

MEMORANDUM

To: PTE Reviewers for Kyle Vanderburg

From: Carrie Anne Platt, Vice Provost for Faculty Affairs

Date: September 8, 2026

Subject: Guidance Regarding Evaluation of Vanderburg Promotion Portfolio

This memorandum is provided to assist reviewers in evaluating the promotion portfolio of Kyle Vanderburg, who is seeking promotion within the Professor of Practice faculty track.

During the review period, the department did not have established guidelines for progression and promotion within the Professor of Practice track. Consequently, reviewers are encouraged to evaluate the candidate's record using principles of proportional expectation consistent with the department's existing promotion standards for tenure-track faculty where appropriate, while recognizing the distinct nature of the Professor of Practice appointment.

Particular attention should be given to the responsibilities and expectations reflected in the candidate's assigned workload during the review period. Evidence of achievement should be assessed in relation to those assigned duties.

The portfolio includes evidence of professional and creative accomplishments associated with disciplinary engagement in music and performance. Such accomplishments may appropriately be considered as evidence of professional standing, expertise, and ongoing engagement in the discipline. However, the inclusion of those materials should not be interpreted as establishing an expectation for research and creative activity productivity when Research and Creative Activity was not part of the candidate's assigned workload during the review period.

This guidance is intended to help reviewers identify the appropriate evaluation framework given the absence of Professor of Practice promotion criteria during the review period. It is not intended to prescribe how reviewers should assess the quality, significance, or impact of the candidate's record, which remains a matter of professional judgment at each level of review.



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