



# Department of Music

## Faculty Handbook 2021 - 2022

*The following is the traditional handbook of the WKU Department of Music. WKU's response to COVID-19 continues to require many adjustments to normal operating procedures. Current health guidelines are available on the Healthy on the Hill website.*

The Department of Music Faculty Handbook is written to clarify operating guidelines, policies, and procedures in the WKU Department of Music. The handbook is a supplement to the Western Kentucky University Faculty Handbook and policies defined by Potter College of Arts and Letters. All revisions in the music faculty handbook must be approved by a majority vote of the full-time music faculty.

Department of Music	270-745-3751	<a href="http://www.wku.edu/music">www.wku.edu/music</a>
Office Hours	M-F	8am-4:30pm during the fall/spring semesters Hours vary slightly during the summer months
Music Rehearsal Hall	270-745-4253	Building hours determined by class schedule/events Regular office hours held during the work week
Ivan Wilson Fine Arts Center	M-F Saturday Sunday	7am - 11pm as needed as needed

**Helpful Links/Resources:**

Academic Affairs/WKU Faculty Handbook	<a href="http://www.wku.edu/academicaffairs">www.wku.edu/academicaffairs</a>
Potter College of Arts and Letters (PCAL)	<a href="http://www.wku.edu/pcal">www.wku.edu/pcal</a>
Office of Sponsored Programs	<a href="http://www.wku.edu/sponsoredprograms">www.wku.edu/sponsoredprograms</a>
Graduate Council	<a href="http://www.wku.edu/graduatecouncil">www.wku.edu/graduatecouncil</a>
Undergraduate Curriculum Committee	<a href="http://www.wku.edu/ucc">www.wku.edu/ucc</a>
Faculty Senate	<a href="http://www.wku.edu/senate">www.wku.edu/senate</a>
E-Signature Forms (including employee travel authorization)	<a href="https://intranet.wku.edu/php/prod/wkuforms/source/WKUFORMSlist.php">https://intranet.wku.edu/php/prod/wkuforms/source/WKUFORMSlist.php</a>
Division of Finance and Administration (including Travel Voucher)	<a href="http://www.wku.edu/finadmin/forms">www.wku.edu/finadmin/forms</a>
Public Relations/Photography	<a href="http://www.wku.edu/publicaffairs">www.wku.edu/publicaffairs</a>
NASM	<a href="http://www.nasm.arts-accredit.org">www.nasm.arts-accredit.org</a>
KMEA	<a href="http://www.kmea.org">www.kmea.org</a>

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## **Mission Statement:**

The WKU Department of Music promotes the study and experience of music in its broadest sense: preparing artist teachers and performers, enhancing creativity and the human spirit, and enriching the quality of life on campus, in the region, and in our global community.

Western Kentucky University has been a fully accredited member of the National Association of Schools of Music since 1948.

## **I. Organization of the Department**

### **A. Academic Administration**

1. Department Head
2. Coordinator for Graduate Studies
3. Audition Coordinator

#### **(1) Responsibilities of the Department Head**

- a. To guide the department in academic and administrative leadership including record keeping, budget, office and facilities management, personnel, health and safety, and course/event scheduling
- b. To supervise the recruitment, registration, progress, and educational well-being of all departmental students including music majors, minors, ensemble participants, and general students
- c. To provide for the recruitment and selection of qualified faculty and to foster continued faculty development while on campus
- d. To coordinate the process for continuance, promotion, and tenure as defined by university and college policy and to make recommendations to the Dean, Provost, and President concerning faculty appointments, rank, tenure, salary, grants, and sabbatical leaves
- e. To foster a healthy working artistic environment of faculty/student collegiality, critical thinking, and creative expression
- f. To serve as the official university representative to NASM (National Association of Schools of Music) and to ensure continued recognition and accreditation by NASM
- g. To represent the department at local, state, regional, and national conferences, performances, and recruiting events as appropriate
- h. To promote and advocate for the department, and the arts, across the university, in the local community, and throughout the state/region
- i. To collaborate with administrative personnel across the university in the refinement, development, and revision of university policies
- j. To maintain a 25% teaching load each fall and spring semester

(2) Responsibilities of the **Coordinator for Graduate Studies:**

- a. To administer all areas of academic policy as applied to graduate students
- b. To coordinate the recruitment, registration, progress, and educational well-being of graduate students
- c. To coordinate semester schedules (classes, loads, times, rooms) for the graduate programs
- d. To coordinate academic advising for all graduate students
- e. To review and recommend changes in graduate academic policy in consultation with the department and the WKU Graduate School
- f. To review/revise appropriate portions of the WKU Graduate Catalog
- g. To serve in council with the department head concerning standards petitions, waivers, and other music department issues
- h. To maintain a 16.6% administrative load

(3) Responsibilities of the **Audition Coordinator:**

- a. To administer the department application process for incoming music majors and minors; including reviewing the online form and directed email responses
- b. To schedule and administer defined audition days (typically in February)
- c. To work with applied faculty, and the music office, on post-audition communication/acceptance
- d. To work with the department head and scholarship committee as needed on correlating audition results with potential scholarship/grant awards
- e. To maintain an 8.3% administrative load

B. Faculty

1. Performance Area Coordinators

Performance Area Coordinators include the Director of Bands, Director of Choral Activities, and the Director of Orchestra. In addition to maintaining highly visible positions as conductors/educators, these faculty assume a significant leadership role in guiding their individual areas in student performance, recruitment and retention, collegiality, alumni relations, local/state/regional networking, and job placement.

2. Applied Faculty

Applied faculty teach individual lessons on specific performance instruments for both music majors and minors. The applied faculty also listen to all juries, degree recitals, and capstone juries within their instrument family, take a primary role in the recruitment/auditions and retention of students in their studio, and make recommendations for individual grants and scholarships. Most importantly, the applied faculty provide long-term direction to music students in the practical application, development, and synthesis of performance technique, listening skills, academics, and individual musicianship.

### 3. Academic Faculty

The academic faculty primarily teach music courses using the traditional classroom/lecture approach. They provide students with a theoretical knowledge, history, pedagogy, and musical understanding that goes beyond their individual instrument. Academic faculty regularly communicate with the applied faculty and music advisors in an effort to maintain efforts in retention and being proactive in addressing concerns in academic progress.

### 4. Advisors

Music advisors are faculty who guide individual students through their academic career at WKU. Specifically, advisors meet with assigned students at least once a semester to review and monitor progress towards completing the degree, to register for classes in the upcoming semester, to give course permission where applicable, and to discuss and document any pertinent student issues/concerns. As available, and assigned by the department head, advisors also assist in the spring/summer TOP sessions for new students.

#### **Helpful advising links:**

Potter College Advising: [www.wku.edu/pcal/students/pcaladvising.php](http://www.wku.edu/pcal/students/pcaladvising.php)

WKU Academic Advising: [www.wku.edu/advising](http://www.wku.edu/advising)

### C. Professional Staff

#### 1. Office Coordinator (FAC 3<sup>rd</sup> floor)

This position provides the main clerical support for the department head and coordinates all clerical help for the third floor music faculty. S/he is responsible for all purchases, student workers, mail-outs, copying, equipment inventory, time sheets, processing additional compensation forms, travel requests, vouchers, monitoring performance attendance, and the professional management of the department office.

#### 2. Office Associate (Music Rehearsal Hall)

This position provides the main clerical support for the music rehearsal hall and the faculty assigned to that building. S/he is responsible for all purchases, student workers, mail-outs, copying, equipment inventory, time sheets, processing additional compensation forms, assisting with travel requests and vouchers, and the professional management of the building office.

#### 3. Director of Pre-College Strings (PCS)

The PCS Director is responsible for organizing and operating the PCS program including hiring teachers, defining pay/fee scales, programming concerts, marketing and advertising, and managing the budget and

accounting. The director also works directly with the music office in defining and managing specific administrative tasks specifically related to student registration, payment accountability, and record keeping. The PCS Director maintains a 16.6% administrative load.

#### 4. Piano Technician

The department employs regional technicians to tune, maintain, and repair the more than forty acoustical pianos housed in the WKU music buildings (FAC, MRH, and VM). He/she tunes the entire inventory once each semester and addresses studio, concert, and recital needs as appropriate and as requested. Faculty are asked to plan accordingly so that the tuner has enough time to schedule a trip for tuning on a specific date.

*All department staff report directly to the Department Head.*

### D. Departmental Committees

#### 1. Graduate Committee

The graduate committee works directly with the Coordinator for Graduate Studies to facilitate all aspects of the music graduate program including curriculum, departmental exams, accreditation, assistantships, and reviewing/revising the WKU Graduate Catalog.

#### 2. Curriculum Committee

The curriculum committee is comprised of department advisors and works directly with the Department Head and PCAL to facilitate all aspects of the music curriculum. This includes reviewing, evaluating and recommending proposals/changes that affect departmental course offerings and degree programs which might include: new courses, degrees or degree concentrations, changes in degree requirements or course sequences, proficiency/performance (jury/recital) requirements, and/or course modifications that affect credit hour generation and contact time.

Faculty should see [www.wku.edu/ucc](http://www.wku.edu/ucc) for additional forms and information about curricular proposals and revisions. Proposals typically need to be submitted/approved by the committee/department in the fall to be included with the next academic catalog. Faculty should submit proposals to the committee chair by the 15<sup>th</sup> of the month for consideration at the next month's faculty meeting.

#### 3. Music Education Committee

The music education committee works to keep music students and faculty informed of all state certification requirements and WKU/College of Education policies and procedures towards teacher licensure. The committee also assists in the implementation of new certification requirements to current music curricular programs in adherence of state, NASM and SACSCOC requirements.

#### 4. Technology Committee

The technology committee is responsible for maintaining and reviewing all technology related music department equipment. The committee will also make recommendations to the department head for necessary purchases and upgrades of computers, sound and recording equipment, and other technology needs. Inventory maintenance and future planning are important aspects of this committee.

#### 5. Calendar Committee

The calendar committee negotiates, selects, and reserves dates for major department of music events and performances each academic year. To schedule events the committee also works directly with the Department of Theatre/Dance, Van Meter Hall, the Cultural Enhancement Series, University Athletics, and state/local school/event calendars.

#### 6. Scholarship/Grant Committee

The music scholarship committee, in consultation with area faculty, identifies outstanding incoming freshmen and current students for financial awards as deemed appropriate. In addition to music grants for new freshmen, the committee makes recommendations to the department head for Athletic Band awards, PCAL Creative Arts Scholarship awards, Baker Foundation awards, and the allocations of annual named scholarships through the College Heights Foundation.

#### 7. Strategic Planning Committee

The strategic planning committee develops, and assesses, short and long-term goals for the department. The committee makes recommendations to both the faculty and department head regarding staffing plans, curriculum, recruitment/retention, facilities/equipment, and long-term student/alumni success. The committee must be aware of university/college strategic planning and the current university action plan.

#### 7. Wall of Fame Committee

The Wall of Fame committee identifies outstanding alumni, who have distinguished themselves through significant and recognized careers, to be included on the Music Department Wall of Fame. Committee nominations typically occur each year.

## II. Policies and Procedures Related to Instruction

### A. Teaching Loads

Faculty teaching loads are based on the equivalent of teaching four 3 credit hour courses per semester, or 12 semester credit hours as a full load per semester (15 for Instructors). Given the variable nature of music teaching, music faculty are expected to maintain approximately 21-24 teaching load hours each year (during the regular fall/spring semesters).

Lecture Courses	credit hours = load hours ie: 3 credit hour course = 3hrs load (exception: Diction and Aural Theory = 2hrs load)
Applied Learning Courses - Group Piano, Guitar, Voice - Instrument technique courses	2hrs load
Applied Lessons	Each Contact Hour = .66hrs load (18 contact hrs = 12hrs load) Each principal/major lesson = .66hrs load Each secondary lesson = .33hrs load
Directed Independent Study (DIS) and under-enrolled courses	Undergraduate: .33hrs load/student up to full course credit Graduate: .66hrs load/student up to full course credit
Major Ensembles (degree required)	3+ contact hours = 3hrs load <3 contact hours = 2hrs load
Chamber Ensembles	.5-2hrs load depending on number of students enrolled, number of concerts, and repertoire
Performance Attendance	0hrs load
Graduate Courses	.66hrs load/student up to full course credit
Student Teaching (College of Education model)	1 student (6 visits) = .66hrs load 1 student (3 visits) = .33hrs load
Administrative Assignments	Director of Bands/Choirs/Orchestra = 3hrs load Director of Athletic Bands = 12hrs load/year (fall=8hrs load, spring=4hrs load; includes athletic bands course instruction in fall/spring semesters)  Director of Pre-College Strings = 2hrs load Vocal Coordinator = 1hr load Accompanying Coordinator = 1hr load  Audition Coordinator = 1hr load Coordinator of Graduate Studies = 2hrs load Department Head = 9hrs load

Elective or enrichment course offerings, not required by degree programs, can be considered but must be approved by the department head prior to registration (including private lessons to non-music majors and/or continuing lessons beyond degree requirements). Consideration may include faculty load, enrollment, student learning, finances, and departmental impact.

**B. Winter/Summer Teaching**

As needed and available, full-time faculty may request and/or be asked to teach during the winter/summer sessions. Please see the PCAL Guidelines for Summer/Winter Teaching for specific stipend and enrollment information. (academic policy 1.2121)

**C. Syllabi**

Faculty should provide a detailed syllabus for all classes that clearly outlines the goals, course requirements, attendance policy, and grading structure on the WKU web site before classes begin (TopNet – Faculty Services – Course Syllabi Maintenance). A statement regarding ADA compliance, Title IX, and plagiarism, should be included with all syllabi. (academic policy 1.4061)

**D. Absence from Class**

Instructors must be present for all regularly scheduled classes. If an instructor knows in advance that they must miss a class, they should inform the department head of the arrangements made to cover the class. If an instructor must miss a class at the last minute because of illness, etc., they should notify the music office as soon as possible so that a notice can be posted. Faculty should also directly contact the students as appropriate via email or blackboard.

**E. Office Hours**

All faculty should have regular office hours each week and should list those hours on course syllabi. The music office must receive a copy of each instructor's schedule by the end of the first week of classes in any given semester. It is also recommended that office hours be posted on office doors.

**F. Class Records**

Each instructor is responsible for entering his/her grades at the end of each teaching term by the stipulated deadline and in accordance with University procedures. S/he should also keep a record of student grades, absences, etc., that is comprehensible to others and, in the event of departure from the University, available to the music office. University policy states that the instructor must keep his/her grade book as well as all papers, exams, quizzes, etc., not returned to students for one calendar year after the end of

the course. It would be advisable to keep these records for 3 years after the end of the course.

#### G. Course Evaluations

All faculty should strongly encourage (if not require) student participation in SITE or other University/Department course evaluations according to the prescribed schedule. Faculty may also devise evaluations for their own purposes (in addition to the SITEs). All faculty will also complete the 5th-week assessment as required for specific courses.

#### H. Student Complaint Procedure

At times students will have course/instructor concerns, and possibly wish to appeal a grade or file a complaint. In addition to all grades, faculty should document pertinent conversations with individual students (in person, by phone, or via email/social media). It is vitally important that faculty are aware of and follow the WKU Student Complaint Procedure as noted at: <http://www.wku.edu/handbook/academic-complaint.php>

#### I. Faculty Meetings, Graduation, and attendance at other events

Full-time faculty are expected to attend all department faculty meetings and individual committee meetings as scheduled. Part-time faculty are also welcome to attend and participate in department faculty meetings. Faculty should attend Student Recitals whenever possible – support of student work is greatly appreciated and noticed. Faculty should also regularly attend concerts and events held by student ensembles, performing colleagues, and guest artists as available and appropriate. This is especially important to support student achievement and to develop an awareness of faculty performance as it relates to continuance, tenure, and promotion. Full-time faculty should attend at least one commencement ceremony each year.

#### J. Graduate Faculty Membership

Graduate Faculty are recommended for appointment and continuation by the Graduate Council to the Graduate Dean. Approval of Graduate Faculty status is based on evidence of scholarly attainment, active participation in research, scholarly activities which are recognized or commended by professional organizations in the candidates field, and willingness to direct the study of graduate students. Graduate Faculty may be elected to serve as a faculty representative on Graduate Council, as well as advise graduate students, teach graduate level courses, and serve on thesis or dissertation committees.

### III. Policies and Guidelines Related to Facilities and Equipment

#### A. Copiers

Faculty must use department copiers/printers only for professional purposes. Whenever possible, post electronic copies of course material for student use. Students are not allowed to make copies of their music to be used in private lessons or juries. There are copiers across campus for student use. The faculty-only copiers are located in FAC 356, MRH, and in the music office (FAC 351).

#### B. Mail and Phone Use

Teaching- and research-related postage, fax, and phone calls may be made through the department. Personal charges of this sort are the responsibility of the individual faculty/staff member.

#### C. Student Workers and Graduate Assistants (GAs)

Students working in the department can help with clerical and copying needs, program layout, mail-outs, and test proctoring. Faculty are asked to give workers enough lead time to complete jobs. When assistance is needed of GAs, please also consult the supervising faculty member – this is very important to manage both a GA's time and workload. Concert programs may be typed by student workers in the music office, and printed in-house. Be sure and proofread your materials since many workers are not music majors and do not have the language of music as a secure literary platform.

#### D. Housekeeping and Room Usage

After each class, rehearsal, or meeting, lock all doors and return the classroom furniture to its original state (generally in a "classroom" position). This is especially important after late afternoon or evening rehearsals. Third floor classrooms in FAC may be reserved through the music office. Report any room/equipment damage, or other facility issues, to the music office immediately.

#### E. Piano Tuning

Pianos are tuned each semester in faculty studios and practice rooms. If tuning is needed at another time, schedule an additional tuning through the music office. Pianos in Van Meter and the Recital Hall are tuned more regularly depending on the specific performance calendar needs.

#### F. Website

The music office administers the departmental website. Please review the site regularly, particularly pages specific to your discipline, and let the office know about any needed changes. Understand that major changes to the website may take considerable time. Faculty are encouraged to regularly send the office photos and news of events, concerts, awards, trips, and social activities.

### G. Purchases

Faculty should not purchase anything or arrange for any repair without checking with the music office about proper procedures. If faculty purchase something with personal funds, without prior office approval, reimbursement may not be available. All purchases made with university/state funds are the property of WKU, including purchases made with professional development and/or foundation funds. The department owns pro-cards (credit cards) that can be used for most purchases.

### H. Use of State Property

Equipment owned by the department is considered state property and should not be used for personal gain. This includes using your studio, or any department equipment, for any activity in which you receive payment that does not come from a university account. Please consult with the department head about specific situations where equipment may be needed and other arrangements are not possible.

### I. Scheduling Events

The department of music sponsors over 100 concerts each year in Van Meter Hall (1046 seats), the Music Recital Hall (204 seats), and on occasion in the Instrumental/Choral Rehearsal Halls. Viewable shared calendars are available online through Microsoft Outlook including:

- Music Events                      full music department performance calendar
  - all recital hall and music VM events
  - music dept meetings
  - student recitals and convocations
  - notable state/local and community events
- Music Rehearsal Hall music rehearsal hall calendar
- PA-PF-Van-Meter(?) Van Meter full calendar

Faculty should regularly consult these calendars for scheduling availability, event accuracy, and a general awareness of departmental activities.

To ensure scheduling and publicity accuracy, the following steps must be followed when scheduling events.

1. Major Ensembles in the department get first priority for dates. The calendar committee meets in the fall semester, prior to the upcoming academic year, and schedules dates for major ensembles and events. This process includes coordinating with the Department of Theater/Dance, the Cultural Enhancement Series, and the local/state school/community calendars.

2. Orange sheets (scheduling forms) must be completed and on file in the music office for ALL performance events. This is vital for maintaining scheduling and publicity accuracy. Events will NOT appear on departmental calendars without these forms.
3. The chair of the calendar committee will initially communicate planned events in Van Meter Hall to the VM staff. Any changes after that time are the responsibility of the individual artist/director and must be coordinated with the committee chair and the music office (requiring a new orange form).
4. After the major ensemble dates have been secured, usually in early-mid spring, department faculty can schedule chamber concerts, personal and guest recitals, masterclasses, clinics, pre-college recitals, and other events. Reserving all performance dates requires the completion of the orange scheduling form. Events in Van Meter incur additional custodial and technician fees – faculty should consult with the department head prior to reserving VM for recitals or chamber music events.
5. Junior/Senior student recitals should NOT be scheduled during the final four weeks of any semester. Students also need to submit an orange scheduling form for all degree recitals.
6. Any changes to the performance calendar require a new orange form. Corrections on the old form are not permitted. This is important to ensure a dated paper trail of when events are reserved.
7. Rehearsals and other events that are NOT a performance, open to the public, or meant for the online publicity calendar can be scheduled by a written/email request to the music office coordinator for the recital hall and rooms on the 3<sup>rd</sup> floor, or the music rehearsal hall office associate for the instrumental or choral rehearsal hall.
8. Prior to the actual event please review any specific publicity, usher/swiping, and/or program needs with the music office.
9. Standard performance times (during the regular semester):  
7:30pm all week  
3pm, 5pm, and 7:30pm on weekends

*\*\*\*A sensitivity and awareness of all departmental activities, classes, rehearsals, and concerts is expected when scheduling events. Please be sure to check the online calendars and consult with the appropriate faculty for any possible conflicts before making a reservation. Consultation with the instrumental/choral ensemble directors is also expected prior to reserving either of the large rehearsal halls.*

#### **IV. Policies Related to Professional Development, Travel, Evaluations, Continuance, and Tenure/Promotion**

A. Faculty Professional Development

Faculty development funding is regularly available from Potter College and the Department of Music as well as through the Office of Sponsored Programs. Full-time music faculty have \$750 annually that they can use towards faculty development from the Department of Music. The department head needs to be notified of planned funding usage by November 1. Unused funds may be redistributed as needed.

B. Travel

In addition to communicating absences to students and the music office, faculty must complete the following two forms when away from campus:

BEFORE travel: Employee Travel Authorization – found at:

<https://intranet.wku.edu/php/prod/wkuforms/source/WKUFORMSlist.php>

AFTER travel: Travel Voucher – found at: [www.wku.edu/finadmin/forms](http://www.wku.edu/finadmin/forms)

Please see the music office coordinator for questions and details regarding forms, purchasing allowances, and receipts.

C. Annual Evaluations (see attached)

Faculty should complete a yearly annual report of all activities in Teaching, Scholarship, and Service as prescribed by PCAL and the department head. These reports are generally due to the department head by mid-October following the reporting year. This report, in conjunction with SITEs and personal observations, will be the basis of an annual administrative evaluation.

D. Continuance

Untenured faculty in tenure-track positions in the Department of Music will be evaluated each year on their progress towards tenure. The continuance process is noted in detail in the WKU Faculty Handbook.

E. Tenure/Promotion

The tenure and promotion process is noted in detail in the WKU Faculty Handbook. In addition to documents and policies defined by Potter College and the WKU Faculty Handbook, music faculty should consult the attached *Department of Music Tenure and Promotion Guidelines*.

F. Merit Pay

When Merit Pay is available the department head will make allocations based on annual reports/evaluations specific to the defined time period. All faculty will be considered equally using a formula that accounts for excellence in teaching (60%), scholarship (20%), and service (20%). Faculty may recommend different percentages in scholarship and service based on their self-assessment of performance during that time.



# DEPARTMENT OF MUSIC

## TENURE AND PROMOTION GUIDELINES

The Department of Music encourages and recognizes a wide range of faculty accomplishments and achievements in the areas of teaching, scholarship, and service. Faculty members may be promoted to a higher rank based on their demonstrated qualifications for that rank as evaluated by their peers in the department and appropriate administrative officials. In each case, promotion will be awarded on the basis of sustained performance and a commitment to excellence. It is also understood that faculty members will work in a mutually respectful and productive fashion with colleagues and students, and actively support the mission and goals of the Department, College, and University.

Candidates for tenure and/or promotion should consult the pertinent sections of the **Faculty Handbook** as well as the **Potter College Guidelines for Promotion and Tenure**. These documents are available online and through administrative offices. In considering tenure and promotion the department review follows the procedures described in the aforementioned documents.

A terminal degree in music is generally required for tenure-eligible appointments. Terminal degrees in music include the: PhD, DMA, DM, DME, and DA. For positions primarily in music education, the EdD in Music Education may be considered. For positions primarily in applied teaching, the MM degree may be considered provided the candidate has a national reputation in the applied discipline with significant, and clearly exceptional, academic and/or professional qualifications and experience.

### Tenure and Promotion Processes

The processes for tenure and promotion are defined in the **Faculty Handbook** including all levels of portfolio review, probationary periods, continuance, submission deadlines and response procedures.

During the probationary period, tenure-eligible faculty will be evaluated each year on their progress toward tenure. These continuance reviews are conducted in accordance with the procedures outlined in the **Faculty Handbook**. Tenure-eligible faculty members may request an extension of the probationary period under circumstances outlined in the handbook. Candidates may apply for tenure and promotion during the same year: however, the tenure and promotion processes are separate reviews and will be considered separately by the appropriate committees.

Candidates applying for tenure or promotion will submit a single three-ring binder containing all printed material to be reviewed by the defined deadline. At a minimum this binder should include:

- Table of contents
- Letter of application/narrative
- Current Curriculum Vitae

- Annual Activity Reports
- Annual Administrative Evaluations
- Defined sections on Teaching, Scholarship, and Service

In addition, candidates have the option to include:

- Supportive letters from colleagues, students, or professional peers
- Links to appropriate websites
- Audio/video recordings (students/ensembles/productions/professional activities)
- Posters/brochures and other marketing materials as appropriate

Candidates should keep in mind that portfolios will be reviewed by committees and individuals from a variety of academic disciplines. Explanations and context may be necessary, and are encouraged as appropriate. After prior consultation with the department and the college, candidates for tenure and/or promotion may submit their materials electronically.

Faculty are expected to engage in quality teaching, scholarship, and service throughout their career at WKU. Tenure and promotion requires evidence of sustained activity that demonstrates excellence, currency, and prominence in the field. Candidates for tenure and promotion are expected to meet the following standards in teaching, scholarship, and service (terms/rubric reflects both the Faculty Handbook and annual evaluations):

- Full Professor – a sustained record of *exceptional* and high-quality performance
- Associate Professor – a consistent record of *excellent* performance
- Tenure – must qualify for the rank of Associate Professor with the clear potential for continued growth, career development, and sustained contributions to the university

The Department of Music considers promotions at the Instructor Rank in accordance with the procedures and expectations outlined in the University Faculty Handbook and in consideration of the teaching, scholarship, and service materials noted below. Emphasis is placed on teaching; however, scholarship and service may be considered as appropriate to the individual candidate.

## Teaching

Teaching will be evaluated in lower and upper division classes, in graduate level instruction, and in off-campus settings. Evidence that may be used in the evaluation of teaching includes, but is not limited to, the following.

1. university course evaluations (SITES)
2. questionnaires devised by the department or candidate and completed by students
3. course syllabi, manuals, materials, etc. designed and used by the candidate
4. classroom observation by peers and/or department head
5. new courses designed by the candidate
6. evidence of the successful use of innovative techniques, technology and materials
7. record of the professional success of the candidate's students
8. student programs
9. recruitment and retention of students
10. record of professional development within the candidate's discipline
11. appropriate and effective advising of students
12. documentation of one's students engaged in civic/community activities
13. Study Abroad experiences
14. other evidence presented by the candidates

## Scholarship

Scholarship (research/creative activity) is expected of all faculty as appropriate to the individual discipline as well as the broader study of music. Scholarship is reviewed under three headings:

- (1) Evidence of Professional Related Performance and Presentation
  1. solo recitals
  2. chamber recitals
  3. performances of original compositions
  4. presentation of scholarly, pedagogical, or instructional works
  5. concerto performances
  6. professional large ensemble participation
  7. significant professional engagements
  8. professional accompanying of significant repertoire
  9. concert performances as a conductor
  10. invited research presentations
  11. artist-in-residence/scholar-in-residence
  12. creative use of technology
  
- (2) Evidence of Publication
  1. books, monographs, articles, bibliographies, indices, translations, catalogs, textbooks, papers in professional journals, reports to local, state, or federal agencies, programs notes, reviews and criticism
  2. compositions, arrangements, and transcriptions
  3. recordings and videos
  4. computer software
  
- (3) Work in Progress

Continued or sustained work toward any of the items under Professional Related Performance and Presentation, and/or Publication that is not yet completed.

The Department acknowledges the widely diverse aspects of scholarship in music and the arts. While individual faculty may pursue different types of creative and scholarly activity, a common level of meritorious and recognized achievement is expected for tenure and promotion. To that end, the Department expects to find work of appropriate quantity and quality among the following two levels of merit. Sustained scholarship in Merit Level II, with the potential for Merit Level I, is expected for the rank of Associate Professor; and scholarship at Merit Level I, with continued activity in Merit Level II, is expected for the rank of Full Professor.

### Merit Level One

Merit Level One includes work that is substantial in length or preparation, is at the national/international level, is original in nature, and is peer-reviewed. Accomplishments at this level should establish the faculty member as a widely recognized and prominent expert in the field.

### Merit Level Two

Merit Level Two includes work at the local/state/regional level, is collaborative in nature, expands on previously published work, and broadens recognition of the individual faculty member. Accomplishments at this level should add significant prominence and visibility to the faculty member in the specific field.

It is the candidate's responsibility to clearly demonstrate and/or explain the significance of their work in their application portfolio. As noted above, candidates should keep in mind that portfolios will be reviewed by committees and individuals from a variety of academic disciplines. Explanations and context may be necessary, and are encouraged as appropriate.

## Service

Candidates must present evidence of ongoing participation in the work of the department, the college, and the university. In addition, candidates must also present evidence of shared disciplinary and/or academic expertise for the benefit of the campus, local, regional, national, and/or international community.

Types of engagements that may be included under service are:

1. serving on university, departmental, and community committees
2. providing musical services of a university-related nature
3. recruitment activities
4. maintaining a working relationship with and providing services to educational institutions
5. sponsoring, coordinating, or assisting in clinics, workshops and festivals
6. adjudication
7. consulting
8. special lectures
9. participation in state, regional and national associations by attending meetings, serving on committees, holding office, or editing an association publication
10. securing personal or institutional grants
11. media appearances

*Fall 2016*

## **Music Faculty Annual Evaluation Guidelines**

Fall 2014

Probable sources of documentation are indicated in *italics*

**Teaching** (as noted on the PCAL Faculty evaluation form):

### **Meets Expectations**

1. sound, extensive, and current knowledge of area of expertise, and the ability to convey it successfully to students – *credentials, syllabus, SITEs, peer observation*
2. superior teaching skills reflected in the quality of student work, and in student learning – *SITEs, Faculty Activity Report, peer observation*
3. excellent planning, preparation, and organization of teaching materials (prepared for class, clearly stated course objectives and assignments, well organized presentations, challenging student assignments, good use of class time) – *SITEs, syllabus*
4. effective presentation in an instructional setting (encourages student questions, comments/discussion, and differing points of view: uses a variety of teaching techniques; conveys enthusiasm about the subject; communicates effectively in an instructional setting) – *SITEs, peer evaluation*
5. the ability and willingness to experiment, to develop new and instructional techniques and methods, and to revise and improve course materials – *Faculty Activity Report, peer observation*
6. individual initiative; academic responsibility (returning student work in a timely fashion, holding office hours, keeping appointments, meeting classes); and self-evaluation of courses (revising notes, student assignments, and test materials) – *Faculty Activity Report, SITEs, syllabus*
7. consistent and fair methods of assigning, evaluating, and grading student work - *SITEs*
8. dependable student advising on curricular and professional matters by faculty members assigned to those responsibilities – *peer/administrative observation*

### **Exceeds Expectations**

Significant and recognized achievements, specifically in points 2, 4 and 5, must be present and well documented. Examples might include:

- high marks in student performance competitions (on- and/or off-campus)
- student research/scholarly papers accepted for publication and/or conference presentation
- notable improvement with students who begin with a limited background or challenging circumstances
- documented and extensive course revisions that might reflect currency and/or innovation

## **Scholarship**

### **Meets Expectations**

Engagement in sustained scholarship that would qualify for Merit Level Two, as described in the Department of Music Tenure and Promotion Guidelines, must be present and well documented.

*Merit Level Two includes work at the local/state/regional level, is collaborative in nature, expands on previously published work, and broadens recognition of the individual faculty member. Accomplishments at this level should add significant prominence and visibility to the faculty member in the specific field.*

### **Exceeds Expectations**

In addition to sustained activities in Merit Level Two, documented evidence of activities in Merit Level One must be present.

*Merit Level One includes work that is substantial in length or preparation, is at the national/international level, is original in nature, and is peer-reviewed. Accomplishments at this level should establish the faculty member as a widely recognized and prominent expert in the field.*

## **Service**

### **Meets Expectations**

Evidence of ongoing participation in the work of the department, college, university, community and/or the profession (discipline specific) must be present and well documented.

### **Exceeds Expectations**

Evidence of service that clearly goes beyond committee level engagement must be present and well documented. Examples might include:

- chairing a search committee
- serving as an officer for a regional/national professional organization
- securing significant personal or institutional grant funding (internal or external)