Director, School of Music
Tenure & Promotion Guidelines

Administration   60 Points (60% of Evaluation)
Teaching     25 Points (25% of Evaluation)
Scholarly/Creative Activity  10 Points (10% of Evaluation)
Service      5 Points (5% of Evaluation)

Score of 80 or Higher Required for Tenure
Score of 80 or Higher Required for Promotion to Associate Professor
Score of 85 or Higher Required for Promotion to Full Professor

Administrative Role – 60 Points (60% of Evaluation)
Refer to Faculty Handbook for Roles and Responsibilities of the Department
Chair/School Director

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(48 points is the minimum requirement to pass this section, but the grand total of ALL sections must equal 80 points for tenure or promotion to Associate Professor. For promotion to Full Professor, a grand total of 85 points is required with no score below good on any component of teaching, scholarly and service).

Teaching Evaluation – 25 Points (25% of Evaluation)

Required Components and Points:
Teaching Delivery  15 Points
Teaching Content Expertise  7.5 Points
Course Management  2.5 Points

1. Course Content and Delivery:

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2. Content Expertise:

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3. Course Management:

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(16 points is the minimum requirement to pass this section, but the grand total of ALL sections must equal 80 points for tenure or promotion to Associate Professor or 85 points for promotion to Full Professor, with no score below good on any component of teaching.)

Optional Components and Points:

1. Program Development
2. Development of Distance Learning
3. Conduct Student Travel Programs
4. Unpaid Teaching Overloads

Additional points can be awarded for optional components up to a maximum of 5 points, for a maximum of 50 points in the teaching area.

Evidence:

Teaching Delivery - Required
- Narrative describing teaching philosophy, methodology and effectiveness
- Narrative describing how principles of transformative learning are incorporated in course delivery, including such principles as how teaching places students at center of their own active and reflective learning experience and how students are engaged in research, scholarly, or creative activity
- Teaching reviews by Departmental Chairs/School Director and by Dean
- Consistent pattern of student evaluations
- Assessment of consistent quality of student performance

Teaching Delivery - Supplemental
- Narrative describing innovative teaching techniques
- Student Awards
- Evidence of alumni success
- Faculty Teaching Awards
- Other evidence as defined by Department/School
Teaching Content Expertise - Required

- Narrative describing ongoing growth and professional development as it impacts teaching
- Narrative describing course development (course revision and updating, curriculum development, syllabus development, new course development)
- Narrative describing how principles of transformative learning are incorporated in course contents, including such areas as leadership, service learning and civic engagement, global and cultural competency, and health and wellness

Teaching Content Expertise - Supplemental

- Documentation of advanced study and/or course work
- Documentation of professional experiences which enhance teaching

Course Management - Required

- Documentation of syllabi in accordance with University and College policy
- Reviews by School Director and by Dean regarding timely distribution of syllabi, posting and maintaining office hours, maintenance of class records according to University policy, and timely and correct completion of University, College and School of Music forms: grading, enrollment evaluations, required personnel forms.
- Narrative describing timely distribution of syllabi, posting and maintaining office hours, maintenance of class records according to University policy, and timely and correct completion of University, College and School of Music forms: grading, enrollment evaluations, required personnel forms.

Optional Components

- Documentation of activities

Creative/Scholarly Activity Evaluation – 10 Points (10% of Evaluation)

Candidates should describe and document activities from the lists below which establish them as active members of the music profession. Candidates may choose to be evaluated for creative activity, for scholarly activity, or for a combination of the two.

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(8 points is the minimum requirement to pass this section, but the grand total of ALL sections must equal 80 points for tenure or promotion to Associate Professor or 85 points for promotion to Full Professor, with no score below good in scholarly/creative activity.)

Creative Activities

- Significant performance experience which can include, but is not limited to, recording projects, performances as soloist with orchestras or choirs, solo recitals, chamber music performances, collaborative work as an accompanist, performances as a conductor, roles in opera or music theatre productions, and/or performances as a member of a
professional orchestra or choral ensemble. Special note should be made of performances resulting from competition or which imply a special honor.

- Performances or master classes at state, regional, national, and/or international meetings or workshops
- Compositional activity that results in public performance of works. Special note should be made of works submitted for publication, written on commission, or which imply a special honor.
- Creation of libretti or text for operas, musicals, or other musical compositions
- Production/direction of major musical events at the local, regional, national or international level
- Evidence of new approaches and innovative techniques in presenting standard and/or traditional music works
- Other creative activities as defined by the School of Music

**Scholarly Activities**

- Research resulting in new performances of productions of musical works
- Presentation or publication of research in the development of new or improved pedagogical methods
- Research resulting in the publication of books and/or articles
- Research resulting in the publication of new performance or scholarly editions of musical works
- Research grants for professional development
- Translation of foreign language materials for research or performance purposes
- Presentations at state, regional, national and/or international meetings
- Other scholarly activities as defined by the School of Music

**Evidence:**

**Required**

- Narrative describing creative and/or scholarly activities
- Documentation of activities, such as concert programs, meeting or workshop programs, reviews, recordings, documentation of publications, etc.

**Supplemental**

- Documentation of awards and other professional recognition

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**Service Evaluation - 5 Points (5% of Evaluation)**

**Required Components and Points:**

1. Service to School of Music, College and University 2.5 points
2. Service to the Profession and Community 2.5 points
1. Service to Department, College, and University:

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2. Service to Community and/or Profession:

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(3 points is the minimum requirement to pass this section for tenure or promotion to Associate Professor, but the grand total of ALL sections must equal 80 points with no score below average in service.  4 points is the minimum requirement to pass this section promotion to Full Professor, but the grand total of ALL sections must equal 80 points with no score below good in service. )

**Optional Components and Points:**
Additional points can be awarded for optional components up to a maximum of 2 points, for a maximum of 20 points in the service area.

**Service to School of Music, College and University**

**Required:**
- Attendance and participation at all required School of Music, College and University meetings and functions
- Service on School of Music committees and taskforces as assigned by the Director
- Service on College and University committees and taskforces as elected or assigned by the College

**Optional:**
- Service as committee/taskforce chair
- Participation in student recruitment
- Participation in student advisement
- Participation in fundraising and gift giving activities
- Service as a faculty mentor
- Service as a faculty advisor for student organizations
- Other activities as defined by the School of Music and College

**Evidence:**
- Narrative describing activities and accomplishments
- Reviews by School of Music Director and by Dean
- Other documentation of activities
Service to Profession and Community

Examples of Activities

- Active participation in professional or civic organizations
- Leadership positions and/or committee assignments in professional or civic organizations
- Editorial service for journals and other publications
- Service on national and/or regional boards with research, scholarly or creative functions
- Service on accreditation bodies
- Service on governing boards and taskforces
- Organization and/or participation in meetings and workshops sponsored by professional organizations
- Presentation of off-campus seminars
- Service on community, state or national arts agencies/organizations and other boards and/or councils
- Consulting work
- Public speaking
- Adjudication of music activities
- Other community or professional involvement as defined by the Department/School and College

Evidence:

- Narrative describing activities and accomplishments
- Documentation of activities