

Departmental Standards for Determining Faculty Performance Ratings
Department of Music
September 26, 2007

Faculty performance criteria in the Department of Music at Missouri State University reflect the Department's values, and are based on the purpose and mission of the Department, the College of Arts and Letters, and the University. Faculty members in the Department of Music are evaluated in three categories of performance: teaching, research, and service.

The Department of Music at Missouri State University serves as an agent of the University for the stimulation and motivation of creative and professional work in music. A responsibility is to assist the student in discovering and developing full potential.

All full-time, ranked faculty members and renewable lecturers will submit an annual report of professional activities covering the period of the preceding calendar year (Jan. 1 to Dec. 31) to the Chair of the Departmental Personnel Committee before the deadline established by the Office of the Provost. The report may also include certain types of activities dating back two calendar years from the end of the current evaluation period. Activities eligible for consideration for two previous years are specified in the criteria that follow.

Responsibilities of the Applicant

Reports of professional activities are to be brief and concise. Additional documentation may be requested by the evaluators if they deem it necessary. Reports are to be presented as a list of activities and should clearly reference the category (teaching, research, or service) and subcategory (e.g. "student achievement") of each activity or achievement as defined in these guidelines. It is understood that the guidelines do not cover every conceivable professional activity, and therefore applicants should make a reasonable effort to place their activities in the proper sub-category. In many cases, *brief* annotations should be provided to assist the Committee and Head in understanding the context and value of the activity or achievement reported. Annotations may also be used to justify a higher level of merit than is suggested in these guidelines.

Reports are limited to one page per category, or a total of no more than three pages. Standard margins (no smaller than 1") and standard font sizes (no smaller than Times New Roman 10) are required. Reports that do not conform to these guidelines will be evaluated at no higher than a performance level of 1 (Unsatisfactory). Faculty who fail to submit an annual report to the Personnel Committee before the published deadline will be evaluated at no higher than a performance level of 1 (Unsatisfactory).

Responsibilities of the Personnel Committee and Department Head The Personnel Committee will meet as a group to discuss and assign merit ratings for each applicant in each of the three categories. It is expected that ratings assigned by the committee will be reached through dialog among all members of the committee. The committee will consider minimum performance expectations for each level in each category, as well as the total number of departmental faculty assigned each rating to comply generally with the target distribution defined by the Provost (i.e. 15% level 5; 35% level 4; 50% level 3). When determining merit ratings, the Department Head will consider the ratings assigned by the Personnel Committee, as well as all information that was considered by the Personnel Committee. The Department

Head will meet with the Personnel Committee to discuss and offer justification for any disparity in the ratings assigned by the committee and those assigned by the Head.

Descriptions of Performance Ratings:

Rating	Rating Name	Rating Description
5	Exceptional	Performance/results consistently exceed competent levels. A high degree of proficiency is shown in most aspects of performance.
4	Commendable	Performance/results frequently exceed competent levels. A high degree of proficiency is shown in certain aspects of performance.
3	Competent	Performance/results are consistently at expected levels. Meets job requirements.
2	Development Needed	Some performance deficiencies exist. Performance Improvement Plan is to be established and improvement is required.
1	Unsatisfactory	Performance and/or compliance with University policies is consistently below acceptable levels. Performance Improvement Plan is to be established and immediate improvement is required.

The quality and quantity of activities reported by the applicant will be considered in the assignment of merit ratings. **The achievement of minimum qualification for any merit level does not guarantee an assignment of that level from either the Personnel Committee or the Department Head.** The relative strength of each type of activity is given in these guidelines as a tool to assist the evaluators in determining fine gradations in quality among all applicants.

TEACHING

The minimum qualifications to be considered for each merit level in the area of teaching are: Level 5 – at least 2 activities rated 5-or higher; or at least 5 activities rated 4-or higher Level 4 – at least 3 activities rated 4-or higher; or at least 5 activities rated level 3 or higher Level 3 – at least 3 activities rated level 3 or higher

A. Measures of Teaching Effectiveness

student evaluations of teaching (aggregate instructor totals per semester)

- 1.00-1.20 5 • 1.21-1.40 4+ • 1.41-1.60 4
- 1.61-1.80 4- • 1.81-2.00 3+ student achievement (students under direct supervision of faculty, e.g. applied student)

- winner of national competition* 5+
- winner of state/regional competition* 5
- winner of departmental competition* 4
- winner (through audition) of department-wide scholarship 4+
- academic presentation or performance at a national conference* 5
- academic presentation or performance at a regional/state conference* 4
- recipient of graduate assistantship at Research I institution 5
- acceptance into graduate degree program at Research I institution 4+
- acceptance into highly competitive summer program 4

B. Advising and Mentoring of Students and Other Faculty

- major teacher of student recital MUS 698 4+ MUS 498 4 MUS 398 4

- advisor for master's thesis (MUS 699) or research project (MUS 690) 4+
- serving on thesis committee 3+
- directing honors project 4
- supervision of graduate **teaching** assistant 4
- collaborative research project with student 3+
- division coordinator with direct involvement in mentoring of division instructors (e.g. developing syllabi, providing lesson plans, providing tests across sections) 4
- advisor for more than 40 students 4
- accompanying students to a professional conference 3+
- peer evaluation of other faculty (not as part of personnel evaluation) 3
- C. Faculty Development and Innovation in Teaching**
- development and teaching of new course (including online, distance, etc.)*5+
- external grant to support innovative teaching * 5
- major revision of existing course (e.g. new textbook, complete overhaul of syllabus, etc.) 5
- development of service learning component in a course 4+
- internal grant to support innovative teaching 4
- incorporation of technology into existing course 3+
- attendance at a professional conference** 3+
- participation in off-campus professional development seminar/course 4
- participation in on-campus professional development seminar/course 3
- D. Teaching Beyond Minimum Expectations**
- more than 3 course preps in a semester 3+
- teaching load above 12 hours 3+ additional + for each hour over 12
- serving as invited guest lecturer/performer in other class/masterclass outside university 4 outside department 4 within department 3+
- serving as invited teacher in non-University program (summer music camps, etc.) 4

RESEARCH

The Department of Music at Missouri State University recognizes the role of research and creative activity as a means to support the professional development of faculty. Such development advances knowledge and musical understanding, encourages individual faculty development, and enhances the quality of student education by providing a model of professional development. Inasmuch as faculty of the Department of Music engage in a variety of activities that come under the subject heading of research, these guidelines define research in the widest terms. Doing so recognizes the diverse gathering of faculty, including, but not limited to a professorate who focus their efforts on the recreation of preexisting musical works at various performance venues, the creation of new musical works, or the historical and theoretical examination of musical works from the past and present. Regardless of the specific outlet for research or creative activity, these guidelines acknowledge that research of whatever kind produces creative outcomes that are formally communicated to, and vetted by, peers.

The minimum qualifications to be considered for each merit level in the area of research are: Level 5 – at least 2 activities rated 5-or higher; or at least 5 activities rated 4-or higher Level 4 – at least 3 activities rated 4-or higher; or at least 5 activities rated level 3 or higher Level 3 – at least 3 activities rated level 3 or higher

A. Publications

Publication of book, solo recording, or original composition in an international or national venue for which critical review and positive recommendation by a group of professional peers is a prerequisite (peer-reviewed)* 5+

- Publication of article in journal, chapter in book or original abstract in peer-reviewed journal* 5
- Self-published book, original composition or recording (non peer-reviewed)* 4+
- Publication in peer-reviewed regional or state journal* 4
- Publication of book review or recording review or abstract of article or book* 4

B. Performances

- International recital or concert tour in a significant venue (through juried invitation)* 5+
(Solo or ensemble performances, performances of original compositions or conducting)
- National or regional recital or concert tour in a significant venue (through juried invitation)* 5
(Solo or ensemble performances, performances of original compositions or conducting)

“significant” generally refers to concert venues at academic institutions, major metropolitan areas, large churches, etc. that historically attract a substantial audience base outside of Springfield.

- Performance at an international, national or regional venue* 4+
(Solo or ensemble performances, performances of original compositions or conducting)
- Solo or ensemble performance which includes world premiere of composition* 4+
- Full recital performance on campus or at a local venue* 4

Solo performance with ensemble in a local venue* 4

Solo performance with ensemble in a campus venue* 4

Ensemble performance in a local venue 3+

C. Conferences

- Delivery of paper or performance at national or international conference by refereed selection* 5
- Delivery of paper or performance at regional or state conference* 4+
- Panel presentation/participation at national or international conference* 4
- Panel presentation/participation at regional or state conference * 3+
- Participation in workshop, colloquium, or course intended to further professional knowledge** 3+
- Attendance at professional conference** 3+

D. Grants/Prizes

- Development of successful grant proposal funded by national or international source* 5
- Development of successful grant proposal funded by university or regional source* 4+
- Development and submission of grant proposal – not funded 3+
- Winner of international or national competition* 5
- Finalist in international or national competition* 4

SERVICE

The minimum qualifications to be considered for each merit level in the area of service are: Level 5 – at least 2 activities rated 5-or higher; or at least 5 activities rated 4-or higher Level 4 – at least 3 activities rated 4-or higher; or at least 5 activities rated level 3 or higher Level 3 – at least 3 activities rated level 3 or higher

A. University Citizenship

- Chairing a university committee or task force* 5
- Chairing a college committee or task force 4+

Chairing a departmental committee or task force 4
 Chairing the departmental Personnel Committee* 5
 Membership on a university, college or departmental committee 3
 Organizing a multi-disciplinary campus/community discussion or event 4
 Organizing a departmental event involving community participation 4
 Recruitment activities on behalf of the university, college, or department 3+
 Performing background music for a university, college, or department event 3

B. Professional Service

Providing service through appointment or election for an international or national professional organization* 5+

Providing service for a regional or state professional organization 4+
 Providing service for a local professional organization 4
 Serving as an editor or reviewer of an international or national journal* 5+
 Serving as an editor or reviewer of a regional or state journal 4+
 Advising an active university student organization 4
 Performing the musical accompaniment for a national event** 5
 Performing the musical accompaniment for a state or regional event** 4+
 Performing the musical accompaniment of a local event** 4

C. Public Service

Presenting musical performance, talk, panel, lecture-demo or other activity for the general public, schools or local professional group, which draws upon the creative expertise of the faculty member** 4

Performing music as therapy in regional hospital, hospice or nursing home** 3+

Offering off-campus (national) workshop, colloquium, course, or other effort intended to disseminate the professional knowledge of the faculty member** 5 state and regional 4 local 3+

D. Professional Consultation

- Consultation, adjudication or other professional service to international or national organization when the professional service draws upon the expertise of the faculty member* 5 state and regional 4 local 3

* may be reported for two years

** may be counted in only one category (teaching, research, or service)