I. PERSONNEL ADVISORY COMMITTEE (PAC) COMPOSITION

A. The PAC should consist of four members, two from each area with each area selecting the members who will serve.

B. PAC members serve two-year terms, with terms staggered for each area’s two representatives. Terms may be repeated.

C. The PAC will select a chairperson from among its tenured members. The chair will serve a one-year term, which can be repeated.

D. The PAC for the academic year should be selected no later than April 15 of the previous academic year, or as soon thereafter as possible.

E. Areas should elect to the PAC members who will not be submitting a personnel action to the PAC.

F. If possible, at least one of an area’s two PAC representatives should be tenured.

II. PAC FACULTY EVALUATIONS

A. The PAC will conduct first year evaluations of new faculty as outlined in the JMU Faculty Handbook.

B. The PAC will conduct faculty evaluations for faculty applying for tenure as outlined in the JMU Faculty Handbook.

C. The PAC will conduct faculty evaluations for faculty applying for promotion as outlined in the JMU Faculty Handbook.

D. The PAC will conduct four year faculty evaluations in the spring of a faculty member’s fourth year.

E. The PAC will also conduct two year and six year evaluations of RTA faculty.

F. The PAC will conduct other evaluations as needed.

G. The minimum expectation for the School of Theatre and Dance for tenure and promotion to associate professor is at least “excellent” in EITHER teaching or research/creative activity and “satisfactory” in the other two areas.

H. The minimum expectation for the School of Theatre and Dance for promotion to
full professor is at least “excellent” in two areas, one of which must be EITHER teaching or research/creative activity, and “satisfactory” in the other area.

III. PAC OPERATING [GUIDELINES]

A. Candidates who expect to be considered for promotion and/or tenure and/or four or six year reviews should notify the PAC chair no later than September 1. (III.E.5.b.(1)).

B. The deadline for receipt of review materials from the candidate is October 1. (III.E.5.b.(1)).

C. Classroom observation will be a part of teaching evaluations.

D. The PAC may request relevant material from the candidate’s personnel file. (III.E.1.d.)

E. The PAC will inform the school faculty that they may provide input into the process by contacting a member of the PAC. PAC will announce the deadline for this input.
   1. The first step of this process would be for a non-PAC faculty member to direct verbal feedback to a PAC representative who would bring that information to the PAC during the committee’s regularly scheduled meetings.
   2. If a majority of the PAC believes that this information warrants further examination, the committee may ask the non-PAC faculty member to present the information at a PAC meeting.
   3. After the meeting with the non-PAC faculty member, the PAC may elect to invite the candidate to a PAC meeting to respond to the information.
   4. The PAC will neither accept nor consider unsolicited letters.

F. The PAC will send a copy of any evaluation to the candidate at the same time that the evaluation is sent to the dean or school director. (III.E.5.b.(5)) and (III.E.6.e.(4)).

IV. GUIDELINES FOR REVIEW MATERIALS

A. The following guidelines for assembling the review materials shall be observed:
   1. The candidate will submit all written materials in a standard-size (8 ½ x 11”) ring binder.
   2. The candidate’s name and a statement of the personnel action(s) desired will be placed on the top cover of the binder.
   3. The packet shall be organized in this way:
      a. Cover Sheet--typed in accordance with university format and enclosed in acetate sheet.
      b. Narrative Statement by the Candidate--typed and enclosed in acetate sheets, this statement should summarize the candidate’s
accomplishments in the categories of Teaching, Scholarly Activity, and Service.

c. Vita--the candidate’s most recent Vita enclosed in acetate sheets
d. Supporting Documentation Supplied by the Candidate--This should be organized into three sections corresponding to the three categories for evaluation. Information in each section may include, but is not limited to:

(1) TEACHING
   (A) Letters of recommendation and evaluation.
   (B) Copies of teacher evaluation print-outs, including a copy of the questionnaire used, and the dates when the evaluation was done and school-wide norms, if available.
   (C) Copies of written student evaluations. If a candidate submits student evaluations from a class, it is expected that all evaluations from that class will be submitted.

(2) SCHOLARLY ACHIEVEMENT
   (A) Copies of scholarly articles.
   (B) Copies of reviews, critiques, and written evaluations by peers of performances, designs, etc., which the candidate has listed as evidence of scholarly achievement.
   (C) Copies of formal convention papers.
   (D) Copies of journals or publications edited.
   (E) Copies of professional writing such as plays, convention presentations, scripts, reviews, etc.
   (F) Slides and photographs when presented either as a visual record of an artistic event or as direct evidence of artistic expression, should be included in notebook binder slide jackets.
   (G) Books, videotapes, CDs and any other materials too bulky to be included in the packet should be handed to the PAC chair along with a brief typed statement (in an acetate sheet) identifying the material.
   (H) Letters from those attesting to the candidate’s performance in this area.
   (I) Any other materials deemed appropriate by the candidate.

(3) SERVICE
   (A) Any letters attesting to the type and quality of the candidate’s service work.
   (B) Any other materials deemed necessary by the candidate.

V. PAC DEFINITIONS
A. The candidate shall identify something as a PAPER when
1. The material is written in the form of a completed, academic-style paper.
2. The written document was made available to the members of the audience in written form.
3. The written document was presented at a recognized professional convention.

B. When the candidate appears on a convention program as a panelist, or presents remarks given from notes, the candidate should identify that as a PRESENTATION.

C. The candidate should specify whether papers, presentations, demonstrations, and performances were selected by jury, by invitation, by competitive submission, or by other means.

D. When listing plays and/or dances as scholarly achievement, the candidate should state clearly what his or her role in the production was (e.g., director, choreographer, dancer, designer, actor, etc.)

E. The candidate should list a performance under Scholarly Achievement when the candidate has performed artistic work that
   1. Was evaluated in writing by professional peers (copies of which should be supplied to the PAC).
   2. Was produced in a scholarly or professional setting.
   3. While produced in a service or community setting, the candidate believes the work represents an act of scholarship and the candidate presents a convincing case suggesting why the work in questions was not an act of service.

F. Questions about other activities to be listed in one’s packet should be resolved by consulting the JMU Faculty Handbook or the PAC chair.

VI. SCHOOL REVIEW PROCESS FOR RTA APPOINTMENTS

A. Initial first year review will be by PAC and school director. PAC review will be completed no later than the end of the fifth week of the second full semester (III.E.3.d.)

B. Second year review by PAC and school director. PAC review to be completed no later than the end of the fifth week of the fourth full semester.

C. Third year review by school director.

D. Fourth year review by PAC and school director. PAC review to be completed no later than the end of the fifth week of the eighth full semester. This should be a comprehensive review and should address any problems, since continued renewal is making the faculty member a long-term member of the school. The minimum expectation for the School of Theatre and Dance is at least “satisfactory” in each
E. Fifth year review by school director.

F. Sixth year review by PAC and school director. This should be a comprehensive review, since continued renewal is making the faculty member a long-term member of the school. The minimum expectation is “excellent” in EITHER teaching or research/creative activity and “satisfactory” in the other two areas. (III.D.3.) and (III.E.5.a.(2)).

G. To pass the sixth year review, the faculty member must receive evaluations with at least an “excellent” in EITHER teaching or research/creative activity and “satisfactory” in the other two areas by both the PAC and the school director.

H. After passing the sixth year review, the PAC will review the faculty member only if
   1. The faculty member is up for promotion
   2. The school director requests a “Post Sixth Year Review” from the PAC
   3. The PAC initiates a “Post Sixth Year Review” or
   4. despite a continuing need for the position to be filled, the school director wishes not to recommend an additional contract extension, in which case PAC and school director would both have to evaluate the faculty member as not satisfactory.

I. A post sixth year review would be conducted under guidelines similar to a post tenure review.

J. If a faculty member does not pass the sixth year review, the faculty member’s contract would not be extended beyond current obligations. No further PAC review would occur.