

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES**

MCAMC

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

Music

COLLEGE

DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the changes you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a coversheet for the written material you submit to PP&R. The Department and College Committees are responsible for ensuring that the proposed procedures are consistent with Section 600 or Section 700, and with the Collective Bargaining Agreement.

FORMAT: *A complete Word version of your existing procedures is required as the starting point for the proposed revisions. Any proposed changes to your existing procedures must be indicated using the Track Changes feature of Word. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.*

BACKGROUND INFORMATION:


- CHECK ONE:** Check the level the proposed personnel procedures are for: College level Department level
- Date that current proposed changes were sent forward 10/28/2020
- For Department Personnel Procedures:**
 - Indicate the date the department faculty voted to approve the proposed changes: 10/28/2020
 - Indicate the date the CPC voted to approve the proposed changes: _____
- For College Personnel Procedures:**
 - Indicate the date the college faculty voted to approve the proposed changes: _____
- (Optional) Briefly state the rationale for your proposed changes:** Update of Tenure Track personnel policies.

Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

- WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
- Signed cover sheet in PDF format.**

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)


Andrew Surmani

 Digitally signed by Andrew Surmani
Date: 2021.10.04 15:32:21 -07'00'

Chair, Department Personnel Committee

Date



Department Chair

 Digitally signed by Roscigno, John A
Date: 2021.10.12 22:38:13 -07'00'

Date

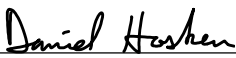
FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES: (Sign & Print Name)

Lawrence F Stoffel

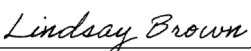
 Digitally signed by Lawrence F Stoffel
Date: 2021.10.15 09:24:10 -07'00'

Chair, College Personnel Committee

Date


College Dean

10/18/21


Chair, Personnel Planning and Review Committee

Date

10/19/2021

Date

(for PP&R use only)

Spring 2021

Fall 2021
Fall 2024 (changes in criteria)

Fall 2025

Approval Date

Effective Date (see attached)

Date of Next Review

MUSIC DEPARTMENT PERSONNEL PROCEDURES

Revised October 29, 2020

1. Consideration for Retention, Tenure and Promotion

During the first semester after appointment, the tenure track faculty member, the Department Chair, and the Chair of the Department Personnel Committee will meet to develop an MOU outlining the professional expectations for the faculty member's retention, tenure, and promotion. The plan will provide specific guidance as to what the faculty member needs to accomplish in the areas of teaching, contributions to the field of study, and service to the Department, College, and University. A document describing the plan will be drafted and then signed by the faculty member, the Department Chair, the Chair of the Department Personnel Committee, and the Dean. This document will be filed in the faculty member's Personnel Action File. Upon agreement of all parties involved, this document may be amended in the future.

2. Professional Preparation

The appropriate terminal degree in most cases will be the doctoral degree in Music in order to be hired for a probationary position. The Department also recognizes that musicians with exceptional professional stature may be eligible for appointment and for meeting the degree requirements for promotion and tenure without the doctoral degree. Equivalencies to the terminal degree shall be stated in the position description and the advertisement for the tenure- track position.

3. Teaching Effectiveness

Teaching effectiveness is a primary criterion for retention, tenure, and promotion to any rank. During the probationary period, the faculty member must demonstrate to the Department Chair and the Department Personnel Committee teaching abilities, dedication to good teaching, and continued development of teaching effectiveness. Teaching evaluations will be made according to the procedures outlined in the CSUN Administrative Manual Section 600 and the Music Department Personnel Procedures.

Procedures for evaluating Teaching Effectiveness shall consist of:

- Evidence based upon materials associated with class preparation, such as syllabi, assignment sheets, bibliographies, etc.
- Evidence based on faculty observation (peer class visits):
For each RTP candidate, the Department Chair or designee will annually conduct one class visit lasting a minimum of 30 minutes. A member of the Department Personnel Committee will also annually conduct two class visits lasting a minimum of 30 minutes each. The Department of Music “Faculty Evaluation Form for classroom visits will be used by the Department Chair and the Department Personnel Committee member to write comments regarding each class visit. Within 14 calendar days after the peer class visit, the Faculty Evaluation Form for Classroom Visits” will be sent by email. The “Faculty Evaluation Form for Class Visits” will then be held for 10 calendar days, during which time a candidate may request a meeting to discuss the report and/or provide a statement. At the end of the 10-calendar day period, the “Faculty Evaluation Form for Classroom Visits” and any candidate statement will be placed in the candidate's Personnel Action File for a period of five years.
- Evidence based on student written evaluation of classes

The Music Department's procedures for implementing and interpreting student evaluation of teaching effectiveness:

All student evaluations will be administered in accordance with Section 600.

The Music Department has developed three evaluation forms:

- Applied Music
- Performance Group
- Lecture-Discussion.

The student evaluation will be administered online. After semester grades have been assigned, the summarized results of the student evaluation will be given to the instructor.

- Other evidence

Evaluation of relevant achievements associated with instruction such as: performances, end-of-semester student juries, creative and scholarly work by students of the faculty member.

The Department Personnel Committee may consult with the Department Chair, tenured faculty, and students. All feedback to the candidate will be in writing and signed.

- The music department recognizes there can be bias with regard to women and faculty of color, which has been well documented. This will be taken into consideration in assessing a faculty member's effectiveness.

4. Contributions to the Field of Study

The University standard requires that the individual demonstrate continued growth as a recognized scholar and contributor to the field of study (Section 600). Scholarly achievements made prior to the initial tenure-track appointment or previous promotion at California State University, Northridge shall be considered as establishing a pattern of scholarly activities. However, additional significant contributions to the field since appointment are expected for tenure and initial promotion. Additional significant contributions since previous promotion are also expected for subsequent promotion.

For promotion to Associate and Full Professor:

- a. "Significant scholarly or creative contributions to the field of study as defined in Section 600 beyond terminal degree are required";
- b. "Presents peer-reviewed papers in professional organizations, institutes, etc."; and
- c. "Pioneering work in profession (promoting reforms, developing new fields) is desirable."

Guidelines for "Contributions to the Field of Study" in the Music Department are defined below by area of specialization, with exemplars of scholarly and creative activities that are typical for each area. A faculty member often has more than one area of specialization and needs to blend the recommendations of those areas in consultation with the Department Chair and the Department Personnel Committee.

The faculty member will provide a statement on the significance of the scholarly or creative contribution to the field of study.

4.1 Performing Faculty: Voice, Instrumental, and Conducting

Voice:

- Performance/conducting/directing in: opera, oratorio, concert performances with orchestra, recitals, sacred music in sacred venues, chamber music.
- Master Classes

- Peer-reviewed articles or books related to all voice/opera/musical theater/choral topics. Potential subjects include: performance, voice pedagogy, foreign language diction, opera or musical theater stage directing/conducting, or choral conducting.
- Professional CD recordings.
- Performance/directing/conducting/teaching at prestigious national or international summer programs.
- Presentations and performances at professional conferences at the regional, national and international levels.
- Editor of published performance editions

Instrumental:

- Solo recitals for the university and for venues of a regional, national, and international level.
- Chamber music performances
- Concerto performances
- Professional CD recordings
- Master Classes, workshops, clinics
- Performance/directing/conducting/teaching at prestigious national or international summer programs.
- Peer-reviewed publications in music journals (Publications in juried music journals are encouraged and can be substituted for a performance.)
- Presentations at professional conferences
- Editor of published performance editions

Conducting:

- Guest conducting performances
- Conducting workshops or presentations at conferences
- Peer-reviewed articles, book chapters, books on conducting and conducting pedagogy
- Professional CD recordings
- Public school and community college guest clinics
- Summer music festival performance
- Editor of published performance editions

To be promoted from Assistant Professor to Associate Professor:

- For Voice: a minimum of eight experiences outlined under “Contributions to the Field of Study.”
- For Instrumental (Solo, Concerto or Chamber Music Performance): a minimum of eight performances at the state, regional, national, and/or international levels. Presentations of Master Classes/Workshops/Clinics on local, state, regional and/or national levels. A CD recording from an established company can be used in lieu of two performances.
- For Conducting: a minimum of five experiences outlined under “Contributions to the Field of Study” with at least two of those being guest conducting experiences with professional ensemble or at all-state or regional honors festivals.

To be promoted from Associate Professor to Full Professor:

- For Voice: a minimum of eight experiences outlined under “Contributions to the Field of Study.”
- For Instrumental: Solo, Concerto, or Chamber Music Performance: a minimum of eight performances at the national level and/or international levels. A CD recording from an established company can be used in lieu of two performances. Presentations of Master Classes/Workshops/Clinics on state, regional, national, and international levels.
- For Conducting: A minimum of five experiences outlined under “Contributions to the Field of Study?” with at least two of those being guest conducting experiences with professional ensemble or at all-state or regional honors festivals.

4.2 Composition, Media Composition/Commercial Composition, and Technology

Composition:

- Live performances, recordings, media broadcasts, compositions, technological applications, and other creative activities in composition.
- The faculty member will provide specific information on the public venue in which the creative activity took place.
- The faculty member may also provide outside reviews of the scholarly and creative contributions, or other documentation of the quality of the scholarly and creative contributions.

Media Composition/Commercial Composition:

- Live performances, recordings, media broadcasts, compositions, technological applications, and other creative activities in media composition.
- Evidence of activity on the local, national and international level at AV music conferences as speaker, panelist, author, coordinator
- Evidence of pioneering work in the field; new technology, new approaches to teaching; new kinds of artistic creativity or collaboration

- Awards, citations, professional recognition

Technology:

- Live performances, recordings, media broadcasts, compositions, technological applications, and other creative activities in technology
- Evidence of pioneering work in the field of music technology
- Technology that enhances the learning experience in the arts and humanities
- New kinds of artistic creativity or collaboration
- Scholarly publications and professional presentations

To be promoted from Assistant Professor to Associate Professor:

- For Composition: a minimum of 60 minutes of music. This music should be a combination of items from category 1 and categories 2-4 as stated below:
 - 1) Musical works completed during the tenure process, including existing works that are significantly revised and/or re-orchestrated, that are published and/or peer-reviewed, or commissioned by performers or ensembles of regional, national, or international standing;
 - 2) Performances of any compositions from the faculty member's portfolio at regional, national, or international venues;
 - 3) Recordings of any compositions from the faculty member's portfolio, in physical or digital format, distributed by regionally, nationally, or internationally recognized recording labels;
 - 4) Broadcasts or streaming of recordings and/or performances of any compositions from the faculty member's portfolio by regionally, nationally, or internationally recognized entities.
- For Media Composition/Commercial Composition: Evidence of current work in the profession, including commissioned scores/projects and/or collaborative writing for performance at CSUN; at least three projects annually; at least 30 minutes total duration annually. Professional work that will satisfy these requirements can include, but is not limited to, composing, orchestrating, conducting, music editing or mixing in any of the following categories:
 - 1) Films
 - 2) Television
 - 3) Library/Production music/Trailer music
 - 4) Video games
 - 5) Educational/corporate projects
 - 6) Multimedia/online projects
- The following categories shall also count as work in the profession:

- 1) Broadcast, exhibition or streaming of recordings of any compositions from the faculty member's portfolio by regionally, nationally, or internationally recognized entities.
 - 2) Recordings of any compositions from the faculty member's portfolio, in physical or digital format, distributed by regionally, nationally, or internationally recognized entities.
 - 3) Performances of any compositions from the faculty member's portfolio at the regional, national, or international level.
- For Technology: a minimum of five items from "Contributions to the Field of Study."

To be promoted from Associate Professor to Full Professor:

- For Composition: a minimum of 60 minutes of music. This music should be a combination of items from category 1 and categories 2-4 as stated below:
 - 1) Musical works completed during the tenure process, including existing works that are significantly revised and/or re-orchestrated, that are published and/or peer-reviewed, or commissioned by performers or ensembles of national or international standing;
 - 2) Performances of any compositions from the faculty member's portfolio at national or international venues;
 - 3) Recordings of any compositions from the faculty member's portfolio, in physical or digital format, distributed by nationally or internationally recognized recording labels;
 - 4) Broadcasts or streaming of recordings and/or performances of any compositions from the faculty member's portfolio by nationally or internationally recognized entities.
- For Media Composition: Evidence of current work in the profession, including commissioned scores/projects and/or collaborative writing for performance at CSUN; at least three projects annually; at least 30 minutes total duration annually. Professional work that will satisfy these requirements can include, but is not limited to, composing, orchestrating, conducting, music editing or mixing in any of the following categories:
 - 1) Films
 - 2) Television
 - 3) Library/Production music/Trailer music
 - 4) Video games
 - 5) Educational/corporate projects
 - 6) Multimedia/online projects
- The following categories shall also count as work in the profession:

- 1) Broadcast, exhibition or streaming of recordings of any compositions from the faculty member's portfolio by regionally, nationally, or internationally recognized entities.
 - 2) Recordings of any compositions from the faculty member's portfolio, in physical or digital format, distributed by regionally, nationally, or internationally recognized entities.
 - 3) Performances of any compositions from the faculty member's portfolio at the regional, national, or international level.
- For Technology: a minimum of five items from "Contributions to the Field of Study."

4.3 Music Education and Music Therapy

Music Education:

- Articles, book chapters, books, or media on music, music education research, music teaching, music assessment, curriculum development, and educational philosophy.
- Development or creation of music teaching materials and/or music compositions and arrangements incorporating current educational and technological trends.
- Keynote addresses or conference presentations for music, music education, music research, music teaching, music technology, or education professional organizations.
- Presentations for elementary and secondary music and arts educator organizations
- Masterclasses in music teaching (K-6, 6-8, 9-12 levels), music teaching pedagogy (college/university levels), and music pedagogy for individual learners, small groups, and performing ensembles.

Music Therapy:

- Articles, book chapters, books, or media on music therapy education,

- research, and clinical applications of music therapy
- Keynote addresses or conference presentations for music therapy and/or professional organizations.
- Development or creation of pedagogical materials incorporating current educational and technological trends.

To be promoted from Assistant Professor to Associate Professor:

- For Music Education: a minimum of 2 published articles or book chapters and a minimum of 5 presentations or masterclasses at the regional, national, or international levels. Published music teaching materials may substitute for the article.
- For Music Therapy: a minimum of 2 published articles or book chapters and a minimum of 3 presentations at the regional, national, or international levels.

To be promoted from Associate Professor to Full Professor:

- For Music Education: a minimum of 3 published articles or book chapters and a minimum of 5 presentations or masterclasses at the national or international levels. One book may substitute for two articles or book chapters. Substantial published music teaching materials that follow a peer-reviewed process may substitute for the articles.
- For Music Therapy: a minimum of 2 published articles or book chapters and a minimum of 4 presentations at the regional, national, or international levels. One book may substitute for two articles or book chapters.

4.4 Musicology/History and Music Industry

Musicology/History

- Peer-reviewed articles, monographs, book chapters, solicited review essays, critical editions, edited books, or media in musicology.
- Keynote addresses or conference presentations for regional, national and international professional organizations.

Music Industry:

- Peer-reviewed articles, solicited articles for music industry trade and music educator journals and magazines, book chapter(s), books, or media on music industry education, music technology, and/or research.
- Keynote addresses or conference presentations for music industry and/or professional organizations.
- Development or creation of pedagogical materials, music products and music companies incorporating current educational and technological trends.
- Evidence of production and/or consulting activity on the local-, national-, or international- level in live music/music industry events including, but

- not limited to, concerts, festivals, music industry seminars, webinars, master classes and conferences.
- Dependent on Music Department identified area(s) of secondary creative specialization (e.g., performance, composition, technology, theory, publishing, education and music products), the candidate may follow the recommendations of each of the areas as listed above, for retention, tenure, and advancement in rank. In the case of original compositions and vocal/instrumental performances, candidate shall provide proof of public presentation in the form of a review by a newspaper, magazine, television, online, or other media outlet.

To be promoted from Assistant Professor to Associate Professor:

- For Musicology: a minimum of 3 peer-reviewed published articles, book chapters, critical editions, edited books, solicited review essays, or monographs. One book may substitute for 3 other publications. Also, a minimum of 4 presentations at regional, national, or international professional conferences.
- For Music Industry:
 - A minimum of 2 peer-reviewed published articles, solicited articles for music industry trade and music educator journals and magazines, and/or a book chapter(s) and a minimum of 3 presentations and/or production activities at the regional, national, or international levels. A published book may substitute for 2 published articles.
 - Dependent on Music Department identified area(s) of secondary creative specialization (e.g. performance, composition, technology, theory, publishing education and music products), the candidate may augment and/or substitute with the recommendations of each of the areas as listed above, for retention, tenure, and advancement in rank. In the case of original compositions and vocal/instrumental performances, candidate shall provide proof of public presentation in the form of a review by a newspaper, magazine, television, online, or other media outlet.

To be promoted from Associate Professor to Full Professor:

- For Musicology: a minimum of 3 peer-reviewed published articles, book chapters, critical editions, edited books, solicited review essays, or monographs. One book may substitute for 3 other publications. Also, a minimum of 4 presentations at national or international professional conferences.
- For Music Industry:
 - A minimum of 3 peer-reviewed published articles or book chapters and a minimum of 3 presentations and/or production activities and/or development of music products and music companies at the national or international levels. A published book may substitute for 3 published articles.

Dependent on Music Department identified area(s) of secondary creative specialization (e.g. performance, composition, technology, theory, publishing, education and music products), the candidate may augment and/or substitute with the recommendations of each of the areas as listed above, for retention, tenure, and advancement in rank. In the case of original compositions and vocal/instrumental performances, candidate shall provide proof of public presentation in the form of a review by a newspaper, magazine, television, online, or other media outlet.

4.5 Jazz

- For Jazz:
 - Performances for the university, and venues/festivals/conferences of a regional, national, and/or international level.
 - Professional recordings as a leader and/or supportive role.
 - Masterclasses, workshops, and/or clinics
 - Peer reviewed publications in music journals/periodicals.
 - Performance/directing/conducting at national or international summer programs.

To be promoted from Assistant to Associate Professor:

A minimum of eight performances at the state, regional, national, and/or international level. Presentations of Master Classes/Workshops/Clinics at state, national, or international level. A professional album recording can be used in lieu of two performances.

To be promoted from Associate to Full Professor:

A minimum of eight performances at the state, regional, national, and/or international level. Presentations of Master Classes/Workshops/Clinics at state, national, or international level. A professional album recording can be used in lieu of two performances.

The Peer Review Process

A letter from a sponsoring organization or a contract will also suffice as evidence of performances or other creative activities.

The Music Department subscribes to the process of peer review as defined by Section 600. Candidates in review need to provide evidence of peer-reviewed contributions to the field of study. When a published contribution is in process, a letter from the editor stating that the publication has been accepted for publication will suffice as evidence. When a performance invitation, a recording, or other creative contribution is in process, a letter from a sponsoring organization or a contract will also suffice as evidence

External Peer Review Process for Material, Performance or Other Creative Activity

For any material, performance, or other creative activity that is not under a juried process (peer reviewed) to be accepted as a scholarly or creative contribution, the candidate must submit it to the following review process. Three reviewers will be selected. The candidate, the Department Personnel Committee, and the Department Chair will each select an external peer reviewer who is a full professor at another institution of higher education in a related field of specialization; or

- a recognized and qualified professional representing an academic or professional organization, e.g. National Association for Music Education, American Music Therapy Association, Society for Ethnomusicology.

In the fall semester, the Department Personnel Committee contacts and requests from each selected external peer reviewer the disclosure of the reviewer's relationship to the candidate through the External Referee Form. This is to be received by a date determined by the Department Personnel Committee. If the Department Personnel Committee determines that no conflict of interest exists, the reviewer will be asked to submit a written report to the Department Personnel Committee chair on the quality of the material.

- with an overall estimate of the work's strengths and weaknesses, with respect to standards of the field,
- with the material's originality, and
- its impact in the field

5. Contributions to the University and Community

Contributions to the University and community include membership on committees at the Department, College, and University levels, student advisement, and other responsibilities, including community service, undertaken to advance the goals of the University (Section 600) (Section 632.5.2). The Department Chair and the Department Personnel Committee will help the faculty member to identify which committees would particularly benefit from the faculty member's contribution.