

**University of Wisconsin  
La Crosse**

**Department of Theatre Arts**

**Departmental Handbook  
Bylaws & Policies**



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## **I. Department Information**

### **A. Department Name**

The official Department name is The Department of Theatre Arts. The Department of Theatre Arts is an instructional unit in the School of Arts and Communication within the College of Liberal Studies at the University of Wisconsin-La Crosse.

### **B. Bylaw Adoption**

The bylaws in this document were last adopted on May 14, 2009 by the members of the Department of Theatre Arts in accordance with the University of Wisconsin System and the University of Wisconsin-La Crosse Faculty and Academic Staff Personnel Rules.

### **C. Mission Statement**

The Department of Theatre Arts at the University of Wisconsin-La Crosse endeavors to provide students with the tools necessary to function as complete artists and self-realized individuals, combining theatrical training with a strong liberal arts curriculum. A combination of classroom training and realized production work allows for a well-rounded college experience with an emphasis on the collaborative and creative process.

### **D. Department Goals**

The course work and production requirements followed to earn a bachelor's degree in Theatre Arts at the University of Wisconsin-La Crosse seek to: 1) provide training for theatre careers by preparing students for further specialization at the graduate level or employment within the professional field, and 2) provide students with the skills necessary to seek other career and/or educational opportunities.

### **E. Student Learning Outcomes**

The study of theatre combines the knowledge and skills required of a performer, creator, teacher, theorist, and historian. Undergraduate studies in theatre should prepare students for a variety of collaborative artistic roles.

Theatre students should:

- be involved in the creation and presentation of public performances in theatre.
- develop visual and aural perceptions related to theatre performance.
- develop intellectual skills needed to analyze play scripts and other dramatic texts.
- understand basic production processes such as acting, directing, scenic, costume, make-up, lighting and sound design, stage and theatre management, technical direction and operations related to productions.
- become familiar with and develop competence in a number of theatrical techniques.

- become familiar with the historical and cultural dimensions of theatre, including the works of leading playwrights, directors, actors, designers, historians and theorists both past and present.
- understand and evaluate contemporary thinking about theatre and related arts.
- make informed assessments of quality works of theatre.

## II. Organization and Operation

Department members are governed by six interdependent sets of regulations: 1) Federal and State laws and regulations; 2) UW System policies and rules; 3) UW-L policies and rules; 4) College policies and rules; 5) Shared governance bylaws and policies for faculty and academic staff; and 6) Departmental bylaws.

### A. Preamble

In 1909, before there was a major in Theatre Arts, Dr. David Coate, professor of English, sponsored the campus dramatic group, The Buskin Dramatic Club. Their first performance was *The Christmas Chime* and was held three years later. Shortly thereafter the club disbanded. Drama at UW-L was on hold for a few years until the Speech Department sponsored a new dramatic club in 1937. The driving force behind this new group was Marie Park Toland, director of theatre. Dr. Toland was joined by Robert Frederick in 1946, and together they built the foundations or “the first act” of theatre for UW-L.

Their invaluable contributions to the program led to the creation of an academic major in Speech beginning in 1968. Both Toland and Frederick have theatres named in their honor. Twelve years later UW-L finally created an official major in Theatre Arts. Dr. Robert Joyce and Dr. Richard Tinapp took their initial offering and trained many theatre students, practitioners, and lovers of the art. Their blood, sweat, and passion laid the groundwork for what has become a vibrant, vital force within the region.

Along with a full palette of academic classes, the Department of Theatre Arts carries out a full production program, including a yearly children's show, musicals and a wide range of genre. The annual SummerStage musical has auditions open to the entire community. Today's Department of Theatre Arts has come a long way from its' meek beginnings in 1909. In 1997 Theatre split from Speech and the Department of Theatre Arts was created. The major has several emphasis areas, including General Theatre, Performance, Design/Tech, Musical Theatre, Arts Administration, and Stage Management. Students from any major can minor in Theatre Arts with the same emphasis areas.

### B. Meeting Guidelines

1. Meetings of the Department of Theatre Arts and its committees are conducted in accordance with the most recent edition of Robert's Rules of Order ([www.robertsrules.com](http://www.robertsrules.com)).

2. Departmental decisions shall be made by voting in accordance with the Wisconsin Open Meeting Law which includes the provision for posting the meeting date, time, place, and agenda at least 24 hours in advance of the meeting. When the department moves to close a meeting, they must do so by citing the proper statute (Section 19.85 in the Wisconsin Statutes). ([www.uwlax.edu/hr/recruit/Academic\\_Recruitment/OPENMEETING.htm](http://www.uwlax.edu/hr/recruit/Academic_Recruitment/OPENMEETING.htm))

C. Membership & Voting Procedures

1. Membership

Members of the department are defined as all ranked (tenure-track or tenured) faculty (including those on leave or sabbatical who are in attendance) for the purpose of conducting business at any regular meeting, instructional academic staff members with a 50% contract, and non-instructional academic staff members with 100% appointments. Personnel decisions (retention, tenure, staffing [including summer session staffing] the election of department chairperson, bylaw changes, etc.) shall be made only by ranked faculty and the academic staff with departmentally granted faculty status.

2. Meetings

The Department will meet as a whole on a regular basis when school is in session. Additional meetings may be convened or unnecessary meetings canceled by the Department Chair as necessary. Decisions will be made in accordance to Wisconsin Open Meeting laws. During the Summer Session, or when the University is not in session, meetings shall be called at the discretion of the chairperson.

3. Voting

Departmental voting rights are reserved to all full-time faculty except in cases otherwise indicated in this document related to hiring, promotion, and retention decisions where voting rights are governed by a person's rank or tenure status. *Proxy Votes* are not permitted in meetings of the Department and its committees except as specified in these bylaws

D. Definition of Quorum and Majority

For meetings of the Department and its committees, a quorum is defined as the majority of the entire membership eligible to participate. Within a meeting, a majority (similarly 2/3 majority) is a majority of those present.

E. Bylaw Amendments

1. Policies and Procedures Amendments

Department policies and procedures may be amended according to the following:

- a. Proposed amendment(s) shall be presented and distributed in writing at a department meeting and voted on at the next regularly scheduled meeting.
- b. Policies pertaining to personnel issues, which are the responsibility of the ranked faculty or of the tenured faculty as outlined within this document, may be amended only by the appropriate responsible group.

- c. Amendments to these bylaws shall become effective five days after their adoption. Amendments to personnel policies and procedures become effective six months after their adoption in order to comply with UW-L and UWS faculty personnel regulations.

F. University Theatre Organization (see Appendix B: Position Descriptions)

1. Department Chair  
Duties assigned to the faculty member serving as chair. (See Appendix B: Position Descriptions)
2. Technical Director  
Duties assigned to the faculty member providing technical direction for Theatre Arts productions. (See Appendix B: Position Descriptions)
3. Scene Shop Supervisor  
(See Appendix B: Position Descriptions)
4. Scenic and Lighting Designer  
Duties assigned to the faculty member providing scenic and lighting design for Theatre Arts productions. (See Appendix B: Position Descriptions)
5. Costume and Make-Up Designer  
Duties assigned to the faculty member providing costume and make-up design for Theatre Arts productions. (See Appendix B: Position Descriptions)
6. Costume Shop Supervisor  
(See Appendix B: Position Descriptions)
7. Production Director  
Duties assigned to the faculty members providing direction for Theatre Arts productions. (See Appendix B: Position Descriptions)
8. Publicity Supervisor  
Duties assigned to faculty member providing supervision in these areas. (See Appendix B: Position Descriptions)
9. Front of House Supervisor  
Duties assigned to faculty member providing supervision in these areas. (See Appendix B: Position Descriptions)
10. Production Manager  
Duties assigned to faculty member providing supervision in these areas. (See Appendix B: Position Descriptions)
11. Director of Recruitment  
Duties assigned to faculty member who carries out the Department of Theatre Arts' recruiting program. (See Appendix B: Position Descriptions)
12. Academic Department Associate/Box Office Manager  
(See Appendix B: Position Descriptions)

G. Department Responsibilities

The responsibilities of the Department and department members are described in the bylaws of the Faculty Senate. The faculty has the responsibility of

carrying out the responsibilities of the department through their contributions in the areas of teaching, scholarship and service. The Department's most fundamental responsibilities include:

- promoting scholarship and creative activities,
- promoting the continued professional growth and development of its members by encouraging their participation in sabbatical leaves, developmental leaves, conferences, professional workshops, and other similar programs,
- utilizing the expertise and interest of its members to provide professional service,
- advising students on academic program requirements and presenting the array of available career opportunities,
- providing an internal governance structure in which the functions of the department can take place, and making personnel decisions.

### **III. Faculty/Staff Responsibilities**

#### **A. Faculty**

Faculty responsibilities are referenced in Section IV of the Faculty Senate bylaws entitled "Responsibilities of Departments, Department Members and Department Chairpersons." A complete set of the bylaws are available off the Senate webpage under "Senate Articles and Bylaws"

([www.uwlax.edu/facultysenate/](http://www.uwlax.edu/facultysenate/)).

#### **1. Teaching**

Faculty in the Department of Theatre Arts are expected to keep current in their subject matter area and to work to improve student learning. Faculty are expected to teach assigned courses in accordance with approved course outlines. They are further expected to offer additional time to address student questions by holding office hours. Office hours and other course details should be a part of the course syllabus shared with students at the beginning of a course. In addition, faculty are expected to grade and return student assignments, including examinations, in a timely fashion. Faculty are expected to allow student evaluation of instruction in each course they teach. Each faculty member may be required to carry out production assignments as part of their duties. Finally, faculty are expected to serve as advisors to all Departmental majors and those assigned from outside the Department. (See Appendix G: Faculty Responsibilities)

#### **2. Scholarship**

Faculty in the Department of Theatre Arts are expected to develop and maintain an active program of scholarship. Scholarship in the Department of Theatre Arts includes, but is not limited to, creative activity in the areas of production direction, scenic design, lighting design, stage management, costume design, playwriting, sound design, or technical direction for a university theatrical production and/or outside

professional work. The Department's definition of scholarly activities also includes publishing papers or books in the discipline, in application of the discipline, or in education for the discipline. Presentations in these areas at professional meetings, and in other appropriate forums, also constitute scholarship. Writing successful grant proposals to support any of these activities is an important area of scholarship. In addition, faculty mentoring of student research also constitutes scholarship. (See Appendix G: Faculty Responsibilities)

### 3. Service

Faculty of the Department of Theatre Arts are expected to serve the institution, the public and their profession. This service can take the form of participating on Departmental and university committees, offering specialized advice to off-campus groups and joining and participating in the activities of professional societies in their discipline. (See Appendix G: Faculty Responsibilities)

## B. Academic Staff Responsibilities

Requests for IAS hiring will be presented to the college dean. The request will indicate one of the standard titles from the lecturer or clinical professor series (see [www.uwlax.edu/facultysenate/committees/ias/pages/titling.html](http://www.uwlax.edu/facultysenate/committees/ias/pages/titling.html)) and will outline specific duties including teaching and any additional workload. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities ([www.uwlax.edu/facultysenate/41st/3-29-07/IAS%20Appendix%20B.htm](http://www.uwlax.edu/facultysenate/41st/3-29-07/IAS%20Appendix%20B.htm)).

Instructional Academic Staff are held to the same teaching expectations as specified for faculty. Instructional Academic Staff duties may include teaching, service and scholarship/creative activities, or selected duties from those categories.

## C. Student Evaluation of Instruction

The department will follow the UW-L SEI policy and procedure available off the Faculty Senate webpage ([www.uwlax.edu/facultysenate/](http://www.uwlax.edu/facultysenate/)).

### 1. Ranked Faculty and SEIs

Results from the Faculty Senate approved SEI questions are required for retention, tenure, and promotion in the form of 1) the single motivation item and 2) the composite SEI consisting of the 5 common questions. These numbers will be reported using the teaching Assignment Information (TAI) form. The department will add both the motivation item and the composite SEI fractional median for each course. In addition, the candidate's overall fractional median for the term on both the single motivation item and the composite SEI are reported. Finally, the department adds the departmental fractional median for both the single motivation item and the composite, the minimum and maximum composite SEI for the department, and the candidate's rank in SEI scores

relative to all departmental ranked faculty (tenure-track or tenured) for that term (e.g. 3 of 15).

2. IAS Renewal and Career Progression

The same information above is reported; however, no TAIs are generated for IAS.

3. Department Process for SEI

In each of the courses offered by the Department of Theatre Arts, students will have the opportunity to evaluate their instructors. Usually this evaluation will take place during the last weeks of a semester when the Department of Theatre Arts Student Evaluation of Instruction is distributed to the class. The forms are to be administered by a faculty member other than the instructor. The administrator is expected to tell students that the instructor does not have access to the written comments until after grades have been submitted. The instructor should not return to the classroom until all student evaluations have been completed and returned to the department office. (See Appendix D: Student Evaluation of Instruction Form)

**IV. Merit Evaluation (Annual Review)**

The results of merit reviews for all ranked faculty who have completed at least one academic year at UW-L are due to the Dean's Office on December 15 annually. Merit reviews reflect activities during the prior academic year ending June 1.

The purpose/rationale for annual review/merit report is to 1) evaluate all ranked faculty; 2) encourage excellence in teaching; 3) encourage innovation and experimentation in teaching; 4) provide direction to the department and department members; 5) provide formative feedback to faculty members; 6) inform members of the department of other members scholarly activity; 7) encourage activities that will benefit the department; and 8) provide face-to-face feedback.

A. Evaluation Processes and Criteria

1. Faculty

a. Evaluation Process

Consistent with Faculty Personnel Rules UWS 3.05 and UWL 3.05, the performance of all faculty (as well as continuing academic staff) in the Department of Theatre Arts will be reviewed annually. The areas of review shall include teaching, scholarship, and service.

At the beginning of each academic year, the Department Chair shall provide each individual with a copy of the Faculty Merit Report Form (See Appendix C). Faculty and continuing Academic Staff shall submit their completed Faculty Merit Report Forms, containing a description of activities for the previous summer and current academic year, to the Chair. This form shall

serve as a vehicle for self-evaluation, which with student and peer evaluations will form the basis for the annual review.

During the fall semester, the Department Chair working with the Personnel Committee will use the completed Faculty Merit Report, Student Evaluation Information and Peer Evaluation Information from the previous year, to evaluate Department member's performance in each of the areas of faculty responsibility (teaching, scholarship, and service) based on the criteria specified below. The Personnel Committee is responsible for all of the other Department members' merit ratings. Married or partnered couples within the department shall not review one another for Merit purposes. Within seven days of the review, the Chair shall notify each member in writing of her/his merit rating including an assessment of performance in each of the areas of faculty responsibility. This assessment shall offer an opportunity for future goal setting and improvement as necessary. Faculty members who are on professional leave are expected to submit completed Faculty Merit Report at the end of the spring semester describing their leave and other professional activities.

New faculty, who begin in the fall semester do not undergo Annual (Merit) Review in that first semester. They are reviewed for retention early in the spring semester. If retained, the salary adjustment for those new faculty will be (by contract) the average increment generated by the pay plan.

The Dean, working with the Personnel Committee, will review the Department Chair using the criteria below and criteria established to judge a Chair's administrative performance. The Dean is responsible for the Chair's merit rating. Faculty who do not complete annual evaluation forms will not be considered meritorious.

b. Criteria

The criteria used in the Department of Theatre Arts to evaluate a faculty member's annual performance are designed to promote effective teaching and quality scholarship and service. The importance of the areas of faculty responsibility are ranked with teaching given the greatest importance. [Example: teaching - 50%; scholarship - 40%; and service - 10%]

1. Teaching

In the area of teaching, faculty are expected to motivate and challenge students to learn using various pedagogical

devices or techniques, and by setting well-defined expectations. It is assumed that student assignments and examinations will be reviewed and graded in a timely manner, and that student achievement will be appropriately assessed. Faculty are expected to keep current in their subject matter areas, to update curriculum, to assess the effects of their teaching techniques and to work continually to improve their knowledge of the subject matter and their teaching effectiveness. Efforts and accomplishments to these ends are to be reported on the Faculty Merit Report Forms. Teaching effectiveness will also be judged by peer evaluations based on evaluation measures in Section 8, Peer Review of Teaching, and by using student evaluations given in each of the courses taught. In the case of probationary faculty, peer evaluations based on classroom visitations, will be filed by members of the Personnel Committee for the Chair's review.

## 2. Scholarship

Faculty are expected to participate in and maintain an active program of scholarship. Scholarship in the Department of Theatre Arts includes, but is not limited to, peer reviews of creative activity in the areas of production direction, scenic design, stage management, lighting design, costume design, playwriting, sound design, or technical direction for a university theatrical production and/or outside professional work. The Department's definition of scholarly activities also includes publishing papers or books in the discipline, in application of the discipline, or in education for the discipline. Presentations in these areas at professional meetings, panel presentations, workshop performances, lecture demonstrations and in other appropriate forums, also constitute scholarship. Writing successful grant proposals to support any of these activities is an important area of scholarship. In addition, faculty mentoring of student research also constitute scholarship. (See Appendix G: Faculty Responsibilities) Faculty members are expected to report their scholarly activities and accomplishments on the Faculty Merit Report forms.

## 3. Service

The service component of a faculty member's responsibility may take many forms: Service to the program or major, the Department, the university, the profession, or the general public. Examples of appropriate service activities include drafting a program of policy documents, serving on

committees, serving as an officer in a professional society, or consulting with external agencies. Faculty members are expected to report their service activities on the Faculty Merit Report forms.

c. Criteria Rankings

Based on the information in the areas of teaching, scholarship, and service reported by the candidate and evaluated by the Department Personnel Committee, the committee will assign a numerical rating of “Meritorious” or “Not Meritorious.”

1. Meritorious

A candidate must be considered outstanding in at least two areas to receive a “Meritorious” ranking. However, a candidate must be proficient in all three areas.

Additionally, excellence in three categories shall be considered evidence of “High Meritorious Achievement.”

- a. Outstanding teaching (e.g. evidence of trying to improve methods, development of effective instructional activities, teaching development activities, outstanding SEI’s etc.)
- b. Outstanding scholarship (e.g. maintained an active creative/research program within the department, professionally designed or directed, wrote grant proposals (funded and not funded), published articles, published book, published book chapter, organized conference or presentation, submitted manuscript, presented at professional meeting)
- c. Outstanding Service (e.g. chaired committee(s) with evidence of a job well done, or took on special projects of value to the department or university).

2. Not Meritorious

A candidate may be considered “Not Meritorious” if he/she hold deficiencies in the following:

- a. Meeting with classes less than 75% of required time.
- b. Rarely available for students outside of class or failure to hold office hours.
- c. No syllabus or inadequate syllabus.
- d. Class content and material clearly out-of-date.
- e. Class content and/or examinations not consistent with syllabus or course outlines.
- f. Inappropriate treatment of students (as outlined in university guidelines).
- g. Failure to meet with advisees.

- h. Deficient university service (e.g. no committee work or poor committee service such as not attending meetings).
- i. Deficient department service (e.g. failure to attend departmental functions or meetings, abuses of power).
- j. Deficient scholarship (e.g. no signs of professional service or creative/research activity).
- k. No evidence of trying to attain goals stated by the candidate him/herself.

## 2. Instructional Academic Staff

Academic staff teaching appointments may be either part-time or full-time in nature. The need for such appointments is generally the result of faculty sabbaticals, leaves of absence, or special workload releases. On occasion, at the request of the Dean of CLS, the Department may agree to appoint an Academic Staff Instructor to provide additional sections of General Education courses as well. The selection of the specific courses to be taught by Academic Staff Lecturers is decided through the deliberation of the Department committee of the whole. The Executive Committee also reviews and makes the final recommendations for hiring to the Dean.

Academic Staff Lecturers in the Department of Theatre Arts are held to the same teaching expectations as faculty. Because Lecturers do not have the full range of faculty responsibilities, their teaching load is usually larger than that of faculty. Any special expectations of a member of the academic staff are stated in the contract letter.

(cf. *Academic Staff Policies and Procedures* UWS 10.01-10.05 & UWL 10.01-10.05)

The annual evaluation process for continuing academic staff is similar to that of faculty. The expectations, areas of responsibility and their relative importance will be communicated to continuing academic staff based on the conditions of their contract. The pool of merit funds for academic staff is separate from the faculty pool. (cf. *Academic Staff Policies and Procedures* UWS 10.03 - 10.05 and UWL 10.3 - 10.4, and UW-L Handbook, p. L-2)

## B. Distribution of Merit Funds

The intention of this plan is to maintain a distribution of salary increases consistent with University practices in effect. Two-thirds of salary increases are to be distributed on an across-the-board basis as a percentage of current salary. This is known as the “Solid Performance” portion of the salary increase. The remaining third is to be distributed on the basis of the merit evaluation process. Each faculty member designated as highly meritorious shall receive \$100.00 from the pool of funds available for discretionary distribution. The

remainder is to be distributed equally among faculty designated meritorious (including those designated highly meritorious.)

### C. Appeals Process

A faculty member may request a reconsideration of his/her merit evaluation. This request must be made in writing to the Chair within one week of the Chair's distribution of departmental merit evaluation. The appellant will meet with the Chair to discuss the evaluation. Within one week of this meeting, the Chair's final evaluation decision will be communicated, in writing, to the faculty member. Chairs may similarly appeal their merit evaluation with the Dean. Appeals beyond the Departmental level may be presented to the Complaints, Grievances, Appeals, and Academic Freedom Committee. (See Section I.E. of the Faculty Senate Bylaws.) (cf. *Faculty Personnel Rules* UWS 3.05 - 3.11 and UWL 3.08; and UW-L Employee Handbook, pp. L-7, L-8)

## V. Faculty Personnel Review

The department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06-3.11 and UWL 3.06-3.08) ([www.uwlax.edu/HR/F\\_Handbook.htm](http://www.uwlax.edu/HR/F_Handbook.htm)).

Tenure/retention decisions will be guided by the criteria established in the bylaws at the time of hire unless a candidate elects to be considered under newer guidelines. The criteria outlined in Section V (A & B) "Faculty Personnel Review" in these bylaws should be applied to faculty with a contract date after May 15, 2009.

The department will follow policies guiding part-time appointments for faculty and tenure clock stoppage available on the Human Resources website.

### A. Retention

1. Faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to date of review. Hyperlinked syllabi are required and the candidate must choose to provide additional evidence. Additional materials may be required for departmental review and will be indicated in these bylaws.
2. Departments will provide the following materials to the Dean
  - a. Department letter of recommendation with vote
  - b. Teaching assignment information (TAI) datasheet that summarizes the courses taught, workload date, grade distribution and SEIs by individual course and semester (which are only available after completing a full academic year) and departmental comparison SEI data
  - c. Merit evaluation data (if available)
3. The initial review of probationary faculty shall be conducted by the tenured faculty of the appropriate department in the manner outlined below.
4. Starting with tenured-track faculty hired effective Fall 2008, all first-year tenure-track faculty will be formally reviewed in the spring of their first

year. A departmental letter will be filed with the Dean and Human Resources. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> years.

## B. Procedure

### 1. Committee Membership

Personnel Committee shall consist of all tenured members of the Department of Theatre Arts. In cases where a committee consists of fewer than three faculty members, the Department Chair shall work with the Dean to establish an appropriate committee using these guidelines. Early each fall semester, the Personnel Committee shall meet and elect a Chair (who may be the Department Chair) to a one-year term by a simple majority of the committee members. For each probationary faculty member, the committee Chair shall select at least one member of the committee to serve as classroom evaluator.

### 2. Classroom Evaluations

Each year two classes taught by the probationary faculty member will be observed and evaluated by a UW-L faculty member. The evaluator will assess the classroom experience they observed in a report to the probationary faculty member, the Chair of the Personnel Committee and the Department Chair.

### 3. Timeline

Retention reviews are usually conducted in the fall semester. Exceptions: first year faculty who begin in the fall are reviewed in the spring. At least 20 days prior to the annual retention review, the Department Chair will notify each probationary faculty member in writing of the time and date of the review meeting.

### 4. Submission Materials

The Chair will also remind candidates to submit a recent copy of their Faculty Merit Report Form (completed the previous spring semester), a current vita, and any supplemental materials they deem appropriate to the Personnel Committee at least seven days prior to the date of the review. The Department Chair will supply the results of the student evaluations for each probationary faculty member to the Review Committee.

### 5. Meeting and Voting

Probationary faculty members may make oral or written presentations at the review meeting. The requirements of the Wisconsin Open Meeting law shall apply to the review meeting. Using the criteria in Section 5.2 below, the Retention/Tenure Review Committee will evaluate each probationary faculty member's performance based on the completed Faculty Merit Report, vita, classroom evaluator's reports, student evaluations and any other information, written or oral, presented to the committee by the probationary faculty member. Votes shall be cast by a show of hands on a motion to retain. At least two-thirds majority is necessary for a positive retention recommendation. The committee Chair shall record the results of the vote.

In the case of non-renewal recommendation, the committee shall prepare written reasons for its decision. These reasons shall be retained by the committee until requested by the probationary faculty member. Within seven days of the review meeting, each probationary faculty member shall be informed in writing by the committee Chair of the results of the retention review. In the case of a positive retention decision, the written notice shall include concerns or suggestions for improvement identified by the committee.

C. Criteria

The members of the Personnel Committee shall use the submitted self, peer and student evaluation information to judge each probationary faculty member's performance in the areas of teaching, scholarship, and service. Of these areas of responsibility, teaching is most important. After establishing a record of successful teaching, a program of continued scholarship is necessary for retention and, ultimately, a positive tenure recommendation. Service is also an important faculty responsibility. For each probationary faculty a service record should be established after demonstrated success in teaching and scholarship.

D. Appeal

If a non-renewal recommendation is made by the Personnel Committee, the probationary faculty member may request reasons for the recommendation. This request must be made in writing within 10 days of the non-renewal notice. The Chair of the Personnel Committee shall supply these reasons in writing within 10 days of the request. The request then becomes part of the personnel file of the probationary faculty member. If the probationary faculty member wishes a reconsideration of the initial non-renewal recommendation, they shall request such a meeting in writing within two weeks of the receipt of the written reasons for non-renewal. The procedure for the reconsideration meeting is detailed in UWL 3.07 (4), (5), and (6). (cf. *Faculty Personnel Rules* UWS 3.06 - 3.11 and UWL 3.06 - 3.08; and UW-L Employee Handbook , pp. L-9 through L-15)

B. Tenure Review and Departmental Tenure Criteria

(See Appendix H: Tenure Review Process)

C. Post Tenure Review

Once every five years, each tenured faculty member's activities and performance will be reviewed in accordance with the mission of the department, college, and university. The department will establish a review cycle for its members and submit it to the dean. Each year the dean will send to the department notification of those faculty members who are subject to review. The Tenure Faculty Review will be conducted by the department or functional equivalent. The Tenure Faculty Review may be carried out as part of the merit determination process. Teaching, scholarship, and service will be evaluated, and the results may be used to facilitate and enhance faculty development. Each department shall formulate clearly stated written criteria describing what constitutes satisfactory performance in the areas of teaching, scholarship, and

service within the context of the missions of the department, college, and university.

The results of the Tenured Faculty Reviews will be sent to the dean, who will forward them to the Provost/Vice Chancellor's office for centralized filing. If, according to the department's Tenured Faculty Review and Development Policy, a faculty member is judged to have significant areas of concern in performance, a list of these areas of concern will be given to the faculty member. The department will then meet with the faculty member to develop and write a plan, based on the departmental criteria, to overcome these areas of concern within a reasonable period of time.

If the identified areas of concern or departmental plan for removal of areas of concern cannot be resolved within the department, then:

- a. the department will notify in writing the dean outlining the department's Tenured Faculty Review decision and recommended plan.
- b. the department chair or designated committee, dean, and faculty member identified as having significant areas of concern shall meet to review the department's recommendations and, if appropriate, to determine a plan or other action(s) to remove any identified areas of concern.

Funds necessary to implement plans to remove areas of concern will be provided by the deans or the appropriate administrative officers.

A confidential file of the Tenured Faculty Review will be kept within the department. The file should contain all documents and correspondences involved in the evaluation of the faculty member and the resolution of any identified areas of concern. A copy of all items in the file of the individual faculty member will be given to that member.

Accountability -- At an agreed upon date, the department chair or designated committee shall meet with the faculty member with identified areas of concern to review the results of the plan to overcome the areas of concern.

- a. If the areas of concern have been eliminated, the department chair or designated committee will write the faculty member a letter stating that the areas of concern have been eliminated and the letter will be placed in the faculty member's file. The department chair or designated committee will send a letter to the Dean and all individuals involved in the Tenured Faculty Review and Development process stating that the areas of concern have been eliminated.
- b. If the areas of concern have not been eliminated, either the faculty member shall meet with the department to evaluate the need for additional steps which may be necessary to remove the areas of concern or the department

chair may choose to meet with the faculty member and dean to establish a plan for removal of the areas of concern.

The faculty member shall have all the rights of appeal as outlined in the UW-L Faculty Personnel Rules 6.01 and 6.02 and may appeal department decisions to the Complaints, Grievances, Appeals, and Academic Freedom Committee (CGAAF) (Reference: Faculty Senate Bylaws (1.G).

(See Section 1.4). (See also Appendix H: Tenure Review Process) (cf. UW-L Employee Handbook, pp. L-20 and L-21)

#### D. Faculty Promotion Procedures

The department will follow the guidelines and schedules regarding faculty promotion available at [www.uwlax.edu/hr/promo-resources.htm](http://www.uwlax.edu/hr/promo-resources.htm))

##### 1. Promotion Committee

The Promotion Committee(s) shall consist of all tenured faculty at the rank no lower than that rank to which the faculty member is being considered for promotion. In cases where a committee consists of fewer than three faculty members, the Department Chair shall work with the Dean to establish an appropriate committee using these guidelines. Early in the fall semester the Department Chair shall convene the Promotion Committee(s), as needed. At its first meeting, the Committee(s) shall elect a Chair (who may be the Department Chair) for a one-year term by a simple majority vote and establish the date(s) of the promotion consideration meeting(s).

##### 2. Review Process

###### a. Eligibility

Before the end of spring semester, lists of faculty who will meet the minimum University eligibility requirements for promotion in the coming academic year are distributed by the Dean to Department Chairs. The Chair will review these lists for accuracy. The names of those individuals on the list who meet the minimum Department criteria for promotion will be forwarded to the Chair(s) of the Promotion Committee(s). At this time the Department Chair will notify, in writing, faculty members who are eligible for promotion of their status, University and Departmental regulations on promotion, provisions of the Wisconsin Open Meetings Law, and the date of the promotion consideration meeting (which is at least 20 days in the future.) The Chair will also supply each eligible faculty member with a Faculty Promotion Evaluation Report Form. Faculty who are eligible, and wish to be considered, for promotion must notify the Chair by 30 September of his/her intention to apply for promotion. The candidate shall submit for consideration a completed Faculty Promotion Evaluation Report

and vita to the Department Chair according to the guidelines of the Joint Promotion Committee.

b. Committee, Meeting & Voting

The Department Chair will forward these materials and student evaluation information to the members of the Promotion Recommendation Committee prior to the consideration meeting date. Faculty may submit other written materials or make an oral presentation at the consideration meeting. The requirements of the Wisconsin Open Meeting Law shall apply to this meeting. After discussion of a candidate's performance with respect to the criteria below, votes will be cast by a show of hands on a separate motion to promote each candidate. At least a two-thirds majority is necessary for a positive promotion recommendation. The results of the vote will be recorded by the committee Chair and entered on the committee's portion of the Faculty Promotion Evaluation Form. The committee will prepare written reasons for each of its recommendations, and it will rank the candidates who are recommended for promotion to a given rank.

c. Recommendation Decisions

Within 7 days of the promotion consideration meeting, the Department Chair will notify each candidate of the committee's recommendation. For positive recommendations, the committee Chair will include a letter of recommendation on behalf of the committee as part of the Faculty Promotion Evaluation Form. With these materials, the Department Chair will also transmit, in writing, a recommendation to the Dean. A copy of this letter will be provided to the candidate as least one day prior to the submission of the promotion file to the Dean.

3. Promotion Criteria

To be considered for promotion to a higher rank, faculty must meet the minimum University criteria as stated in the Employee Handbook, as well as the minimum Departmental criteria. For the rank of Associate Professor a candidate must provide evidence of teaching excellence and the establishment of a program of scholarship and creative work. Evidence of teaching excellence shall include the results of self, peer and student evaluations of instruction. Scholarship shall be consistent with the Department's definition of scholarship and creative activity. The candidate must also be a contributing member of the department who participates in university and professional services. To be promoted to the rank of Professor, a faculty member must show evidence of continued excellence in teaching, significant scholarly productivity and substantial service activity. Continued teaching excellence is measured by the results of self, peer, and student evaluations. Significant scholarly/creative productivity is judged by the quality and quantity of

presentations, creative activities, publications, and grant acquisitions. Substantial service activity will include service to the Department, the institution, and the profession. A candidate for Full Professor must also have a leadership role in enhancing curriculum, provide strong leadership in department review and is well respected at school and college level for university and professional service.

#### 4. Appeals Process

Candidates who are not recommended for promotion may request the reasons for the non-promotion recommendation. This request must be submitted in writing to the Department Chair within seven days of the notice of the Committee's recommendation. Within two weeks of receiving the written reasons, the candidate may request, by writing to the Department Chair, reconsideration by the Promotion Committee. The faculty member will be allowed an opportunity to respond to the written reasons using written or oral evidence and witnesses at the reconsideration meeting. Written notice of the reconsideration decision shall be forwarded to the Dean within seven days of the reconsideration meeting. (cf. UW-L Employee Handbook, pp. L-9 through L-15)

## **VI. Instructional Academic Staff Review**

### A. Annual Review

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation. IDP Form: [www.uwlax.edu/hr/IDP/IDP.General.Info.html](http://www.uwlax.edu/hr/IDP/IDP.General.Info.html). The areas for review shall be based upon the individual IAS contract responsibilities. Review process shall in other respects mirror that of ranked faculty.

Academic staff teaching re-appointments are made following the same procedures as previously described under "Academic Staff Teaching Appointments" with the one addition that the instructor's prior year teaching record be evaluated by the Department and weighed heavily in the deliberations over re-appointment. All instructional academic staff are required to administer the Department's Student Evaluation of Instruction forms every semester and if he or she teaches in a classroom setting, to have an observational classroom teaching visit by at least one faculty member every year with a written evaluation of this classroom observation filed with the Department Chair. A copy of this evaluation will be given to the instructor being evaluated. Faculty members will perform these peer evaluations of teaching of instructional academic staff in alphabetical order beginning with one randomly chosen Department faculty member. The expectations, areas of responsibility and their relative importance will be communicated to continuing academic staff based on the conditions of their contract. The pool of merit funds for academic staff is separate from the faculty pool. (cf. *Academic Staff Policies and Procedures*)

UWS 10.03 - 10.05 and UWL 10.2 and 10.4; and UW-L Employee Handbook, p. L-2)

**B. Career Progression Procedures**

Policies and procedures guiding career progression for IAS are available at [www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html](http://www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html).

The Department of Theatre Arts shall follow IAS guidelines for IAS Career Progression. The Department's Personnel committee shall carry out responsibility for career progression review and decisions.

**C. Appeal Procedures Regarding Annual Review**

Appeals are handled in accordance with the career progression guidelines.

**VII. Non-Instructional Academic Staff Review**

In accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation.

([www.uwlax.edu/hr/IDP/IDP.General.Info.html](http://www.uwlax.edu/hr/IDP/IDP.General.Info.html))

**VIII. Governance**

**A. Department Chair**

**1. Election of the Department Chair**

The Chairperson is elected by the Department for a rotating, three-year assignment. Any faculty member, as defined by the Faculty Senate Bylaws (Section VII. The Selection of Department Chair) is eligible to vote. Ballots will be distributed, in February by the Dean, to all those eligible to vote.

**2. Responsibilities and Rights of the Department Chair**

The department will adhere to the selection and duties of the Chair that are delineated in the Faculty Senate Bylaws (revised 2006) ([www.uwlax.edu/facultysenate](http://www.uwlax.edu/facultysenate)) under the heading "IV. Responsibilities of Departments, Department Members and Department Chairpersons" and "V. The Selection of Department Chairpersons" and "VI. Remuneration of Department Chairpersons." In addition, references to chair-related duties are stated throughout the Faculty Handbook ([www.uwlax.edu/HR/F\\_Handbook.htm](http://www.uwlax.edu/HR/F_Handbook.htm)).

These duties include: Preparing class schedules and teaching assignments, developing curriculum revisions, preparing and monitoring the Department's operating budget, arranging Department meetings and appointing faculty to Departmental committees, appointing and monitoring search and screen activities for Departmental vacancies, evaluating the performance of faculty, academic staff and classified personnel within the Department, preparing the Department's annual report; and representing the Department in various university matters. (See Appendix B: Position Descriptions)

**B. Standing Departmental Committees**

1. Executive Committee

The committee shall be composed of the full faculty. The duties of the committee are to assist in setting department meeting agendas by keeping the chair current on committee work, to assist the chair in his/her duties and carry out any specific duties assigned by the department. The Executive Committee should meet once a week during the academic calendar year.

2. Merit Review Advisory Committee

Committee appointed by the Department Chair (3 or more members) at the beginning of each academic year. Duties for the committee include review of departmental merit and merit ranking each academic year.

3. University Theatre Committee

Every Department member with faculty status serves on this committee. The committee works on departmental functions including, but not limited to, budgeting, scheduling and production requirements. One theatre student, elected by the majors at the start of each academic year, will also serve on this committee.

4. Season Selection Committee

Consists of the University Theatre Committee and one additional theatre major (of a different area of emphasis than the student on the University Theatre Committee) chosen at the beginning of each academic year. The committee shall explore production possibilities for the coming production season and shall select a performance season as early as possible in the spring semester.

5. Personnel Committee

The personnel committee shall consist of all ranked faculty members of the department. Probationary faculty in their first year of service may attend meetings, but shall not be eligible to vote. The duties of the committee are to:

- a. Retention/non-retention of academic staff personnel.
- a. Retention/non-retention or tenure of probationary faculty.
- b. Promotion of faculty.
- c. Granting of faculty status to academic staff.
- d. Deliberating on personnel problems with faculty or staff as they arise.

The committee shall be convened by the chairperson or the Executive Committee as the need arises. Procedures must be in accordance with Wisconsin Open Meeting Laws.

6. Recruitment Committee

The Department may appoint faculty and/or IAS to serve on the Recruitment Committee, whose purpose is to develop and carry out the means to encourage students to major in Theatre Arts at UW-L.

7. Individual Representation

In addition to the above departmental committees, the department may appoint individual representatives to serve in the following capacities:

- a. Alpha Psi Omega/Theatre Club Advisor
- b. Murphy Library Liaison
- c. CLS Core Curriculum Committee
- d. School of Arts & Communication Advisory Council
- e. Music/Theatre Committee
- f. Other service as needed

C. Departmental Programmatic Assessment Plan

1. Direct Measures of Assessment

- a. Individual student performances in THA 260—Participation in Theatre Arts Activities (1 cr.) and THA 360—Theatre Arts Practicum

Theatre Arts majors are required to take either THA260 or THA360 every semester after the first semester of his/her freshman year and minors are required to take two THA 260 courses and one THA 360 course. Each semester, a review by all Theatre Arts faculty is conducted of students' work to assess the strengths and weaknesses of the curriculum as put in practice by participation and practicum work. Evaluation forms are completed for each assignment and kept in each individual student's file. (See Appendix J: THA 260/360 Production Evaluation/Assessment)

- b. Individual student performances in THA 490—Capstone Project  
This Theatre Arts capstone course is required of all Theatre Arts majors during his/her senior year. Students, in consultation with supervising faculty, create major projects in directing; costume, scenery/properties, sound or light design; technical directing; acting; playwriting, production management, research or dramaturgy for production in Toland Theatre or Frederick Theatre. Fulfillment of this requirement involves significant practical application of the content of the curriculum and the ability of the student to apply the curriculum in practice. By identifying the strengths and weaknesses of the student's ability to integrate theatrical learning into the performances of his/her work, the theatre faculty is better able to assess the strengths and weaknesses of the curriculum itself. At the conclusion of the project, students make presentations regarding their work to the Theatre Arts faculty with an oral critique provided by the faculty. (See Appendix Q: Senior Project Guidelines)

- c. Annual Performance/Portfolio Reviews

At the end of each academic year, Performance/Portfolio Reviews are scheduled with each Theatre Arts major and the

Theatre Arts faculty to review the student's performance and portfolio for that academic year. During this review the student presents highlights from his/her work during the year including classroom, production, and any outside performance or production work. They discuss the progress of their work in terms of particular challenges, areas of strength and weakness, and future goals in their academic and post-graduation work. Presentations may include showing special projects, design work, excerpts from performances, or other materials. Discussion with the faculty follows the presentation. Fulfillment of this requirement involves significant practical application of the content of the curriculum and the ability of the student to apply the curriculum in practice. By identifying the strengths and weaknesses of the student's ability to integrate theatrical learning into the performance of his/her work, the theatre faculty is better able to assess the strengths and weaknesses of the curriculum itself. (See Appendix L: Portfolio/Performance Review Guidelines)

d. Graduate Exit Reviews

At the end of each semester reviews are scheduled with individual graduating senior Theatre Arts Majors and the Theatre Arts faculty to review the student's performance and portfolio from his/her entire UW-La Crosse career as a Theatre Arts Major. During this review the student makes a presentation that highlights his/her work during the year in Theatre Arts classroom work, Theatre Arts production work, and outside performance and production work. They discuss the progress of their work in terms of particular challenges, areas of strength and weakness, and future goals in their post-graduation work. Presentations may include showing special projects, design work, excerpts from performances, or other materials. Discussion with the faculty follows the presentation. Fulfillment of this requirement involves significant practical application of the content of the curriculum and the ability of the student to apply the curriculum in practice. By identifying the strengths and weaknesses of the student's ability to integrate theatrical learning into the performance of his/her work, the theatre faculty is better able to assess the strengths and weaknesses of the curriculum itself.

e. Adjudication of Theatre Productions

Outside adjudicators from the Kennedy Center/American College Theatre Festival provide both verbal assessment and

written evaluation to faculty and students of selected UW-La Crosse Theatre Arts productions each year. The adjudication includes:

1. A statement regarding the appropriateness of the script for a college/university production and for the particular producing unit,
  2. A description of the adjudicator's observations and feelings,
  3. A description of how production elements (design and technical execution, acting, and directing) created the adjudicator's impressions,
  4. Aspects of the production that the adjudicator found clear, believable, consistent and/or vague, confusing and inconsistent. If the shows are entered in the Festival as Associate Productions, the adjudicator may then nominate up to two student candidates to compete in the Irene Ryan Acting Competition. The adjudicator may also recommend student design be displayed for the Design Excellence Awards competition and adjudication. If a show is entered as a Participating Production, two adjudicators will assess the production and make a recommendation as to whether the production should compete at the Regional Festival for the opportunity to compete at the National Festival at the Kennedy Center. Evaluation of production work by outside adjudicators enables the Theatre Arts faculty to better assess the strengths and weaknesses of the curriculum itself.
- f. Graduating Senior Theatre Arts Majors Exit Surveys.  
Exit surveys are distributed to graduating seniors two weeks before the end of the semester they are to graduate. The survey is designed for the students to assess the success of the Theatre Arts Program in meeting its stated objectives, as defined in the Theatre Arts Mission Statement. The survey is returned sealed to the Department Chair on the last day of class and is reviewed by Theatre Arts faculty after the student has graduated. Review of this survey allows the Theatre Arts Faculty to better assess the strengths and weaknesses of the Theatre Arts program. (See Appendix M: Graduating Senior Exit Survey)
- g. First Year/Junior Year Self-Evaluation (See Appendix N: Student Self-Evaluations)

#### D. Additional Department Policies

##### 1. Salary Equity Policy

The salary equity policy of the Department of Theatre Arts is intended to be consistent with and implement the salary equity policy of the

University. The three criteria specified in the university policy to be taken into account in making salary equity adjustments are:

- recent acquisition of Ph.D. or M.F.A.,
- gender or racial inequity,
- "inversion" and "compression"

In addition, salary comparisons (within academic disciplines) with other universities are informative. The procedures for recommending faculty members of the Department of Theatre Arts for salary equity adjustments depend on the criterion being utilized. Equity adjustments should not be made that negate past merit adjustments.

a. Acquisition of Ph.D. or M.F.A.

If a faculty member acquires a Ph.D. or M.F.A. after being hired by the Department, the Department Chair will compare that person's salary to that of the other members of the Department of similar rank, similar years of service, and similar record of merit evaluations, and in consultation with the Departmental Executive Committee make a recommendation to the Dean for an appropriate salary adjustment to equalize that person's salary.

b. Gender or Racial Inequity

The Department Chair will make the appropriate salary comparisons, and if gender or racial inequalities exist that are not accounted for by records of merit evaluations, years of service or rank, the Department Chair, in consultation with the Department Executive Committee, will make a recommendation to the Dean for appropriate salary adjustments. Members of the Department may request that the Chair determine if their salary qualifies them for a salary equity adjustment based on the criterion of gender or racial inequity.

c. Inversion

Inversion exists when a faculty member in the Department receives a significantly lower salary than a Departmental colleague with fewer years of credited service, and that difference is not accounted for by a record of merit evaluation or rank.

Inversion is not automatically or necessarily indicated when a person newly promoted to a higher rank has a somewhat lower salary than someone with numerous years of experience at the next lower rank. The Department Chair will annually scrutinize salaries for inversion, and if any are identified, in consultation with the Department Executive Committee, make a recommendation to the Dean for an appropriate salary adjustment to equalize that person's salary. Members of the Department may request that the Chair determine if their salary qualifies them for a recommendation for a salary equity adjustment based on criterion on inversion.

d. Compression

A faculty member is eligible to be considered for a salary equity adjustment if her/his salary is lower than comparable salaries at other institutions as ascertained by comparison with appropriate data sources. For faculty eligible by this criterion, salary compression will be measured by transforming the Departmental distribution of salaries and years of service into z-scores (rounded to the nearest first decimal), and subtracting each faculty member's z-score on years of experience from his/her z-score on salary. The greater the negative number, the greater the salary compression. Years of service within rank will be used as a "tie breaker" for those who are determined to be equally compressed. Faculty members will be ranked from most compressed to least compressed and recommended to the Dean for salary equity adjustments in that order. The Chair will provide each Department member with a matrix showing the data and calculations on salary compression for the entire Department (without names), on which will be indicated each person's position with regard to salary compression. (cf. "Salary Equity Adjustment Policy" on file in the Faculty Senate Office, 323 Main Hall)

2. Sick Leave

Department members will account for sick leave in adherence to the most current UW System guidelines ([www.uwsa.edu/hr/benefits/leave/sick.htm](http://www.uwsa.edu/hr/benefits/leave/sick.htm)).

3. Vacation

For unclassified staff, 12-month employees garner vacation time; 9-month employees do not.

**IX. Search and Screen Procedures**

The department will follow hiring procedures prescribed by the University's Office of Human Resources in conjunction with AAOD and UW System and Wisconsin state regulations.

A. Tenure-track Faculty

The approved UW-L tenure-track faculty recruitment and hiring policy and procedures are found at [www.uwlax.edu/hr/recruit/Faculty\\_Recruitment/Faculty\\_Recruitment.Hiring.Guidelines.pdf](http://www.uwlax.edu/hr/recruit/Faculty_Recruitment/Faculty_Recruitment.Hiring.Guidelines.pdf). Additionally, UW-L's spousal/partner hiring policy can be found at [www.uwlax.edu/hr/unclasspp.html#spouse.partner.employment](http://www.uwlax.edu/hr/unclasspp.html#spouse.partner.employment).

B. Instructional Academic Staff

Hiring policy and procedures are found at [www.uwlax.edu/hr/fac.recruit.html](http://www.uwlax.edu/hr/fac.recruit.html).

C. Contingency Workforce (Pool Search)

Hiring policy and procedures are found at [www.uwlax.edu/hr/isntr.acst.POOL.search.htm](http://www.uwlax.edu/hr/isntr.acst.POOL.search.htm).

D. Academic Staff

Hiring policy and procedures are found at [www.uwlax.edu/hr/acst.recruit.html](http://www.uwlax.edu/hr/acst.recruit.html).

## **X. Student Rights and Obligations**

### **A. Complaint, Grievance, and Appeal Procedures**

#### **1. Grade Appeals**

Students who believe that the grade they received for a course does not reflect their performance in that course may appeal the disputed grade. This appeal must take place before the end of the semester immediately following the semester in which the grade was recorded. The student should first discuss this difference with the instructor. If a student-instructor meeting is not possible, or if such a meeting does not result in a resolution of the difference, the student should contact the Department Chair. After meeting with the student, the Chair will discuss the student concern with the instructor, if possible. Following these meetings, the Chair will make a recommendation to the instructor regarding the grade change. After the Chair's recommendation and the instructor's response, a student may file a written appeal for a grade change, with the Department Chair. Upon receipt of the written request, the Chair will form an ad hoc committee consisting of three Department members not including the Chair or the instructor, to review the appeal. This committee may request additional information from the student and the instructor before forming and forwarding its recommendation to the instructor. Any decision to change a grade remains that of the instructor, unless the instructor is no longer available, in which case the decision to change a grade becomes that of the Department Chair. (cf. *UW-L Undergraduate Catalogue* and *Eagle Eye*)

#### **2. Academic Non-Grade Appeals**

Students may initiate and resolve complaints regarding faculty and staff behavior. Such complaints should be lodged either orally or in writing with the Department Chair or Dean of the college within 90 days of the last occurrence. The hearing procedures for these non-grade concerns are detailed in the student handbook, *Eagle Eye*. (cf. *UW-L Undergraduate Catalogue* and *Eagle Eye*)

### **B. Expectations, Responsibilities, and Academic Misconduct**

Academic and non-academic misconduct policy reference:

<http://www.uwlax.edu/StudentLife/uws14.html>;

<http://www.uwlax.edu/StudentLife/uws17.html>

#### **1. Classroom and Production Expectations**

Students who enroll in courses offered by the Department of Theatre Arts are expected to attend and participate in these classes. Attendance in Department of Theatre Arts courses is mandatory. Students are expected to devote non-class time to the study of course material and to complete all class assignments in a timely manner. Course work, rehearsals, and shop work are considered equal in importance and

require the same dedication. Casting and production assignments are contingent upon the success of all departmental responsibilities.

2. Academic Misconduct

Academic dishonesty is subject to appropriate punishment as a matter of UW System polity. This is not to be taken lightly or ignored as such action works to demean the integrity of the grades earned by the vast majority of students. To ignore “cheating” is to foster it and thereby constitutes a dereliction of professional obligations. (See Appendix E: Academic Misconduct Guidelines)

C. Advising Policy

Each student who majors in an emphasis offered by the Department of Theatre Arts will be assigned a faculty advisor in the Department. Students are required to meet with their faculty advisor at least once a semester to discuss their academic progress, career interests and course schedules prior to registering for the next semester’s courses. (cf. *UW-L Undergraduate Catalogue*)

D. Other Student Policies

1. Student Advanced Placement

The Executive Committee will evaluate all advanced placement requests and determine the outcome of each request as they are made. (cf. *UW-L Undergraduate Catalogue*)

2. Student Incompletes

A faculty member at his/her discretion may assign a student an Incomplete. Incompletes must be completed by the end of the following semester, not including summer session. Any incomplete remaining at the end of the following semester automatically becomes an "F". (cf. *UW-L Undergraduate Catalogue* and *Eagle Eye*)

**XI. Other**

A. Summer Session

1. Teaching Assignments and Priority

(See XI: Other: Intersession Pay Plan)

2. SummerStage

a. Mission

Established in 1980, the UW-L SummerStage program strives to create quality entertainment by and for the community of La Crosse and the surrounding region. SummerStage is a natural extension of the academic year as a semi-professional outlet for theatre students and community members.

b. SummerStage Organization

(Position Descriptions consistent with academic year responsibilities) (See Appendix B: Position Descriptions)

The Department Chair also serves as Managing Director of the SummerStage program. The Managing Director shall be responsible for assisting with SummerStage publicity and seasonal budgeting, performance rights, staffing and other duties consistent with department chair responsibilities.

Department faculty are encouraged, but not required, to work on SummerStage productions. UW-L Faculty Technical Director, Scenic & Lighting Designer and Costume and Makeup Designer each hold the “right of first refusal” for SummerStage assignments. Production Director assignments will rotate between the faculty directing positions. Academic Program Associate responsibilities carry over from the regular academic year. Various student help positions may be available as deemed necessary.

#### SummerStage Positions

- SummerStage Technical Director  
.33 FTE position funded by the College of Liberal Studies  
Duties assigned to the faculty member providing technical direction for Theatre Arts productions. (See Appendix B: Position Descriptions)
- SummerStage Scenic & Lighting Designer  
.33 FTE position funded by the College of Liberal Studies  
Duties assigned to the faculty member providing scenic and lighting design for Theatre Arts productions. (See Appendix B: Position Descriptions)
- SummerStage Costume & Makeup Designer  
.33 FTE position funded by the College of Liberal Studies  
Duties assigned to the faculty member providing costume and make-up design for Theatre Arts productions. (See Appendix B: Position Descriptions)
- SummerStage Production Director  
.33 FTE position funded by SummerStage Production Account  
Duties assigned to the faculty members providing direction for Theatre Arts productions. (See Appendix B: Position Descriptions)
- SummerStage Music Director  
Position funded by SummerStage Production Account  
(See Appendix B: Position Descriptions)
- SummerStage Choreographer  
Position funded by SummerStage Production Account  
(See Appendix B: Position Descriptions)

## B. Leaves of Absence

A formal leave of absence without pay is a leave that exceeds 30 calendar days. Formal leaves require written approval of Human Resources & Diversity and the employing Department. Leave without pay for complete pay period or up to 30 days requires written approval from the supervisor and notification to Human Resources & Diversity. Leaves without pay are granted for illness, care of a child, spouse, parent with a serious health condition, education, military and exceptional personal reason. Maternity/paternity leaves will be granted for birth or adoption of a child up to, but not exceeding, six months. Upon request of the employer, maternity leave of absence may be extended for another period of time, not to exceed six months. For more information on leaves, contact Human Resources & Diversity and review the appropriate union contract.

(cf. *UW-L Employee Handbook*, p. 1-4) Faculty

(cf. *UW-L Employee Handbook*, p. E-3) Classified Staff

(cf. *UW-L Employee Handbook*, p. G-1 and G-2)

## C. Travel Allocation Procedures

The Department strongly encourages and supports faculty travel to conferences, seminars, and/or other venues for professional enrichment. Faculty are required to submit their initial requests for travel funds at the earliest possible date to the Department Chair who then reviews these requests. The Chair then allocates whatever sum of money is deemed appropriate in support of these initial travel requests. This allocated sum is then earmarked as the Department contribution by the Chair and forwarded to the CLS Dean who in turn reviews this same travel request form. Following the travel support priorities indicated on the form and subject to the availability of funds, the Dean determines how much additional support will be given from the College and notifies the applicant of the determination via personal letter. At some point later in the academic year, the Department Chair assesses how much travel money remains unallocated and awards such money to any travel requests as deemed appropriate.

(cf. "College of Liberal Studies Travel Support Policy")

## D. Workload Policy

The standard full-time teaching workload in the Department of Theatre Arts is 12 credits in both Fall and Spring semesters. Summer and inter-session teaching is optional. This workload should not involve more than three course preparations per semester, unless the faculty member agrees to exceed this number of course preparations. Release time is given for the following positions:

Chair - .25 per semester

Production Direction - .125 per semester

Publicity Supervisor - .125 per semester

Front of House Supervisor - .125 per semester

Technical Director - .25 per semester

Scenic & Lighting Designer - .25 per semester

Costume Designer - .25 per semester

Production Manager - .25 per semester

Stage Management - .25 per semester

#### E. Final Exams

Final exams are required to take place as scheduled during the final exam week. The one accepted variation of this University rule is that instructors may opt to give students the choice of taking their course final on the last official class day of that semester or during the officially scheduled exam time. Under any and all circumstances the student must be given the latter option of taking the final during finals week.

#### F. Graduate Faculty Policy

The Graduate Faculty consists of the faculty and academic staff, of the University of Wisconsin-La Crosse, who meet the criteria for full or associate membership. Full members must meet the following criteria: 1) Hold the doctorate or other appropriate terminal degree (e.g. MFA); 2) provide evidence of successful teaching at the graduate level; 3) provide evidence of continuing scholarly accomplishments in their discipline or professional field as defined by the respective departments; and 4) provide evidence of successful service as a director and/or member of thesis, seminar paper, graduate project, or comprehensive examination committees (if applicable to the faculty member's respective graduate program). Only full members of the graduate faculty may direct theses, seminar papers, graduate projects, and oral examination committees unless the Dean of Graduate Studies approves an exception. Full members are appointed for a five-year term and will be re-evaluated for graduate faculty status in conjunction with other regularly scheduled personnel reviews (e.g., promotion, tenure, or post-tenure reviews). Members of the academic staff who have faculty status and meet the above criteria are also eligible for full membership on the graduate faculty. Associate membership status may be granted when compelling evidence is offered to demonstrate that selected individuals will contribute special expertise to a graduate program of the University by teaching, supervising clinical internships, and/or serving as members of, (but not directing) thesis, seminar paper, graduate projects or comprehensive examination committees. These individuals may include adjunct and clinical faculty members and other members of the University faculty and academic staff not holding full membership. Associate members are appointed for a three-year renewable term. Nomination for membership on the Graduate Faculty will be forwarded by the Department Chair to the Dean of the appropriate college. Information about the nominee's academic preparation, teaching record, graduate education experience, and scholarly activities shall accompany the nominations. The college dean will review the nominations using this policy's criteria for membership and forward them with his/her recommendations to the Dean of Graduate Studies who shall then provide any commentary and submit them to the Graduate Council for final approval. (See Appendix F: Graduate Faculty Policy)

#### G. Classified Staff Policies

## 1. Performance Evaluation

The Wisconsin Statutes call for “a uniform classified employee performance evaluation program to provide a continuing record of employee development and, when applicable, to serve as a basis for decision-making on employee any increases and decreases, potential for promotion, order of layoff and for other pertinent personnel actions.”

### a. Goals

Classified employees and their supervisors will meet annually to set performance goals and objectives for the upcoming year.

### b. Reviews

At the end of the year (mid-December), employees and supervisors will meet to review goals, results, and overall work performance. A copy of the completed performance evaluation will be sent to the Dean. Completed Individual Development Plans (IDPs) will be placed in personnel files in Human Resources.

## 2. Academic Department Associate Policy

The Department of Theatre Arts employs one Academic Department Associate (ADA) at 100% per year. The ADA is responsible for the department’s at-large business including travel requests, budgeting, class scheduling, textbook ordering, student worker management, and supply management. This position involves receptionist/clerical duties and activities associated with the information flow to students and the public. Appropriate duties for individual faculty include exam preparation, course handout duplication, typing associated with courses and scholarship, etc. Materials should be given to the ADA in advance to allow for ample preparation time. It is the prerogative of the ADA in consultation with the Chairperson, to determine the priority of tasks. ADAs should not be asked to administer or proctor examinations. ADAs should not be asked to complete personal tasks for faculty. Concerns regarding appropriate ADA duties or work assignments should be directed to the Chairperson.

## H. Outside Employment Statement

Outside professional employment for faculty in the Department of Theatre Arts is acceptable and encouraged when it does not infringe upon the faculty member’s primary obligation to the Department and the University. These responsibilities are outlined in the Department of Theatre Arts faculty handbook. Outside work is defined as any work outside the parameters of the faculty member’s job description within the department. Outside work might include sound design, scenic design or costume design for another theatre organization, directing for or acting in a professional or non-professional theatre group, guest lecturing for a specific course outside UW-L, or serving as visiting guest artist at another university or theatre or other similar work.

Outside work must be discussed with the Department Chair prior to acceptance. For outside employment to be acceptable it may not:

- Involve such hours or such jobs that conflict with current position description.
- Involve the use of Theatre Department personnel and/or resources unless prior arrangements have been made through the Department Chair.
- Infringe on the reputation of the UW-L Theatre Department.
- Compete directly with UW-L Theatre productions

#### I. Intersession Pay Plan

In accordance with all University and CLS policies regarding intersession classes.

- All ranked Faculty and IAS will indicate their interest in teaching winter session, summer 1, 2 or 3 school at the first fall faculty meeting.
- A rotation of faculty will be created based on seniority (beginning 2009-2010) in order of most senior to least senior (by years at UW-L in rank).
- Starting at the top of the list, each faculty member will have the opportunity to choose the class and time that is their preference.
- Once a faculty member has taught during any of the intersessions (online or face to face) – January or summer, they will move to the bottom of the rotation.
- If a faculty is at the top of the rotation but elects not to teach during the intersession, the opportunity will move to the next person in the rotation and so on down the list. Each class will be offered to the entire rotation in turn.
- The faculty who was given the opportunity but elected not to teach will remain at the top of the rotation for two consecutive opportunities and then move to the bottom of the list whether they elect to teach or not.
- After each faculty member has been given a chance to claim a January, or Summer school teaching opportunity (online or face to face), faculty will be offered a chance to teach a second class (online or face to face). However, no faculty will teach more than two courses.
- Faculty who has officially declared retirement will be given the top slot on the rotation for up to 3 years. They must declare before summer school assignments are made.
- Course offerings will be based largely on demand.
- Instructors may request an enrollment cap on a course; however the financial implications are born by the instructor.
- If your place in the rotation is available to you for teaching during one of the intersessions and you elect not to teach at that time OR the section you have offered for intersession fails to fill you will remain at the top of the rotation list. This can occur for two (three) consecutive years.

## J. Syllabi

The Department expects all faculty to provide students with a written course syllabus within the first week of classes. At the minimum, the syllabus should outline the class requirements, due dates, instructor contact information and office hours. General education classes should include information regarding the general education category and objectives. Syllabi may also include the following: course objectives, grading scales, teaching philosophies, detailed content and exam schedules, cheating policies, return of papers policy, etc. Syllabi are legally seen as a form of a contract with students. Each semester, a copy of all syllabi should be given to the ADA to file.

## K. Equipment and Facilities Use/Rental

Both the Toland Theatre and the Frederick Theatre are occasionally available (dictated by the departmental production calendar) for use by outside groups. The Department Chair in consultation with the University Theatre Committee will approve or deny all requests in a timely manner.

(See Appendix P: Facilities and Equipment Use/Rental Forms)

## L. Office Assignment Policy

Order of preference for all vacated faculty offices is determined by a set of criterion that is applied in the following order:

- Faculty hire date (as shown in official university records)
- Rank (used if two or more faculty have same hire date)
- Date of Rank (if two or more faculty have same hire date, same rank)
- Academic Staff Service (if two or more faculty have same faculty hire date, same rank, same date of rank, number of full-time equivalent years of service as Academic staff is used to determine seniority)

If there are ties remaining after the above criteria have been applied, they shall be determined by some random method.

## M. Department Technology Policy

### 1. Definition

Technology refers to electronic equipment purchased by UW-L (and department funds) and used in UW-L/department offices and classrooms. It includes computer hardware and software, printers, video equipment, and other electronic equipment.

### 2. Goals

- To obtain and maintain a level of technology which allows faculty and academic staff to continue their professional development by accessing and utilizing the latest educational, psychological, and professional information.
- To obtain and maintain a level of technology which allows faculty and academic staff to continue to improve their classroom instruction and to supervise student research projects.

- To improve and maintain classrooms to that technology which enhances student learning is available in all classrooms.
- To provide academic program associates with a level of technology which allows them to efficiently perform their responsibilities.
- The continual upgrading of technology is a high priority of the department.

### 3. General Procedures Related to Technology Usage

- a. Department members are reminded that any and all equipment, software, etc. purchased with university funds is the property of the University of Wisconsin-La Crosse. Although technology may be purchased at the individual request of a department member, such property is not for personal use and does not become the property of the department member to whom it is assigned.
- b. The purchase of any technology for department or individual use and the assignment of technology to department members must have the approval of the department.
- c. Once the department has approved the purchase of technology for individual or departmental use, the department Chair shall be responsible for submitting a purchase order within 30 days of the approval.
- d. Student access to department technology is limited to faculty related use. Student technology needs can more appropriately be met through student labs or technology intended for student use.
- e. A department member who wishes to use department technology while on sabbatical or professional leave must request permission from the department before doing so.
- f. Department members are not guaranteed long-term individual use of any technology, equipment, etc. Technology may be reassigned by the department at any time, especially if the need for which the technology was provided no longer exists or the department member is no longer using the technology for the intended purpose.
- g. The department shall review technology policy and procedures on an annual basis.
- h. The College of Liberal Studies will attempt to replace any outdated technology on a 3-year rotation basis.

### N. Campus Absence Forms

For liability reasons, all faculty or staff traveling on university related business should fill in a campus absence form (whether or not they will be missing class or work).

### O. Tenure Clock Stoppage

UW System allows for a tenure-track faculty member to “stop” their tenure clock for the sake of dependent and/or elder care. Faculty interested in this option should contact Human Resources.

P. Family Friendly Policy

In an attempt to help staff and faculty balance their work and family lives, the Department will endeavor to schedule all meetings within the hours of 8:30 a.m. and 5:00 p.m. Additionally, childcare and eldercare duties will be considered when setting class schedules if requested by the instructor.

Q. Emeritus Policy for Faculty

The Department of Theatre Arts calls a committee meeting to determine whether or not a retiring faculty member shall be designated as emeriti. A majority of those present is required to allow for this designation. Within the department the designation is associated with a mailbox and access to an office. In making this determination the Department follows the University policy as outlined below.

Members of the faculty may be nominated and designated as emeriti only at the time of retirement and must be recognized by their distinguished records of service at institutions of higher education. Nomination for and official designation as emeritus is dependent on the following measures of distinguished service:

Those members of the faculty having a record of 25 or more years of service at accredited institutions of higher education, including ten or more years of service at the University of Wisconsin-La Crosse may be designated by their rank and the title of emeritus. Thus, a faculty member may be designated as Faculty Emeritus with the appropriate rank held at the time of retirement. Those members of the faculty not meeting the criteria under (1) above, having a record of 15 or more years of service at the University of Wisconsin-La Crosse, regardless of rank, and having attained the age of 55 or more, may be designated as Faculty Emeritus.

Departments and their functional equivalents may nominate qualified members of the faculty to the Chancellor for designation as emeriti. These nominations shall be forwarded to the appropriate dean for endorsement prior to their submission to the Chancellor.

R. Foundation Accounts

The Department of Theatre Arts maintains Foundation accounts, and may develop new Foundation accounts. These unrestricted accounts are used as a discretionary fund to support student/faculty projects, travel, guest artists, and other special events as approved by the Department and/or the Department Chair. In order to preserve these accounts as primarily contingency funds, financial support will first be sought from other sources: grants, college support, donors, the Provost's office, etc. Funds from these accounts should not

be depleted at a rate exceeding the department's ability to replenish them within a year's time.

Funds in unrestricted Foundation accounts should, first and foremost, be maintained at a level that would both fund travel to the annual American College Theatre Festival and assist the department in carrying out regular activities during difficult economic periods.

## **XII. Appendices**

- A. Department Statement on Scholarship
- B. Position Descriptions
- C. Faculty Merit Report Form
- D. Student Evaluation Forms
- E. Academic Misconduct Guidelines
- F. Graduate Faculty Policy
- G. Faculty Responsibilities
- H. Tenure Review Process
- I. Faculty Senate Bylaws Section VI: Responsibilities of Departments, Department Members, and Department Chairs
- J. THA 260/360 Production Evaluation/Assessment Form
- K. Portfolio/Performance Review Guidelines
- L. Graduating Senior Exit Surveys
- M. First Year/Junior Year Self-Evaluation
- N. Facilities and Equipment Use/Rental Forms
- O. Senior Project Guidelines

## **Appendix A: Department Statement on Scholarship**

Faculty in the Department of Theatre Arts are expected to develop and maintain an active program of scholarship. Scholarship in the Department of Theatre Arts includes, but is not limited to, creative activity in the areas of production direction, scenic design, stage management, lighting design, costume design, playwriting, sound design, or technical direction for a university theatrical production and/or outside professional work. The Department's definition of scholarly activities also includes publishing papers or books in the discipline, in application of the discipline, or in education for the discipline. Presentations in these areas at professional meetings, and in other appropriate forums, also constitute scholarship. Writing successful grant proposals to support any of these activities is an important area of scholarship. In addition, faculty mentoring of student research also constitutes scholarship.

## **Appendix B: Job Descriptions**

### **University Of Wisconsin - La Crosse Department of Theatre Arts Job Description for the Department of Theatre Arts Chair**

The Chair is the chief administrative officer of the Department of Theatre Arts. The Chair reports to the Director of the School of Arts & Communication and the Dean of the College of Liberal Studies.

The Chair/Director of Theatre is responsible for Chair responsibilities as outlined in the University of Wisconsin-La Crosse Faculty Handbook. These responsibilities include ensuring that the policies and procedures of the department are carried out in accordance with the departmental bylaws and that the department and its members are fulfilling the responsibilities enumerated in the University of Wisconsin-La Crosse Employee Handbook under Section XII, Faculty Organization and Policies. As specified in this section the Chair will assume a prominent role in creating a professional environment conducive to high morale and productivity in the Department.

Specific Department functions supervised or performed by the Chair include:

- Course scheduling
- Curriculum matters
- Departmental budget management
- Textbook rental purchases
- Oversight of equipment and facilities, working closely with the Production Manager
- Point of contact for requests for use of department facilities by entities outside the Department.
- Scheduling and chairing Department meetings
- Personnel matters
- Hearing and responding to student concerns
- Coordinating and delegating duties related to departmental participation in festivals and conferences as necessary.

The Chair is responsible for the following theatre operations:

- Collaborating with the Production Manager in maintaining, reporting and auditing of University Theatre budget and SummerStage/Children's Theatre budget.
- Authorizing all expenditures from the University Theatre Production budget and the SummerStage/Children's Theatre budget.
- Providing periodic reports to the Theatre Arts faculty on the status of these budgets.

- Supervising the bookkeeping and accounting activities of the Program Assistant/Box Office Manager.
- Assisting the Production Manager with selecting student staff for all Toland Theatre and Frederick Theatre productions.
- In consultation with other Theatre Arts faculty, determining play selection for the following season.
- In consultation with other Theatre Arts faculty, determining directorial assignments for the following season.
- Planning and coordinating all meetings for the Theatre Arts, including, but not limited to:
  - Theatre Arts Season Planning Meetings
  - Budget Approval Meetings
- Participating in the strike of all University Theatre productions.
- As arranged with the Technical Director, providing on-site supervision of the scene shop when circumstances necessitate the absence of the Technical Director, Scene Shop Supervisor and the Scenery/Lighting Designer. (In the event that the Chair/Director of Theatre is unavailable for supervision, the scene shop will either be closed or supervised by other Theatre Arts faculty.)

**University Of Wisconsin - La Crosse**  
**Department of Theatre Arts**  
**Job Description for the Technical Director**

The Technical Director is responsible for the following:

- Provide preliminary information regarding technical requirements for scripts under consideration for Theatre Arts seasons.
- Participate in play selection for all Theatre Arts seasons.
- Participate in the development of the Theatre Arts production schedule.
- Attend all production and pre-production meeting for the Theatre Arts Program.
- In consultation with other theatre faculty, select student technical directors, sound designers, and other student personnel for all Theatre Arts and Studio Theatre Productions.
- Mentor and provide oversight for all student technical directors and sound designers for the Theatre Arts and Studio Theatre Productions.
- In consultation with the Scene shop Supervisor & Scenery/Lighting Designer, hire and oversee the work of student assistants for the scene shop.
- In consultation with other Theatre Arts Faculty, select student production staff for all Theatre Arts and Studio Theatre Productions.
- Oversee the Scene Shop Supervisor in the training and supervision of all construction and running crews for all Theatre Arts productions.
- Maintain the Scenery/Lighting/Sound/Properties, and yearly running budgets for the Theatre Arts Program.
- Coordinate “on site” technical supervision of all Theatre Arts performances with the Theatre Arts Department Scenery/Lighting Designer and scene shop staff.
- Attend all technical and dress rehearsals for Theatre Arts productions.
- In consultation with the Scenery/Lighting Designer & Scene Shop Supervisor, provide specifications for equipment purchases.
- Provide technical support for other productions activities approved by the Theatre Arts Department. Events in the Toland Theatre for which compensation by the sponsoring organization is required, is left to the discretion of the Technical Director.
- Providing other duties and services as appropriate or required.

For each production for which the Technical Director serves as the production TD, the Technical director is responsible for the following:

- Perform analysis and research for all Theatre Arts productions.
- Collaborate with the entire production team in creating the production concept.
- Provide construction drawings of scenic pieces for the scene shop.
- Acquire all materials and supplies necessary for the construction of scenery for the production.

- Oversee the Scene Shop supervisor in the construction of all scenery for the Theatre Arts productions.
- Set up and maintain sound equipment.
- Upon request, work with the publicity personnel to develop appropriate program materials for each production.
- Organize and oversee the strike of the production.

University Of Wisconsin - La Crosse  
**Department of Theatre Arts**  
**Job Description for the Scene Shop Supervisor**

The Scene Shop Supervisor is responsible for the management and supervision of the scene shop including:

- In consultation with the Technical Director, coordinate and oversee construction of scenery, and of properties as needed. Scene shop hours are daily during the week, with occasional weekend hours. The Scene Shop Supervisor, in consultation with the Technical Director, determines the best use of student time in construction of scenery, and of properties if needed, and maintenance of the scene shop and its equipment.
- Maintain a clean, orderly, and safe work environment in the Theatre Arts areas (Toland & Frederick Theatres, Scene Shop, Tool Room, and Storage Areas).
- Maintain all shop equipment in good working order.
- Maintain inventory of scenery, properties, platforms, flats, and other items as necessary.
- Arrange hours for THA 110 students to complete lab hours in the Scene shop during the “lab sign-up time at the beginning of each semester.
- Assist with drafting, scheduling, and construction of scenery and props for Theatre Arts and Studio productions.
- Supervise and teach students safety, skills, and methods of planning and building scenery, and of properties as needed.
- Assist with coordination of use of space for class-work and production needs.
- Communicate with production staff and others as necessary to conduct work smoothly and effectively.
- In consultation with the Production staff and others as needed, provide specifications for equipment and supplies purchases.
- Serve as “on site” technical supervision for all Theatre Arts performances with the Theatre Arts Department Technical Director, Scenery/Lighting Designer and scene shop staff.
- In consultation with the Technical Director and Lighting Designer and/or Master Electrician, help organize and coordinate departmental strikes.
- Maintain scene shop attendance and other records as necessary and report to department faculty as needed.
- Assist with THA 360 and THA 110 evaluations at the end of each semester
- Provide specialist/technical support for classes in stagecraft, as needed.
- Attend production meetings and department meetings as needed.
- Providing other duties and services as appropriate or required.

**Instruction and Assessment of Students**

Prepare and deliver curriculum to undergraduate students.

- Prepare course materials such as syllabi, homework assignments, and handouts, ensuring they comply with department, college and university guidelines including accessibility for students with disabilities.
- Evaluate and grade students' class work, assignments, and papers utilizing the department's grading criteria and system
- Maintain regularly scheduled office hours in order to advise and assist students.
- Compile, administer, and grade examinations and other assessment measures.
- Initiate, facilitate, and moderate classroom discussions.
- Maintain student attendance records, grades, and other required records, and deliver them to the Registrar as directed by UW-L policy.

**University Of Wisconsin - La Crosse**  
**Department of Theatre Arts**  
**Job Description for the Scenic/Lighting Designer**

The Scenic/Properties/Lighting Designer is responsible for:

- Providing preliminary information regarding scenic and lighting requirements for scripts under consideration for future Theatre Arts seasons.
- Participating in play selection for the Theatre Arts seasons.
- Participating in the development of the Theatre Arts production schedule.
- In consultation with other theatre faculty, selecting student scenery, properties, and lighting designers for all Theatre Arts productions.
- Mentoring and providing oversight for all student scenery, properties, and lighting designers.
- In consultation with other theatre faculty, selecting production staff for all Theatre Arts productions.
- In collaboration with the Theatre Arts technical director, providing specifications for all equipment purchases.
- Maintaining the paint shop, including brush and supply inventories.
- Maintaining the properties rooms.
- Maintaining the light shop including the ordering of supplies and the maintenance and safety of the lighting system.
- Attending all pre-production and production meetings for Theatre Arts productions.
- Attending technical and dress rehearsals and other rehearsals as needed.
- Coordinating "on-site" supervision of all Theatre Arts performances with the technical director and the scene shop staff.
- Assisting in "on-site" supervision of the scene shop as arranged with the technical director.
- Participating in Theatre Arts production photo calls as necessary.

For each production in which the Scenic/Properties and Lighting Designer is the lead designer, provide the following:

- Analysis and research for the production.
- Collaborate with the entire production team in creating a production concept.
- Design or supervise all scenery/properties and/or lighting as necessary for the production.
- Provide renderings, sketches, models source montages, or painters elevations for a production.
- Provide designer drawings for all scenery and properties designed for the production and delivered to the technical director as mandated by the production schedule.
- In consultation with the technical director, determine the source of all production elements for the show.

- Oversee the acquisition and delivery of all properties for Theatre Arts productions.
- In consultation with the technical director, provide "on-site" assistance in the layout and construction of intricate scenery and properties pieces.
- Paint or oversee the painting for all scenery and properties needed for each production.
- Provide a light plot and all necessary paperwork to execute lighting designs for Theatre Arts productions.
- Execute or oversee the execution of all lighting designs for Theatre Arts productions.
- Upon request, work with the publicity personnel to develop appropriate materials for each production.
- Help supervise all Theatre Arts department strikes with technical director.
- In consultation with the technical director, determine the source of all production elements for the show.
- Oversee the acquisition and delivery of all properties for Theatre Arts productions.
- In consultation with the technical director, provide "on-site" assistance in the layout and construction of intricate scenery and properties pieces.
- Paint or oversee the painting for all scenery and properties needed for each production.
- Provide a light plot and all necessary paperwork to execute lighting designs for Theatre Arts productions.
- Execute or oversee the execution of all lighting designs for Theatre Arts productions.
- Upon request, work with the publicity personnel to develop appropriate materials for each production.
- Help supervise all Theatre Arts department strikes with technical director.

**University Of Wisconsin - La Crosse**  
**Department of Theatre Arts**  
**Job Description for the Costume/Makeup Designer**

The Costume/Makeup Designer is responsible for:

- Providing preliminary information regarding costume and makeup requirements for scripts under consideration for future Theatre Arts seasons.
- Participating in play selection for the following season.
- Participating in the development of the Theatre Arts production schedule.
- In consultation with other Theatre Faculty, selecting student costume and makeup designers for Theatre Arts and Studio productions.
- Mentoring and providing oversight for all student costume and makeup designers for Theatre Arts and Studio productions.
- Hiring and overseeing the work of student assistants for the costume shop.
- In consultation with other Theatre Faculty, selecting student staff for all Theatre Arts and Studio Theatre productions.
- Selecting, training and supervising all costume shop personnel, makeup crews and costume running crews for all Theatre Arts productions, including planning for the best utilization of all personnel.
- Maintaining an adequate supply of costume building supplies and makeup supplies.
- Maintaining the costume and makeup budgets for Theatre Arts productions.
- Coordinating with the Scenic/Lighting Designer and Technical Director “on site” supervision of Theatre Arts performances.
- Attending all technical and dress rehearsals, and other rehearsals as needed.
- Attending all pre-production and production meetings for Theatre Arts productions.
- Participating in the strike of all Theatre Arts productions.
- Maintaining a clean, orderly and safe work environment in Theatre Arts costume, makeup and dressing room facilities.
- Organizing, maintaining and securing all costume and makeup storage areas and inventories.
- Maintaining all costume shop equipment.
- Providing specifications for costume equipment purchases.
- Providing for costume and makeup support for other production activities approved by the Theatre Arts Program.
- Overseeing all costume loan/rental agreements.
- Hiring, training and supervising all costume/makeup crews for non-Theatre Arts events in the Toland Theatre for which compensation by the sponsoring organization is required. The decision to work a non-University function is left solely to the discretion of the Costume/Makeup Designer.

(Costume/Makeup Designer job description continued on next page)

For each production the Costume/Makeup Designer will:

- Provide analysis and research as needed for conceptual development of the production.
- Design all costumes and makeup for the production.
- Provide renderings, sketches or source montages for all costumes designed for the production.
- Acquire all materials and supplies necessary to construct costumes for the production.
- Oversee construction of all costumes for the production according to the designer's designs.
- Purchase or pull from stock all non-constructed costume pieces.
- Design, construct or purchase all articles deemed costume props.
- Meeting all applicable production deadlines for the production.
- Upon request, work with publicity personnel to develop appropriate program materials.

**University of Wisconsin – La Crosse**  
**Department of Theatre Arts**  
**Job Description for the Costume Shop Supervisor - 50% appointment**

The Costume Shop Supervisor is responsible for:

- In consultation with the Costume/Makeup Designer, overseeing the work, establishing and maintaining schedules of hired student assistants for the costume shop.
- Supervising, training and mentoring THA 110 students during lab portion of the class.
- Arranging hours for THA 110 students to complete lab hours in the costume shop during the “lab sign-up time at the beginning of each semester.
- Assist with drafting, draping, cutting and construction of costumes and costume props for Theatre Arts and Studio productions.
- In consultation with the Costume/Makeup Designer, selecting, training, supervising and mentoring all costume shop personnel, makeup crews and costume running crews for all Theatre Arts and Studio Productions, including planning the best utilization of all personnel.
- Maintaining an adequate supply of costume building supplies.
- In consultation with the Costume/Makeup Designer, providing specifications for costume shop equipment purchases.
- Assist with costume fittings.
- Maintaining a clean, orderly and safe work environment in the Theatre Arts costume, makeup and dressing room facilities.
- Organizing, maintaining and securing all costume and makeup stock and storage areas.
- Maintaining all shop equipment.
- Overseeing all costume loan/rental agreements.
- Attending strike for all Theatre Arts and Studio productions.
- Attending Dress Rehearsals and Theatre Department meetings when required.
- Providing other duties and services as appropriate or required.

**University Of Wisconsin - La Crosse**  
**Department of Theatre Arts**  
**Job Description for the Production Manager**

The Production Manager is responsible for:

- Administratively supporting all Toland Theatre/Children's Theatre/Frederick Theatre production events.
- Developing, in consultation with the Chair of the Department of Theatre Arts, the University Theatre's annual production budget. Working with the Chair of the Department of Theatre Arts. Preparing the annual University Theatre budgets and special budget requests for submission to the Student Apportionment Committee
- Providing preliminary information regarding production requirements for scripts under consideration for future Department of Theatre Arts seasons.
- Participating in play selection for the Theatre Arts seasons.
- Participating in the development of the Theatre Arts production schedule.
- In collaboration with department faculty and staff, develop and maintain the production calendar.
- In consultation with other Theatre Arts faculty, selecting student staff for all Toland Theatre and Frederick Theatre productions.
- Administering contract negotiation and providing administrative support for guest artists.
- Providing preliminary information regarding casting and directorial requirements for scripts under consideration for future University Theatre seasons.
- Scheduling and overseeing, in consultation with the Technical Director, Department Chair and other Theatre Arts faculty, all events in the Toland and Frederick Theatres.
- Preparing and submitting all royalty requests to the appropriate licensing agencies for all Department of Theatre Arts productions
- Participate in "faculty on duty" rotation for department productions.
- In consultation with the Technical Director, creating a facility schedule for Toland and Frederick Theatres.
- In partnership with the Technical Director and Production Stage Manager, oversee the signup, training, supervision and evaluation of the run crew for all Department of Theatre Arts productions
- In consultation with other theatre faculty, selecting production staff for all Theatre Arts productions, and for 'external' users of department facilities.
- Participating in all production strikes.
- Maintaining Theatre Arts production budgets.
- Working with Production Stage Manager and technical director running all technical and dress rehearsals.
- Other appropriate duties as needed.

The Production Stage Manager is responsible for:

- To Stage Manage all Department theatre productions, or train and supervise student or guest stage managers.
- To Stage manage all touring events in Department theatre, or train and supervise student or guest stage managers.
- To coordinate stage management with technical direction, light, scenic, costume, and sound supervisors for all events in department theatres, or train and supervise student or guest stage managers/event coordinators.
- To train and supervise all assistant stage managers and run crews for Department productions and events, or train and supervise the student stage manager responsible for same.
- To train all stage management personnel in safety and first aid procedures or to arrange for training by accredited personnel.
- To maintain stage management equipment and to make recommendations regarding new purchases or upgrades.
- In consultation with other Theatre Department faculty and the Chair, to select student staff for stage management for all Department events and productions.
- To set standards and evaluate student stage managers and assistant stage managers.
- To attend all technical rehearsals, production meetings, and other meetings and rehearsals as needed.
- To maintain the Stage Manager's handbook, and provide information to other department personnel as required for department handbooks, public relations materials and other resources as needed.

**University Of Wisconsin - La Crosse**  
**Department of Theatre Arts**  
**Job Description for the Publicity Supervisor**

The Publicity Supervisor is responsible for:

- Overseeing all marketing and development activities connected with University Theatre productions.
- Overseeing the selection, training and supervision of the student publicity assistant.
- Working with the Department A.D.A. to provide direction and oversight for:
  - Preparing programs
  - Creating and distributing publicity materials: posters, postcards and table tents
  - Writing press releases
  - Maintaining publicity (and related) mailing lists
- Arranging appearances by directors, cast members and/or designers
- Working with a graphic artist and the department A.D.A. to create the season ticket brochure and arranging for its timely mailing and distribution.

**University Of Wisconsin - La Crosse**  
**Department of Theatre Arts**  
**Job Description for the Front of House Supervisor**

The Front of House Supervisor is responsible for:

- Overseeing the selection, training and supervision of House Managers for each University Theatre production.
- Training and overseeing front-of-house staff for all University Theatre productions including:
  - Ushers
  - Ticket-takers
  - Coat Check personnel
  - Concessions personnel
- Training and supervising concession staff.
- Coordinating purchase of concession sales and supplies.
- Concession cash box.
- Coordinating Preview Night with Box Office Manager.
- Work with publicity staff on lobby displays.

**University Of Wisconsin - La Crosse**  
**Department of Theatre Arts**  
**Job Description for the Director of Recruitment**

The Department Chair may appoint a faculty member to the position of Director of Recruitment.

The Director of Recruitment will work to increase and/or maintain the number of Theatre Arts Majors and Minors. S/he will:

- Encourage high quality high school students who are interested in theatre arts to consider entering the program in the Department of Theatre Arts at the University of Wisconsin-La Crosse.
- Create, develop, and maintain contacts with key high schools
- Oversee development of recruiting materials
- Develop and maintain contact with prospective students
- Encourage students already enrolled at UW-L to consider declaring a major or minor in Theatre Arts
- Work closely with the Department Chair, Admissions, and other entities as appropriate to carry out these responsibilities.

**University Of Wisconsin - La Crosse**  
**Department of Theatre Arts**  
**Job Description for Academic Program Associate/Box Office Manager**

**Provide Administrative Assistance and Secretarial Support to Theatre Arts Department Chair and Faculty**

Maintain paper and/or computer files of all department administrative materials, including, but not limited to:

- Personnel Materials
  - Maintain records as requested by the department Chair on retention, tenure, promotion, tenured faculty review and development, merit, and the distribution of funds allocated to the department for salary adjustments or summer salaries.
  - Distribute, collect and process materials such as faculty and staff vacation and sick leave reports.
- Registration and Scheduling Materials
  - Work as a liaison with Records and Registration in finding classroom space, etc.
  - Assist Chair in scheduling all classes.
  - Enter all class information including location, allocation, instructor, time, days, etc. for each class.
  - Provide class lists, student schedules, enrollment information, and other information from computer system to faculty.
  - Create a faculty schedule grid for easy reference.
  - Prepare a list of special instructions for the registrar's office.
  - Maintain file of each semester's teaching grid.
- Budget
  - Maintain database for annual Departmental Budget including travel, services, supplies and equipment
  - Maintain complete budget for Jongluers Foundation account. Request checks and make deposits. Act as a liaison with Cleary personnel regarding this account.
  - Maintain budgets for all production, SummerStage, Premier Season performances, Children's Show, Studio, and Tinapp/Joyce Scholarship.
  - Reconcile budgets with WISDM and Unisys. Expedite correction of errors.
  - Reconcile monthly printouts for the above budgets.
  - Assist Department Chair in preparing the annual budget report.
- Textbooks
  - Collect textbook choices for each course.
  - Order new texts, cancel old ones. Act as liaison with Textbook Rental and the Bookstore for all book requests.
  - Put all textbook information on Unisys.
  - Complete Murphy Library Reserve form when necessary.
- Meetings and Committees Materials

- Post department meeting schedule.
- Attend departmental meetings, record proceedings, and prepare and distribute minutes to all faculty.
- Maintain a hard copy of all minutes and agendas.
- Curriculum Materials
  - Prepare all Student Evaluation of Instruction forms.
  - Sort materials. Request tabulation by Technical Services.
  - Compile faculty averages, department average, etc. for Chair.
  - Provide final tally for each class, overall average, department average comparison to each individual instructor.
  - Maintain file of grade distributions for the department.
  - Assist in completing/copying all curriculum change forms (LX forms) and submit to appropriate departments.
  - Update all curriculum materials (course listings, rotations, etc.)
  - Update and edit curriculum catalog.
- Program Assessment Materials
- Department Advising Materials
  - Provide information and guidelines to faculty and students regarding course requirements and pre-requisites.
  - Distribute SNAP reports. Release registration holds on theatre students following advisement.
  - Assign advisors to all incoming freshmen, transfers, and new majors.
- External Relations Materials
  - Serve as initial contact person for visitors to the department including prospective and current students, members of the general public, guest artists, etc. Provide general information about the department, referring more complex inquires to Chair and staff.
  - Maintain responses to inquires from the college, the university, the UW System, and external accrediting agencies regarding department programs.
  - Respond to prospective students (see below).
- Strategic Planning Materials
- Scholarship Materials.
  - Post non-UWL scholarship opportunities.
  - Update Theatre Department scholarship application yearly.
  - Collect all applications, provide list with GPAs to staff.
  - Prepare final list of scholarship awards; send to Cleary Center.
- Prospective Students
  - Provide follow up contact and information for all prospective students garnered from Campus Close-Up, Admissions listing, High School Theatre Festival, and cold contacts.
  - Maintain database of name, address, phone, email, area of interest, materials sent, etc.

- Provide tours of Theatre Department as necessary.
- Initiate listing from Technical Services for all prospective students having marked UWL as a potential school on their ACT.
- Provide UWL Theatre materials to local and state area schools regarding program, season, audition opportunities, etc.
- Search and Screen
  - Initiate completion of form requesting approval to recruit from Administration.
  - Coordinate with Chair to develop position description.
  - Supervise distribution of position descriptions to all theatre related agencies for advertisement.
  - Maintain files on applicants for positions; acknowledge letter mailed to applicant including Affirmative Action material. (Files are to include vitae, letters, recommendations, transcripts, etc.)
  - Upon completion of arrival deadline date, prepare lists including those who wish not to be identified, finalist/interview group, etc.
  - Mail all rejection letters. Copy for files.
  - Keep all files in an orderly confidential manner.
  - Keep all meeting minutes and submit to Human Resources.
  - Provide notification of meetings to Campus Connection and Human Resources.
- Productions Information
  - Order all catering needs for Theatre receptions and gatherings. Complete contracts and supervise set-up, costs, etc.
  - Update outside marquee and box office marquee for each Theatre production.
  - Assist with theatre production crew sign up each semester.
  - Act as liaison with Campus Parking for Children's Show and High School Matinee for bus parking, temporary permits, etc.
  - Update and maintain production files (include posters, programs, advertisements, etc.)
  - Attend and participate in all production publicity meetings; generate new ideas to increase community/university attendance; coordinate dates and material distribution, assist in supervision of publicity student workers, etc.
  - Create, copy and distribute the Children's Show teacher's manual.
  - Provide front-of-house coverage as needed. Provide supervision for box office, coat check, and concessions.
  - Act as contact person for Children's Show and High School Matinees. Initiate contact, take registration, collect and deposit money, prepare attendance and budget database, assist with tour, etc.
- Publicity
  - Assist in the posting of publicity posters, table tents, audition posters, etc. on campus.
  - Distributing/ mailing postcards. Prepare labels, bulk mailing, copy orders, etc.

- Proofreading and editing all production material including posters, brochures, table tents, press releases, programs, etc.
- Man informational booths/tables.
- Attend and participate in weekly publicity meeting to generate ideas, schedules, etc.
- Create mailing lists and invitations for special interest groups, student organizations, local high schools, community clubs, etc.
- Act as liaison with other campus groups to provide group rates, discounts, classroom announcements, etc.
- Assist in the coordination of receptions as publicity for Theatre productions (i.e. CLS Reception, New Faculty Reception, etc.)
- Assist in the coordination of sidewalk chalkings, marquee notification, video presentations, etc.
- Maintain paper and/or computer files of all materials needed by faculty. These include class syllabi, tests, handouts, etc. Must revise these as needed and prepare new copy as needed.
- Maintain office equipment in top working condition, including requesting maintenance for repairs.
- Provide assistance each year in updating department handbook and student handbook and revising these, as necessary.
- Develop and maintain office filing system.
- Advise and provide new faculty with various materials such as department handbook, student handbook, office supplies, etc. Arrange for telephone hookup and equipment needs as required.

### **Coordinate and Maintain Department Office**

- Initiate cleaning and basic maintenance schedules for all video-audio equipment, including overhead projectors, slide projectors, audio recorders/players, and TV-VCRs.
- Initiate notification of majors of the various scholarship available each year.
- Compile a major/minor list for department members to include name, address, phone number, and email.
- Receive incoming calls and messages for faculty members and pass information on accurately and efficiently.
- Perform miscellaneous clerical and fiscal tasks, as assigned.
- Update and maintain script check-out system; notify students when scripts are due; add new scripts as needed to the database; repair any damaged scripts.
- Maintain key distribution log and collect keys each year. Prepare all key requests.
- Prepare all work orders for miscellaneous project and repairs including painting, carpeting, etc.
- Sort and distribute incoming mail. Sort outgoing mail and prepare for pickup.
- Supervise all bulk mailings. Maintain mail log totals and verify with budget printouts (WISDM). Provide zip code ordered labels for mailings as needed.

- Order all office supplies. Reconcile all invoices. Maintain a detailed budget summary.
- Maintain and update supply usage listing or review of department's growing needs, etc.
- Maintain file of all theatre job opportunities (for student and faculty review) (i.e. SETC catalogs, etc.)
- Compose and/or edit all correspondence, brochures, posters, etc. before final printing.
- Assist with High School Theatre Festival by producing typed copies of events for participants, take registration, provide information to prospective students, initiate follow-up with students and teachers attending, etc.
- Maintain and update video inventory.
- Monitor copies made on the Department, Production, and SummerStage auditorium keys and track expenditures. Provide monthly key readings to Administrative Services.
- Computerize design of reports and forms for more efficient processing in the future.
- Process all purchase requisitions for computers, equipment and supplies for the department.
- Provide technical support and assistance on the use of computers, printers and software within the department.
- Develop and maintain manuals for WISDM, Unisys, general office procedures, box office, etc.
- Maintain and update dialect book/tape check-out.
- Update marquees for staff directory in Center for the Arts.
- Assist faculty with Campus Close-up when necessary. Replenish handouts. Assist with set-up. Act as liaison with Campus Close-up/CLS organizers. Send follow up letters and materials to students.
- Maintain major/minor list of requirements including crew work, auditions, strikes, meetings, etc.
- Maintain bulletin boards for department including internship opportunities, theatre seasons, meetings, scholarships, etc.
- Update Chair's Manual as needed.
- Initiate paperwork for faculty procurement cards.
- Maintain and update all mailing lists including alumni, schools, patrons, season ticket holders, etc.
- Maintain all records of faculty professional long-distance telephone calls.
- Maintain contact with other university departments and administrative offices in an informative capacity on various matters.
- Provide class lists, student schedules, enrollment information, and other information from computer system to faculty.
- Schedule any necessary piano tunings. Maintain records of payment.
- Update skills by attending training sessions, consulting online training or instructions.
- Advise new faculty of procedures.
- Label all performance slides to include production title and year performed, alphabetize in slide file.

## **Budget and Box Office Management**

- Reconcile monthly transactions related to the department budget. Record transaction on budget.
- Perform or supervise the performance by students of all duties necessary for managing theatre box office, including but not limited to:
  - Handle extremely heavy phone reservations and inquiries regarding current production.
  - Arrange tickets in ticket rack.
  - Prepare seating charts for each nights' performance.
  - Prepare cash drawer with start-up money each day of performance.
  - Reconcile ticket stubs and cash each day on box office report form.
  - Hand code the sale of each ticket on the proper seating chart.
  - Provide daily ticket selling services at the box office window for all theatre productions on which an admission is charged.
  - For each ticket order taken, the following information is to be put on ticket envelope: name, name of play, date of performance, number of tickets and type of tickets (comp, adult, student, senior, child, group, etc.), amount due, and pickup date.
  - Make deposits to Business Office cashier of all revenue collected.
  - Issue complimentary tickets.
  - Process refunds and exchanges in accordance with departmental policies.
  - Process and fill season ticket orders.
- Make special arrangements and decisions for large groups, i.e., Upward Bound, school groups, physically disabled and hearing impaired seating, etc.
- Process off-campus mail and telephone orders for advance ticket sales.
- Coordinate reservations for Alumni Dinner/Theatre with Alumni Office.
- Establish and/or recommend and implement changes to box office policies & procedures.
- Train and supervise students on a rotating basis in box office management as part of their curriculum requirements.
- Function as key liaison between university and VISA/MASTERCARD on credit card transactions by completing documentation for VISA/ MASTERCARD identifying cardholders.
- Audit monthly bank statement for VISA/MASTERCARD purchases.
- Accurately record and deposit all performance revenues.
- Prepare Financial Summary at close of each production.
- Design and implement department budget procedure using Excel software maintaining accurate data base record of expenditures and balances for theatre productions.
- Audit and maintain all receipts, tickets, and total house count in accordance with State and UW-System financial guidelines.
- Maintain database of season coupon holders and complimentary ticket list

- Process all Petty Cash expenditures for the Technical Director, Costume Designer, Scenic Designer, Artistic Director, and Director of Publicity.
- Audit monthly budget printouts.
- Recognize and practice accurate procedures for ticket selling, accounting and cash handling.
- Responsible for verification/accuracy and cutting of all tickets printed.
- Develop and maintain computer files and/or hard copy files of all letters, memos, reports, etc. pertaining to box office management.
- Function as key University Theatre liaison with the public, maintaining good public relations for both the University Theatre and SummerStage.
- Keep box office well supplied.
- Order box office tickets through Cleary Center. Verify size, dates, quantity, and information.

### **Supervision of Student Help/Work Study**

- Initiate requests to Financial Aid for work study students. Act as liaison with Financial Aid office for re-assignments, allocation distribution, etc.
- Process all paperwork for student help.
- See that all students sign time sheets every two weeks.
- Maintain budget sheets for all students to make sure they do not go over allocation.
- Coordinate the work of student clerical staff on a daily basis.
- Hire, train and supervise all office workers.
- Verify hours of all employees (including those working in scene shop, costume shop, etc.) with immediate supervisor, sign payroll sheet and input hours into computer system bi-weekly.
- Verify student payments with departmental records, initiate inquiries regarding discrepancies, and secure solutions.
- Schedule student employees for hours to be worked.
- Coordinate Student Employee Week events and acknowledgements.
- Impose any verbal or written warnings for improper behavior, tardiness, breach of confidentiality, etc.
- Act as liaison between faculty and student workers.
- Act as work reference for student office employees who later apply for another job.
- Create and implement a student worker manual with clear guidelines, expectations, and training.

**University Of Wisconsin - La Crosse**  
**Department of Theatre Arts**  
**Job Description for Music Director**

Music Directors for productions in the Department of Theatre Arts are responsible for:

- Collaborating with the production director and choreographer in auditioning and casting the production.
- Establishing and maintaining a sense of musical direction and focus in collaboration with the production team.
- Securing all musical resources necessary for the production within allotted budgetary constraints.
- Attending all pre-production and production meetings.
- Meeting all applicable production deadlines.
- Conducting the rehearsal process for the production within a reasonable time frame.
- Selecting and rehearsing and supervising the production orchestra or coordinate the orchestra in cases where a separate orchestra conductor is involved.
- Taking appropriate steps to ensure that performances run as smoothly as possible.
- Coordinating physical requirements for the orchestra with the technical director and other production staff as necessary.
- Providing a rehearsal accompanist.
- Working with the producer to determine budgetary needs.

**University Of Wisconsin - La Crosse**  
**Department of Theatre Arts**  
**Job Description for Choreographer**

Choreographers for productions in the Department of Theatre Arts are responsible for:

- Collaborating with the production director and music director in auditioning and casting the production.
- Establishing and maintaining a sense of choreographic direction and focus in collaboration with the production team.
- Securing all choreographic resources necessary for the production within allotted budgetary constraints.
- Attending all pre-production and production meetings as requested.
- Meeting all applicable production deadlines.
- Conducting the rehearsal process for the production within a reasonable time frame.
- Taking appropriate steps to ensure that performances run as smoothly as possible.
- Coordinate technical requirements with production staff as necessary.

## Appendix C: Faculty Merit Report Form

### Department of Theatre Arts Faculty Merit Report

Name:	Academic Year:
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#### Teaching

Highest SEI Score of the previous two semesters:

#### Teaching Assignment Summary

This summary includes all course work assignments from Semesters I & II

Course Number	Course Title	Credit Hours	Final enrollment

#### Instructional Development

Indicate significant revisions or innovations in instructional practice, research for course preparation, or creation of new courses.

Course Number	Course Title	Description

#### Student Supervision Summary

Indicate supervision of students from THA 110 labs as well as all THA 260/360 & Practicum crew instruction.

Course Number	Description	Semester I		Semester II	
		Students enrolled	Contact Hours	Students enrolled	Contact Hours
THA 110 Lab Supervision					
THA 260 Practicum Instruction					
THA 360 Practicum Instruction					
THA 490 Senior Projects					

Course material on file for review \_\_\_\_\_ (materials should include: Syllabi, assignment sheets, handouts, examinations, etc.)

**Scholarship/Creative Activity:**

**Creative Activity**

Directing, Designing, Performance, etc.

Activity	Venue	In Progress/ Completed	Adjudicated

**Publications**

Articles, Books, Other material intended for publication.

Article	Publication	In Progress/ Completed	Published

**Grants/Research Funding**

Funding proposals, etc.

Proposal	Written	Submitted/ Funded	Amount

**Other**

Professional Workshops, papers presented, etc

Event	Description

**Service**

**Contributions to the University**

**Departmental Positions**

Chair Costume Designer, Publicity Supervisor, etc.

<b>Position</b>	<b>Description</b>	<b>Term</b>

**Departmental Committees**

Season Selection, Tenure Committee, etc.

<b>Committee</b>	<b>Term</b>

**Departmental Activities**

Majors/Minors Meetings, commencement, etc.

<b>Event</b>

**Faculty/Student Government**

Committee, consultants, etc.

<b>Committee</b>	<b>Term</b>

**Other**

**Description**


**Professional And Public Service**

**Professional Membership**

**Organization**


**Professional Activities & Training**

**Description**


**Public Service**

**Description**


## **Merit Score Adjustment Sheet**

For use by each member of the faculty to indicate desired adjustments in his/her average scores in each of the categories listed below. These averages will be used by the Department Chair in determining final merit scores for the academic year.

Name: \_\_\_\_\_

Indicate below your merit score adjustments. \*SEI and \*PEI must total 50%.

Total adjusted score must equal 100%.

<b>Teaching</b>	<b>Avg %</b>	<b>Max %</b>	<b>Min %</b>	<b>Adjusted %</b>
*SEI	25%	30%	20%	
*PEI	25%	30%	20%	
Scholarship/Creative Activity	20%	25%	15%	
Service	20%	25%	15%	
Professional/Public Service	10%	15%	05%	
<b>Total = 100%</b>				

**Please remove this sheet & submit to the department Chair before peer reviews.**

\*SEI Student Evaluation of Instruction

\*PEI Peer Review of Instruction

## Appendix D: Student Evaluation of Instruction Form

### STUDENT EVALUATION OF INSTRUCTION

Student response to the items on this sheet are solicited to assist in the evaluation of faculty members and department curriculum. Put department course and section number where indicated on the computer answer sheet. Then, please answer the following items:

1. Student classification:  
A = Freshman                      B = Sophomore                      C = Junior                      D = Senior                      E = Graduate
2. Reason for taking course:  
A = General Education Req.                      B = Other Core Requirement                      C = Major Req.                      D = Minor Req.                      E = Elective
3. What grade do you expect to receive in this course?  
A = A                      B = B                      C = C                      D = D                      E = F
4. Prior to this course, I wanted to take it regardless of who taught it.  
A = Strongly agree                      B = Agree                      C = Neutral                      D = Disagree                      E = Strongly Disagree
5. The instructor was helpful to students.  
A = Strongly agree                      B = Agree                      C = Neutral                      D = Disagree                      E = Strongly Disagree
6. The instructor was well prepared.  
A = Strongly agree                      B = Agree                      C = Neutral                      D = Disagree                      E = Strongly Disagree
7. The instructor communicated the subject matter clearly.  
A = Strongly agree                      B = Agree                      C = Neutral                      D = Disagree                      E = Strongly Disagree
8. I learned a great deal from this instructor.  
A = Strongly agree                      B = Agree                      C = Neutral                      D = Disagree                      E = Strongly Disagree
9. Overall, this instructor was excellent.  
A = Strongly agree                      B = Agree                      C = Neutral                      D = Disagree                      E = Strongly Disagree
10. The instructor was clear in explanation of course requirements and grading policy.  
A = Almost Always                      B = Usually                      C = Sometimes                      D = Seldom                      E = Almost Never
11. Assignments and exams were returned within a reasonable time.  
A = Almost Always                      B = Usually                      C = Sometimes                      D = Seldom                      E = Almost Never
12. The instructor encouraged students to reason and to think.  
A = Almost Always                      B = Usually                      C = Sometimes                      D = Seldom                      E = Almost Never
13. The instructor encouraged class participation and welcomed questions and comments.  
A = Almost Always                      B = Usually                      C = Sometimes                      D = Seldom                      E = Almost Never
14. The instructor used consistent standards in evaluating student's work.  
A = Almost Always                      B = Usually                      C = Sometimes                      D = Seldom                      E = Almost Never
15. The instructor provided useful feedback in evaluating student's work.  
A = Almost Always                      B = Usually                      C = Sometimes                      D = Seldom                      E = Almost Never
16. The instructor was approachable and available to assist students outside of class.  
A = Almost Always                      B = Usually                      C = Sometimes                      D = Seldom                      E = Almost Never
17. I feel more confident about this subject matter because of this instructor.  
A = Agree Strongly                      B = Agree                      C = Uncertain                      D = Disagree                      E = Disagree Strongly
18. I would recommend this instructor to other students.  
A = Agree Strongly                      B = Agree                      C = Uncertain                      D = Disagree                      E = Disagree Strongly

**Department of Theatre Arts  
Student Evaluation of Instruction**

What did the instructor do in this course that contributed most to your learning or skill development?

2. Are there any ways in which the instructor could have been of more help to you in the learning process?

## Appendix E: Academic Misconduct Policy.

Cheating refers to "academic misconduct" as defined in UWS 14.03 as an act in which a student:

- 1) Seeks to claim credit for the work or efforts of another without authorization or citation;
- 2) Uses unauthorized materials or fabricated data in any academic exercise;
- 3) Forges or falsifies academic documents or records;
- 4) Intentionally impedes or damages the academic work of others;
- 5) Engages in conduct aimed at making false representation of a student's academic performance, or
- 6) Assists other students in any of these acts.

In its most common forms "cheating" is transparent and obvious to all. It frequently involves copying answers from another student's exam or from a crib sheet that is concealed from the instructor's view. The purpose of these acts is to get credit for having learned something that in reality the student has not learned. This type of "cheating" involves deliberate deception and misrepresentation.

However, there are other types of "cheating" that are less transparent and warrant clarification. Generally, these types of cheating fall under the broad umbrella of "plagiarism." This type of "cheating" is more subtle with the exception of the instance where the student copies verbatim the work of another and presents it without any citation as one's own original work. This case of cheating is directly analogous to copying another student's answers during an examination. Both involve deliberate deception and misrepresentation.

Regarding the other forms of more subtle "plagiarism," it would be appropriate for the instructor to clarify exactly what is expected in terms of citation protocol. This is very important because what may legitimately be defined as "cheating" in one class may not be so defined in another. Examples here would involve different footnoting requirements in different courses as well as different regulations governing student collaboration in fulfilling required course work. In short, the instructor has the legitimate right to define exactly what is permitted and what is not permitted within a particular course, but these regulations should be communicated to the students to whom they will apply as they are by no means uniform across campus or even within a single discipline.

In summary, it is probably true that some part of the confusion regarding "cheating" is the result of different instructors having different standards about which forms of student collaboration are acceptable. For example, students may be encouraged to work together on take-home assignments or they may be strictly prohibited from doing so just as open-book examinations may be legitimate in some instances and yet strictly prohibited in others. Which regulation applies is determined by the instructor and must be clearly communicated to the students who are obligated to follow these regulations.

*What choice does the instructor have about recommending a sanction for an instance of academic misconduct?*

The full range of legitimate sanctions for "academic misconduct" available to the instructor are provided in UWS 14.04 as follows:

- a) An oral reprimand;
- b) A written reprimand presented only to the student;
- c) An assignment to repeat the work, to be graded on its merit;
- d) A lower or failing grade on the particular assignment;
- e) A lower grade in the course;
- f) A failing grade in the course;
- g) \* Removal of the student from the course in progress;
- h) \* A written reprimand to be included in the student's disciplinary file;
- i) \* Disciplinary probation; or
- j) \* Suspension or expulsion from the university.

Any one or any combination of these sanctions may be imposed for an incident of academic misconduct at the discretion of the instructor. However, the sanctions with the asterisk (\*) listed above do require a hearing and the Student Affairs Officer is responsible for convening the academic misconduct hearing in such instances. Students do have the right to challenge any allegations of "academic dishonesty" made against them and/or the severity of sanctions recommended by the instructor.

*What process must be followed to enforce the aforementioned sanctions against cheating?*

Given that the UW System policy recognizes a spectrum of academic misconduct sanctions, an instructor may want to indicate to his or her students the types of sanctions they might anticipate. One way of dealing with this obligation would be to encourage students to read their *Eagle Eye* or include such information in the course syllabus. Of course, alternate means of communicating this information are also possible.

Whichever penalty an instructor chooses to enforce, it is important to note that "no disciplinary sanction may be imposed . . . unless the instructor promptly informs the student of the basis for the instructor's belief that the student has engaged in academic misconduct and [affords] the student an opportunity to respond (UWS 14.05).

If after notifying the student of the alleged "academic misconduct," the instructor desires to impose a lowered or failing grade in the course (or any more serious sanction), then the

instructor is required to notify the student *in writing*. This written notification must include the following:

- 1) A description of the observed misconduct;
- 2) Specification of the sanction the instructor is recommending; and
- 3) Notice of the student's right to request a hearing before the academic misconduct hearing committee (the composition of this committee is stipulated in UWS 14.15).

This written notification must be delivered personally or be mailed to the student. An additional copy of the notification must be provided to the campus Student Affairs Officer. Any questions regarding the implementation of "academic misconduct" proceedings should be referred to the Student Affairs Officer. If the student requests an academic misconduct hearing, she/he must file a written request within 10 days of the instructor's written notification. If the student does not request a hearing within the specified time, the instructor's recommended sanction(s) will be imposed. However, the more serious variety of academic misconduct sanctions (g - j) always require a hearing before sanctions are administered.

Whenever a hearing is requested, the Student Affairs Officer will convene the academic misconduct hearing committee within 10 days and assumes the responsibility of seeing that due process procedures are followed from this point to the final disposition of the case. Copies of UWS 14, which enumerate these process procedures, are readily available at the Office of Student Life, 149 Main Hall. The UW-La Crosse *Eagle Eye* publication also details the procedures germane to the pursuance of an "academic misconduct" allegation. Finally, any questions regarding any aspect of "academic misconduct" policies at UW-L may be referred to the Student Affairs Officer and the Assistant Dean of Students.

## Appendix F: Graduate Faculty Policy.

### Definition:

The Graduate Faculty consists of the faculty and academic staff (including adjunct, ad hoc, and clinical faculty) of the University of Wisconsin-La Crosse who meet the criteria for full, associate, assistant, and affiliate membership. Faculty and staff seeking graduate faculty status (other than provisional and affiliate) must have a graduate degree.

### The five membership categories are:

1. **Full** members have the opportunity to engage in the following responsibilities: a) Teach graduate courses; b) direct or serve on graduate theses or graduate projects, seminar papers and/or graduate comprehensive examinations; c) supervise internships/preceptorships; d) serve on the Graduate Council and/or Graduate Curriculum Committee; e) supervise directed or independent studies; f) advise graduate students. Membership may be granted for a period of up to 5 years.
2. **Associate** members have the opportunity to engage in the following responsibilities: a) teach graduate courses; b) supervise internships/preceptorships; c) serve on the Graduate Council and/or Graduate Curriculum Committee; d) serve on or co-direct graduate theses or direct graduate projects, seminar papers and/or graduate comprehensive examinations; e) supervise directed or independent studies; f) advise graduate students. Membership may be granted for a period of up to 5 years.
3. **Assistant** members have the opportunity to engage in the following responsibilities: a) teach graduate courses; b) serve on but not direct thesis/project/seminar paper committees; c) supervise directed or independent studies; d) serve on comprehensive examination committees; e) supervise internships/preceptorships; f) advise graduate students. Membership may be granted for a period of up to 5 years.
4. **Affiliate** members have the opportunity to engage in the following responsibilities: a) specialized instruction (course or components of a course; supervise independent studies); b) serve as a member of thesis committees, or direct graduate project, seminar paper or comprehensive examination committees; c) supervise internships/preceptorships. Affiliate membership is extended only to individuals external to UW-L or those with less than full-time appointment. Membership may be granted for a period of up to 3 years.

**Exception.** Individuals whose primary professional involvement (and employment) is external to the University, but whose involvement in, and contributions to, UW-L graduate programs are nearly the same as that of UW-L faculty, have the opportunity to apply for Full Graduate Faculty membership (these persons would need to meet all criteria for Full membership, including the doctorate or other appropriate terminal degree). Examples of such individuals include adjunct faculty whose organization is a recognized formal partner in a UW-L graduate program, are involved in planning and delivering the curriculum, who advise graduate students, and who maintain an active program of peer-reviewed scholarship that includes research with UW-L students and faculty. In addition to meeting all current criteria for Full Graduate Faculty membership, the applicant must have successfully mentored at least two UW-L graduate students through the entire graduate process as a co-major advisor or co-director (of a thesis, seminar paper, or graduate project), and have the support of the department(s) in which the program is housed. Departments should carefully review the credentials, roles, and contributions to UW-L graduate programs of professionals external to the University prior to pursuing this exception.

Use of this “exception” should be carefully applied by departments/programs, and compelling evidence for Full Graduate Faculty membership must be presented.

5. **Provisional** membership may be granted by the Director of University Graduate Studies when a compelling need warrants. A request for provisional membership should be initiated by the department chair and approved by the appropriate dean before being submitted to the Office of Graduate Studies. Provisional membership may be granted at any level except that of full for one semester (fall, spring, or summer) only. In exceptional circumstances, provisional membership may be extended for one more semester. Faculty anticipating extended need for Graduate Faculty Membership must apply for one of the above categories.

Revised/approved 04/20/2007

## **GRADUATE FACULTY MEMBERSHIP PROCEDURES FOR SUBMISSION**

1. Complete the Graduate Faculty Membership Application, include a copy of your department's definition of scholarship, and indicate what the terminal degree is for your discipline. First time applicants must include a current c.v./resume. All materials must be received by the due date.
2. Primary review of each application will be assigned to a minimum of two members of the Graduate Council, one of whom should be from within a given candidate's college and a second of whom should be from outside the candidate's college.
3. The reviewers will present their recommendations concerning candidates' applications to the full Graduate Council. For each candidate, the Graduate Council should be informed of the concurrence between the reviewers' recommendations, the departmental recommendation, and the college dean's recommendation.
4. The full Graduate Council shall vote on each application for Graduate Faculty Membership. The Council will determine to grant full, associate, assistant, or affiliate membership or will deny membership by a simple majority vote of the members present.
5. Applicants for Graduate Faculty Membership shall be informed of the Graduate Council's decision by letter in a timely manner from the Director of University Graduate Studies.
6. Applicants for Graduate Faculty Membership who disagree with the Graduate Council's decision regarding their application may petition the Council for a review of the decision. Faculty requesting a review should state their rationale for their review in a letter and may append a revised application or other supporting materials. Requests for reviews of decision will be considered by the entire Graduate Council and will be decided by a simple majority vote of the members present.
7. Applications for membership on the graduate faculty will be invited and reviewed each fall and spring term.
8. The Graduate Council recognizes Graduate Faculty Membership from other campuses. When invited to work with UW-L graduate students, Faculty employed primarily at other regionally accredited campuses with their home institutions' Graduate Faculty Membership will be asked to submit evidence of such and will be designated as an affiliate or assistant member of the UW-L Graduate Faculty.

Revised graduate faculty procedures for sub 4-02

## **Appendix G: Faculty Responsibilities.**

### **University Of Wisconsin - La Crosse Department of Theatre Arts Faculty Position Responsibilities and Expectations**

#### **Operational Principles**

The position descriptions and methods of evaluation shall be subject to modification in the first three years of implementation (April 1995-March 1998) as the Department of Theatre Arts and individual faculty work with them and determine their practicability. Subsequent review of these position descriptions and methods of evaluation will be conducted every three years.

The position descriptions and methods of evaluation shall be open to modifications at the request of a faculty member, as financial support or other resources change, or as the situation within the department changes.

When a position becomes vacant, the approved position description shall be the one used for advertisements for new personnel.

#### **Classroom Teaching**

- Teach courses in a manner consistent with the catalog course descriptions, and as assigned by the Department Chair in consultation with Theatre Arts Faculty.
- Teach courses in a manner consistent with the academic principles, guidelines, and objectives of the department and the University.
- For each course, prepare and distribute a syllabus which includes:
  - A statement of course objectives
  - Required and optional textbooks or other course material/supplies
  - A statement of attendance policy when attendance is required
  - A statement of grading criteria
  - The instructor's office address, telephone number, e-mail address, and office hours
  - Post and maintain regular and consistent office hours.

#### **Advising**

- Advise students as assigned by the Department Chair in a manner consistent with the College of Liberal Studies Faculty Advising Handbook and the University of Wisconsin - La Crosse Faculty Handbook.

#### **Departmental, College, and University Service Activities**

- Active participation in departmental activities including, but not limited to:
  - Preparation for and attendance at all department meetings
  - Participation in season planning for the University Theatre
  - Participation in the evaluation of senior projects
  - Participation in strategic planning for the department
  - Participation in Theatre Arts recruitment activities
  - Participation in Theatre Majors/Minors meetings, "Get Acquainted" meetings, and Theatre Appreciation production sign-ups, as appropriate

- Participation in curriculum assessment, revision, and development activities, including, but not limited to:
  - Attending Assessment meetings
  - Developing and administering senior exit interviews, annual majors portfolio reviews, and alumni surveys
  - Curriculum development meetings
  - Participation as a member of search and screen committees for Theatre Arts positions
  - Participation as a member of the Department Merit Committee as required by the Department bylaws
  - For tenured faculty, participation in promotion, retention, tenure and post-tenure processes
  - Participation in peer evaluations
  - Participation in University Theatre sponsored activities
  - Participation in the strike of all Toland Theatre productions
  - Participation in post-mortems of University Theatre productions.
- Active participation in College or University service in some capacity beyond teaching. Active participation would include involvement in a reasonable number of activities selected from among, but not limited to, activities such as:
  - Serving as a member or as Chairperson of college committees
  - Serving as a member or as Chairperson of Faculty Senate committees or sub-committees or on administratively appointed bodies
  - Providing consultation and advice to student groups and organizations, classified staff academic staff, faculty, administrators, and other colleges
  - Coaching or directing non-assigned activities
  - Providing workshops, seminars, and other similar activities
  - Attendance at Commencement, Campus Close-up, Freshman Registration, etc.

#### Community Services Activities

- Participate in community, national and international service activities in the theatre field.

#### Professional Development Activities

- Remain current in the field, particularly in those areas for which there is classroom teaching and production assignment responsibilities.
- Engage in professional development activities. Professional development activities may include, but are not limited to, the following activities:
  - Participation in professional organizations at the state, regional, and national levels.
  - Enrollment in workshops, seminars, classes and similar activities to remain current the field or to gain new information or skills
  - Provide workshops, seminars, classes, and similar activities to share expertise
  - Engage in work with other theatre companies or arts organizations
  - Broaden knowledge and experience through seeing plays, visiting museums, and engaging in other similar activities
  - Provide adjudication for college or high school productions
  - Publications, paper presentations or guest lecture

## **Appendix H: Tenure Review Process.**

### Review Process.

Every five years each member of the tenured faculty will submit materials to a Post-Tenure Review Committee. The Post-Tenure Review Committee shall consist of 2 tenured members of the Department. In cases where two tenured members are not available, one tenured member from the university community may be requested for the committee. In every case, the Department member under review shall select his/her Post-Tenure Review Committee.

### Review Materials.

Post-Tenure Review materials may consist of any materials deemed significant by the department member under review. Include a summary statement indicating the significant aspects of his/her career over the past five years. Materials may include:

- SEI evaluations
- Teaching materials
- Merit evaluations
- A statement in which the faculty member relates his/her work the mission of the Department.
- Student input as deemed appropriate by the faculty member under review.
- Peer input will come from the Department chair and other faculty members.
- Other input may be requested by the faculty member under review.

### Criteria.

The Post-Tenure Review will be based upon Teaching, Scholarship, and Service as defined in Section 3.2. All Post-Tenure Review materials will be submitted to the Post-Tenure Review Committee by 01 October. The Post-Tenure Review Committee shall complete its report and submit it to the Department Chair by 01 November. Based on the evaluation submitted by the Post-Tenure Review Committee, the Chair will write a report to the Dean indicating satisfactory or unsatisfactory performance by the faculty member under review.

In cases where deficiencies are identified, a list of areas of concern will be presented to the faculty member. The Chair, Post-Tenure Review Committee, and the faculty member will meet to develop a written plan to correct the areas of concern over a specified period of time. (cf. UW-L Employee Handbook, pp. L-20 and L-21)

## Criteria For Tenure Review Process

	<b>Scholarship</b>			
<ul style="list-style-type: none"> <li>▪ Stays informed about disciplinary changes in content and pedagogy</li> </ul>	<p>Responsible for prior criteria plus:</p> <ul style="list-style-type: none"> <li>▪ Development of a program of scholarly activity</li> </ul>	<p>Responsible for prior criteria plus:</p> <ul style="list-style-type: none"> <li>▪ Has established a program of scholarly activity</li> </ul>	<p>Responsible for prior criteria plus:</p> <ul style="list-style-type: none"> <li>▪ Active role in mentoring junior faculty</li> <li>▪ Maintain a program of scholarly activity</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Constructive participation on departmental committees</li> <li>▪ Available to share disciplinary expertise with community</li> </ul>	<p>Responsible for prior criteria plus:</p> <ul style="list-style-type: none"> <li>▪ Service on University-wide committees</li> <li>▪ Willing to share disciplinary expertise with community</li> <li>▪ Member of professional organization</li> </ul>	<p>Responsible for prior criteria plus:</p> <ul style="list-style-type: none"> <li>▪ Leadership on departmental committees and service on university committees</li> <li>▪ Actively seeks out opportunities to share disciplinary experience with community</li> <li>▪ Attendance at professional conferences</li> </ul>	<p>Responsible for prior criteria plus:</p> <ul style="list-style-type: none"> <li>▪ Active role in mentoring junior faculty</li> <li>▪ Service leadership on university committees</li> <li>▪ Well respected at college level for university and professional services</li> <li>▪ Strong leadership in department review</li> </ul>	<b>Service</b>
<ul style="list-style-type: none"> <li>▪ Meets the objectives of course LX forms</li> <li>▪ Is easily accessible to students</li> <li>▪ Implements disciplinary changes in content and</li> </ul>	<p>Responsible for prior criteria plus:</p> <ul style="list-style-type: none"> <li>▪ Participate in course development</li> </ul>	<p>Responsible for prior criteria plus:</p> <ul style="list-style-type: none"> <li>▪ Contributing role in program development and curriculum development</li> </ul>	<p>Responsible for prior criteria plus:</p> <ul style="list-style-type: none"> <li>▪ Active role in mentoring junior faculty</li> <li>▪ Leadership role in program and curriculum development</li> </ul>	<b>Teaching</b>
<b>Instructor</b>	<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Full Professor</b>	

## **Appendix I: Faculty Senate Bylaws Section VI: Responsibilities of Departments, Department Members, and Department Chairs**

Faculty are organized on the basis of their disciplines into departments. The faculty carry out the responsibilities of the department through their creative and other contributions in the areas of teaching, scholarship and service.

- A. The primary function of a department is to teach in its discipline(s). The key teaching responsibilities of the department and its members include:
1. Maintaining a faculty collectively expert in the breadth and depth of their discipline(s).
  2. Keeping abreast of the subject matter of their discipline(s) and incorporating this matter into courses.
  3. Continually assessing courses and curriculum to recommend and implement suitable revisions including consideration of interdisciplinary offerings.
  4. Keeping current on and developing new ways of teaching and learning in the discipline(s), including the use of appropriate technology.
  5. Reviewing, developing and expanding library holdings to ensure coverage of the discipline.
  6. Continually relating the substance of the discipline(s) to the needs and interests of the general student, the potential specialist, and the community.
  7. Assessing the effectiveness of departmental instruction.
- B. The department is responsible for promoting scholarship and creative activities. Scholarship responsibilities of the department and its members include:
1. Making contributions of scholarly and other creative activities in the discipline(s).
  2. Providing the opportunity for and supervising the scholarly activities of undergraduate and graduate students.
- C. The department is responsible for promoting the continued professional growth and development of its members by encouraging their participation in sabbatical leaves, developmental leaves, conferences, professional workshops and other similar programs.
- D. The department is responsible for utilizing the expertise and interest of its members to provide professional service. Service responsibilities of the department and its members include:

1. Contributing to the university through participation in faculty governance or other university service.
  2. Actively participating in the functions of the department.
  3. Contributing to and participating in professional organizations.
  4. Utilizing their professional expertise and interest through participation in community and other organizations.
- E. The department is responsible for advising students and providing students opportunities to develop and grow outside the environs of the classroom. The department and its members are responsible for:
1. Providing advising on academic program requirements and presenting the array of available career opportunities.
  2. Affording the student the opportunity to learn outside the classroom through internships, cooperative agreements and other mechanisms (such as visiting scholars programs).
  3. Encouraging and advising organizations for majors and other students interested in the discipline.
- F. The department is responsible for providing an internal governance structure in which the functions of the department can take place. The department and its members are responsible for:
1. Establishing department bylaws that define the responsibilities of the department members and the chairperson in accordance with UW System and UWL policies.
  2. Selecting the department chairperson (according to UW-L guidelines). The department delegates authority to the chairperson consistent with section H. of this by-law and consults with the chairperson on department matters.
  3. Working with its chairperson, through regular department meetings and committee assignments, to formulate and carry out policy.
- G. The department is responsible for making personnel decisions.
1. The department shall establish personnel bylaws.
  2. These bylaws shall specify requirements and procedures for retention, tenure, promotion, tenured faculty review and development, and the distribution of funds

allocated to the department for salary adjustments or summer salaries. These bylaws shall comply with UW System and UWL Faculty Personnel Rules.

3. The department shall make these bylaws available to its members. Notification of any changes in bylaws must be provided to all members within fourteen days.

H. The Chairperson is generally responsible for ensuring that the policies and procedures of the department are carried out in accordance with the departmental bylaws and that the department and its members are fulfilling the responsibilities described in A. through G. above. The Chairperson shall assume a prominent role in creating a professional environment conducive to high morale and productivity in the department. Specific department functions supervised or performed by the chairperson include:

1. Registration and scheduling

- a) Developing semester and summer session class schedules in consultation with the faculty.
- b) Monitoring registration and assessing the need to add or cancel classes.

2. Curriculum

- a) Implementing the authorized curriculum; initiating discussion of curricular issues; developing proposals for new or revised courses, special projects, grant proposals, curriculum changes; arranging for textbook selection; and participating in the presentation of departmental proposals before the appropriate committees.
- b) Receiving and responding to concerns about curriculum and acting on substitution and waiver requests brought by students and others.

3. Budget, Textbooks, Equipment and Facilities

- a) Preparing the annual departmental budget for travel, services, supplies and equipment; ordering all budgeted items; and managing expenditures in accordance with the budget plan.
- b) Making recommendations for textbook and library budgets and other budgets as requested.
- c) Reporting textbook choices to the Textbook Rental Service in timely fashion.
- d) Making assignments of offices, classrooms, and other work areas; obtaining other facilities when needed; and requesting maintenance for repairs for equipment, offices, classrooms, and other work areas.

4. Meetings and Committees

- a) Establishing a schedule of department meetings and presiding at same.

- b) Ensuring that departmental committees are meeting to fulfill their responsibilities.
- c) Attending meetings of appropriate departmental, college, and university committees.
- d) Designating or recommending department members to serve on committees as requested.
- e) Arranging for representation and participation of the department at professional meetings and placement centers as appropriate.

1 Serving on committees as required.

5. Personnel

- a) Conveying to the appropriate administrative officer the personnel needs of the department for faculty and academic staff, graduate assistants, classified staff and student help.
- b) Monitoring all departmental search and screen activities for compliance with UW-L Affirmative Action hiring procedures.
- c) Describing and publicizing faculty and academic staff vacancies and corresponding with applicants and placement agencies; scheduling and participating in interviews; making recommendations to the appropriate administrative officer regarding hiring; and providing orientation for new members regarding departmental policies and procedures, departmental expectations for faculty and academic staff, and faculty and academic staff responsibilities.
- d) Arranging for the required evaluations of faculty and academic staff; scheduling student evaluation of department members; monitoring department personnel committees with regard to conformance with UW System, UWL and department procedures; and informing individual members of any recommendations regarding them.
- e) Describing and publicizing graduate assistantship positions; making recommendations to the appropriate administrative officer regarding hiring of graduate assistants; providing orientation and assignment for graduate assistants; and participating in the evaluation of graduate assistants.
- f) Arranging for the selection, hiring, training, overseeing, and evaluation of classified staff and student help.
- g) Recommending summer school appointments to the appropriate administrative officer within university, college and departmental guidelines.

h) Ensuring the continuation of classes during prolonged faculty absences.

6. Students

a) Receiving and responding to student questions, concerns, and complaints regarding courses, curriculum requirements, faculty and grades.

b) Coordinating advising activities for the department.

7. Teaching

a) Teaching a reduced load in the department in accordance with by-law VIII.B.

8. Other Responsibilities

a) Responding to inquiries from the university, the UW System, and external accrediting agencies regarding department programs.

b) Conferring, as needed, with other chairpersons in the university and with other departments of the same discipline in the system and area.

c) Corresponding with prospective students, teachers, and the general public on their inquiries.

**Appendix J: THA 260/360 Production Evaluation/Assessment Form**

**University of Wisconsin-La Crosse  
Department of Theatre Arts**

*DEPARTMENT OF THEATRE ARTS*

**Toland Theatre**

**Frederick Theatre**



**Design Evaluation/Assessment**

Student: \_\_\_\_\_

Assignment: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

	Poor	Needs Improvement	Good	Outstanding
Attendance/Deadlines				
Attitude				
Organization				
Self-Expression				
Collaborative Ability				
Communication				
Background Research				
Conceptual Research				
Selection				
Implementation				
Rendering/Model Techniques				
Composition/Distribution				
Unity/Visibility				
Balance/Focus				
Movement				
Line/Modeling				
Mass/Mood				
Proportion/Intensity				
Rhythm				
Color				
Texture				

Comments:

**University of Wisconsin-La Crosse  
Department of Theatre Arts**

*DEPARTMENT OF THEATRE ARTS*

**Toland Theatre**

**Frederick Theatre**



**Production Evaluation/Assessment**

Student: \_\_\_\_\_  
 Assignment: \_\_\_\_\_  
 Course: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_

	Poor	Needs Improvement	Good	Outstanding
Attendance/Deadlines				
Attitude				
Organization				
Self-Expression				
Collaborative Ability				
Communication				
Background Research				
Conceptual Research				
Choices				
Implementation				
Problem Solving				
Discipline				
Accessibility				
Responsibility				
Leadership				
Process				

Comments:

## **Appendix K: Portfolio/Performance Review Guidelines**

### **Department of Theatre Arts Performance Emphasis Year End Review**

#### **Objective**

At the end of each academic year, all performance emphasis majors will audition for the performance faculty and will receive a progress evaluation of their work this year.

#### **Criteria**

##### First Year Students

One contemporary monologue. Current resume.

##### Second Year Students

Two contrasting monologues. Current resume

##### Third Year Students

Two contrasting monologues. Current resume.

##### Fourth Year Students

Two contrasting monologues, (One must be classical) and a third monologue in reserve. Current resume.

##### Post Fourth Year Students

Same criteria as fourth year students.

#### **Guidelines**

1. Be well prepared.

Do not use the same monologues year after year.

Multiple monologues must be contrasting. comic–dramatic–classical–contemporary

Chose material within your present maturity and casting range.

Avoid overused material (see advisor)

Introductions must include your name, character name and the name of your play.

Introduction, monologues, and transitions may not exceed four minutes.

Three copies of your typed current theatrical resume.

**Department of Theatre Arts  
Design/Technical Emphasis  
Management Emphasis  
Year End Review**

**Objective**

At the end of each academic year, all design/technical emphasis majors will present portfolio's for the faculty and will receive a progress evaluation of their work this year.

**Criteria**

**First and Second Year Students**

Representative course work and any production materials from the current production season.  
Current resume.

**Third and Fourth Year Students**

Current portfolio of work. Current resume.

**Post Fourth Year Students**

Same criteria as fourth year students.

**Department of Theatre Arts  
General Emphasis  
Year End Review**

Please follow the guidelines in one of the emphasis areas (consult with your advisor ahead of scheduling). You may switch areas in consultation with your advisor.

## Appendix L: Graduating Senior Exit Survey

### UW-La Crosse Department of Theatre Arts Assessment Theatre Arts Exit Survey

As a student about to graduate from the UW-La Crosse Department of Theatre Arts, the Exit Survey asks that you assess the effectiveness of the program to fulfill its stated objectives. This Exit Survey is not designed to be an assessment of individual instructors, but of curricular content both in the classroom and in production work. It is also not intended to be an assessment of your individual work as a student. Exit Surveys should be returned to the Department Chair during finals week. They will be reviewed following your graduation.

Name: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ Area of Emphasis \_\_\_\_\_.

1. The program prepares students to effectively practice the theatre arts?

Strongly agree-----agree-----disagree-----strongly disagree

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The program helped you develop visual and aural perceptions related to theatre production and performance?

Strongly agree-----agree-----disagree-----strongly disagree

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The program designed to prepare you to interpret dramatic texts?

Strongly agree-----agree-----disagree-----strongly disagree

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The program prepared you to understand basic production processes such as acting; directing; scenic, costume, and lighting design; management; and technical operations related to productions?

Strongly agree-----agree-----disagree-----strongly disagree

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. The program introduced you to a variety of production techniques?

Strongly agree-----agree-----disagree-----strongly disagree

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. The program familiarized you with the historical and cultural dimensions of theatre, including the works of leading playwrights, actors, directors, and designers?

Strongly agree-----agree-----disagree-----strongly disagree

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. The program helped you to understand and evaluate contemporary thinking about theatre and related arts?

Strongly agree-----agree-----disagree-----strongly disagree

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. The program helped you to develop inter- and multi-cultural understanding, as well as perception of the universal and timeless human conflicts presented in great works of drama?

Strongly agree-----agree-----disagree-----strongly disagree

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. The program prepared you for the creative thinking necessary for artistic expression?

Strongly agree-----agree-----disagree-----strongly disagree

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. The program prepares you to assess quality in a broad range of theatrical works?

Strongly agree-----agree-----disagree-----strongly disagree

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Department of Theatre Arts**  
**University of Wisconsin-La Crosse**  
**Mission Statement, Goals & Objectives**

**Mission Statement**

The Department of Theatre Arts at the University of Wisconsin-La Crosse endeavors to provide students with the tools necessary to function as complete artists and self-realized individuals, combining theatrical training with a strong liberal arts curriculum. A combination of classroom training and realized production work allows for a well-rounded college experience with an emphasis on the collaborative and creative process.

**Goals**

The course work and production requirements followed to earn a bachelor's degree in Theatre Arts at the University of Wisconsin-La Crosse seek to:

- 1) provide training for theatre careers by preparing students for further specialization at the graduate level or employment within the professional field, and
- 2) provide students with the skills necessary to seek other career opportunities.

**Program Objectives**

In order to achieve these goals, the program is designed to prepare students to:

1. Effectively practice the art of the theatre by being involved in the creation and presentation of public performances.
2. Develop visual and aural perceptions related to theatre production and performances.
3. Develop a structured approach to interpretation of dramatic text.
4. Understand basic production processes such as acting, directing, scenic, costume, and lighting design, management, and technical operations related to production.
5. Become familiar with and develop competence in a number of theatrical techniques.
6. Become familiar with the historical and cultural dimensions of theatre, including the works of leading playwrights, actors, directors, and designers.
7. Understand and evaluate contemporary thinking about theatre and related arts.
8. Develop inter-cultural and multicultural understanding, as well as perception of the universal and timeless human conflicts presented in dramatic works.
9. Develop the creative thinking necessary for artistic expression.
10. Make assessments of quality in theatrical works that are informed by open-mindedness to differing viewpoints and alternate goals.
11. Develop the discipline, cooperation and accountability necessary for life after UW-L.
12. Develop an appreciation for a broad liberal arts education.

## Appendix M: First Year/Junior Year Self-Evaluation

### University of Wisconsin-La Crosse Department of Theatre Arts First Year Self-Evaluation

Name \_\_\_\_\_

Major \_\_\_\_\_ Theatre Emphasis/Interest \_\_\_\_\_

As new theatre students you are just beginning to explore the possibilities of becoming a theatre major and gaining a broad based liberal arts education. This self-evaluation is intended to assist you as you prepare for this exciting journey. We include the department's Mission Statement below as a guide to our philosophy as a learning institution. There is no right or wrong answer here, just be honest with yourself.

1. On this piece of paper, place the word "THEATRE" in the center and place a circle around it. Next, in the surrounding space, write any words, phrases or terms you associate with theatre. Try to show the relationships among these elements in some way as you connect the words to each other and the term "Theatre".
2. What do you like most about the theatre?
3. What do you like least about the theatre?
4. Where do you see yourself in the theatre?

#### **Department Mission Statement**

The Department of Theatre Arts at the University of Wisconsin-La Crosse endeavors to provide students with the tools necessary to function as complete artists and self-realized individuals, combining theatrical training with a strong liberal arts curriculum. A combination of classroom training and realized production work allows for a well-rounded college experience with an emphasis on the collaborative and creative process.

**University of Wisconsin-La Crosse**  
**Department of Theatre Arts**  
**Junior Year Self-Evaluation**

Name \_\_\_\_\_ Date \_\_\_\_\_

Major \_\_\_\_\_ Theatre Emphasis/Interest \_\_\_\_\_

As new theatre students you are just beginning to explore the possibilities of becoming a theatre major and gaining a broad based liberal arts education. This self-evaluation is intended to assist you as you prepare for this exciting journey. We include the department's Mission Statement below as a guide to our philosophy as a learning institution. There is no right or wrong answer here, just be honest with yourself.

1. On the back of this paper, place the word "THEATRE" in the center and place a circle around it. Next, in the surrounding space, write any words, phrases or terms you associate with theatre. Try to show the relationships among these elements in some way as you connect the words to each other and the term "Theatre".
2. What are your professional aspirations?
3. In your remaining time at UWL, what would you like to accomplish and learn?
4. The course work and production requirements of the UWL Theatre Arts programs seeks to 1) provide training for theatre careers by preparing students for further specialization at the graduate level or employment within the professional field, and 2) provide students with the skills necessary to seek other career opportunities. How has your work in the theatre program prepared you to achieve these goals?

**Department Mission Statement**

The Department of Theatre Arts at the University of Wisconsin-La Crosse endeavors to provide students with the tools necessary to function as complete artists and self-realized individuals, combining theatrical training with a strong liberal arts curriculum. A combination of classroom training and realized production work allows for a well-rounded college experience with an emphasis on the collaborative and creative process.

## Appendix N: Facilities and Equipment Use/Rental Forms

### TOLAND THEATRE/FREDERICK THEATRE USAGE POLICY

The TOLAND THEATRE is a very active teaching laboratory for the Theatre Arts Department. As such, it is impossible to keep the theatre in “performance ready” condition at all times. Its primary purpose is to serve Theatre Arts Department and UW-L Students. At times it is available for outside use.

All dates and technical requirements must be discussed and cleared by the Production Manager and the Technical Director of Department Theatre Arts approximately two months prior to performance. A \$60.00 booking fee is required to reserve the space. **All events require at least one Theatre Arts Department technician to supervise and monitor the facilities.** Any special needs other than “as is” will require the hiring of **additional** technical crews. The phrase “as is” refers to use of the space with house lights, work lights, and any set pieces needed for the upcoming performances. The technical director will make the decision as to how many and which crewmembers are to be hired.

Technical crew work requires special training and it is expected that crews be paid for their talent and time. The organization using the space will be expected to pay the technical crews using the following pay scale.

General Help	\$5.75/hour	Minimum 2 hrs
Specialty Crew	\$8.00/hour	Minimum 4 hrs.
Faculty Supervision	\$25.00/hour	Minimum 2 hrs.

The following is a general description of the duties and responsibilities for the technical crews.

General Help -Unlock and lock certain areas of the facility, i.e. stage, dressing rooms, make-up room.

- Turn on/off house and work lights.
- Supervise use of space
- Assist in “load in” and “load out” of scenery and equipment.

Specialty Crew -Hang and focus lighting instruments.

- Run light board.
- Set up house sound equipment.
- Run sound equipment.
- Hang and run flown scenery.
- Hang masking curtains.
- Move scenery during productions.
- Supervise use of space.

Faculty Supervision

- Supervise crews on production when deemed necessary by the Technical Director.
- Supervise crews not hired and trained by facility Technical Director.

**NOTE: ONLY FACULTY SUPERVISORS CAN MAKE ON SITE TECHNICAL CHANGES**, i.e. the use of additional equipment or facilities.

**TOLAND THEATRE USAGE POLICY  
USAGE REQUIREMENT DATA SHEET**

Name of Performance \_\_\_\_\_  
Name of Organization \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone Number Daytime \_\_\_\_\_ Evening \_\_\_\_\_  
Set-Up Dates and Time \_\_\_\_\_  
Performance Dates and Times \_\_\_\_\_  
Approximate Load-out Time \_\_\_\_\_

1. How much performance space do you need?  
\_\_\_\_ Entire Stage (30' X 50') \_\_\_\_ Half Stage (30' X 30')  
\_\_\_\_ Forestage (30' X 18') \_\_\_\_ Other (Please Specify) \_\_\_\_\_  
\_\_\_\_ Pit Extensions (Note: There is a charge for these)  
Please Contact the Technical Director for Arrangements at 785-6708.
2. Do you need the floor painted black? \_\_\_\_ Yes \_\_\_\_ No  
("As is" condition will be whatever the floor looks like after striking the last show. Note: There is a \$100 fee for painting the floor to cover supplies and labor costs.)
3. Do you need curtains hung? \_\_\_\_ Yes \_\_\_\_ No  
\_\_\_\_ Grand drape only (when using forestage only)  
\_\_\_\_ Side Black Curtains and Black Back Curtain (when using half stage or entire stage)  
(Note: There is a charge for hanging side and back curtain)
4. Do you require any special lighting other than work lights? \_\_\_\_ Yes \_\_\_\_ No  
If yes please contact the Technical Director for Arrangements.  
(Note: There is a charge for use of any stage lighting.)
5. Do you have any requirements for sound? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please contact the Technical Director for arrangements. (There is a charge for the use and operation of University Theatre sound equipment. Additional charges may be incurred for the rental of sound equipment required but not in inventory.)
6. Do you need a load-in crew? \_\_\_\_ Yes \_\_\_\_ No  
(Note: There is a charge for load-in crews)
7. Do you have special audiovisual needs? \_\_\_\_ Yes \_\_\_\_ No  
\_\_\_\_ Projector and screen \_\_\_\_ Video Projector and screen  
\_\_\_\_ Overhead projector \_\_\_\_ Microphones and/or podium  
(Note: User will need to pay rental fee or provide equipment.)
8. Do you need to use the Dressing Rooms? \_\_\_\_ Yes \_\_\_\_ No
9. Do you need to use the Coat Check? \_\_\_\_ Yes \_\_\_\_ No
10. Do you need tables and chairs in the lobby? \_\_\_\_ Yes \_\_\_\_ No

## Toland Theatre/Frederick Rental Fees

### Group A

UW-L Foundation; UW-L Alumni Association; UW-L offices, departments, units, organizations, associations within the UW-L campus community and recognized student organizations as all of the foregoing may fall within the definitions of the Wisconsin Administrative Code, Chapter UWS 21; and offices or agencies of the State of Wisconsin. Also included would be any organization with which a specific reciprocity agreement has been signed in writing with the University, such as the La Crosse School District. Group A does not include individuals; only offices, departments, units, organizations, or associations. No rental fees are charged to this category but charges are levied for special labor, services, or equipment as arranged in the agreement.

### Group B

Non-university groups sponsored by a University office, unit, department, organization, or association; local and federal government; individual UW-L Foundation Board and staff members; individual UW-L Alumni Association Board staff and dues paying members; individual UW-L students, faculty, or staff; political groups as defined in UW-L Board Resolution 911 (12/6/84), paragraph 3; and non-profit organizations. A \$100/day rental fee and \$60 booking fee are charged for this category. Charges may be assessed for special labor, services, and equipment as negotiated. However, if the event is intended to produce financial gain for an individual or commercial type profit for the entity (i.e., that which would be classified by the IRS as unrelated business income), the regular and full commercial rate shall be charged as set forth in Group C below.

### Group C

Commercial for-profit organizations, non-university groups without University sponsorship, and non-affiliated individuals. A \$300/day rental fee and a \$60 booking fee are charged for this category. Charges may be assessed for special labor, services, and equipment as may be negotiated.

Written, signed agreements must evidence all rental arrangements of the theatre facilities. The University will charge custodial fees at \$16.36/hr or \$24.54/hr/overtime or weekend hours or hours when school is not in session. Dave Anderson of the UW-L Custodial Services Office, 785-8593, would determine this.

## Appendix O: Senior Project Guidelines

### THA 490 Senior Project Guidelines Acting Recital

The Acting Recital is a capstone project that encompasses a variety of contrasting monologues/ scenes or songs from different styles or genres to be showcased in a 30-minute performance. Emphasis is on you the actor and your transitions from one character to the next. The Recital should have minimal technical requirements.

#### 1. Proposal

- You are required to submit a project proposal to the Theatre Arts faculty for discussion and approval. The proposal should be a brief statement about the material you are planning on performing along with your technical requirements.
- Your proposal must be submitted for approval the semester before you perform.

#### 2. Content

- The Acting Recital should highlight your abilities as a performer. Close attention should be made to contrasting and appropriate material. This is an opportunity to explore different territory.
- Material should be selected from a variety of the following categories: classical, contemporary, dramatic and comedic.
- You must choose from material intended for the stage, not films or television.
- The advisor must approve all material.

#### 3. Written Requirement

- *You are required submit written documentation to the project advisor. This will include the following:*
  - ✓ Pre-production character analysis for each character
  - ✓ Rehearsal journal – research, notes, thoughts, and ideas about approaches to characterizations. Insights or problem areas.
  - ✓ Post production analysis – a detailed assessment and evaluation of work and process.

#### 4. Technical Requirements

- Your recital must have minimal technical requirements (tables, chairs, blocks, hand props). All props and set pieces need to be returned after the recital.
- If you need a piano, you are responsible for securing an accompanist.
- You are responsible for creating a poster and program for your recital. You will also be responsible for distribution of posters.
- You are responsible for securing a light board/sound board operator for the evening of your recital.

#### 5. Meetings/Rehearsal

- Your advisor is serving as your coach. You are required to schedule weekly meetings.

## **THA 490 Senior Project Guidelines Costume Design**

### **Requirements for completing a senior project in Costume Design.**

- A. Create a proposal in conjunction with your faculty advisor for submission to the department committee by mid-semester the semester before you plan to execute your Senior Project. Your proposal must include:
1. Title of work and author.
  2. A brief statement on why this project should be your capstone project.
  3. Project deadlines. (Consult the Department Production Calendar)
  4. An up-to-date resume.
  5. Current GPA.
- B. Upon approval of the Senior Project, the student is expected to fulfill all standard production requirements as expected of any designer, including but not limited to:
1. Work with faculty advisor on regularly scheduled basis.
  2. Participate in all production meetings.
  3. Coordinate costume fittings with cast, director and stage manager.
  4. Participate in strike.
- C. Following completion of the design assignment, submit a completed designer portfolio package. This package will include:
1. Statement of Purpose / Production Analysis
  2. Collection of Research Material (Photo montage, books, magazines, etc.)
  3. Preliminary Sketches, Rough Sketch, Thumbnail Sketch
  4. Color Rendering, including Swatches (Medium of choice)
  5. Final Budget Figures
  6. Representative photos of the production. (Consult with faculty Costume Designer)

*All materials will be portfolio quality and will not be returned.*

- D. After the advisor has approved the designer portfolio, the student costume designer will formally present his/her portfolio to the department committee. The committee will confer with the advisor and a grade will be assigned. Your advisor will communicate the grade as soon as possible.

## **THA 490 Senior Project Guidelines Directing**

### **Requirements for completing a senior project in Directing.**

- A. Create a proposal in conjunction with your faculty advisor for submission to the department committee by mid-semester the semester before you plan to execute your Senior Project.

Your proposal must include:

1. Title of work and author.
2. A brief statement on why this project should be your capstone project, including a brief synopsis of the play.
3. A preliminary director's concept for the production which includes:
  - a) Why have I chosen this play?
  - b) What do I hope to communicate through this production?
4. Casting & technical requirements.
5. Project deadlines. (Consult the Department Production Calendar)
6. An up-to-date resume.
7. Current GPA.

The proposal should be 1-2 pages, plus resume. Students are encouraged to propose directing on campus. Other venues will be considered, but as in all senior projects are subject to faculty approval.

- B. Upon approval of the Senior Project, the student is expected to fulfill all standard production requirements as expected of any director including:

1. Work with the faculty advisor on a regularly scheduled basis.
2. Conduct open auditions.
3. Cast the production.
4. Participate in all production meetings with technical team.
5. Assist with all publicity for the production.
6. Rehearse the production.
7. Supervise all performances.
8. Participate in strike.

- C. Following completion of the production, submit a completed portfolio package to the faculty advisor. This package will include:

Original proposal.

Closing statement of process, including revisions to concept, self-assessment and other materials required by the advisor.

Professional quality prompt book.

Supporting Materials. This will include at a minimum:

1. Play analysis.
2. A section on research.
3. A section on characters
4. Section on the production, including:
  - a. groundplan for each setting
  - b. rehearsal schedule

- c. other, as required by the advisor
- 5. Your directing journal.
- 6. Production photos.

*All materials will be portfolio quality and will not be returned.*

D. After the advisor has approved the director's portfolio, the student director will formally present his/her portfolio to the department committee. The committee will confer with the advisor and a grade will be assigned. Your advisor will communicate the grade as soon as possible.

### **Directing Project Supporting Materials List**

Your advisor may require any or all of the following, or other items, as needed:

Section on the playwright.

Biographical information, annotated list of other plays written by the playwright, statements made by the playwright about his or her work, critical reviews of the playwright's work, influences on the playwright and his or her work, analysis of the project play in comparison to other plays by this playwright.

Section for Play Analysis

Define the genre, using examples from the play to support your statement;

Supply a statement of concept for this production;

Describe the structure of the play (crisis plot, episodic structure, postmodern structure, etc.)

Discuss the play's strengths and weaknesses;

Chart the scene by scene forward movement of the play

Define and describe the rhythm, tone, pace of the play

Section for Characters

Discuss each character in terms of psychology, using acting terminology (super-objective, spine, etc), if appropriate.

Discuss the function of each character, in terms of dramaturgy, including what the audience's response to the character should be.

Discuss the scene by scene actions of the characters as they relate to moving the plot forward, or to expanding on themes.

Section called "Production"

Ground plan for each setting.

Rehearsal schedule

Production meeting notes

Annotated script copy

Lists and descriptions of properties, sound, light and scenery needs, costume and makeup plans, with a brief narration describing what your goals as director are for each production element.

Copies of correspondence regarding copyright and production permission, records of expenses.

Journal

Your personal record of each meeting, rehearsal, and study session for this production.

Copies of reviews, responses

Other items might be included according to requirements of the advisor or needs of the production.

## THA 490 Senior Project Guidelines Dramaturgy

### Requirements for completing a senior project in Dramaturgy.

- A. Create a proposal in conjunction with your faculty advisor for submission to the department committee by mid-semester the semester before you plan to execute your Senior Project. Your proposal must include:
1. Title of work and author.
  2. A brief statement on why this project should be your capstone project.
  3. Project deadlines. (Consult the Department Production Calendar)
  4. An up-to-date resume.
  5. Current GPA.
- B. Upon approval of the Senior Project, the student is expected to complete the following:
1. Thorough research regarding the history of the play and playwright.
  2. The production history of the play.
  3. An extensive bibliography.
  2. History of play and production from a socio-political standpoint.
  3. In the case of a play in translation, a compilation of a list of English translations of the play. Include a brief description and analysis of different translations and justification for final choice of script.  
\*In the event that the student has exceptional skills in the appropriate language, the student dramaturg may assist in the development of an original translation of a play.
  4. Meet regularly with the director:
    - a) In pre-audition consultations to discuss, analyze, and assist with development of production concept.
    - b) In auditions and provide feedback when appropriate.
    - c) Attend at least one rehearsal per week; meet regularly with the director to give feedback on the production's development.
    - d) Attend all production meetings.
  5. Develop an educational outreach package for area schools (when appropriate).
  6. Provide publicity staff with material for lobby display and promotional use.
  7. Assist the director in the development of program information.
- C. Following completion of dramaturgy assignment, submit a completed dramaturgy portfolio package. This package will include:
1. Statement of Purpose.
  2. Production Analysis.
  3. Detailed Bibliography.
  4. Copies of all materials created during this process.
  5. Representative photos of the production.
- All materials will be portfolio quality and will not be returned.*
- D. After the advisor has approved the portfolio, the student dramaturg will formally present his/her portfolio to the department committee. The committee will confer with the advisor and a grade will be assigned. Your advisor will communicate the grade as soon as possible.

## **THA 490 Senior Project Guidelines Lighting Design**

### **Requirements for completing a senior project in Lighting Design.**

- A. Create a proposal in conjunction with your faculty advisor for submission to the department committee by mid-semester the semester before you plan to execute your Senior Project. Your proposal must include:
1. Title of work and author.
  2. A brief statement on why this project should be your capstone project.
  3. Project deadlines. (Consult the Department Production Calendar)
  4. An up-to-date resume.
  5. Current GPA.
- B. Upon approval of the Senior Project, the student is expected to fulfill all standard production requirements as expected of any designer, including but not limited to:
1. Work with faculty advisor on regularly scheduled basis.
  2. Participate in all production meetings.
  3. Participate in strike.
- C. Following completion of the design assignment, submit a completed designer portfolio package. This package will include:
1. Statement of Purpose.
  2. Design Analysis.
  3. Story Boards.
  4. Light Plots.
  5. Hanging Schedule.
  6. Instrument Schedule.
  7. Channel Hook Up.
  8. Production Cue Sheet.
  9. Shop Order.
  10. Representative photos of the production.
- All materials will be portfolio quality and will not be returned.*
- D. After the advisor has approved the designer portfolio, the student lighting designer will formally present his/her portfolio to the department committee. The committee will confer with the advisor and a grade will be assigned. Your advisor will communicate the grade as soon as possible.

## **THA 490 Senior Project Guidelines**

### **Playwriting**

#### **Requirements for completing a senior project in Playwriting.**

- A. Create a proposal in conjunction with your faculty advisor for submission to the department committee by mid-semester the semester before you plan to execute your Senior Project. The goal of a Theatre Arts Senior Project in Playwriting is the writing of a full-length play that is stage worthy. Your proposal must include:
1. A description of the project to be undertaken and a statement as to how the project will build on the educational training and experiences of the student.
  2. A brief statement on why this project should be your capstone project.
  3. An outline or the time frame for completion of the project.
  4. An up-to-date resume.
  5. Current GPA.
- B. Upon approval of the Senior Project, the student will be responsible for:
1. Regular meetings with the faculty advisor for discussion, feedback, and progress reports.
  2. Compiling a Playwright's Journal (a large, three-ring notebook with tab dividers) including the following divisions:
    - a) Calendar and writing schedule.
    - b) Research on historical, philosophical, psychological, and/or cultural background and details for the play.
    - c) Preliminary writing.
    - d) A personal credo, a statement of the playwright's deepest convictions, beliefs, and standards.
    - e) A brief outline of the play.
    - f) A brief synopsis that details the play's conflict.
    - g) A brief summation of the action and contents of the beginning, middle, and end of the play.
    - h) Detailed biographies of the protagonist and antagonist.
    - i) Descriptions of the protagonist's and antagonist's goals and tactics, their basic characteristics and secondary qualities, and their emotional ranges.
    - j) A narrative that describes the exposition the audience must know.
    - k) Descriptions of the inciting incident, the point of attack, and the climax.
    - l) A description of the interrelationship of the play's inciting incident, point of attack, protagonist's goal, major dramatic question, and climax.
    - m) A description of the setting, properties, costumes, lights, and sound.
    - n) A record of any work with actors in improvisations on your work or rough draft readings.
    - o) A statement of desired audience response.
  3. First draft of the play and subsequent preliminary drafts.
  4. The student will arrange with the faculty advisor for a public reading of the play at the end of the semester by actors of the playwright's choice.
- C. At the conclusion of the project the student will submit a copy of the finished play and Playwright's Journal to his/her advisor. After the advisor has approved the final copy, the playwright will present their play to the theatre faculty for a final evaluation of the senior project. The committee will confer with the advisor and a grade will be assigned. Your advisor will communicate the grade as soon as possible.

## **THA 490 Senior Project Guidelines Production Management**

### **Requirements for completing a senior project in Production Management.**

- A. Create a proposal in conjunction with your faculty advisor for submission to the department committee by mid-semester the semester before you plan to execute your Senior Project. Your proposal must include:
1. Title of work and author.
  2. A brief statement on why this project should be your capstone project.
  3. Project deadlines. (Consult the Department Production Calendar)
  4. An up-to-date resume.
  5. Current GPA.
- B. Upon approval of the Senior Project, the student is expected to complete the following:
1. Act as stage management coordinator for the semester for both Toland and Frederick Theatres.
  2. In conjunction with production stage managers, organize and run all department production meetings.
  3. Coordinate scheduling of rehearsal spaces, primarily involved with Frederick Theatre.
  4. Track production budgets for the semester coordinating with the Production Manager or Department Chair.
  5. Update and revise all stage management forms as needed.
  6. Attend part of at least one rehearsal per week to monitor production stage manager's progress.
  7. Schedule weekly meetings with the Stage Management Supervisor for project updates.
- C. Following completion of the production assignment, submit a completed management portfolio package. This package will include:
1. Statement of Purpose.
  2. Completed Budget Forms.
  3. Any revised forms or materials produced during the project.
  4. Summary of the semester paying particular attention to the duties and responsibilities you had over the course of the assignment.
- All materials will be portfolio quality and will not be returned.*
- D. After the advisor has approved the portfolio, the student production manager will formally present his/her portfolio to the department committee. The committee will confer with the advisor and a grade will be assigned. Your advisor will communicate the grade as soon as possible.

## **THA 490 Senior Project Guidelines Research Project**

### **Requirements for completing a senior research project.**

- A. Create a proposal in conjunction with your faculty advisor for submission to the department committee the semester before you plan to execute your Senior Project. Senior Project in Research may consist of research in any area of theatre, and will be presented in a formal paper. The project may be the culmination of work on a production, such as dramaturgy, or may be an expansion on classroom work, or may be independent of either production or course work. The paper should be substantial in depth of research, thoroughness, and quality of thought. Your proposal must include:
1. Statement of a specific topic that will be researched and the scope of the planned research.
  2. A thesis statement that outlines the focus of the paper.
  3. A preliminary annotated bibliography.
  4. A resume that includes a list of coursework completed.
  5. Current GPA.
- B. Upon approval of the project proposal, meet regularly with the faculty advisor to:
1. Determine a schedule, including due dates for drafts;
  2. Discuss the progress and any difficulties impeding progress of the project;
  3. Present and discuss drafts of the paper.
- C. Upon completion and the faculty advisor's approval of the final written paper:
1. Schedule a formal presentation of the paper to the faculty committee
  2. Submit to each faculty member a copy of the paper at least two weeks before the formal presentation.
  3. Prepare and present a ten-minute synopsis of the research paper and be prepared to answer questions about both the paper's content and the process of research and writing.
- D. Upon completion of the research project the committee will confer with the advisor and a grade will be assigned. Your advisor will communicate the grade as soon as possible.

## **THA 490 Senior Project Guidelines Scenic Design**

### **Requirements for completing a senior project in Scenic Design.**

- A. Create a proposal in conjunction with your faculty advisor for submission to the department committee by mid-semester the semester before you plan to execute your Senior Project.

Your proposal must include:

1. Title of work and author.
2. A brief statement on why this project should be your capstone project.
3. Project deadlines. (Consult the Department Production Calendar)
4. An up-to-date resume.
5. Current GPA.

- B. Upon approval of the Senior Project, the student is expected to fulfill all standard production requirements as expected of any designer, including but not limited to:

1. Work with faculty advisor on a regularly scheduled basis.
2. Participate in all production meetings.
3. Participate in strike.

- C. Following completion of the design assignment, submit a completed designer portfolio package. This package will include:

1. Statement of Purpose.
2. Design Analysis.
3. Preliminary Sketches.
4. Scale Model or Rendering and any Painters Elevations.
5. Research Package.
6. Ground Plan.
7. Section.
8. Hanging Schedule.
9. Elevations & Working Drawings created by the designer.
10. Properties List.
11. Shop Budget. (Consult Technical Director for final budgets)
12. Representative photos of the production.

*All materials will be portfolio quality and will not be returned.*

- D. After the advisor has approved the designer portfolio, the student scenic designer will formally present his/her portfolio to the department committee. The committee will confer with the advisor and a grade will be assigned. Your advisor will communicate the grade as soon as possible.

## **THA 490 Senior Project Guidelines Sound Design**

### **Requirements for completing a senior project in Sound Design.**

- A. Create a proposal in conjunction with your faculty advisor for submission to the department committee by mid-semester the semester before you plan to execute your Senior Project. Your proposal must include:
1. Title of work and author.
  2. A brief statement on why this project should be your capstone project.
  3. Project deadlines (Consult the Department Production Calendar)
  4. An up-to-date resume.
  5. Current GPA.
- B. Upon approval of the Senior Project, the student is expected to fulfill all standard production requirements as expected of any designer, including but not limited to:
1. Work with faculty advisor on regularly scheduled basis.
  2. Participate in all production meetings.
  3. Participate in strike.
- C. Following completion of the design assignment, submit a completed designer portfolio package. This package will include:
1. Statement of Purpose.
  2. Design Analysis.
  3. Sound Cue Synopsis.
  4. Sound Plot.
  5. Production Cue Sheets.
  6. Shop Order.
  7. Representative cues from the production.
- All materials will be portfolio quality and will not be returned.*
- D. After the advisor has approved the designer portfolio, the student designer will formally present his/her portfolio to the department committee. The committee will confer with the advisor and a grade will be assigned. Your advisor will communicate the grade as soon as possible.

## **THA 490 Senior Project Guidelines Stage Management**

### **Stage Management Capstone Proposal**

Create a proposal in conjunction with your faculty advisor for submission to the department committee by mid-semester the semester before you plan to execute your Senior Project. Your proposal must include:

- Title of work and author
- Production Director & Design Team
- A brief statement on why this project should be your capstone project
- Production Analysis of your script
- Project deadlines (Consult the Department Production Calendar)
- An up-to-date resume
- Current GPA

### **Production Requirements**

Upon approval of the Senior Project, the student is expected to fulfill all standard production requirements as expected of any stage manager including:

- Meet with the director & stage management faculty advisors on a regular basis.
- Organize and facilitate auditions
- Coordinate and guide Assistant Stage Managers
- Attend all rehearsals and performances
- Take blocking in rehearsals
- Organize and facilitate costume fittings, publicity photos and other outside activities appropriate to your show
- Call all cues in tech rehearsals & performances
- Lead production meetings
- Communicate regularly with the production team—this includes nightly rehearsal reports, meeting minutes, and performance reports
- Ensure that all necessary paperwork for the show is completed
- Participate in strike

### **Stage Management Portfolio Requirements**

Following the close of the production, submit a completed portfolio package to the faculty advisor. This package will include:

- Original proposal
- Written answers to post-mortem questions from stage management advisor
- Professional-quality prompt book which meets the attached prompt book guidelines
- Production photos

All materials will be portfolio quality and will not be returned. (This is the standard requirement that's tricky for me. Stage Managers really need to have their original prompt books for grad school & job interviews, and we want to see the real thing as well. Perhaps we could return it to the SM after grading, keeping or copying a few things as samples?)

## **Presentation**

After the advisor has approved the portfolio, the student stage manager will formally present his/her portfolio to the department committee, and should be prepared to speak with the committee in person about the answers to the written post mortem questions. The committee will confer with the advisor and a grade will be assigned. Your advisor will communicate the grade as soon as possible.

## **Post Mortem Questions**

Please be prepared to write and talk about your experience on your show, using the following questions as guide points.

Please do not limit your evaluation of challenges to the technical elements of your show. Think back on the entire experience of your production. You may find your challenges or your greatest successes from as far back as the design period. Think about your cast, director, the rest of your stage management team, your crew, the time of day you had to meet—anything that became a significant aspect of the experience for you.

1. Were there any inherent challenges built into your show (size of cast, time of year, specific technical elements)?
2. How did you plan to address those challenges?
3. How would you rate your success and why?
4. What challenges arose that you did not expect?
5. How (and how successfully) did you address those new challenges?
6. Did you try anything new on this show? What? Did it work?
7. Give one example of how something you did or experienced on a previous show helped you on this production.
8. In what aspect of stage management do you feel you were most successful?
9. What aspect of this production represents an area you still need to work on?
10. Looking back on the show, is there anything you would have done differently? Why?

## **Prompt Book Guidelines**

Below is a general list of the many things that can and possibly should end up in your completed prompt book at the end of a show. Some items (like contact sheets) will always be needed. Other items may be specific to your show or theatre. It is also possible that your show will have a specialty consideration (like kids) that may warrant attention & paperwork, and would therefore be added to the list for this production.

Ultimately your book should reflect your work on the production, and contain all the information you need to do your job. It will be a combination of things you have received and things you have created

- Cast list
- Production Analysis
- Character/scene breakdown
- Contact sheet(s)
- Distribution list
- Schedules and Calendars
- Script labeled with acts and scenes or with blocking and blocking key
  - with all standbys and cues, and calling key
  - with line notation key
- Copies of reports, minutes, other communication
- Sections containing information collected from or generated for each department (scenery, props, costumes, lights, sound, etc.)
- Backstage plots: i.e. shift plots, preset lists, quick change plots, or other crew-organization tool

*Any piece of paper that had to do with the actual running of the show needs to be included*

- Ground plans
- Run Sheet (SM should also have copies of ASM run sheets)
- Emergency information and plans.
- Front of House information sheet

The prompt book should be in a 3 ring binder with **LABELED DIVIDERS BETWEEN EACH SECTION**. You can purchase label packets at the bookstore or any office supply store.

Thoroughness is key. Think of it as a record that could be used as a basic structure should the show ever be remounted. All of the information to take over your job, should you become unavailable, should be readily accessible in the book.

## THA 490 Senior Project Guidelines Technical Direction

### Requirements for completing a senior project in Technical Direction.

- A. Create a proposal in conjunction with your faculty advisor for submission to the department committee by mid-semester the semester before you plan to execute your Senior Project.

Your proposal must include:

1. Title of work and author.
2. A brief statement on why this project should be your capstone project.
3. Project deadlines. (Consult the Department Production Calendar)
4. An up-to-date resume.
5. Current GPA.

- B. Upon approval of the Senior Project, the student is expected to fulfill all standard production requirements as expected of any technical director, including:

1. Analysis and research as needed for timely and effective construction of the production.
2. Establish and meet production deadlines. (Consult Department Production Calendar)
3. Provide a budget and time breakdown for the construction of scenic elements.
4. Provide working drawings for all scenery designed for the production.
5. Acquire all materials and supplies necessary to construct scenery and props for the production.
6. Oversee the construction of all scenery and props for the production according to the designer's drawings.
7. Coordinate the run crews for the production with the production Stage Manager.
8. Organize technical rehearsals with the production Stage Manager.
9. Organize and oversee the strike of the production.

- C. Following completion of the design assignment, submit a completed technical portfolio package including representative photos of the production.

*All materials will be portfolio quality and will not be returned.*

- D. After the advisor has approved the technical portfolio, the student technical director will formally present his/her portfolio to the department committee. The committee will confer with the advisor and a grade will be assigned. Your advisor will communicate the grade as soon as possible.