

## Annual Merit Review Criteria

### Music Program, Department of Visual and Performing Arts

The following document is intended to guide faculty as they prepare their self-evaluations and to guide the Chair as they assess the work of the faculty in their department.

It is the job of each faculty member ranked at any level of Instructor or Professor to submit Merit Reviews, annually.

At the beginning of each evaluation period the Chair will meet with each faculty member to discuss their evaluation from the previous year as well as their professional plans and goals for the upcoming evaluation period. It is the job of the individual faculty member to make the case for the self-assessed ranking. It is the job of the Department Chair to alert faculty in a timely manner to low performance with potential to affect that faculty's RPT process. Anything below a 3 in any category will require a meeting between the chair and the faculty member, a plan of remedial action agreed upon and signed by both the faculty member and the chair, and a follow-up meeting midway through the following year.

### Teaching

#### 5 (Outstanding)

To receive an assessment of Outstanding, faculty must clearly demonstrate five or more of the following measures of high impact practices

Faculty may also be judged as outstanding if they demonstrate multiple (more than 5) examples of the following markers denoting teaching that exceeds expectations.

#### 4 (Exceeding Expectations)

To receive an assessment of Exceeding Expectations, faculty must clearly demonstrate three of the following:

- FCQ's and other evaluations with high scores with a majority of positive comments
- Public recognition of excellence in teaching (awards, etc.)
- Creation of new courses: Contributions to the music, VAPA
- Teaching HUM 3990
- Integration of students into research opportunities
- Supervision of independent study, honors thesis, internship, or directed research,
- professional practice, or performance with exceptional and significant impact on student academic development
- Collaborating with students in professional settings
- Development of an innovative high-impact teaching practice
- Collaboration across programs and / or departments
- Development of a new departmental or interdisciplinary program

- Participation in professional development on teaching
- Teaching additional (overload) courses to meet curricular demands
- Guest lecturing for other faculty, departments, and/ or other institutions
- Significant contribution to pedagogical innovation in DEI
- Peer evaluation of teaching
- Contributions to departmental assessment plan
- Creation of teaching opportunities with visiting artists / scholars
- Student advising
- Alumni evaluations

Faculty may be ranked between 4 and 5 by demonstrating additional indicators of exceeding expectations (up to 0.2 for each additional indicator). When these are sufficient, a case may be made for an assessment of Outstanding.

### 3 (Meeting Expectations)

At minimum, faculty are expected to adequately prepare and teach scheduled courses and to evaluate students in a timely manner.

### **Research / Creative Work**

#### 5 (Outstanding)

To receive an assessment of Outstanding, faculty must clearly demonstrate five of the following measures:

#### 4 (Exceeding Expectations)

To receive an assessment of Exceeding Expectations, faculty must clearly demonstrate three of the following measures:

Faculty may be ranked between 4 and 5 by demonstrating additional indicators of exceeding expectations (up to 0.2 for each additional indicator). When these are sufficient, a case may be made for an assessment of Outstanding.

#### 3 (Meeting Expectations)

To receive an assessment of Meeting Expectations faculty must clearly demonstrate two of the following measures. All faculty on the tenure track are expected to maintain an active research program.

#### Creative Work

The Music Program at UCCS acknowledges that creative work, research, and teaching are often intertwined and, therefore, equally values creative activities on and off campus. Due to VAPA's

mission at UCCS, Music faculty are encouraged to generate creative work activities on campus. Creative work and professional musical activities undertaken in the Colorado Front Range Area are also duly recognized as necessary and relevant towards a candidate's promotion and tenure.

Significant creative activities include (listing order does not indicate priority), but are not limited to:

- On campus, local, regional, and international performance of original creative and/or research work
- Publication of original creative work such as musical scores, a CD or DVD, preferably published on a professionally-appropriate publisher or label. The quality of the creative contribution will be weighed more heavily than the name-recognition of the distributor. A professionally-published Score or CD or DVD, or online digital publication will be considered on par with the publication of a university press book,
- Commissions/projects/performances/ and productions centered in professional collaborations and/or interdisciplinary work
- Participation in performances with established musical groups, whether based on regular group membership or invited single performances
- Production of major concert/performance events for visiting artists at UCCS, Colorado Springs, the Front Range Area, or elsewhere
- Submission and/or funding of grant proposals and fellowship applications
- Invited lectures or workshops
- Publication or production of scholarly work or learning aids such as videos or web-sites
- Presentations, organization, or moderation of panels at scholarly conferences or professional venues

## II. Research/Scholarly Work

For those Music faculty whose appointments include Scholarly Research (i.e. musicology, music history), excellent scholarship, public presentations, and publication in the candidate's particular area is expected for both tenure and promotion.

Significant research activities include (listing order does not indicate priority), but are not limited to:

- presentation of papers at regional or national conferences
- publication (or acceptance for publication) of a textbook, CD and/or DVD related to the candidate's specific area of expertise
- articles and reviews published or accepted for publication in peer-reviewed professional journals
- editing of books, anthologies, or special issues of scholarly journals
- publication of a book (or acceptance of book manuscript by an academic press) related to the candidate's specific area of expertise

- invited lectures or workshops
- submission of grant proposals or applications/the receipt of grants or fellowships
- publication or production of scholarly work or learning aids such as videos and web-sites
- presentations, organization, or moderation of panels at scholarly conferences or professional venues

## Service

### 5 (Outstanding)

To receive an assessment of Outstanding, faculty beyond the initial reappointment review must clearly demonstrate service at a majority of levels – Department, College, Campus, System, Community

- Chairing a committee outside the department
- Chairing a department or directing a center
- Active participation on committees or other service opportunities beyond the department, whether at the College, University, or System level, within the discipline, or as an academic within the community
- Active contributions to shared governance
- Active performance of exceptional duties within the department
- Active participation in student mentoring
- Active participation in faculty mentoring
- Community services: boards, committees, etc

Faculty beyond the initial reappointment review may also be judged as outstanding if they demonstrate multiple examples (five or more) of the following markers denoting service that exceeds expectations.

Following our criteria for promotion and tenure, tenure-track faculty in their first two years, and instructors at any level, will be assessed as Outstanding when they demonstrate any of the measures for Exceeding Expectations.

### 4 (Exceeding Expectations)

To receive an assessment of Exceeding Expectations, faculty beyond the initial reappointment review must clearly demonstrate any of the following:

Faculty who have undergone their initial reappointment review may be ranked between 4 and 5 by demonstrating multiple indicators of exceeding expectations (up to 0.34 for each additional indicator). When these are sufficient, a case may be made for an assessment of Outstanding.

### 3 (Meeting Expectations)

At minimum, all faculty are expected to participate in departmental meetings, service on a committee and accomplish basic service requirements, to complete letters of recommendation for student, etc.