

**Washburn University Department of Music**  
**Criteria for Evaluation Procedures**  
(Unanimously approved by the faculty, October 1, 2014)

The Department of Music is committed to the teaching of music in a Liberal Arts program as well as the maintenance of professional quality standards as established by the National Association Schools of Music (NASM).

Each December, all full-time, three-quarter time and half-time faculty members (both tenured and non-tenured) submit to the Department Chair an Annual Report, based upon the Music Department Criteria for Evaluation (below), summarizing their activities for the current calendar year (Spring and Fall). The report must include an annual summary of significant effort in the categories of Teaching, Research/Scholarship/Creative Activities (R/S/CA), and Service.

Each May, an addendum report, based upon the Music Department Criteria for Evaluation, is submitted to the Department Chair, summarizing faculty activities for that current Spring semester. The report must include a summary of significant effort in the categories of Teaching, R/S/CA, and Service.

In addition to serving as the basis for the Annual Report, the Music Department Criteria for Evaluation are considered appropriate for the evaluation of Promotion and/or Tenure within the Department of Music. The following merit criteria are not meant to be all-inclusive, nor must each criteria in every category be fulfilled in order to be considered for Promotion or Tenure.

**Music Department Criteria for Evaluation**

**I. TEACHING**

**EVIDENCE OF EFFECTIVE TEACHING** (as related to teaching at Washburn University)

- a) Discharge of instructional assignments (Classes taught, number enrolled, credit for class, hours generated, assigned load; actual load. Provide totals)
  - b) Creative or Innovative approaches (i.e. Hosting guest lecturers, musical artists, composing or arranging music for use by Washburn students/ensembles, new teaching methodologies or approaches, significant course revisions. Other)
  - c) Student performances related to instructional assignment (Student recitals or competitions; large and/or small ensemble performances)
  - d) Unsolicited peer evaluations, including evaluation of students' work. Awards or recognitions
  - e) Student Perception Reports
  - f) Extra-curricular, non-load activities related to teaching Washburn students
  - g) Statement of goals and progress toward goals
  - h) Other, such as Alumni Achievements
- Summary of significant Teaching Activities

## II. RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITIES

### EVIDENCE OF EFFECTIVE RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITIES:

List in priority of importance (international, national, regional, state, university, local community)

#### Performing

- a) Performances or presentations
  - Appearances as a soloist
  - As a member of a chamber ensemble
  - As a member of a large performing ensemble
- b) Performance with groups outside of instructional assignment
  - orchestral appointments
  - chamber ensembles
- c) Conducting outside of instructional assignment
  - Honor groups (National, Regional, State)
- d) Performances of your own compositions or arrangements
- e) Recordings (National label, regional label, self-promoted)
- f) Other

#### Written Music

- a) Published original compositions or arrangements
- b) Original compositions or arrangements that have been recorded or performed
- c) Other

#### Written Word

- a) Published books, articles, reviews or research in journals and magazines  
(Juried, Non-juried, Self-published)
- b) Editorial staff of a journal or a periodical
- c) The creation and dissemination of pedagogical materials
- d) Scholarly/creative activity not necessarily resulting in publication
- e) Other

#### Professional Activity

- a) Presentation of papers/lectures/workshops/panelist at local, state, and national conferences
  - b) Attending professional conferences (as a presenter, in a group performance, attendance only)
  - c) Submissions of musical compositions or scholarly works (document with an indication of those that have been submitted vs. those that were accepted for publication)
  - d) Fellowships, Grants, applied for/received (document submissions for grants with an indication of those that have been submitted vs. those that were funded)
  - e) Residencies
  - f) Other
- Summary of significant Research/Scholarship/Creative Activities

### III. SERVICE

#### EVIDENCE OF EFFECTIVE SERVICE

##### To the Department

- a) Committee appointments and service
- b) Advising and Academic mentoring of students
- c) Sponsorship or Advising of student organizations
- d) Recruitment of Students
  - School clinics/workshops/master classes
  - Outreach activities
  - Lessons outside of Washburn assignment, in schools or other forums
- e) Supporting and Mentoring of departmental alumni, including those:
  - Engaged as educators in public and private schools
  - Engaged in Graduate School or Professional programs
- f) Other

##### To the University

- a) Participation in University committees and/or Governance
- b) Musical service for University community
- c) Participation at University Commencement and Convocation events
- d) Other

##### To the Community

- a) Activities that involve a partnership with the community, in projects that address mutual goals
- b) Community performances
  - Civic Organizations
  - Religious institutions
- c) Adjudication and Service to Schools
  - Out of state
  - In-state
  - Community
- d) Other

##### To Professional organizations

- a) Holding an office in a national, regional, or state professional organization; organizing conferences or sessions; or chairing sessions
- b) Service to the profession through active membership in a national, regional or state professional organization such as MTNA, KMEA, NafME, CBDNA, CMS, etc.
- c) Adjudicating performances or presentations for national/professional organizations
- d) Other

Summary of significant Service Activities

## **ANNUAL EVALUATION TIMETABLE**

December:

Tenure-line faculty and lecturers serving half-time or more submit Annual Reports to the Department Chair. The reports should summarize activities for that current calendar year (Spring and Fall semesters).

January/February:

The Department Chair and the faculty member meet to review the evaluation. At that meeting, faculty members are asked to sign a copy of the evaluation indicating that the Annual Report has been reviewed. The original document is submitted to the Dean of the College of Arts and Sciences for review and signature. The faculty member receives a copy for their records.

Faculty members may dispute the evaluation with a written request for re-evaluation, submitted to the Department Chair. If disputes remain unresolved, the faculty member may articulate their position, in written form and with supporting documentation, to the Dean.

May:

Tenure-line faculty and lecturers serving half-time or more submit to the Department Chair an addendum report, based upon the Music Department Criteria for Evaluation, summarizing their activities for the current Spring semester. The report must include a summary of significant effort in the categories of Teaching, R/S/CA, and Service.

June/July:

Actual salary amounts are determined. Contract renewals are usually sent out between May and July.

**For Tenure-track appointments, the following information regarding Third Year Review and Promotion and Tenure is applicable:**

### **PROCEDURE FOR THIRD YEAR REVIEW**

*(excerpted from the Washburn University College of Arts and Sciences guidelines)*

During the third year of a tenure-track appointment, untenured faculty in the College of Arts and Sciences will undergo a preliminary evaluation designed to monitor progress toward the award of tenure. The third-year review is supplementary to the annual performance review. For the third-year review, the faculty member being reviewed is expected to submit materials patterned after those in a petition for tenure. Guidelines for the preparation of the materials to be submitted are attached (note: guidelines available as requested). For those faculty who have received one year of prior service credit, the review will be done during the fourth year of their credited service, which will be their third year at Washburn. For those who received two years of prior service credit, the review will also be done during the fourth year of their credited service, which will be during their second year at Washburn. Faculty who have received three years of prior service credit will not have a third-year review. The third-year review process is similar but not identical to the tenure process. One notable difference is that the evaluation is not reviewed beyond the level of the Dean.

### **PROMOTION AND TENURE**

Candidates for Tenure and/or Promotion must first meet all requirements for tenure and/or promotion as described in the Washburn Faculty Handbook. This includes completion of a terminal music degree in the area of expertise (ie: PhD, EdD, DM, or DMA). Candidates must also satisfactorily meet Music Department criteria in the areas of Teaching, R/S/CA, and Service before consideration for Tenure and/or Promotion, as described below. In addition, faculty members are generally expected to have taught at Washburn University for three years before they are considered eligible for tenure consideration. *For promotion to Associate Professor, the candidate must have completed six years of full-time college-level academic experience, the last three of which have been at the Assistant Professor rank* (excerpted from the Washburn University Faculty Handbook, III.A.b.)

### ***CRITERIA FOR PROMOTION FROM ASSISTANT TO ASSOCIATE PROFESSOR, WITH TENURE***

#### **TEACHING**

Document evidence that students are being engaged in the candidate's field of expertise, and that students are challenged to grow as musicians through degree work (including courses, applied lessons, ensembles, seminars, field experiences, or workshops).

#### **EVIDENCE OF EFFECTIVE TEACHING**

- Student achievement in scholarly and creative activities, both on and off-campus
- Contributions to curricular development
- Contributions to interdisciplinary projects and/or collaborations that engage student learning

- Evidence of high quality teaching as documented by Student Perception reports and statements from students, teaching colleagues, annual chair evaluations, and external peer evaluators
- Documentation of well-organized syllabi for all courses taught
- Facilitating or offering seminars, master classes, and/or workshops that enhance student learning

### RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITIES

Document a record of achievement as suggested from the following categories appropriate to the candidate’s specific field of expertise. Musical performances and presentations represent individual faculty R/S/CA, as well as the collaborative interactions between faculty in the process of creativity. As music faculty frequently participate in both academic and performance capacities, crossover into creative and research activities is valued and encouraged.

PERFORMANCE	ACADEMIC
On and off-campus performances at the international, national, regional, state, university, and local community	Presentations delivered at international, national, regional, state, university, and local conferences
<ul style="list-style-type: none"> <li>• Solo/chamber/large-group participation on a professional level</li> <li>• A compositional work, commission, or arrangement of significant length and artistic merit and/or performance of the candidate’s work</li> <li>• Conducting ensembles that exhibit activities including premiers, commissioned works, guest appearances</li> </ul>	<ul style="list-style-type: none"> <li>• Publications in the form of feature articles, chapters, monographs and/or books within the candidate’s discipline</li> <li>• Serving as an editor for publications within the candidate’s discipline</li> <li>• The creation and dissemination of pedagogical materials</li> <li>• Guest presentations at other campuses</li> </ul>

### EVIDENCE OF RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITIES

- Documentation of R/S/CA, proven by publications, reviews, articles, programs, playbills, etc.
- Record of successful artistic achievement in the area of expertise
- Performances and/or Presentations at International, National, Regional venues

### SERVICE

Institutional Service to Washburn University includes administrative, committee, student recruitment and retention, and advising work at the departmental, college, and university levels. Professional Service includes contributions to discipline-related organizations at the international, national, regional, state, university and local levels. Public and Community Service might include activities associated with being a member of a non-profession-based community. Generally, Service activities that are non-profession-based are not applicable for evaluation.

INSTITUTIONAL	COMMUNITY	PROFESSIONAL
<ul style="list-style-type: none"> <li>• Committee work; student audition days; recruitment/retention/advising of students; assisting student organizations; participation in projects such as assessment, accreditation, program review; mentoring of junior faculty</li> <li>• Supporting and mentoring departmental alumni, including alumni engaged in public school positions; private teaching; graduate school and professional programs</li> <li>• Service to the College of Arts and Sciences</li> <li>• Service to Washburn University</li> </ul>	<ul style="list-style-type: none"> <li>• Activities that involve the candidate in profession-based service partnerships with the community</li> <li>• Community-based service learning projects that are not listed under the teaching section</li> <li>• Adjudication and Service to schools</li> </ul>	<ul style="list-style-type: none"> <li>• An elected officer in a professional organization; organizing and/or chairing conferences or seminars; serving as an officer or as a member of a committee</li> <li>• Editorial or juried activities with professional organizations or other academic institutions</li> <li>• Service to the profession, i.e. adjudicating and/or serving as a judge at performances for national/professional organizations</li> </ul>

**EVIDENCE OF EFFECTIVE SERVICE**

- Significant and ongoing contributions to the department, the college, the university, and the community
- Advising and mentoring of students
- Departmental recruitment activities on and off-campus
- Departmentally assumed responsibilities

***CRITERIA FOR PROMOTION TO PROFESSOR***

The rank of Professor is the highest academic achievement at Washburn University. Standards for Teaching, R/S/CA, and Service require higher achievement for promotion to professor than to associate professor. Most specifically, the evaluation process will focus on professional activities and achievements that have occurred within the three to five years immediately prior to the application for professor. *For promotion to Professor, the candidate must have completed ten years of full-time college level academic experience, four of which must have been at the Associate Professor rank* (excerpted from the Washburn University Faculty Handbook, III.A.b.).

The candidate must adhere to all of the standards required for promotion to associate professor with the following additional requirements:

**TEACHING**

The candidate for the rank of Professor will have well-documented outcomes of teaching that illustrate student success beyond the university, at the international, national, or regional level. Examples of student success might include presentations or performances at celebrated conferences; being selected to participate in a master class with a renowned clinician; high achievement in an international, national or regional competition. Other examples of engagement in student learning may include initiating and leading special

projects, such as international student travel. Evidence of teaching expertise may also include tangible pedagogical advancements in one's area of study and accomplishment. Student Perception reports, course evaluation scores, and unsolicited comments and remarks from students engaged in the candidate's teaching are expected to be at a consistently high level. Student success can also be documented by post-graduate achievements, including significant teaching appointments, admission to prestigious graduate programs and/or professional programs, compelling performance accomplishments, scholarships, assistantships, awards, and honors.

#### RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITIES

In all areas of presentation and performance, an ongoing, outstanding record of activity appropriate to the candidate's area of expertise is considered essential. In scholarly areas that focus on academics, citations of evidence may include contributions such as peer-reviewed books or articles in prominent journals in the candidate's field of expertise. As significant public performances are equivalent to scholarly academic endeavors, major concerts, recitals, performances, presentations, conducting, and professional activities at the international, national, or regional levels resulting in recognition and acknowledgment among peers are important benchmarks of career advancement and development. Compelling indicators of success in composition include commissions, awards, performances, recordings, and publications in media of significance. Grant proposals, whether or not funded, and submissions of works or performances that do not result in publication or acceptance should also be regarded as note-worthy indicators of success.

#### SERVICE

Documented service-related activities in the external professional community are worthy indicators of progress toward promotion to professor. Profession-based service may include appointment to a leadership role at a major conference or meeting; chairing or serving on committees for profession-based organizations; serving as an editor, officer, board member, or in some other prominent capacity for organizations in the candidate's area of expertise. Within Washburn University, examples of service may include serving on a college, university, or high-level search committee; serving in university governance; service to the Alumni Association or the Washburn University Foundation.