

**APPENDIX 3**  
**REGULAR FACULTY-BIENNIAL REVIEW**  
**approved spring, 2018**

“Faculty Performance Evaluations are a means by which Indiana State University can assess and acknowledge the work of its faculty. Through the evaluation process, the institution can recognize and celebrate the performance of its most productive colleagues, provide reassuring feedback of the continuing contributions of the faculty, and identify those individuals in need of additional support to meet the professional expectations of their colleagues. Moreover, with evaluation results, ISU’s administrators may demonstrate to external constituencies that ISU Faculty meet professional standards of performance, on an ongoing basis, in all domains of their work. The faculty performance evaluation model is not a substitute for existing faculty dismissal processes. This process is designed to be faculty-driven through peer evaluation, and use broad categorization rather than a ranking process.” (Biennial Review Procedures (updated), Approved Spring 2018)

“Toward this end, all regular university faculty members shall be evaluated biennially, and a record of that evaluation placed in their official personnel files. Pre-tenure faculty and instructors subject to annual review will not be included in this process. Faculty who were promoted during the biennium, and tenured faculty who were on leave from the university for one academic year or longer of the period under review (with the exception of those on sabbatical), may opt not to participate in this review. In these, as in all faculty evaluative processes, Indiana State University subscribes to existing AAUP guidelines.” (Biennial Review Procedures (updated), Approved Spring 2018)

“Each faculty member’s performance will be evaluated for each assigned component (teaching/librarianship, scholarship/creativity, and service). The individual categories will be designated *Meets Expectations* or *Does Not Meet Expectations*.” (Biennial Review Procedures (updated), Approved Spring 2018)

## SCHOOL OF MUSIC BIENNIAL PERFORMANCE: TEACHING REQUIREMENTS

Faculty members' Biennial Review files must include a summary of the University-wide student course evaluations for any semesters in which the faculty member is teaching courses. In addition to meeting expectations through teaching the assigned load effectively, as supported by student evaluations, faculty may provide evidence of further accomplishments in this domain. Listed below are typical examples of ways music faculty may document teaching effectiveness. This list is not all-inclusive:

1. Documentation of student accomplishments (e.g. academic recognition, performance honors, etc.).
2. Lists of performances of student ensembles conducted/coached.
3. Awards or honors received for teaching excellence.
4. Evidence of effective student advising.
5. List of independent studies sponsored, master's theses supervised, and internships/student teaching arranged and supervised.
6. Descriptions of all instructional grants and contracts funded, unfunded, or pending.
7. Peer observations

## SCHOOL OF MUSIC BIENNIAL PERFORMANCE REVIEW: CREATIVE ACTIVITY REQUIREMENTS

Creative activity in the ISU School of Music may take many forms. Listed below are typical creative activities in which music faculty are involved. This list is not all-inclusive, but gives pertinent examples for each category. There may be other types of creative activities not listed here. It is the responsibility of the individual faculty member to make the case and weighting for other types of creative activity.

Over two years, to reach the minimum requirement for "Meets Expectations", the Faculty member may choose from the Creative and/or Scholarly requirement categories with the following options:

- A. 1 from Category A, plus (1) additional from any Category.
- B. 1 from Category B, plus (2) additional from any Category.
- C. 1 from Category C, plus (3) additional from any Category.

### Category A (International)

- Recording, video picked up by a label
- International performance of faculty member's original composition
- International concerto performance
- Invited Conductor for International Competition (choir, band, orchestra, jazz ensemble)
- High-level National, or an International invited conference performance (i.e. Midwest, TMEA, WASBE, National ACDA, National MTNA).
- International invited performance
- Major national invited conference (i.e. NAFME, MTNA, CMS, MidWest) or International invited conference performance

### Category B (National)

- Member of an auditioned professional regional or out of state ensemble
- National concerto performance
- Completed professional CD/DVD recording
- Music direction of a professional production.
- National solo recital performance
- Invited All-State Conductor (choir, band, orchestra, jazz ensemble)
- National performance of faculty member's original composition
- Perform with prominent professional ensemble (in or out of state, i.e. Indianapolis Symphony, role in Indianapolis Opera)

### Category C (Regional and State)

- Member of an auditioned professional local ensemble
- Regional or in-state performance of faculty member's original composition
- Invited conducting at a local festival or similar event off campus
- Local or in-state performance of faculty member's original composition
- Invited solo recital off campus
- Concerto or oratorio soloist off campus
- Regional in-state invited conference performance
- Music direction of a production

### Category D (Local)

- Solo recital on campus
- Concerto or oratorio soloist on campus
- Conductor selected by audition to conduct community-based group
- Faculty Chamber Ensemble for which one does not get teaching load credit
- Invited Master Class off campus
- Instrumental or Choral Clinic

### SCHOOL OF MUSIC BIENNIAL PERFORMANCE: SCHOLARLY ACTIVITY REQUIREMENTS

Scholarly activity in the ISU School of Music may take many forms. Listed below are typical scholarly activities in which music faculty are involved. This list is not all-inclusive, but gives pertinent examples for each category. There may be other types of scholarly activities not listed here. It is the responsibility of the individual faculty member to make the case and weighting for other types of scholarly activity.

Over two years, to reach the minimum requirement for “Meets Expectations”, the Faculty member may choose from the Scholarly and/or Creative requirement categories with the following options:

- A. 1 from Category A, plus (1) additional from any Category.
- B. 1 from Category B, plus (2) additional from any Category.
- C. 1 from Category C, plus (3) additional from any Category.

#### Category A

- Major National (i.e. NAFME, MTNA, AMS, CMS, MidWest, MEISA) or International invited conference presentation
- Published, nationally distributed book
- Peer-reviewed, published article in eminent journal

#### Category B

- Works composed (make case based on length of composition, instrumentation, commission of significance, number of performances, etc.)
- International or national invited poster session
- National invited conference presentation

- Producer of professional CD/DVD Recording
- Peer-reviewed published article (Make case based on length of article and journal eminence).
- Substantial professional consultation

#### Category C

- Completed book manuscript
- State and regional invited poster session
- Article or manuscript submitted, not yet accepted
- Article or manuscript accepted not yet published
- Self-published book (make case for “Category B” by significance of the project)
- State and regional invited conference presentation
- Local, off campus invited presentation
- Peer reviewed e-journal
- Professional consultation

#### Category D

- Article or manuscript in preparation, not yet submitted
- Local presentation
- Non peer-reviewed published articles
- Published reviews
- Program notes (1) for professional ensembles

### SCHOOL OF MUSIC BIENNIAL PERFORMANCE REVIEW: SERVICE ACTIVITY REQUIREMENTS

Service in the ISU School of Music may take many forms. Listed below are typical service activities in which music faculty are involved. This list is not all-inclusive, but gives pertinent examples for each category. There may be other types of service activities not listed here. It is the responsibility of the individual faculty member to make the case and weighting for other types of service activity, including recruitment.

Over two years, to reach the minimum requirement for “Meets Expectations” meets, the Faculty member may chose from the Service requirement categories with the following options:

- A. Six Total: from Category C
- B. Five Total: (4) from Category C and at least (1) Category A or Category B

C. Four total: (2) from Category C with at least (1) Category A and(1) from Category B  
Category A

- Elected Officer of a State, National or International professional organization
- Chair of CAS Committee
- Member, Senate Executive Committee
- Chair of an elected SoM committee
- Chair of a SoM Search Committee

Category B

- Service on an elected SoM Committee
- Chair of an appointed SoM Committee
- Service on a SoM search committee
- Service on university committees outside of the SoM
- Service on a board or foundation (i.e. THSO board, etc.)
- SoM Awards Ceremony Coordinator
- SoM Symposia Coordinator
- SoM Convocations/Event Attendance Record Coordinator
- SoM President's Honor Recital Coordinator
- SoM Concerto Competitions Coordinator
- SoM PKL Officer
- Member of Faculty Brass Quintet, String Quartet, Woodwind Quintet, or other officially designated Faculty Ensemble
- State Level Service to the Profession (Competitions, IMTA)

Category C

- Service on an appointed SoM Committee
- Adjudicator-service to the profession
- Committee member of external committee-service to the profession (ie. ISSMA
  - o S&E Group I list revision committee, )
- Service on an Ad-hoc Committee (SoM, A&S, Univ.) A case may be made for a higher category such as placement due to frequency of meetings and productivity.
- SoM Library Representative