

**Morehead State University
Caudill College of Humanities
Department of Music**

Faculty Evaluation Plan (FEP)

Effective: 1 January 2003

Approved by Dept. of Music Faculty: 1 November 2002

Revised: May, 2004

I. Introduction

- A. Philosophy: The Morehead State University Department of Music is dedicated to providing the highest quality instruction to its students. The quality of instruction is related to the quality of the instructor. Furthermore, high quality performance in the areas of teaching, professional achievement (creative/scholarly activity), and service can enhance the quality of the instructor. This plan of systematic review of all faculty in the Department of Music will help to ensure that its students will consistently receive the highest quality of instruction.

- B. Statement of Purpose: The purpose of this plan is to provide for the fair and equitable annual evaluation of all Department of Music faculty in order to ensure that the self-imposed standards in the areas of teaching, professional achievement (creative/scholarly activity), and service are being attained and maintained to their highest levels. This plan will be utilized in the following review activities: annual tenure review, annual reappointment review, tenure consideration, promotion consideration, and annual Performance-Based Salary Increase review. It is the intent of this plan to be consistent with all Morehead State University policies, and, specifically, the following: PAc-1, PAc-2, PAc-27, PAc-29, PAc-30, and PAc-34.

II. Tenure and Reappointment

- A. Departmental Goals and Objectives: “To define criteria, procedures, and conditions of the review of Department of Music faculty for the awarding of tenure.” (PAc-27)

- B. Probationary/Tenure Review Procedures (see PAc-27)
 - 1. The Department Committee, in accordance with PAc-27, will consist of the entire tenured faculty within the Department of Music. The committee and the candidate to be reviewed will follow the procedures as stated in PAc-27. The timeline is stated in the *Personnel Action Calendar Summary* provided each academic year by the Office of the Provost.

2. The Department of Music Chair will follow the procedures as stated in PAc-27. The timeline is stated in the *Personnel Action Calendar Summary* provided each academic year by the Office of the Provost.
3. Role of the Faculty Mentor
 - a. Faculty Mentor assigned for each tenure-track faculty member for the duration of the 6-year pre-tenure period. Instructors (non-tenure track) would have a faculty mentor for one academic year.
 - b. Guide for Teaching
 - (1) Periodic observation of teaching
 - (2) Orientation on syllabi, grading, juries, course evaluations, etc.
 - c. Guide for Advising
 - (1) Orientation on catalog and degree requirements
 - (2) Orientation on online advising tools
 - (3) Orientation on university resources for students including counseling services, student medical services, financial aid
 - d. Guide for Professional Achievement (Creative/Scholarly Activity)
 - e. Guide for Service
 - (1) Orientation on service opportunities: committees, recruiting
 - (2) Advocate for junior faculty member's appointments on department, college and university committees
 - f. Guide for FEP/PBSI
 - (1) Overview of the FEP/PBSI process and documents
 - (2) Pre-examination of the junior faculty member's portfolio
 - (3) Analysis of the feedback letters from the Department Chair, College Dean, and Provost

C. Expectations

1. Teaching

- a. All faculty members are expected to:
 - (1) Distribute a syllabus, which includes all information that current University and Department policies require, during the first week of each course with a copy submitted to the Department of Music files. Syllabi must include a statement allowing students during the first two weeks of classes to notify the instructor of any disabilities that might affect learning (Americans with Disabilities Act).
 - (2) Teach all classes/lessons/ensembles as assigned by the Department Chair, meet them as scheduled in the *Schedule of Classes*, and begin and end them on time within the requirements of the appropriate teaching workload as described in PAc-29.
 - (3) Adhere to the University Final Examination Schedule (PAc-29).
 - (4) Communicate expectations clearly.
 - (5) Treat students with fairness and respect.
 - (6) Provide for a substitute teacher, make-up lessons, and/or alternative assignment when professional activities necessitate

- the faculty member's absence. This absence must be approved by the Department Chair (see PAC-29).
- (7) Post and honor "office hours." (PAC-29)
 - (8) Attend Fall and Spring Commencements unless excused by the Chair. (PAC-29)
 - (9) Submit all midterm and final grades as required by the University.
 - (10) Submit a copy of all final exams, if applicable, to the Department Office.
 - (11) Follow departmental policies regarding teaching evaluations (2 of the appropriate University-wide evaluations per academic year for tenured faculty, 2 of the appropriate University-wide evaluations per semester for non-tenured faculty AND the appropriate Department of Music instructor evaluation forms for ALL classes/ensembles taught).
 - (12) Make every effort to demonstrate professionalism and support in interaction with faculty and staff.
 - (13) If applicable, make every attempt to meet with official advisees on a regular basis and make every attempt to be an effective academic advisor.
 - (14) Follow all Departmental and University policies.
- b. In addition to above (C., 1., a.), apply the criteria below that best pertain to each individual faculty member's area(s) of expertise:
- (1) Classroom. Each faculty member is expected to:
 - (a) Conduct class in an organized, efficient, and professional manner.
 - (b) Grade and return assignments and examinations in a timely manner.
 - (c) Stay current within his or her discipline.
 - (d) Integrate, if possible, current trends, issues, and research regarding the discipline into the content of courses.
 - (2) Music Education. Each faculty member is expected to:
 - (a) Stay informed of local, state, and national issues relating to music education, and to disseminate this information to faculty and students.
 - (b) Integrate, if possible, current trends, issues, and research into the content of music education courses.
 - (c) Conduct class in an organized, efficient, and professional manner.
 - (d) Grade and return assignments and examinations in a timely manner.
 - (3) Applied Music. Each faculty member is expected to:
 - (a) Make every effort to ensure that each student receives the opportunity to have fourteen lessons per semester.
 - (b) Conduct the lesson in an organized, efficient, and professional manner.

- (c) Make every effort to keep students informed about their progress and academic standing in the course.
 - (d) Participate in the final examination process (juries).
 - (e) Stay current within his or her discipline.
 - (f) Integrate, if possible, current trends, issues, and research regarding the discipline into the content of courses.
- (4) Ensembles. Each faculty member is expected to:
- (a) Demonstrate effective rehearsal technique and conduct all rehearsals in an organized, efficient, and professional manner.
 - (b) Stay current within his or her discipline.
 - (c) Integrate, if possible, current trends, issues, and research regarding the discipline into the content of courses.
 - (d) Present one formal on-campus concert per semester per ensemble.
- c. All faculty members are encouraged to participate in teaching activities beyond the “expected” level of performance. The following activities (but not limited to), provided that they are not “expected” requirements in his/her specialty area, are suggestions to be considered “meritorious” and are suggestions to strengthen the portfolio.
- (1) Participate in the public schools.
 - (2) Pursue the scholarship of teaching and learning.
 - (3) Become involved in the integration of technology into the classroom.
 - (4) Become involved in distance learning.
 - (5) Take part in interdisciplinary collaboration.
 - (6) Ask the Department Chair and/or a colleague(s) to observe teaching and provide written input as to strengths and suggestions for improvement.
 - (7) Serve on graduate oral exam committees.
 - (8) Create new courses, significantly revise existing courses, develop curricular changes, etc.
 - (9) Show evidence of student participation in solo competitions, professional workshops.
 - (10) Show evidence of additional student performances (i.e. extra ensemble performances, extra solo performances, etc.).
 - (11) Receive a teaching-related grant.
 - (12) Receive a significant teaching award
 - (13) Present an instrument demonstration or other skills demonstration in a class taught by another faculty member.
 - (14) Also see Section 2 in Appendix A “Format for Curriculum Vitae” for additional suggestions of activities.
2. Professional Achievement (Creative/Scholarly Activity)
Creative activity and scholarly research by faculty enhance the understanding of the subjects within the faculty member’s discipline. Each faculty member will be expected to meet the criteria for his or her

primary discipline. Additional achievements in other areas of discipline will be considered as above and beyond expected performance (i.e. a faculty member who is primarily a private applied teacher would not be expected to compose, however, any compositions by said teacher could be used to strengthen the portfolio. Each faculty member should select one of the following sets of criteria based upon their primary discipline:

- a. Applied Music. Each faculty member is expected to:
 - (1) Serve as a role model for his or her applied studio by performing each academic year in one of the following capacities:
 - (a) One solo recital on campus, or one equivalent creative project or production.
 - (b) Two formal recitals on campus as a member of a chamber ensemble.
 - (2) Stay informed of new works, new editions, available literature, and materials pertaining to the faculty member's performing medium.
- b. Ensemble Conducting. Each faculty member is expected to:
 - (1) Serve as a role model by conducting each academic year in one of the following capacities:
 - (a) One formal concert *off campus*.
 - (b) Serve as a consultant or adjudicator for an *off campus* musical organization.
- c. Music Education. Each faculty member is expected to:
 - (1) Maintain an active research agenda as evidenced by researching a topic of interest. This research may be presented at professional meetings or submitted for publication in a scholarly/refereed journal.
 - (2) Attend one state or national music education conference per academic year.
- d. Theory/Composition. Each faculty member is expected to:
 - (1) Serve as a role model each academic year in one of the following capacities:
 - (a) Compose a new work each academic year, and program public performances of compositions/arrangements.
 - (b) Research a topic of interest and to either present a paper at a professional meeting, or submit it for publication in a scholarly journal.
- e. All faculty members are encouraged to participate in Creative/Scholarly activities beyond the "expected" level of performance. The following activities, provided that they are not "expected" requirements in his/her specialty area, are to be considered meritorious and are suggestions to (but not limited to) strengthen the portfolio.
 - (1) Participate in off-campus, professional level performances or productions.
 - (2) Successfully receive a grant for research/creative activity

- (3) Receive an award of high distinction by a professional organization or a university.
- (4) See also Section 3 in Appendix A “Format for Curriculum Vitae” for additional suggestions of activities.

3. Service

- a. All faculty members are expected to:
 - (1) Attend all departmental faculty meetings.
 - (2) Participate in committee assignments at the departmental, college, and/or university levels that do not exceed an average of one hour per week throughout the semester.
 - (3) During each academic year, identify and collect names of potential music majors by maintaining contacts with high school music educators and others who can assist the Department of Music in identifying potential music majors and providing this information to the music office, the appropriate applied teacher, and the appropriate ensemble director(s).
- b. All faculty members are encouraged to participate in Service activities beyond the “expected” level of performance. The following activities, provided that they are not “expected” requirements in his/her specialty area, are to be considered meritorious and are suggestions to (but not limited to) strengthen the portfolio.
 - (1) Receive an award for outstanding service.
 - (2) Consult in a field related to the faculty member’s academic specialization.
 - (3) Receive a service-related grant.
 - (4) Assign players and equipment for MSU Ensemble performances.
 - (5) “Meet MSU Nights” or similar events.
 - (6) Maintain equipment.
 - (7) Conduct off-campus master classes /clinics.
 - (8) Appear as a soloist/conductor with a middle school/high school ensemble.
 - (9) Participation in Faculty Ensembles.
 - (10) Faculty/Student tour/trip planning.
 - (11) Teach private lessons to high school music students.
 - (12) Arrange for MSU students to teach private lessons to non-University students.
 - (13) Cultivate relationships with instrument manufacturers, retailers, and publishers that provide support to Department programs.
 - (14) See also Section 4 in Appendix A “Format for Curriculum Vitae” for additional suggestions of activities.

D. Annual Review (Reappointment) of Instructors (Full-time, Fixed- term)

- 1. See above section “1. Teaching” under section II., C.
- 2. Instructors are required to attend all departmental faculty meetings.
- 3. Review Procedure (The timeline is stated in the *Personnel Action*

Calendar provided by the Office of the Provost)

- a. Review Portfolio (see below section IV., D.)
- b. Curriculum vitae portion of review portfolio must address “Teaching”. If an Instructor might wish to apply to have up to three years of service counted for tenure consideration (PAC-34), the Instructor should include supporting documents that address their activities. See PAC-27 and PAC-34.

E. Annual Review (Reappointment) of Lecturers (Part-time, Adjunct)

1. See above section “1. Teaching” under section II., C.
2. Review Procedure: The timeline is stated in the *Personnel Action Calendar* provided by the Office of the Provost. See also PAC-34.
 - a. Lecturers may periodically be asked to submit a review portfolio or they may elect to submit one on their own.
 - b. Lecturers shall periodically be reviewed through observation of teaching by the Department of Music Chair and one (1) faculty member of the Lecturer’s choosing. The selected faculty reviewer should, if possible, be from an area related to the Lecturer’s teaching duties.

III. Promotion

- A. Departmental Goals and Objectives: “To define criteria, procedures, and conditions for granting promotion from Associate Professor to Professor, and in some cases, for granting promotion from Assistant Professor to Associate Professor.” (PAC-2)

Promotion evaluations will be consistent with PAC-2 that specifically notes “*Performance-based salary increase (PBSI) and promotion evaluations are separate processes, and consequently, meeting or exceeding PBSI criteria does not automatically ensure a favorable promotion decision. PBSI evaluations are based on annual performance whereas promotion evaluations are based on cumulative performance. As the University strives to recruit and maintain an outstanding faculty, meeting the minimal expectations of performance will not be sufficient for promotion to professor.*”

The evaluation criteria which are approved by the faculty in the Department of Music FEP will be used to evaluate faculty within the areas of teaching, professional achievement, and service toward meeting the requirements for promotion to full professor. Any additional criteria which are specifically applicable for promotion from associate to full professor shall be approved by the faculty and stated in the Department of Music FEP.

B. Promotion Review Procedures

1. The Department Committee, in accordance with PAC-2, will consist of the entire tenured faculty within the Department of Music. The committee

- and the candidate to be reviewed will follow the procedures as stated in PAC-2. The timeline is stated in the *Personnel Action Calendar Summary* provided each academic year by the Office of the Provost.
2. The Department of Music Chair will follow the procedures as stated in PAC-2. The timeline is stated in the *Personnel Action Calendar Summary* provided each academic year by the Office of the Provost.
- C. Expectations for Promotion to Associate Professor from Assistant Professor (see PAC-27 and, if applicable, PAC-1 and PAC-2). Concurrent with tenure review. Same criteria for tenure (see above Section II., C.).
 - D. Expectations for Promotion to Associate Professor from Tenured Assistant Professor (see PAC-27 and, if applicable, PAC-1 and PAC-2). In those cases in which tenure and promotion to associate professor do not occur concurrently, the standards for promotion to associate professor are the same as those for tenure (see above Section II., C.).
 - E. Expectations for Promotion to Professor from Associate (in addition to above Section II., C. and beyond the criteria for tenure as well as PAC-27 and, if applicable, PAC-1 and PAC-2).

According to PAC-1, promotion to full professor “*should be reserved for persons of proven stature in their fields*” (and not simply length of service). Candidates who have met the standards for promotion to Full Professor, stated in the Department of Music FEP and consistent with PAC-1, have met this requirement. Candidates who have met the standards for promotion to Associate Professor stated in the Department of Music FEP and consistent with applicable PAC’s, have met this requirement.

The faculty member must maintain performance at a level consistent with PAC-2 that at least meets the described standards in the areas of teaching, professional achievement productions, and service. The performance assessment will be based on the faculty member’s cumulative academic career with emphasis on recent performance (i.e. evidence of sustained results).

1. Teaching

“Teaching excellence as recognized by colleagues, department chairs, and deans and as assessed by students. Other evidence may include, but not be limited to, the following: student contact activities (advisement, supervision of internships and theses); development of new courses, programs, or innovative instructional techniques; teaching awards and honors.” (PAC-2) “The terminal degree in the teaching field is required.” (PAC-1) Exception to the requirement of terminal degree must be stated in writing by the Provost or on the faculty member’s employment contract (as recommended by the search committee and Department of Music Chair) when the faculty member is hired.

2. Professional Achievement (Creative/Scholarly Activity)
 “Documentation of professional achievement may include but not be limited to, the following: research, scholarly, or creative achievements; leadership roles in professional organizations; participation in professional meetings, seminars, and workshops; additional graduate study in the teaching field beyond the minimum required for meeting standards for promotion to professor or contract stipulations; work experience and/or consulting.” (PAC-2)
3. Service
 “Service is recognized, evaluated, and expected of faculty desiring promotion to professor. Service may include, but not be limited to, the following: active participation on University, college, department, and/or Faculty Senate ad hoc and standing committees; service as an official representative of the University; sponsorship of approved co-curricular activities; coordination of and participation in University workshops, conferences, clinics, in-service presentations, and special events; development of proposals; development of functioning relationships with professional groups, in business, industry, trade education, government, and public schools; performance of public service within the faculty’s field of expertise.” (PAC-2)

IV. Performance-Based Salary Increases (PBSI)

- A. Departmental Goals and Objectives: “To establish a provision for and authorize the development and implementation of a performance-based compensation plan to acknowledge meritorious faculty performance.” (PAC 30)
- B. Guidelines for PBSI Review (see PBSI Procedure from the Office of the Provost and PAC-30).
- C. Expectations (select most appropriate category below)
 N.B.: The Department Chair and College Dean shall understand that extenuating circumstances do occasionally occur. The Chair and Dean should realize that there may be instances in which a faculty member might not demonstrate performance that strictly adheres to the evaluation criteria, yet still can provide evidence of “expected” and/or “higher than expected” levels of performance in any or all of the three areas of teaching, professional achievement, and service.
 1. Lecturers
 - a. See above section II., C., 1. Teaching.
 2. Instructors
 - a. See above section II., C., 1. Teaching.
 - b. Instructors are required to attend all departmental faculty meetings
 3. Assistant and Associate Professors
 - a. See entire above section II., C.

4. Professors
 - a. See entire above section II., C.
 - b. See entire above section III., E.
5. Any faculty member with a partial calendar year of employment in the MSU Department of Music
 - a. First-year faculty members are not required to serve on committees.
 - b. Faculty members with a partial calendar year of employment are to be evaluated with the criteria appropriate to their rank (see Section IV., C., items 1-4).
 - c. The Department Chair and College Dean shall realize that faculty members with a partial calendar year of employment should not be expected to have the quantity of activities in their curriculum vitae during the calendar year of partial service. The evaluation criteria shall be fairly applied given the faculty member is only able to give documentation for one semester of activities.
 - d. The Department Chair and College Dean shall realize that it is possible for faculty members with a partial calendar year of employment to have their performance rated as EXPECTED or HIGHER THAN EXPECTED.
6. The acceptance of administratively assigned teaching overload (PAC-29) shall be evaluated at the HIGHER THAN EXPECTED level in Teaching.

D. Review and Appeal Process

1. Assessment Portfolio (three page maximum self-assessment in narration format, curriculum vitae, and supporting documents, if necessary): each faculty member submits portfolio which “makes a case” for his or her performance in teaching, professional achievement (creative/scholarly activity), and service. In the narrative self-assessment, each faculty member will rate his/her job performance as BELOW EXPECTED, EXPECTED, or HIGHER THAN EXPECTED in each of the three areas.
2. The Department of Music Chair reviews the faculty member’s portfolio and may observe his or her teaching.
3. The Department Chair and the faculty member meet to do one of the following:
 - a. Agree upon the final assessment.
 - b. Agree to disagree with the final assessment, but not to seek an appeal.
 - c. Disagree with the final assessment and make an appeal to the “Committee on Evaluation” (comprised of all full-time tenured music faculty). The appeal shall be conducted as follows:
 - (1) The faculty member sends an appeal letter to the Committee on Evaluation, explaining the disagreement with the Department Chair and including documentation to support the faculty member’s self evaluation.
 - (2) The Committee notifies the Department Chair that an appeal has been initiated.

- (3) The Department Chair sends a written defense of his or her evaluation of the faculty member to the Committee on Evaluation.
 - (4) After reviewing the appeal letter and supporting documents as well as the Department Chair's defense, the Committee on Evaluation may request to meet with the Department Chair and the faculty member.
 - (5) The Committee on Evaluation votes on the faculty member's evaluation. A majority vote of the Committee shall be decisive and the vote shall be by secret ballot. The Committee's recommendation shall be sent to both the Department Chair and the faculty member appealing the evaluation with the suggestion that both parties meet again to attempt to resolve the disputed evaluation, based upon the Committee's recommendation.
 - (6) If there is still disagreement after the second meeting by the Department Chair and the faculty member, the faculty member may appeal to the Dean of the Caudill of Humanities. At this time, the faculty member's self evaluation portfolio, the Department Chair's evaluation, and the Committee on Evaluation's recommendation will be forwarded (by the Department Chair) to the Dean.
4. All faculty will receive written documentation from the Department Chair regarding the results of their evaluation.
 5. Any faculty member who, in agreement with the Department Chair, feels that they meet the criteria for the College Level 4th Merit Share (see Appendix B), will have his/her portfolio submitted to the Dean of the Caudill College of Humanities. Criteria for the College Level 4th Merit Share will be provided by the Dean of the Caudill College of Humanities. All applicants for the College Level 4th Merit Share will receive written documentation from the College Dean regarding the results of their evaluation.
 6. The final results of all faculty evaluations will be forwarded to the Caudill College of Humanities Dean and the MSU Provost.
- E. Distribution of Department Level Merit Shares: The performance level of the faculty members in the Department of Music are rated as **BELOW EXPECTED**, **EXPECTED**, or **HIGHER THAN EXPECTED** with regard to their level of performance in the three areas of Teaching, Professional Achievement (Creative/Scholarly Activity), and Service.

The Department of Music can allot up to three shares per faculty member. The three (3) shares include one (1) share for Across-the-Board (ATB) and two (2) additional shares. Therefore:

1. Faculty members who are rated **BELOW EXPECTED** in any area will receive no shares.
2. Faculty members who are rated **EXPECTED** in all three areas will receive the one (1) ATB share.

3. Faculty members who are rated HIGHER THAN EXPECTED in any one of the areas will receive two (2) shares (the one ATB share plus one additional share).
4. Faculty members who are rated HIGHER THAN EXPECTED in any two areas will receive three (3) shares (the one (1) ATB share plus two (2) additional shares).
5. Any faculty member who is rated HIGHER THAN EXPECTED in all three areas can seek nomination for the College Level 4th Merit Share (see above section IV., D., 5).
6. Distribution of shares for Instructors: To be determined.

F. College-level Merit Recommendations: See above section IV., D., 5.

V. Appendices

A. Format for Curriculum Vitae

B. Caudill College of Humanities Faculty PBSI 4th Merit Share Guidelines