

UWG DEPARTMENT OF MUSIC ANNUAL EVALUATION POLICY/PROCEDURES

Approved May 28, 1997

Area 1 • Teaching (50%)

1. *Teaching* • As documented in the teaching portfolio
2. *Course/Curriculum Development* • Development of new programs, degrees, etc.
3. *Student Achievement* • Honors (Honors Recital, Wright Scholars, academic awards, competitions/auditions, concerto competitions, performances - significance, featured soloists, etc.)
4. *Supervision* • Student teaching, directed independent study, recital programs, thesis

Area 2 • Professional Growth & Development (30%)

1. *Achievements* • Grants, honors, recognition, etc.
2. *Adjudication* • Invitation received for adjudication
3. *Clinician Work* • Guest artist, conductor, etc.
4. *Creative Work* • Compositions and arrangements: large ensemble, small ensemble, solo works (size of the ensemble is figured into the equation) Books, articles, projects, etc. Publishing of creative works:
 - a. composition
 - b. research
 - c. recordingsOther aspects of creative works:
 - a. performances
 - b. publication
 - c. dissemination
5. *Officer* • In professional organization
6. *Public Performances and presentations*: Before learned societies and professional organizations
Campus and community
Artistic services:
 - a. performance of ensembles
 - b. director of productions
 - c. director of festivals
 - d. radio/television airings of recital performances or original compositions/works

Area 3 • Service (20%)

1. *Advisement* • Student and student organizations
2. *Clinician* • Service as a guest clinician (omitting local area)
3. *Committee* • Department, school, university
4. *Community* • Church, civic
5. *Performances* • On and off campus, student ensembles, solo recitals, accompanying
6. *Recruitment* • Visitation days, orientation/activity fairs, scholarship auditions, school visitations, touring.

Process for Determining Raises:

1. The chairman will review submitted portfolios to determine a numerical evaluation from 1 (lowest) to 10 (the best) for each of the three areas (teaching, professional growth & development, and Service) for each faculty member. The process will require the chairman to review area 1 for all faculty members before reviewing area 2. Areas 2 and 3 will be reviewed in the same manner.
2. The individual scores for each area will then be factored by the weight assigned to each area (Teaching = 5, Professional Growth & Development = 3, and Service = 2).
3. The three factored scores for each faculty member will be totaled and a percentage of the whole determined. The percentage will be determined by adding all faculty members' scores together to determine the *whole*. This percentage will be converted into a dollar amount by applying it to the total money available the department for merit raises.
4. The chairman will have an individual conference with each faculty member to discuss his evaluation and raise recommendation.
5. The chairman will submit recommended raises to the dean. This will happen after the chairman has met individually with the entire department faculty.