

DIVISION OF MUSIC

II. FACULTY EVALUATION GUIDELINES

Faculty shall be artist-teachers who, through their creative work in music, shall possess deep interest in educating and serving as models for their students. Both in the classroom and in performance, Music faculty should evidence knowledge of the history and theory of music, as well as an understanding of the skills and techniques required of their disciplines.

Each faculty member will be evaluated as provided for in the University contract. The Peer committee as well as the administrative evaluation will consist of a complete and thorough evaluation of: 1) teaching, including course effectiveness and advising; 2) creative activity (See III.A.3 below); and 3) service, including institutional and state activities. In general, to gather material for examination, the Peer Committee will visit classes, examine course materials, assess student evaluations with regard to teaching and advising, hear performances, read publications, and survey annual activity reports with regard to service and outreach activities as defined by the institution.

Further, in addition to the criteria in the following sections, the Division of Music will adhere to the principles of the National Association of Schools of Music (NASM) guidelines for evaluating college faculty in music.

As an added component of this process, the Division of Music may engage an outside evaluator to observe and report to the Peer Committee on the merit of the artistic work of the faculty member. This outside evaluator shall be acceptable to the faculty member, the Peer Committee, and the Chair. The outside evaluator should submit a timely report that provides a reasonable opportunity for the faculty member to respond. This normally will be accomplished by having the evaluator attend performances or listen to recordings representative of the faculty member's work. The evaluator may also be afforded an opportunity to observe appropriate classes and to respond to portfolios or other pertinent evidence of scholarly and creative achievement. The evaluator will provide a written report to the Music Division Chair, who will provide copies to the faculty member and to the Peer Committee. A copy will be placed in the personnel file, as part of the permanent record.

III. CRITERIA FOR FACULTY EVALUATION

Fulltime, tenure track faculty must hold a terminal degree (either Master's or Doctorate) or show evidence of equivalent professional experience (see Section V. Criteria by Rank for Promotion and Tenure). Adjuncts and part-time instructors must hold a Master's degree in their discipline or show evidence of equivalent professional experience.

- A Evidence of significant contributions to the mission of the Division of Music subject to periodic review as stipulated by the AFUM contract:
- 1) Exceptional and Creative Teaching. Clear evidence of setting and achieving course goals and communicating with and inspiring students, as determined primarily by course materials (syllabi, lesson plans, study guides,

Division of Music Faculty Handbook

exams, and other germane teaching materials), student evaluations, evidence of reflective teaching, and/or class observations by Peer Committee members.

2) Commitment to Advising. Significant activities in academic advising, including guidance to regular advisees, applied students, graduate students, and other enrolled students. Office hours, letters of recommendation, and other student-focused activities will be evaluated.

3) Creative activity

(a) Success in performance (live or recorded), composition, or scholarship in area of specialty.

(b) Adjudication in state, regional and/or national music festivals, other outside professional evaluations, reviews, letters, awards, and other materials will be used for evaluation. Special consideration will be given to performances that contribute to the visibility of the institution beyond the campus.

(c) Research and publication. Although scholarly research and publication are not required of our performing faculty, the Division of Music is proud of significant scholarly and professional publication by our faculty. We value evidence of significant and scholarly publication in books, refereed journals, trade magazines, newsletters, and other professional works, as well as editorships on both the national and international levels. Further, addresses, workshops, panel participation, papers, and research poster presentations given at state, regional, and national conferences are valued. It is the responsibility of the faculty to present evidence of such publication by making available copies of their publications for reading and for files in the School office.

4) Service and outreach.

(a) Activities such as curriculum development, facilitating student and faculty performances, and committee services within the Division, School, College and the University.

(b) Membership and service to professional organizations, such as board and committee memberships, offices held in state, regional, and national organizations, and consultations. It is the responsibility of the faculty to supply evidence of duties and accomplishments in offices

(c) Outreach activities throughout the area, state and region.

B Evidence of continuing professional development.

1) Work toward advanced degrees, or work in advanced professional studies, as well as additional training.

2) Awards, grants, fellowships. It is the responsibility of the faculty to supply copies of proposals that result in grants.

IV FULLTIME INITIAL APPOINTMENT TENURE TRACK

A Fulltime initial appointments in music at UMaine customarily require that each faculty member's workload assignment be divided between classroom teaching

(directing of ensembles inclusive), and studio teaching. All faculty members should be qualified to teach both undergraduate and graduate courses.

- B Normally all new faculty appointed to tenure track positions will possess an earned terminal degree, Master's or Doctorate, appropriate to their areas of teaching and creative activity (See III.A.3).
- C In truly exceptional cases of recognized achievement in the area of specialization, an appointment without such a terminal degree may be recommended.

V CRITERIA BY RANK FOR REAPPOINTMENT, PROMOTION, AND TENURE

- A **Lecturer** – The rank of Lecturer is a non-tenure track full-time teaching appointment. The lecturer will be evaluated primarily on teaching and service (See III.A). While not required of the position, documentation of professional development or creative activity will also be considered in the annual evaluations. A lecturer's service may include outreach events such as concerts, clinics, masterclasses, conference appearances, pedagogical publications and other efforts that may combine student recruitment and advancement with the faculty member's professional development. Lecturers are expected to engage in active recruitment of new students as part of their Service duties.
- B **Assistant Professor** - The rank of Assistant Professor presumes that the individual possesses the potential to successfully achieve promotion and tenure according to Division of Music criteria. Ordinarily the appointee should have the terminal degree appropriate to his or her area of responsibility. A faculty member is normally hired as an artist-teacher, with the expectation that he or she will demonstrate capability in both areas of the initial appointment, one in teaching, and the other in creative activity. (See III.A.3)

Tenure Credit *It is our policy to advise those new faculty who bring experience of college teaching with them to take tenure credit at the time of appointment. The use of these credits is governed by the collective bargaining agreement. For new faculty without previous college teaching experience, early promotion and application for tenure are not encouraged.*

- C **Associate Professor** - The candidate must have demonstrated significant achievement in the areas of teaching and scholarship/creative activity and service, which includes active efforts to recruit and retain quality students. The candidate must show promise of continuing development, and should have established productive professional working relationships with their peers. While a terminal degree is generally expected for promotion to the rank of associate professor, it is recognized that professional stature in the arts is often not contingent upon formal degrees. A person appointed at the rank of Associate Professor without tenure will be evaluated for tenure on the basis of the criteria for promotion to Associate Professor.
- D **Professor** - The faculty member must have demonstrated exceptionally high

achievement within the Division of Music criteria for faculty. In addition to the expectations of an associate professor, a full professor will have established:

- 1) a sustained and unequivocal record of excellence in teaching and advising, including work with advanced students;
- 2) a sustained and distinguished record of creative activity (See III.A.3);
- 3) an exemplary record of service;
- 4) a reputation among his or her peers, that extends beyond the boundaries of the state, as an outstanding performer, conductor, composer, scholar, or clinician.

An Associate Professor may normally apply for promotion after six years in the rank. A person appointed at the rank of Professor without tenure will be evaluated for tenure on the basis of the criteria for promotion to Professor.

VI POST-TENURE REVIEW

The post-tenure review process will follow the criteria previously outlined according to rank, with the intent of evaluating faculty performance over a four year period as either satisfactory, above satisfactory, or unsatisfactory. This review will adhere to the University/AFUM contract and be carried out every four years. Please refer to Section V. Criteria by Rank for Promotion and Tenure.

Approved by Executive Vice President for Academic Affairs and Provost on April 22, 2017