

MUSIC R/T/P Departmental Criteria for Personnel Actions

I. Faculty Retention Years 1-3

A. Effectiveness in Academic Assignment

Teaching effectiveness (APSU Policy 5:060.IV.A.1.)

- a. Student evaluations of instruction: Student evaluations are considered as one indicator of teaching effectiveness. The annual average of the global index scores should be 4.0 or above as measured by the instrument and administration in use in 2015/2016.

In the field of music, teaching effectiveness can also be indicated by student progress and achievement. Such indicators could include (but are not limited to) the following:

1. Successful student progression through barrier exams and recital hearings, and oral exams.
2. Success in performance competitions.
3. Student acceptance into master's/doctoral programs.
4. Successful job placement.

Faculty may wish to include this kind of student success data as evidence of teaching effectiveness.

- b. Peer reviews of instruction: Faculty should solicit and receive reviews by colleagues for the purposes of evaluation and continued teacher development. At least two per dossier submission, addressing content, clarity, organization, rapport, presentation, and anything the observer deems noteworthy. Peer reviews for faculty undergoing personnel reviews should be written by regular full-time music faculty at Austin Peay. (On occasion it may be appropriate for faculty from other departments to write a peer review).
- c. Direction of undergraduate and graduate research, if applicable: This includes direction of student concert performances and recitals as well as academic research.
- d. Course and curricular development or improvements: May include adoption of new texts, inclusion of technology in course development, online course preparation, new pedagogical concepts, or similar improvements.
- e. Student advisement: During the first year of employment, professors are not required to participate in student advising. During the second year and following, faculty are expected to advise students in the general core curriculum and the latest requirements for majors. Faculty are encouraged to use the resources provided, for

example the *Academic Advising Handbook* (found at <http://www.apsu.edu/ctl>) and the four-year plans and degree checklists found on the Music Department's advising web page (see <http://www.apsu.edu/music/advising-majors>). An advising syllabus (if used) and other materials typically used for student advising should be included in the dossier.

2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)

Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given will be documented. This can also include administrative or supervisory duties for which no reassigned time is officially given.

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

*In music there exist two distinct, but not mutually exclusive, areas requiring different approaches to the evaluation of research and creativity. In the first broad category, **Music Education, Music History/Literature, and Music Theory** focus primarily on research, publication, papers, participation on panels, grant writing, interdisciplinary teaching, and advanced study.*

*The second category includes **Performance, Composition, Studio teaching, Conducting, and Accompanying**. In these areas, empirical research and scholarly publications may not be the preferred or feasible way to contribute to the discipline and the criteria vary. Faculty should participate in the activities that are pertinent to their individual areas of expertise with suggestions listed below.*

Faculty should contribute a minimum of two activities each academic year from the list of scholarly/creative activities below. These activities should be of appropriate significance and demonstrated quality. It is assumed that as faculty members progress through their academic careers, they will expand the scope of their research/scholarship/creative activities. Faculty should clarify the significance of an activity or accomplishment when it is not immediately obvious.

1. Publications

- a. Refereed items, including articles, essays, book chapters, and books
- b. Non-refereed and/or commissioned (prose) works
- c. Musical works and arrangements
- d. Textbooks and methods

2. Papers Presented

- a. Delivering a paper or participating on a panel at a national or regional conference.
- b. Guest lecturer or visiting speaker at another institution.

- c. Submission of abstracts for presentations
3. Performances or Exhibitions
 - a. As soloist, accompanist, or ensemble conductor/director
 - b. In ensembles
 - c. Of music composed by faculty member
 - d. Recordings (audio and/or video and/or DVD)
 - i. As soloist, accompanist, or ensemble conductor/director
 - ii. In ensembles
 - iii. Of music composed by faculty member
 - e. Staging and direction of performances on and off-campus
 4. Research or Creative Arts in Progress
 - a. Articles, web site and other writings in progress
 - b. Music being composed and/or arranged
 5. Other Items
 - a. Awards, honors, or prizes earned for research or performance
 - b. Grants applied for and/or received
 - c. Teaching/participation in interdisciplinary programs
 - d. Proposals created (funded, unfunded, and pending) for grants and other projects

C. Professional Contributions and Activities (APSU Policy

5:060.IV.C)

Among other professional contributions and activities, recruiting is an essential responsibility of all faculty within the music department. Those responsibilities differ depending on the area and concentration. Applied faculty are expected to build and maintain their studios. Directors of required ensembles are expected to support and facilitate the department-wide recruiting process. Academic faculty are expected to support student recruitment and retention by performing related duties assigned by the Chair.

1. Service to Campus
 - a. Committee work or other administrative service
 - b. Service on Faculty Senate, special task forces and/or ad hoc committees
 - c. Other participation or leadership and policy-making processes
 - d. Advisor to student organizations
 - e. Other campus service
2. Service to One's Discipline
 - a. Memberships and leadership in professional organizations

- b. Professional service as session chair, discussant, paper reviewer, other.
- c. Adjudicator for music festivals, music contests, solo and ensemble workshops and contests, all-state acceptance and placement, etc.

3. Service to the Community

- a. Discipline-related presentations to community groups
- b. Discipline-related advice and consultations to community groups
- c. Other discipline-related service to the local community or larger society

II. Faculty Retention Years 4-5 unless being reviewed for tenure

A. Effectiveness in Academic Assignment

See above in years 1-3.

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

See above in years 1-3.

As faculty members progress through their academic careers, they should expand the scope of their research/scholarship/creative activities to include several peer-reviewed activities or activities of comparable significance and merit, such as articles accepted for a peer-reviewed journal; performances, presentations or compositions selected by a jury; invited performances at a significant venue and/or documentation of works of critical acclaim.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

See above in years 1-3.

III. Tenure

A. Effectiveness in Academic Assignment

See above in years 1-3.

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

Faculty applying for tenure or promotion should have a minimum cumulative contribution of 12 activities from any three of the five categories of scholarly/creative activities listed, including several significant, peer-reviewed activities or activities of comparable merit, such as articles accepted for peer-reviewed journals; performances, presentations or compositions selected by jury; invited performances at significant venues and/or documentation of works of critical acclaim.

It is assumed that as faculty members progress through their academic careers, they will continue to expand the scope of their research/scholarship/creative activities.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

See above in years 1-3.

IV. Promotion to Assistant Professor

N/A Tenure track faculty in the Department of Music are hired at the rank of Assistant Professor (or higher).

V. Promotion to Associate Professor

A. Effectiveness in Academic Assignment

See Tenure (Section III) requirements.

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

See Tenure (Section III) requirements.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

See Tenure (Section III) requirements.

VI. Promotion to Full Professor

A. Effectiveness in Academic Assignment

The majority of student evaluation scores should be 4 or above.

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

In the five years immediately preceding the application for promotion, a minimum cumulative contribution of 12 activities from any three of the five categories of scholarly/creative activities listed. An expanded scope of research/scholarship/creative activities should be evident.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

See above in years 1-3

VII. Expectations for tenured faculty not being reviewed for promotion. This section applies to all tenured faculty including Full Professors.

Among other professional contributions and activities, recruiting is an essential responsibility of all faculty within the music department. Those responsibilities differ depending on the area and concentration. Applied faculty are expected to build and maintain their studios. Directors of required ensembles are expected to support and facilitate the department-wide recruiting process. Academic faculty are expected to support student recruitment and retention by performing related duties assigned by the Chair.

In addition, tenured faculty shall:

1. Support the ongoing growth and development of the music department through continued effectiveness in academic assignment, engagement in research/scholarship/creative activities, and professional contributions and service.
2. Participate in the tenure and promotion peer review process by evaluating the teaching of junior faculty and providing written feedback in a timely manner.
3. Effectively advise students in the general core curriculum and the latest requirements for majors, according to departmental needs and areas of expertise and model exemplary advising for junior faculty.
4. Senior faculty are expected to work constructively within the department and university to promote teamwork, cooperation, and serve as leaders when needed, especially as it pertains to committee service.
5. Mentor junior faculty, where appropriate.