



# DEPARTMENT OF MUSIC

  

## UNIT STANDARDS

This statement concerns the procedures and standards for evaluation of the faculty of the Department of Music and provides the details specific to the music unit of the current Collective Bargaining Agreement (CBA), especially Articles 9 and 10. For full details of the university evaluation procedures (Student Evaluation Committee, Faculty Evaluation Committee, Dean's Review, Provost and Vice President for Academic Affairs' Review, appeals procedures, routing procedures and deadlines, Individual's Performance Record), faculty should study the CBA.

# DEPARTMENT OF MUSIC UNIT STANDARDS

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## **GENERAL STATEMENT**

### **Mission**

The mission of the Department of Music is to provide a comprehensive instructional program in music that will develop strong teachers, performers, composers, scholars, and informed audiences. In addition we strive to set and maintain high standards of musical excellence for a broad and diverse community of constituents. At the same time we acknowledge the value to ourselves and our students in interaction with other departments on campus in the belief such efforts will broaden our sphere of influence resulting in promotion of the role of arts in academic, local, and statewide communities. Finally we recognize a responsibility to be of service to the greater region by providing leadership and public service to students and teachers in schools and communities throughout Montana.

### **Degree Offerings**

The Department of Music offers both professional and liberal arts degrees in music at the undergraduate level, and is the only state institution of higher education to offer professional graduate music degrees. An academic minor is available to students majoring in other disciplines.

### **Teaching Load**

The normal faculty teaching load is 12 credit hours per semester, or 20 contact hours for studio teachers each semester. In addition, all faculty members are expected to be active in research/creative activity and assume outreach and service responsibilities to the department, university, state and the profession. A faculty member may receive load credit for special duties assigned by the Department Chair. Please refer to **Appendix A: Faculty Load Plan**.

### **Terminal Degree**

All faculty members at the rank of Assistant Professor or higher, must have an earned doctorate or equivalent professional experience. If equivalency cannot be established, the candidate cannot be hired at, or promoted to, a rank above Instructor. Equivalency can be established by documented excellence in professional activities such as, but not limited to, the following categories:

- a. Professional performances/competitions/presentations
- b. Professional recordings
- c. Peer-evaluated publications/compositions
- d. Significant teaching/coaching of professional performers
- e. Significant teaching at a post-secondary institution
- f. Development/design of innovative technology and/or curriculum
- g. Significant graduate study beyond the master's degree

## **CRITERIA FOR FACULTY ADVANCEMENT**

Full-time faculty should be evaluated on the basis of their assigned duties and any terms specified in the letter of appointment. The CBA and these Unit Standards define the expectations for teaching, research/creative activity, and service. They will be used by the Faculty Evaluation Committee (FEC), Chair, Dean and Provost as the basis for assessing the quality of teaching, research/creative activity, and service and to assess progress toward the achievement of tenure and promotion.

- a. **Assistant Professor.** An Assistant Professor must hold the appropriate terminal degree from an accredited institution or present documented evidence of equivalent experience. At this level, the faculty member must present evidence of significant contributions as a teacher; demonstrated potential value to the profession and the University through contributions in research/creative activity; and service to the institution, profession, and society, including the citizens of Montana.
- b. **Associate Professor.** An Associate Professor must possess all qualifications for the previous rank, and an established record of significant contributions as a teacher, in addition to the following: acceptance as a senior member of the faculty through mature work in research, scholarship, or creative activity; service to the institution, profession, and society, including the citizens of Montana; and recognition from regional and/or national professional organizations. The faculty member must serve a minimum period of four years as an Assistant Professor before promotion to the rank of Associate Professor.
- c. **Professor.** A Professor must possess all qualifications for the previous rank and present evidence of attainment of full professional maturity and leadership as demonstrated by significant continuing contributions as a teacher and continuing national recognition in the faculty member's discipline and research/creative activity area. Such achievement should be demonstrated through professional recognition both within and beyond the University. Account will be taken of contributions in teaching, research/creative activity, and service to the Institution, profession, and society, including the citizens of Montana. External Review of research/creative activity is also required as part of the process for promotion to the rank of Professor (see **Appendix B**). A minimum of five years in the rank of Associate Professor is required before promotion to the rank of Professor.

(See CBA, section 10.110—University Standards for Faculty Advancement)

### **Criteria for Tenure**

Recommendation for continuous tenure in the Department of Music will be based on possession of an earned terminal degree or its equivalent in the faculty member's area of expertise. The faculty member must: complete five years in academic rank, at least three of which must be at The University of Montana, before application for tenure; achieve the minimum academic rank of Associate Professor, except in unusual circumstances; provide evidence of outstanding teaching effectiveness in the faculty member's area of professional expertise (see **Table #1**); demonstrate accomplishments and prospects for professional growth, activity in creative work and/or research, and/or involvement in professional societies, and/or receipt of grants, contracts, fellowships, and recognized public service.

A probationary faculty member is, in effect, evaluated for tenure and contract renewal each year during the fall evaluation period. The Department of Music has established a review process for probationary appointments that includes collaboration with the FEC of the department and Peer Evaluation of Teaching (**Appendix C**). External Review of research/creative activity (**Appendix B**) is also required as part of the tenure process. The probationary faculty member should study carefully Article 9.000 of the CBA.

### **Pre-Tenure Review**

After three years of service, including time granted from other institutions, the faculty member will present his/her documentation to the FEC for an informal Pre-Tenure Review. The FEC will author a letter to accompany the customary yearly evaluation and clearly advise the faculty member on their mid-tenure documentation and, if needed, make recommendations on a course of action toward satisfactory attainment of continuous tenure.

### **Criteria for Salary Determination**

(See CBA, section 10.110)

- a. **Merit Award:** Above normal performance in at least two of the three areas - teaching, research/creative activity, or public service; or outstanding performance or special recognition in at least one of these areas, and normal performance in the remaining area or areas of assigned duties. The burden of bringing forward evidence of teaching effectiveness research/creative activity, or professional/public service activities rests with the faculty member.
- b. **Normal Increment:** The performance of the majority of faculty members will generally be evaluated as normal. They will be expected to grow in value to the institution and will be rewarded with a normal increment to their salary.
- c. **Less-than-Normal Increment:** A recommendation of less-than-normal may be given to a faculty member who consistently refuses to work in accordance with department and/or university policies, is irresponsible in his/her teaching duties, or habitually lacks fitness to perform duties expected of his/her position. Three less-than-normal recommendations will lead to a tenure review. See Article 17.000 of the CBA.

It is understood that the absence of performance in any one or two of the areas of teaching, research or creative activity, and public service does not justify a less-than-normal increment if the quantity of performance in the remaining area or areas is proportional to the FTE of the appointment, and if the quality of performance in the remaining area or areas is at least normal, if the individual has assigned duties solely in the remaining area or areas.

**Note:** The Chair and/or Dean may recommend to the Provost any percentage of salary adjustment of a normal increment awarded in a given year that they determine as appropriate when a less-than-normal is assigned.

## **THE EVALUATION PROCESS**

### **The Student Evaluation Committee (SEC)**

The role of the Student Evaluation Committee (SEC) is to provide meaningful feedback to the faculty member and the department regarding the quality of instruction provided by the teacher. The SEC does not respond to “requests for action or advancement by a faculty member.” Its task on an annual basis is to evaluate a faculty member’s teaching abilities and to assess the quality of instruction based on student evaluations and any other solicited materials from students.

It is the policy of the Department of Music to request evaluations of faculty performance by students. In order to ensure freedom of expression, SEC members shall be assured of the anonymity of their input without fear of faculty reprisal. No student may be penalized, harassed, approached or denied fair treatment as a result of participation on the SEC. It will be the responsibility of the Department Chair to maintain this policy.

Consistent with section 10.220 of the CBA, a SEC of five departmental majors shall be appointed by the Department Chair. The Department Chair will solicit recommendations for names of student members from the faculty, and make every effort to appoint students to the SEC who represent different areas of study within the department. At least one graduate student must serve on the committee. Members of the SEC will elect their own chair from their membership.

The SEC also includes in its membership a faculty observer, elected by the faculty during the first faculty meeting of the fall semester. He/she shall enjoy all rights of participation and access to information except voting. SEC reports shall be submitted by **October 15** each year to the Administrative Associate in the Department of Music.

In order to assist members of the SEC in the successful completion of faculty evaluations, the Department Chair will provide a list of guidelines and responsibilities at their first meeting. This will include, but not be limited to, the following:

- a. A list containing the names of each faculty member to be evaluated
- b. All departmental evaluation forms submitted by students and collected by the departmental Administrative Associate for the period under evaluation
- c. Photocopies of pages from that section of the current CBA dealing with the responsibilities and expectations of the SEC

The SEC shall neither review the documentation prepared by the faculty member nor have any responsibility for application of Unit Standards.

### **The Individual’s Performance Record**

The Individual’s Performance Record (IPR) represents the faculty member’s documentation or evidence of performance required by applicable sections of the CBA and the Department of Music Unit Standards. The organization of the faculty member’s IPR should conform to the submission guidelines of the document entitled *School of Fine Arts Guidelines for Faculty Evaluation Process* which will be updated and distributed to music faculty on an annual basis. (See Article CBA 10.210)

## **The Faculty Evaluation Committee (FEC)**

The Faculty Evaluation Committee (FEC) is a subset of the full faculty. It will evaluate the faculty member's teaching, research/creative activity and service based on the faculty member's IPR, the SEC report, and solicited material, including, but not limited to Peer Evaluation Reports, External Reviews, and Faculty Rationales.

The FEC is comprised of four faculty members, an alternate faculty member, and a student observer. Three of the four faculty members must be tenured. The fourth member and/or alternate may be any tenured or tenure-track faculty member. The alternate will replace any committee member who is prevented from participating in a faculty evaluation based on the conflicts of interest outlined in CBA 10.310. The FEC will be elected by the faculty during the first faculty meeting of the spring semester of the previous academic year. Faculty members requesting special consideration (merit, tenure or promotion) should disqualify themselves from membership on the FEC. The FEC will elect its chair from the voting membership of the committee and this faculty member will chair all meetings of the FEC. The student observer will be chosen by the FEC during the first two weeks of the fall semester (see CBA 10.230). The FEC will be active through the evaluation cycle of the following fall semester.

## **The Chair of the Department of Music**

The Department Chair shall be appointed and evaluated in a manner consistent with CBA 16.200, 16.210 and 16.240. The duties of the chair are outlined in CBA 16.220. These include responsibility for budget, curriculum, personnel matters, facilities, outreach, student issues, departmental concerns, scheduling of classes, establishment of teaching loads, and administering the operations of the department office, all subject to the authority of the Dean of the School of Fine Arts. The teaching load of the Department Chair shall be approximately .25 FTE. Depending on the administrative assignments, the teaching load may be reduced further at the discretion of the Dean. The evaluation of the Department Chair shall take place in the course of the normal evaluation cycle.

## **General Timetable for Evaluation Process**

| <b>Date</b>                                   | <b>Action</b>  |
|---|--|
| First faculty meeting of each spring semester | The Faculty Evaluation Committee (FEC) will be elected by the faculty. The FEC will elect a committee chair. The FEC solicits a review from all faculty members who require or request a peer review evaluation and/or external review |
| February 15 of previous academic year         | Faculty members to be peer reviewed submit their nomination list of reviewers to the Department Chair and the Faculty Executive Committee  |
| March 1                                       | The Faculty Executive Committee prepares a list of all faculty members to be peer-reviewed and their reviewers   |

|  |   |
|--|---|
| <p>March 15 – April 15<br/>Semester before final submission of materials</p> | <p>The faculty member preparing for tenure or promotion to the rank of Professor will submit to the Department Chair a list of three to five names of tenured professors teaching at other institutions or distinguished professional musicians who work in their discipline for external review</p> <p>The Faculty Executive Committee will then select two reviewers for each faculty member from the submitted list. The committee may also select one of the reviewers from other than the submitted list</p> |
| <p>After September 1</p>   | <p>The Department Chair will forward the external reviews to the Chair of the FEC. The FEC Chair will submit the letters to the faculty member within five days of receipt. The faculty member shall have ten days to prepare a written response. All materials will become part of the evaluation record as per CBA 10.230</p>   |
| <p>September 15</p>  | <p>The Chair of the FEC will appoint a student observer</p>   |
| <p>October 15</p>  | <p>Formal request for advancement by the faculty member (normal, merit, promotion or tenure) must be submitted to the departmental FEC <b>by October 15</b> following the preparation year. The faculty member's Individual's Performance Record (IPR) should conform to the submission guidelines located in the document entitled <i>School of Fine Arts Guidelines for Faculty Evaluation Process</i>, distributed annually</p>  |
| <p>After October 16</p>  | <p>The FEC will solicit written comments from the full faculty regarding faculty members up for consideration. Faculty members must vote support/no-support for requested actions, and are asked to provide written rationales for support/no-support of any for special consideration beyond a normal increase (merit, promotion, tenure or less than normal)</p>  |
| <p>November 15</p>   | <p>The FEC must submit their final recommendation(s) to the Department Chair</p>  |
| <p>December 15</p>   | <p>The Departmental Chair must submit his/her recommendation(s) to the Dean</p>   |
| <p>February 15</p>   | <p>The Dean must submit her/his recommendation(s) to the Provost</p>  |

**Note:** Professors who are tenured, in accordance with section 10.340 of the CBA, are reviewed triannually for “normal salary increments.” Associate Professors who are tenured, in accordance with section 10.340 of the CBA, are reviewed biannually for “normal salary increments.” See CBA for details.

## **TEACHING**

Excellence in teaching is regarded as the prime requisite of any faculty member in the Department of Music. The effective teacher exhibits intellectual competence, integrity, independence, a spirit of scholarly inquiry, a dedication to improving methods, respect for differences and diversity, and above all, the ability to stimulate and cultivate the intellectual interests and creative potential of students.

The following kinds of information are required when the faculty member is being considered for promotion and tenure and will be considered in the evaluation process as evidence of teaching effectiveness:

- a. Written peer reviews based on observation of classroom and/or studio teaching are mandatory in each of the probationary years of tenure track employment, as well as in prescribed years during post-tenure evaluations. (See **Appendix C: Procedures for Peer Evaluation of Teaching**)
- b. As per the CBA, 10.220, each faculty member must have at least one course evaluated each semester they teach and provide the results to the SEC. Tenure-track faculty members who are reviewed on a biannual or triannual basis must submit student evaluations for all the intervening years from the last submission of their IPR. Evaluations for all courses are welcomed and encouraged for faculty being considered for merit, tenure or promotion.
- c. As per CBA 6.200, faculty members must provide to the Dean within thirty days of the start of each semester an electronic copy of their current syllabus for each course they teach. The syllabi should conform to the *Guidelines for Submission of Course Syllabi* distributed by the music office. Course syllabi should be included in supplemental documentation when applying for merit, tenure or promotion.

**Table #1 - TEACHING STANDARDS**

| <b>NORMAL - Faculty Members will:</b>  | <b>ABOVE NORMAL/OUTSTANDING – Meets expectations listed under Normal, plus significant activity in one or more of the following:</b> |
|--|--|
| <ul style="list-style-type: none"> <li>• Create clear and well-constructed syllabi which are submitted in compliance with the unit guidelines attached to this document. (See <i>Guidelines for Submission of Course Syllabi</i> from the SFA Dean’s office)</li> <li>• Demonstrate basic knowledge of guidelines and content required for professional degrees by NASM, NCATE and other accrediting agencies, and incorporate these outcomes into syllabi and courses. (Guidelines will be provided by the Department Chair)</li> </ul> |  |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Provide evaluative evidence of teaching effectiveness such as student evaluations, FEC report, Chair's report, Dean's report, peer evaluation, outside reviewers, course syllabi, programs, and reviews of student performances, etc.</li> </ul>   | <ul style="list-style-type: none"> <li>• Receive awards or recognition for teaching at the collegiate, regional or national levels</li> <li>• Provide evidence of significant accomplishments on the part of their students including, but not limited to such achievements as awards, competitions, exceptional student teaching, compositions, performing, scholarships, graduate school acceptances, and job placement</li> </ul>                     |
| <ul style="list-style-type: none"> <li>• Be knowledgeable and demonstrate continued growth in the subject area</li> <li>• Demonstrate enthusiasm for subject and students</li> <li>• Foster a classroom environment consistent with The University of Montana's policy on cultural diversity, respect for differences, and academic fairness</li> </ul>   | <ul style="list-style-type: none"> <li>• Design, develop and implement a new course and/or program which significantly enhances opportunities for student learning</li> <li>• Significantly enhance already established programs</li> <li>• Supervise student accomplishments outside of course expectations, such as papers, independent research projects, lectures, compositions, performances and competitions</li> </ul>                            |
| <ul style="list-style-type: none"> <li>• Re-evaluate and, if appropriate, update courses using scholarship, technology and/or other relevant data</li> </ul>  | <ul style="list-style-type: none"> <li>• Use innovative technology in effective ways</li> <li>• Create new instructional materials for publication and/or curriculum development</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Maintain regular office hours or be accessible to students by appointment</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• Participate in the active recruitment and retention of quality students</li> </ul>   | <ul style="list-style-type: none"> <li>• Show significant success in the area of recruitment and retention of outstanding students</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Engage in collaborative efforts with colleagues, both within and outside the department which enhance teaching</li> <li>• Facilitate valid discipline-related learning experiences outside the traditional learning environment that have local interest or are associated with local events such as visiting artist/scholars/tours/field trips/festivals</li> </ul> | <ul style="list-style-type: none"> <li>• Outreach to other departments: e.g., guest lectures, demonstrations, performances and collaborations</li> <li>• Facilitate significant discipline related learning experiences outside the traditional learning environment such as visiting artist/scholars/tours/field trips/master classes that have regional, national or international impact and are prepared outside the normal teaching load</li> </ul> |
| <ul style="list-style-type: none"> <li>• Be present for their private students' recitals unless excused by the Department Chair. Faculty members will also make a reasonable effort to attend and observe their students in ensemble concerts</li> <li>• Participate regularly in the assessment of Upper Division Recital Programs</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• Provide the state and region with educational outreach as clinicians, guest lecturers or in other teaching, judging or consulting capacities</li> </ul>  | <ul style="list-style-type: none"> <li>• Receive and accept invitations to guest lecture/give clinics/master classes, or workshops at national or international venues</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Participate in the continuous review and assessment of students, faculty members, and departmental programs</li> </ul>   |  |

## Advising

Each faculty member who advises students is expected to have a deep interest in students' progress and welfare as outlined in CBA 6.200 and in the standards below.

**Table #2 - ADVISING STANDARDS**

| <b>ADVISING STANDARDS - All Normal Expectations</b>  |
|--|
| • Be knowledgeable of music degree and general education requirements  |
| • Advise students responsibly  |
| • Meet with advisees each semester to guide in selection of classes to meet degree requirements                          |
| • Maintain a file for each advisee which includes an updated curriculum sheet  |
| • File a copy of the curriculum sheet in the department office   |
| • Assist advisee in career guidance  |
| • Advise students with sensitivity to their special needs  |
| • Serve as mentor for other faculty advisers   |
| • Be available to students and colleagues for consultation, informed advice or collaborative projects regarding advising |
| • Write student recommendations when requested and appropriate   |

## RESEARCH AND CREATIVE ACTIVITY

Full-time faculty members in the Department of Music are expected to engage in a continuing program of research and/or creative activity (for scholars - a continuing program of publications in refereed journals). Quality is considered more important than quantity. Significant evidence of scholarly and/or artistic merit may be either a single work of considerable importance or a program of worthwhile research or creative activity. Research and creative activity standards have been divided into three tables: academic, applied and ensemble. Many faculty members are engaged in research/creative activity in more than one area. The faculty member is encouraged to thoroughly document the significance of each accomplishment to assist the FEC in making an accurate assessment of the importance of the contribution.

The significance of the work will be determined by taking into consideration:

- a. The prestige and visibility of the publication, recording, composition, presentation, or performance
- b. The forum (local, regional, national, international) of the publication, recording, presentation, or performance will be considered. Regional or national significance is not strictly defined by proximity to Missoula, but rather by the prominence of the activity within the area of expertise, the significance of the peer review, and the geographic range of participants
- c. The selection process for the publication, recording, presentation, or performance (peer review or invitation)
- d. Evidence of ongoing peer recognition as a performer or scholar, such as repeated invitations to perform or present, evidence of publication, or distribution of compositions/arrangements

**Table #3 - RESEARCH / CREATIVE ACTIVITY - ACADEMIC**

| <b>NORMAL</b>  | <b>ABOVE NORMAL/OUTSTANDING</b>   |
|--|---|
| <b>Faculty member meets the following applicable expectations:</b>   | <b>Meets expectations listed under Normal, plus significant activity in one or more of the following:</b>   |
| <ul style="list-style-type: none"> <li>• Produce scholarly manuscripts or compositions</li> <li>• Present research, compositions, performances, or lectures at concerts, conferences, or festivals, at the local or state level</li> </ul> | <ul style="list-style-type: none"> <li>• Present peer-reviewed or invited research, compositions, performances, or lectures at concerts, conferences, or festivals, at the regional, national, or international level</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Publish program notes, reviews, articles or papers in local or state publications</li> <li>• Create scores or recordings for distribution on local or state levels</li> </ul>                     | <ul style="list-style-type: none"> <li>• Publish peer-reviewed books, program notes, reviews, articles, and papers in regional, national, or international publications</li> <li>• Create peer-reviewed scores or recordings for distribution at the regional, national, or international levels</li> </ul> |
| <ul style="list-style-type: none"> <li>• Procure grants or commissions within the University</li> </ul>  | <ul style="list-style-type: none"> <li>• Procure grants or commissions from sources outside the University</li> <li>• Receive awards for compositions or publications</li> </ul>  |

**Table #4 - RESEARCH / CREATIVE ACTIVITY - APPLIED**

| <b>NORMAL</b>  | <b>ABOVE NORMAL/OUTSTANDING</b>  |
|--|--|
| <b>Faculty member meets the following applicable expectations:</b>   | <b>Meets expectations listed under Normal, plus significant activity in one or more of the following at the regional, national, or international levels:</b>   |
| <ul style="list-style-type: none"> <li>• Maintain and improve performance and creative skills through rehearsals, research, continuing education and performance in solo and/or collaborative presentations or lecture recitals</li> </ul> | <ul style="list-style-type: none"> <li>• Significant solo or collaborative performance</li> <li>• Significant solo role in opera/music theater productions or instrumental settings</li> <li>• Selection to become a member of a professional ensemble, orchestra or other performance medium</li> </ul> |
| <ul style="list-style-type: none"> <li>• Premier a new work locally</li> </ul>   | <ul style="list-style-type: none"> <li>• Premier a new work at the regional, national or international level</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Receive positive peer-evaluation of public performances and/or recordings by UM music colleagues and/or community musicians who attended the performance</li> </ul>                               | <ul style="list-style-type: none"> <li>• Receive positive peer evaluation of public performances and/or recordings through published reviews and/or letters of support by external colleagues</li> <li>• Commercially-produced recordings</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Receive and accept invitations to appear at local and state schools and/or music organizations as a guest artist</li> </ul>   | <ul style="list-style-type: none"> <li>• Receive and accept invitations to appear at regional, national or international music events as a guest artist</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Arrange, edit or transcribe works for on-campus and/or local performances</li> </ul>  | <ul style="list-style-type: none"> <li>• Arrange, edit or transcribe works for regional, national or international performances</li> </ul>   |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Publication of an article for in-state professional music journals</li> </ul> | <ul style="list-style-type: none"> <li>• Publication of an article or book that is a reviewed and juried selection in a leading professional journal in the candidate's field of specialization</li> <li>• Published reviews of books, recordings, compositions and arrangements</li> </ul>                                       |
| <ul style="list-style-type: none"> <li>• Apply and/or receive an award or grant from UM (internal)</li> </ul>          | <ul style="list-style-type: none"> <li>• Apply and receive an external award, grant or fellowship at the regional, national or international level</li> <li>• Selected as a finalist or winner of a regional, national or international performance competition</li> <li>• Recipient of a competitive University award</li> </ul> |

**Table #5 - RESEARCH/CREATIVE ACTIVITY – ENSEMBLES**

| <b>NORMAL</b>  | <b>ABOVE NORMAL/OUTSTANDING</b>  |
|--|--|
| <b>Faculty member meets the following applicable expectations:</b>   | <b>Meets expectations listed under Normal, plus significant activity in one or more of the following:</b>  |
| <ul style="list-style-type: none"> <li>• Present at least one on-campus scheduled concert per semester</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• Provide students with the opportunity to learn and perform standard and/or representative literature for their given ensemble</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• Provide students with the opportunity to experience new literature</li> <li>• Occasionally performing works or arrangements by UM faculty or student composers</li> </ul>   | <ul style="list-style-type: none"> <li>• Be actively involved with the commissioning/premiering new works</li> <li>• Compose and/or arrange new works that are performed by non-UM ensembles</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Provide active leadership throughout the state as a resource person in area of expertise (i.e. guest conducting, organizing festivals, presenting clinics, adjudicating, serving as guest clinician, etc.)</li> </ul> | <ul style="list-style-type: none"> <li>• Receive and accept invitations to guest conduct on the regional, national, or international level</li> <li>• Receive and accept invitations to present clinics on the regional, national, or international level</li> <li>• Receive and accept invitations to be an adjudicator/clinician at the regional, national or international levels</li> <li>• Create new festivals/programs or significantly enhance/expand currently existing festivals/programs</li> </ul> |
| <ul style="list-style-type: none"> <li>• Participate in outreach activities that will expand the positive reputation of the Department of Music (i.e. school visitations, recruiting activities, tours, etc.)</li> </ul>                                       | <ul style="list-style-type: none"> <li>• Receive and accept juried invitations to perform at regional, national or international conferences/events</li> </ul>   |

## **SERVICE**

All faculty members in the Department of Music will engage in service to their profession, their department and school, the university, the state and the region in a manner consistent with CBA 6.200 and the service standards outlined below. The burden of bringing forward evidence of service activities rests with the faculty member.

**Table #6 - SERVICE STANDARDS**

| <b>NORMAL - Faculty Members will:</b>   | <b>ABOVE NORMAL/OUTSTANDING</b>  |
|---|--|
|   | <b>Meets expectations listed under Normal, plus significant activity in one or more of the following:</b>  |
| <ul style="list-style-type: none"> <li>• Regularly attend scheduled department faculty meetings</li> <li>• Follow the policies outlined in the current department faculty handbook</li> </ul> |  |
| <ul style="list-style-type: none"> <li>• Serve and actively participate in a minimum of two department committees per year</li> </ul>   | <ul style="list-style-type: none"> <li>• Chair or give significant service on departmental, school, and/or university committees</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Serve on a University or campus-wide committee and/or perform other university service</li> </ul>  | <ul style="list-style-type: none"> <li>• Chair or give significant service on departmental, school, and/or university committees</li> <li>• Serve on committees in one's own discipline at the national or international level</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Participate in local and state adjudication and review at the K-12 and/or college levels</li> </ul>  | <ul style="list-style-type: none"> <li>• Provide editorial service to newsletters, journals and editorial review of books and music at a regional, national or international level</li> <li>• Provide peer review of abstracts at national or academic conferences or articles for publication in juried academic journals</li> <li>• Adjudicate at the regional, national or international level</li> </ul> |
| <ul style="list-style-type: none"> <li>• Represent the department in community and educational outreach</li> </ul>  | <ul style="list-style-type: none"> <li>• Serve in exemplary and innovative ways as a liaison to community, university, state, and regional institutions or constituencies</li> <li>• Serve as an external reviewer for faculty at other institutions</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Maintain memberships and participate in professional local, state, and national organizations appropriate to one's discipline</li> </ul>             | <ul style="list-style-type: none"> <li>• Hold one or more leadership positions in a regional, national or international professional organization appropriate to one's discipline</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Support colleagues and serve as example to students by regularly attending faculty recitals and department sponsored events</li> </ul>               | <ul style="list-style-type: none"> <li>• Serve in a leadership role for significant Department of Music events</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Participate in departmental and university assessment and accreditation activities</li> </ul>  | <ul style="list-style-type: none"> <li>• Organize academic and professional conferences on campus</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Participate in music festival preparations and activities</li> </ul>   | <ul style="list-style-type: none"> <li>• Provide leadership and organization for music festivals</li> </ul>  |

|  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Assist and advise colleagues in areas of personal expertise and actively mentor new faculty</li></ul>      |  |
| <ul style="list-style-type: none"><li>• Maintain current bio and photo on department website</li><li>• Maintain current curriculum vitae</li></ul> |  |



|    |   |       |      |     |   |      |     |      |   |      |    |
|----|---|-------|------|-----|---|------|-----|------|---|------|----|
| 7  | = | .583  | .467 | 6.5 | = | .325 | .26 | 16.5 | = | .825 | .6 |
|    |   |       |      | 7   | = | .35  | .28 | 17   | = | .85  | .6 |
| 8  | = | .67   | .53  | 7.5 | = | .375 | .3  | 17.5 | = | .875 | .7 |
|    |   |       |      | 8   | = | .4   | .32 | 18   | = | .9   | .7 |
| 9  | = | .75   | .6   | 8.5 | = | .425 | .34 | 18.5 | = | .925 | .7 |
|    |   |       |      | 9   | = | .45  | .36 | 19   | = | .95  | .7 |
| 10 | = | .833  | .667 | 9.5 | = | .475 | .38 | 19.5 | = | .975 | .7 |
|    |   |       |      | 10  | = | .5   | .4  | 20   | = | 1.0  | .8 |
| 11 | = | .9167 | .733 |     |   |      |     |      |   |      |    |
| 12 | = | 1.0   | .8   |     |   |      |     |      |   |      |    |

### Ensembles

| Contact Hour(s) |   | Large Ensemble Load | NT  | Small Ensemble Load | NT  |
|-----------------|---|---------------------|-----|---------------------|-----|
| 1               | = | .0625               | .05 | .05                 | .04 |
| 2               | = | .125                | .1  | .1                  | .08 |
| 3               | = | .1875               | .15 | .15                 | .12 |
| 4               | = | .25                 | .2  | .2                  | .16 |
| 5               | = | .3125               | .25 | .25                 | .2  |
| 6               | = | .375                | .3  | .3                  | .24 |
| 7               | = | .4375               | .35 | .35                 | .28 |
| 8               | = | .5                  | .4  | .4                  | .24 |
| 9               | = | .5625               | .45 | .45                 | .36 |
| 10              | = | .625                | .5  | .5                  | .4  |
| 11              | = | .6875               | .55 | .55                 | .44 |
| 12              | = | .75                 | .6  | .6                  | .48 |
| 13              | = | .8125               | .65 | .65                 | .52 |
| 14              | = | .875                | .7  | .7                  | .56 |
| 15              | = | .9375               | .75 | .75                 | .6  |
| 16              | = | 1.0                 | .8  | .8                  | .64 |
| 17              | = | -                   |     | .85                 | .68 |
| 18              | = | -                   |     | .9                  | .72 |
| 19              | = | -                   |     | .95                 | .76 |
| 20              | = | -                   |     | 1.0                 | .8  |

Notes:

1. Additional load credit is awarded for:
  - a. Academic advising of students 1 student = .005
  - b. Junior, Senior & Graduate Recital preparation 1 full recital = .05
  - c. Supervision of student teachers 1 student = .05
  - d. Chamber Music performance .1
  - e. Keyboard collaboration, recital preparation, etc.
  - f. Certain administrative or technical duties assigned by Dean and Chair
  
2. No load credit is awarded for:
  - a. Supervision of special projects
  - b. Faculty solo recitals
  - c. Research projects
  - d. Department/School/University committee membership
  
3. Consideration of additional load credit in variable amounts is given those providing instruction for the first time and those teaching large lecture classes.

## Appendix B

### External Review

The purpose of external peer evaluations is to provide an independent unbiased evaluation of the faculty member's scholarly/artistic accomplishment in their musical discipline. The faculty member is encouraged, additionally, to include support letters from colleagues and collaborators in their documentation.

The Faculty Evaluation Committee will solicit an external review of faculty members requesting tenure or promotion to the rank of Professor. The faculty member will submit only their materials in the area of Research/Creative Activity for external review. The following process will occur:

Between March 15 and April 15 of the spring semester before final submission of materials, the faculty member preparing for tenure or promotion to the rank of full professor will submit to the department chair a list of three to five names of tenured professors at other institutions or distinguished professional musicians who work in their discipline. The list may include reviewers familiar with the faculty member's work, but not former teachers or students of the faculty member, UM faculty, co-authors, and regular performance collaborators. The Department Chair, in consultation with the Faculty Executive Committee, will select one of the reviewers along with an academic/professional not listed by the faculty member. The faculty member will be informed of the names of both reviewers. The faculty member will prepare a packet for each reviewer, including a curriculum vitae, description of teaching load, and a representative sample of materials to be submitted supporting research and creative activity. The department will send the materials to the external reviewers with the following letter:

#### Template for External Reviewers

Date

Dear:

Thank you for your willingness to help us as a peer reviewer of the publication/performance/software/scores/etc. of the faculty member. Enclosed is scholarly/creative material, a description of the candidate's teaching load, and a curriculum vitae of the faculty member which will serve as the basis for your review. The faculty member has applied for tenure/promotion to the rank of Professor. In order that you understand your part in this process, I offer a brief explanation of our promotion procedure.

It is the responsibility of the candidate to assemble an Individual's Performance Record (IPR) which documents accomplishment in three basic areas: Teaching, Scholarly/Creative Activity, and Service. This IPR is the basis for an evaluation which is conducted by the Faculty Evaluation Committee, Department Chair, Dean of the School of Fine Arts, Provost, and Board of Regents. Your review is being solicited by the Faculty Evaluation Committee. The faculty member will read your evaluation and have the opportunity to provide a written response or clarification to the Faculty Evaluation Committee.

Your assessment should include:

- a. A statement describing your relationship to the faculty member

- b. An objective and specific evaluation of the book/articles/recordings/software/scores/etc. enclosed
- c. A written opinion of their quality
- d. A statement relating to the quality and quantity of the faculty member's scholarly/creative work, within the context of his/her teaching load

We request your response by September 1. In addition, we ask that you include a brief curriculum vitae with your written evaluation.

Once again, I thank you for your willingness to serve in this capacity.

Sincerely,

Name, Chair  
Department of Music

The Department Chair will forward the material to the chair of the Faculty Evaluation Committee. The Faculty Evaluation Committee Chair will submit the letters to the faculty member within five days of receipt. The faculty member shall have 10 days to prepare a written response. All materials will become part of the evaluation record as per CBA 10.230.

## APPENDIX C

### Procedures for Peer Evaluation of Teaching

Excellence in teaching is regarded as the prime requisite of any faculty member in the Department of Music. Peer Evaluation can provide useful and helpful feedback that will ultimately improve teaching. It is also an established method of providing evidence of teaching effectiveness. In addition, it can be utilized as an assessment tool for teaching for accreditation and review boards.

The Faculty Evaluation Committee (FEC) will solicit written peer evaluations for the faculty members due to submit IPRs for the following fall. Peer evaluations will take place in the spring unless a faculty member requests observation of a class that he/she only teaches in the previous fall semester. Faculty members not scheduled for evaluation may request and include peer evaluations of teaching to document teaching effectiveness at any time.

The schedule for Peer Evaluation of Teaching will take place in the following manner and will correspond to the Evaluation Schedule for Tenure and Tenure–Track Faculty as prescribed in section 10.340 of the CBA. Subsequent to the adoption of these Unit Standards, the Faculty Executive Committee will set up a schedule that divides the tenured associate and full professors by alphabet corresponding to the schedule in the CBA and providing a staggered schedule that will request peer evaluation as follows:

- a. Probationary faculty every year
- b. Tenured Associate Professors every four years
- c. Professors every six years

For faculty members for whom peer evaluations are required, the following procedures will be followed:

- a. The faculty member to be evaluated shall submit a list of at least three UM faculty members. The Department Chair in consultation with the Faculty Executive Committee shall assign two evaluators per designated faculty member. The list must be given to the Department Chair by February 15. The list should be limited to music faculty or faculty in a related discipline, e.g. education faculty for music education observation or art historian for music history observation. One evaluator must be a tenured faculty member. No faculty member should serve on more than three peer evaluations per evaluation cycle. The evaluators must review at least one course for the faculty member.
- b. The teacher under review and the evaluators shall meet before the scheduled observation time(s) to discuss the procedures to be followed and to apprise the evaluator of background information concerning the course as a whole, as well as the specific session to be observed. At that time the teacher will submit a syllabus to the evaluators for their perusal before the observation.
- c. Whereas the teacher shall be advised of the general evaluation procedures to be followed, the specific procedures are left to the discretion of the evaluators.
- d. The observation time(s) shall be mutually agreed upon by the evaluator(s) and the teacher.

- e. The evaluations shall be completed by April 15. After the evaluations have taken place, the evaluators shall submit a written evaluation to the Department Chair within ten working days. The Chair will then distribute copies to the FEC and to the teacher. Any written response to the evaluation shall be delivered to the Department Chair within ten working days of receipt of the written evaluation. The evaluation from the first review shall remain in the teacher's FEC report along with the response.
- f. Before instituting Peer Evaluation, the Faculty Executive Committee will develop a rubric based on the suggested guidelines below to assist the evaluators and establish a consistency of procedure for peer evaluation.

### **Suggested Guidelines for the Written Peer Evaluation of Teaching**

The evaluator's commentary may include the following points:

#### Classroom Teachers

- a. Organization of the course, including course objectives, syllabus, handouts (if any), exams, and evaluation procedures
- b. Evidence of relevant teacher expertise
- c. Clarity and relevance of goals for the class period observed; student achievement of those goals within the class period
- d. Organization of instruction and efficient use of time for the class period observed
- e. Interaction between students and teacher; effectiveness of teacher's communications; evidence of appropriate response to relevant student input offered during the class

#### Ensemble Teachers

- a. Evidence of the organization and the scope of the ensemble for that semester, including syllabus, handouts (if any), and evaluation procedures
- b. Evidence of relevant conductor expertise
- c. Clarity and relevance of goals for the rehearsal observed; student achievement of those goals and/or the amount of positive change that occurred during the rehearsal
- d. Organization of instruction and efficient use of time for the rehearsal observed
- e. Interaction between students and the ensemble director; effectiveness of the ensemble director's communications; evidence of appropriate response to relevant student input offered during the rehearsal

#### Studio Teachers

- a. Organization of the course, including course objectives, syllabus, handouts (if any), and evaluation procedures
- b. Evidence of relevant teacher expertise
- c. Clarity and relevance of goals for the class period observed; student achievement of those goals within the class period
- d. Organization of instruction and efficient use of time for the class period observed
- e. Interaction between students and teacher; effectiveness of teacher's communications; evidence of appropriate response to relevant student input offered during the lesson