
  - Performances - the choreographer must have received 6 performances of 6 different compositions under professional auspices, by recognized professional performing ensembles or soloists. Three of these performances must take place off campus.

- Commissions - completion of a commission from an established foundation, university, public institution, or performance group or soloist of regional/national/international repute.
- Publications - publication of a major work by an established publishing house; or a commercial video recording of the choreographer's work(s); or 1 book; or 4 articles or 8 book or music reviews in recognized professional journals; or presentation of 4 papers at professional meetings; or a proportional combination of any of the above.
- Awards - recognition of the choreographer's work(s) through significant monetary and/or performance awards or the success of the choreographer's work(s) in competitions which have a regional, national, or international scope, such as ACDFFA, NDEO, or other important public, foundation, or university-sponsored competitions.
- Grants or Fellowships - of national or international scope; awarded for the purpose of enabling the choreographer to pursue creative activity; such fellowships as the Guggenheim, Fulbright, or grants from the Ford Foundation, National Endowment for the Arts, etc.
- Distinguished Honors - invitations to adjudicate significant competitions, or holding national office in professional associations; or serving as guest artist/scholar at national and international symposia, institutes, other universities, etc.
- Post-Graduate Study - 24 semester hours of doctoral level dance study at an institution accredited by NASD. Written verification of non-credit study will be required. Study at nationally recognized institutions and workshops (such as the American Dance Festival or Jacob's Pillow) where graduate credit is received may count for a maximum of 4 of the 24.
- Performances - 3 concerts of differing repertoire. A minimum of two of the performances must take place off campus.

## **2. Doctorate in Dance or Dance Studies OR**

- Six years of productivity as a lecturer/researcher, a Master's degree, and completion of 4 of the 7 professional accomplishments listed below.
  - Clinics, Workshops, Adjudications, and Camps, - presentation of 10 Clinics and/or Workshops or their equivalent as follows:
    - Up to 5 of the events may be for public schools (off campus). A clinic at this level is assumed to be 1-2 hours in duration.
    - At least 2 of the events must be at the state level or broader, or at colleges and universities.
    - Full-time teaching at dance camps which draw students from multiple states can count as 2 of the total of 10 events, assuming a 2- week camp as the norm. A 1-week camp will count as 1 and may be repeated for 1 more credit. Maximum credit in the category shall be 2 of the required 10.
    - Full-day workshops will count as 2 credits. Half-day workshops count as 1 credit. One campus workshop may count in this area. Other workshops must take place off campus. Substantiation must be

provided by submission of programs or schedules of events. No more than 2 credits may be given for any one workshop. Maximum credit in the category shall be 8 of the required 10.

- Adjudications for local dance organizations (such as MYAF) shall be given 1 credit for each presentation. Maximum credit in the category shall be 3 of the required 10.
- Publications - publication of one book; or 4 articles or 8 book or dance reviews in recognized professional journals; or one commercial video recording as a soloist or choreographer; or presentation of 4 peer-reviewed papers at professional meetings; or 4 original choreographic works, or a proportional combination of any of the above.
- Awards - recognition of the dance artist/scholar's work through an award or prize of regional, national or international scope.
- Grants or Fellowships - of national or international scope; awarded for the purpose of enabling the dance artist/scholar to pursue creative activity or research; such fellowships as the Fulbright, or grants from the Ford Foundation, National Endowment for the Arts, etc.
- Distinguished Honors - invitations to adjudicate national or international competitions; or holding national or international office in professional associations; or serving as guest artist/scholar at symposia, institutes, other universities, etc.
- Post-Graduate Study - 24 semester hours of doctoral level dance study at an institution accredited by NASD. Written verification of non-credit study will be required. Study at nationally recognized institutions and workshops (such as the American Dance Festival or Jacob's Pillow) where graduate credit is received may count for a maximum of 4 of the 24.

**C. Partial Educational Attainment Equivalencies for the Rank of Assistant Professor  
1. Master of Fine Arts in Dance OR Doctorate in Dance or Dance Studies OR:**

A Master's degree plus 10 semester hours of post-Master's degree study; or evidence of 2 years of productivity as a choreographer, a Master's degree, and completion of one-third (1/3) of 4 of the 7 professional accomplishments as delineated in VIII. B. above. ("One-third of 4" is meant to allow completion of single categories or partial completion of several categories as a proportional equivalency.)

**IX. APPOINTMENT AND EVALUATION OF DEPARTMENT CHAIR**

**A. Appointment**

- An Ad Hoc Nominating Committee composed of three faculty members will be appointed by the dean when a new department chair is to be chosen. The nominating committee will confer with the dean to determine the qualifications most needed to provide effective leadership to the department.
- Vitae and additional materials deemed appropriate will be reviewed by the committee. Materials of the finalists will be made available to the total faculty.
- Faculty voting will be carried out by secret ballot, the results of which will be tabulated immediately and reported to the faculty and forwarded to the dean as a recommendation.

**B. Evaluation of department chair**

- The department chair will be evaluated every five years. The chair may be evaluated more frequently upon request of at least three faculty members, the dean or the department chair.
- The department chair will submit a statement of accomplishments during the period being evaluated.
- By the end of the Fall semester, a department committee will be formed consisting of three faculty members and two dance major students. The committee will revise the faculty and student chair evaluation forms to reflect any changes in the official position description.
- Complete evaluation forms by faculty and students will be due to the committee no later than March 1. Part-time employees may participate in any evaluation of the chair. They may refuse participation without penalty.
- The committee will tabulate the results of the evaluation forms. Results, including signed narrative comments, will be sent to the dean and the department chair. Summaries of the numerical tabulation only will be available to the faculty upon request.
- A favorable review requires no further action. If the evaluation is not favorable, and the dean wishes the chair to continue in the position, the department will conduct a second evaluation during the following year. If this evaluation is also unfavorable, the department faculty may recommend to the dean that the person be asked to relinquish the chair position.

**X. EVALUATION OF FULL-TIME FACULTY**

**A. Student Evaluation**

1. Students will evaluate all teaching faculty in each course once each semester by completing the Instructor and Course Evaluation System (ICES) on-line procedures. Students will also evaluate the music director's technique class accompaniment each semester by completing the Department Questionnaire on Music Director Dance Accompaniment Proficiency.
2. Each faculty member and department chair will have access to the composite print-out of the results of his/her own evaluation via the ICES web site after the end of the semester. Narrative comments may be accessed by only the faculty member.
3. Student evaluation results will be kept on file by the department chair and the individual faculty members for at least seven years. In the case of deliberation regarding a faculty member's status, the chair will keep the forms until the issue is resolved.

**B. Colleague Evaluation**

1. Faculty members on continuing appointment, who are applying for tenure or promotion, will be evaluated according to the policies established for tenure or promotion (See *Western/WMU-AAUP Agreement*). Faculty on probationary status shall have at least one classroom visitation per year by either a faculty colleague or an administrator. The probationary faculty member and the department chair shall determine for each visitation,

by mutual agreement, whom the observer shall be. If the faculty member and department chair are unable to reach agreement, the department promotion/tenure committee shall work with the faculty member and chair to facilitate the process. (See *Western/WMU-AAUP Agreement*)

2. Faculty on term appointments will be evaluated annually by a full-time faculty member according to guidelines established by the office of the provost (see Article 16 of the *Western/WMU-AAUP Agreement*).

3. The department colleague evaluation form will be used. The completed form will be submitted to the appropriate department personnel committee (DPC or DTC) for consideration in making tenure and promotion recommendations. The form is confidential and must be signed and dated by the faculty member completing the form. All completed forms will be retained in a sealed envelope by the committee chair until the review process is completed.

## **XI. EVALUATION OF PART-TIME FACULTY**

In order to maintain the highest quality instruction, a part-time faculty's teaching and other assigned responsibilities shall be evaluated.

All part-time faculty will be evaluated, at a minimum, once per academic year. This evaluation will be facilitated by the department chair and adhere to protocols established in the *Western/PIO Agreement*.

All part-time faculty will conduct student evaluations during each semester of employment, using the University-approved instrument and process. Additionally, each part-time faculty member must submit a course syllabus to the department chair no later than 3 working days prior to the start of the semester.

### **A. Procedures and Timeline**

A part-time faculty's teaching will be evaluated by a member of the part-time evaluation committee, at a minimum, once per academic year. This evaluation will include at least one classroom visitation by a member of the part-time evaluation committee at a time mutually convenient to the instructor and evaluator. Employees will be given ten working days' notice of the date of evaluation. If they so choose they may provide other evidence of teaching performance such as course materials by this date. The department chair may also conduct classroom visitations, at a time mutually convenient to the instructor and chair, during any period in which the part-time faculty is employed. The part-time faculty who receives a negative review may not be hired to teach that course again.

Within the first two weeks of each semester the department chair will provide the full-time faculty a list of the part-time instructors who are to be evaluated that semester. As a whole, full-time faculty will determine who will complete the full-time faculty portion of the evaluation. The chair and the full-time faculty member who serves as an evaluator may solicit comments about the performance of the part-time faculty from other members of the

department. The evaluation by the full-time faculty member will be forwarded to the department chair.

After a part-time faculty's student evaluations are accessible to the department chair, the department chair will write a statement addressing the part-time faculty's performance. This document will include statements from the full-time faculty member's evaluation (when applicable), student evaluation scores and the department chair's evaluation. A copy of each evaluation shall be provided to the Employee, with an additional copy placed in the Employee's department personnel file. A copy of the statement will be forwarded to the Dean no later than May 30 and forwarded to the part time faculty no later than July 1. Part-time faculty will be invited to discuss the results of the evaluation with the department chair.

**B. Evaluation Criteria**

The following listing of criteria is used to assess teaching skills.

**Instructor Skill**

The instructor gives clear explanations.

The instructor is enthusiastic.

The instructor appears to have a thorough knowledge of the subject taught.

The instructor changes approaches when the occasion demands it.

The instructor demonstrates overall teaching effectiveness.

**Rapport**

The instructor promotes an atmosphere conducive to work and learning in the class.

**Feedback**

The grading system is clearly explained.

The instructor evaluates the work of the students in a meaningful and conscientious manner.

**Organization**

The instructor seems well prepared for class.

The instructor states clearly what is expected of the students.

**XII. SABBATICAL LEAVE**

The Department Sabbatical Leave Committee will consist of no more than three faculty members on continuing appointment. Procedures will follow the timetable and regulations outlined in the *Western/WMU-AAUP Agreement*.

The committee will review and rank the proposals, according to merit, before submitting its recommendations to the department chair according to the timetable stated in the current contract.

The department will evaluate each proposal based on merit in its own right, for the individual and for the university as well as the prospect of success of the sabbatical. Priority shall be given to those proposals that best serve the needs of the department and the faculty member's

professional development. The proposal must include specific and planned activities that focus on study, research, scholarship and/or creative work.

Recipients of sabbatical leaves must file a written account of their sabbatical activities and accomplishments with the chair, dean and the University Sabbatical Leave Committee by the end of the first semester of return.

### **XIII. FACULTY INPUT ON DEPARTMENT BUDGET**

There will be a budget advisory committee composed of at least two faculty members. It will be the responsibility of this committee to make recommendations for the expenditure of funds for acquisitions, travel and program development.

- The committee will meet with the department chair to review actual expenditures related to the previous year's recommendations and to determine if any future changes in allocations might be expected.
- The committee will poll faculty regarding requests for future expenditures and prepare recommendations to be submitted to the faculty and the department chair.

### **XIV. ALTERNATE-ACADEMIC-YEAR APPOINTMENT**

Western and a faculty member may mutually agree to an alternate-academic-year appointment consisting of Summer I and Summer II sessions plus a Fall or Spring semester. (See the *Western/WMU-AAUP Agreement*) A faculty request must be made in writing and submitted to the department chair one year in advance. It is the department chair's responsibility to direct the forming of an Ad Hoc Committee to consider this request and to establish a timetable for making recommendations.

The Ad Hoc Committee will consist of the department chair and two faculty members. The Ad Hoc Committee will study the overall effect that the request would have on the Department of Dance during the given time period. The committee will consult with the individual faculty member(s) involved.

The findings of the committee will be reported to the department faculty for additional consideration by the established deadline. The committee report will include: the initial request, the content of the investigation and the recommendation.

The department chair will advise Western, in writing, of all recommendations. This report will include a summary of the impact that the given alternate-year-appointment would have on the department. If the request was initiated by the individual faculty member, that request will also accompany the report.

### **XV. PROGRAM DEVELOPMENT AND DISCONTINUANCE**

Any faculty member of the Department of Dance may propose a change in program offerings. Proposals receiving a majority vote from the faculty will be turned over to the department curriculum committee to work out implementation of such proposals. The committee chair will present the report of the committee to the faculty and make appropriate recommendations to the department chair.

**XVI. TEACHING ASSIGNMENTS AND CLASS SCHEDULES**

Teaching assignments will be determined by prediction of class needs, curriculum requirements, and faculty assessment of the best teaching contributions each member can make to the total program. Such recommendations will be made to the department chair.

A written notification will be given to the faculty that a preliminary class schedule is available to them for examination and suggestions, prior to the university deadline. Faculty will submit suggestions to the department chair following notification.

**XVII. EQUITABLE DISTRIBUTION OF OPPORTUNITIES TO TEACH IN SUMMER SESSIONS AND EXTENDED UNIVERSITY PROGRAMS**

Full-time faculty members who are qualified to teach courses offered in the Summer I and Summer II Sessions and through Extended University Programs will be given the opportunity to teach them on a rotational basis as each course is needed to meet program requirements. If more than one full-time faculty member is qualified to teach the course during its initial Summer I or Summer II offering, a full-time dance faculty member, in the presence of the department chair, will randomly select the individual to first teach the course by drawing a name from a hat to begin a rotational system for opportunities to teach in Summer sessions Extended University Programs.

**XVIII. WORKLOAD**

The workload policy calculates teaching loads in terms of credit hours with appropriate adjustment for contact hours significantly in excess of the nominal credit hours of a faculty member’s load. In addition, the policy also provides for consistent workload credit for creative/scholarly work and other substantial non-teaching assignments which fulfill the department’s mission and which have contributed to the department’s growing national reputation. Any new courses added after the date of ratification of this policy will be calculated in a similar manner.

**A. Load for Teaching Assignments**

It is recommended that faculty not be given more than 4 course type preparations per semester; i.e. Pointe and Ballet Technique are the same type. It is also recommended that first year full-time faculty not be given more than 75% teaching workload.

**Lecture:** A class scheduled to meet regularly in a specific location at a specific time in which the faculty member of record presents a prepared, instructional discourse on the subject matter germane to the courses as described in the university catalog. In a lecture class, the faculty member presenting the discourse assumes the dominant instructional role; exchange of discourse with the student audience is minimal.

Crs #	Title	Credit/Contact	ACLA*
1450	Experiencing Dance	3 credits/3 contact hours	4**
1480	Direct Encounter with the Arts (CFA version—Artscape)	Team taught 4 credit hour course	1-2
2450	Ballet History	3 credits/3 contact hours	3

3250	Special Studies in Dance Theory	1-6 credits/variable contact hours	Var. 1:1 ratio
3450	20 <sup>th</sup> Century American Dance	3 credits/3 contact hours-writing intensive course	4***
4400	Teaching Dance Technique	2 credits/2 contact hours	2
4890	Dance Management	2 credits/2 contact hours	2

\*Adjusted credit hour load assignment for contact hours significantly in excess of the nominal credit hours of a faculty member's load.

\*\*large class

\*\*\*writing intensive course

**Lab:** A class scheduled to meet regularly in a specific location at a specific time where students, under the supervision of a faculty member or assistant of record, test, analyze, demonstrate, discuss, clarify, etc. in a controlled environment, the theories, techniques, methods, etc. presented in a complementary class or classes. The subject matter of the course is described in the university catalog.

Crs #	Title	Credit/Contact	ACLA*
1800	The Creative Choreographer	3 credits/6 contact hours	4*
2800	Choreographing for a New Millennium	3 credits/6 contact hours	4*
3800	Choreographer and the Community	3 credits/6 contact hours	4*

**Lecture/Lab/Discussion:** A class scheduled to meet regularly in a specific location at a specific time in which the features of lecture and lab are merged or in which the features of lecture and discussion are merged during the class meeting. The subject matter of the course is described in the university catalog.

Crs #	Title	Credit/Contact	ACLA*
1000	Freshman Performance+	1 credit/3 contact hours	2*
1850	Music Fundamentals for Dancers	2 credits/3 contact hours	3*
2850	Musical Style and Form for Dancers	2 credits/3 contact hours	3*
2950	Intro to Dance Science & Kinesiology	3 credits/4 contact hours	3
2960	Intro to Laban Movement Analysis	2 credits/4 contact hours	3*
3890	Lighting and Staging for Dance	2 credits/4 contact hours	3*

+This course includes teaching of iWebfolio and supervision of rehearsals outside of course time.

**Studio:** A class scheduled to meet regularly in a specific location at a specific time wherein there is continuous interactive learning between the instructor and the students. The subject matter of the course is described in the university catalog. (Definition by the Department of Dance, 9/2000)

Crs #	Title	Credit/Contact	ACLA*
-------	-------	----------------	-------

1010	Beginning Ballet I	2 credits/4 contact hours	3*
1020	Beginning Jazz I	2 credits/4 contact hours	3*
1030	Beginning Modern I	2 credits/4 contact hours	3*
1040	Beginning Tap	2 credits/4 contact hours	3*
1100	Beginning Technique I	2 credits/4.5 contact hours	3*
1200	Jazz Technique I	2 credits/4.5 contact hours	3*
1210	Roots of Jazz	2 credits/4 contact hours	3*
1250	Spec Stud-Beg. Dance Technique	1-2 credits/2, 4 or 4.5 contact hours	1-3*
1300	Modern Technique	2 credits/4.5 contact hours	3*
1810	Dance Improvisation	1 credit/2 contact hours	1*
1950	Intro to Bartenieff Fundamentals	1 credit/2 contact hours	1*
1960	Conditioning for Dancers	2 credits/4 contact hours	3*
2100	Ballet Technique II	2 credits/4.5 contact hours	3*
2200	Jazz Technique II	2 credits/4.5 contact hours	3*
2250	Spec Stud-Int. Dance Technique	1-2 credits/2, 4 or 4.5 contact hours	1-3*
2300	Modern Technique II	2 credits/4.5 contact hours	3*
++3100	Ballet Technique III	2 credits/4.5 contact hours	3*
++3200	Jazz Technique III	2 credits/4.5 contact hours	3*
++3300	Modern Technique III	2 credits/4.5 contact hours	3*
4250	Spec Stud-Adv. Dance Technique	1-2 credits/2, 4 or 4.5 contact hours	1-3*
4650	Dance Ensemble	2 credits/5-7 contact hours	4
4950	Performance Workshop	2 credits/4 contact hours	3

++4100 Supplemental Ballet Technique, 4200 Supplemental Jazz Technique and 4300 Supplemental Modern Technique are “piggy-backed” with the advanced 3000-level technique courses and do not receive load credit.

**Seminar:** A class scheduled to meet regularly in a specific location at a specific time in which a supervising faculty member of record and a small (usually) group of students engaged in advanced study and research exchange information and hold discussion pertinent to the study/research conducted by the students. The subject matter of the course is described in the university catalog.

Crs #	Title	Credit/Contact	ACLA*
4450	Senior Seminar	1 credit/2 contact hours	2*

**Independent Study:** Enrollment in an appropriately designated, variable credit course for a specific plan of study, authorized and supervised by a designated, consenting faculty member. Normally it is a project designed to allow a student (or a small group of students) to investigate areas of interest not within the scope of a regular course or to obtain an educational experience outside that normally offered by a regular course. A contract is developed between a faculty member and a student to obtain the experience or to complete the research on a specific topic. In an independent study class, the student

works independently on a plan of study, not in a class scheduled to meet regularly in a specific location at a specific time such as a lecture, lab, lecture/lab/discussion, or seminar. The meeting hours for the class are “*arranged.*”

<b>Crs #</b>	<b>Title</b>	<b>Credit/Contact</b>	<b>ACLA*</b>
4000	Practicum	1-4 credits/variable contact hours	Var.
4600	Performance	1-6 credits/variable contact hours	Var.
4960	Performance in Music Theatre	variable credits/contact hours	Var.
4980	Readings in Dance	2 credits/variable contact hours	Var.
4990	Non-Reading Independent Study in Dance	1-4 credits/variable contact hours	Var.
5980	Readings in Dance	1-4 credits/variable contact hours	Var.
5990	Non-Reading Independent Study in Dance	1-4 credits/variable contact hours	Var.

Workload percentage is dependent upon number of students and content of course. Supervision of up to 5 individual projects will be given no workload. Each additional project will be give 5%.

**Supervision or Practicum:** 1) a course of instruction aimed at closely relating the study of theory and practical experience both usually carried on simultaneously; 2) an academic exercise consisting of study and practical work; and 3) supervised experience in counseling or a similar activity through such procedures as role-playing, recorded interviews, abstraction analysis, and supervisory evaluation with interviewing techniques. The meeting hours for the class are usually arranged.

<b>Crs #</b>	<b>Title</b>	<b>Credit/Contact</b>	<b>ACLA*</b>
#4700	Senior Capstone Project	2 credits/variable contact hours	2
4800	Graduating Presentations	3 credits/variable contact hours	1-2##

#This course involves a large number of students completing individual projects in addition to traditional instruction. A second faculty member is assigned as a reader/mentor to each student capstone project without load credit.

##Depending on number of students enrolled.

**B. Load for Non-Teaching Assignments**

Director of Recruitment and Retention	4
Department Public Relations	1-2
Concert Technical Coordination	2-3
Concert Lighting Design	3
Choreography for Department Concert	2-3

Musical/Opera Choreography	2-3
Great Works Rehearsal Director	2-3
Reconstruction for Department Concert Performance	1-2
Research Project/Publication	1-3

Faculty may negotiate with the department chair for workload assignments for other projects

**C. Other**

New Course Preparation	1
Writing Intensive Course	1
Large Enrollment Course (more than 50 students)	1

**XIX. CLASS SIZE POLICY (previously approved 2007 and imported here)**

The faculty of the Department of Dance adopts the following policy statement on class size. This statement is adopted under the collective bargaining agreement between the Western Michigan University chapter of the American Association of University Professors and Western Michigan University.

The Department of Dance offers courses that require one or more studios, a classroom, the conditioning room, or a combination of these facilities, all of which are currently housed in the Dorothy U. Dalton Center. Except in a few cases of new courses, the cap sizes offered in this Department Class Size Policy are based on what has already been used in practice. Class sizes have been established based on facility size and equipment, methods of instruction, student level, course content, safety, and the standards of the National Association of Schools of Dance. In the case where a dance course is offered in a facility other than the Dorothy U. Dalton Center, or a new course is added to the curriculum, the department chair will determine the class size in consultation with the instructor, and will take into account the factors listed above.

The dance faculty believes that major-level students will be able to progress through graduation with the following class size ceilings:

**A. Introductory/Non-Major Studio Courses**

Non-major students develop fundamental skills in these courses. Class size allows for a balance between individual attention and group corrections.

The introductory technique courses in the department include DANC 1010 – Beginning Ballet, DANC 1020 – Beginning Jazz, DANC 1030 – Beginning Modern Dance. The maximum size of these courses is 30 students in Studio A and 35 in Studio B.

DANC 1040 – Beginning Tap is taught in Studio C, the smallest instructional dance studio. The maximum class size is 20 students. In Dance Studios A, B or MMR, the maximum class size is 30 students.

The maximum size for DANC 1810 – Dance Improvisation is 30 students due to the creative nature of the course. If the class size is too large it becomes difficult to monitor each individual student’s progress.

**B. Major Studio Courses**

Major students develop progressively complex skills in these courses. Class size allows for the individual attention that is necessary for improvement at these levels, and takes into account the spatially complex movement sequences.

DANC 1100 and 2100 – Ballet Technique I and II, DANC 1200 and 2200 – Jazz Technique I and II and DANC 1300 and 2300 – Modern Dance Technique I and II require close observation by the instructor. The maximum size of technique level I and II courses is 25 students.

DANC 3100 – Ballet Technique III, DANC 3200 – Jazz Technique III and DANC 3300 Modern Dance Technique III are advanced level courses that are combined with technique level II courses on Fridays. The maximum size for level III technique courses is 20 students. Safety in the studio dictates these class sizes and reflects consistent enrollment numbers.

DANC 4100 – Supplemental Ballet Technique, DANC 4200—Supplemental Jazz Technique, and DANC 4300—Supplemental Modern Technique students are combined with either the 2000 or 3000 level courses of those genres twice a week, so the enrollment is restricted to a maximum of 5 students.

**C. Creative Courses**

The department’s choreography sequence includes four courses. These courses provide the opportunity for students to develop and realize their personal aesthetic as it relates to the creation of dances. Instruction is achieved primarily through one-on-one mentoring in DANC 1800—The Creative Choreographer, 2800—Choreographing for a New Millennium, 3800—The Choreographer in the Community and 4800—Graduating Presentation. If the class size is too large it becomes difficult to monitor each individual student’s progress.

The maximum size for DANC 1800 – The Creative Choreographer is 16. The maximum size for DANC 2800 – Choreographing for a New Millennium and DANC 3800 – The Choreographer in the Community is 14. The enrollment in DANC 4800 – Graduating Presentation is limited to senior Bachelor of Fine Arts candidates; therefore the class size varies.

**D. Dance Theory – History, Methods, Science and Analysis, and Music**

*Dance History:* DANC 1450 – Experiencing Dance is an introductory history course that can be taken to fulfill the Area I: Fine Arts general education requirement. The maximum size of this course is 120 with a maximum of 40 students in each break-out section. The maximum size for DANC 2450 – Ballet History is 30 students. DANC 3450 – 20<sup>th</sup> Century History serves as the department’s Baccalaureate Writing Course. The maximum

size for DANC 3450 is 20 students due to the extensive written assignments and grading that are required in this course.

*Dance Science and Analysis:* Class size for these courses is determined based on the proportion of classroom and/or studio instruction. The maximum size for DANC 1950 – Introduction to Bartenieff Fundamentals and DANC 2960 – Introduction to Laban Movement Analysis is 24 students. If these courses are instructed in Studio C, the maximum class size is 20. DANC 1960 – Conditioning for Dancers has a maximum size of 24 because of the number of reformers in room 3121. The maximum size for DANC 2950 – Introduction to Dance Science and Kinesiology is 30 students to accommodate the anticipated incoming class of 24-30 students.

*Music Courses:* The maximum size for DANC 1850 – Music Fundamentals for Dancers and DANC 2850 – Musical Style and Form for Dancers is 30 students. Both courses rely on the practice of music-making as part of instruction, and this pedagogical practice requires some individual instruction and the use of specialized instruments.

*Other Theory Courses:* Class size for these courses is determined based on the proportion of classroom and studio instruction. The maximum size for DANC 2900 – Dance in Elementary Schools is 30. The maximum size for DANC 3890 – Lighting and Staging for Dance is 20 students. The maximum size for DANC 4400 – Teaching Dance Technique, DANC 4450 – Senior Seminar and DANC 4890 – Dance Management is 25 students due to the involved nature of the assigned projects and the need for one-on-one instruction. These class sizes will accommodate all anticipated seniors.

**E. Dance Practicum, Performance and Independent Study**

The maximum size for DANC 1000 – Freshman Performance Class is 30 students. This class size accommodates all freshmen, who are required to enroll in this course in their first fall semester. For the following courses, the class size is variable and will be determined by the department chair in consultation with the instructor of record: DANC 4000 – Practicum, DANC 4600 – Performance, DANC 4960 - MTP Performance, DANC 4980 – Readings in Dance, DANC 4990 – Non-Reading Independent Study in Dance, DANC 5980 – Readings in Dance, DANC 5990 – Non-Reading Independent Study in Dance.

The maximum size for DANC 4650 – Dance Ensemble is 15 to allow for cost-effective touring. The maximum class size for DANC 4950 – Music Theatre Performance Workshop is 20 due to facility size, course content and one-on-one instruction.

**F. Special Studies**

The department chair, in consultation with the instructor of record, will take into account the subject matter and the facilities in which the course will be taught to determine class sizes for Special Studies in Technique at the beginning through advanced levels. Class sizes for DANC 1250 – Special Studies in Introductory Technique, DANC 2250 – Special Studies in Intermediate Technique and DANC 4250 – Special Studies in Advanced Technique will vary. DANC 4250 - Special Studies in Advanced Technique-

Pointe & Variations, a course with combined levels, has a maximum class size of 20. Due to the specific demands of pointe technique and the increased potential of injury, greater individual instruction and observation are necessary.

The department chair, in consultation with the instructor of record, will take into account the subject matter and the facilities in which the course will be taught to determine class sizes for Special Studies in Theory. Therefore, class sizes for DANC 3250 – Special Studies in Theory will vary.

*Approved unanimously by a vote of the dance faculty on 8/31/10. Additional Changes approved 8/26/11.*