APPENDIX 3
REGULAR FACULTY-FACULTY PERFORMANCE EVALUATION REVIEW
Approved 3/18/2021

"Faculty Performance Evaluations (FPE) are a means by which Indiana State University can assess and acknowledge the work of its faculty. Through the evaluation process, the institution can support faculty in their professional goals and demonstrate to external constituencies on an ongoing basis that ISU faculty meet professional standards of performance in all domains of their work. The faculty performance evaluation model is not a substitute for existing faculty dismissal processes. Neither is it meant to replicate the rigor of tenure/promotion processes and standards. This process is designed to be faculty driven and focused on professional growth." (Faculty Performance Evaluation, Approved by Faculty Senate 4/16/20)

"Toward this end, all regular university faculty shall be evaluated annually [by the Dean of Arts and Sciences and the Director of the School of Music] and a record of that evaluation placed in their official personnel files. Pre-tenure faculty and instructors subject to annual review and faculty who were promoted effective August of year 3 of the review cycle will not be included in this process. In these, as in all faculty evaluative processes, Indiana State University subscribes to existing AAUP guidelines." (Faculty Performance Evaluation, Approved by Faculty Senate 4/16/20)

Pursuant to the procedures approved by the Faculty Senate (referenced above), the School of Music Personnel Committee will normally do its evaluative work of applicable faculty every third year of a three-year triennial cycle; that review is limited to the previous August 1 – July 31st time period. Additional reviews may take place if referrals occur during year one or two of the three-year cycle, as described in the above-referenced procedures.

SCHOOL OF MUSIC FACULTY PERFORMANCE EVALUATION: 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 FACULTY PERFORMANCE EVALUATION 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. As appropriate, examples given below may include virtual presentations and/or performances.

During the particular year under review, 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 or B
- B. 2 from Category C and/or D

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 FACULTY PERFORMANCE EVALUATION:
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. As appropriate, examples given below may include virtual presentations and/or performances.

During the particular year under review, 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 or B
B. 2 from Category C and/or D

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 FACULTY PERFORMANCE EVALUATION:
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.

During the particular year under review, to reach the minimum requirement for "Meets Expectations" meets, the Faculty member may choose from the Service requirement categories with the following options:

    A. 1 from Category A or B
    B. 2 from Category C

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 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