

REVISED: 4/21/05

**FACULTY ANNUAL REPORT GUIDELINES AND PROCEDURES
OHIO UNIVERSITY SCHOOL OF MUSIC**

- I. The final responsibility and authority for decisions concerning faculty evaluation rests with the director of the School of Music.
- II. The associate director, division chairs, and area coordinators are responsible for providing insightful, accurate, and unbiased information to the director to help facilitate a fair assessment of each faculty member.
- III. To be eligible for merit, each faculty member must submit his/her Faculty Annual Report (FAR) by the designated deadline date.
- IV. New faculty members are encouraged to seek assistance from a mentor appointed by the director.
- V. It should be recognized that:
 - a. Evaluation will contain certain elements of subjectivity.
 - b. Individual faculty are uniquely qualified to detail their academic and professional accomplishments.
 - c. Administrative judgment is necessary to provide consistency in the total evaluation process.
 - d. The expectation in areas of teaching, scholarship/creative activity, and service will vary according to the faculty member's rank and length of time in rank.
 - e. Teaching activities should be 60-70 percent of a total workload, with the remaining 30-40 percent devoted to research/creative activity and service. (College of Fine Arts guidelines)
- VI. Safeguards for confidentiality of personal evaluation material will be maintained.
- VII. The process of evaluating faculty is as follows:
 - A. Each faculty member submits a brief, well-organized, documented accounting of his/her activities for the evaluation period. The Faculty Annual Report must follow the format listed below (IX, X, AND XI) and must be typed or computer-generated. The evaluation form is divided into three categories: teaching, scholarship/creative activity, and service. A section is also provided for a statement of goals for the next evaluation period. In addition to serving as the basis for the review process outlined below, the Faculty Annual Report is also used by the Promotion/Tenure Committee in evaluating progress toward tenure and/or promotion.
 - B. The faculty reviewers for each faculty member will consist of his/her division chair and area coordinator. Major ensemble directors will be reviewed by the performance area coordinator and the appropriate division chairs. Division chairs will be reviewed by the area coordinator and associate director. Area coordinators will be reviewed by division chairs within the area, and the associate director will be reviewed by area coordinators. Faculty assigned to more than one area will be reviewed by the division chair and area coordinator of each area.
 - C. The faculty reviewers, serving as the faculty review committee, will meet with the director to provide peer input regarding the Faculty Annual Report.
 - D. Each area (teaching, scholarship/creativity, and service) will be evaluated separately and assigned one of the following categories. The review process culminates in an overall evaluation.
 - Outstanding
This evaluation category signifies extraordinary achievement, far exceeding the usual, which brings national or notable regional distinction and honor to the faculty member. It reflects exceptional work which has been achieved as a result of sustained effort and ongoing dedication to the highest standards of excellence and quality, thereby enhancing the individual's professional reputation and

visibility. It may also be given to persons whose service activity far exceeds the norm and has a major impact on the School of Music and/or the university.

- Exceeds expectations
This evaluation category signifies an overall contribution that exceeds the usual, particularly in effort expended and in quality of work done. All faculty should attempt to attain this level
- Fully meets expectations
This evaluation category signifies that the individual is productive and handling all the responsibilities of his/her position in an efficient and high quality manner. It is the level of work expected of every faculty member.
- Does not meet expectations
This evaluation **category** signifies a level of work that does not meet the standards expected and required of faculty in the School of Music.

- E. The director reviews each Faculty Annual Report, considering all the information provided by the reviewers, and writes an evaluation letter for each member of the faculty. The director notifies each faculty member in writing of his/her evaluation. Numbers of faculty in each of the evaluation categories will also be provided.
- F. The director then meets with each faculty member at his/her request to discuss the faculty member's annual report, peer review, the evaluation letter and yearly goals, both present and future.
- G. Application of the "merit pool" to the evaluation is determined by the director and should be included in the evaluation letter whenever possible.
- H. Appeals of the evaluation will be reconsidered by the original reviewers and the director.

VIII. Evaluation of Teaching

A. Evaluation of teaching has two components:

1. Teaching and Related Activities
2. Student Evaluations

B. Evaluation of Teaching and Related Activities

Faculty activity in the area of teaching is reported on the Faculty Annual Report. Teaching activities may include but are not limited to any of the following:

1. Initiation or significant improvement of:
 - a. teaching methods
 - b. materials utilized (including texts, handouts, etc.)
 - c. field observations/experiences/trips
 - d. audiovisuals: films, video/audio tapes, records, slides, overhead transparencies, microfilms, etc.
 - e. computer and other applications of technology
2. Other local or on-campus teaching activity
 - a. guest lectures, demonstrations, performances
 - b. administration of departmental, school oral or practicum exams
 - c. supervision and instruction of graduate assistants or other assigned students
 - d. summer teaching

- e. preparation of students for performance (specifically recitals, guest artist master classes, and competitions), senior project or theses

3. Professional Development

- a. attendance at workshops, conferences, master classes
- b. additional course work, degrees, certificates
- c. private study with master teacher
- d. observation/visitation of other programs
- e. self studies resulting in significant course enhancement/development

4. Recognition of Teaching Excellence

- a. awards - School, College, University, professional organization
- b. current and alumni student success
- c. enrollment in classes - student demand for elective classes
- d. recognition of quality ensemble performances - reviews, significant invitations, recordings, concert attendance

5. Advising Students Enrolled in the School of Music

- a. type and number of students advised
- b. indicators of quality advising

6. Recognition of Teaching Load

- a. contact hours
- b. number of students in sections
- c. nature of courses taught (i.e. paper grading, preparation time, contact hours per week, graduate/undergraduate, and other considerations relative to type of course)

C. Student Evaluation of Teaching

1. It is the faculty member's responsibility to see that he/she is evaluated in all courses including applied lessons at least once per year. A faculty member may request evaluation for any course during any quarter.
2. The official Ohio University School of Music evaluation will be machine scored and results returned to each faculty member as early as possible, but no earlier than the following quarter.
3. It is expected that student ratings will vary, according to the teaching activity, and that the ratings will have to be interpreted in relation to each type of teaching activity (i.e. major courses, non-major courses, required courses, elective courses, number of students enrolled, applied ensemble, etc.).
4. Additional information will be provided through the use of student comment forms. The comment forms will be distributed to students at the same time as the School of Music Evaluation Forms. They will be returned by each student or designated student to the office in the appropriate instructor's envelope. These comments will be given to the faculty member only. Each faculty member may elect to use them for their annual report or promotion/tenure dossiers.

IX. Evaluation of Scholarship/Creative Activity

- A. Scholarship/Creative Activity places emphasis on those activities which have an implied quality. These activities are primarily by invitation or selection and serve to enhance the individual's professional stature, thereby reflecting positively upon the university. Generally, these activities are off-campus.

B Scholarship/Creative Activity may include off-campus:

1. performances
2. lectures
3. papers presented
4. published articles, books, and reviews
5. compositions commissioned, written and/or performed
6. editor of music or text
7. grants awarded
8. adjudicating
9. commercial use of one's creative activity
10. consulting
11. active participation within professional or governmental organizations (i.e. offices held, conventions or workshops coordinated, etc.).
12. organization of professional events

C. Campus activities (defined as taking place on any Ohio University campus) which may be included under Scholarship/Creative Activity are:

1. guest lecturer, panelist or clinician in meetings or activities of professional organizations
2. commissions
3. guest soloist with an ensemble
4. participant with a guest performer
5. adjudicating
6. guest performance

D. Other on-campus activities are appropriate for inclusion under service.

E. It remains the responsibility of the faculty member to be involved in ongoing projects and to document each activity and describe its importance within their specific field of expertise.

F. The primary evaluation of a large-scale project will take place upon its completion; however, progress on such projects will be evaluated annually.

X. Evaluation of Service

A. Service is evaluated in terms of positive and effective contribution to the needs and goals of the School of Music and Ohio University.

B. This includes involvement in recruiting activities.

C. It also includes all tasks of an administrative nature, assigned jobs, committee work in the college, university, or school, general advising (i.e. University College), etc. Committees that are more time-intensive will receive greater credit.

D. In addition, service includes papers, reports, demonstrations, recitals, concerts, and compositions presented on the Ohio University main (Athens) campus. (See X.C for exceptions.)

E. Development and approval of any of the following:

- a. new permanent, interdisciplinary, or experimental courses
- b. new or significant changes in curriculum for major/minor

- c. new programs within the college
- d. new joint degree (interdisciplinary) programs within the university or with other universities

F. Service may also include contributions to the cultural enrichment of the community or region.

XI. First Year Faculty

Newly appointed faculty will be evaluated as follows:

- If under contract for only one quarter, the faculty member will not be evaluated. He/she will be awarded the average merit raise. Accomplishments from the first quarter should be reported on the following year's FAR.
- If under contract for two quarters, the faculty member will be evaluated for the calendar year with appropriate adjustments made.
- If granted credit towards tenure in the contract, the faculty member will be evaluated in the first year. The evaluation should be based upon the entire calendar year's activities, including activities and documentation from the previous institution.

XII. Professional Leaves

Faculty on leave will be evaluated as follows:

- If on leave for two quarters of the evaluation period, the faculty member will not be evaluated. He/she will be awarded the average merit raise.
- If on leave for only one quarter of the evaluation period, the faculty member will be evaluated for the calendar year with appropriate adjustments made.

XII. This document may be reviewed annually by the faculty.