

FORM 8

SIGNATURE SHEET FOR EVALUATIVE CRITERIA APPROVED CRITERIA SHALL HAVE ALL REQUIRED SIGNATURES

Department/Office: Music
 Department Chair/Head: Robert Rawlins
 Academic Year (circle): Print 15-16 16-17 17-18 18-19 19-20

Robert Rawlins
 Signature

Date Sent to Dean/Supervisor: 9/20/18

Signature [Signature] Date 9/25/18 Approved (Y)P/N
 Dean/Supervisor:

Add'l Admin: _____ _____ Y/P/N
[Signature] 3/17/19 (Y)P/N
 Provost/designee:

President/designee: _____ _____ Y/P/N

Y = Approved	P = Approved pending modifications	N = Not approved
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For P or N decisions, the departmental committee should be provided with the reasons for non-approval, as well as suggested changes to the criteria within a reasonable time to ensure timely approval for first year candidates.

DIRECTIONS: Sign each line and print or stamp name below the line. This signature page must accompany the evaluative standards throughout the entire approval process, and serves as a record that all levels have contributed to the approval process. After all levels have approved the evaluative standards, this cover page and the criteria shall be duplicated, and a copy sent to the Senate office for archiving. The original criteria packet is returned to the Department/Office.

SUGGESTED TIMETABLE:	DATE
Departmental approval, sent to Dean/Supervisor:	September 25 (earlier if possible)
Dean provides feedback regarding criteria	October 9
Final administrative approval and forwarding to Senate, Department, and Dean	November 1

Approved Department Tenure/Recontracting criteria

Weighing of Criteria-Tenure and Recontracting Department of Music

The Music Department utilizes the following criteria, drawn from the Tenure and Recontracting Memorandum of Agreement, in the following order of importance: teaching effectiveness, creative and scholarly activity/professional development, contributions to the university community, contributions to the wider and professional community.

1. Teaching Effectiveness

Facilitating and leading student learning is of central importance to the Music Department's mission. Criteria for the evaluation of a candidate's teaching effectiveness *includes but is not limited to:*

- planning and preparation
- instructional methodology
- assessment of student learning
- providing feedback to students
- maintaining currency and relevancy of course content
- enthusiasm
- knowledge of content /musicianship
- interpersonal and communication skills
- clinical supervision

Evaluation of a candidate's teaching effectiveness is accomplished through student evaluations and peer observations. The music department utilizes a custom student evaluation form that accommodates the wide variety of instructional settings within the department. These evaluations are administered by tenured-track faculty in class during the last five weeks of class. (Online evaluations are utilized for online courses). Peer observations are conducted by tenured faculty from within the department, at the invitation of the candidate.

2. Scholarly and Creative Activity (Assistant Professor)

The type and nature of scholarly and creative work produced by Music Department faculty will vary widely since the nature of positions within the department is diverse. The department recognizes that a faculty member's scholarly and creative work should flow from the nature of their position and musical background. The department embraces this diversity of work and values scholarly and creative work as being central to the mission of the department. This document is specifically prepared for Andrea Hunt, Assistant Professor of Music Therapy.

For Music Therapy faculty, the primary focus of scholarly activity is the publication of research and scholarly articles in peer-reviewed journals and the presentation of peer reviewed conference sessions. While peer reviewed presentations are valued, these are not weighed as heavily as publications. Collaborative scholarship is acceptable; however, the candidate's work should demonstrate an independent scholarly agenda. Candidates should provide clarity within their packets about their role within collaborative projects.

Music Therapy faculty members' work should be focused in traditional peer-reviewed publications and peer-reviewed presentations, but may be supplemented by other areas of scholarly and creative activity including the following types of work:

- presenting practitioner workshops for regional or national conventions and meetings
- presenting on the music therapy profession to healthcare organizations/educational institutions/social agencies
- publishing invited book chapters for edited books
- performing and or recording as soloist or ensemble member
- developing musical software or digital music applications
- guest lecturing for other departments/institutions on clinical/scholarly expertise

Peer review of Creative Activity

Some areas of creative activity do not have a formal peer-review process. In these cases, candidates for tenure and recontracting will be responsible for initiating external reviews through the CPA External Review process. The College will fund up to five external reviews per year, per candidate. (Additional review requests will be considered based upon the situation and available funding). The candidate will submit suggestions for three to five peer reviewers who have expertise in the field and are able to provide an objective report to the department committee. The department committee will verify the reviewer list (according to expertise and objectivity) and forward it to the Dean's Office. The Dean will select the reviewer. When possible (depending on the form of review) the process will remain blind (i.e. the candidate will not know which reviewer was selected). The format of review will vary according to the type of creative activity. In some instances, this will require the reviewer to attend a live performance. In others, a creditable review may be feasible through the review of a recording, file, or other artifact. The candidate will propose the format of the review subject to verification by the department T&R committee and approval by the Dean.

Candidates should construct their packets to provide reviewers the ability to directly evaluate the caliber of work, as well as to provide external response/review to the work. Collaborative works are acceptable.

All candidates should seek external funding to support and enhance their creative and scholarly work. Evaluation of external funding will not be based upon the amount of financial support received, but rather as contextual commentary upon the candidate's ability to conduct a long-term agenda of independent scholarly and creative work.

3. Contribution to the University Community

Candidates are expected to participate in and support the operation of the department, college, and university, through activities including but not limited to-service on department, college, and university committees

- participation in departmental program planning, revision, and evaluation
- participation in departmental efforts to recruit students

Expectations for service increase through the tenure process, as candidates secure and expand their role as members of the university community.

4. Contribution to the Wider and Professional Community

The Music Department also seeks to lead and serve the broader musical community. Candidates are expected to engage and lead in the professional through activities that include but are not limited to:

- membership, participation, and leadership in professional organizations at the national, regional, and/or state levels
- participation in, and leadership of, conferences
- publication of practitioner articles in non-peer reviewed trade journals and/or articles in local/regional press and magazines
- advocacy for the music therapy profession-cultivation of relationships with music therapists in the region
- development and maintenance of clinical training sites in the community
- outreach to schools, organizations, and healthcare facilities
- performing music therapy clinical work, either independently or in conjunction with student placements