COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

AMC COLLEGE

Music DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) 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 cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

BACKGROUND INFORMATION:

1. Are proposed changes those of College □ or Department □ procedures? (check one)

2. Date that current proposed changes were sent forward ________ 4/29/10 ________

3. Department or College initiating proposed changes ____________________________

4. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").


5. The proposed changes have been approved by the faculty of the College □ or Department □ (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on file. ____________________________ R. Alvizo 4/29/10

Chair, Department Personnel Committee Date

Signature on file. ____________________________

Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file. ____________________________ 5/3/10

Chair, College Personnel Committee Date

Signature on file. ____________________________ 05.05.10

College Dean Date

Signature on file. ____________________________ 5-19-10

Chair, Personnel Planning and Review Committee Date

(for PP&R use only)

8/10 Approval Date F/10 Effective Date (see attached) 2014-2015 Date of Next Review

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MUSIC DEPARTMENT
PERSONNEL PROCEDURES

Revised 4/29/10

Section 600 of the Administrative Manual mandates all academic personnel policies and procedures. Section 300 describes additional Department procedures, consistent with Section 600 of the Administrative Manual.

300 PERSONNEL POLICIES AND PROCEDURES

300.1 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 in order to develop a plan 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 will need 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.

300.2 Professional Preparation

The appropriate terminal degree in most cases will be the doctoral degree in Music in order to be hired for a tenured or probationary position. However, 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 even without the doctorate degree. Equivalencies to the terminal degree shall be stated in the position description and advertisement for the tenure-track position as well as requirements, if any, for tenure and promotion beyond the degree at time of appointment.

1. Procedures.

In matters of promotion, material to demonstrate equivalency will not be offered as evidence of accomplishment in the other criteria categories required for promotion. It is the candidate's responsibility to designate which activities and publications are appropriate to the above criteria.

300.3 Teaching Effectiveness

Teaching effectiveness is a primary criterion for reappointment and tenure as well
as promotion to any rank (Section 600). During the probationary period, the faculty member must demonstrate to the Department Chair and the Department Personnel Committee his/her abilities as a teacher, dedication to good teaching and continued development of teaching effectiveness in order to be granted tenure and promotion. Teaching evaluations will be made according to the procedures outlined in Section 600 and Section 300.3.1. of the Music Department Personnel Procedures.

1. Procedures.

Procedures for Evaluating Teaching Effectiveness shall consist of:

(a) Evidence based upon materials associated with class preparation, syllabus, assignment sheets, bibliographies, etc.

(b) Evidence based upon faculty observation (applicable to tenure-track faculty):

(1) For each RTP candidate the Department Chair or designee will annually conduct one class-visit and members of the Department Personnel Committee or designees will annually conduct two class visits for a minimum of 30 minutes each for the purpose of evaluating teaching effectiveness.

(2) The Department of Music "Report of Class Visit" form is used by the Department Personnel Committee member and Department Chair to write comments regarding each class visit. Three copies of each report are submitted to the Chair of the Department Personnel Committee who will then forward a copy to the faculty member and one copy to the Department Chair. The third copy will be placed in the candidate's Personnel Action File ten days after the faculty member has received it and "shall be retained in the candidate's Personnel Action File for a period of five years" (Section 600).

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

(4) The Department Personnel Committee will schedule consultation meetings with the Department Chair, tenured faculty, and students.

(c) Evidence based upon student written evaluation of classes.

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

(1) All student evaluations are administered in accordance with Section 600.

(2) The Music Department has developed three evaluation forms: (1) Applied Music, (2) Performance Group, and (3) Lecture-Discussion. The evaluation will be administered in the absence of the instructor. After semester grades have been assigned, the evaluation will be given to the candidate. The Department Chair and the candidate will then have a conference to discuss the evaluation results.

300.4 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). The faculty member will also refer to the Section 300.4.2. regarding publication or equivalent.

1. Publications

Research is defined as clear contribution through inquiry into the area of specialization. Publication is defined as published material in print. Primary importance will be given to material within the area of specialization.

2. Equivalencies to Publication

Live performances, recordings, media broadcasts, compositions, technological applications and other creative activities in the area of specialization may be accepted as the equivalent to publication.

The faculty member will provide specific information on the public venue in which the creative activity took place and a statement on the significance of the creative activity to the field of study, and may also provide outside reviews of the creative activity, and other documentation of the quality of the creative activity deemed appropriate by the faculty member.

The Music Department subscribes to the process of peer judgment as found in juried publications. For those contributions to the field of study which are expressed in forms other than books, articles and monographs we rely upon, but are not limited to, critical reviews of performances, recordings, compositions and productions published in newspapers, discipline-based bulletins and journals. Where there is a time lag in the appearance of a publication, a letter from the editor stating that the publication is accepted for publication will suffice as evidence. A letter from a sponsoring organization
or a contract will also suffice as evidence of performances and other creative activities.

To be accepted as an equivalency to publication, the candidate must submit material to the following review process. The candidate, the Department Personnel Committee, and the Department Chair will each select an external peer reviewer who shall be a:

(a) full professor at another institution of higher education who is in a field related to the work; or

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

Each of the three reviewers will be asked to comment in writing on the quality of the material with respect to standards of the field, the material’s originality, and its impact in the field.

300.5 Contributions to the University and Community

Contributions to the University and community include membership on committees at the Department, College or University level, student advisement and other responsibilities, including community service, undertaken to advance the goals of the University (Section 600). 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.