

UNIVERSITY OF ILLINOIS

Department of Dance

Faculty Handbook

2015 -16

dance at illinois

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FACULTY HANDBOOK 2015-16

Department of Dance
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Introduction

Mission Statement, Strategic Plans, Bylaws

The **Vision of Dance at Illinois** is to be a national epicenter for the development of dance artists/leaders.

The mission of Dance at Illinois is to promote and expand the role of dance in contemporary culture. Utilizing a range of experimental and canonic approaches, we generate choreographic, pedagogical, performative and scholarly research that shapes educational and public programming. We explore the dynamic intersections between research and teaching in academic, professional and community settings. We forge imaginative, innovative and sustainable lives as artists and educators through the transformational processes of dance.

For University and the College of Fine and Applied Arts Strategic Plan and Mission Statements, refer to the following websites:

University Strategic Plan: <http://strategicplan.illinois.edu>.

University Mission Statement: www.uillinois.edu/about/mission

FAA Mission Statement: www.faa.illinois.edu/About+FAA/Mission+Statement

FAA Strategic Plan: <https://strategy.faa.illinois.edu/>

Dance at Illinois offers two degrees: Bachelor of Fine Arts and Masters of Fine Arts. A BA in Dance was approved in 2014 and will be introduced in Fall 2016.

BA Mission

The mission of the BA program in Dance is to provide an integrated and individualized approach to undergraduate studies of dance. The program promotes interdisciplinary approaches to art making, and supports student ambition to simultaneously pursue a minor or major in another discipline.

BA Objectives

The student graduating with a B.A. in Dance will be able to:

- Dance with physical, technical and performance skills;
 - Utilize knowledge of anatomical and somatic approaches in theory and practice;
 - Engage in creative processes and collaborate across domains;
 - Produce a creative or written capstone project that reflects synthesis of studies in dance and other fields;
-

- Employ diverse modes of thinking, both orally and in writing, to communicate ideas relating to dance and other fields;
- Demonstrate critical self-reflection, curiosity, self-motivation, and entrepreneurial spirit in creative processes and final products.

BFA Mission

The mission of the BFA degree program in Dance is to provide students with a range of skills necessary to excel in a broad variety of contexts as professional performers, choreographers and teachers. The curriculum aims to expand student awareness through a diversity of perspectives, supporting their continued growth and equipping them to contribute to the ongoing innovation of the art form.

BFA Objectives

The overall objective of the BFA program in Dance is for students to take agency in their learning, as evidenced by their ability to attain maturity in their physical training, to conduct rigorous academic and creative inquiry with thoughtful reflection, and to synthesize the resulting information in order to situate themselves in the larger context of the dance world.

Upon graduation the BFA student will be able to:

- Dance with substantial physicality, exhibiting technical and performance skill, musicality, and creativity.
- Utilize knowledge of anatomical and somatic approaches in theory and practice.
- Locate a creative process, conduct choreographic inquiries, and produce a well-conceived dance work for a performance event.
- Teach a well-structured movement class with an understanding of pedagogical principles.
- Employ diverse modes of thinking, both verbally and in writing, to communicate ideas relating to dance.
- Understand basic technology and its application to dance making, teaching, research, and public relations.

MFA Mission

The mission of the MFA Program is to foster substantive choreographic research that posits dance as a force in contemporary culture. The program embraces a wide spectrum of movement research and embodied practice.

MFA Program Objectives

The Department of Dance expects MFA candidates to conduct in-depth creative inquiries that culminate in the development of a personal artistic process and mission that are evident in the following contexts:

- **Choreographing-** Candidates will develop a distinctive choreographic research methodology and demonstrate its skillful application in a performative context. This ideology must establish solid foundation for ongoing research and engagement that contributes to the global dialogue about dance and contemporary culture.
- **Communicating-** Candidates will develop the ability to express their choreographic vision and process in verbal and written language that is clear,

cogent, and convincing and demonstrates clear analytic skill, critical thinking, awareness of historical context, and knowledge of contemporary culture.

- Moving- Candidates will demonstrate a commitment to movement investigation and practice that defines, advances, and sustains their choreographic vision.
- Teaching-Candidates will apply their research vision in clear pedagogic principles while fostering a stimulating teaching/ learning environment.
- Developing a Career Plan- Candidates will devise bold and innovative career strategies in order to advance their artistic mission in the field and demonstrate the capacity to implement these plans with professionalism in all the above contexts.

BYLAWS:

For UI, FAA bylaws please see:

University Bylaws: <http://www.bot.uillinois.edu/bylaws>

FAA Bylaws: www.faa.uillinois.edu/Faculty+and+Staff/Administration/FAA+Bylaws

Dept. Dance Bylaws: [Appendix A](#)

Committees, Department of Dance

STANDING COMMITTEES

Advisory Committee (Elected)

Executive Committee (MFA & BFA Director and Head)

Guest Artist Committee

MFA Committee

Promotion & Tenure Committee

Recruitment Committee (Undergraduate)

Technology Committee

Undergraduate Committee (BFA, BA)

To see current Faculty Teaching and Committee Assignments go to Box – Faculty folder:

<https://uofi.box.com/s/uczp9hdz1m2z21z5qlqm>

Abbreviations

BOP	Board of Producers
CITES	Campus Information Technologies and Educational Services
DAB	Department of Dance (Administration Building)
DARS	Degree Auditing Reporting System
DRK	Dance Room Krannert
DRR	Dance Rehearsal Room (Krannert)
FAA	College of Fine and Applied Arts
HR	Human Resources
ICES	Instructor and Course Evaluation System
KCPA	Krannert Center for the Performing Arts
NESSIE	Net-Driven Employee Self-Service Information Environment
OPE	Office of Public Engagement
PKS	Pat Knowles Studio (Nevada Adm. Building)
SIE	Service in Excess
UEO	Unit Executive Officer
UI	University of Illinois at Urbana-Champaign

Faculty Issues

General Responsibilities of Faculty

Faculty are appointed to the University to fulfill a tripartite mission of teaching, research/creative activity, and service to the University, the community, and/or the profession. The proportions of one's full-time professional commitment among these responsibilities are variable, although specific direct teaching loads are kept equitable to the extent possible. Some faculty will be far more active in research, while others' service contributions represent a major commitment. The proportions for Tenure faculty are generally 40%, 40%, and 20% for research, teaching, and service, respectively. Specialized Faculty (Lecturers, Adjuncts, etc.) are primarily employed to teach. However, the proportions for individual faculty members are likely to change over the course of a career, and these changes should be discussed in annual meetings with the Head, along with other aspects of goals for the next year(s). The ultimate reference for issues about these duties as they pertain to academic advancement is stated in the Provost's *Communication No. 9*, which can be accessed on the Provost's website: <http://www.provost.illinois.edu/communication/09/> The responsibilities pertaining to Specialized Faculty can be found in Provost's *Communication No. 25*, which can be accessed on the Provost's website: http://provost.illinois.edu/communication/25/ProvostCommNo25_SpecializedFaculty.pdf

Teaching includes direct assignable teaching of courses, advising and assessment activities and supervision of undergraduate and graduate research projects. Participation in graduate committees for individual students, evaluating student performances, choreographing, academic advising, and general mentoring all belong to the domain of teaching.

Research and creative activity are viewed as equal pursuits, subject to evaluative criteria, and are essential to promotion and tenure considerations. A research university such as the University of Illinois expects that its faculty is active in advancing the various fields represented by the disciplines it supports. It is expected that work will address the appropriate professional fields or, in the case of performances, the public, at a national level of importance. The impact of one's research and/or creative activity is a primary aspect of evaluation for tenure/tenure track faculty.

Service takes a variety of forms relative to the Department of Dance, the College of Fine and Applied Arts, the University, the community, and the profession. In all cases, it is understood that service relates to the professional expertise that led to the faculty member's appointment. Committee service and participation in the work of professional organizations are only the most obvious examples of service activities. In general, part-

time faculty are not expected to carry service responsibilities on behalf of the Department to the same extent as full-time faculty, but should be prepared to participate in a manner proportional to their appointments. There is a high degree of self-governance in the Department of Dance. All faculty members will be called upon to take leadership positions such as BFA and MFA Directorships, co-directorships, or other major responsibilities at some point in their career.

While all three of these aspects of an appointment are essential for all tenure/tenure track faculty, the specific responsibility to carry out the assigned instruction at the highest level possible is the greatest factor in making judgments about conflicting priorities. Students must be well served in all situations.

Specific Responsibilities of Faculty

TEACHING-RELATED MATTERS

Course Syllabi

Course syllabi should indicate the content and requirements of a course, what is expected of students, and the basis on which their performance will be evaluated. Instructors are expected to prepare and distribute a syllabus for each course to which they are assigned during the first week of classes. At a minimum, each syllabus should contain:

- Course rubric, number, and title;
- Meeting times, days, and location;
- Name of the instructor and the instructor's office location, office hours, office phone number, and email address;
- Textbooks for the course, required plus supplemental/recommended, including course packets and where packets may be obtained;
- Rationale & Description;
- Objectives of the course;
- Topical outline of the course and/or weekly schedule;
- Requirements of students: e.g., papers (number, length), exams, journal writing, homework, laboratory work, work on the Web, dates for quizzes and exams, and due dates of all major assignments;
- Information regarding how students' grades will be determined - methods for evaluating student performance/grading policies, including whether they will be graded on the plus/minus scale;
- Instructor's attendance policy;
- Statement of Academic Integrity.

Teaching Load

Appendix B: [Teaching and Service Responsibilities](#).

UI-Integrate: Class Rosters and Grade Submission

UI-Integrate/Banner, the University of Illinois computer on-line registration system, allows users to view class rosters on-line and monitor advance enrollment in courses they teach. It can be accessed at <https://apps.uillinois.edu/banner/>. Grades are submitted online via UI Integrate Faculty Self-Service at <https://apps.uillinois.edu/>. For further information, see Chapter 3, "Grading."

Class Attendance Class attendance is expected of all students at the University of Illinois. Faculty members are expected to check attendance against class rosters. A student must properly register to be allowed to remain in a classroom or laboratory. Instructors may establish their own rules concerning class attendance. Any student who has not attended and whose name appears on a class roster as of the third week of instruction, however, should be reported to the Dance office.

The University does not have an established policy on excused absences. The Department has established common attendance policies for all movement classes: <https://uofi.box.com/s/v1tyf0bmaufnq1bsmsw>

Instructors should accommodate any student who is absent from class or misses a work assignment for reasons beyond the student's control, such as illness, death in the family, or other such emergency. University policy and state law require that all instructors reasonably accommodate conflicts with class attendance and work requirements resulting from a student's religious beliefs, observances, and practices. Instructors must reasonably accommodate students whose class absence resulted from formal participation in scheduled activities of officially recognized groups, such as athletic teams and performing groups. The student must provide an explanation to the instructor and supply supporting evidence as required by the instructor. The student must make arrangements with the instructor and make up missed work expeditiously.

The instructor decides when a student's absence becomes excessive and should report this to the student's advisor and BFA or MFA Director. Ultimately it should be reported to the Office of Academic Affairs. Irregular attendance may affect the continuation of a student's scholarship, and the dean may require the student to withdraw from the course.

Students may not audit movement classes. A student wanting to audit a non-movement course must first complete an Auditor's Permit. See: http://www.registrar.illinois.edu/staff/pdf/records/Auditors_Permit.pdf. Written approval must be obtained on an official Auditor's Permit. A course, once audited, may not be repeated for credit.

Office Hours Faculty members should schedule, post, and keep office hours. It is particularly important for advisors and Directors to provide adequate time for student consultation.

Scheduling Exams [Final Exam Process](#)
[Final Exam Processing Schedule](#)

Advising All faculty are responsible for advising students – both monitoring and guiding students' progress throughout their course of study.

To aid in advising undergraduate students, faculty may consult the *Undergraduate Handbook*, as well as a student's DARS report, an unofficial audit of undergraduates' progress toward the degree generated by the UI "Degree Audit Reporting System." Because the federal Family Educational Rights And Privacy Act (FERPA) affords students certain privacy rights with respect to their education records, faculty do not have direct access to the DARS report, but may ask a student to bring a copy to the advising session. For more information, consult the registrar's website, www.registrar.illinois.edu/dars/generate.html.

For information about course substitutions, see: <http://go.illinois.edu/FAAStudentPetition>. Please see BFA Advisor Handbook for more information.

For help in advising graduate students, faculty may consult the *MFA Student Handbook*, which includes degree checklists that may prove helpful. To track a student's progress, faculty may consult as well: My FAA Student Portal <https://my.faa.illinois.edu>.

Studio Classes

Accompanists/Audio Equipment - The Music Director assigns accompanists to all major ballet/modern technique classes and most modern and ballet non-major classes. If you have a preference, or if you do not wish to use an accompanist for all or some of your classes, let her/him know in advance.

Class Times - Please be conscientious about beginning and ending your classes on time. Accompanists are not paid for overtime; and in some instances, classes are scheduled back to back.

Policies Regarding Use of Studios - Please assume responsibility for the health and safety of those using the studios and for the protection of our instructional equipment by enforcing the following policies:

- No street shoes, food, or drink in the studio areas.
- DRR is the only studio that has the proper floor for Tap.
- Lift portable barres and carry them over the floor to prevent additional tears to the dance floors, and reduce scuff marks on the floor.

Nevada Studio Building:

- Never prop-open the outside doors.
- Lock doors if you are rehearsing alone at night.
- Lock all doors; close windows; turn off all lights and fans if you are the last user of the day.
- Call campus police immediately if unauthorized individuals enter the studios or loiter outside the building Non Emergency: Call University Police Department 333-1216 - Emergency: Call 911
- Report any facility problems to the Department Secretary in the Dance Office (333-1010).

Injury Policies and Responses

Injuries

All accidents, no matter how seemingly minor, must be attended to immediately.

For minor accidents, there are ice packs in the freezers in each building and First Aid Kits in every studio. The DRK freezer is located in the girl's dressing room, and the Nevada studio freezer is in the entryway. Instruct students with minor injuries to follow the Minor Injury Response Guidelines located with the First Aid Kit.

If a serious injury happens during class, call 911 (9-911 on campus phone) for an ambulance. This would include breathing or cardiac difficulties, profuse bleeding, unconscious or suspected neck/head injury, shock, or a fracture/dislocation. Instructions on how to assist the student until the paramedics arrive are located with the First Aid Kit. If the injury occurs in the Krannert Center, direct the ambulance to the loading dock and have someone wait there to direct the paramedics to the injured person.

When in doubt regarding the seriousness of an injury, or what procedure to follow, advise that the injured student consult with the campus dial-a-nurse at 333-2700. The injured student is responsible for making decisions about how to deal with their injury unless they are not in a condition to do so, in which case, an ambulance should be called. A physician should check all head or spine injuries, no matter how seemingly minor, and an ambulance should be called.

If a serious injury occurs in your class, please get the phone number of the injured student, and call to check up on them and report to Dance Office.

For insurance purposes, the injured person and a witness must complete an accident report form as soon as possible after the accident. Ask the Department Secretary for an accident form and return it to the Secretary when completed.

Although there is no official policy on accompanying an injured person to the emergency room, it is strongly advised that a faculty member or equivalent substitute follow the ambulance to the emergency room and remain with the injured person as necessary.

Injury Rehabilitation

All students should be advised to see The Department of Dance Physical Therapist.

Faculty should work with the student's advisor and BFA/MFA Directors to advise the student on the best course of action depending on the length and timing of the injury.

Options include:

- Working with the student to modify exercises in technique to accommodate the injury.
- Short term non-participation from the technique classroom with assignments such as observation and writing.
- If a longer absence is required, Advisors can reduce the number of credits in technique.
- Withdrawal from all Technique classes.
- Total Withdrawal from School

For more information and access to all forms –please see Injury Prevention and Emergency Care on Dance Web site.

www.dance.illinois.edu/images/resources/injury-prevention-emergency-care.pdf

Summer Teaching

The Department of Dance has limited course offerings during the Summer Session, which generally include online courses and a Summer High School Institute.

Submission of Course Proposals All new and revised course outline forms are available on the Provost's website: <http://provost.illinois.edu/programs/cps/courses.html>. A new course should be discussed with the BFA/MFA committees and approved by the Head. The Assistant to the Head will submit to the College. Where appropriate, additional documentation may also be requested concerning faculty approval of the submitted proposal.

Attendance at Performances In the spirit of collegiality, faculty should attend Department of Dance concerts and various student concerts whenever possible. Faculty members are expected to attend auditions within their respective committees.

Recruitment Each faculty member engages in appropriate activities for the purpose of recruiting highly qualified students for the various degree programs of the Department of Dance. Such activities will vary widely in nature and directness, but the attraction and retention of high-level students is a regular aspect of faculty engagement.

Graduate Faculty Membership All tenure-track faculty members are considered to be automatically eligible for Graduate Faculty membership. Their names shall be forwarded by the Department to the Graduate College during the first year of appointment.

Faculty Meetings and Voting Status All Tenure/Tenure Track Faculty members are expected to attend all faculty meetings and committee meetings according to assignment. All Specialized faculty (Lecturers and adjuncts) are invited and encouraged to attend faculty meetings.

For purposes of governance, the term faculty, as used in these bylaws, refers to those persons who hold at least a 100 percent appointment at the University as Professor, Associate Professor, Assistant Professor, Teaching Professor, Research Professor, Instructor, Lecturer, or Academic Professional. Visiting, temporary, and less than full appointments within the department will have voice, but no vote. (From Dance By-Laws, 3-6-15)

EVALUATION OF FACULTY

Curriculum Vitae Standard Format During the first year of appointment, all faculty members are required to prepare their Curriculum Vitae (CV) in the standardized format that is used for promotion materials, as found in the Provost's *Communication No. 9*. Faculty members are responsible for keeping their CV's up-to-date.

Annual Report of Activities Every year, each faculty member is required to complete an *Annual Report of Activities*. These reports provide the Head with a record of activities, and are kept in the faculty professional files. The reports are reviewed by the Head during the annual evaluation process, and the information submitted on the forms is a primary basis on which salary raise and promotion decisions are made. Please see Communication 21 for campus policies on faculty reviews: <http://provost.illinois.edu/Communication/21/index.html>

Evaluation for Merit Raises All salary adjustments (other than those associated with promotions) are merit-based. Evidence considered in annual reviews includes results of formal course evaluations in the form of Instructor and Course Evaluation System (ICES) summaries, *Annual Report of Activities*, and any direct observations of the faculty member's work. The Executive Committee (Undergraduate and Graduate Directors) make recommendations on merit raises to the Head. Please see Appendix C, Merit Raise Guide for more information.

Evaluation of Teaching

Recommendations for promotion and tenure and nomination packets for certain faculty awards must be supported by documented evidence of teaching ability/effectiveness. Such documentation should include student and peer evaluations.

Faculty members at all ranks are expected to use the Instructor and Course Evaluation System (ICES), administered by the Center for Teaching Excellence, now part of the Center for Innovation in Teaching and Learning (<http://cte.illinois.edu/>). This teaching evaluation system is the most readily accepted by University offices and committees charged with making promotion and tenure decisions. ICES reports for every semester are a mandatory component of all promotion considerations. Individual letters from students are not acceptable (with the exception of certain teaching awards).

Faculty members whose names are included in the Timetable will receive information and instructions concerning ICES for classroom teaching each semester from the Center for Teaching Excellence (<http://cte.illinois.edu/teacheval/ices/main.html>). The same information is also available in the Department office in addition to specific instructions for how to complete ICES forms for ensemble and studio teaching.

Each semester, a list of “Teachers Ranked as Excellent or Outstanding by Their Students” is compiled based on the results of ICES evaluations. The list is published in the *Daily Illini* and can also be accessed online at <http://cte.illinois.edu/>.

Evaluation for Promotion

Evaluation for promotion and tenure also involves external assessment, assessment by the Department Promotion committee, a vote by all tenured faculty, a decision by the Head, by the College Promotion and Tenure Committee, by the Dean, and by the Provost and a campus-level committee. Procedures for the process are included in the annually updated Provost’s Communication No. 9, which provides the basis for all judgments and actions. <http://www.provost.illinois.edu/communication/09/>.

Assistant Professors in their third year undergo a review of greater depth than annual evaluations, but external assessments are not involved. The results of this review, which are considered to be the primary guide in mentoring a faculty member toward tenure review, are communicated to the candidate both verbally and in writing. The Department of Dance Advisory Committee works with the Head to create a written statement prior to its being transmitted to the faculty member. Please refer to the Provost’s *Communication No. 13* for further information: <http://provost.illinois.edu/communication/13/>.

Criteria for Promotion

Please refer to the Provost’s Communication No. 9, the University’s governing document regarding the Promotion/Tenure process. Please see [Appendix D– Promotion and Tenure for the Department of Dance](#).

Professional Files and News Items

Faculty members should regularly provide the Dance office with information regarding performances, reviews and other promotional materials, honors and awards received by them and by their students or alumni as they occur. Periodically, the Dance Department will request such “news” items for inclusion in Updates, website, Pivot, and/or College/University Publications.

SABBATICAL, PROFESSIONAL AND SICK LEAVE

Professional Leaves

All academic staff members are required to notify the Head in advance of any absences from campus. While it is assumed that faculty members will attend professional meetings, conferences, give performances and presentations, it is also expected that faculty will make arrangements to cover all classes and mentoring responsibilities. Faculty members are expected to return to campus and be available for students during the week prior to the first week of classes. Please see Attachment E - [Leave Policy](#)

Sabbatical Leave Policies

Guidelines and request forms for sabbatical leaves can be found on the Vice President's website, which can be accessed at: <http://www.vpaa.uillinois.edu/policies/sabbatical.cfm>. The form can be completed electronically, printed, and submitted to the Head for approval and certification. Further information can be found in the Provost's *Communication No. 19*, which can be accessed online at the following website: <http://www.provost.illinois.edu/communication/19/>. Only tenured and tenure-track faculty with full-time appointments are eligible to be considered. Sabbatical leaves are granted only for research projects deemed worthy by a multi-level review process and only when resources can be identified to cover the faculty member's duties. An eligible faculty member may apply for one semester's leave at half salary after three appointment years, for one semester's leave at two-thirds salary after four appointment years, for one semester's leave at full pay or for an academic-year leave at half salary after six appointment years, or for an academic-year leave at two-thirds salary after eight appointment years. Please note that University policy states that, "upon returning from sabbatical leave, a faculty member must submit within 60 days of the start of the term following his or her return, a written report, in triplicate, on his or her study and travel taken during the leave." Submission should be made Unit Executive Officer, who will then forward the report to the Dean of FAA and Provost.

Family and Medical Leave Policies

Complete information regarding academic sick leave, the Family Medical Leave Act, the Shared Benefits Pool, Parental Leave, Bereavement Leave, Leaves of Absence Without Pay, and other types of leave may be found in the *Campus Administrative Manual* (<http://www.cam.illinois.edu/ix/ix-c/ix-c-39.htm>) and *Academic Staff Handbook*, (<http://www.ahr.uiuc.edu/ahrhandbook/default.htm>) and *Nessie*: (https://nessie.uhr.uillinois.edu/cf/comp/index.cfm?Item_id=1288)

Faculty members are responsible for keeping records of sick leave days used during the academic year and for reporting the number of days used to the Dance office annually. A faculty member who will miss classes because of illness should notify the Dance office as early as possible on the day classes will be missed, and the staff member will notify the appropriate notices on the faculty member's office and classroom doors if classes are canceled. The faculty member is responsible for making arrangements for coverage or rescheduling of classes.

CONFLICT OF INTEREST POLICIES

Active participation by academic staff members in external activities that enhance their professional skills or constitute public service can be beneficial to the University as well as

to the individual. Because such activities can lead to potential conflicts of commitment or interest with regard to one's University responsibilities, faculty members are asked to complete the annual Report of Non-University Activities disclosure form. The reporting process is not intended to discourage non-University income-producing activities but to help ensure that external activities are compatible with University obligations. The Policy is generally not concerned with unremunerated activities, as long as the activities do not interfere with University responsibilities.

A "conflict of commitment" exists when the external activities of an academic staff member are so substantial or demanding of the staff member's time and attention as to interfere with the individual's responsibilities to the unit to which the individual is assigned, to students, or to the University. A "conflict of interest" arises when an academic staff member is in a position to influence either directly or indirectly University business, research, or other decisions in ways that could lead to gain for the academic staff member, the staff member's family, or others to the detriment of the University's integrity and its missions of teaching, research, and public service.

The University expects academic staff members to accord a full professional commitment to the University during the terms of appointment by meeting University obligations first and foremost. Academic staff members are expected to arrange outside obligations, financial interests, and activities so they do not impede or conflict with their University duties and responsibilities, including accessibility by students, staff, and other clients. Released time is not normally available for activities that are primarily personal in nature, that do not enhance the academic staff member's professional skills, or that are not a potential benefit to the University.

The University Policy on Conflicts of Commitment and Interest is available online: <http://research.uillinois.edu/policy/coci/>

DANCE GRIEVANCE PROCEDURES

For grievances associated with Promotion and Tenure, please see Provost Communication #9. For Grievances associate with Annual Reviews, please see Provost Communication #21. For any other grievance connected with the Department of Dance, please see Appendix F – [Dance Grievance Procedures](#).

SEARCHES FOR VACANT POSITIONS

Requests for all hiring are initiated and submitted by the Head and require approval by the Dean and the Director of Equal Opportunity and Access, and the Provost.

Searches for vacant faculty, academic professional, and support staff positions are administered by the Dance office and are conducted according to the current University policies and procedures governing searches. A copy of the complete Equal Opportunity and Access guidelines for conducting academic searches is available from the Office of Diversity, Equity, and Access: <http://diversity.illinois.edu/>. No search may be initiated without formal approval of the Head, Dean, and Director of Equal Opportunity and Access.

Faculty members are hired through national searches. Exceptions to this practice include certain hires that increase diversity and which are specially funded; appointments based on the needs of dual-career couples, and certain “excellence” hires undertaken in pursuit of significant University advancement. Hiring initiatives to “foster the recruitment of exceptional scholars” include the Illinois Strategic Excellence Hiring Program and Faculty Excellence Program. Descriptions of these programs may be accessed on the provost’s website, at:

<http://provost.illinois.edu/strategicexcellence/index.html>
www.provost.illinois.edu/communication/04/2013/Communication_4.pdf

The normal search process is carried out with the greatest of concern for fairness, requiring extensive documentation that is reviewed by the FAA Equal Employment Opportunity Committee before interviews are approved and again before offers are made.

Search committees are appointed by the Head. Generally, one member of the search committee serves as “diversity advocate” to ensure that the University’s Equal Opportunity and Access policies are followed. The search committee reviews all materials submitted by applicants, recommends to the Head those it wishes to interview, and meets with the interviewees while they are on campus. After the interviews, the committee submits a recommendation to the Head, indicating those candidates they have found acceptable. The Head includes these recommendations in making a final recommendation for hiring to the Dean.

Student Issues

Graduate Student Assistantships

GRADUATE STUDENT ASSISTANTSHIP APPOINTMENTS

All Dance graduate students who are awarded assistantships receive tuition waivers and must register for a minimum course load in accordance with the Graduate College policy stated online at: <http://www.grad.illinois.edu/policies/fulltime>.

Requests to waive this requirement must be submitted during the registration period to the Director of Enrollment Management, who will then forward the request to the Dance Office. Requests to drop courses, and thereby fall under the required registration minimum, must be approved by the Head.

For summer assistantships that are not related to Summer Session teaching, the dates for the 2-month appointment period may vary (e.g., May 16 - July 15; June 15 - August 15). Students who have held academic-year assistantships may not be appointed during the summer for more than 2 months. Requests for exceptions to that policy must be submitted to and approved by the Dean of the Graduate College.

Assistants are required to attend a two-day Graduate Academy, an orientation typically offered the week before the start of fall and spring terms. Requests for late arrival or other absence from the orientation session must be submitted in advance to the Office of Academic Affairs.

Assistantships are typically awarded for one academic year, although occasionally an assistant is appointed for one semester only. Renewal of assistantship appointments is dependent on the student's academic progress, service record, and availability of funds. Ordinarily, students receive no more than three years of financial support toward the completion of an MFA. Financial support includes both fellowships and assistantships. Current graduate student assistants will be notified in the spring if the appointment is to be renewed.

GRADUATE ASSISTANT RESPONSIBILITIES

Graduate assistantships are distinguished from scholarships and fellowships in that service is required. According to the Graduate Employee Organization's Contract, 2012-2017, "it is expected that a .5 FTE assistant will devote 20 hours per week over the course of a full employment period. Assistants appointed for other FTE levels would be expected to perform work for a proportionately greater or lesser average number of hours per week." In the Department of Dance, 25% graduate assistants have a minimum 10-12 hour per

week obligation to the Department (3 technique courses per year); 33%, 13-15 hours per week (4 technique courses per year); and, 50%, 20-24 hours per week (6 technique courses per year). Note: Teaching a 3 credit course such as Dance 100 is considered the same as 2 technique classes. Assistants are expected to execute their assigned responsibilities except when incapacitated due to illness. Teaching assistants on a 9-month appointment receive 13 sick days per academic year. Absence from campus that interferes with the assigned responsibilities of graduate assistants must be pre-approved by the Head. If the absence will be longer than one week, the Head should be notified in writing.

TOEFL

For international applicants, a TOEFL iBT score of 102 or higher is required for full status admission to the university. For international students wishing to be considered for assistantships, a score of 24 or higher is required on the speak portion of the TOEFL iBT. For further information, please consult: [TOEFL for Grad Admission](#) & [TOEFL for TA's](#)

Issues of Academic Integrity

BEST PRACTICES

In all work for degrees at the undergraduate and graduate levels – from coursework to Thesis projects – students should be held to the highest standards of academic integrity. The University of Illinois does not tolerate infractions of academic integrity. Infractions can take many forms, including plagiarism, purchasing essays online, fabricating data, etc. See UP's Student Code for fuller definitions:

- http://admin.illinois.edu/policy/code/article1_part4_1-401.html
- http://admin.illinois.edu/policy/code/article1_part4_1-402.html

While the Student Code is the authoritative source for academic integrity rules and procedures, the Provost's office has developed two quick reference guides for use by students and faculty to navigate the academic integrity rules and procedures:

- <http://www.provost.illinois.edu/academicintegrity/students.html>
- <http://www.provost.illinois.edu/academicintegrity/instructors.html>

Consistent with “best practices,” faculty in the Department of Dance should strive to create an effective culture of education regarding academic expectations, and the avoidance of infraction. In any charge of plagiarism, we acknowledge there is often a gray area, in that there is a significant difference between occasional sloppy referencing on the one hand, and inadequate academic apparatus and intentionality to cheat on the other. Faculty should do its best to uphold parity and good practice in how cases of infraction are treated.

SPECIFIC ADVICE FOR HANDLING INFRACTIONS

Academic Courses

All faculty teaching academic courses are encouraged to insert statements about expectations regarding academic integrity into their syllabi. Compass2g now offers a plagiarism detection software that faculty may find helpful to use. For further information, see “Safe Assign,” which can be accessed at:

<https://www.cites.illinois.edu/illinoiscompass/safeassign.html>. When a suspected violation of academic integrity occurs, faculty should follow the procedures outlined in Student Codes I-403 and I-404 and report the matter to the Associate Director of Academic Affairs (ADAA). All formal correspondence should be copied to the ADAA. For further information, see:

- http://admin.illinois.edu/policy/code/article1_part4_1-403.html
- http://admin.illinois.edu/policy/code/article1_part4_1-404.html

This process involves writing to the student and allowing the student the right of response. Once the instructor formally notifies the student of the alleged infraction, no change in the student's enrollment status for that course may take place until the case has been resolved. If the student is found guilty, the instructor judges the severity of the infraction and determines the penalty from a list of options; these include a failing grade for the piece of work or for the course. Beyond that, depending on the severity of the infraction, the instructor may recommend suspension or even dismissal. The severity of the penalty for infraction should increase as the student progresses through the degree program; by definition, plagiarism during the preliminary exams or research process is a very serious matter and could lead to suspension or dismissal from the program. Repeated violations should be cause for dismissal.

Faculty should keep copies of the work (and associated documentation) that has led to the suspicion of the infraction at the time it is discovered. They should then consult the Associate Director of Academic Affairs and, if the case involves a graduate student, the Assistant Director for Graduate Studies, copying them on any email correspondence with a student concerning a plagiarism charge. Experience has shown that plagiarism cases discovered late in the degree program would have been much more straightforward to handle if prior violations had been formally handled; moreover, experience has shown that students who are held accountable by the School/University tend not to repeat the offence.

Any documentation used in public performances PowerPoint projections or program notes, should follow the appropriate conventions of citation and acknowledgement. Violations of academic integrity should be reported to the Committee Chair and Associate Director of Academic Affairs.

Issues of Liability

Copyright, liability, working with youth, photo releases, and adult content in performance are issues that are best handled by creating learning opportunities and being pro-active and preventative rather than re-active. Please utilize the following policies and forms when addressing these issues.

Copyright – Please See Concert Director Handbook. Go to:
<http://www.dance.uiuc.edu/resources/handbooks>

Youth - For Youth Permission Forms go to:
See Assistant to Head

Right of Refusal – For Right of Refusal (Adult Content) forms go to:
See Assistant to Head

Photo/Video forms go to:

<http://www.dance.uiuc.edu/resources/forms>

Grading

THE UNIVERSITY OF ILLINOIS GRADING SYSTEM

Complete information on the University of Illinois grading system may be found in the current *Code of Academic Policies and Regulations*, Part 1, Article 3-102, 104:

http://admin.illinois.edu/policy/code/article3_part1_3-102.html

SUBMISSION OF GRADES

Grades are submitted online via the UI-Integrate/Banner system:

<https://apps.uillinois.edu/selfservice/>

CLASS ROSTERS

Check your first class rosters carefully, and double-check each of the updated rosters that you receive throughout the semester to avoid problems at the end of term. If someone is on the roster but is not attending class, or if a student stops attending class, the student should be notified as soon as possible. Please make sure that everyone is enrolled for the proper amount of credit (hours or units). It is a University policy that lab classes cannot be audited. Please enforce this policy by making sure that all students in your class are officially enrolled. (This will relieve you of personal liability in case of student injury.)

Faculty should keep accurate attendance and grading records in grade books and turn grade books in to the Department Administrator at the end of each semester before leaving town.

Scheduling Exams

[Final Exam Process](#)

[Final Exam Processing Schedule](#)

POSTING OF STUDENT GRADES

Student grades may be publically posted at the faculty member's discretion. In accordance with the Federal Privacy Act, grades may not be posted by student name, Social Security Number, or University ID Number. In posting grades, the University of Illinois recommends the following:

1. Do not display student scores or grades publicly in association with names, Social Security Numbers, University ID Numbers (UINs), or other personal identifiers.
2. Do ask each student to give you a unique number known only to you and that student. Use that number when posting grades.
3. Do sort your list in numerical order.

4. Do not post a copy of your class roster even with the names removed. These lists are in alphabetical order, and displaying them allows viewers of the list to infer students' identities.
5. Do not put papers or lab reports containing student names and grades in publicly accessible places. In particular, do not put papers into a common box, or circulate a set of papers where students must go through everyone else's papers to find their own. No one should have access to the scores or grades of others in the class.

For more information on grade policy, consult the following website:

http://provost.illinois.edu/resources/Faculty/FERPA_Faculty.pdf

The CITES Grade Center is a secure electronic center available to campus instructors to help them maintain and compute their grades and to publish them online. It may be accessed at <http://www.cites.illinois.edu/illinoiscompass/gradecenter.html>

MID-SEMESTER GRADE REPORTS

Faculty members are required to submit mid-semester grade estimates for all freshman students. Instructors submit mid-term grades at the beginning of the semester's sixth week via UI Enterprise Faculty Self-Service: <https://apps.uillinois.edu>.

Grades must be submitted prior to the eighth week to give students the opportunity to drop the course by the drop deadline. Therefore, it is highly recommended that instructors have some method of evaluation (quizzes, tests, graded assignments, etc.) that will allow the assignment of a mid-semester grade. For classes that meet for only the first eight weeks of a semester, the final grade should be reported. For information on Mid-Term Grades, visit the website of the Office of the Registrar:

http://registrar.illinois.edu/staff/records/grades_midterm.html

FAIRNESS IN GRADING AND GRIEVANCE PROCEDURES

The Head shall follow the procedure for review of alleged capricious grading as described in Article 3, Part 1, Section 3-107 of *Academic Policies and Regulations* current at the time of review:

http://admin.illinois.edu/policy/code/article3_part1_3-107.html

The Advisory Committee will serve as an appeals committee to hear appeals of findings and/or penalties for infractions of academic integrity in cases in which the penalty is less than a failing grade for the course, following the procedure for such appeals described in the current *Academic Policies and Regulations*.

Capricious grading constitutes any of the following:

- The assignment of a grade to a particular student on some basis other than performance in the course.

- The assignment of a grade to a particular student by resort to more exacting or demanding standards than were applied to other students registered for the same credit in that course.
- The assignment of a grade representing a substantial departure from the instructor's previously announced standards.

The first step for a student who believes that a semester grade is improper and the result of capricious grading is to confer promptly with the instructor of the course or, if the instructor is unavailable, with the Director of the School of Music. If the student and the instructor (or the Director) are unable to arrive at a mutually agreeable solution, the student may file an appeal with the Fairness in Grading Committee, consisting of a written statement submitted to the Director particularizing the basis for the allegation of capricious grading and presenting any available supporting evidence, within six working weeks after the start of the next semester. The Director will forward the student's written appeal to the Fairness in Grading Committee, who will communicate its findings to the Director, course instructor, and student.

According to UI policy, "If the committee finds the allegation of capricious grading to be supported by substantial evidence, the committee shall proceed to determine the most appropriate remedy. The committee may direct the instructor to grade the student's work anew or to give the student a new examination in the course, or may take such other action as will bring about substantial justice in the individual case. However, except in the most extraordinary circumstances the committee should not award the student a new grade in the course. The decision of the committee shall be reported in writing to the student, the instructor, and the departmental office" (*Academic Policies and Regulations* Article 3, Part 1, Section 3-107f).

If a graduate student has a grievance regarding either academic work or assistantship duties, the difficulty should first be discussed in conference with the instructor, the advisor, or the chair of the division. If this avenue is unproductive or leads to a perceived prejudicial judgment, the following actions may be taken: matters relating to academic work should be brought to the attention of the Chair of the Graduate Committee; matters relating to assistantship duties should be brought to the attention of the Director. If neither of these alternatives leads to a satisfactory resolution, a letter outlining the problem should be addressed to the Director, who will bring the matter to the attention of the School of Music Executive Committee.

Specific procedures for various types of student grievances and complaints may be found in the *Code of Policies and Regulations Applying to All Students*:

<http://admin.illinois.edu/policy/code>

The Department of Dance follows the Graduate College's grievance policies and procedures. For further information, please see: http://www.grad.illinois.edu/policies/gc_grievances. Graduate students may consult the Assistant Dean of the Graduate College's Graduate Student Academic Services (GSAS), which provides services to currently enrolled graduate students and graduate programs in the areas of registration, records, student petitions, special situations, and conflict resolution.

Financial Issues; Funding Sources

Payment for Services in Excess of 100%

According to University Statutes, Article IX, Section 5c, full-time employees shall not receive compensation for services with the University in excess of a normal schedule except for a reasonable amount of instruction in continuing education and public service programs or for the grading of special examinations (outside regular course work) stipulated by the University, all to be done at a time that does not conflict with other University duties.

Guidelines for service in excess of 100% can be accessed at www.ahr.illinois.edu/forms/serviceinexcess.html, and are outlined below:

- Prior written approval is required for all lump-sum payments;
- Requests cannot be made on a regular basis--payment must only be for irregular, temporary service;
- The work performed must be clearly outside the scope of the regular position;
- Service time cannot interfere with the normal full-time position;
- Service in excess of 100% is not to be confused with “other duties as assigned.”

Service in excess of 100% should be temporary and kept to a minimum; payment is by lump sum after the service is performed. This policy includes overload teaching and teaching of *Discovery* courses for which lump-sum payments are made at the end of the semester in which the teaching occurs.

Faculty members should contact the SOM Office of Human Resources as soon as they become aware of a performance, appearance, or other activity that will require a Service in Excess (SIE) payment, and must submit SIE request forms at least 30 days in advance of the concert or service. Failure to allow adequate time for processing the payment may result in non-payment.

Unit heads and the appropriate dean must approve all such payments in advance. In the event that a unit wants to hire a current employee in another unit and college, both departments and both colleges need to approve the service in excess of 100% prior to the service being provided. Justification letters should include: an identification of the service to be performed and reasons for choosing a full-time employee to provide the

service; the specific dates the proposed service will be provided; the total payment to be made; an acknowledgment that the additional service will be on off-duty hours and/or will not interfere with the full-time job responsibilities.

Purchase Of Materials And Services

All requests for purchasing materials and services from University funds must be approved in advance by the Head. The Department of Dance will only process payment of bills for goods and services that have been properly requisitioned. Individuals will not be reimbursed for unauthorized purchases. Requests must be submitted at the earliest possible time in order to allow sufficient time for processing.

Reimbursement

PASC Travel Reimbursement Form, please see Assistant to the Head.

Funding Sources/Opportunities for Faculty

HASS Funds

Humanities/Arts Scholarship Support (HASS) funding provides \$1,500 annually to every Dance tenure/tenure track faculty member to support research, scholarship, teaching, or engagement activities. Any unused portion will automatically roll over for use in the following year. Deficits will not be permitted; however, HASS funding may be combined with another funding source. As with all University funding, use of these funds is governed by the same rules as with all other spending. Before committing these funds or making a purchase, check with the Business Office for information. If a faculty member intends to use HASS funds for a project that requires a signed contract or agreement, it is important to be aware that only the UI Purchasing group may sign contracts committing University funds.

Funding for Guest Artists

The Department of Dance engages Guest Artists every year. Generally this includes a Departmental Guest, a student choice guest, and an alumni guest (supported by the Beverly Blossom/Carey Erickson Dance Alumni Award. A guest artist committee (2 faculty who serve 2 year terms) work with the Head to identify the Guest Artists.

In addition, faculty can utilize campus funds to bring in guests. These include the Center for Advanced Studies Miller Com, <http://applications.cas.illinois.edu/cmc/index.php>, Visiting Artist Residency, <http://applications.cas.illinois.edu/gam/index.php>, the Lorado Taft Lectureship (FAA) http://faa.illinois.edu/Lorado_Taft_Lectureship_on_Art_Guidelines

Faculty Travel

The Department provides \$350/per year for travel funds for faculty (this does not roll over), and occasional funding for service on boards (ACDFA, CORD, CODA).

Because the Department of Dance funding is extremely limited for faculty travel, equipment, and research support, faculty are expected to apply for external funding as often as possible. University funding sources include Scholar's Travel, the Research

Board, Humanities Released Time, the Center for Advanced Studies, and the Teaching Advancement Board. In particular, Scholar's Travel funds provide support of one eligible trip per year with a small contribution from the Department of Dance. Virtually all supported travel is funded by either this source or the FAA Special Grant funds. Below is a list of FAA and campus funds and awards for which faculty members are eligible. Information is quoted from UI websites.

FAA FUNDS

FAA Special Grant Funds

FAA *Special Grant Funds* of \$500 per award are given twice during the academic year (once in the Fall and once in the Spring). The awards are to assist with projects that would enhance teaching, professional development, and to support research and creative activity for academic professionals and non-tenure track academic staff. The procedures and application form can be found at http://faa.illinois.edu/special_grant_guidelines.

FAA Creative Research Award

The FAA Creative Research Award supports creative and scholarly research in the fine and applied arts for research projects by FAA faculty, academic staff, and academic professionals. Funds from this award may be used for research needs, including but not limited to the following:

- Research, performance, and exhibition expenses
- Production and post-production support
- Travel
- Equipment, technology, software, and other special expenses

Although grants of \$2,000 to \$10,000 will be most common, larger amounts will be considered when exceptional impact is likely. For a description of the award application process, see:

<http://faa.illinois.edu/Faculty+and+Staff/Faculty+Resources/Creative+Research+Awards>

CAMPUS RESEARCH BOARD PROGRAMS

Scholar's Travel Fund (STF)

Scholar's Travel funds provide support of one eligible trip per year with a small contribution from the School of Music. Virtually all supported travel is funded by either this source or the FAA Special Grant funds (see above). The Office of the Vice Chancellor for Research describes the Scholars' Travel Fund (STF) as "a Campus Research Board program designed to support the dissemination of faculty members' professional work and expertise: e.g., travel support to Illinois faculty members in specific areas to present original papers or posters at scholarly events. Please note that participation as a discussant, invited lecturer at individual campuses, and research-related travel, are not supported. Support for other types of travel will be looked at on a case-by-case basis." Applications must be submitted online at <http://stf-app.research.illinois.edu>.

The Illinois Campus Research Board (CRB)

The Illinois Campus Research Board was established in June of 1932 to serve the campus as a conduit for the distribution of funding to faculty members in support of individual or group research projects. The Board expects to:

- Support new faculty as they initiate their research
- Support pre-tenure faculty as they complete critical scholarship
- Provide seed funding for research in new and/or interdisciplinary directions
- Provide support for preliminary studies to improve the potential for attracting external research support
- Provide support for important research in fields for which external support is either quite limited or unavailable

The maximum request allowed is \$30,000.00. The Research Board is above all committed to fostering excellence in research, scholarship, and creative activities. For further information, see:

<http://crb.research.illinois.edu/>

**Humanities
Released Time**

The Campus Research Board will normally apply the following criteria in their review of requests for released time through the Humanities Released Time Program:

- Preference will be given to untenured faculty.
- Requests should not be made in the faculty member's first year at the University unless truly exceptional circumstances exist.
- Requests may be particularly appropriate for faculty in their final year before submission of the tenure dossier when they are completing scholarly work on which their tenure decision will be based.

Humanities Released Time should be used for critical moments in the life of the project. The Campus Research Board will not normally award released time to an applicant who receives similar released time from another campus unit for the same academic year. Humanities Released Time should not be used in conjunction with a sabbatical leave or other leaves or released time opportunities that would lengthen time released from University teaching responsibilities unless exceptional circumstances exist.

For awards of released time through the Humanities Released Time Program, the Campus Research Board will provide to the department/unit a standard rate of \$12,000 for one semester of released time, plus \$2,000 to the faculty member for unrestricted expenses associated with the project and within the normal Research Board guidelines. Continuing support is not available under the Humanities Released Time Program. A minimum of five years must elapse between periods during which Humanities Released Time is taken. For further information about Humanities Released Time, see:

<http://crb.research.illinois.edu/content/programs/HRT.aspx>

<http://www.research.illinois.edu/CRB/content/programs/PAD.aspx>

**Performing Arts
and Design**

The Performing Arts & Design Program provides support for released time to performing and visual arts and design faculty to conduct specific creative projects for which their own concentrated effort is the resource most urgently needed. With this support the recipient

is released from a portion of his or her teaching duties for an appropriate period, usually from two weeks to one semester, and is replaced by a teaching assistant or other qualified instructor to be arranged with the departmental executive officer.

For awards of released time through the Performing Arts & Design Program, the Campus Research Board will provide to the department/school an amount prorated to the length of requested leave and based on a standard rate of \$9,000 for one semester of released time. This rate is the same as for the Humanities Released Time Program and rates for both programs may be adjusted for inflation on occasion, funding permitting. The faculty member's department may use these funds for either a teaching assistant or wages to hire a qualified instructor to cover the faculty member's teaching responsibilities during the awarded released time period. The faculty member is thereby released from teaching responsibilities. Other responsibilities such as graduate student supervision or service activities should be negotiated with the department.

CENTER FOR ADVANCED STUDY

**Center for
Advanced Study
Programs**

In keeping with the CAS mission to encourage creative achievement and scholarship by promoting intellectual vigor and diversity, CAS' programs offer faculty time off from teaching in order to pursue a research or creative project, and also bring to campus a steady flow of world-class scholars and performing artists for public events and small group meetings. For further information about CAS programs, see:

<http://www.cas.illinois.edu/online/>

UNIVERSITY AWARDS FOR SCHOLARSHIP

**University
Scholars Program**

Faculty excellence is the cornerstone of any university of high quality. There is no more important task at the University of Illinois than attracting and retaining the very best teachers and scholars. The Faculty Scholar Program aims to recognize outstanding members of the faculty and to provide each with a funding allocation to enhance their scholarly activities. Scholar awards are not made for a specific project or proposal; rather, they represent recognition of the recipient's excellence and the University's commitment to foster outstanding people and their work. Therefore, the awards are made through nominations, not by application. As of 2013, each award consists of an allocation of \$15,000 per year for a period of three years. Recipients may use the funds at their discretion to enhance their scholarly work through travel, equipment, research assistants, scholarly materials or other uses that support their university-related teaching or research. University Scholars funds cannot be used toward the recipients' base salary but can be used to support a summer salary of up to two-ninths of base salary. For further information, see:

<http://www.vpaa.uillinois.edu/policies/univscholars.cfm>

TEACHING ADVANCEMENT BOARD (TAB)

The Teaching Advancement Board (TAB) encourages excellence and innovation in teaching. The TAB has four main roles:

- Evaluate and foster specific programs to improve the quality of teaching
- Sponsor forms of recognition for excellence in teaching
- Provide support for instructional enhancement
- Promote developmental activity in support of teaching

The Teaching Advancement Board has proposed and implemented several programs to bring new visibility and improvement to teaching. These programs include the following:

PITA grants

Provost's Initiative on Teaching Advancement (PITA)

PITA grants enable recipients to design, implement, and assess instructional innovation that has a high probability of enhancing education at Illinois. The projects most likely to be funded are those that clearly align with priorities established in the Campus Strategic Plan, and where PITA award resources might be leveraged to increase external support. Activities that may be supported by PITA grants include, but are not limited to:

- Projects that strengthen excellence in instruction by way of teacher-to-teacher mentoring and evaluation. Proposals that involve one or more of the college Teaching Academies are especially encouraged.
- Projects that improve existing courses. Viable improvements include the incorporation of innovative educational technologies, or the development of community-engagement opportunities.
- Development of new courses and pilot classes that are intended to become part of the core curriculum of a department or program.

Instructional research that examines the effectiveness of some aspect of instructional practice or that develops methods to measure instructional effectiveness. For further information about PITA grants, see

<http://provost.illinois.edu/committees/tab/pita.html>

TAB Travel Grants

The Teaching Advancement Board (TAB) provides Teaching Advancement Travel Grants to assist individuals seeking to participate in a distant seminar or workshop that primarily aims to improve or enhance teaching and learning outcomes. For further information about TAB Travel Grants, see:

<http://provost.illinois.edu/committees/tab/guidelines.html>

Distinguished Teacher-Scholar Program

This is the premier campus award recognizing scholarly contributions and excellence in the areas of teaching and learning. The title of University Distinguished Teacher-Scholar is permanent throughout the recipient's appointment at Illinois. As part of its commitment to teaching excellence, the University seeks to recognize its University Distinguished Teacher-Scholars and draw upon their talents. Applicants and nominees must already have received significant recognition of teaching effectiveness and have a distinguished record of disciplinary scholarship, research, or creative activity.

University Distinguished Teacher-Scholars are individuals willing to commit time to enhancing instruction in a way that will make a difference to the University and its students. Each applicant/nominee should propose a specific activity that will foster that goal. This activity is envisioned as a one-year enterprise. The objective of the University

Distinguished Teacher-Scholar Program is to offer talented faculty members not only recognition, but also an opportunity to engage in an in-depth analysis of the craft and art of teaching, to consider new approaches, and to put their insights to work in ways that will benefit significantly their students and the campus community. For further information, see:

<http://provost.illinois.edu/programs/distinguished/index.html>

CAMPUS AWARDS FOR EXCELLENCE IN INSTRUCTION

Several campus level awards are given each year in recognition of excellence in undergraduate education, graduate and professional teaching, extramural teaching, advising, and research. These awards may consist of a one-time cash award, as well as a recurring salary increment. For further information, see:

<http://www.provost.illinois.edu/programs/awards/instruction.html>

Descriptions of the specific awards are as follows:

Excellence in Graduate and Professional Teaching

Faculty members from academic units with graduate or professional instructional programs are eligible for the Campus Award for Excellence in Graduate and Professional Teaching. Up to two winners will be selected to receive this award. The award consists of \$5,000 in cash for the personal use of the faculty member selected, and a recurring salary increment of \$3,000. For further information, see:

<http://www.provost.illinois.edu/programs/awards/campus/grad.html>

Excellence in Graduate Student Mentoring

Faculty members from academic units with graduate instructional programs are eligible for the Campus Award for Excellence in Graduate Student Mentoring. Up to two winners will be selected to receive this award, which was originated by the Graduate College. The award consists of \$2,000 in cash for the personal use of the faculty member selected. For further information, see:

<http://www.provost.illinois.edu/programs/awards/campus/mentor.html>

Excellence in Guiding Undergraduate Research

This award is designed to foster and to reward excellence in involving and guiding undergraduate students in scholarly research. The award consists of \$2,000 in cash for the personal use of the faculty member. Each winner will also receive a personalized commemorative plaque. For further information, see:

<http://www.provost.illinois.edu/programs/awards/campus/guidingundergradresearch.html>

Excellence in Online and Distance Teaching

Faculty members or instructors who teach academic credit online or distance courses are eligible for the Campus Award for Excellence in Online and Distance Teaching. The award consists of \$5,000 to be placed in the recipient's research/teaching account and \$1,000 for the recipient's academic unit for use to develop the program. Please see:

<http://www.provost.illinois.edu/programs/awards/campus/offcampus.html>

Excellence in Undergraduate Advising

These awards are designed to foster and to reward excellence in undergraduate academic advising. Up to two winners will be chosen (one for a faculty member or an individual with a non-primary advising role and one for a professional academic advisor). Each award consists of \$2,000 in cash for personal use. For further information, see:

<http://www.provost.illinois.edu/programs/awards/campus/advisingundergraduates.html>

Excellence in Undergraduate Teaching

These are the principal campus awards for excellence in undergraduate teaching. Up to thirteen winners will be chosen (five members of the faculty, five graduate teaching assistants, and three members of the instructional staff). Faculty members and instructional staff who are selected will receive \$5,000 in cash for their personal use. Graduate teaching assistants will receive \$3,500. Recurring increments of \$3,000 will be added to the annual salaries of faculty members and instructional staff. Please see:

<http://www.provost.illinois.edu/programs/awards/campus/excellentundergrad.html>

General Information

Announcements

DEPARTMENT OF DANCE WEBSITE

The Department of Dance Website, <http://www.dance.illinois.edu/> is administered by the Department. Faculty members are encouraged to submit news items to the Assistant to the Head for posting on the Dance website. These items can include information about performances, publications, reviews, and other professional activities, as well as honors and awards as they occur. Upcoming events are updated weekly. Faculty members should update their biographies and research pages on a regular basis. All forms and departmental information are accessed through resources – found at the portal on the lower right corner of the website.

All documents pertaining to departmental activities are kept online in BOX. <https://uofi.app.box.com>. This online resource includes the Timeline (Departmental Calendar), Rehearsal Schedules, faculty teaching assignments, Guest Artist schedules, faculty leave forms and calendars, etc. These documents are all subject to change, so faculty should always check BOX for the most recent version.

There are weekly updates that announce all upcoming departmental activities.

Office Matters

OFFICE EQUIPMENT AND FURNITURE

Faculty office space is assigned by the Head in consultation with the Assistant to the Head. Most faculty offices are equipped with a desk, desk chair, filing cabinet(s). The Department provides a computer to all permanent full-time faculty which is refreshed every 3-5 years. Dance equipment and furniture may not be moved without prior authorization from the Assistant to the Head.

OFFICE SUPPLIES

Faculty and graduate teaching assistants may obtain expendable supplies, letterhead and stationary from the Departmental Office.

TELEPHONE CALLS

Lync replaces conventional landline telephone service on campus. Information can be found on the Technology Services (formerly CITES) website: <https://www.cites.illinois.edu/lync/index.html>

COMPUTER SUPPORT

Dance computer repairs and installations are handled by the FAA-Helpdesk (FAA-Helpdesk@illinois.edu), whose technicians are available to assist faculty with problems related to hardware or operating systems. Faculty and staff should make other arrangements for assistance with software applications. Site licenses are available for word-processing, spreadsheet and database programs. Faculty may contact Campus Information Technologies and Educational Services (CITES): <https://www.cites.illinois.edu/software/softwareguide.html>.

BUSINESS CARDS

Dance Department funds are available for producing or providing faculty business cards. Business cards may be ordered online through UI's Document Services at: http://marcomcentral.app.pti.com/printone/addToCart.aspx?uigroup_id=17077&product_id=1&node_id=0

Keys

KEYS TO DANCE BUILDINGS

Keys to Dance facilities are available in the Department of Dance. Keys to Studios in KCPA must be obtained through the Custodial office located right next to the Loading Dock on the 2nd floor of KCPA. University keys may not be copied for any purpose, and may not be transferred from one individual to another. Faculty members are asked not to lend keys to students. All University keys must be returned to the Dance Office when no longer needed and upon termination of University employment/affiliation.

Legal Waivers

COPYRIGHT

Please see: [Copyright for Performing Arts](#)

Please see Issues of Liability in Table of Contents for Policies/Waivers/Forms on Copyright, Liability, Youth, Right of Refusal, etc.

Facilities

STUDIO USE

The Dance Department has seven Studios, a classroom, Media Lab, Physical Therapy lab, and performance spaces:

Nevada Studios: 905 W. Nevada

- Nevada A and Nevada B are custom-designed studios with sprung floors devoted to Departmental classes and rehearsals.
- The Media Lab has 4 computer stations dedicated to Video editing and archiving of Departmental Concerts.

Music Annex: 909 W Oregon, Room 101: Physical Therapy Lab. Kim Hardin, Physical Therapists meets students in this space.

The Dance Administration Building (DAB), 907 ½ W. Nevada, houses faculty offices, a classroom, and the Patricia Knowles Studio (PKS). This intimate space hosts mind-body and kinesiology classes, faculty warm-ups.

Krannert Center for the Performing Arts—the premier university-based arts complex that features dance, music, and theatre performances—offers stimulating resources for our work.

- **Dance Rehearsal Krannert (DRK)** is a flexible theatre with state-of-the-art technology, lighting, and sound equipment. Sprung floors create warmth in this spacious rehearsal and performance studio. DRK, our main dance studio at Krannert Center, is outfitted with a high-bandwidth network for collaborative performance possibilities. Devoted to Departmental Classes and Rehearsals.
-
- **The Drama Rehearsal Room (DRR)** is an intimate white cube used for dance classes. Devoted to Departmental Classes and Rehearsals. Open 8 – 6:00 pm.

Art Annex II: 1301 S Goodwin. The Graduate Dance Center.

The Graduate Dance Center is dedicated to graduate research and includes sprung floors, computers, sound system, projector, refrigerator and microwave. It has been designed as a small generative space for the development of choreographic ideas. It is an integrative space intended to facilitate deep artistic investigation and facilitates moving, thinking, eating and resting. This sustainable space was created through a collaboration with students and faculty from the School of Architecture with recycled materials. It is the result of the efforts by many students and faculty, and generous donations by donors to our department. Rehearsals are scheduled by the Graduate Office Assistant.

Studios and classrooms are scheduled for classes and rehearsals by the Head, Executive Committee, and Assistant to the Head and Space Coordinator according to the following hierarchy:

**Dance Studios:
Nevada A, B, DAB
DRK, DRR**

1. Scheduled classes;
2. Departmental Rehearsals (Nov, Feb, Studio I/II, Senior Thesis)
3. Faculty Warm-up/Class planning;
4. Graduate and Undergraduate Rehearsals
5. Ad hoc use for rehearsals.

**Patricia Knowles
Studio PKS**

1. Faculty warm-up/class planning;
2. Scheduled classes;
3. Ad hoc use for rehearsals

**Graduate Dance
Center, Art Annex**

1. Graduate warm-up, class & rehearsal planning.

The Departmental Space Coordinator contacts faculty each semester to gather regular and ongoing space requests from faculty for warm-up, class planning, and rehearsal needs.

Lockers

Krannert Center Studios: Lockers in the DRK men's and women's dressing rooms are controlled and maintained by the Krannert Center. To check out a locker and key, students should pick up a key authorization form from the Dance Office at 907 1/2 W. Nevada. This form must be taken to the KCPA Director's office for payment of a \$5.00 deposit and then taken to the Building Operations office next to the north loading dock on Level 2, the north side of KCPA, to obtain the key. (Please refer to key instructions, which you have already received.)

Nevada Studios: Non-Dance majors must supply their own locks for use of these lockers during class time only. Dance majors may share (2 to a locker) for the entire year.

PERFORMANCE SPACES

Dance Rehearsal Krannert (DRK) is a flexible theatre with state-of-the-art technology, lighting, and sound equipment.

The Colwell Playhouse, the site of our largest productions, has seating for 678 people. With its full-stage cyclorama, large-format projector, flexibility to create an orchestra pit, spacious wings, full range of lighting equipment, and complete audio system, this theatre can be transformed to suit any dance work.

The Studio Theatre is a 3,000-square-foot black box that can seat up to 200 people in thrust, proscenium, stadium, or arena arrangements. Assorted lighting choices, a rear projection cyclorama, a flexible rigging system, scrims, and stage draperies allow for diverse productions. The audio booth has a mixer, recorders, and amplifiers, and speakers can be added as needed.

Performances

SCHEDULING

All performances at KCPA are scheduled by the Board of Producers (UEOs of Dance, Music, Theater, KCPA Executive/Associate Directors).

Annual Performances:

- November Dance – Faculty and Guest Artist Work. Mid-November. Colwell Playhouse.
- February Dance – Faculty and Guest Artist Work. Early February. Colwell Playhouse.
- Studio I - Graduate Thesis Work. Mid March. Studio Theater.
- Studio II – Adjudicated Student Work. Mid April. Studio Theater.
- Senior Thesis – Senior Thesis Performances. Late April. DRK

Every concert is assigned a Faculty Concert Director who oversees the production of the concert. Please see The Concert Director Handbook for all policies and procedures concerning casting, publicity, etc.

Graduate Media Coordinator Quick Guide

PEOPLE

- **Graduate Media Coordinator (GMC)**
GMC: Momar Ndiaye
GMC Contact Address: lacadanses@gmail.com
Assistant: Arielle Dykstra
Assistant Contact Address: adykstr2@illinois.edu
- **Video Crew**
- **Dance Production Coordinator**
GMC Advisor: Renée Wadleigh
GMC Equipment Advisor & Support/Media Lab Director: Ken Beck

FREQUENTLY ASKED QUESTIONS

- **What do the GMC and Video Crew do for the Department?**
 1. We shoot and edit every Main stage Concert for the Department: November Dance, February Dance, Studiodance I, and Studiodance II (edited for practice only) and Senior concerts.
 2. The GMC maintains the Video Archive of Departmental works.
 3. The Video Crew shoots BFA Auditions and Designer Runs when not in DRK (Events in DRK use installed DVD set up).
 4. Video Crew shoots other Departmental Events only when assigned by Department Head at start of Fall Semester.
- **What do you mean by maintaining the Departmental works Video Archive?**
 1. For each Main stage Concert, Senior Concert, and assigned Department Event, the GMC:
 - a. Maintains a digital archive of raw footage gathered from SD cards for a temporary period. If you want raw footage, contact the GMC no later than one week after concert date.

- b. Creates and stores an edited QuickTime digital file (.mov) and uploads it to our private Vimeo page. These are usually available for viewing 2 weeks after the show. Studiodance II is the exception. Studiodance II is not edited until the FOLLOWING spring.
 2. For the BFA Auditions and Designer Runs held outside DRK, the GMC provides the SD card to the Event Director immediately following the audition for downloading. The SD card should be returned to the GMC promptly.
- **I'm a dancer and I want a copy of my video. How do I get it?**
 1. First, each piece must have a signed Choreographer's Permission/Non-permission Form. If this is not on file, videos will not be distributed.
 2. Second, Download and fill out the Video Request Form from the department's website.
 3. Third, hand in the hard copy of the form in the GMC's mailbox. The GMC will follow up if an appointment needs to be made. Typically, the GMC supplies everyone with a link and password to their dance. The link will connect you to our private Vimeo page from which the piece can be downloaded. If you prefer a playable DVD, these are only prepared by special request to the GMC.
 - **I'm a choreographer and I'm concerned about releasing my work due to copyright issues. What do I do?**
 1. Choreographers must sign a Copyright Policy Form and give to GMC.
 2. Choreographers must sign a Choreographer Release/Non-Release form and give to GMC.
 3. GMC will only provide a video to dancers/designers if Choreographer has given permission.
 4. GMC will release to dancers with/without sound according to Choreographer's form.
 5. GMC will give a copy of the Choreographer Release/Non-Release form to students, so they understand the scope of the use of the video.
 6. For more information on Copyright please see:
<http://publish.illinois.edu/copyright-for-arts/resources/>
 7. To access copyright forms: <http://www.dance.uiuc.edu/resources/forms>
 - **I want to learn how to...edit video/make a promo/upload to Vimeo/get video on my website/figure out my new camera, etc.**

Make an appointment with your GMC! We are available to help you learn and have time set aside each week for students and faculty.
 - **What don't you do?**
 1. The GMC does not archive or shoot events outside those assigned at the beginning of the year by the Department Head.
 2. We do not shoot or archive events held in DRK. There is video equipment available in the DRK booth to record DVDs.
 3. We do not edit personal video projects, faculty research, or anything not listed above.

MORE DETAILS

Below you'll find specific information about our procedures and how they might affect you.

Index:

- A. Events not shot by Video Crew
- B. Performance preparation and shooting procedures
- C. Editing procedures November, February, and Studiodance I
- D. Editing procedures Studiodance II
- E. Editing procedures all other events

A. Events Not Shot by Video Crew

1. MFA Auditions (MFA Director responsible)
2. Designer Runs in DRK (Concert Director responsible. GMC will help with DVD duplication)
3. Guest lectures (unless assigned by Department Head)
4. Repertory Company (Director responsible)
5. End of semester showings (DRK Manager responsible, DVD recordings archived for one year before recycled)
6. Independent Concerts in DRK (Event Directors responsible)
7. Independent Concerts NOT in DRK (Event Directors responsible)

B. Performance Preparation and Shooting Procedures

For Mainstage Concerts, assigned Departmental Events, and Senior Concerts, the GMC assigns Video Crew to view rehearsals, speak briefly with choreographers, and attend specific shooting dates. The assigned Video Crew and/or outside hire assumes responsibility for the job and attends Designer Run, the non-tech run through, and Dress Rehearsal for practice. Assigned Video Crew will accommodate reasonable shooting requests to the best of their ability. Shooting Crew should not be approached with instructions at the time of the performance shoot. Mainstage Concerts are shot on Thursday and Saturday.

C. Editing Procedures—November, February, and Studiodance I

The GMC is responsible for editing concerts in a timely manner. The GMC reviews all footage and looks to find the best quality footage available to edit. If Thursday and Saturday's footage is found to be of similar quality, the choreographer will be contacted and asked to review the footage and choose which night will be edited.

Choreographers may ask to view the unedited Master by contacting the GMC, and they may request which concert should be edited. Choreographers must initiate the request within 2 weeks of the concert. Editing begins two weeks after concert closing.

D. Editing Procedures—Studiodance II

Video Crew creates edited digital files of Studiodance II the year after the performance. This edit is done for practice only. If choreographers desire this footage before the next year, they must utilize the raw footage or the rough edit done by the GMC.

E. Editing Procedures—Senior Concerts and other Departmental Events

Typically these events are shot with one camera. The GMC trims the footage, adds titles and credits, and creates a digital video file that is stored and available in the archive.

Building Security And Emergencies

HOURS OF OPERATION

- The Dance Administrative Building is open 5 days a week from 8:00 a.m. to 4:30 pm.
- The Nevada Studios are open 5 days a week 8:00 – 10:00 pm. Faculty and Graduate students have keys for rehearsals after hours.
- KCPA studios are open 8 – 11 pm.
- The Graduate Dance Center is locked. Graduate students have keys.

BUILDING SECURITY:

For emergencies, a Building Emergency Plan, in compliance with an official UI mandated plan, was put into effect in the Fall of 2013. Every faculty member is given an [Emergency Response Guide](#) for the Dance studios. There are also emergency booklets in each studio and classroom. For information, consult the emergency planning website of the UI Division of Public Safety: <http://dps.illinois.edu/emergencyplanning/>

- Students should bring valuables to class or lock securely in one of the lockers.
- Under no circumstances should anyone grant entrance to an individual with whom the person is not personally acquainted. Never prop open the outside doors.
- Lock doors if you are rehearsing alone at night.
- Lock all doors; close windows; turn off all lights and fans if you are the last user of the day
- Call campus police immediately if unauthorized individuals enter the studios or loiter outside the building (3-1216).
- Report any facility problems to the Department Secretary in the Dance Office (333-1010).

EMERGENCY PREPAREDNESS

Tornado Shelters

Tornado shelter areas for Dance personnel are designated as follows:

- KCPA: interior rooms in the lowest level
- DAB: Restrooms
- Nevada Studios - Locker Rooms
- Graduate Dance Center: basement of GDC or ACES Library.

Illini Alert

In the event of a tornado warning, the campus will activate the campus emergency alert system and the tornado warning sirens. To sign up for Illini alerts via text and email, go to the Technology Services (formerly CITES) website at <https://www.cites.illinois.edu/illinialert/index.html>.

All faculty, staff, and students are to move in an orderly fashion to the designated areas. Personnel who are in classrooms without windows on the lowest level are to remain in the classrooms. Faculty and staff housed in the Krannert Center should familiarize themselves with KCPA guidelines.

Please see for Injury Prevention and Emergency Care on Dance Web site: www.dance.illinois.edu/images/resources/injury-prevention-emergency-care.pdf



Chapter

General University Information

Identification Cards

As soon as a new faculty member's appointment has been entered into the University's Payroll system by the Office of Human Resources, s/he may obtain a photo ID (i-Card) at the Campus (Urbana) ID Center, located on the first floor of the Illini Union Bookstore (4-0135, 809 S. Wright St., Champaign). ID cards are required for using the library and other campus facilities. For further information, see:

<http://www.icardnet.uillinois.edu/APPPUBLICWEBSITE/idcsUrbana.cfm>

Computer, Electronic Mail

Technology Services (formerly CITES) will assist you in establishing computer accounts and password changes. To establish or modify e-mail accounts, go to:

<http://www.cites.illinois.edu/accounts/entering/>. For help with your accounts and passwords, contact the Technology Services Help Desk:

1211 Digital Computer Laboratory
1304 W. Springfield, Urbana
217-244-7000
consult@illinois.edu
www.cites.illinois.edu/help/

Nessie

<http://nessie.uihr.uillinois.edu/>

NESSIE (a Net-driven Employee Self-Service Information Environment) enables employees to:

- View Notification of Appointment (NOA);
- View most recent earnings statement;
- View employment information;
- Work with lending institutions in providing employment verification directly;
- Make changes in withholding and initiate or change direct deposit;
- Make changes in name, address, phone number, emergency contact information;

- Review and update Knowledge, Skills, and Abilities (KSAs), prior education, and work history;
- Enter publication information;
- Access University and campus information, such as Policy and Rules, Campus Administrative Manual, etc.

To access NESSIE, you need Internet access, your NET ID (on your photo ID card), a Kerberos (secure) password, and a Personal ID Number (PIN) (easy to set up in NESSIE).

Workplace Environment

COLLEGIALITY

Regarding professional conduct, the UI *Academic Staff Handbook* stipulates: “Members of the University community must honor contractual obligations in teaching, research, public service, and other professional responsibilities. They should further conduct themselves in a professional and collegial manner in all dealings with each other.” <http://www.ahr.illinois.edu/ahrhandbook/chap5/index.html>

SAFETY IN THE WORKPLACE

The mission of UI Division of Safety and Compliance is to “promote safe and environmentally sound work practices that advance the University's mission and interests by advising and consulting with faculty, staff and students.” “Employee Safety & Health programs help protect the safety and health of our campus community at all levels – including student events, faculty, and staff.” Their programs range from protecting employees from chemical exposure in laboratories and renovation work, to noise/hearing conservation. For further information, see: <http://www.fs.illinois.edu/services/safety-and-compliance>.

DISCRIMINATION AND HARASSMENT

Discrimination or harassment based on race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era, or other forms of invidious discrimination, is prohibited by law. If disciplinary action is warranted, discipline will be imposed in accordance with applicable University statutes and relevant University rules and regulations. Reprisals against any person for participating in this process will not be tolerated.

ALCOHOL AND DRUGS

The University of Illinois is committed to maintaining a drug- and alcohol-free environment in compliance with applicable state and federal laws. Unlawful possession, use, distribution, dispensation, sale, or manufacture of controlled substances or alcohol by students or staff is prohibited on University premises. As a condition of employment, the employee will abide by this policy. Students or employees who violate federal or state laws concerning drugs or alcohol are subject to criminal prosecution; those who violate University policies also are subject to institutional sanctions, up to and including dismissal and referral for prosecution. Employees are subject to disciplinary action, including

dismissal, for unauthorized consumption of intoxicating liquors on institutional time or property, inability to perform satisfactorily assigned duties as a result of drinking alcoholic beverages, illegal or excessive use of drugs, narcotics, or intoxicants, or the unauthorized sale or distribution of drugs, narcotics, or intoxicants.

Alcoholic beverages may be served at office parties and other special occasions with prior approval of the Vice Chancellor for Administration and Human Resources. Forms for requesting approval may be obtained online. For information on the UI Alcohol Management Policy and for Alcohol Approval Forms, see the *Campus Administrative Manual*:

<http://cam.illinois.edu/viii/viii-10.htm>

SMOKING IN UNIVERSITY BUILDINGS

Smoking of any material is prohibited in all campus buildings, facilities, and campus-owned or leased vehicles. In addition, smoking is prohibited outdoors immediately adjacent to entrances and exits of all campus buildings.

PRIVATE USE OF UNIVERSITY PROPERTY

The University “General Rules,” in Article IV, Section 3, state:

No one connected with the University in any capacity shall use for any personal purpose any University property of whatever description, and no one shall be permitted to remove from the buildings or grounds any property belonging to the University, even though it may seem to be of no value, unless it be temporarily removed pursuant to some well-established regulation, or with the approval of the appropriate Chancellor or the Vice-President for Administration in the instance of the general University property.

“Use for any personal purpose...” includes teaching private lessons for remuneration.

WORKPLACE VIOLENCE

The University of Illinois at Urbana-Champaign is committed to a nonviolent environment for all employees and students. Acts of violence and threats of violence are not acceptable conduct in the workplace and will not be tolerated. Violent acts and threats of violence should be reported to the campus police and to supervisors immediately.

DIVISION OF REHABILITATION-EDUCATION SERVICES

The Division of Rehabilitation-Education Services coordinates disability support services for UI students with disabilities. An instructor resource site containing information about campus disability support service resources, policies, and procedures is available at <http://www.disability.uiuc.edu/>.

UNIVERSITY OF ILLINOIS TRAINING RESOURCES CENTER

The University of Illinois has developed the Training Resources Center to assist faculty, academic professionals, and staff. The Training Resources Center is a comprehensive listing of University of Illinois training opportunities from across all campuses and an on-line resource for training and education outside the University. Information on professional organizations in nearly any field and University policy information regarding training and education are included.

For further information, see <http://www.obfs.uillinois.edu/training/resources>

MENTAL HEALTH CONCERNS

A faculty member who is concerned about the mental health of a student should contact the office of the Dean of Students (tel. 217-333-0050). If the emergency occurs during the day, you may also call the Counseling Center at (217) 333-3704 or the McKinley Mental Health Department at (217) 333-2705. If the emergency occurs after business hours, call the Crisis Line at (217) 359-4141. If you feel that the student's behavior poses an immediate threat to themselves or others, call 9.911 (on-campus) or 911 (off campus) For further information, refer to the following websites:

Office of the Dean of Students:

<http://www.odos.uiuc.edu/studentassistance/>

McKinley Health Care/Mental Health Clinic:

http://www.mckinley.illinois.edu/Clinics/mental_health.htm

Counseling Center

<http://www.counselingcenter.illinois.edu/>

HOLIDAYS

University-observed holidays include Independence Day, Labor Day, Thanksgiving Day, Designated Holiday (Day After Thanksgiving), Christmas Day, Designated Holiday (Day After Christmas), New Year's Day, Martin Luther King Day, and Memorial Day. In addition, salaried employees may take two "floating holidays" during each fiscal year. The scheduling of these two "floating holidays" is subject to departmental approval. A list with the specific dates of each holiday is posted annually.

Useful Websites

Academic Human Resources (AHR)

<http://www.ahr.illinois.edu/>

Academic Staff Handbook

www.ahr.illinois.edu/ahrhandbook/default.html

Benefits Center

<https://nessie.uihr.uillinois.edu/cf/inex.cfm>

Departmental Calendar

<http://webmail.illinois.edu/owa/calendar/dancecalendar@mx.uillinois.edu/Calendar/calendar.html>

Timeline

https://uofi.app.box.com/files/0/f/1674415278/1/f_8399550512

Campus Administrative Manual

<http://www.cam.illinois.edu/>

Center for Teaching Excellence

<http://cte.illinois.edu/>

CITES (now Technology Services)

<https://www.cites.illinois.edu/>

Class Schedule

<https://my.illinois.edu>

Code of Policies and Regulations Applying to All Students

<http://admin.illinois.edu/policy/code/index.html>

Communication No. 9 (Curriculum Vitae Standard Format)

<http://www.provost.illinois.edu/communication/09/>

Communication No. 13 (Third-Year Review)

<http://www.provost.illinois.edu/communication/13/>

Communication No. 19 (Sabbatical)

<http://www.provost.illinois.edu/communication/19/index/html>

Center for Advanced Study (CAS)

<http://cas.illinois.edu/Home/Default.aspx>

Chancellor

<http://oc.illinois.edu/>

Conflict of Interest Policies

<http://research.uillinois.edu/policy/coci>

Course Catalog

<https://my.illinois.edu>

Emergency Evacuation Plan

<http://www.dps.illinois.edu/emergencyplanning/evacproc.htm>

Emergency Notification

<http://emergency.illinois.edu>

FAA, College of

<http://faa.illinois.edu/>

FAA Portal

<https://my.faa.illinois.edu/login.asp?/gradapps/index.asp>

Graduate College

<http://www.grad.illinois.edu/>

Handbooks for Concert Director, Undergraduate Students, Graduate Students, GMC

<http://www.dance.uiuc.edu/resources/handbooks>

GMC Quick Guide for Faculty & Students

<http://www.dance.uiuc.edu/resources/handbooks>

Krannert Center for the Performing Arts

<http://KrannertCenter.com>

Library, Dance and Music

<http://www.library.illinois.edu/mux/>

NESSIE

<https://nessie.uihr.uillinois.edu/cf/index.cfm>

Programs of Study

<http://www.provost.illinois.edu/ProgramsOfStudy/>

Provost

<http://provost.illinois.edu/>

Technology Services (formerly CITES)

<https://www.cites.illinois.edu/>

Vice Chancellor for Research

<http://www.research.illinois.edu/>

Research Board

<http://crb.research.illinois.edu/>

Resources for Faculty

http://illinois.edu/resourcesfor/faculty_staff/faculty.html

Senate

<http://www.senate.illinois.edu/>

Statutes, UI

<http://www.bot.uillinois.edu/statutes>

Appendix A – Department of Dance By-Laws

A. NAME

The name of this organization shall be "the Faculty of the Department of Dance" in the College of Fine and Applied Arts of the University of Illinois, Urbana/Champaign (hereafter, the "Department").

B. PURPOSE

The purpose of these bylaws is to promote self-governance, collegiality, the orderly conduct of business in the Department. These bylaws supplement the *Bylaws of the College of Fine and Applied Arts* and the *Statutes of the University of Illinois*. If they conflict with either the *College Bylaws* or the *University Statutes*, the *College Bylaws* and the *University Statutes* shall prevail.

C. INCORPORATION OF EXISTING POLICIES

The Department documents entitled *Policies, Criteria, and Procedures for Academic Promotion and Tenure* and *Department of Dance Grievance Procedures* are hereby incorporated by reference as they currently exist and as they may subsequently be amended. These bylaws shall override any contrary policy or procedure of the Department.

D. FACULTY

For purposes of governance, the term faculty, as used in these bylaws, refers to those persons who hold at least a 100 percent appointment at the University as Professor, Associate Professor, Assistant Professor, Teaching Professor, Research Professor, Instructor, Lecturer, or Academic Professional. Visiting, temporary, and less than full appointments within the department will have voice, but no vote.

E. OFFICERS

The presiding officer of the Department shall be the Head. Other administrative officers shall be appointed by the Head in consultation with the Advisory Committee or the faculty. The Head or the designee of the Head shall chair meetings of the faculty.

F. MEETINGS OF THE FACULTY

1. *Regular Meetings*--The faculty shall meet regularly during the semester when possible to discuss the business of the Department and to vote on such matters as are required. The Head shall chair the Faculty meeting. The Head shall distribute a calendar of Department regular meetings and other events in the first month of the academic year and may modify it as needed.
2. *Agenda*--The Head shall provide faculty with an agenda of matters to be considered at the faculty meeting two days in advance of the meeting. Faculty may make requests for items to be placed on the agenda of the faculty meeting. Items may be added or deleted from the agenda by agreement or by majority vote of the faculty present at the meeting.
3. *Called Meetings*--A non-scheduled meeting of the Department may be called by the Head or at the request of the faculty. Notice of such called meetings shall be given to each faculty member.
4. *Quorum*--A quorum at a regular meeting shall consist of no less than 60 percent of faculty members.

5. *Consensus or Voting*--Decisions of the faculty shall generally be by discussion and consensus. Voting shall occur when required by University statutes or College by-laws, at the discretion of the Head, or as requested by a faculty member on a particular question. The Head may exercise discretion on any particular vote, by permitting written votes from faculty not present at the meeting.
6. *Meeting Tone*--General decorum and courtesy shall be observed by the faculty.
7. *Minutes*--The Head shall have minutes prepared that reflect the nature of discussion and any decisions made or announced at the faculty meeting. Minutes shall be distributed to faculty and staff in a timely fashion, and a copy shall be kept on file by the Department Head.

G. COMMITTEES

1. ADVISORY COMMITTEE

- a. The Department of Dance Advisory Committee shall consist of three tenured faculty and one either tenured or tenure-track faculty member elected annually. The Department Head shall not be a member of the Advisory Committee. The Committee will meet with the Department Head at the request of the Head, who will chair these meetings. The Committee may also meet without the Department Head.
- b. Advisory Committee members shall be elected at the first Department meeting of the year by written ballot, to serve a two-year term. One tenured faculty member of the Advisory Committee will be elected at the first Advisory Committee meeting by written ballot to serve as chair for those meetings not called by the Department Head.
- c. Purpose: In addition to the responsibilities listed in the University Statutes, the Advisory Committee shall serve the following functions:
 - i. Advise the Head on major policy decisions, which may include special budget situations such as reductions and/or major shifts in categories, strategic planning; and sensitive personnel issues. This advice may be requested by the Head, or offered by the Committee when it feels it is appropriate. Faculty, students, and staff of the Department may request a meeting with the Committee on any matter, which they feel may be within the purview of the Committee.
 - ii. Serve as a committee to hear formal complaints of grievance within the Department which have not been amenable to informal solution and to make recommendations to the Head or Dean as to how such grievances may be resolved. (See *Department Grievance Procedures*.)
 - iii. Advise the Dean of the College of Fine and Applied Arts on the appointment of a committee to evaluate the performance of the Head every five years in accordance with the College Bylaws and the College's Guidelines for Reviews of Administrators.
 - iv. Meet with the Department Head periodically to discuss and refine annual review criteria and procedures, and report the results of that meeting in the following faculty meeting.
 - v. Consult with the Head in junior tenure-track faculty annual review processes.
 - vi. Consult with the Dean about the annual review of the Head.

2. EXECUTIVE COMMITTEE

This Committee shall consist of the Head, Undergraduate Director and Graduate Director. Responsibilities include overseeing the integration of the undergraduate and graduate programs,

publicity, scheduling of classes and teaching assignments as well as teaching effectiveness, as pertaining to the curricular objectives of their respective programs. The Executive Committee shall also evaluate and make recommendations about merit raises of faculty to the Head.

3. PROMOTION AND TENURE REVIEW COMMITTEE

This Committee shall consist of three tenured faculty members appointed by the Head in consultation with the Advisory Committee. When the case is promotion to Professor, the committee shall consist of three full professors. The Promotion and Tenure committee shall evaluate the documentation and submit a written opinion to tenured faculty as to whether or not the Committee considers the candidate qualified for promotion. (See [Appendix D](#) *Department of Dance Policies, Criteria and Procedures for Academic Promotion and Tenure*.)

4. STANDING AND AD HOC COMMITTEES

The Head shall initiate the formation of standing and ad hoc committees as necessary for the conduct of Department business. Committee formation may also be recommended by the faculty or Advisory Committee. Composition of the committees will be determined by the Head in consultation with the Advisory Committee. Faculty with the rank of Lecturer and students will be included on Department committees, as appropriate.

5. SEARCH COMMITTEE

For faculty searches, the Head shall appoint at least three faculty members from within the Department with the rank of Assistant Professor or above, including at least one tenured member.

H. DEPARTMENT REPRESENTATIVES

1. ELECTED REPRESENTATIVES OF THE DEPARTMENT

College of Fine and Applied Arts Executive Committee Representative:

Every other spring semester a secret, written ballot election shall be held to choose the Department's representative on the College of Fine and Applied Arts Executive Committee. Only faculty are eligible to vote in this election and serve as the representative. Term of service shall be two years, with no representative serving more than two consecutive terms.

2. COLLEGE OF FINE AND APPLIED ARTS PROMOTION AND TENURE COMMITTEE REPRESENTATIVE

Every three years, the Department will elect a representative to serve on the College of Fine and Applied Arts Promotion and Tenure Committee. Only faculty are eligible to vote in this election, and only faculty with indefinite tenure are eligible to serve as the Department's representative.

3. SENATOR IN THE UNIVERSITY SENATE

In accordance with University *Statutes* and the rules of the University Senate, the Department, together with any unit combined with Dance to form a single voting unit, shall elect a representative to the

Champaign/Urbana Senate. Only those faculty in Dance (or from a unit combined with Dance) who are tenured or tenure track are eligible to vote in this election and serve as the representative.

4. APPOINTED REPRESENTATIVES OF THE DEPARTMENT

The Head shall nominate or appoint Department representatives to serve on standing committees of the College of Fine and Applied Arts.

I. ANNUAL REVIEWS

The Department of Dance follows procedures and policies for annual reviews listed in Provost Communication No. 21 <http://provost.illinois.edu/Communication/21/index.html>
Communication No. 21 includes:

- *Review Requirements*
- *Exemptions from annual reviews*
- *Required Elements*
- *Option for Broader Review*
- *Grievances*

J. AMENDMENTS

1. Proposals for amendment to the *Bylaws* may be made by any member of the Department at any regular or called meeting of the faculty, provided that the amendment has been previously submitted to the Advisory Committee.
2. A vote on an amendment to the *Bylaws* may not be held at the meeting at which the amendment is first proposed unless this rule is waived by an affirmative vote of three-fourths of the entire faculty.
3. An amendment may be approved only by an affirmative vote of two-thirds of the required quorum present and voting.

K. BYLAW REVIEW

Department *Bylaws* will be reviewed by the Faculty every five years. The review will be initiated by the Department Head.

3-6-15 (passed by Faculty)

Appendix B – Teaching and Service Responsibilities

The following outlines the allocation of teaching (generally 40% of faculty time) and service (generally 20% of faculty time) responsibilities.

A. TEACHING RESPONSIBILITIES

Several modes of instruction (courses and experiences for which students receive credit) are utilized in the Undergraduate and Graduate Programs in the Department of Dance. These include:

- Lecture courses, including lecture-discussion, lecture-discussion-lab, and lecture-lab courses.
- Studio courses, including technique courses, improvisation, choreographic process, and somatic practices.
- Seminars: small lecture-discussion courses for seniors or MFA students.
- Performance practicum, which includes creating and rehearsing new works for student dancers, or reconstructing repertory for student dancers.
- Production practicum, which includes working as part of the production team for dance department concerts, or serving on video crew to document department concerts.
- Independent studies. These may include scholarly research, choreography or performance projects, internships, or other projects proposed by the student and approved by the supervising faculty member.
- Supervised teaching. Guidance and supervision of upper-level undergraduate or graduate students assisting in classes for non-dance majors and majors.

Other instructional activities include

- Supervision of graduate teaching assistants
- Lectures and workshops for courses both in and outside the department
- Course development and curriculum revision
- Choreography for students
- Mentoring of student projects
- Mentoring, evaluating and reporting on the teaching of Graduate Teaching Assistants

B. SERVICE RESPONSIBILITIES

Service activities include the following:

- Administrative jobs such as BFA, MFA, Recruitment, and program directors
- Departmental, College, and University committees
- Academic advisement of students
- Attendance at student concerts and showings
- Participation in student evaluation and assessment activities
- Attendance at faculty meetings
- Recruitment activities, including auditions, college fairs, and master classes
- Concert direction
- Serving on thesis committees for students in other units
- Peer review and mentoring
- National service to the field.

C. TEACHING AND SERVICE WORK LOAD

The following chart provides guidelines for equitable assignments of teaching and service responsibilities. The work hour credits consider credit hour, face time, preparation time, number of students, graduate and undergraduate differences, etc.

Tenured/Tenure Track Faculty should expect to have 10-12 work-load points per semester, which covers both teaching and service. If service is required beyond this norm, faculty may request a stipend or course release. Lecturers should maintain 10-12 work-load points primarily in the area of teaching. The work-load credits may shift for each faculty member from semester to semester and year to year. Faculty are encouraged to participate in each other's classes and may request load consideration in order to promote shared faculty experiences and applied peer review. Faculty research load may impact the ongoing teaching assignments and service commitments. In cases of promotion and tenure, a modification of teaching, services and responsibilities will be considered.

Teaching and Service Work-Load Credit Chart

	Face Time	Credits	#students	Work-Load Points
Physical Practice				
Technique 3 Days	4.5	2	20-30	3
Tech/Improv 2 days	3	1	20-30	2
Somatic 3 times	3	1	15-20	1
Somatic 2 times	2	1	15-20	1
Somatic	1.5	1	15-20	1
Accompaniment	varies			varies
Academic Courses	3	3	20-24	3
Creative Process/Seminar				
Creative Process	3	2	10-20	2
Freshmen Orientation	2	2	10-20	2
Senior Thesis	3	4	10-20	2-3*
Career Seminar	1.5	1	10-20	1
Mentoring				1-2
Production	1.5	1	10-20	1
Choreography/Concerts				
November	4-5	1	3-18	2
February	4-5	2	2-18	2
Senior Solo	3	1	1	1
Rehearsal Director				.5-1
Graduate Courses				
Cont. Directions	2	2	4-8	2
Teaching /Dance4Camera	3	3	8 – 10	3
Theory	3	3	4-8	3
Creative Practice	3	2	4-8	2
Grad Thesis	1.5	4	3-5	2-3*
Grad Synthesis Lab	6	4	8	3-4
Service/Other				
Head				7
BFA/MFA Directorship				4
Music Director				1
Concert Director				1
Mentoring Teaching/Grads				2
Independent Studies	varies			0-2
Dept/FAA Committees				1
Major Campus Committees				varies
Advising				1
Major service on National Boards				varies

*Depending on numbers of students

Appendix C – Merit Raise Guide

Passed 4/22/15

The following standards are general guides for determining percentage merit raises within the Department of Dance. Note that there might be additional areas not mentioned in this guide that might influence the Department Head's decisions on merit raises, such as public engagement, or other institutionally unacknowledged accomplishments.

Exceeds Expectations

Teaching – Outstanding accomplishments as evidenced by teaching awards (University or national), major curriculum innovation, major student accomplishments, invitations to teaching residencies at national/international venues.

Research – Significant impact on the field as evidenced by major national/international awards, reviews, performances/commissions at major venues or by companies, invitations to creative residencies at national/international venues, culmination and dissemination of a significant project recognized by the field.

Service – Taking on major leadership roles for Department, College, University, in the field (Directorships, Chair of Committees, etc.) or extraordinary achievements in community engagement, recruitment, or administrative and production responsibilities.

Meets Expectations

Teaching – Consistent and excellent teaching (either short or long term) as evidenced by peer evaluations, ICES reports, mentoring, curriculum innovation, creative activities in the context of teaching.

Research – Evidence of consistent and ongoing work toward publication, performance and dissemination of work that moves beyond the confines of the University community and has an impact on the field.

Service – Evidence of consistent and excellent service in the operations, governance and enhancement of the department, college, university, and community.

Below Expectations

Teaching – less than satisfactory pedagogical practices as evidenced through cumulative reports from peer evaluations, ICES, syllabus construction, lack of engagement in curricular development, professional misconduct, and/or student complaints.

Research – insufficient level of research activities - evidence of low quality (lacking innovation, relevance, and/or impact within the field of research) and/or lack of dissemination of research on the national or international level.

Service – insufficient level of service to the department, college and/or university as evidenced by lack of knowledge/rigor/availability/engagement in advising and committee responsibilities.

Appendix D - Promotion and Tenure

Approved: 3-6-15

DEPARTMENT OF DANCE Policies, Criteria, and Procedures for Academic Promotion and Tenure

This document is supplementary to [University Communication #9: PROMOTION AND TENURE](#). If information contained in the Department document conflicts with the above listed document, the University document shall prevail.

I. GENERAL CRITERIA

In considering faculty for promotion in rank and/or tenure, the Department of Dance will review past accomplishments and consider future potential in the following areas:

- A. Publications and Creative Work
- B. Teaching
- C. Service (Public, Professional/Disciplinary, and University)

While performance in all three areas will be considered in the promotion review, the weighting will reflect the definition of the position to which the individual has been appointed and to which he or she might be promoted.

The Vision/Mission of the Department in Relation to Faculty Responsibilities:

Vision

Dance at Illinois will be a national epicenter for the development of dance artists/leaders.

Mission

The mission of Dance at Illinois is to promote and expand the role of dance in contemporary culture. Utilizing a range of experimental and canonic approaches, we generate choreographic, pedagogical, performative and scholarly research that shapes educational and public programming. We explore the dynamic intersections between research and teaching in academic, professional and community settings. We forge imaginative, innovative and sustainable lives as artists and educators through the transformational processes of dance.

To this end, courses and experiences encompass a wide range of teaching practices including: studio, workshop, academic and project-based learning. Departmental courses include technique, somatic practices, improvisation, choreographic process, repertory, rehearsal, performance, history, theory, criticism, dance and movement sciences, music, pedagogy, technology and other new approaches to the study of dance as an art form.

The creative/research accomplishments of faculty who work primarily in the studio areas and are practitioners of the art--choreographers, improvisers, performers, re-constructors, notators, musicians, and directors--will produce research in their areas of specialization. Faculty working in the scholarly/theoretical areas will produce research in the form of papers and publications. When the work of a faculty member

encompasses several areas, his/her research can be weighted more heavily in their primary area of interest and their focus within the department, or will be considered as a hybrid career path.

The range of responsibilities in this small, diverse unit includes teaching, academic and choreographic advisement, choreography, music composition and performance, production supervision, rehearsal direction, recruitment, auditions, production, touring and administration, community engagement, and dance technology advisement and implementation.

Consideration of Rank

Criteria for Appointment at the rank of Assistant Professor will be based on:

1. Potential for significant achievement as an artist and/or scholar.
2. Evidence of vigorous continuation of professional development.
3. Realistic professional goals to assure continued professional growth in the individual's area of specialization and ability to cooperatively enhance other specializations in light of departmental needs.
4. Documented evidence of effective teaching. (letters of recommendation, ICES or equivalent source data, and peer evaluations.)
5. Evidence of experience in an academic setting and thorough and conscientious performance of departmental responsibilities.

Promotion to the rank of Associate Professor will be based on:

1. An active record of national and or international level engagement in the profession.
2. Contributions of an appropriate magnitude and quality in creative work, research, teaching and service, and a demonstrated likelihood of sustaining a significant contribution to the field and to the department.
3. Continuing documented evidence of effective teaching. (ICES and peer evaluations)
4. Departmental impact and contributions (teaching innovations, choreography, performance, curriculum development, recruitment, administration, areas not otherwise offered in the program, etc.).
5. Contributions in service to the profession, public, and university.

Promotion to the rank of Professor will be based on:

1. Consistent high quality creative and/or scholarly achievement over a period of years.
Evidence of national or international stature in the profession:
 - as an artist (through choreography or performances having more than local significance and the ability to attract outstanding students to the department)

- as a teacher (through the development of nationally used teaching materials and national prominence as a lecturer, consultant or workshop director)
 - as a scholar (through major publications).
2. Continuing evidence of effective teaching. (ICES and peer review)
 3. Significant departmental impact and contributions to excellence.
 4. Sustained contributions in service to the profession, public, and university.

II. SPECIFIC CRITERIA

A. Creative and Scholarly Activities (original work of a creative or scholarly nature indicative of ongoing professional development, involvement, and recognition).

1. Areas of Consideration: Choreography; directing; composition; performance/production in traditional and/or new media areas; lecture-demonstration programs; reconstruction of master works, notation and video documentation; publications in traditional or new media outlets; reviews; lectures. Collaboration, facilitation, and open source methodologies will be considered, as well as single authorship.
2. Sources of Evidence: The production of creative or scholarly work alone cannot constitute evidence of significant achievement. Work in this area must be supported by some form of qualitative evaluation from experts in the field. Sources of evidence include:
 - a. Reviews from recognized experts in the field. Solicited opinions from recognized experts in the field (or scholars in related disciplines) may be used to augment a case.
 - b. Awards and other special recognitions.
 - c. Creative commissions for companies or organizations outside of the university.
 - d. Funding in support of creative or scholarly projects.
 - e. Invitations to participate in curated, adjudicated, or peer reviewed regional and national festivals and conferences.
 - f. Venues: Range, breadth, and/or quality of venue in relationship to the evolving nature of the field.
 - g. Source material: video recordings, books, articles, websites, papers presented, workshop activities related to research.

B. Teaching

1. Areas of Consideration:
 - a. Direct Instruction (scheduled courses meeting regularly)

- i. Teaching effectiveness as evidenced by visible results in student's progress and evaluations by students (ICES) and documented observations by peers and Head.
 - ii. Effective organization and administration of courses.
 - iii. Innovation in teaching practice.
 - iv. Ability to engage students in inquiry, reflection, context, synthesis, and agency.
 - v. Ability to create an inclusive classroom that is capable of engaging multiple cultural and aesthetic viewpoints.
 - vi. Clarity of syllabus, goals, assignments, expectations, and grading.
 - vii. Evidence of an individuated point of view.
 - viii. Integration of research and teaching.
 - b. Out of Class Instruction and Mentorship (rehearsal direction, independent study projects, choreographic advisement, music advisement, supervised teaching, production supervision)
 - i. Extent and quality of faculty involvement
 - ii. Quality of student work.
 - iii. Evidence of student and alumni achievement.
 - c. Instructional and Curricular Development
 - i. Initiative towards the ongoing revision and qualitative aspects of course development.
 - ii. Contribution to curricular development
 - d. Advisement
 - i. Knowledge of departmental and university requirements and resources.
 - ii. Ability to help students develop individualized curricular and career plans.
 - iii. Availability and accessibility to students.
 - e. Impact on the field

2. Sources of Evidence:

- a. Required Sources
 - i. ICES forms or equivalent departmentally approved student evaluation for all courses. (Required by current campus regulations.)
 - ii. Peer evaluations
- b. Other possible sources
 - i. Retrospective evaluation by former students.
 - ii. Instructor's own statement of teaching philosophy, objectives and significant teaching accomplishments.
 - iii. Course syllabi and instructional materials.
 - iv. Awards and special recognition for teaching.
 - v. Publications, papers presented and workshops related to teaching in which the candidate has had a significant role.

- vi. Any additional materials that the candidate considers to be supportive in the area of teaching effectiveness.
- vii. Invitations for national and/or international teaching engagements.

C. Service to the University, the Public, and the Community

1. Areas of consideration for university service:

- a. Administrative - Effective, creative leadership that supports and promotes the operations of the department, which could include Head, program director, committee work, curriculum and program development, advisement of student organizations, etc.

Required source of evidence: solicited opinions of administrators, peers, and others with whom the candidate has dealt directly.

Other possible sources of evidence: reports, handbooks, papers, or other materials resulting from university service activities.

- b. Departmental
 - i. Participation in departmental activities such as auditions, recruitment workshops, Open House activities, class showings, performances, programs for university aesthetics and arts appreciation classes; pre-concert presentations; interviews and broadcasts.
 - ii. A collegial working attitude.

Required source of evidence: solicited evaluation by committee members and significant contributions to the committee charge.

- c. College/Campus Services - Service on College and University Committees.

Possible sources of evidence: solicited evaluation by committee chairperson; significant documents created by the committee.

2. Areas of consideration for public engagement: performances, lecture-demonstrations, workshops, master classes, lectures, and other services for community entities, such as recreation centers, the public schools, hospitals, senior organizations, and other collaborative public partnerships.

Required source of evidence: solicited opinions of persons with whom the candidate has dealt directly.

Other possible sources of evidence: reviews, programs, letters from participants, awards and special recognition, offices held, publications, and papers resulting from public service activities.

3. Areas of consideration for professional service: voluntary activities for professional organizations such as membership on arts councils and offices held in state and national

professional organizations, consultation and adjudication for professional organizations, administration/hosting of conferences.

Required source of evidence: solicited opinions of persons with whom the candidate has dealt directly.

Other possible sources of evidence: awards and other special recognition, offices held, reports and other materials developed, publications, papers, and workshop activities related to the profession, reviews.

III. PROCEDURES

A. Candidates Aspiring to Tenure

1. Preliminary Action

The Head shall recommend a senior faculty mentor to guide the aspiring candidate through the process. The department Head shall meet with the candidate during the individual's first year in the tenure track and outline the activities and procedures necessary for departmental consideration for promotion in light of the individual's area of specialization and departmental assignments. Progress reviews will be conducted at least once a year, and an annual report of professional activities and accomplishments, in the format required by the University Document for Promotion and Tenure, Communication #9, will be required of each tenure-track faculty member. Progress review summaries shall be recorded by the department Head and placed in the candidate's permanent file, with a copy transmitted to the candidate. (*See Appendix J Procedures for Annual Faculty Reviews*)

Additionally, candidates are encouraged to seek mentors in and outside the department in accordance with any departmental or college mentorship programs in existence. Candidate will consult with department Head or faculty member in charge of any mentorship program to help find appropriate mentors.

2. Action for Formal Consideration

- a. At a time deemed appropriate by either the Head or the faculty candidate, the faculty member shall forward to the Head a statement which sets forth the individual's accomplishments along with the supporting evidence as outlined in Sections I and II of this document. The Head shall call for the statement no later than December of the candidate's fifth year in the tenure track, since the Department Promotion and Tenure Committee must make a preliminary tenure decision by Spring of the candidate's fifth year. Current campus regulations require that tenure decisions be made no later than the end of the sixth year in the tenure track.
- b. As mandated by the University (document [Communication 13](#)), a formal review will be undertaken at the end of the third year. The senior faculty of the advisory committee will review the materials and advise the Head on the review letter. A copy of the review letter will be sent to the FAA Promotion and Tenure Committee.

- c. When the candidate goes up for promotion the Head shall review the materials and consult with the candidate to insure clarity and full documentation. The parties shall also discuss the nature of the evaluations to be obtained. The candidate shall select evaluation content and persons from whom opinions will be solicited in addition to content and persons chosen by the Head, as mandated by the University.
- d. When all papers are in order, the department Head shall refer the proposal to the Departmental Committee on Promotion and Tenure. The candidate shall provide a list of experts in the field qualified to provide an external review.

Promotion and Tenure Committee - The composition of the Department Promotion and Tenure Committee shall depend on the level of promotion.

Promotion to Associate Professor/Tenure, or Tenure without Promotion - Three tenured faculty.

- e. The Promotion and Tenure Committee shall evaluate the documentation and submit a written opinion as to whether or not the Committee considers the candidate qualified for promotion. This statement shall be submitted to the Head and the entire tenured faculty and shall cite specific reasons for the judgment. It shall be transmitted in the name of the Committee without identification of individuals responsible for any part.
- f. The tenured faculty shall then vote on the recommendation for promotion in the presence of the Head of the Department, without the candidate present.
- g. The Head, using the information supplied by the candidate, the recommendations and vote of the faculty, and the results of the other evaluative instruments, shall make a decision to approve or reject the application.
- h. If the application is approved, the department Head shall then complete the package of materials according to the procedures outlined in Provost [Communication #9](#) and forward it through the appropriate channels.
- i. If the application is rejected, the Head will issue a Notice of Non-Reappointment. At that point, the candidate may choose to follow the appeals procedure available within the University. Please see Provost Communication #10 http://www.provost.illinois.edu/communication/10/2013/Communication_10-4-30-13.pdf

B. Candidates Aspiring to Full Professor

1. Preliminary Action

Tenured faculty shall be responsible for submitting activity reports and tabulated results of course evaluations to the department Head annually. This information shall become a part of the individual's permanent file for possible use as supporting evidence for promotion consideration and merit pay increases.

2. Action for Formal Consideration

- a. It shall be the responsibility of a candidate aspiring to the rank of Professor to prepare a statement which sets forth the individual's accomplishments along with the supporting evidence as outlined in Sections I and II of this document, and submit the data to the department Head at a time deemed appropriate in consultation with the Head, and according to the Promotion and Tenure calendar.
- b. The Head shall review the materials and consult with the candidate to insure clarity and full documentation. The parties shall also discuss the nature of the student, peer and other expert evaluations to be obtained. The candidate shall provide a list of experts in the field qualified to provide external review.
- c. When all of the documentation is in order, the Head, in consultation with the Dean of FAA, shall appoint a Committee of three Full Professors. If the department does not have three Full Professors, it shall be supplemented by faculty outside of the Department of Dance until the Department has enough faculty at the Full Professor rank.
- d. The Committee shall evaluate the documentation and submit a written opinion as to whether or not the Committee considers the candidate qualified for promotion. This statement shall be submitted to the Head and the full professors of the faculty, and shall cite specific reasons for the judgment. It shall be transmitted in the name of the Committee without identification of individuals responsible for any part.
- f. Faculty full professors shall then discuss and vote on the recommendation for promotion in the presence of the Head of the Department, without the candidate present.
- g. If the applications is approved, the department Head shall then complete the package of materials according to the procedures outlined in Provost Communication #9 and forward it through the appropriate channels.
- h. If the application is rejected, the Head will not put promotion papers forward, and will notify the candidate of that decision. At that point, the candidate may choose to follow the appeals procedure available within the University. Please see Provost Communication #10
http://www.provost.illinois.edu/communication/10/2013/Communication_10-4-30-13.pdf

**WEBSITE ADDRESS FOR
COMMUNICATION #9**

<http://www.provost.uiuc.edu/communication/09/index.html>

Appendix E – Leave Policy Guidelines and Responsibilities

Approved 3-6-15

A. RATIONALE

As a preeminent research university, it is our responsibility to support opportunities that enhance faculty member's scholarship/creative work. The College of Fine and Applied Arts understands the value of leaves as one factor important to maintaining academic excellence and recognizes that the best interests of the university are served when faculty members compete for prestigious fellowships, awards and other distinguished prizes. Such leaves enable the faculty member to focus full-time on their research/creative work away from the duties of teaching and service.

At the same time, the granting of leaves must be balanced with the institutional obligation to provide both undergraduate students and graduate students with a high quality educational experience, a fully supported curriculum and effective mentorship/advisement of students. Additionally, there are other factors to be considered; budgetary constraints, collegial equity, and apportionment of leaves.

Leaves are granted based on a record of past accomplishment and where there is clear evidence that the granting of the leave will strengthen the faculty member's professional experience and achievements, thus providing value to the individual, the institution and the students the faculty member teaches, advises and mentors. (FAA guidelines).

B. GUIDELINES

In order to balance the needs of the unit, faculty, and students the following guidelines have been developed:

- Leaves will be granted based on the merit of the award and its value to the faculty member, the unit, college, university and field of study.
- Leaves will be approved only if there is no conflict with delivering the curriculum or programs of the unit.

Short –Term Leaves (less than a semester).

- Faculty may request short-term leaves for professional business up to ten days per semester. The faculty member requesting the leave should follow the Departmental process for requesting leaves. On any leave request longer than ten working days, the Head will consult with the advisory board

Long-Term Leaves (longer than ten working days)

- If a leave request is significantly longer than ten days, the Head may require the faculty member to apply for the Performance Leave Grant.
<http://www.research.illinois.edu/CRB/content/programs/PAD.aspx>
- For semester length leaves the faculty member should inform the Head in writing of their plans to submit a proposal at least one year prior to the intended leave except in extraordinary circumstances that would preclude such notice. In such circumstances, the leave opportunity

will be contingent on the number of leaves, if any, already granted, the prestige of the award and reasons for late notice.

- The Head will consult with the Dance Advisory Board on the merit of the award and impact of the leave on the department.
- The Head, Dean of the College and the Vice Chancellor of Academic Affairs must approve the leave.
- Course buy out will be determined by the Head.

Please refer to Provost Communication #20 which covers general principles and procedures governing leaves without pay <http://www.provost.illinois.edu/communication/20/index.html>

C. LEAVE PROCESS

- Faculty members should first check the timeline (dept. calendar) and if possible schedule time away avoiding major departmental dates (performances, sophomore review, thesis presentations, graduation, and other faculty leaves). If a longer leave is requested, faculty should check scheduled sabbatical leaves and departmental plans.
- Faculty are responsible for finding a qualified substitute/guest artist to cover classes. Usually, an exchange agreement can be worked out with another faculty member or graduate teaching assistant. Long lead times enable the Department to utilize guest artists in covering classes.
- Faculty members provide a written request to the Head at least one-month (short-term) and one-year (long-term) prior to leave. Faculty Leave Request Form link <https://illinois.edu/fb/sec/1101518>
- If longer than ten days, the Head will consult the Advisory Board. Advisory Board will recommend approval or denial to the Head. Head will confirm/deny.
- Once confirmed, the Head will send to Administrative Support Specialist and it will be posted on Dance Timeline.
- Substitute plans should be sent to Administrative Support Specialist one-week prior to leave.

Performing Arts and Design Program

<http://www.research.illinois.edu/CRB/content/programs/PAD.aspx>

The Performing Arts & Design Program provides support for released time to performing and visual arts and design faculty to conduct specific creative projects for which their own concentrated effort is the resource most urgently needed. With this support the recipient is released from a portion of his or her teaching duties for an appropriate period, usually from two weeks to one semester, and is replaced by a teaching assistant or other qualified instructor to be arranged with the departmental executive officer.

For awards of released time through the Performing Arts & Design Program, the Campus Research Board will provide to the department/school an amount prorated to the length of requested leave and based on a standard rate of \$9,000 for one semester of released time. This rate is the same as for the Humanities Released Time Program and rates for both programs may be adjusted for inflation on occasion, funding permitting. The faculty member's department may use these funds for either a teaching assistant or wages to hire a qualified instructor to cover the faculty member's teaching responsibilities during the awarded released time period. The faculty member is thereby released from teaching responsibilities. Other responsibilities such as graduate student supervision or service activities should be negotiated with the department.

Appendix F– Dance Grievance Procedures (for faculty and staff)

If after making a concerted attempt to resolve a potential grievance informally with the Head or peers, the faculty member is not satisfied with the outcome, they have the right to submit a formal grievance to the Advisory Committee. The Department Advisory Committee may consider a complaint or grievance on any matter within the jurisdiction of the Department submitted to any member by any faculty or staff member of the University in accord with the procedure outlined below.

1. The Advisory Committee shall inform the grievant of Department procedures and alternatives and may assist in removing misunderstandings or resolving complaints between the immediate parties. In all informal procedures the full Advisory Committee shall be informed of the matter.
2. If the matter is not resolved satisfactorily, the grievant shall be advised of his/her right to convene a formal hearing of the Advisory Committee and of other recourse available within the University. A formal hearing shall be requested in writing, setting forth the nature of the grievance and addressed to any member of the committee. After an initial meeting of the Committee with the grievant, the Committee shall determine if the matter is within the Department's jurisdiction. If jurisdiction is accepted the Committee shall appoint one or more of its members to investigate the facts of the matter and to interview persons and witnesses and prepare a recommendation to the Committee. The Committee may then decide to convene and conduct a full hearing with all parties requested to attend and to make its final decision based upon such hearing. If jurisdiction is not accepted, the Committee will advise the grievant of other recourse.
3. Any such complaint or grievance shall be held in confidence except in cases when the grievant and the committee mutually agree to the contrary. The grievant shall be informed that an adequate investigation and remedies may require disclosure of certain facts and must agree to such disclosures prior to their being made. If facts indicate commission of a crime or disclosure of the likelihood of immediate danger to a person's health or safety, confidentiality shall not be required. Pertinent information shall be immediately provided by the Committee to appropriate authorities.
4. When the committee is satisfied that it has collected and evaluated enough information, it will provide both parties with a written account of its findings. After this process is complete every attempt will be made to deliver the findings within one week. This will include a recommended or required course of action, which will be communicated in writing to the Head, the grievant, and the defendant.
5. The Head shall communicate the decision and any action items in writing to the committee, the grievant, and the defendant as soon as possible.
6. If either party is dissatisfied with the Committee's recommendation or the Head's decision they may initiate a formal appeal within the policies of the College of FAA (or the college in which a majority of the faculty member's tenure line is housed).
7. Failing a final resolution the procedures for "broader faculty review" outlined in Provost's Communication #21 may be invoked.
8. If the complaint is a grievance against the Head, the Advisory Committee will report their findings to the Dean of the college.

For information on processes for grievance of Promotion & Tenure, please see Provost Communication #10:

http://www.provost.illinois.edu/communication/10/2013/Communication_10-4-30-13.pdf

For information on processes for grievance of Annual Reviews please see Provost Communication#21:

http://provost.illinois.edu/Communication/21/2013/Communication_21.pdf