

FAU Music Department Annual Evaluation Criteria

Although these standards are specific to annual evaluations of faculty, the application of the standards should be consistent with and complementary to departmental and university standards for promotion and tenure. However, faculty should not assume that positive ratings in the annual evaluations process will automatically lead to a positive recommendation for tenure or promotion. The cumulative evaluation toward tenure/promotion process is separate from the annual evaluation process.

Faculty members are evaluated on their record of teaching, scholarship/creativity, and service. The standards described in this document are meant to serve as examples and guidelines. They are not intended to be all-inclusive or exclusionary. Specific criteria regarding teaching, creative/research activities and service are included in the Music Department Promotion and Tenure Guidelines.

The Chair will assess degrees of quality and achievement when specific guidelines are absent.

Weighting of Categories

It is a fundamental philosophy in the FAU Department of Music that excellence in teaching is a prerequisite to faculty receiving favorable annual evaluations as well as tenure or promotion. Additionally, all tenured and tenure-track faculty must continue their research and creative activities to remain current in their disciplines as well as advance musical scholarship, composition, and performance. Finally, appropriate professional service to the university, profession, and community is an obligation of all full time faculty.

Each faculty member will be evaluated based upon his or her assignment. The following weighting of categories will be used to determine the overall rating for full time faculty.

Faculty Evaluation Standards: Conceptual Definitions

Rating	Descriptor	Definition
5	<i>Exceptional</i>	To achieve the rating of “Exceptional,” the faculty member must demonstrate truly extraordinary performance in the category under consideration during the review period. This rating should be reserved for recognition of achievements that <i>far</i> exceed expectations based on the faculty member’s assigned duties and that are demonstrably superior to those that would merit a rating of “Outstanding.”
4	<i>Outstanding</i>	To achieve the rating of “Outstanding,” the faculty member must demonstrate performance that exceeds expectations in the category under consideration during the review period. This rating should be reserved for recognition of substantive achievements that go above and beyond the faculty member’s assigned duties and that are demonstrably superior to those that would merit a rating of “Good.”
3	<i>Good</i>	To achieve the rating of “Good,” the faculty member must demonstrate meritorious performance in the category under consideration during the review period by fully attaining the high standards of performance expected of the faculty at Florida Atlantic University. This rating serves as a recognition the faculty member’s accomplishments have been commendable and that challenging objectives have been met.

- | | | |
|---|---------------------------------|---|
| 2 | <i>Needs Improvement</i> | To achieve the rating of “Needs Improvement,” the faculty member must demonstrate performance that does not meet expectations in one or more aspects of the category under consideration during the review period. The designation of “Needs Improvement” serves as an indication to the faculty member that future progress in this category is expected and that a performance improvement plan will be developed to clarify standards and set a timetable for remediation. |
| 1 | <i>Unsatisfactory</i> | To achieve the rating of “Unsatisfactory,” the faculty member must demonstrate performance that either egregiously fails to meet expectations in at least one aspect of the category under consideration or generally fails to meet expectations in several aspects of the category under consideration during the review period. The designation of “Unsatisfactory” serves as a warning to the faculty member that significant improvement is urgently required, that a performance plan will be developed to clarify standards and set a timetable for remediation, and that sanctions may be imposed if these standards and/or timetable are not met. |

Faculty Specialty Areas

Music faculty pursue one or more of the teaching activities outlined below based on individual areas of specialization. The evaluation and weighting of individual teaching activities are determined according to the annual assignment.

- A) Classroom teachers, whose professional reputation is normally established through research resulting in articles, books, musical compositions, or presentations at international, national, and local meetings. The evaluation of successful classroom teaching may be based on graduation rates, annual administrative assessments, Student Perception of Teaching (SPOT) reports, peer evaluations, teaching awards or grants.
- B) Ensemble directors/conductors, whose professional reputation is established by conducting ensemble performance, both inside and outside of the university community. The quality and improvement of ensemble performance are important indicators of teaching success. Active recruitment effort is expected. Evidence of successful teaching may include invitations for the ensembles to perform at special university or outside events, music conferences or festivals; individual students from the ensembles may be selected by audition to perform at conferences or festivals; professionally reviewed concerts; evaluation of recordings.
- C) Applied and composition studio instructors, whose professional reputation is normally established by performing/composing, and whose instruction is most often conducted on a one-on-one basis. The quality and improvement of student skills is an important measurement of teaching success. Active recruitment effort is expected. Evidence of successful teaching may include student achievements in performance; student acceptance into further academic study in the field; prizes won in competitions; awards, grants.
- D) Composers/producers/engineers who write, record, and produce music as written documents and/or digital products. Production, publication, and realization of musical works, as well as the instruction of advanced recording technology within the student learning environment are important factors in the evaluation of teaching success. Evidence of successful teaching may include commissions or prizes won by students; student participation in recordings or competitions; performances of student works.

Annual Reporting Guidelines

- Activities are documented in the Teaching, Research/Creative Activities, and Service categories in the annual assignment.
- Student ensembles are considered to be teaching activities when evaluating the classroom rehearsal experience. Outstanding achievements by students or student ensembles may be considered evidence of outstanding teaching or creative work by the respective faculty member and may be reported in either Teaching or Creative categories.
- Date(s) of performances, presentations, publications, etc., should be included for all activities as appropriate. The date should be that of when the activity occurs. If multiple performances of the same repertoire or presentations of the same paper are reported, each performance or presentation counts as a separate event.
- Tenured and tenure-track faculty will be evaluated in all three professional areas. Instructors will be evaluated for assigned categories only. Additional activities by instructors, such as recruiting, performance or service, will be documented but not rated if not in the annual assignment.
- The Chair shall meet with each faculty member at the faculty member's request to discuss plans for future activities and the Chair's expectations regarding those activities in the annual evaluation process. It is recommended these meetings occur annually, generally at the time of the annual assignment. Agreements between the Chair and the faculty member as a result of these discussions will be documented by the Chair and shared with the faculty member.

Standards for Teaching

The quality of a faculty member's teaching performance will be judged by the following standards:

Good:

To achieve the rating of "Good," the faculty member must demonstrate meritorious performance in the category under consideration during the review period by fully attaining the high standards of performance expected of the faculty at Florida Atlantic University. This rating serves as a recognition that the faculty member's accomplishments have been commendable and that challenging objectives have been met.

The faculty member will receive at least a "Good" evaluation in teaching if she/he:

- A) Meets class regularly and punctually and as scheduled, including giving the final exam during the final exam period, as appropriate.
- B) Schedules office hours and meets scheduled appointments.
- C) Demonstrates a current knowledge base for each course taught.
 - 1) Demonstrates a methodology and pedagogy that adequately conveys the knowledge base defined by the course objectives and course requirements as listed in each course syllabus: Objectives should be stated in the course syllabus, demonstrating clarity of instructor's

- expectation and all major objectives should be met.
- 2) For applied music, demonstrated student progress shall be considered in evaluating achievement of objectives. Progress should be demonstrated in public performances and music juries.
 - 3) For ensembles and for classroom teaching, demonstrated organizational skill is essential.
- D) Actively participates in recruitment as appropriate. (e.g.; letters, emails, visits to prospective students; student retention; master classes & workshops)
 - E) Creates a fair and clearly stipulated evaluation system capable of adequately measuring and demonstrating each student's achievement in the course.
 - F) Submits grades and textbook orders on time(as required by state legislation).
 - G) Participates fully in program assessment in support of departmental and university program assessment goals. (e.g.; assessment rubrics for juries, hearings, projects, etc.)

Outstanding:

The faculty member will receive an "Outstanding" rating in teaching if he/she:

- 1) Meets all of the standards for a Good rating

AND

- 2) Submits evidence of success in teaching, such as student evaluations, faculty peer observations, chair observation, and other documentation (e.g.; syllabi, course materials, student achievement, etc.) All measures of success in teaching shall be given comparable weight.

AND

- 3) Successfully demonstrates at least **three** of the following
 - A) Assignment of an overload of courses or students and completion of the assignment without substantially diminished effectiveness.
 - B) Assignment of an unusual number of different class preparations, ensembles, or applied music students performing degree recitals.
 - C) Substantial revision of course materials or development of new courses.
 - D) Substantial teaching-related duties required by departmental mission but not included in course F.T.E. assignments (music juries, auditions, facilities management e.g. production labs, ensemble rooms, instrument inventories).
 - E) Demonstrated success in recruiting and retaining music majors in applied studios, ensembles, degree programs.
 - F) Teaching excellence awards.
 - G) Evidence of an unusually high level of student achievement in scholarship, performance, or in ensembles. Examples include student awards; publications; competitions won; fellowships or assistantships awarded; professional positions won; invitations to perform at state, regional, and national conferences; student

intern placements, etc. Such achievement may also be documented via peer evaluations, studio visitations, performances, and jury examinations.

- H) Development or revisions/upgrades of laboratory, classroom, or studio teaching materials or equipment.
- I) Publication of textbooks, casebooks, readings, or other teaching materials which are adopted by other schools-including public and pre-college school.
- J) Demonstrated unusual effectiveness in academic advisement.
- K) Supervision of interns, directed independent study, research projects, theses, dissertations; document role as chair, reader, major professor.
- L) Unusual and/or time-consuming teaching activities of benefit to the department. (e.g., teaching large sections of IFP classes)
- M) Participation in university initiatives including but not limited to Undergraduate Research Initiative, Distance Learning.
- N) Award of Technology Fee Grants

Exceptional: A faculty member will be rated as “Exceptional” when she/he:

- 1) Meets all standards for a “Good” rating

AND

- 2) Is able to demonstrate quality achievement in **four** or more of the categories listed in Sections 3A) through 3N) in the “Outstanding” portion of the Teaching guidelines.

Needs Improvement:

To achieve the rating of “Needs Improvement,” the faculty member must demonstrate performance that does not meet expectations in one or more aspects of A)-G) under consideration during the review period. The designation of “Needs Improvement” serves as an indication to the faculty member that future progress in this category is expected and that a performance improvement plan will be developed to clarify standards and set a timetable for remediation.

Unsatisfactory

To achieve the rating of “Unsatisfactory,” the faculty member must demonstrate performance that either egregiously fails to meet expectations in at least one aspect of A)-G) under consideration or generally fails to meet expectations in several aspects of the category under consideration during the review period. The designation of “Unsatisfactory” serves as a warning to the faculty member that significant improvement is urgently required, that a performance plan will be developed to clarify standards and set a timetable for remediation, and that sanctions may be imposed if these standards and/or timetable are not met.

Research and Creative Activity

The expectation of research and creative activities is that such efforts should lead to some visible manifestation either as written work or some other form of formal presentation/performance related to one's professional activities. Creative and professional activity may include any of a wide variety of activities, depending upon the field of specialization and interests of the faculty member.

Faculty members often participate in diverse activities: they perform, write, edit, compose, publish, consult, record, and participate in a wide variety of professional activities. Each faculty member's primary efforts are usually directed toward those activities expected in the area of his/her appointment. The annual assignment shall give the faculty member specific direction with regard to creative or research activities. Activities that are beyond the scope of the assignment or typical for that faculty member's area of specialization should be discussed with the chair prior to determine eligibility towards the creative or research record.

Artistic performances or other creative activities should be judged on the basis of quality without reference to compensation. It is the position of the Music Department that activities may be considered for which payment is received. Performance quality, scope of influence, and preparation will be assessed in regard to creative growth. Consideration may be given a faculty member who has achieved national or international recognition in a specific area. Although quality is often difficult to evaluate objectively, the following sample of standards and definitions are useful measures of quality. This list is not all-inclusive or exclusionary. A complete list of measurable activities is included in the Department's Promotion and Tenure guidelines:

- Refereed: double blind, peer reviewed
- Peer Reviewed: not blind
- Invited performance/article/book chapter
- Commission of compositions, book reviews, etc.
- Awards/Prizes
- Reviews of books, articles, performances, compositions, etc.
- Citations
- Published program annotations, CD liner notes, etc.

In circumstances of questions regarding measures of quality it is the responsibility of the faculty member to provide documentation supporting the measure. (e.g., invitation letters, certificates, editorial review procedures, etc.)

The following are examples of research and creative activities applicable to music faculty. The general activities in each category are considered to be equivalent. Activities may be from any category, and multiple activities may be from the same bulleted area or include multiple areas, as according to faculty specialization and assignment.

The status of the performance determines the category to be used for reporting purposes. Status is not only indicated by geographical relevance; it may be determined by several factors that document the importance of the event.

Performances:**Category A:**

- Conductor/director/soloist in state, regional, national, or international ensemble performances.
- Conductor/director/soloist in performances by a professional ensemble.
- Solo recital or featured collaborative artist performance presented in local, state, regional, national, or international setting.
- Present a clinic, masterclass or adjudicate for a state, regional, national, or international music festival or music competition.
- Nomination or recipient of national or international award for creative work.

Category B:

- Conductor/director/soloist/collaborative artist in a University ensemble performance.
- Present a clinic, masterclass or adjudicate for a local music festival or music competition.
- Member of a professional ensemble (e.g. symphony orchestra, opera chorus, etc.)
- Publish, transcribe or edit original musical compositions, or those by other composers.
- Prepare an ensemble for a collaborative musical performance in which the director does not conduct the performance (e.g. musical, oratorio, opera, cantata)

Category A or B, depending on the extent of the creative work:

- Professional recording studio work.
- Create original musical compositions or arrangements.
- Performance of composer's original compositions or arrangements.
- Member of a chamber ensemble (e.g. string quartet, piano trio, woodwind or brass quintet, chamber choir, etc.)
- Performances at local, state, regional, national, or international professional conferences, festivals or other events.

Publications:**Category A**

- Authorship of books, book chapters or monographs.
- Authorship of articles in refereed professional journals
- Editor of professional journal.
- Publish, transcribe or edit original musical compositions, or those by other composers.
- Presentation of papers before professional organizations/conferences.
- Member of a journal editorial board.

Category B

- Editorship of books, musical compositions, or special collections.
- Authorship of articles in non-refereed professional journals.
- Other appearances on programs of professional conferences.
- Presentation of professional workshops or seminars.
- Reviewing of books or musical compositions.
- Current book or publishing contract.

Category A or B, depending on extent of the activity

- Recipient of a University, local, regional, state or national award or research grant.
- Author/editor of pedagogical method.
- Music critic for print, broadcast or electronic media.
- Other activities, including emerging media.
- Materials in press

Good: One event from Category A **OR** four events from Category B

Outstanding: One event from Category A **AND** three from Category B; **OR** six from Category B; **OR** some equivalent thereof.

Exceptional: Two events from Category A **AND** four from Category B; **OR** some equivalent thereof.

Needs improvement: Does not meet the standard for Good. The designation of “Needs Improvement” serves as an indication to the faculty member that future progress in this category is expected and that a performance improvement plan will be developed to clarify standards and set a timetable for remediation.

Unsatisfactory: The faculty member must demonstrate performance that either egregiously fails to meet expectations in at least one aspect in research and creative activity under consideration or generally fails to meet expectations in several aspects of the category under consideration during the review period. The designation of “Unsatisfactory” serves as a warning to the faculty member that significant improvement is urgently required, that a performance plan will be developed to clarify standards and set a timetable for remediation, and that sanctions may be imposed if these standards and/or timetable are not met.

Service

The philosophy of the Music Department regarding service is to recognize that the contributions of all faculty are both important and necessary. The concept of team spirit and cooperation that enables the Department to maintain its quality while at the same time meeting the many demands of the Department, the university community, the community at large, and our society from state through international levels is indicative of this philosophy. As in the areas of teaching and professional activity, minimal service activity cannot be considered satisfactory. Additionally, the quantity of service activity should not be considered a substitute for the quality of the contribution. The level of service expected for each faculty rank is discussed in the University’s Promotion and Tenure Guidelines and Instructor Promotion Guidelines, and the ratings categories reflect the reduced service expectations for tenure-line assistant professors as well as the service expected of tenured faculty. The following are examples of service which support the reputation of the Music Department and enhance its day-to-day mission.

Category A:

- Chair of University or College committee
- Officer of a national or international professional organization

- Chair of a committee in a national or international professional organization

Category B:

- Member University or College committee
- Officer of a state, regional or local professional organization
- Chair of a committee in a state, regional or local professional organization
- Departmental area head/area director

Category C:

- Chair of Departmental committee
- Member of international, national, state, regional, or local professional organization
- Public service in a professional capacity, such as membership on a community arts organization committee or board.
- Member of Departmental committee
- Managing or providing performance support for university events: commencement, gala, convocation, orientations
- Mentoring junior faculty
- Departmental support: concert house manager, staffing university outreach events (university EXPOS, orientation, open houses).

Good: One activity in category B **OR** two in category C for assistant professor; one in category B **AND** two in category C for tenured faculty.

Outstanding: Meets the standard for Good **AND** two activities from category C for assistant professor; meets the standard for Good **AND** two additional activities from category C for tenured faculty; **OR** some equivalent thereof.

Exceptional: Meets the standard for Outstanding **AND** additional activity from category C for assistant professor; meets the standard for Outstanding **AND** one activity from category A **OR** additional activities from category B for tenured faculty; **OR** some equivalent thereof.

Needs improvement: Does not meet standard for Good. The designation of “Needs Improvement” serves as an indication to the faculty member that future progress in this category is expected and that a performance improvement plan will be developed to clarify standards and set a timetable for remediation.

Unsatisfactory: The faculty member must demonstrate performance that either egregiously fails to meet expectations in at least one aspect in service under consideration or generally fails to meet expectations in several aspects of the category under consideration during the review period. The designation of “Unsatisfactory” serves as a warning to the faculty member that significant improvement is urgently required, that a performance plan will be developed to clarify standards and set a timetable for remediation, and that sanctions may be imposed if these standards and/or timetable are not met.