

FORM 8

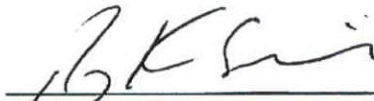
**SIGNATURE SHEET FOR EVALUATIVE CRITERIA
APPROVED CRITERIA SHALL HAVE ALL REQUIRED SIGNATURES**

Department/Office: Music

Department Chair/Head: Bryan Appleby-Wineberg

Print

Academic Year (circle): 15-16 16-17


 Signature _____
 17-18 18-19 **19-20**

Date Sent to Dean/Supervisor: 10/07/2019

Signature _____
 Dean/Supervisor:

Date 11/2019

Approved
 Y/P/N

Add'l Admin: _____
 Provost/designee:

Date 1/29/20

Y/P/N
 Y/P/N

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:

Departmental approval, sent to Dean/Supervisor:

DATE

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 Recontracting/Promotion criteria

Weighing of Recontracting & Promotion Department of Music

The Music Department utilizes the following criteria, drawn from the Letter of Agreement – Non-Tenured Teaching Faculty, in the following order of importance: teaching effectiveness, contributions to the university community and contributions to the wider and professional community/professional development. Duties and responsibilities shall not include scholarship, research, or creative activity. Lecturers are expected to remain current in their fields of teaching and expertise. This document is specifically prepared for Barbara Adams, Lecturer in Music Industry.

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 of material being taught
- instructional methodology and effective pedagogy
- assessment of student learning
- providing timely and useful feedback to students
- maintaining currency and relevancy of course content
- enthusiasm in subject and teaching methods
- knowledge of content / theory of technical skills
- interpersonal and communication skills
- supervising internships

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 full-time or ¾ time 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. 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 promotion process, as candidates secure and expand their role as members of the university community.