

## APPENDIX 11

### PROCEDURES FOR ANNUAL EVALUATION OF INSTRUCTORS

As part of a university mandated process, the Personnel Committee and the School of Music Director will evaluate all Instructors on a yearly basis. Typically, Instructors are assigned a 15-hour load on a three-year contract. Because of their largely instructional role in the School of Music, these faculty members will be evaluated according to the duties outlined in their employment contracts. After two consecutive successful three-year contracts have been completed, the Instructor will move to the Biennial Review Evaluation process.

This is a *cumulative* review and should include all materials and information from previous review years. It is suggested that the faculty member place their materials in a binder that is indexed for the various material included.

- I. Required Materials for All Faculty Members
  - a. Curriculum Vitae
  - b. A one-page statement of teaching philosophy
  - c. Official Course Evaluation summaries for each completed course taught and all student comments. Approved and appropriate Indiana State University evaluation systems must be followed.
  - d. Course Syllabi for all courses taught during the year of evaluation.
  - e. Peer teaching evaluations from Regular Faculty members for all courses taught (unless multiple sections of the same course are taught, in which case only one peer valuation is necessary). Peer teaching evaluations will be done by Regular Faculty who are not currently serving on the School of Music Personnel Committee. Evaluations should be based on observation of the Instructor's teaching or other duties as assigned (i.e. participation in a faculty ensemble). The candidate should arrange for visits from selected regular faculty, who will write comments and submit them to the School of Music Director for inclusion in the materials to be reviewed by the Personnel Committee.

Submit the above materials, along with any other materials selected from section II below, to the School of Music Director. Some materials from section II may be required depending upon assigned teaching/performing duties. The Director will then forward the materials to the School of Music Personnel Committee for review.

- II. Other suggested Materials:

Neither the School of Music Director nor the Personnel Committee expects a comprehensive portfolio. Only those materials that represent the faculty member's assigned duties should be included. If desired, optional materials may be included if they would provide additional illustrations of professional effectiveness. Such materials might include:

  - a. Other Teaching Information:
    - Student awards, performance honors, etc.

- Performances by student ensembles conducted or coached.
  - Awards or honors received for teaching excellence.
  - Pedagogical materials for class, studio, or rehearsal instruction.
  - Evidence of innovation in teaching.
  - Independent studies sponsored, master's theses supervised, and oral exam committees served on
  - Professional development undertaken to enhance or acquire pedagogical expertise.
- b. Creative Activity Information (\*Required for faculty members whose assigned duties include performance in faculty ensembles):
- On- and off-campus performances and/or presentations
  - Citations of research and/or publications
- c. Service Information (\*Required for faculty members whose assigned duties include service obligations such as committee work).
- On or off-campus service

### III. Review Process

The Instructor will submit required and optional materials to the School of Music Director who will review the file and forward it to the Personnel Committee for review. The Director and the Personnel Committee will write separate statements summarizing the Instructor's overall job performance based on the materials submitted. When the Personnel Committee and the School of Music Director have completed their reviews of the Instructor's materials, both written evaluations will be transmitted to the Instructor, who must sign the evaluation form to acknowledge receipt. The Instructor will have five (5) working days after receiving the form to cite in writing to the School of Music Director any areas of disagreement or to request a meeting with the School of Music Director and the Chair of the Personnel Committee prior to the evaluation being forwarded to the Dean of the College of Arts and Sciences for the next level of review. The Instructor's written statement will be added to the review materials for consideration by the Dean.