

PROFESSIONAL DEVELOPMENT AND EVALUATION

HANDBOOK

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Professional Development and Evaluation

Overview

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Faculty Professional Development and Evaluation Mission Statement and Criteria for Review

I. Mission Statement

The mission of the Department of Music Professional Development and Evaluation Committee is two-fold. First, it exists to provide a mentoring role, guiding faculty in the procedures stated in the CBA towards continual professional growth at the highest possible level. Secondly, it exists to assist faculty in preparing for tenure and promotion. The process will be carried out in the following manner.

- A. The committee will guide faculty through the evaluation process by encouraging the faculty member to develop a) a strong portfolio in the areas of teaching, scholarly growth, and service, as well as b) the ability to assess accomplishments, set goals, and make improvements through self-evaluation and committee review;
- B. For probationary faculty, the committee will involve evaluatees in a thorough review in order to prepare strong candidates for tenure upon completion of a successful probationary period;
- C. For tenured faculty, the committee will involve evaluatees in an on-going and thorough review of their accomplishments in order to encourage continual growth and to provide collegial support in the process of mentoring.
- D. For temporary faculty, the committee will involve evaluatees in defining their role within the Department of Music and the University at-large, and to encourage continual growth by providing collegial support.
- E. For newly appointed faculty, the committee will oversee the assignment of a mentor within each designated area of the new faculty member, assisting them in the process of developing a strong portfolio for their professional development.

II. Criteria for Review.

The criteria for review are addressed in the Collective Bargaining Agreement (CBA), Article XII, Performance Review and Evaluation of Faculty. Faculty members should see also Article IV, Duties and Responsibilities of Faculty Members, and Article XXIII, Workload and Workload Equivalents, for more information about items, which are subject to review. Selected passages from these articles are provided below in order to give guidelines to both the committee members and evaluatees.

A. Article XII.1.A, lists "... some examples of data upon which judgments can be made of the faculty member's performance relative to a given category...

"1. Effective teaching and fulfillment of professional responsibilities.

"a. This will be indicated, when applicable, by such items as: student evaluations, peer evaluations, classroom visitations, quality of syllabi, quality of student advisement, willingness to accept departmental work assignments, timely execution of work assignments, and any other data deemed appropriate and agreed to by the faculty and administration at local meet and discuss. Evaluation of teaching effectiveness and fulfillment of professional responsibilities will not be based on a single datum...

"b. For all faculty members whose basic responsibilities lie outside the classroom, the duties and responsibilities of the position shall be the category instead of effective teaching...

"2. Continuing scholarly growth.

"This will be indicated, when applicable, by such items as: development of experimental programs, papers delivered at national and regional meetings of professional societies; regional and national awards; offices held in professional organizations; invitational lectures given; participation in panels at regional and national meetings of professional organizations; grant acquisitions; editorships of professional journals; participation in juried shows; program-related projects; quality of musical or theatrical performances; participation in one-

person or invitational shows; consultantships; research projects and publication record; additional graduate work; contribution to the scholarly growth of one's peers; and any other data agreed to by the faculty and administration at local meet and discuss.

“3. Service: contribution to the University and/or community.

“This will be indicated, when applicable, by such items as: quality of participation in program, department, college, and University committees; APSCUF activity contributing to the governance of the University; development of new course(s) or program(s); participation in University-wide colloquia; voluntary membership in professionally oriented, community based organizations reasonably related to the faculty member's discipline; lectures and consultations; consulting with local and area agencies and organizations; and any other data agreed to by the faculty and administration at local meet and discuss.”

B. Article IV.B, Duties and Responsibilities of Faculty Members, gives some additional criteria:

“B. A proper academic climate can be maintained only when members of the faculty meet their fundamental duties and responsibilities regularly. These duties and responsibilities include but are not limited to: reporting promptly, and in advance if possible, any changes in class hours or classrooms assigned; preparing for and meeting their assignments which would include timely notification of the proper authority and making a reasonable effort to insure that assignments can be covered in case of absences; making a reasonable effort to notify students of any changes in class hours or classrooms assigned; keeping current in their academic disciplines through continuing scholarly activity keeping office hours in accordance with Article XXIII, Workload and Workload Equivalents, and conferring with and advising students and advisees; evaluating fairly and reporting promptly student achievement rendering service to the University which would include participating in group deliberations which contribute to the growth and development of the students and the University(ies); and reporting promptly, and in advance if possible, absence from any assigned duty in accordance with the provisions of Article XVII, Sick Leave. All members of the Faculty also have the responsibility to accept those reasonable duties assigned to them within their fields of competence. Additionally, Faculty members have the responsibility to perform other tasks characteristic of the academic profession as described in Article XII, Performance Review and Evaluation of Faculty, Section 1.A. and to attempt honestly and in good conscience to preserve and defend the goals of the University(ies), including the right to advocate change.”

C. In Article XXIII.A.1.c., the requirements for office hours are listed as follows:

“Teaching faculty members shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times as will accommodate the needs of the students. The schedule of office hours for each faculty member shall be posted in such manner so as to be easily observed by the students.”

III. Timeline Specified in the CBA

A suggested timeline of tasks relevant to the PD&E Committee and evaluatees is given on the following pages. All deadlines that are specified in the CBA are indicated on that timeline.

Information Regarding Peer Observations from the 2019-2023 CBA

CBA pg. 30. Peer evaluations by the department evaluation committee and the department chairperson, including evaluations of classroom visitation.

Tenure-Track Faculty: There shall be at least two (2) such classroom visitations each semester by the department evaluation committee, and one (1) such classroom visitation each year by the department chairperson for all non-tenured Faculty.

For all **Tenured Faculty** in the year of evaluation, there shall be one (1) such classroom visitation each semester by the department evaluation committee and one (1) such classroom visitation during the year by the department chairperson.

CBA pg 38. Item #5. The following chart summarizes the schedule of classroom observations for **Temporary Faculty** members by the department evaluation committee and department chairperson:

| Type of Temporary Hire | Department Evaluation Committee Observation | When it occurs | | Department Chair Observation | When it occurs |
|---------------------------------|----------------------------------------------------|-----------------------|-----|-------------------------------------|-----------------------|
| FT Academic Year | 1 | Spring | and | 1 | Spring |
| PT Academic Year | 1 | Spring | or | 1 | Spring |
| Fall Only | 1 | Fall | or | 1 | Fall |
| Spring Only | 1 | Spring | or | 1 | Spring |
| Fall Only, then hired as Spring | 1 | Fall | or | 1 | Fall |

PD&E FALL SEMESTER – Suggested Timeline

NOTE: when dates are different for “Regular Faculty - Spring Hires” they are indicated by asterisks (*)

| <u>By this date:</u> | <u>Complete the following task:</u> |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 st Faculty Meeting | PD&E is set and meets to elect chair to schedule first meeting. |
| September 15 | PD&E makes appointments for peer and Chair observations (as required) for October 1 evaluatees (*For 5th Yr. Probationary Spring hires: Feb. 1) |
| October 1 | PD&E peer observations due for 2 nd -5 th Year Tenure Track and Fall-Hire Temporary faculty (*For 5th Yr. Probationary Spring hires: Feb. 22) |
| October 1 | 2nd-5th Year Tenure Track and Fall-Hire Temporary Evaluatees submit materials to PD&E Committee* (*For 5th Yr. Probationary Spring hires: Feb. 22) |
| October 15 | PD&E makes appointments for peer observations and Chair observation (as required) |
| October 15 | PD&E completes rough draft of 2 nd -5 th Year letters. PD&E Chair completes and oversees formatting process. (*For 5th Yr. Probationary Spring hires: Mar. 15) |
| October 20 | Final letters are sent to Department secretary, holding them for evaluatees* (*For 5th Yr. Prob. Spring hires: Mar. 20) |
| October 22 | Evaluatees may review letter available in music office* (*For 5th Yr. Prob. Spring hires: Mar. 22) |
| October 25 | Evaluatees may meet with PD&E to discuss letter* (*For 5th Yr. Probationary Spring hires: Mar. 25) |
| October 26-31 | Final revisions/corrections for these letters are due* (*For 5th Yr. Probationary Spring hires: Mar. 26) |
| November 1 (CBA date) | PD&E Chair forwards these evaluation letters to Dean and provides a copy to the evaluatee and to the Chair (*For 5th Yr. Probationary Spring hires: April 1) |
| November 8 (CBA date) | Evaluatees and PD&E receive copies of Chair’s letters for (original is due to the Dean)* (*For 5th Yr. Probationary Spring hires: April 8) |
| December 1 | PD&E peer observations due |
| Last day of class | Evaluatees complete process for student evaluations for all classes this semester |
| December 15 (CBA date) | Evaluatees receive Dean’s evaluation letters* (*For 2 nd -4 th Yr Prob. Spring hires & Fall only Temporary: Nov. 30; for 5th Yr. Prob. Spring hires: April 15) |

PD&E SPRING SEMESTER – Suggested Timeline

| <u>By this date:</u> | <u>Complete the following task:</u> |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January 14 or 5 days before classes | 1st year Tenure Track valuees submit materials to PD&E committee* (*For 1 st yr. Probationary Spring hires: Sept. 1, next AY) |
| January 23 or 1 st day of classes | PD&E completes rough draft of 1 st Year letters. PD&E Chair completes and oversees formatting process. (*For 1 st yr. Probationary Spring hires: Sept. 15, next AY) |
| January 24 or 3 rd day of classes | Final letters are sent to Department secretary for printing and holding them for valuees* (*For 1 st yr. Probationary Spring hires: Sept. 18, next AY) |
| January 25 | Evaluees may review letter available in music office: * (*For 1 st yr. Probationary Spring hires: Sept. 20, next AY) |
| January 26 | Evaluees may meet with PD&E to discuss letter * (*For 1 st yr. Probationary Spring hires: Sept. 21, next AY) |
| January 29 | Final revisions / corrections for these letters are due* (*For 1 st yr. Probationary Spring hires: Sept. 22, next AY) |
| January 30 (CBA date) | PD&E Chair forwards these evaluation letters to Dean and provides a copy to the valuee and to the chair* (*For 1 st yr. Probationary Spring hires: Sept. 23, next AY) |
| February 7 (CBA date) | Evaluees and PD&E receive copies of Chair's letters for (original is due to the Dean)* (*For 1 st yr. Probationary Spring hires: Sept. 30, next AY) |
| February 1 | PD&E makes appointments for peer observations and Chair observation (as required) |
| February 28 (CBA date) | Evaluees receive Dean's evaluation letters* (*For 1 st yr. Probationary Spring hires: Oct. 30, next AY) |
| February 22 | PD&E peer observations due |
| February 22 | Temporary (AY and Spring-Hire) and 5-Year Valuees submit materials to PD&E Committee |
| March 15 | PD&E makes appointments for peer observations |
| March 15 | PD&E completes rough draft of Temporary and 5-Year Valuees letters. PD&E Chair completes and oversees formatting process. |
| March 20 | Final letters are sent to Department secretary, holding them for valuees* |
| March 22 | Evaluees may review letter available in music office |
| March 25 | Evaluees may meet with PD&E to discuss letters |
| March 26-31 | Final revisions / corrections for these letters are due |
| April 1 (CBA date) | PD&E Chair forwards these evaluation letters to Dean and provides a copy to the valuee and to the Chair |
| April 8 (CBA date) | Evaluees and PD&E receive copies of Chair's letters for (original is due to the Dean) |
| April 20 | PD&E peer observations due |
| during April | PD&E reviews procedures and makes recommendations to the faculty for the following year |
| Last day of class | Evaluees complete process for student evaluations for all classes this semester |
| May 15 (CBA date) | Evaluees receive Dean's evaluation letters |

Committee Responsibilities and Guidelines

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PD&E Responsibilities and Guidelines for the Committee

I. Committee Membership

The PD&E Committee is comprised of seven tenured faculty members who are chosen during the first faculty meeting of the academic year. The procedures for serving are as follows: two tenured faculty members either volunteer or are chosen by lottery to serve 2-year terms. Three additional tenured faculty members either volunteer or are chosen by direct election to serve one-year terms. Therefore, there are at least two continuing members of the previous committee each year. Once a faculty member has been chosen by lottery to serve on the PD&E Committee, that member is not eligible for the lottery until all tenured faculty have served but is eligible to be chosen by direct election following a two-year term. However, no individual faculty member can serve on the committee for more than three years in a five-year period. Faculty members cannot serve on both the Promotions Committee and the PD&E Committee at the same time. The Assistant Chair of the Music Department serves as coordinator and an ex-officio member of the PD&E Committee.

II. Committee Responsibilities

- A. The PD&E Committee meets timelines specified by the Collective Bargaining Agreement and suggested by the Music Department PD&E procedures.
- B. The PD&E Committee Chair
 1. is responsible for the completion of the committee's work;
 2. coordinates the assigned tasks for all committee members;
 3. communicates with evaluatees information concerning timelines, signatures, and any committee requests or directives (see Letters-of-Notice, pp. 14-18);
 4. collects all materials and peer evaluations from evaluatees and committee members;
 5. confirms a completed check-list accompanies review materials of all evaluatees (see Checklists, pp. 26-30). Once confirmed, Committee Chair delivers materials to secure location where Committee members will have access to them (i.e., Department Chair's or Assistant Chair's office);
 6. formats final versions of letters from all evaluatees before submitting them Secretary for printing and holding;
 7. delivers signed letters to the Dean's office by appropriate deadlines;
 8. Consults with the previous PD&E Chair(s) to obtain useful organizing resources and information regarding special circumstances.
- C. Committee members, or another designated tenured faculty member, conduct peer observations for all faculty under review (see forms in Appendix, pp. 31-40).
 1. Evaluatees needing 2 peer evaluations per semester should request a specific observer for one evaluation, with the second observer being designated by the committee.
 2. Peer reviewers will communicate with evaluatees to schedule observations (see Letter from Committee Member, p. 19).
 3. Peer reviewers will meet with the evaluatee to discuss the observation and obtain signatures.
 4. Peer reviewers will provide a copy of the observation to the evaluatee, and return the original to the PD&E Chair.
- D. The Committee as a whole reviews materials submitted by evaluatees and verifies accuracy of items.
 1. the Committee may ask for clarification and/or additional materials if necessary;
 2. the Committee may suggest improvements in organization of materials when appropriate.
 3. the Committee also checks accuracy of student evaluation percentages.
- E. Committee members may provide mentoring to evaluatees when appropriate or when requested by evaluatee.
- F. The Committee as a whole will complete and approve written letters of evaluation for all evaluatees according to the following guidelines.
 1. All letters will be a maximum of three pages in length and will follow the specified format (see Sample Evaluation Letter, p. 12).

2. The content of the letter will be based exclusively on an evaluation of the materials submitted by the evaluatee. While adding appropriate statements from peer observations, student evaluations or chair's evaluations is acceptable, no personal or subjective statements, opinions, or observations should be included.
3. The letter will state omissions of materials, if any. (Example: "No syllabi were submitted for review.")
4. The letter will document item by item the source of its content (i.e. Curriculum Vita, Self-evaluation, Materials submitted, Student evaluation comments, Narrative, Peer review, etc.).
5. The summary paragraph will give an overall assessment of the faculty member's performance during the evaluation period, which is based solely on the materials submitted by the evaluatee and analyzed and voted upon by the PD&E Committee. It will also address areas of strength and/or areas of concern.
6. The summary paragraph will also contain an indication of either "recommends continuance" or "does not recommend continuance" for probationary faculty in their 1st through 4th year evaluations.

III. Coordinator's Responsibilities (Assistant Chair of Music Department)

The Assistant Chair coordinates the administration of the student evaluations according to the following guidelines.

- A. The evaluation forms will be available to evaluatees in the music office (see Timeline, pp. 5-8 for completion).
- B. The evaluatee picks up forms, completes the cover sheet, and finds a faculty colleague to perform each evaluation.
- C. The colleague administering the evaluations returns the completed evaluations to the music office.

PD&E Sample Evaluation Letter

DATE: November 1, 20__ [*Use this date for Probationary Faculty.*]
January 15, 20__ [*Use this date for 1st year Probationary Faculty.*]
April 1, 20__ [*Use this date for Tenured Faculty and Temporary Faculty.*]

SUBJECT: _____ Year Evaluation and Performance Review of _____ [*name*]
[*Use this subject for Probationary Faculty.*]

Five-year Evaluation and Performance Review of _____ [*name*]
[*Use this subject for Tenured Faculty.*]

Temporary Faculty Evaluation and Performance Review of _____ [*name*]
[*Use this subject for Temporary Faculty.*]

TO: _____ Dean, College of Fine Arts

FROM: Music Department Professional Development and Evaluation Committee

The Professional Development and Evaluation Committee of the Department of Music, in accordance with the Collective Bargaining Agreement, has had an opportunity to observe and evaluate _____. Classroom teaching [private lesson/ensembles] have been observed, evaluated, and discussed with the instructor. Classroom teaching [*AND/OR*] private lessons [*AND/OR*] performing ensembles have been observed, evaluated, and discussed with the instructor. A report, based upon the above, follows along with the evaluation of this committee.

TEACHING EFFECTIVENESS

Syllabi, course materials, student advisement duties, peer evaluations, and student evaluations were evaluated.

[*NAME*] _____ serves as _____ at IUP and teaches courses in _____. Each semester she/he advises _____. Syllabi were submitted for the following courses _____, and are _____. Additional materials include _____. Peer evaluations show _____. [*Quote comments.*] Student evaluations indicate [*quote %s and observations from data*] _____. Raw data indicate... [*Quote comments.*]

SCHOLARLY GROWTH (Scholarly growth in the music field encompasses productivity in performance, music composition, conference presentations, music recording, music clinics/demonstrations, grants, and research/writing.)

[*Discuss items in the above order*]

SERVICE

(For the performing artist, offerings in the area of Service often parallel those found in Scholarly Growth.) _____ has given service to the department, college, university, and community.

[*Discuss items in the above order*]

SUMMARY

After a thorough review of _____ materials, the Music Department Professional Development and Evaluation Committee finds her/his performance _____ in the areas of teaching effectiveness, scholarly growth, and service. *[Discuss other comments or recommendations here.]* The PD&E Committee, therefore, recommends *[OR does not recommend]* continuance as a member of the music faculty. *[Omit the final sentence for 5th –year tenure candidates.]*

I acknowledge that I have had an opportunity to read this report.

NAME

Maximum Length = 3 pages, 10-12 font size.

PD&E Letter-of-Notice to First Year Probationary Faculty

DATE: [beginning of Fall Semester; Spring Semester for Spring Hires]
SUBJECT: Professional Development Evaluation and Performance Review
TO: [1st-year Probationary Faculty]
FROM: Music Department Professional Development and Evaluation Committee

Dear Professor _____,

In accordance with the Collective Bargaining Agreement (CBA), Article 12, probationary faculty members are evaluated each semester during the academic year.

The Department of Music's Professional Development (PD&E) Committee will adhere to the requirements set forth in the CBA and the Music Department PD&E Handbook (attached and available online at <http://www.iup.edu/music/faculty-staff-and-students/for-faculty-and-staff/>). The CBA calls for an updated Curriculum Vita every review period (Article 12.C.3), and also asks for other data the committee may deem pertinent (Article 12.C.6).

Please refer to the Music Department PD&E Handbook for a list of these materials as well as guidelines for compiling your portfolio. The Checklist of appropriate PD&E materials can be found on page 26. You are required to turn in this completed Checklist with your materials to my office during the Fall Semester by October 1 (during Spring Semester by February 22 for 5th-year Spring Hires).

Two peer observations of your teaching are required each semester. A member of the PD&E committee will contact you concerning the day and time for one of these observations. You should ask another tenured faculty member of your choosing to do the second observation. The Department Chair will also contact you regarding their observation. Student evaluations will also be administered during both academic semesters, coordinated by the Music Department Assistant Chair.

As specified on page 3 of the PD&E Handbook, "The mission of the Department of Music Professional Development and Evaluation Committee throughout the evaluation process shall be to provide a mentoring role to faculty..." Therefore, please do not hesitate to contact the PD&E committee members for assistance throughout this review period. Well-organized materials are greatly appreciated by your reviewers. Thank you so much for helping in this process.

Sincerely,

_____, Department of Music PD&E Chair
List of PD&E Committee members

ATTACHMENT: PD&E Handbook

PD&E Letter-of-Notice to 2nd-5th Year Probationary Faculty

DATE: [beginning of Fall Semester]
SUBJECT: Professional Development Evaluation and Performance Review
TO: [2nd-5th Year Probationary Faculty]
FROM: Music Department Professional Development and Evaluation Committee

Dear Professor _____,

In accordance with the Collective Bargaining Agreement (CBA), Article 12, probationary faculty members are evaluated each semester during the academic year.

The Department of Music's Professional Development (PD&E) Committee will adhere to the requirements set forth in the CBA and the Music Department PD&E Handbook (attached and available online at <http://www.iup.edu/music/faculty-staff-and-students/for-faculty-and-staff/>). The CBA calls for an updated Curriculum Vita every review period (Article 12.C.3), and also asks for other data the committee may deem pertinent (Article 12.C.6).

Please refer to the Music Department PD&E Handbook for a list of these materials as well as guidelines for compiling your portfolio. The Checklist of appropriate PD&E materials can be found on page 27 (or 28). You are required to turn in this completed Checklist with your materials to my office during the Fall Semester by October 1 (during Spring Semester by February 22 for 5th-year Spring Hires).

Two peer observations of your teaching are required each semester. A member of the PD&E committee will contact you concerning the day and time for one of these observations. You should ask another tenured faculty member of your choosing to do the second observation. The Department Chair will also contact you regarding their observation. Student evaluations will also be administered during both academic semesters, coordinated by the Music Department Assistant Chair.

As specified on page 3 of the PD&E Handbook, "The mission of the Department of Music Professional Development and Evaluation Committee throughout the evaluation process shall be to provide a mentoring role to faculty..." Therefore, please do not hesitate to contact the PD&E committee members for assistance throughout this review period. Well-organized materials are greatly appreciated by your reviewers. Thank you so much for helping in this process.

Sincerely,

_____, Department of Music PD&E Chair
List of PD&E Committee members

ATTACHMENT: PD&E Handbook

PD&E Letter-of-Notice to Tenured Faculty, 5-year Review

DATE: [beginning of Fall Semester]
SUBJECT: Professional Development Evaluation and Performance Review
TO: [Tenured Faculty 5-year Review]
FROM: Music Department Professional Development and Evaluation Committee

Dear Professor _____,

In accordance with the Collective Bargaining Agreement (CBA), Article 12, regular faculty members are evaluated every five years.

The Department of Music's Professional Development (PD&E) Committee will adhere to the requirements set forth in the CBA and the Music Department PD&E Handbook (attached and available online at <http://www.iup.edu/music/faculty-staff-and-students/for-faculty-and-staff/>). The CBA calls for an updated Curriculum Vita every review period (Article 12.C.3), and also asks for other data the committee may deem pertinent (Article 12.C.6).

Please refer to the Music Department PD&E Handbook for a list of these materials as well as guidelines for compiling your portfolio. The Checklist of appropriate PD&E materials can be found on page 29. You are required to turn in this completed Checklist with your materials to my office during the Spring Semester by February 22.

Two peer observations of your teaching are required, one each semester. Members of the PD&E committee will contact you concerning days and times for these observations. The Department Chair will also contact you regarding their observation. Student evaluations will also be administered during the Fall semester, coordinated by the Music Department Assistant Chair.

As specified on page 3 of the PD&E Handbook, "The mission of the Department of Music Professional Development and Evaluation Committee throughout the evaluation process shall be to provide a mentoring role to faculty..." Therefore, please do not hesitate to contact the PD&E committee members for assistance throughout this review period. Well-organized materials are greatly appreciated by your reviewers. Thank you so much for helping in this process.

Sincerely,

_____, Department of Music PD&E Chair
List of PD&E Committee members

ATTACHMENT: PD&E Handbook

PD&E Letter-of-Notice to Academic-Year Full-time Temporary Faculty Review

DATE: [beginning of Fall Semester, OR on hire date]

SUBJECT: Professional Development Evaluation and Performance Review

TO: [Temporary Faculty Review]

FROM: Music Department Professional Development and Evaluation Committee

Dear Professor _____,

In accordance with the Collective Bargaining Agreement (CBA), Article 12, temporary faculty members are evaluated each semester during the academic year.

The Department of Music's Professional Development (PD&E) Committee will adhere to the requirements set forth in the CBA and the Music Department PD&E Handbook (attached and available online at <http://www.iup.edu/music/faculty-staff-and-students/for-faculty-and-staff/>). The CBA calls for an updated Curriculum Vita every review period (Article 12.C.3), and also asks for other data the committee may deem pertinent (Article 12.C.6).

Please refer to the Music Department PD&E Handbook for a list of these materials as well as guidelines for compiling your portfolio. The Checklist of appropriate PD&E materials can be found on page 30. You are required to turn in this completed Checklist with your materials to my office during the Spring Semester by February 22.

Two observations of your teaching are required during the Spring semester. One will be performed by a member of the PD&E committee and the other by the Department Chair. Expected to be contacted concerning days and times for these observations. Student evaluations will also be administered during both academic semesters, coordinated by the Music Department Assistant Chair.

Attached is a Checklist of PD&E materials to be completed during this Academic Year. You will turn in the completed checklist with your materials to my office during the Spring Semester by February 22.

As specified on page 3 of the PD&E Handbook, "The mission of the Department of Music Professional Development and Evaluation Committee throughout the evaluation process shall be to provide a mentoring role to faculty..." Therefore, please do not hesitate to contact the PD&E committee members for assistance throughout this review period. Well-organized materials are greatly appreciated by your reviewers. Thank you so much for helping in this process.

Sincerely,

_____, Department of Music PD&E Chair
List of PD&E Committee members

ATTACHMENT: PD&E Handbook

PD&E Letter-of-Notice to Academic-Year Part-time Temporary Faculty Review

DATE: [beginning of Fall Semester, OR on hire date]
SUBJECT: Professional Development Evaluation and Performance Review
TO: [Temporary Faculty Review]
FROM: Music Department Professional Development and Evaluation Committee

Dear Professor _____,

In accordance with the Collective Bargaining Agreement (CBA), Article 12, temporary faculty members are evaluated each semester during the academic year.

The Department of Music's Professional Development (PD&E) Committee will adhere to the requirements set forth in the CBA and the Music Department PD&E Handbook (attached and available online at <http://www.iup.edu/music/faculty-staff-and-students/for-faculty-and-staff/>). The CBA calls for an updated Curriculum Vita every review period (Article 12.C.3), and also asks for other data the committee may deem pertinent (Article 12.C.6).

Please refer to the Music Department PD&E Handbook for a list of these materials as well as guidelines for compiling your portfolio. The Checklist of appropriate PD&E materials can be found on page 30. You are required to turn in this completed Checklist with your materials to my office during the Spring Semester by February 22.

One peer observation of your teaching is required during the Spring semester performed either by a member of the PD&E committee or the Department Chair. Expected to be contacted concerning days and times for these observations. Student evaluations will also be administered during both academic semesters, coordinated by the Music Department Assistant Chair.

Attached is a Checklist of PD&E materials to be completed during this Academic Year. You will turn in the completed checklist with your materials to my office during the Spring Semester by February 22.

As specified on page 3 of the PD&E Handbook, "The mission of the Department of Music Professional Development and Evaluation Committee throughout the evaluation process shall be to provide a mentoring role to faculty..." Therefore, please do not hesitate to contact the PD&E committee members for assistance throughout this review period. Well-organized materials are greatly appreciated by your reviewers. Thank you so much for helping in this process.

Sincerely,

_____, Department of Music PD&E Chair
List of PD&E Committee members

ATTACHMENT: PD&E Handbook

PD&E Letter-of-Notice to Single-Semester Hire Temporary Faculty Review

DATE: [beginning of Fall Semester, OR on hire date]
SUBJECT: Professional Development Evaluation and Performance Review
TO: [Temporary Faculty Review]
FROM: Music Department Professional Development and Evaluation Committee

Dear Professor _____,

In accordance with the Collective Bargaining Agreement (CBA), Article 12, temporary faculty members are evaluated each semester during the academic year.

The Department of Music's Professional Development (PD&E) Committee will adhere to the requirements set forth in the CBA and the Music Department PD&E Handbook (attached and available online at <http://www.iup.edu/music/faculty-staff-and-students/for-faculty-and-staff/>). The CBA calls for an updated Curriculum Vita every review period (Article 12.C.3), and also asks for other data the committee may deem pertinent (Article 12.C.6).

Please refer to the Music Department PD&E Handbook for a list of these materials as well as guidelines for compiling your portfolio. The Checklist of appropriate PD&E materials can be found on page 30. You are required to turn in this completed Checklist with your materials to my office during by October 1 for Fall-only Hires or by February 22 for Spring-only hires.

One peer observation by either the Department Chair or a member of the PD&E Committee of your teaching is required while are under contract. A member of the PD&E committee will contact you concerning days and times for these observations. Student evaluations will also be administered for all classes taught, coordinated by the Music Department Assistant Chair.

As specified on page 3 of the PD&E Handbook, “The mission of the Department of Music Professional Development and Evaluation Committee throughout the evaluation process shall be to provide a mentoring role to faculty...” Therefore, please do not hesitate to contact the PD&E committee members for assistance throughout this review period. Well-organized materials are greatly appreciated by your reviewers. Thank you so much for helping in this process.

Sincerely,

_____, Department of Music PD&E Chair
List of PD&E Committee members

ATTACHMENT: PD&E Handbook

PD&E Letter from Committee Member for Faculty Peer Review

DATE: [beginning of appropriate semester]
SUBJECT: Professional Development Evaluation and Performance Review
TO: [Faculty member undergoing review]
FROM: Music Department Professional Development and Evaluation Committee

Dear Professor _____,

According to the CBA, you are to be observed teaching as part of the PD&E process. I have been assigned to observe your _____. I would like to observe during the week of _____. Please email me so that we can find a time that works for both of us that week.

[Use next paragraph for Probationary Faculty only -]

You also need one more observation for your documentation. This can be done by any tenured music faculty of your choosing. Please contact that person to observe you at their earliest opportunity.

The evaluation form (after it has been reviewed, signed, and copied by you), must be submitted to the committee chair _____ by _____.

I look forward to watching you teach and please don't hesitate to ask any questions that may come up with this process.

Thanks,

Evaluees Responsibilities and Guidelines

| | |
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PD&E Responsibilities and Guidelines for Probationary Faculty

I. Dates of the Evaluation Period

- A. For first-year probationary faculty: from date of hire to January 29 of the current academic year (Sept. 22 of next AY for Spring Hires).
- B. For 2nd-year probationary faculty: January 30 of the previous evaluation year (Sept. 23 for Spring Hires) to Oct. 31 of the current AY.
- C. For 3rd-5th-year probationary faculty: November 1 of the previous evaluation year to October 31 of the current AY (Mar. 31 for Spring Hires in their 5th-year review).

II. Responsibilities of Evaluatees

- A. The evaluatee adheres to timelines specified by the Collective Bargaining Agreement and suggested by the Music Department PD&E procedures.
- B. The evaluatee is responsible for the organization and submission to the PD&E Chair of the following portfolio materials, which relate to the evaluation period.
 1. A completed PD&E Checklist with portfolio materials (see Checklist, pp. 26-28).
 2. A detailed and updated Curriculum Vita (see sample, p. 39).
 3. Syllabi for all classes taught during the evaluation period (required by NASM Middle States guidelines). See syllabus format specified by the University-wide Undergraduate Curriculum Committee (p. 38).
 4. For Probationary faculty, student evaluation summaries (computer printouts) for all classes taught during Fall Semester of the current AY.
 5. Student comment sheets (raw data) are not required by the CBA but may be included. If included, the evaluatee must submit them all, both sides. NOTE: The committee suggests that the entire packet with raw data including each course and summary sheet should be provided.
 6. Peer observations for the evaluation period – two per semester (see forms in Appendix, pp. 32-37). A member of the PD&E committee will contact you concerning the day and time for one of these observations. The evaluatee should ask another tenured faculty member of their choosing to do the second observation. When possible it is recommended to have different teaching situations observed: Classroom vs. Ensemble vs. APMU.
 7. A Self-Evaluation listing all activities and materials submitted during evaluation period in each of the three categories required by CBA according to the guidelines given in Section III below.
 8. Other suggested materials that may be submitted: programs; letters of commendation or appreciation; publications; reviews; presentations; recordings; sample exams/lectures/class handouts, advising list, etc.

Note: Chair Observations, while submitted independently from evaluatee's materials, must be completed during certain semesters according to the CBA. Refer to "Evaluation Dates & Requirements" grid on pages 5-6 for this information.

III. Preparing a Self-Evaluation: Guidelines for Probationary Evaluatees

Maximum of 3 pages, 10-12 size font. (See sample Format for Self-Evaluation, p. 24).

- A. Evidence of Effective Teaching
 1. List course load (all classes including number of students taught in private lessons, alternative workload, number of advisees).
 2. Provide thorough references to Student Evaluations (ratings, responses, comments, etc.)
 3. Write an evaluative narrative showing evidence of effective teaching.
- B. Evidence of Scholarly Growth
 1. List activities in performance, music composition, conference presentations, music clinic/demonstrations, grants, research-writing, music recording, scholarly juried publications.
 2. Write an evaluative narrative showing evidence of scholarly growth.
- C. Evidence of Service - for the performing artist, offerings in the area of service often parallel those found in Scholarly Growth.
 1. List service given on departmental, college, and university-wide committees.
 2. List service given to community and campus activities that utilize your skills and expertise as a musician.

3. List national and international service in professional organizations.
 4. Write an evaluative narrative showing evidence of service listed above.
- D. Summary - Provide a qualitative summary paragraph of overall performance in all three areas above. May include future goals and/or address any matter that you feel has impacted your teaching during this review period.

PD&E Responsibilities and Guidelines for Tenured or Temporary Faculty

I. Dates of the Evaluation Period

- A. For tenured faculty undergoing a five-year review: from the date of previous PD&E review to March 31 of the current academic year.
- B. For first-year temporary faculty: from date of hire to March 31 of the current AY.
- C. For first-year temporary faculty serving for Fall semester only: from date of hire to Sept. 31 of the current AY.
- D. For 2nd-year (or more) temporary faculty: from April 1 (or from the date of previous PD&E review) to March 31 of the current academic year (or to Oct. 31 for Fall semester only faculty).

II. Responsibilities of Evaluatees

- A. The evaluatee adheres to timelines specified by the Collective Bargaining Agreement and suggested by the Music Department PD&E procedures.
- B. The evaluatee is responsible for the organization and submission to the PD&E Chair of the following portfolio materials, which relate to the evaluation period.
 1. A completed PD&E Checklist with portfolio materials (see Checklist, pp. 29-30).
 2. A detailed and updated Curriculum Vita (see sample, p. 39).
 3. Syllabi for all classes taught during the evaluation period (required by NASM Middle States guidelines). See syllabus format specified by the University-wide Undergraduate Curriculum Committee (p. 38).
 4. For tenured faculty, student evaluation summaries (computer printouts) for all classes taught during Fall Semester of the current AY; for temporary evaluatees, student evaluation summaries for all classes taught during the contracted period (Fall, Spring, or both).
 5. Student comment sheets (raw data) are not required by the CBA but may be included. If included, the evaluatee must submit them all, both sides. NOTE: The committee suggests that the entire packet with raw data including each course and summary sheet should be provided.
 6. Peer/Chair observations for the evaluation period – Refer to information from the CBA found on page 5 (also see Checklist forms, pp. 26-30).
 7. A Self-Evaluation listing all activities and materials submitted during evaluation period in each of the three categories required by CBA according to the guidelines given in Section III below.
 8. Other suggested materials that may be submitted: previous evaluation letters from Dean, Chair, and PD&E Committee, programs; letters of commendation or appreciation; publications; reviews; presentations; recordings; sample exams/lectures/class handouts, advising list, etc.

Note: Chair Observations, while submitted independently from evaluatee's materials, must be completed during certain semesters according to the CBA. Refer to information on page 5.

III. Preparing a Self-Evaluation: Guidelines for Probationary Evaluatees

Maximum of 3 pages, 10-12 size font. (See sample Format for Self-Evaluation, p. 25).

- A. Evidence of Effective Teaching
 1. List course load (all classes including number of students taught in private lessons, alternative workload, number of advisees).
 2. Provide thorough references to Student Evaluations (ratings, responses, comments, etc.)
 3. Write an evaluative narrative showing evidence of effective teaching.
- B. Evidence of Scholarly Growth
 1. List activities in performance, music composition, conference presentations, music clinic/demonstrations, grants, research-writing, music recording, scholarly juried publications.
 2. Write an evaluative narrative showing evidence of scholarly growth.
- C. Evidence of Service - for the performing artist, offerings in the area of service often parallel those found in Scholarly Growth.
 1. List service given on departmental, college, and university-wide committees.
 2. List service given to community and campus activities that utilize your skills and expertise as a musician.
 3. List national and international service in professional organizations.
 4. Write an evaluative narrative showing evidence of service listed above.

- D. Summary - Provide a qualitative summary paragraph of overall performance in all three areas above. May include future goals and/or address any matter that you feel has impacted your teaching during this review period.

PD&E Format for Self-Evaluation

DATE: January 30, 20__ [*1st-Year Probationary Faculty; Sept. 23 for 1st Year Spring Hires.*]
November 1, 20__ [*2nd-5th-Year Probationary Faculty; Apr. 1 for 5th-Year Spring Hires.*]
April 1, 20__ [*Tenured Faculty and Temporary Faculty; Nov. 1 for Fall only Temporary.*]

SUBJECT: _____ Year Self-Evaluation [*Probationary Faculty use this subject.*]
Five-year Self-Evaluation [*Tenured Faculty use this subject.*]
Temporary Faculty Self-Evaluation [*Temporary Faculty use this subject.*]

TO: Music Department Professional Development and Evaluation Committee

FROM: [name]_____

TEACHING EFFECTIVENESS

List materials included in “Teaching” file: Syllabi, peer evaluations, student evaluations. Other materials: raw data (must include both sides, if submitted), course materials, student advisement activities, student accomplishments, etc.

Write an evaluative, narrative paragraph showing evidence of effective teaching, citing the materials listed above. Provide thorough references to Student Evaluations (ratings, responses, comments, etc.)

SCHOLARLY GROWTH

List materials included in “Scholarly Growth” file: productivity in performance, music composition, conference or workshop presentations, music recording, music clinics/demonstrations, grants, and research/writing, and professional juried publications.

Write an evaluative, narrative paragraph showing evidence of scholarly growth, citing the materials listed above.

SERVICE

List materials included in “Service” file: service (including committee work) to the department, college, and university, community and national/international professional organizations.

Write an evaluative, narrative paragraph showing evidence of service, citing the materials listed above.

SUMMARY

Provide a qualitative summary paragraph of overall performance in all three areas above. May include future goals and/or address any matter that you feel has impacted your teaching during this review period.

Maximum Length = 3 pages, 10-12 font size

Department of Music Professional Development and Evaluation Committee

First Year Probationary Faculty Review Checklist

PLEASE TURN IN THIS COMPLETED CHECKLIST WITH MATERIALS

Evaluee: First-year Evaluation and Performance Review of _____.

NOTE: This evaluation period reviews materials completed from Hire Date _____ – **Feb. 27, 20**_____.*
(*Oct. 29 for Spring Hires)

Required Evaluation Procedures for the AY_____

1. Complete 2 Fall Semester peer observations by Dec. 1
2. Complete 2 Spring Semester peer observations by last week of Spring semester
3. Turn in a portfolio of review materials to the Music Office by Jan. 14 (Sept. 1 for Spring Hires)
4. Administer student evaluations at the end of Fall semester (N/A for Spring Hires)
5. Administer student evaluations at the end of Spring semester

Portfolio Materials Checklist for Evaluation Letter, due to Dean on February 28 (Oct. 30 for Spring Hires)

The evaluee’s portfolio of materials is due Jan 14. The following materials are specified as required in the CBA and/or in the Department of Music PDE handbook. For ease in handling/reviewing, the Committee suggests compiling the materials in a 3-ring binder.

(checklist)

Curriculum vitae _____

Self-Evaluation _____

Syllabi – all courses taught during the evaluation period _____

Peer observations

Fall of current AY*

(*Spring of previous AY for Spring Hires)

1. _____ 2. _____

Student evaluations

Fall of current AY for all classes taught*

(*Spring of previous AY for Spring Hires)

Summaries _____ Raw Data (optional)

Other suggested/recommended portfolio materials

(checklist)

Course handouts/materials _____

Evidence of advising activities (if applicable) _____

Evidence of committee assignments/activities _____

Supporting documents

Performance Programs _____

Publications _____

Compositions _____

Presentations – Regional/National/International _____

Service to University _____

Letters of Support _____

Grant Awards _____

Other _____

Date Evaluee may review letter in the music office: Jan. 25 (Sept 20 for Spring Hires)

Date Evaluee may discuss letter with PD&E committee (optional) Jan. 26 (Sept. 21 for Spring Hires)

Date letter is due to the Dean (specified in CBA): Jan. 30 (Sept. 23 for Spring Hires)

Department of Music Professional Development and Evaluation Committee
Second Year Probationary Faculty Review Checklist
PLEASE TURN IN THIS COMPLETED CHECKLIST WITH MATERIALS

Evaluee: Second-year Evaluation and Performance Review of _____.

NOTE: This evaluation period reviews materials completed from Jan. 30, 20____ – Oct. 31, 20____. *
(previous AY) (current AY)
 (*Sept 23 of previous review – Oct. 31 for 2nd –Year review of Spring Hires)

Required Evaluation Procedures for the AY _____

1. Complete 2 Fall Semester peer observations by Oct. 1
2. Complete 2 Spring Semester peer observations by last week of Spring semester
3. Turn in a portfolio of review materials to the Music Office by Oct. 1
4. Administer student evaluations at the end of Fall semester
5. Administer student evaluations at the end of Spring semester

Portfolio Materials Checklist for Evaluation Letter, due to Dean on Nov. 1

The evaluee’s portfolio of materials is due Oct. 1. The following materials are specified as required in the CBA and/or in the Department of Music PDE handbook. For ease in handling/reviewing, the Committee suggests compiling the materials in a 3-ring binder.

| | |
|--------------------------------------------------------------------------------------|-------------------------------------|
| | (checklist √) |
| Curriculum vitae | _____ |
| Self-Evaluation | _____ |
| Syllabi – all courses taught during the evaluation period | _____ |
| Peer observations | |
| Spring of previous AY* | 1. _____ 2. _____ |
| (*Also, submit Fall of previous AY for 2 nd –Year review of Spring Hires) | |
| Fall of current AY | 1. _____ 2. _____ |
| Student evaluations: | |
| Spring of previous AY for all classes taught* | Summaries _____ Raw Data (optional) |
| (*Also Fall of previous AY for 2 nd –Year review of Spring Hires) | |

Other suggested/recommended portfolio materials

(checklist √)

| | |
|-------------------------------------------------|-------|
| Previous PD&E Committee Review | _____ |
| Previous Chair Review | _____ |
| Previous Dean Review | _____ |
| Course handouts/materials | _____ |
| Evidence of advising activities (if applicable) | _____ |
| Evidence of committee assignments/activities | _____ |
| Supporting documents | |
| Performance Programs | _____ |
| Publications | _____ |
| Compositions | _____ |
| Presentations – Regional/National/International | _____ |
| Service to University | _____ |
| Letters of Support | _____ |
| Grant Awards | _____ |
| Other | _____ |

Date Evaluee may review letter in the music office:Oct. 22
 Date Evaluee may discuss letter with PD&E committee (optional)Oct. 25
 Date letter is due to the Dean (specified in CBA): Nov. 1

Department of Music Professional Development and Evaluation Committee

3rd – 5th Year Probationary Faculty Review Checklist

PLEASE TURN IN THIS COMPLETED CHECKLIST WITH MATERIALS

Evaluee: _____-year Evaluation and Performance Review of _____.

NOTE: This evaluation period reviews materials completed from Nov. 1, 20__ – Oct. 31, 20__.*
(previous review year) (current AY)

(*Nov. 1 of previous review – Mar. 31 for 5th-Year review of Spring Hires)

Required Evaluation Procedures for the AY _____

1. Complete 2 Fall Semester peer observations by Oct. 1
2. Complete 2 Spring Semester peer observations by last week of Spring Semester*
(*Feb. 22 for 5th-Yr review of Spr. Hires)
3. Turn in a portfolio of review materials to the Music Office by Oct. 1*
(*Feb. 22 for 5th-Year review of Spring Hire)
4. Administer student evaluations at the end of Fall semester
5. Administer student evaluations at the end of Spring semester

Portfolio Materials Checklist for Evaluation Letter, due to Dean on Nov. 1

The evaluee’s portfolio of materials is due Oct. 1. The following materials are specified as required in the CBA and/or in the Department of Music PDE handbook. For ease in handling/reviewing, the Committee suggests compiling the materials in a 3-ring binder.

| | |
|----------------------------------------------------------------------------------|-------------------------------------|
| | (checklist √) |
| Curriculum vitae | _____ |
| Self-Evaluation | _____ |
| Syllabi – all courses taught during the evaluation period | _____ |
| Peer observations | |
| Spring of previous AY | 1. _____ 2. _____ |
| Fall of current AY | 1. _____ 2. _____ |
| Student evaluations for all classes taught:* | |
| Fall of previous AY | Summaries _____ Raw Data (optional) |
| Spring of previous AY | Summaries _____ Raw Data (optional) |
| (*ONLY submit Fall of current AY for 5 th -Yr review of Spring Hires) | |

Other suggested/recommended portfolio materials

(checklist √)

| | |
|-------------------------------------------------|-------|
| Previous PD&E Committee Review | _____ |
| Previous Chair Review | _____ |
| Previous Dean Review | _____ |
| Course handouts/materials | _____ |
| Evidence of advising activities (if applicable) | _____ |
| Evidence of committee assignments/activities | _____ |
| Supporting documents | |
| Performance Programs | _____ |
| Publications | _____ |
| Compositions | _____ |
| Presentations – Regional/National/International | _____ |
| Service to University | _____ |
| Letters of Support | _____ |
| Grant Awards | _____ |
| Other | _____ |

Date Evaluee may review letter in the music office: Oct. 22 (Mar. 22 for 5th Yr. Spring Hires)

Date Evaluee may discuss letter with PD&E committee (optional) .. Oct. 25 (Mar. 25 for 5th Yr. Spring Hires)

Date letter is due to the Dean (specified in CBA): Nov. 1 (Apr. 1 for 5th Yr. Spring Hires)

Department of Music Professional Development and Evaluation Committee

Tenured Faculty 5-year Review Checklist

PLEASE TURN IN THIS COMPLETED CHECKLIST WITH MATERIALS

Evaluee: Five-year Evaluation and Performance Review of _____.

NOTE: This evaluation period reviews materials completed from _____ – **Mar. 31, 20**_____.
(previous PD&E review date) (current AY)

Required Evaluation Procedures for the AY_____

1. Complete 1 Fall Semester peer observations by last week of Fall semester
2. Complete 1 Spring Semester peer observations by Feb. 22
3. Turn in a portfolio of review materials to the Music Office by Feb. 22
4. Administer student evaluations at the end of Fall semester

Portfolio Materials Checklist for Evaluation Letter, due to Dean on April 1

The evaluee’s portfolio of materials is due Feb. 22. The following materials are specified as required in the CBA and/or in the Department of Music PDE handbook. For ease in handling/reviewing, the Committee suggests compiling the materials in a 3-ring binder.

| | |
|-----------------------------------------------------------|-----------------------------------|
| | (checklist ✓) |
| Curriculum vitae | _____ |
| Self-Evaluation | _____ |
| Syllabi – all courses taught during the evaluation period | _____ |
| Peer observations | |
| Fall of current AY | _____ |
| Spring of current AY | _____ |
| Student evaluations: | |
| Fall of current AY only for all classes taught. | Summaries_____Raw Data (optional) |

Other suggested/recommended portfolio materials

| | |
|-------------------------------------------------|---------------|
| | (checklist ✓) |
| Previous PD&E Committee Review | _____ |
| Previous Chair Review | _____ |
| Previous Dean Review | _____ |
| Course handouts/materials | _____ |
| Evidence of advising activities (if applicable) | _____ |
| Evidence of committee assignments/activities | _____ |
| Supporting documents | |
| Performance Programs | _____ |
| Publications | _____ |
| Compositions | _____ |
| Presentations – Regional/National/International | _____ |
| Service to University | _____ |
| Letters of Support | _____ |
| Grant Awards | _____ |
| Other | _____ |

Date Evaluee may review letter in the music office:Mar. 22
Date Evaluee may discuss letter with PD&E committee (optional)Mar. 25
Date letter is due to the Dean (specified in CBA):April 1

Department of Music Professional Development and Evaluation Committee
Temporary Faculty Review Checklist (for Academic-Year & Single-Semester Hires)
PLEASE TURN IN THIS COMPLETED CHECKLIST WITH MATERIALS

Evaluee: Temporary Faculty Evaluation and Performance Review of _____.

NOTE: This evaluation period reviews materials completed from _____ – Mar. 31, 20_____*
(date of hire OR last PD&E review date) (current AY)
(* Oct. 31 for Fall Hires only)

Required Evaluation Procedures for the AY_____

1. *Complete 1 Spring Semester Peer and/or Chair observations Feb. 22 (for AY and Spring-hires)
2. *Complete 1 Spring Semester Peer and/or Chair observations by Oct. 1 for Fall-hires
3. Turn in a portfolio of review materials to the Music Office by Feb. 22 (Oct. 1 for Fall Hires only)
4. Administer student evaluations at the end of Fall semester
5. Administer student evaluations at the end of Spring semester (to be used in the next review of a future appointment).

Portfolio Materials Checklist for Evaluation Letter, due to Dean on April 1 (Nov. 1 for Fall only faculty)

The evaluee’s portfolio of materials is due Feb. 22. The following materials are specified as required in the CBA and/or in the Department of Music PDE handbook. For ease in handling/reviewing, the Committee suggests compiling the materials in a 3-ring binder.

| | |
|-----------------------------------------------------------------------|-------------------------------------|
| | (checklist ✓) |
| Curriculum vitae | _____ |
| Self-Evaluation | _____ |
| Syllabi – all courses taught during the evaluation period | _____ |
| *Peer observations – for Full-time Academic Year hires | |
| Spring of current AY | 1. _____ |
| *Peer or Chair observations – for Part-time Academic Year hires | |
| Spring of current AY | 1. _____ |
| *Peer or Chair observations – for Single semester hires | |
| For Current Semester | 1. _____ |
| Student evaluations: | |
| Fall of current AY | Summaries _____ Raw Data (optional) |
| Spring of previous AY* | Summaries _____ Raw Data (optional) |
| (*if applicable; or, semester of previous appointment, if applicable) | |

Other suggested/recommended portfolio materials

(checklist ✓)

| | |
|-------------------------------------------------|-------|
| Previous PD&E Committee Review | _____ |
| Previous Chair Review | _____ |
| Previous Dean Review | _____ |
| Course handouts/materials | _____ |
| Evidence of advising activities (if applicable) | _____ |
| Evidence of committee assignments/activities | _____ |
| Supporting documents | |
| Performance Programs | _____ |
| Publications | _____ |
| Compositions | _____ |
| Presentations – Regional/National/International | _____ |
| Service to University | _____ |
| Letters of Support | _____ |
| Grant Awards | _____ |
| Other | _____ |

Date Evaluee may review letter in the music office: Mar. 22 (Oct. 25 for Fall only faculty)
 Date Evaluee may discuss letter with PD&E committee (optional) Mar. 25 (Oct. 26 for Fall only faculty)
 Date letter is due to the Dean (specified in CBA): April 1 (Nov. 1 for Fall only faculty)

Appendix

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Classroom Observation Evaluation
IUP Department of Music

Instructor: _____ Date: _____

Course # and Name _____ Semester/Year: _____

Briefly describe the content of the class observed:

Please indicate your rating by placing a check at the appropriate point along the scale. After each question you may make comments. Give examples where possible.

If unable to assess, check the single space after each question.

1. Does the instructor demonstrate knowledge of the subject matter?

Comments:

_____. _____ . _____ . _____ . _____ . _____
N/A No Yes

2. Does the instructor appear to be interested in teaching?

Comments:

_____. _____ . _____ . _____ . _____ . _____
N/A No Yes

3. Are the instructor's teaching methods appropriate and effective?

Comments:

_____. _____ . _____ . _____ . _____ . _____
N/A No Yes

4. Does the syllabus clearly communicate tests, grading, long-term projects, etc?

Comments:

_____. _____ . _____ . _____ . _____ . _____
N/A No Yes

5. Are the use of textbooks, technology, and other teaching materials helpful?

Comments:

_____. _____ . _____ . _____ . _____ . _____
N/A No Yes

6. Does the instructor use class time efficiently?

Comments:

_____. _____ . _____ . _____ . _____ . _____
N/A No Yes

7. Is the instructor punctual in beginning and ending class?

Comments:

____ N/A ____ No ____ Yes

8. Is the instructor fair and considerate with the student as an individual?

Comments:

____ N/A ____ No ____ Yes

9. Is the classroom atmosphere conducive to questions and to the free exchange of ideas?

Comments:

____ N/A ____ No ____ Yes

10. Does the instructor stimulate thinking and generate interest in the subject?

Comments:

____ N/A ____ No ____ Yes

11. What is your overall evaluation of the instructor?

Comments:

____ Poor ____ Outstanding

Additional Comments:

Print Observer's Name: _____

Observer's Signature*: _____ Date of Observation _____

*Check one: PD&E Committee Member _____ Non-Committee Member _____ Department Chair _____

Instructor's Signature: _____ Date of Conference _____

7. Is the instructor punctual in beginning and ending class?

Comments:

_____. _____
N/A No Yes

8. Is the instructor fair and considerate with the student as an individual?

Comments:

_____. _____
N/A No Yes

9. Does the instructor stimulate thinking and generate interest in the subject?

Comments:

_____. _____
N/A No Yes

10. What is your overall evaluation of the instructor?

Comments:

_____. _____
Poor Outstanding

Additional Comments:

Print Observer's Name: _____

Observer's Signature*: _____ Date of Observation _____

*Check one: PD&E Committee Member _____ Non-Committee Member _____ Department Chair _____

Instructor's Signature: _____ Date of Conference _____

Applied Lesson Evaluation IUP Department of Music

Instructor: _____ Date: _____

Course # and Name _____ Semester/Year: _____

Briefly describe the applied lesson observed:

Please indicate your rating by placing a check at the appropriate point along the scale. After each question you may make comments. Give examples where possible.

If unable to assess, check the single space after each question.

1. Does the instructor have a sufficient knowledge of teaching materials and literature?

Comments:

_____ N/A No _____ Yes

2. Does the instructor show interest in the student's progress?

Comments:

_____ N/A No _____ Yes

3. Is the instructor able to analyze problems and suggest solutions?

Comments:

_____ N/A No _____ Yes

4. Does the syllabus clearly communicate grading, juries, performance goals, etc?

Comments:

_____ N/A No _____ Yes

5. Is the instructor's teaching appropriate for the individual learning needs of the student?

Comments:

_____ N/A No _____ Yes

6. Does the instructor use lesson time efficiently?

Comments:

____ N/A ____ No ____ Yes

7. Is the instructor punctual in beginning and ending the lesson?

Comments:

____ N/A ____ No ____ Yes

8. Is the instructor fair and considerate with the student as an individual?

Comments:

____ N/A ____ No ____ Yes

9. Are the instructor's comments and suggestions clear?

Comments:

____ N/A ____ No ____ Yes

10. What is your overall evaluation of the instructor?

Comments:

____ Poor ____ Outstanding

Additional Comments:

Print Observer's Name: _____

Observer's Signature*: _____ Date of Observation _____

*Check one: PD&E Committee Member _____ Non-Committee Member _____ Department Chair _____

Instructor's Signature: _____ Date of Conference _____

Syllabus of Record Format*

The syllabus of record describes the course in some detail to those interested in the course and provides guidance to faculty in the department who may wish to teach the course. While each faculty member has the academic freedom to deliver a course in his/her own style, this freedom does not extend to changing the purpose, nature, or objectives of the course. The syllabus of record should be distinguished from the individual course syllabi that an instructor distributes to students. A copy of the syllabus of record for each course is to be maintained in the office of the department offering the course. The syllabus of record will contain the following elements:

- I. **Catalog Description.** This includes the course title, number of credits, prerequisites and an appropriately written course description.
- II. **Course Outcomes.** These should be measurable and student centered. What is it that students are expected to achieve as a result of taking this course? (Refer to taxonomies in Appendix C for assistance with course outcomes.)
- III. **Detailed Course Outline.** This should give the reader an outline of the topics examined in the course as well as an indication of the amount of time spent on each topic. This is either done by indicating the number of class hours spent on each topic or by indicating the percentage of time spent on each topic. The total number of hours for the class is 14 (weeks) times the number of credits (e.g., 14 weeks x 3cr = 42 hours). Do not forget to allow time for exams in the outline.
- IV. **Evaluation Methods.** Indicate the type(s) of evaluation used (quizzes, exams, projects, papers, etc.) and detail the requirements on evaluations particular to this course. Indicate the weight of each type of evaluation being used, how the final grade will be determined, and a grading scale. Explain the nature of the culminating activity during final exam period (week 15).
- V. **Example Grading Scale.**
- VI. **Undergraduate Course Attendance Policy.** Generally this attendance policy should be very generic so that different instructors may tailor their own attendance policy. If, however, the department wishes to require attendance for a course, include a specific policy that conforms to the University attendance policy listed below.

The university expects all students to attend class. Individual faculty members may define attendance standards appropriate to each course and the consequences of not meeting those standards, within the following guidelines:
 1. Each policy must be distributed in writing during the first week of the course. Normally, it is expected that the information dealing with class attendance standards will be distributed with the Semester Course Syllabus.
 2. Each policy must recognize students' need to miss class because of illness or personal emergency.
 3. Each policy must define some limited level of allowable absence, normally at least a number of clock hours equal to course semester [credit] hours.
- VII. **Required Textbook(s), Supplemental Books and Readings.** The UWUCC recognizes textbooks change rapidly in some fields and by the time the course is offered the textbook indicated in the syllabus may be outdated. However, please indicate your judgment of the best textbook available at the time the course is proposed.
- VIII. **Special Resource Requirements.** List any materials or equipment the student is expected to supply for this course. Is there a lab fee associated with the course?
- IX. **Bibliography.** An appropriate list of resource materials used in preparing for the course and for teaching the course. Generally we expect a list of 5 to 15 entries using a citation style appropriate to your discipline. Any accepted bibliographic style may be used but please be consistent.
- X. Special inclusions as dictated by the University (i.e., Title IX language, etc.)

*IUP University-Wide Undergraduate Curriculum Committee, Syllabus-of-record policy

Curriculum Vita Format*

Name

Campus Address

Telephone Number; Email Address

EDUCATIONAL BACKGROUND

Undergraduate degree(s); Major; Minor

Graduate degree(s)

Master's - Major

Doctorate - Major

Certification or License

Additional Degrees

Post Doctoral or Continuing Education

PROFESSIONAL EXPERIENCE

Employment History

(List in order beginning with recent position)

Honors/Distinctions

Instruction

Undergraduate

Graduate

Program and Curriculum Development

SCHOLARLY PUBLICATIONS

Articles in refereed journals, published books, or chapters in edited textbooks published by national publisher

Refereed or juried artistic activities appropriate to the discipline (concerts, compositions, recordings)

Articles in non-refereed journals

Monographs of professional organizations or a series edited or reviewed by a national publisher

Technical research report for externally funded research and demonstration grants

RESEARCH AND GRANT ACTIVITY

Funded Grant Activity

Research in Progress (include internal grants)

PROFESSIONAL PRESENTATIONS

International

National

Regional

State

Local

Conference Attendance for Professional Development

(Conferences not cited for presentations)

PROFESSIONAL SERVICE

Membership in Professional Organizations

Consultantships

Leadership Activities

National

State

THESIS AND DISSERTATION ADVISEMENT

Master's Thesis

Major Advisor

Committee Member

*Adapted from IUP Graduate School suggested vita format

Department of Music Guidelines for Evaluation of Scholarly Work

This document provides descriptions of the types of scholarly activities commonly done by faculty in the Department of Music. It is intended to act as a guide when reviewing materials of music faculty members for those members of the UWTC, UWPC, and UWSC who are not familiar with these various scholarly activities. The National Association of Schools of Music (NASM), which is the accrediting agency for music in higher education, states:

The university] institution and music unit must have procedures for appointing, evaluating, and advancing music faculty that promote objectivity and that ensure appropriate connections between personnel decisions and purposes, especially as aspirations and purposes concern teaching, creative work, performance, research, scholarship, and service.

Creative activity and achievement must be regarded as being equivalent to scholarly efforts and publication in matters of appointment and advancement when the institution has goals and objectives for the preparation of professional composers and performers (NASM Handbook, 2009).

This list seeks to describe these scholarly activities in a way that is easily understood by colleagues outside of the field of music

Department of Music Scholarly Activities

Recital - a public musical performance in which faculty carries a significant responsibility either on campus, locally, in state, region, or on a national or international stage.

Solo feature with professional group

- Solo feature with academic group
- Solo feature with educational group
- Solo faculty performance
- Collaborative recitals with colleagues in the profession
- Collaborative recitals with colleagues from other institutions
- Collaborative recitals with faculty colleagues
- Participation on Student recitals
- Public service recitals
- Chamber recital with professional group
- Chamber recital with academic group
- Chamber recital with faculty colleagues
- Chamber recital with educational group

Concert – a public performance in which faculty carries a significant responsibility either on campus, locally, in state, region, or on a national or international stage.

- Ensemble performance with professional, academic, faculty or educational music organization (orchestra, band, jazz ensemble, combo, chamber, etc.).
- Public service concerts of a similar nature

Master Class – a situation where an expert teacher instructs an individual in front of a class or audience so that all witnessing can learn.

Clinic/Workshop – A workshop or guest lecturer opportunity, similar to a Master Class but instruction is presented either directly to the audience or to an ensemble with an audience present..

- Attending, observing as member of the audience
- Participating, either as a student, ensemble member, or presenter.
- Presenting at IUP
- Presenting at other campus or schools
- Presenting at professional organization, workshops, or symposiums

Conducting – significant performance responsibilities as a conductor, director, or coach of a music ensemble of a variety of sizes. Includes selecting, rehearsing, and performing music.

- Continued role as conductor for professional organization or ensemble
- Continued role as conductor for an IUP organization or ensemble
- Continued role as conductor for educational organization or ensemble off campus
- Guest conductor for professional organization or ensemble
- Guest conductor for an IUP organization or ensemble
- Guest conductor for educational organization or ensemble off campus

Compositions – a completely new musical creation for solo or group of musicians

Transcriptions or Arrangements – significant effort to reset an existing composition for a set of musical instruments difference than the original intentions.

Original Works Performed

- Art music
- Music for use/occasional music – Music used for special occasions (such as ceremonies, major events, etc.)
- Playing on premier performances of professional composers
- Playing on premier performances of faculty colleagues
- Playing on premier performances of students

Recordings

- Complete Solo CD with professional label
- Complete Solo CD with academic label
- Complete Solo CD with local label
- Featured performance on a CD with professional label
- Featured performance on a CD with academic label
- Featured performance on a CD with local label
- Participation in a Large Ensemble with professional label
- Participation in a Large Ensemble with academic label
- Participation in a Large Ensemble with local label
- Participation in a Chamber Ensemble with professional label
- Participation in a Chamber Ensemble with academic label
- Participation in a Chamber Ensemble with local label
- Creation of an Instructional Video or DVD
 - Complete, Featured, or as a participant
 - Professional, academic, or local label

Grants – written proposals to committees, organizations, or individuals with the hope of securing funding or compensation to efforts involved in a variety of musical projects.

- Commissions
- Recordings
- Festivals
- Guest Artists
- Expansion of technique/repertoire/world music

Commissions – a request from a single party or consortium for the creation of some type of original work (composition, arrangement, etc.). Sometimes request is accompanied by payment or stipend

- Major multi-movement work for unaccompanied instrument or voice
- Major multi-movement work for solo and piano
- Major multi-movement work for solo and ensemble
- Major multi-movement work for chamber ensemble
- Minor work for soloist
- Minor work for soloist and chamber ensemble.