

# DEPARTMENT OF MUSIC ANNUAL EVALUATION STANDARDS AND PROCEDURES

## Principles in Evaluating Music Faculty Activities

- 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, because “Promotion decisions are not merely a totaling of an employee’s annual performance evaluations” (2010/12 UCF BOT/UFF Agreement, 14.1.a.), 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.
- The standards described in this document are meant to serve as examples and guidelines. They are not intended to all-inclusive or exclusionary. The very nature of research and creative activities presupposes knowledge and meaning that were previously unknown, undiscovered, or unmade, and thus not codified.
- Faculty members are evaluated on their record of teaching, scholarship/creativity, and service. Examples include, but are not limited to: regular attendance and participation in faculty and committee meetings, appropriate use of facilities, availability to students and colleagues, willingness to engage in meaningful professional dialogue, and positive response to reasonable assignments. Their demeanor should reflect positively upon the university and the department, both on- and off-campus. Application of these standards will not infringe upon faculty individual rights or academic freedom.
- The Chair will assess degrees of quality and achievement when specific guidelines are absent.

## Weighting of Categories

### Philosophy

It is a fundamental philosophy in the UCF 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-earning 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.

### Tenure/Tenure Earning (for differences, see General Load Assignment Policies on page 2)

Outstanding	Outstanding in both Teaching and Research/Creative Activities; no lower than Above Satisfactory in Service
Above Satisfactory	No lower than Above Satisfactory in Teaching and Research/Creative Activities; no lower than Satisfactory in Service
Satisfactory	No lower than Satisfactory in any of the three areas

Conditional	Conditional or Unsatisfactory in one or more categories
Unsatisfactory	Unsatisfactory in two or more categories

### **Instructor, Visiting Faculty**

Outstanding	Outstanding in Teaching; no lower than Above Satisfactory in Service
Above Satisfactory	No lower than Above Satisfactory in Teaching; no lower than Satisfactory in Service
Satisfactory	No lower than Satisfactory in Teaching or Service
Conditional	Conditional in Teaching
Unsatisfactory	Unsatisfactory in Teaching

### **Faculty Specialty Areas**

Music faculty may be divided into three groups for the purpose of evaluation:

- A) Studio teachers, whose professional reputation is normally established by performing. The quality and improvement of student skills may also be measured. Active recruitment effort is expected. For the purpose of codification, the composition studio is included in this category with published/performed compositions valued the same as studio teacher performances.
- B) Performing ensemble teachers/conductors, whose professional reputation is normally established by conducting. Improvement in the quality of the ensemble(s) may also be measured. Active recruitment effort is expected.
- C) Classroom teachers, whose professional reputation is normally established through research resulting in articles, books, musical compositions, or presentations at international, national, and local meetings. Recruiting is not normally expected.

### **General Load Assignment Policies**

Although faculty may choose professional development in more than one area, it is recommended that faculty consult the chair for guidance. The chair's annual assignment provides specific direction concerning the scope and balance of the faculty member's activities. Both the chair and tenured faculty's annual evaluations will consider the chair's annual assignment and compare it to the faculty member's annual report. Generally, each tenured faculty member's annual assignment is 66% Teaching, 24% Research/Creative Activities and 10% Service, with the exception of those whose teaching loads are reduced due to administrative duties. Generally, tenure-earning faculty will be assigned 66% Teaching, 29% Research/Creative Activities and 5% Service, while instructors will be assigned 90% Teaching, 0% Research/Creative Activities and 10% Service. Our tenured and tenure earning faculty are on a 3/3 and our instructors and lecturers are on a 4/4 teaching load.

Special considerations, such as split appointments or other assignments, unusually heavy teaching loads, or severely limited resources might modify, but not eliminate, expectations in the research/creative activity area. Whether on a nine (9) or twelve (12) month contract, all activities during the academic year (August 1– July 31) must be included in the faculty member's annual report.

### **Procedural Guidelines**

- Activities have been assigned to the Teaching, Research/Creative Activities, and Service categories according to general consensus. However, musical activities are often not easily assigned to categories, and the faculty member should exercise one's best judgment in assigning an activity when the appropriate category is not obvious. For example, some activities normally considered Service (e.g., adjudications, master classes, workshops) may be considered as Research/Creative Activity depending upon the invitation/selection process and level of exposure (i.e., national or international). Differences of opinion among the individual faculty member, the Faculty Promotion and Tenure Committee, and the Chair may be noted.
- Regardless of category, each activity should be listed only once.
- Student ensemble performances are considered part of teaching duties and should be listed in the Teaching category. Outstanding achievements by students or student ensembles may be considered evidence of outstanding teaching by the respective faculty member.
- 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, and normally it can count only once.
- Activities should be grouped according to categories and listed in reverse chronological order.
- Tenured and tenure-earning faculty will be evaluated in all three professional areas. Instructors will be evaluated in Teaching and Service only. Instructors will be evaluated in Teaching only.
- Weighting for faculty with split appointments/assignments will be negotiated on an individual basis with the Chair.
- 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, usually in August. 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:

#### **Satisfactory:**

The faculty member will receive at least a "Satisfactory" 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.

- D) Demonstrates a methodology and pedagogy that adequately convey the knowledge base defined by the course objectives and course requirements as listed in each course syllabus.
  - 1) 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 Music Forum performances and jury examinations.
  - 3) For ensembles and for classroom teaching, demonstrated organizational skill is essential.
- E) Actively participates in recruitment as appropriate. (e.g.; letters, emails, visits to prospective students; course retention; master classes & workshops, etc.)
- F) Creates a fair and clearly stipulated evaluation system capable of adequately measuring and demonstrating each student's achievement in the course.
- G) Submits grades on time, as well as textbook orders (as required by state legislation).
- H) Participates fully in program assessment in support of departmental and university program assessment goals. (e.g.; assessment rubrics for juries, hearings, projects, etc.)

**Note:** In general, items such as academic advisement, supervision of student interns, and participation in assigned faculty ensembles should be included in the assigned teaching load [with appropriate contact-hour credit] and be part of the evaluative process.

**Conditional:**

A faculty member may be evaluated as "Conditional" in Teaching if she/he fails to meet any one of the standards for "Satisfactory."

**Unsatisfactory**

A faculty member may be evaluated as "Unsatisfactory" in Teaching if she/he fails to meet any two or more of the standards for "Satisfactory." An "Unsatisfactory" rating in Teaching will result in an improvement plan with a timeline for improvement and consequences for failing to meet the desired targets.

**Above Satisfactory:**

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

- 1) Meets all of the standards for a Satisfactory 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.

**Note:** When weighing student evaluations, factors such as large classes versus smaller classes, classes designed for music majors versus classes designed for non-music majors, and the instructor's grade distribution shall be considered.

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 junior or senior 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.
  - E) Demonstrated success in recruiting and retaining music majors in applied studios, ensembles, programs, and classrooms.
  - F) Teaching excellence awards, such as TIP, Undergraduate Teaching Excellence Award, etc.
  - 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; etc. Such achievement also may be demonstrated via studio visitations, performances, and jury examinations.
  - H) Development of laboratory, classroom, or studio teaching materials.
  - 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 study, or honors theses (substantially above a full load).
  - L) Unusual and/or time-consuming teaching activities of benefit to the department. (e.g., teaching large sections of GEP classes)
  - M) Participation in teaching workshops, FCTL seminars, etc.

**Outstanding:**

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

- A) Meets all standards for a “Satisfactory” rating;

AND

- B) 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

- C) Is able to demonstrate quality achievement in **four** or more of the categories listed in Sections 3A) through 3M) in the “Above Satisfactory” portion of these guidelines.

**Standards for Research and Creative Activities**

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. A high priority is given to research/creative 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. Each faculty member is expected to pursue professional activities appropriate to his/her peers. Faculty members often participate in diverse activities; they perform, write, edit, compose, publish, consult, record, and participate in a wide variety of professional activities. Such breadth of activity is encouraged. Each faculty member's primary efforts are usually directed toward those activities expected in the area of his/her appointment. However, the chair's annual assignment shall give the faculty member specific direction with regard to their activities. If the annual assignment of the chair is outside the area of the faculty member's original appointment, then the expectation and evaluation standards must be consistent with the annual assignment and not the area of the original appointment.

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. Recital 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 standards and definitions are useful measures of quality:

1. Refereed: double blind, peer reviewed
2. Peer Reviewed: not blind
3. Invited performance/article/book chapter
4. Commission of compositions, book reviews, etc.
5. Awards/Prizes
6. Reviews of books, articles, performances, compositions, etc.
7. Citations
8. 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 long-range implications in recruiting and public relations are an important aspect of any public appearance of our music faculty.

The following are examples of research and creative activities that might be used for most music faculty. The general categories are considered to be equivalent. The activities within each category are in order of importance or significance.

- A) Publications (includes electronic publication)
  1. Significant book, composition, recording or scholarly edition by a publishing company of national or international significance
  2. Referred article in a major journal
  3. Peer reviewed article
  4. Article or book chapter by a publishing company of national or international significance
  5. Arrangement, other composition, edition or translation
  6. Major review in leading scholarly journal
  7. Review or article in popular magazine that is related to the field or trade journal

8. Journalistic criticism in newspaper
9. Program annotation or CD/DVD liner notes

B) Research

1. Award or grant of international importance
2. Award or grant of national importance
3. Presentation of research paper/lecture recital at an international meeting
4. Clinic/workshop/master class by invitation for professionals at the international level
5. Presentation of research paper/lecture recital at a national meeting
6. Clinic/workshop/master class for professionals at the national level or at a university's/organization's invitation
7. Award or grant of regional importance
8. Presentation of research paper/lecture recital at a regional meeting
9. Clinic/workshop/master class by invitation for professionals at the local level
10. Award or grant of local significance.

C. Compositions

1. Commission or prize of international significance
2. Commission or prize of national significance
3. Performance by major musical organization, chamber music ensemble, or soloist
4. Commission or prize of regional significance
5. Performance at a contemporary music festival
6. Performance at another university or by an established community ensemble
7. Commission or prize of local significance
8. Performance in local area

D. Conducting

1. With a major musical organization or chamber music ensemble of recognized importance
2. With an established musical organization at the international level
3. With an established musical organization at the national level (including "all-state" ensembles)
4. At another university with an established university ensemble
5. Within the local area (regularly scheduled concerts of university ensembles are considered part of the teaching load and will be evaluated under the teaching rubric)

E. Performance (As a soloist, chamber, or ensemble musician. Distinction should be made among solo, chamber, and large ensemble performances.) [This could be supported by reviews and/or letters from recognized experts in the field when available.]

1. Soloist with a major musical organization or chamber music performance with a recognized chamber ensemble
2. With an established musical organization or chamber ensemble outside the region.
3. Recital in a major cultural area outside the region
4. At a professional meeting, international, national, or regional
5. At another university
6. Within the local area

### **Satisfactory:**

**At least one of the following (or a combination of partial categories that reasonably adds up to one whole, i.e. one guest conducting and 3 performances of local or state significance):**

- Publication of an article in a non-refereed national journal
- One presentation or clinic at local or state conferences
- One grant or award of local significance
- One composition commission, performance, or publication of local or state significance
- Two guest conducting appearances of local or state significance
- Five performances of local or state significance

### **Conditional:**

A faculty member may be evaluated as “Conditional” in Research/Creative Activity if there is evidence of some activity or achievement but it does not achieve the standards for “Satisfactory.” For example, if a faculty member auditions for performances, but is not chosen for the performance or submits a presentation application, grant or article, but is not accepted.

### **Unsatisfactory:**

A faculty member may be evaluated as “Unsatisfactory” in Research/Creative Activity if there is no significant evidence of activity or achievement in this area.

### **Above Satisfactory:**

**Satisfy standards for “Satisfactory” *plus* at least one of the following (or a combination of partial categories that reasonably adds up to one whole):**

- Publication of one additional article in a non-refereed national journal
- One additional presentation or clinic at national or international conferences
- One additional award or grant of state significance
- One additional composition commission, performance, guest conducting appearance, or publication of national or international significance
- Two additional guest conducting appearances of local or state significance
- Five additional performances of local or state significance

### **Outstanding:**

**Satisfy standards for “Above Satisfactory” *plus* at least one of the following (or a combination of partial categories that reasonably adds up to one whole):**

- One article published in a recognized refereed journal or
- One book published by a recognized national or international publisher
- One award or grant of national or international significance

- Two composition commissions, performances, guest conducting appearances, or publications of national or international significance
- One CD published by a recognized national or international distribution company

### **Standards for 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 following are examples of service which support the reputation of the Music Department and enhance its day to day mission.

- 1) Departmental Committees
  - A) Chair
  - B) Membership
- 2) College Committees
  - A) Chair
  - B) Membership
- 3) University Committees
  - A) Chair
  - B) Membership
- 4) National, and international professional organizations
  - A) Editorial work for a professional journal
  - B) Officer of an organization
  - C) Chair of a committee
  - D) Committee member
  - E) Participate in meetings
  - F) Attend meetings
- 5) State and Regional professional organizations
  - A) Editorial work for a professional journal
  - B) Officer of an organization
  - C) Chair of a committee
  - D) Committee member
  - E) Participate in meetings
  - F) Attend meetings
6. Clinics, workshops, visitations, lectures, demonstrations for students
  - A) In-state but outside the local area

- B) In the local area
- 7. Adjudication
  - A) National or international events
  - B) Out of state
  - C) In-state but outside the local area
  - D) In the local area
- 8. Public service in a professional capacity
  - A) Member of a community arts committee or board.
  - B) Performance or speech at a service club or similar situation
- 9. Mentoring
  - A) Serving as external promotion/tenure reviewer
  - B) Serving as mentor to junior faculty
  - C) Assisting graduate with career development/placement

**Satisfactory:**

Must satisfy **three** of the following six criteria:

- 1) Serve the university as the chair of any active departmental, college, or university committee.
- 2) Serve the university on any active departmental, college, or university committee.
- 3) Serve the community by giving a professionally related presentation to an organization or public school.
- 4) Serve the community on a committee, as an adjudicator, or as an officer of a professionally related organization.
- 5) Serve the profession by reviewing, in an editorial capacity, materials for publication.
- 6) Attend a professionally related state, regional, national, or international convention.

**Conditional:**

A faculty member may be evaluated as “Conditional” in Service if there is significant evidence of activity or achievement but it does not achieve the standards for “Satisfactory.”

**Unsatisfactory:**

A faculty member may be evaluated as “Unsatisfactory” in Service if there is no significant evidence of activity or achievement in this area.

**Above Satisfactory:**

- 1) Meet the criteria for satisfactory. (**three out of the six**)  
AND ONE OF THE FOLLOWING:

Demonstrate exceptional accomplishment and service under any one of the six service categories represented in criteria 1–6 above.

OR

- Serve the profession by reviewing materials for publication in a national or international journal.
- OR
- Serve the profession as an invited consultant/clinician or spokesperson for a state or national professional organization.

**Outstanding:**

- 1) Meet **four** of the six criteria listed under Satisfactory.
- OR
- Meet the criteria above to meet Above Satisfactory (**three out of the six**),  
AND ONE OF THE FOLLOWING:
- Serve as principal officer, editor, meeting organizer, or chair of a major committee for a state, national, or international organization.
- OR
- Receive public recognition for outstanding service to the University, community, or profession.
- OR
- Otherwise demonstrate outstanding service to the University, community, or profession.

**Standards for Other Assigned Duties**

- The nature of this category dictates that assignments appropriate to it may only be made with the consent of the faculty member involved.
- A rating in this category of satisfactory and above should only be considered in the final evaluation to support or improve it.
- Any rating of less than satisfactory is only given in cases in which the standards for a satisfactory rating have not been met.

**Satisfactory:**

Equitable relationship between load assignment and work required to complete task(s)  
AND ONE OF THE FOLLOWING:

Task(s) completed properly and on time.

**Above Satisfactory:**

Task(s) completed properly and on time.  
AND ONE OF THE FOLLOWING:

- The work required to complete task(s) is substantially more than the assigned load.
- OR
- The quality of completed task(s) substantially exceeds normal expectations.
- OR
- The completion of the task(s) requires skills not normally expected of music department faculty.

**Outstanding:**

Task(s) completed properly and on time.  
AND ONE OF THE FOLLOWING:

OR Task(s) require work that far exceeds the assigned load.

OR

The quality of completed task(s) could serve as a model for such work.

OR

The completion of the task(s) requires substantial personal expertise or equipment or expense not expected of music department faculty.