

Section 4

Faculty Personnel Policies

(4.1) Academic Freedom and Responsibility

It is the policy and responsibility of the University of North Texas (UNT) to assure and protect academic freedom within the governing framework of the institution, and it is the responsibility of faculty members to insure that their actions fall under appropriate academic responsibility, as outlined in the university's [Academic Freedom and Academic Responsibility](#) policy.

The right to academic freedom and the demands of academic responsibility apply equally to all faculty members at UNT.

Academic freedom and academic responsibility give vitality to the UNT and its mission. As such, the academic freedom to be able to freely consider or investigate important, and, perhaps, controversial questions is essential to the education of students and advancement of knowledge. Faculty have the academic responsibility to subject their knowledge and postulates to rigorous review by peers who are experts in the relevant subject material, to have a firm foundation of their postulates in the most relevant and suitable available evidence, and to work with one another to provide the best education possible for our students.

(4.2) Prohibition of Discrimination, Harassment, and Retaliation

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

To learn more, please review the following resources:

Prohibition of Discrimination, Harassment, and Retaliation, Policy Number 16.004
<https://policy.unt.edu/policy/16-004>

Prohibition Against Sexual Misconduct and Retaliation, Policy Number 16.005
<https://policy.unt.edu/policy/16-005>

Disability Accommodation for Students and Academic Units, Policy Number 16.001
<https://policy.unt.edu/policy/16-001>

Consensual Relationships, Policy Number 05.021
<https://policy.unt.edu/policy/05-021>

Grievance, Policy Number 05.042
<https://policy.unt.edu/policy/05-042>

Workplace Violence, Policy Number 05.045
<https://policy.unt.edu/policy/05-045>

(4.3) Filling Faculty Positions

This policy statement deals with ongoing faculty positions at the rank of Lecturer or higher that normally require a search to be performed. Adjunct positions are filled on an as-needed basis from available budgeted funds without searches.

Replacement positions, re-configured positions, and new positions all require approval by the Provost, and must be requested as part of the Budget Process in February or March of the academic year preceding the year in which a search will be conducted. Schools and colleges should not expect to get approvals for tenure-track positions that may become open unexpectedly after that time, but temporary Lecturer funds may be made available at the Provost's discretion.

Requests for all positions will be made by the Dean as part of the annual budget request process. In formulating the request, the Dean consults with the Council of Division Chairs and the Associate Deans regarding the strategic issues surrounding all aspects of any position being proposed, as well as the priorities assigned to each. Therefore, it is expected that all requests for positions be channeled through the appropriate Division Chair.

Because of the timelines involved, it is critical that whenever possible, faculty members planning retirement provide at least notice by February 1 of the year preceding their intended retirement year. Faculty members leaving for other reasons should also provide as much notice as possible, although notice given within the academic year in which the faculty member will end his/her service will likely result in an interim replacement at best.

(4.4) Reappointment, Promotion and Tenure—Guidelines by Division

(4.4.1) Division of Composition Studies Guidelines for Promotion and Tenure

Section 1.1

Preamble

The Division of Composition Studies recognizes the need for diversity, both in its faculty's professional activities and its modes of instruction. Individuals will be encouraged to contribute to the program in unique ways and will be assured of a variety of routes to advancement. The promotion and tenure evaluation will focus on teaching, research/creative activity, and service.

The Division Promotion and Tenure Policies and Procedures shall be consistent with University policies as described in the University Policy Manual and all other University and College policies relating to faculty promotion and tenure.

Section 1.2

Teaching

Evidence of teaching effectiveness must include student evaluations. Other indicators of teaching effectiveness include, but are not limited to:

- a. Advising and mentoring students.
- b. Examples of current course materials and new course preparations.
- c. Keeping abreast of current creative and scholarly work in the subjects taught.
- d. Teaching innovations and awards received.
- e. Directing theses and dissertations as major or minor/related field professor.
- f. Contributions to curriculum development.
- g. Participation in juries, hearings, recital committees, and other evaluative activities in the Division.
- h. Regular teaching assessments, including both student course evaluations and mentor faculty evaluations.
- i. Off-campus teaching: residencies, lectures, master classes, etc.
- j. A record of student accomplishments, including graduate school placement and employment in the field.
- k. Assisting students with career development and professional placement.

The faculty member may request observation of his/her teaching and/or the interview of his/her students by the chair or other faculty members to provide further evidence of teaching effectiveness

Section 1.3

Research and Creative Activities

The professional activities appropriate to this Division include, but are not limited to:

- a. New works composed.
- b. Compositions performed.
- c. Compositions, books, articles, and recordings distributed through publication or

other means. These may include both web-based and other electronic means as well as traditional recorded media and print publication.

- d. Reviews of compositions, books, articles, and recordings.
- e. Conducting and/or performing activities.
- f. Receipt of commissions, residencies, fellowships, grants, prizes, and awards.

Section 1.4

Service

The service activities appropriate to this Division include, but are not limited to:

- a. New student recruitment, through such activities as guest artist residencies, conference/festival attendance, and other outreach opportunities.
- b. Membership on Division, College, and University Committees.
- c. Chairing/directing of academic units and/or committees.
- d. Coordinating/directing curricular and extracurricular activities of the Division, College, or University.
- e. Service to professional organizations.

Section 1.5

Promotion to the Rank of Associate Professor

The faculty member shall consult with the Division chair and faculty mentor prior to each year of probationary appointment to ensure that s/he is in compliance with the expectations for tenure and promotion to Associate Professor. The faculty member shall be informed in writing of any concerns on the part of the chair, faculty mentor, and/or Division RPTC that may jeopardize consideration for promotion and tenure.

- a. Teaching:
 - i. The faculty member is expected to demonstrate excellence in teaching, as reflected in student and mentor faculty teaching evaluations, as well as review of syllabi and other course materials during the annual merit evaluations.
 - ii. The faculty member is expected to be an active contributor to the teaching mission of the Division, including such activities as directing theses and dissertations, student advising and mentoring, contribution to curriculum development, and participation in juries, reviews, hearings, and recital committees.
 - iii. It is expected that the faculty member will seek out regular external teaching opportunities such as residencies, lectures, and master classes. Such factors as the significance of the host institution, the scope of teaching activities, and potential recruitment impact will be considered.
- b. Research and Creative Activities:
 - i. The faculty member is expected to achieve an emerging professional reputation at the national level. This may be reflected in the number and profile of commissions, performances, and guest artist residencies.
 - ii. The faculty member shall demonstrate consistent productivity through the creation of substantial original compositions. What constitutes “substantial” in this context shall be determined in the annual consultation and will take into consideration both qualitative and quantitative measures for each work (e.g.,

duration, performance forces, commissioning entity, performer/ensemble, and/or scope of technological requirements).

- iii. The faculty member shall obtain regular performances of original compositions in regional and national venues (including festivals, conferences, and other professional opportunities); the number of performances may range from year to year but should average 6-8 annually. The significance of these performances shall be determined in the annual consultation, and will take into consideration such factors as the venue, performers/ensemble, hosting organization, professional visibility, whether the performance was juried or by invitation, etc.
 - iv. Reviews of creative and scholarly works will be considered in the faculty member's evaluation and may include both printed and web-based formats. Such factors as the significance of the journal/website and professional impact—e.g., based on numbers of citations, distribution, etc.—will be evaluated during the annual consultation.
 - v. The faculty member is expected to show evidence of applying for major grants, fellowships, prizes, and other professional activities each year during the probationary period.
- c. Service:
- i. The faculty member is expected to demonstrate consistent service activity during the probationary period, though success in the other two areas takes priority over service contributions when being considered for promotion to Associate Professor with tenure.
 - ii. The faculty member will determine the appropriate level of service activity during the annual consultation with the Division chair and faculty mentor.

Section 1.6

Promotion to the rank of Professor

The faculty member shall consult with the Division chair and faculty mentor in order to develop an action plan and timeline for promotion to Professor. It is highly recommended that the faculty member arrange annual consultations with the chair and faculty mentor during at least three years prior to applying for promotion.

- a. Teaching:
 - i. The faculty member is expected to take a leadership role in teaching, including mentorship of junior faculty, regular advising of theses and dissertations, curriculum development, etc., in addition to continued excellence in teaching as reflected in student and peer faculty teaching evaluations, as well as review of syllabi and other course materials during annual merit evaluations.
 - ii. The faculty member will determine the expected teaching contributions in

consultation with the Division chair and faculty mentor.

b. Research and Creative Activities:

- i. The faculty member is expected to achieve professional distinction at the national level. This may be reflected in the number and profile of commissions, performances, and guest artist residencies, as well as demand as an evaluator (for external tenure/promotion cases) or adjudicator (for competitions or grant-giving organizations). While professional recognition at the international level may also be considered in this regard, it may not be a substitute for a national profile in the profession.
- ii. The faculty member shall demonstrate consistent productivity through the creation of substantial original compositions. What constitutes “substantial” in this context shall be determined in the annual consultation and will take into consideration both qualitative and quantitative measures for each work (e.g., duration, performance forces, commissioning entity, performer/ensemble, and/or scope of technological requirements).
- iii. The faculty member shall obtain regular performances of original compositions in regional and national venues (including festivals, conferences, and other professional opportunities); the number of performances may range from year to year, but should average 6-8 annually. The significance of these performances shall be determined in the annual consultation, and will take into consideration such factors as the venue, performers/ensemble, hosting organization, professional visibility, whether the performance was juried or by invitation, etc.
- iv. Reviews of creative and scholarly works will be considered in the faculty member’s evaluation, and may include both printed and web-based formats. Such factors as the significance of the journal/website and professional impact—e.g., based on numbers of citations, distribution, etc.—will be evaluated during the annual consultation.
- v. The faculty member is expected to show evidence of applying for major grants, fellowships, prizes, and other professional activities each year during the probationary period.

c. Service:

- a. The faculty member is expected to demonstrate substantive contributions in the area of service, which may include committee chairmanships, administrative assignments, and faculty mentorship, among other activities.
- b. The faculty member will determine the appropriate level of service activity in consultation with the Division chair and faculty mentor.

Approved by the Division of Composition Studies (15 May 2018)

(4.4.2) Division of Conducting and Ensembles Guidelines for Promotion and Tenure

1. General Criteria—The policies and procedures for promotion and tenure in the Division of Conducting and Ensembles are supplemental to the University policies as described in the University Policy Manual, section 06.007 et seq. and all other University and College policies relating to faculty promotion and tenure.

2. Criteria for Evaluation of Promotion and Tenure

a) Teaching—Demonstration of competence and effectiveness in teaching is central to the mission of the University and is an absolute requirement under these guidelines. Efforts at curriculum development, teaching innovation, creative programming, and ongoing self-education shall also be considered in the evaluation of faculty insofar as these activities pertain to teaching competence.

Evaluation of the faculty member's teaching performance will be proportionate to the percentage of effort negotiated between the faculty member and the division chair under the UNT workload policy. However, consideration must be given to the fact that for certain directors the assumed administrative load figure may not represent fairly the full amount of administrative work necessary to maintain the ensemble program.

Successes of recent students, whether ensemble members or graduate conducting students, will also be considered in evaluating effectiveness of teaching.

Other unique and demonstrable opportunities for student learning should be considered, to include advising and mentoring.

The success of the various ensembles in the College of Music is dependent on the enrollment of adequate numbers of qualified students. Therefore, consideration will be given to the appropriateness of recruitment activity relative to his/her assignment as well as the effectiveness of qualified students in the classroom, ensemble, or program.

b) Scholarly, Creative and Professional Activities—Opportunities for professional recognition outside the University vary greatly in nature and extent among the various conducting disciplines represented in the Division of Conducting and Ensembles. Consequently, a faculty member in this Division shall be evaluated according to standards that are appropriate for the faculty member's ensemble specialization.

Creative and professional activity for members of this Division is normally centered on ensemble performance, either as conductor, or as a director preparing an ensemble for collaborative performance. Related activities, such as preparing compositions or arrangements, adjudication and clinics, seminars, workshops and camps are also part of this work. Though conductors are generally more involved in performance related activities, appropriate recognition shall nonetheless be given for publications (books,

articles, translations, program notes, educational materials, and commercially released CD and DVD recordings) and research (pedagogical and musicological, including public presentation of work in progress).

Recognition shall also be accorded to awards and honors such as prizes and grants; participation in professional organizations (offices held or other professional contribution) shall be considered as evidence of positive professional recognition. Other creative and professional activities not herein enumerated which serve to enhance the reputation of the faculty member should also be given proper recognition.

Significance shall be determined and/or negotiated for those activities, whether internal or external and not limited to UNT performing ensembles, which increase the regional, national and/or international reputation of the faculty member and the College of Music. Appropriate weight will be given to the level of the ensemble conducted, since the top ensembles have more opportunities. Work such as recordings, appearances at major conferences within the field must be considered. Collaborative efforts, both internally and externally will be considered.

In all of these categories, weight and significance shall be in proportion to the scope of the activity (local, regional, national and international) and the professional stature of the entity with which the activity is associated.

For promotion to Associate Professor, the faculty member must have an emerging national reputation. For promotion to Full Professor, the faculty member will have an established national and international reputation, with the indication of continued growth and contribution at those levels.

c) Service—Service is expected of all members of the Division, including service to the Division of Conducting and Ensembles, the College of Music, the University, the profession, and to the community. Service activities may include, but is not limited to, performances for various University and community functions, committee memberships, service on the Faculty Senate, special administrative or other assignments, student advising, and holding office and/or contribution to community organizations. Additional significance will be accorded positions with additional responsibilities, such as committee chairmanships.

Approved: Conducting and Ensemble Division, November 2014

(4.4.3) Division of Instrumental Studies Guidelines for Promotion and Tenure

Fundamental Principles--The Division of Instrumental Studies Promotion and Tenure Policies and Procedures shall be consistent with University policies as described in the University Policy Manual, section 06.007 et seq. and all other University and College policies relating to faculty promotion and tenure.

Criteria Guidelines

Recommendations for promotion and tenure, as stated in the UNT Policy Manual, are based on critical appraisal of the contributions of candidates to the goals of the university. Evaluation will focus on three principal functions: teaching; scholarly, creative and professional activities; and service.

Quality teaching is a minimum expectation for the granting of tenure and for promotion. No recommendation should be made in case of any reasonable doubt.

Balance between teaching, professional activity and service may be expected to vary from individual to individual; however, contribution in one area alone will rarely qualify a person for promotion or tenure. Therefore, professional activity, even of exceptional quality, will not compensate for indifferent teaching; nor will unusually effective teaching compensate for a lack of professional accomplishments manifesting the individual's continuing professional growth and development.

TEACHING: Activities include, but are not limited to: private instruction, classroom teaching, direction and coordination for ensembles, supervision of special problems classes, special lectures and presentations, jury adjudication, curriculum advising, recital advising, recital adjudication and auditioning.

Effectiveness shall be characterized by an ongoing commitment to excellence. Faculty members shall be evaluated on the quality and growth/retention of a faculty member's studio; student improvement; student achievement; student evaluation; significant student performances; class syllabi, class materials and awards. Teaching effectiveness shall also be determined by considering a faculty member's activity in other instructional-related activities including advising, auditioning and adjudicating juries.

Faculty who teach in more than one division shall have the option of choosing evaluators from both divisions.

RESEARCH, SCHOLARLY, CREATIVE AND PROFESSIONAL: Activities include, but are not limited to, activities such as: performances on and off campus, publication, research, recruiting, master classes, clinics, adjudicating, holding of office and/or contribution to professional organizations and grants received or applied for. Significance shall be given to activities both on and off campus that increase the regional, national and international visibility and reputation of the faculty member. Significance shall also be given to awards, prizes or grants received for performance or research. Examples include:

- any submitted recording on a recognized commercial label, including reviews from industry trade publications.
- any book submission with a recognized publisher, including reviews from industry trade publications.
- articles published in trade journals including, but not limited to: The International Trumpet Guild Journal, The International Trombone Association Journal, The International Tuba Euphonium Association Journal, The Clarinet, The American String Teacher Association, The Strad Magazine, Southwestern Musician, The Instrumentalist.

The balance of professional activity is at the discretion of the faculty member depending upon his or her strengths and upon the needs of the individual area. Continuing growth and development in teaching and professional activity must be evidenced for all promotions and for the granting of tenure. Appointment to the faculty at the rank of Assistant Professor is made principally on the basis of anticipated potential for professional success. For promotion to Associate Professor and/or tenure at that rank, the faculty member is expected to achieve professional recognition on the emerging national level. Promotion to Professor requires exemplary achievement as outlined in the evaluation criteria and is demonstrated through achievement of national recognition among professional peers.

Service to the area or division, the college and the university is expected of all members of the faculty in developing and implementing the instructional program. Outstanding service achievements, while recognized, will not ordinarily serve as a primary basis for promotion and/or tenure. Service activities include service to the area or division, the college, and the university, as well as professionally-related public service activities. Service may include activities such as committee work, faculty senate work, special assignments, administrative tasks, advising of student organizations and professionally-related public service activities such as performance, clinics and workshops.

Approved: Instrumental Faculty, May, 2018

(4.4.4) Division of Jazz Studies Guidelines for Promotion and Tenure

Preamble

1. Policy and Procedure: The policies and procedures for promotion and tenure in the Jazz Studies Division shall be consistent with University Policy Manual. This includes Policy 06.007 (Full-time Faculty and Academic Administrator Annual Review, and Academic Administrator Reappointment) and Policy 06.035 (Academic Freedom and Academic Responsibility) and all other University and College policies.
2. Please note that Policy 06.004 (Faculty Reappointment, Tenure, Promotion, and Reduced Appointment) describes exactly the criteria for promotion to each rank.
3. General Criteria: The general criteria for evaluation shall be consistent with the criteria as stated in the University Policy Manual, section 06.007 (Full-time Faculty and Academic Administrator Annual Review, and Academic Administrator Reappointment).

This document is intended for use by tenure-track faculty as they plan their work on the path towards tenure, and by those who evaluate them. To be maximally useful it must state clearly the types of work to be evaluated, what counts as evidence of achievement, and what standards will be used to evaluate it. It must enable a determination of when faculty work is meeting expectations fully, when it has fallen short, and when it has exceeded expectations. It must be reviewed often and revised as necessary according to changes in the types of work expected and their relative value. It must provide a framework for demonstrating steadily increasing expectations as the program, the college, and the university work towards higher standards of excellence. It should be evident by comparing existing and proposed portions of the document that follows that if all or many of the proposed revisions are accepted by the faculty, this will constitute a significant increase in rigor that provides the foundation for future increases.

Each division in the College of Music has its own criteria because the nature of teaching, research, and service, and the balance among them are different in each of the musical disciplines. Faculty in Jazz Studies endorse the importance of producing a body of work that can be evaluated by peers. Faculty in Jazz Studies value teaching and research equally. While service receives secondary emphasis, it is viewed as important because it serves the needs of the institution, the professional community, and society at large.

These criteria should be used with an awareness of the history of the jazz studies program. The primary reason for the early prominence and continued excellence of the program is the dedication to teaching on the part of the early faculty. We maintain an even balance between teaching and research. We have a group of faculty who collectively are prominent nationally and internationally as performers, composers, conductors, and authors. We retain as a core value a commitment to the artistic and intellectual growth of our students.

TEACHING

Effective teaching in the Division of Jazz Studies shall be characterized by a commitment to

excellence that is demonstrated by a measurable positive outcome. Quality teaching is expected.

Types of work to be evaluated

1. Classroom teaching
2. Private instruction (including participation in juries and supervising departmental recitals)
3. Direction of ensembles (including participation in ensemble auditions)
4. Special lectures and presentations
5. Guiding student research (including master's pedagogy research, doctoral dissertation research)
6. Off-campus teaching or teaching directed towards learners other than UNT students
7. Recruitment of well-prepared students (including participation in on-campus audition and evaluation of audition recordings)
8. Advising students
9. Supervising graduate students

Evidence of achievement

1. Class syllabi and other class-related documents
2. New course preparations
3. Revision of existing courses
4. Revision of degree programs
5. Revision of catalog requirements
6. Student evaluations (including documentation of effort expended to ensure the reliability of student evaluation to the extent that it is under the faculty member's control)
7. Awards and honors received by the faculty member
8. Significant student achievements, such as awards and honors, beyond completion of degree requirements. For significant student achievements, the types of research work to be evaluated for faculty are applicable to students (performances, recordings, publications, unpublished items, etc.). The degree to which students are prepared for successor courses
9. Other activities related to instruction
10. Peer evaluation: The area coordinator or chair will observe the teaching of untenured faculty members, once per year, for at least their first three years. A tenured professor may request the observation of his or her teaching and/or the interview of his or her students by a tenured member of the division faculty; the observation will be communicated in writing and may be included in the portfolio at the discretion of the professor who is the candidate for promotion.

Standards for evaluation

As a minimum, quality teaching requires (1) keeping current with artistic and scholarly work in the subjects taught; (2) comprehensive coverage of material according to the course description; (3) effective course design to ensure that the pacing and level of difficulty are appropriate for the students; (4) consistent and punctual attendance at classes, lessons, and

rehearsals; and (5) accessibility to students. The teaching activity must be appropriate to the workload percentage assigned to it.

In addition to meeting basic standards, Assistant Professors seeking promotion to Associate Professor and tenure must demonstrate the measurable positive outcome of teaching using the evidence outlined above as appropriate to the teaching assignment. If areas for improvement are identified through student or peer evaluation, evidence of action taken to improve and the effectiveness of the action must be provided.

In addition to meeting basic standards, Associate Professors seeking promotion to Professor must demonstrate quality teaching as outlined for Assistant Professors. In addition, they must demonstrate efforts to improve instruction at a level above that of the individual class, lesson, or ensemble in the form of curricular revision or other activity that demonstrates leadership in the improvement of teaching.

RESEARCH

Types of work to be evaluated

1. Performances (concerts in professional and educational venues)
2. Published recordings (as a performer, composer, arranger, or producer)
3. Publications (articles, books, compositions, and arrangements)
4. Unpublished compositions and recordings (provided that they are made available to a community of peers)
5. Research accomplishments (including research in jazz studies, pedagogy, musicology (broadly defined), and related disciplines), including conference presentations
6. Serving as an editor or peer reviewer of journals, articles or books
7. Work in a professional organization that draws on artistic or scholarly ability
8. Other forms of research that involve a community of professional peers, including collaborating with colleagues on research projects

Evidence of achievement

1. Documentation of types of activity outlined above
2. Awards and honors such as prizes or grants for composition, performance, or research
3. Professional notices (brief communications from peers about professional activity, equivalent to citations)
4. Professional critiques (longer communications than a notice from peers about professional activity, equivalent to pre- or post-publication peer reviews)
5. For performance or composition: information about how the performance or composition originated (competition, invitation and source, commission, etc.) and the scope of its geographical impact (local, regional, national, international, etc.). It should be noted that scope of geographical impact is not the same as location. A nearby performance can be of national impact, and a distant performance can be of only local impact in that location.
6. For scholarship: the stature of the press, distributor, or journal and the importance of the research. This may include documentation of significant citations by other

- scholars.
7. Participation in professional organizations (offices held or contributions made to) shall be considered as evidence of a positive professional reputation.

Standards for evaluation

As a basic standard, the faculty member must present evidence of research or creative activity that has made the faculty member's work available to a community of peers. This must be done in both forms of work described in the preamble: the practice of jazz in a community of peers and the embodiment of professional activity in works that are available for evaluation by peers. Significance will be given to activities, both on and off campus, that increase the professional reputation of the faculty member and reflect positively on the division. The research activity must be appropriate to the workload percentage assigned to it.

In addition to meeting the basic standard, Assistant Professors seeking promotion to Associate Professor and tenure must present evidence of an emerging national reputation.

In addition to meeting the basic standard, Associate Professors seeking promotion to Professor must present evidence of the realization of a national reputation.

SERVICE

Types of work to be evaluated

1. Service to the division, college, and university (committees, faculty governance, or other working groups), Coordination (administrative work done as coordinator of Lab Bands, of Small Groups, of Vocal Jazz, of Improvisation)
2. Service to the profession (work in or on behalf of professional organizations)
3. Service to the community that involves the professional area of expertise
4. Performance and teaching activities may be listed in this category if they are more service than research.

Evidence of achievement

1. Evidence of the effectiveness of participation on committees or other working groups in terms of attendance, contributions to decision-making during meetings, and work done outside of meetings.
2. Evidence of the effectiveness of participation in national organizations.
3. Recognition received for service activities.
4. Documentation of service activities received from peers.

Standards for evaluation

In this catch-all category that we've agreed to call service, faculty members must effectively do the service work expected of them as colleagues that is not otherwise identified as teaching or research. This work enables the division, college and university to fulfill their mission. As a basic standard, faculty members must

1. attend division meetings;
2. communicate in a professional and timely manner;
3. be present on campus to a degree that is appropriate to the teaching assignment, including attendance at student performances;
4. collaborate with colleagues on productive uses of the division's facilities and equipment;
5. follow policies that the division has collectively agreed upon as important to accomplishing its mission (example: work effectively with our administrative assistant on matters involving university funds).

In addition to meeting the basic standard, Assistant Professors seeking promotion to Associate Professor and tenure must demonstrate a commitment to service that is commensurate with their teaching assignment, level of research activity, and the workload percentage assigned to service.

In addition to meeting the basic standard, Associate Professors seeking promotion to Professor must demonstrate a commitment to service that is commensurate with their teaching assignment, level of research activity, and the workload percentage assigned to service, and they must show evidence of leadership in service activities.

Music Business

In Fall 2016 the College of Music launched an initiative to build a Music Business and Entrepreneurship program and hired a Senior Lecturer to lead the program. Initially, the appointment was made in the Division of Instrumental Studies. In Spring 2019, the Senior Lecturer position was converted Assistant Professor. Because of the faculty member's background and expertise in both entrepreneurship and piano performance, the position was moved to the Division of Keyboard Studies. Therefore, the Division of Keyboard Studies RPTC and the Division Chair were responsible for evaluating the entrepreneurship faculty member for Promotion and Tenure and Annual Review.

The new program title was changed to Music Business. In May 2021, the faculty member in the Music Business position resigned and a visiting lecturer was hired for AY2021-2022. The position was searched, and the new Assistant Professor was hired to start in Fall 2022. Given the candidate's expertise, the position was moved to the Division of Jazz Studies, effective in Fall 2022.

The following criteria for Promotion and Tenure apply to the current faculty member who holds the position of Music Business (2022 – Present). These criteria were designed specifically for the Music Business faculty member who also had a background in performance. Because the new Music Business faculty member was hired in late May, 2022, the criteria below will be amended in Fall 2022 to align with the expectations of the position and the Division of Jazz Studies.

CRITERIA FOR FACULTY EVALUATION – MUSIC BUSINESS

A. Teaching and Instructional Activities

Regardless of other professional activities, high quality teaching is mandatory for tenure and promotion to Associate Professor and Full Professor. Assessment of the quality of teaching must take into account the following criteria:

- thorough coverage of concepts and skills as specified by course syllabi and their alignment with course catalog descriptions
- use of effective teaching strategies suited to the subject matter
- positive student/teacher interpersonal relationships.

The teacher is expected to be fair, impartial, conscientious, consistent, prepared, thoroughly competent in knowledge of subject matter, informed regarding current trends in the field, and able to engender the respect of students.

The Reappointment, Promotion, and Tenure Committees (including the Division Chair, Dean and Provost) will determine the quality of teaching through mechanisms such as:

- student appraisals of teaching
- peer observations
- teaching innovations
- advising
- teaching awards
- student accomplishments
- directing theses and dissertations as major or minor professor
- assisting students with career development and professional placement
- leadership in curricular development and other supporting documentation

B. Scholarly, Professional and Creative Activities

For Promotion and Tenure, the faculty member with a background in entrepreneurship and performance will be evaluated primarily on their scholarly work in entrepreneurship and secondarily on their artistic and creative activity. However, scholarship in the area of entrepreneurship, particularly in the area of publication, must be given the highest priority and will be of greatest importance in the evaluation process for promotion and tenure, followed, in order, by teaching and service.

Faculty members should show evidence of ongoing creative and professional activities at the local, regional, national, and international level. In consultation with the Dean and the Provost's office at the time of appointment to a tenure-track position, consideration may be given to a faculty member who brings an established national and international career prior to employment at UNT, and where that body of work will be applied in the promotion and tenure process.

Types of scholarly work to be evaluated will include:

- Peer reviewed journal publications that reach national/international audiences in the area of entrepreneurship.
- Research or pedagogically-based books or book chapters
- Conference presentations, guest lectures, panel participations
- Adjudication for local, national or international organizations
- Serving as an editor or peer reviewer of entrepreneurship journals, articles or books

- Performances (concerts in professional, educational venues, religious, or other performance venues)
- Published recordings (as a performer, composer, arranger, or producer)
- Other forms of research that involve a community of professional peers, including collaborating with colleagues on research projects
- Honors, awards, grants or contracts relating to the profession.

Evidence of achievement in the area scholarly, creative, and professional activities may be demonstrated through a large variety of means and will be evaluated in terms of quality and quantity, importance, and scholarly significance. Efforts leading to publication are essential and will receive a high priority for tenure and promotion to Associate Professor and to Full Professor. For tenure and promotion to Associate Professor, the entrepreneurship candidate must provide evidence of an emerging national reputation through published research and non-research articles along with national presentations. While non-research articles contribute to the body of literature, greater importance will be placed on published scholarly research; a high number of non-research articles cannot compensate for indifference to published scholarly research.

For promotion to Associate Professor and to Full Professor, participation in the activities of professional organizations provides supporting evidence of growth and/or prominence. Presentation of scholarly papers, conducting clinics or workshops, serving in positions of international, and regional leadership, and other activities of equal significance are the most valued forms of participation. The Reappointment, Promotion, and Tenure committees will determine whether some appearances as panel moderator, participant, discussant, or other similar roles in prestigious international, national, or regional settings may be considered as significant scholarly work. Other important indicators of achievement include the receipt of fellowships and grants; musical performances; adjudicating; professional consulting; organizing conferences; and other activities that exhibit scholarly and/or professional expertise and competence.

As a benchmark for publication, the entrepreneurship candidate should have approximately 5-6 peer-reviewed published articles or chapters and evidence of presentations at professional conferences or invited talks at other universities, or a published book. In some cases, other scholarly and creative projects (multi-media or digital works) may be accepted. In the case of collaborative works, applied projects, digital humanities, or comparable work, the candidate should specify as precisely as possible the scope of their contribution. It is important to note that the reappointment, promotion, and tenure committees will evaluate the candidate's dossier holistically and will consider the quality, quantity, and significance of research and creative activity in relation to the candidate's teaching, service, and administration (if applicable).

C. Service

Faculty members are expected to engage in service activities to the Division, College of Music, the University, and to the greater community. Participation on Division, CoM and/or University committees as well as the fostering of strong ties to the community is important to a successful tenure and promotion decision. Correspondingly, individual initiatives are an essential component for this category as well as all three categories (Teaching, Creative/Professional Activities and Service).

For awarding of tenure and/or promotion, activity in at least four out of the eight areas is expected:

- Full participation in the administrative functions of the university, college, and/or division
- Service on committees or advisory boards (University, College of Music, Division)
- Service to the community
- Supervision of teaching fellow(s) and teaching assistant(s)
- Membership and participation in professional organizations and all professional activity related to the area of music entrepreneurship.
- Advising of student organizations
- Unusual visibility at the national or international level
- Recruiting or liaison work with the community

MERIT EVALUATION

Annually in the spring semester, in accordance with dates specified at vpaa.unt.edu, the PAC will review documents of all Division faculty and provide merit ranking recommendations based on the faculty member's prior three years' performance, to the PAC chair. The PAC chair uploads the faculty annual review recommendations to Workflow.

EVALUATION METRICS

The PAC evaluates all tenure-system faculty annually in the three areas of teaching, scholarship/creative activity, and service. The PAC makes recommendations to the chair regarding merit rankings and evaluations.

When formulating merit rankings each spring, the PAC examines tenure-system faculty members' records of achievement for the three-year period ending on the final day of the previous calendar year. Using data and formulae provided by the Division Chair and based on Division and University policies, the PAC factors in the percentages allotted to each of the three areas by the workload assignments negotiated between the faculty member and the Division chair for each year under consideration, in accordance with Division and University workload policy. The PAC assigns a number in the areas of teaching, scholarship/creative activity, and service on a scale of 1 to 4, with 4 being the highest score. A faculty member may not serve in the evaluative process for him or herself, or for a family member/domestic partner.

At the end of the process, each faculty member receives a written copy of the PAC and Division Chair reports, including a summary of the faculty member's performance in each of the three areas, and detailing the faculty member's numbers in each area. Applying the standards specified in this document, the PAC rates every faculty member on a four-point scale:

1. Performance is below the College's expectations
2. Performance is deemed generally satisfactory, but appears in one or more respects to be marginally below the College's expectations
3. Performance reflects the high quality of achievement expected by the College

4. Performance exceeds the high quality of achievement typical of the College of Music to the extent that special merit should be awarded

The Division Chair will apply any appropriate sections of UNT policy 06.052 “Review of Tenured Faculty” in the event that any faculty member receives a score of 2 or below in two or more areas.

UNSATISFACTORY PERFORMANCE

A faculty member who receives an unsatisfactory annual review by the PAC shall be placed on a professional development plan (PDP) per University policy 06.052.I.C. At that time, a Faculty Professional Development Committee (FPDC) will be assembled along the lines specified in UNT Policy 06.052 and will establish a plan of action with the faculty member, as stipulated in the policy. According to the policy, “a faculty member may be on a PDP for up to two calendar years. By, or before that time, the FPDC may determine that the faculty member has addressed all issues and may submit a report to the Division Chair, College Dean, and University Provost recommending removal from the PDP. If after two years, desired outcomes have not been achieved, the FPDC will again report to the Division Chair. The Chair then makes a recommendation to the College Dean and the Dean to the University Provost, who will ultimately determine whether to recommend revocation of tenure and termination of employment, taking into account the faculty member’s record and all annual reviews. (06.052.IV.B)

Supplement: Division of Jazz Studies Guidelines for Promotion of Lecturers

These guidelines are intended to supplement the policies on appointment and promotion of lecturers in the College of Music faculty handbook, section 4.8. That policy includes the statement, “Lecturers are faculty members whose primary responsibilities are related to teaching and student development.”

The workload percentages for appointments at the lecturer ranks do not include a percentage for research. Workloads for lecturers are typically 80-90% teaching, 10-20% service, with 80%/20% being the norm.

The Division of Jazz Studies affirms that the standards for effective teaching and service by Lecturers, Senior Lecturers, and Principal Lecturers are the same as those stated in the guidelines for tenure and promotion of tenure-track faculty.

Professional activities by faculty in lecturer ranks may be listed under the teaching category provided that the activities support and strengthen their work as teachers by maintaining their professional currency. Such activities must be documented using the types of evidence stated in the guidelines for tenure and promotion of tenure-track faculty. Professional activities by faculty in lecturer appointments may also be documented and discussed under the service category if the activities are more properly understood as service.

The division endorses the guidelines for promotion to Senior Lecturer and Principal Lecturer stated in section 4.8.2 of the College of Music faculty handbook, including the following

requirement for promotion to Principal Lecturer: “a candidate for Principal Lecturer must demonstrate that (s)he has earned recognition in the profession as appropriate to his/her specialization well beyond the University or North Texas area.”

The division endorses the following statement in section 4.8.1 on the participation of faculty in lecturer ranks in one specific aspect of faculty governance at the division level:

“Lecturers shall not be eligible to vote in decisions relating to the hiring or the review process of tenured and tenure-track faculty.” The division affirms that in all other areas of faculty governance at the division level, faculty in lecturer ranks are eligible for full participation.

Revised: Inclusion of Music Business, revised May 24, 2022

(4.4.5) DIVISION OF KEYBOARD STUDIES DIVISIONAL GUIDELINES FOR PROMOTION AND TENURE

Justification

In reviewing Promotion and Tenure procedures from two aspirational peer institutions (Indiana, Michigan) these guidelines are comparable for the field of music performance. These procedures accord with and are subordinate to any and all policies issued by the University of North Texas and the College of Music.

REVIEW FOR NON-TENURED TENURE TRACK FACULTY

Under UNT Faculty Reappointment, Tenure, Promotion, and Reduced Appointment policy (06.004.II.B), every unit must review annually all tenure-track faculty members during their probationary period. The third-year reappointment review is a more extensive and intensive review that includes the unit, the college, and the provost, but without external review letters (06.004.II.C). Therefore, annually in the fall semester, the Division RPTC will conduct the 3rd Year review for Division tenure-track faculty when applicable. The RPTC review recommendations must be completed and uploaded into Workflow by the committee chair during the dates indicated at vpaa.unt.edu, containing (1) unit review recommendation, (2) faculty member's response to a negative recommendation (if applicable), and (3) any additional supporting documentation. The RPTC chair also annotates the committee's vote.

In addition, under UNT Faculty Reappointment, Tenure, Promotion, and Reduced Appointment policy (06.004), every unit must conduct reappointment review for 4th/5th year tenure-track faculty during their probationary period. Therefore, annually in the spring semester, the RPTC will conduct the 4th or 5th year unit review for Division tenure-track faculty when applicable. The RPTC review recommendations must be completed and uploaded into Workflow by the committee chair during the dates indicated at vpaa.unt.edu containing (1) Unit review recommendation, (2) faculty member's response to a negative recommendation (if applicable), and (3) any additional supporting documentation. The RPTC chair also annotates the committee's vote.

REVIEW FOR PROMOTION/TENURE (6th Year Review)

Annually in the Fall semester, the RPTC will conduct the 6th Year Unit Review to full tenure and/or promotion for Division tenure-track faculty when applicable. The RPTC review recommendations must be completed and uploaded into Workflow by the committee chair during the dates indicated at vpaa.unt.edu containing (1) Unit review recommendation, (2) faculty member's response to a negative recommendation (if applicable), and (3) any additional supporting documentation. The RPTC chair also annotates the committee's vote.

CRITERIA FOR EVALUATION FOR PROMOTION/TENURE

Granting tenure and promotion requires not only the potential for future achievement but also a

clear record of recent and past achievements. For promotion to the upper ranks of associate and professor, the standards for faculty performance in the areas of 1) teaching, 2) research, creative activity and/or professional activity and 3) service are progressively rigorous and may include consideration of the entire dossier.

The Keyboard Studies Division further emphasizes the importance of a spirit of academic community. There must be a collaborative recognition of mutually agreed upon goals, policies, and procedures.

The following criteria and procedures are supplemental to all policies and procedures as described in the University Policy Manual, section 06.004 et seq. and all other University and College policies relating to faculty promotion and tenure. College and University policies are a priori and take precedence over divisional guidelines.

CRITERIA FOR FACULTY EVALUATION

A. Teaching and Instructional Activities

Effectiveness of teaching will be assessed through peer evaluation of the following criteria, as applicable for each instructor:

1. Technical and artistic development of each faculty member's private students as observed in juries, recitals/hearings, auditions, concerts
2. Documented student achievement in external activities, such as: success in national and international competitions, concert engagements, commercial recordings, participation in festivals, etc.
3. Successful placement of students in academic positions at the collegiate level
Additionally, for promotion to Associate Professor and/or the awarding of tenure, the following will be regarded as evidence of teaching effectiveness:
 - Establishing and maintaining a full class of undergraduate and graduate students. Graduate students will come predominantly from peer institutions. Graduates from the studio who go on to degrees elsewhere will be accepted at peer institutions.
 - Teaching awards and recognition
 - Evidence of course development and new syllabi and/or incorporation of new technologies, if applicable
 - Active involvement in the mentoring of doctoral students, including dissertation supervision, adjudication of DMA recitals, qualifying exams, etc.
 - Students in the studio will be active performers on and off campus, and graduates will be employed in the profession
4. Review and evaluation of course syllabi and related documentation for effective organization, clarity, and relevance
5. Ability to attract, recruit, and retain highly qualified students in their studio and performance area
6. Evidence of successful advising, and record of students' timely progress through their degrees

B. Scholarly, Professional and Creative Activities

Faculty members should show evidence of ongoing creative and professional activities

at the local, regional, national, and international level. In consultation with the Dean and the Provost's office at the time of appointment to a tenure-track position, consideration may be given to a faculty member who brings an established national and international career prior to employment at UNT, and where that body of work will be applied in the promotion and tenure process.

Determining specific criteria, both quantitatively and qualitatively as well as devising a system of 'weighting' activities for members whose teaching responsibilities are predominantly performance-based should remain flexible and take into consideration the evolving nature of the individual's career path. The evaluation process will be an objective examination of one's accumulated dossier of professional activities.

For awarding of tenure and promotion, significant achievements in at least 4 of the 8 areas are expected:

- Solo recitals in nationally and/or internationally recognized venues
- Appearances with orchestra off campus
- Chamber music performances on recognized series or at prominent festivals
- Master classes and/or lectures at universities, conservatories, or conferences
- Commercial recordings
- Invited reviews of books, articles (print or online)
- Scholarly editions of music, published or accepted for publication by prominent publishers in music
- Scholarly research culminating in books, peer-reviewed articles, published or under contract for publication by recognized publishers/journals
- Adjudication for national/international competitions

C. Service

Faculty members are expected to engage in service activities to the Division, College of Music, the University, and to the greater community. Participation on Division, college and/or University committees as well as the fostering of strong ties to the community is important to a successful tenure and promotion decision.

Correspondingly, individual initiatives are an essential component for this category as well as all three categories (Teaching, Creative/Professional Activities and Service).

- For awarding of tenure and/or promotion, activity in at least four out of the six areas is expected:
- Full participation in the administrative functions of the university, college, and/or division
- Service on committees (University, College of Music, Division of Keyboard Studies)
- Membership and participation in professional organizations
- Adjudication for local teaching organizations
- Solo and/or chamber music performances on campus
- Service to the community

PROMOTION TO THE RANK OF PROFESSOR

In keeping with University policy, “an associate professor may undergo the promotion process when, in consultation of the Division Chair and/or RPTC chair, the faculty member believes their record warrants consideration for promotion” (06.004, IV.B.3).

- To achieve promotion to the rank of professor, the following will apply:
- In the area of Scholarly, Creative, and Professional Activities, the candidate’s post-tenure record of accomplishment will demonstrate continued productivity and increased recognition in the faculty member’s area(s) of endeavor.
- In the area of Teaching, candidate should demonstrate an established and consistent record of high-quality teaching responsive both to the educational needs of students and to the curricular and scheduling needs of the Division. The candidate must excel in both graduate and undergraduate applied teaching. Any documented deficiencies in the area of teaching noted at any point in the probationary period must be entirely and unambiguously resolved by the time of the tenure decision.
- In the area of Service, candidates must demonstrate a record of service and leadership at the Division and either the College or the University levels, as well as to the profession. They must demonstrate that they have been willing, when asked by the department chair or nominated by the faculty, to serve on major committees and/or take on major service assignments.

Candidates for promotion to full professor will be evaluated by the same criteria as for tenure and promotion from assistant to associate professor, but should reflect evidence of a significant growth in the quality and impact of work.

EXTERNAL LETTERS OF REVIEW

In accordance with University policy (06.004.V.B.) the Division RPTC will require letters from external reviewers for consideration for tenure and/or promotion. The reviewers chosen are to be experts in the candidate’s field and are as such qualified to make sophisticated qualitative judgments about the applicant’s scholarly or creative record. The external review letters must address the candidate’s record as a scholar, the extent to which his/her scholarly/creative record constitutes a significant contribution to the discipline, and his or her potential for continued productivity. The reviewers will also address the question of whether the reviewer thinks the candidate should be promoted based on the Division’s criteria for promotion and/or tenure”. The RPTC expects claims about “continued productivity” to rest on clear evidentiary bases.

NON-TENURED FACULTY REVIEW

Annually in the Fall semester, the RPTC will conduct the review for Division non-tenured faculty when applicable. The RPTC review recommendations must be completed and uploaded into Workflow by the committee chair during the dates indicated at vpaa.unt.edu containing the RPTC recommendation and any additional supporting documentation. The RPTC chair also annotates the committee’s vote.

REVISED: 05/24/2022 to remove criteria for Music Business and Entrepreneurship

(4.4.6) DIVISION OF MUSIC EDUCATION GUIDELINES FOR PROMOTION AND TENURE

PROMOTION AND TENURE EVALUATION CRITERIA

Division faculty will be evaluated for promotion and tenure in three areas: teaching, professional activities/research, and service. General guidelines for evaluation are as follows:

I. TEACHING

Regardless of other professional activities, high quality teaching is mandatory for tenure and promotion to Associate Professor and Full Professor. Assessment of the quality of teaching must take into account (1) thorough coverage of concepts and skills as specified by course syllabi and their alignment with course catalog descriptions, (2) use of effective teaching strategies suited to the subject matter, and (3) positive student/teacher interpersonal relationships. The teacher is expected to be fair, impartial, conscientious, consistent, well prepared, thoroughly competent in knowledge of subject matter, informed regarding current trends in the field, and able to engender the respect of students. The Reappointment, Promotion, and Tenure Committees (including the Division Chair, Dean and Provost) will determine the quality of teaching through such mechanisms as student appraisals of teaching, peer observations, teaching awards, and other supporting documentation.

II. SCHOLARLY, CREATIVE, AND PROFESSIONAL ACTIVITIES

The Division of Music Education must be composed of individuals who ceaselessly improve their professional expertise, continually develop their individual scholarship, and perpetually advance their professional visibility and influence. Further, it is each faculty member's responsibility to augment and expand the body of knowledge in music education. For promotion and tenure, scholarly, creative, and professional activities are of primary importance. Evidence of achievement in the area of scholarly, creative, and professional activities may be demonstrated through a variety of means. However, these activities must reflect high standards of scholarship and/or artistry in order to qualify as appropriate reflections of achievement. The professional activities of each faculty member will be evaluated in terms of quality and quantity, importance, and scholarly significance. It is incumbent upon the individual to provide evidence that will enable the Reappointment, Promotion and Tenure committees to properly evaluate these activities.

Tenure/Promotion to the Rank of Associate Professor

Efforts leading to publication are essential for faculty at any music education program aspiring to a position of excellence. Therefore, such activities must receive a high priority for tenure and promotion to Associate Professor. Music Education is a journal field. Therefore, although publication may be broadly defined to include practitioner articles, books, book chapters, reviews, recordings, translations, software, and other endeavors, the highest value will be placed on research articles published in blind-peer-reviewed research journals. Because journal rankings in music education can fluctuate (and are thus unreliable at any one moment in time), it is incumbent upon the faculty member under review to provide evidence of a publication's merit (e.g., indexing, ranking, quantity of citations, acceptance rate, audience/subscription size, etc.). For tenure and promotion to Associate Professor, individuals

must provide evidence of an emerging national reputation through published peer-reviewed research articles that support a clear line of inquiry.

Published books (or books under a publishing contract) may be acceptable for credit toward tenure and promotion to Associate Professor based on factors such as quality of scholarship, significance of the work for the profession, generation of new knowledge, reputation of the publisher, etc. The Reappointment, Promotion, and Tenure committees will determine whether a book meets the standards of scholarship established by peer-reviewed research journals.

Collaborative scholarship is often appropriate, and the Division values it as a legitimate form of inquiry and production. However, publications for which the individual is the sole or first author (of a multi-authored work) will be valued more highly than other collaborative efforts, unless the faculty member provides evidence that all co-authors on a project contributed equally. Additionally, collaborations with former teachers or mentors, while a sound strategy for early-career faculty, cannot alone establish an independent, emerging national reputation.

Faculty presentations at scholarly conferences are essential for establishing a national reputation, disseminating research, peer networking, and as a means of gaining feedback on works in progress. As such, paper presentations at national and international research conferences are highly valued by the Division. However, such activities should be seen as helping faculty to prepare their works for publication and are thus less ends in themselves than means to achieving ends. Faculty will receive recognition for conference presentations, but they will be afforded less significance than publications when considering merit evaluation/ranking or tenure and promotion (except in cases of a keynote address or a presentation given at a conference that can be demonstrated to be both peer-reviewed and highly selective). Such activities may be afforded more significance when probationary faculty are being considered for reappointment at the time of midterm review (i.e., they may constitute evidence that someone who has not yet had a chance to establish an extensive publication record is in fact pursuing an active program of scholarship/ creative activity).

While articles aimed at a practitioner audience (and published in journals not focused on research) contribute to the body of literature, help disseminate knowledge, and are of high value to the profession, greater importance will be placed on published scholarly research; a high number of articles for practitioners (even if peer-reviewed) cannot compensate for a lack of published peer-reviewed research. The same also applies to presentations at practitioner music education conferences (such as state music education association conventions and national practitioner conferences).

Other important indicators of achievement include the receipt of fellowships and grants; musical performance; adjudicating; professional consulting; invited lectures; invited visiting scholar appointments; invited keynote addresses; invited chapters in edited volumes; significant book publications; and other activities that exhibit scholarly and/ or professional expertise and competence. Of lesser importance, but still a mark of recognition by one's peers, are appearances as panel moderator, participant, discussant, clinician, workshop leader, or other similar roles. The evaluation committees will consider the quality and significance of each professional activity based on factors such as scope, impact,

scholarly reputation, prestige of publisher/editor, reputation of host institution, size of grant, etc. in evaluating the individual's achievement in this area as it relates to tenure and promotion to Associate Professor. Particular importance will be placed upon those activities that clearly advance the reputation and stature of the individual faculty member, the Division, and the College.

Promotion to the Rank of Professor

Promotion to (Full) Professor is predicated on the candidate's documentation of an established national/international reputation. For promotion to Professor, candidates should present evidence of a line of research becoming more established, contributing to new knowledge that is consequential in the profession, with multiple publications in high caliber research journals. National or international status research publications and presentations need to be extensive to document sufficient quantity. Other important indicators of achievement include the receipt of fellowships and grants; musical performance; adjudicating; professional consulting; invited lectures; invited visiting scholar appointments; invited keynote addresses; invited chapters in edited volumes; significant book publications; and other activities that exhibit scholarly and/or professional expertise and competence. The evaluation committees will consider the quality and significance of each professional activity and the quantity of such activities in evaluating the individual's achievement in this area as it relates to promotion to Professor. Particular importance will be placed upon those activities that clearly advance the reputation and stature of the individual faculty member, the Division, and the College. Of lesser importance, but still a mark of recognition by one's peers, are appearances as panel moderator, participant, discussant, clinician, workshop leader, or other similar roles. The Reappointment, Promotion, and Tenure committees will determine whether some appearances as panel moderator, participant, discussant, or other similar roles in prestigious international, national, or regional settings may be considered as significant scholarly work.

III. SERVICE

Service to the Division, College, University, Community, and Profession is expected of all faculty members (at some level) and shall be evaluated on the basis of the extent and significance of the contribution. For all faculty, indicators of achievement in this area include awards for service, certificates of appreciation, and similar honors. Music education community engagement experiences are essential in the Division of Music Education; experiences that engage faculty with K-12 teachers, students, and the community in the local area and the state are especially important.

Tenure/Promotion to the Rank of Associate Professor

For promotion to Associate Professor, engaging in the activities of professional organizations provides supporting evidence of growth and/or prominence. Additionally, attending professional conferences and meetings for professional development and presenting invited clinics or workshops at the local and state levels are considered valued forms of participation.

Promotion to the Rank of Professor

For promotion to the rank of Professor, editorships and editorial board memberships (especially those of nationally circulated journals), organizing professional conferences and meetings, presenting invited clinics or workshops at the regional and national levels, and serving in

positions of international, national, and regional leadership are the most valued forms of participation. Individuals seeking promotion to Professor should also demonstrate a record of service activity within the institution, including serving on university, college, and division standing and ad hoc committees (such as faculty search committees). Leadership positions within these committees are particularly noteworthy. Coordination of academic programs is an important and significant service to the Division.

Approved, Music Education Division (October 2018)

(4.4.7) DIVISION OF MUSIC HISTORY, THEORY AND ETHNOMUSICOLOGY GUIDELINES FOR PROMOTION & TENURE

Section 1.1

Promotion to Associate Professor and/or Tenure at that Rank

In general, a faculty member should be considered eligible for tenure and promotion to the rank of Associate Professor when he or she has:

1. Engaged in professional activity that constitutes a significant contribution to the discipline, with evidence of recognition at the national level; this professional activity must include publications appropriate in quantity and quality to the faculty member's mission, as outlined in Section 2.3, Statement of Criteria for the Evaluation of Division Personnel— Professional Growth and Development.

Publications completed during the tenure-track period at UNT will be given priority; however, significant publications from before hire at UNT will be considered, particularly for cases of early tenure.

2. Demonstrated excellence in teaching and commitment to service; and
3. Indicated a willingness to make a continuing contribution as a member of the faculty.

Section 1.2

Promotion to Professor and/or Tenure at that Rank

In general, a faculty member should be considered eligible for promotion to the rank of Professor when he or she has:

1. Engaged in professional activity with evidence of recognition at the international level; this professional activity must demonstrate a continuing record of publication in media appropriate to the faculty member's mission. As to the quantity and quality of publications, see Section 2.3, Statement of Criteria for the Evaluation of Division Personnel— Professional Growth and Development.
2. Demonstrated continuing excellence in teaching and commitment to service; and
3. Showed clearly the desire and potential to maintain a position of continuing leadership in the discipline.

STATEMENT OF CRITERIA FOR THE EVALUATION OF DIVISION PERSONNEL

Section 2.1

Preamble

A well-conceived educational program will have a diversity of goals and objectives; such a program requires a faculty with varied abilities and interests. Each individual should be motivated to contribute to the program in a unique way and must have assurance that a variety of routes for advancement will be recognized.

The Divisional Promotion and Tenure Policies and Procedures shall be consistent with

University policies as described in the University Policy Manual, section 06.004, 06.005, and 06.007 and all other University and College policies relating to faculty promotion and tenure.

Section 2.2

Significance of Activities

It is the policy of the Division to encourage its members to develop talents to the fullest potential, permitting each member to make a unique contribution. Balance is expected among the categories of evaluation and must be considered in the evaluation for promotion and tenure.

The two categories that most clearly embody the mission of the Division are, in order of priority, (1) Professional Growth and Development and (2) Teaching. In compliance with the University Workload Policy, the percentage of workload assigned to these categories for each faculty member will be negotiated by the faculty member with the Division Chair to fulfill adequately the needs of the Division. These two categories, “Professional Growth & Development” and “Teaching,” will weigh more heavily than the “Service” category in the peer evaluation process. Because individual faculty members will make different contributions to the mission of the Division, the job descriptions and negotiated workloads of individual faculty will serve as the basis for evaluation.

Section 2.3

Professional Growth and Development

A healthy Division must be comprised of individuals who are continually growing and developing their individual scholarship. Evidence of continued professional growth must be considered a basis for reward while lack of achievement must be considered a negative factor.

The professional activity of a faculty member must be evaluated in terms of scope, depth, and breadth of influence; as such, it is incumbent upon the faculty member to provide evidence that will allow for the evaluation of professional activity according to these three criteria. Activity at the international level is to be considered most significant, followed by activity at the national, regional, and local levels.

Research leading to public presentation and publication is essential to any Division aspiring to a position of excellence, and such activity must receive high priority. While faculty are encouraged to reach and maintain high standards in both quantity and quality, any evaluation of a faculty member’s record must consider the quality as well as the quantity of presentations and publications. The primary means by which quality may be assessed is through the peer review process. Other forms of assessment include reviews in professional journals, citations in works by other scholars, invitations to participate in professional activities, and documented acceptance rates from peer-reviewed journals and publishers.

- 2.3.1 The standard for tenure and promotion to Associate Professor in Ethnomusicology and Music History is a monograph accepted for publication by an academic press (a complete monograph not yet accepted but submitted with the candidate’s materials will also be considered), no less than two substantial articles or chapters issued in peer-reviewed publications, and evidence of research presentations at professional conferences or invited talks at other universities. In some cases, other scholarly and creative projects (such as a critical edition of a major work including the entire

scholarly apparatus, multi-media or digital works, or no less than four substantial articles or chapters in peer-reviewed publications) may be accepted in lieu of the monograph, with justification as to why they are commensurate to a monograph. In the case of collaborative works, applied projects, digital humanities, or comparable work, the candidate should specify as precisely as possible the scope of their contribution.

2.3.2 The standard for tenure and promotion to Associate Professor in Music Theory is a monograph accepted for publication by an academic press (a complete monograph not yet accepted but submitted with the candidate's materials will also be considered), or five articles or chapters that primarily are peer-reviewed, and evidence of research presentations at professional conferences or invited talks at other universities. In some cases, other scholarly and creative projects (multi-media or digital works) may be accepted. In the case of collaborative works, applied projects, digital humanities, or comparable work, the candidate should specify as precisely as possible the scope of their contribution.

2.3.3 The standard for promotion to Full Professor in Ethnomusicology and Music History is a monograph accepted for publication by an academic press (a complete monograph not yet accepted but submitted with the candidate's materials will also be considered), and a substantial article or chapter issued in a peer-reviewed publication, and evidence of research presentations at professional conferences or invited talks at other universities. These items should have been produced since the time the last rank was achieved; however, the entire career will be taken into account in order to ensure consistent scholarly productivity. In some cases, other scholarly and creative projects (such as a critical edition of a major work including the entire scholarly apparatus, multi-media or digital works, or no less than four substantial articles or chapters in peer-reviewed publications) may be accepted in lieu of the monograph, with justification as to why they are commensurate to a monograph. In the case of collaborative works, applied projects, digital humanities, or comparable work, the candidate should specify as precisely as possible the scope of their contribution.

2.3.4 The standard for promotion to Full Professor in Music Theory is a monograph accepted for publication by an academic press (a complete monograph not yet accepted but submitted with the candidate's materials will also be considered), or four major articles or chapters issued in peer-reviewed publications, and evidence of research presentations at professional conferences or invited talks at other universities. These items should have been produced since the time the last rank was achieved; however, the entire career will be taken into account in order to ensure consistent scholarly productivity. In some cases, other scholarly and creative projects (multi-media or digital works) may be accepted in lieu of the monograph, with justification as to why they are commensurate to a monograph. In the case of collaborative works, applied projects, digital humanities, or comparable work, the candidate should specify as precisely as possible the scope of their contribution.

2.3.5 Participation in the activities of scholarly professional organizations is another indicator of professional growth and development. Presentation of scholarly papers to such organizations, including invited talks at other universities, is the most valued form

of participation; of lesser importance, yet still a mark of recognition by one's peers, is the appearance on panels as moderator, chairperson, or discussant. Presentations made on campus, such as speaking on the Division Lecture Series, may also be considered in assessing professional growth.

- 2.3.6 Another indicator of distinction in academic research is receipt of prizes, fellowships, and grants. In general, any evidence of continued study and growth may be included in an evaluation of the professional development of a faculty member.

Section 2.4

Teaching

Quality teaching is expected. As a minimum, good teaching requires (1) keeping abreast of current scholarly work in the subjects taught, (2) faithful meeting of classes, (3) comprehensive coverage of material according to the course description, and (4) accessibility to students. Failure to meet these basic standards must be a negative factor.

Assessment of the quality of teaching must take into account (1) course materials submitted for consideration, such as syllabi or sample exams, (2) new preparations, (3) use of research to support teaching, (4) teaching innovations and use of media, (5) including guest scholars for in class presentations or discussions, (6) student appraisals of teaching, (7) teaching awards, and (8) effective advising of dissertations and theses, if applicable. The Division Chair observes the classroom teaching of untenured faculty members, once per year, for at least their first three years. A tenured or untenured instructor may also request the observation of his/her teaching and/or the interview of his/her students by any member of the Division faculty, who may then write in support of the faculty member.

Section 2.5

Service

Service to the Division, College of Music, University, Profession, and/or Community is expected of all faculty members and must be evaluated on the basis of the extent and significance of the contribution and its impact on the professional reputation of the faculty member.

- 2.5.1 Indicators of service to the discipline include being an editor of a journal, member of an editorial board, and an officer of an international, national, or regional scholarly association.

These division guidelines must comply with UNT and College of Music policies. In case of discrepancies, UNT and College of Music policies will supersede. Guidelines will be reviewed as needed. Changes will be forwarded to the Division Chair and the Chair of the Division RPTC. The Division RPTC will review the changes and will make recommendations for revisions. The Division as a whole (tenure and tenure-track faculty) will discuss and approve amendments by a two-thirds vote.

Approved by the Division of Music History, Theory and Ethnomusicology as amended: October 24, 2018

Approved by the Provost, Spring 2019

(4.4.8) DIVISION OF VOCAL STUDIES GUIDELINES FOR PROMOTION AND TENURE

STANDING PROCEDURES FOR REAPPOINTMENT, TENURE, AND PROMOTION RECOMMENDATIONS AND

FACULTY MERIT EVALUATION

VOCAL STUDIES DIVISION COLLEGE OF MUSIC UNIVERSITY OF NORTH TEXAS

These procedures accord with and are subordinate to any and all policies issued by the University of North Texas and/or the College of Music (COM).

Definitions:

Unit. “Unit” means an academic department/division under the administration of a UNT official with responsibilities for personnel actions.

RPTC. The Division of Vocal Studies Reappointment, Promotion, and Tenure Committee.

PAC. The Division of Vocal Studies Personnel Affairs Committee

CALENDAR

A – REVIEW

Under UNT Faculty Reappointment, Tenure, Promotion, and Reduced Appointment policy (06.004.II.B), every unit must review annually all tenure-track faculty members during their probationary period. The third-year reappointment review is a more extensive and intensive review that includes the unit, the college, and the provost, but without external review letters (06.004. II.C). Therefore, annually in the fall semester, the RPTC will conduct the 3rd. Year review for Division tenure-track faculty when applicable. The RPTC review recommendations must be completed and uploaded into Workflow by the committee chair during the dates indicated on p. 2 at: <https://vpaa.unt.edu/node/221/tp1920>, and contain the: (1) unit review recommendation, (2) faculty member’s response to a negative recommendation (if applicable), and (3) any additional supporting documentation. The RPTC chair also annotates the committee vote.

In addition, under UNT Faculty Reappointment, Tenure, Promotion, and Reduced Appointment policy (06.004.), every unit must conduct reappointment reviews for 4th/5th year tenure-track faculty during their probationary period. Therefore, annually in the spring semester, the RPTC will conduct the 4th or 5th year unit review for Division tenure-track faculty when applicable.

The RPTC review recommendations must be completed and uploaded into Workflow by the committee chair during the dates indicated at: https://vpaa.unt.edu/sites/default/files/documents/page/2018/2018-19_annual_reappointment_reviews_4_5_schedule.pdf and contain the: (1) unit review recommendation, (2) faculty member's response to a negative recommendation (if applicable), and (3) any additional supporting documentation. The RPTC chair also annotates the committee vote.

PROMOTION

Annually in the fall semester, the RPTC will conduct the 6th Year Unit Review for tenure and/or promotion for Division tenure-track faculty when applicable. The RPTC review recommendations must be completed and uploaded into Workflow by the committee chair during the dates indicated on p. 2 at: <https://vpaa.unt.edu/node/221/tp1920>, and contain the: (1) unit review recommendation, (2) faculty member's response to a negative recommendation (if applicable), and (3) any additional supporting documentation. The RPTC chair also annotates the committee vote.

NON-TENURED

Annually, in the fall semester, the RPTC will conduct the review for Division non-tenured faculty when applicable. The RPTC review recommendations must be completed and uploaded into Workflow by the committee chair during the dates indicated on p. 2 at: <https://vpaa.unt.edu/node/221/tp1920>, containing the RPTC review recommendation and any additional supporting documentation. The RPTC chair also annotates the committee vote.

B – MERIT EVALUATION

Annually in the spring semester, in accordance with dates specified at: <https://vpaa.unt.edu/node/221/review-1819>, the PAC will review documents of all Division faculty and provide merit ranking recommendations based on the faculty member's prior three years' performance, to the PAC chair. The PAC chair uploads the faculty annual review recommendations to Workflow.

SECTION I of this document outlines standards for evaluating teaching, scholarship/ creative activity, and service. These standards are applicable both to reappointment, tenure, and promotion recommendations and to merit rankings/evaluations.

SECTION II specifically addresses reappointment, tenure, and promotion.

SECTION III specifies the PAC's procedure for evaluating merit.

SECTION IV discusses review of tenured faculty.

SECTION I. Standards for the Evaluation of Teaching, Scholarship/Creative Activity, and Service. While faculty responsibility in the Vocal Studies Division is individually varied, certain commonalities apply to promotion and tenure regarding the 3 areas for evaluation: A) Teaching, B) Scholarly, Professional and Creative Activities, and C) Service.

[I] A. TEACHING

While each faculty member's profile and instructional assignments will necessarily vary, all faculty members in the Division of Vocal Studies are expected to be enthusiastic and inspirational instructors who contribute to the overall enhancement of the Division and the

College of Music through a variety of means, including continuing effectiveness as teachers in studio and classroom instruction; recruitment and retention of high-achieving students; remaining current in their areas of expertise as a means of building on traditions and advancing the art form; the creation of new, interdisciplinary, online and/or blended course initiatives; the creation of performance opportunities for College of Music singers; and the promotion of a culture that supports the achievement, well-being and future of our students, individually and corporately, as well as our College of Music community.

Instructional Activities

a) Criteria for evaluation

Effectiveness of instruction will be assessed through peer evaluation of the following criteria, as applicable for each instructor:

- (1) Technical and artistic development of each faculty member's students in individual instruction as observed in: juries - students in private instruction will maintain or improve jury scores over their course of study, matching the averages for the division as a whole; recitals/hearings - a majority of hearings and/or recitals graded by multiple faculty must be evaluated as satisfactory; auditions, concerts, students cast in roles in Opera Theatre productions, as soloists with College of Music choral organizations, or placing in "in house" competitions such as the College of Music concerto competition will be noted.
- (2) Documented student achievement in external activities, such as: successful placement in academic positions with the type of position and level of the students being taught taken into consideration; successful placement in external performing activities, such as professional chorus or solo engagements, young artist apprenticeships, training programs, with scope noted; noteworthy achievement at external competitions, with scope noted; performances by special invitation or for special achievement.
- (3) Evaluation of course syllabi and related documentation.
- (4) Assessment of student opinion regarding teaching effectiveness, e.g., SPOT evaluations.
- (5) Ability to attract, recruit, and retain high-level students in their studio and performance area.
- (6) Advising
 - Major professor for MM and DMA students
 - supervision of teaching fellows and academic assistants
 - supervision of multi-section courses
- (7) Faculty honors and awards for teaching
- (8) Instructional grants received
- (9) Evidence of ongoing faculty growth related to teaching, such as: substantive curricular revision beyond that regularly undertaken by the College Curriculum Committee and/or course development approved for the UNT catalogue interdisciplinary teaching activities attendance at workshops and professional

conferences

b) *The Faculty Update documentation should include:*

- (1) A list of courses taught and other instructional assignments during evaluation period.
- (2) Syllabi for courses taught.
- (3) A statement of teaching philosophy and goals.
- (4) Student evaluations of courses taught, submitted as prescribed by College of Music policy.
- (5) Additional documentation, where applicable, of:
 - (a) New preparations and/or revisions.
 - (b) Student advising.
 - (c) Direction of dissertations and/or theses.
 - (d) Honors, awards, and grants for teaching.
 - (e) Evidence of continuing education.
 - (f) Other activities related to teaching.

[I] B. SCHOLARLY, PROFESSIONAL AND CREATIVE ACTIVITIES

Faculty members should show evidence of ongoing creative and professional activities at the local, regional, national, and international level. In consultation with the Dean and the Provost's office at the time of appointment to a tenure-track position, consideration may be given to a faculty member who brings an established national and international career prior to employment at UNT, and where that body of work will be applied in the promotion and tenure process.

Determining specific criteria, both quantitatively and qualitatively as well as devising a system of 'weighting' activities for members whose teaching responsibilities are predominantly performance-based should remain flexible and take into consideration the evolving nature of the individual's career path. The evaluation process will be an objective examination of one's accumulated dossier of professional activities.

Scholarly, Creative, and Professional Activities

a) *Criteria:*

- (1) The record of musical performances through any media (live performance, recording, broadcast, live stream, etc.)
- (2) Scholarly publications - Evaluation of scholarly work will use the same criteria whether works are published in digital or print formats and whether they are made accessible online to the public at no cost or are accessible only through individual or institutional purchase.
- (3) Faculty positions at training programs and festivals, master classes taught, guest lectures, papers read or presented, panel memberships, and/or contest adjudications
- (4) Professional activity related to the vocal discipline, including committee positions and/or offices in professional organizations, chairing sessions at professional conferences and meetings, editorial responsibilities, reviews and/or publications on professional organizational activity
- (5) Scholarly and creative activity not resulting in publication or performance
- (6) Honors, awards, and grants (or contracts, etc.) for scholarly, creative, or professional activity

(7) Other evidence of continuing scholarly, creative, and professional growth

b) *The Faculty Update documentation should include, where applicable*

- (1) A list of musical performances during the evaluation period giving dates, type of performance or work presented, and location. Include printed programs, reviews, and/or documentation of performance. [NOTE: Faculty members should perform a recital or other major performance on campus within the first year of appointment]
- (2) A list of scholarly publications during the evaluation period, including full bibliographic citations and a copy of items reported.
- (3) Citation of master classes taught, guest lectures, papers read or presented, panel memberships, and/or contest adjudications. Give details concerning topics, sponsorship, location, whether the event was by invitation, etc., as appropriate.
- (4) The record of participation in professional organizations, listing memberships, committee positions and/or offices held, sessions chaired, editorial responsibilities, reviews, and/or publications on professional organizational activity.
- (5) List honors, awards, and grants (or contracts, etc.) for scholarly, creative, or professional activity.
- (6) Indicate other evidence of continuing scholarly, creative, and professional growth, including continuing education, and scholarly or creative activity not resulting in publication or performance.

[I] C. SERVICE

Faculty members are expected to engage in service activities to the Division, College of Music, the University, and to the greater community. Participation on Division, CoM and/or University committees as well as the fostering of strong ties to the community is important to a successful tenure and promotion decision. Correspondingly, individual initiatives are an essential component for this category as well as all three categories (Teaching, Creative/Professional Activities and Service).

Administration and Service

a) *Criteria:*

- (1) University-wide committees, faculty senate, special assignments, student advising not related to teaching, and/or other ad hoc service activities.
- (2) College-wide committees, special assignments, student recruitment, student advising not related to teaching, and/or other ad hoc service activities.
- (3) Division committees, special assignments, student recruitment, student advising not related to teaching, and/or other ad hoc service activities.
- (4) Professionally related public service activities: volunteer participation as a consultant, board member, non-university committees, etc.
- (5) Honors and awards for service.
- (6) Effective contributions to recruiting, fund-raising, or public relations efforts on behalf of the Division, College or University.
- (7) Initiatives to enhance the quality and effectiveness of the Division, College or University.

- b) The Faculty Update documentation should include documentation of the activities outlined in the above criteria, where applicable.*

SECTION II - Reappointment, Tenure, and Promotion

Granting tenure and promotion requires not only the potential for future achievement but also a clear record of recent and past achievements. For promotion to the upper ranks of associate and professor, the standards for faculty performance in the areas of 1) teaching, 2) research, creative activity and/or professional activity and 3) service are progressively rigorous and may include consideration of the entire dossier.

The Vocal Studies Division further emphasizes the importance of a spirit of academic community. There must be a collaborative recognition of mutually agreed upon goals, policies, and procedures.

The following criteria and procedures are supplemental to all policies and procedures as described in the University Policy Manual, section 06.004 et seq., and all other University and College policies relating to faculty promotion and tenure. College and University policies are a priori and take precedence over divisional guidelines. (See the University Policy for Faculty Reappointment, Tenure, Promotion, and Reduced Appointment 06.004, <https://policy.unt.edu/policy/06-004>)

[II] A. Procedures

1. In September of each year, the RPTC and/or Division chair will meet with probationary faculty to ensure that all probationary faculty are in possession of and familiar with:
 - 1) this document and any applicable COM guidelines;
 - 2) the University's "Faculty Reappointment, Tenure, Promotion, and Reduced Appointment" policy (06.004);
 - 3) all pertinent deadlines.
2. In keeping with university policy, all probationary faculty will be reviewed annually (see 06.004.II.B). At the third year and each year thereafter the RPTC will vote on reappointment. Per University tenure policy (06.004.II.C), "the third-year reappointment review is a more extensive and intensive review that includes the unit, the College, and the provost, but without external letters."
3. Candidates for midterm/reappointment review or tenure and/or promotion are responsible for submitting necessary materials to the Division RPTC in accordance with the deadlines it sets. After completing its review, the Division RPTC must notify the candidate if it is considering a negative recommendation. The candidate then has the right to meet with the Division RPTC to discuss the case but must do so within five business days of the notification. A faculty mentor or advocate, chosen by the candidate, may attend this meeting. Afterwards, the Division RPTC makes a written recommendation to the Division chair in accordance with the schedule established in the COM calendar. Those voting in the minority may submit a separate minority recommendation at their discretion.
4. After reviewing the candidate's dossier and the Division RPTC recommendation(s), the

Division chair makes an independent recommendation to the College Dean. If the Division chair is considering a negative recommendation, he or she must first notify the candidate, who has the right to meet with the chair to discuss the case within five business days of this notification. Both the Division RPTC and the Division chair's written recommendations must be forwarded to the College dean in accordance with the COM calendar.

5. In the case of a negative recommendation by the Division RPTC and/or the Division chair, a written explanation will be provided to the candidate. In such cases, the candidate has the right to add to the tenure dossier, prior to its transmittal to the College dean, a letter disputing the negative recommendation. This right must be exercised within three business days of being notified of the negative recommendation.
6. As per university tenure policy (06.004.I.B), "The sixth year will normally be the mandatory tenure-review year. In extraordinary circumstances, as reflected in disciplinary metrics and national comparisons and as deemed appropriate by the Division chair and the College dean, a candidate for tenure and promotion may be reviewed early in the probationary period, except in the third-year review. If the early review process is unsuccessful, the candidate may be reviewed again during the sixth year."
7. In accordance with university policy 06.004. III.A., the review committee must consist of no fewer than five (5) and no more than all eligible faculty members within the unit. Only tenured faculty members may serve on the committee when evaluating probationary faculty. Only professors may serve on the committee when considering candidates for promotion to professor.

If there are fewer than five faculty members at the needed rank, then faculty members from other divisions and/or departments will serve to reach the total of five.

[II] B. Reappointment Review

University policy states that that all probationary faculty shall be reviewed for reappointment annually (see 06.004.II.B). Although the self-evaluation narrative is only required for third- and six-year reviews, candidates for tenure are encouraged to submit these statements as part of their first-, second-, fourth-, and fifth-year review documents (see 06.004.V.A).

In the Vocal Studies Division, at the time of the third-year review, expectations include:

- Evidence of consistent Local and Regional productivity and of an emerging national presence in the area of Scholarly, Creative, and Professional Activities.
- A developing record of high-quality teaching responsive both to the educational needs of students and to the curricular and scheduling needs of the division. If concerns with any aspect of the faculty member's teaching are documented during the first two years, resolution of same must be under way if the Division RPTC is to recommend reappointment.

- A developing record of high-quality service consistent in quantity with the faculty member's workload assignment.

[III] C. Tenure/Promotion to the Rank of Associate Professor

Consideration for promotion to the rank of associate professor and a decision regarding tenure will normally be made concurrently. Therefore, the criteria for promotion to associate professor are the same as those for tenure.

In the Vocal Studies Division, to achieve tenure and promotion, expectations include:

- Evidence of increased productivity and recognition in Scholarly, Creative, and Professional Activities since the Reappointment Review.
- An established and consistent record of high-quality teaching responsive both to the educational needs of students and to the curricular and scheduling needs of the department. The candidate must excel in both graduate and undergraduate applied teaching. Any documented deficiencies in the area of teaching noted at any point in the probationary period must be entirely and unambiguously resolved by the time of the tenure decision.
- An established and consistent record of high-quality service consistent in quantity with the candidate's workload assignments and attentive to departmental needs as determined by the chair. The candidate is expected to take on increased service responsibilities after promotion to associate professor.

[III] D. Promotion to the Rank of Professor

In keeping with university policy, "an associate professor may undergo the promotion process when, in consultation of the Division Chair and/or RPTC chair, the faculty member believes their record warrants consideration for promotion" (06.004, IV.B.3).

To achieve promotion to the rank of professor, the following will apply:

In the areas of Scholarly, Creative, and Professional Activities, the candidate's post-tenure record of accomplishment will demonstrate continued productivity and increased recognition in the faculty member's area(s) of endeavor.

An established and consistent record of high-quality teaching responsive both to the educational needs of students and to the curricular and scheduling needs of the Division. The candidate must excel in both graduate and undergraduate applied teaching. Any documented deficiencies in the area of teaching must be entirely and unambiguously resolved by the time of the decision.

In the area of service, candidates must demonstrate a record of service and leadership at the Division and either the College or the University levels, as well as to the profession. They must

demonstrate that they have, when asked by the department chair, nominated by the faculty, served on major committees and/or take on major service assignments.

[III] E. External Reviewers

In accordance with university policy (06.004.V.B.) the Division RPTC assigns considerable weight to the letters provided by external reviewers. The reviewers chosen are to be experts in the candidate's field and are as such qualified to make sophisticated qualitative judgments about the applicant's scholarly or creative record. The external review letters must address the candidate's record as a scholar, the extent to which his/her scholarly/creative record constitutes a significant contribution to the discipline, and his or her potential for continued productivity. The reviewers will also address the question of whether the reviewer thinks the candidate should be promoted based on the Division's criteria for promotion and/or tenure." The RPTC expects claims about "continued productivity" to rest on clear evidentiary bases.

SECTION III - PAC's Procedure for Evaluating Merit

The PAC evaluates all tenure-system faculty annually in the three areas of teaching, scholarship/creative activity, and service. The PAC makes recommendations to the chair regarding merit rankings/evaluations. (See University Policy for Full-time Faculty and Academic Administrator Annual Review, and Academic Administrator Reappointment 06.007 - <https://policy.unt.edu/policy/06-007>.)

When formulating merit rankings each spring, the PAC examines tenure-system faculty members' records of achievement for the three-year period that ended on the final day of the previous calendar year. Using data and formulae provided by the Division Chair and based on Division and University policies, the PAC factors in the percentages allotted to each of the three areas by the workload assignments given to the faculty member during the evaluation period (in accordance with Division and University workload policy). The PAC assigns a number to each member of the faculty in the areas of scholarship/creative activity and service on a scale of 1 to 4, with 4 being the highest score. (A faculty member will not serve in the evaluative process for him or herself, or for a family member/domestic partner.)

At the end of the process, each faculty member receives a written copy of the PAC, Division Chair, and College of Music PAC reports, including a summary of the faculty member's performance in each of the three areas, and detailing the faculty member's numbers in each of the three areas.

SECTION IV - Review of Tenured Faculty.

Applying the standards specified in this document, the PAC rates every faculty member on a four-point scale.

- 1 "Performance is below the College's expectations."
- 2 "Performance is deemed generally satisfactory, but appears in one or more respects to be marginally below the College's expectation."
- 3 "Performance reflects the high quality of achievement expected by the College."
- 4 "Performance exceeds the high quality of achievement typical of the College of Music to the extent that special merit should be awarded."

The Division Chair will apply any appropriate section(s) of UNT policy 06.052, “Review of Tenured Faculty”: <https://policy.unt.edu/policy/06-052-0>, in the event that any faculty member receives a score of 2 or below in two or more areas.

A faculty member who receives an unsatisfactory annual review by the Division PAC shall be placed on a professional development plan (PDP) per university policy 06.052.I.C. At that time, a Faculty Professional Development Committee (FPDC) will be assembled along the lines specified in 06.052 and establish a plan of action, also as stipulated in the policy, with the faculty member involved. According to the policy, “A faculty member may be on a PDP for up to two (2) calendar years” (06.052.IV). By, or before that time, the FPDC may determine that the faculty member has addressed all issues and submit a report to the Division Chair, College Dean, and University Provost recommending removal from the PDP. If after two years, outcomes have not been achieved, the FPDC will again report to the Division Chair. The Chair then makes a recommendation to the College Dean and the Dean to the University Provost, who will ultimately determine “whether to recommend revocation of tenure and termination of employment, taking into account the faculty member’s record and all annual reviews” (06.052.IV.B).

Approved: Division of Vocal Studies, 24. October 2018

(4.5) Faculty Merit Evaluations and Merit Standards by Division

NOTE: Division chairs will evaluate faculty using the four-point scale listed below which includes a rating for special merit and shall make a recommendation as to each faculty member's eligibility for a merit increase.

- 1 -Performance is below the College's expectations.
- 2 -Performance is deemed generally satisfactory, but appears in one or more respects to be marginally below the College's expectations.
- 3 -Performance reflects the high quality of achievement expected by this College.
- 4 -Performance exceeds the high quality of achievement typical of the College of Music to the extent that special merit should be awarded.

(4.5.1) DIVISION OF COMPOSITION STUDIES GUIDELINES FOR MERIT EVALUATION

Section 1.1

Preamble

The Division of Composition Studies recognizes the need for diversity, both in its faculty's professional activities and its modes of instruction. Individuals will be encouraged to contribute to the program in unique ways and will be assured of a variety of routes to advancement. The promotion and tenure evaluation will focus on teaching, research/creative activity, and service.

The Division Promotion and Tenure Policies and Procedures shall be consistent with university policies as described in the University Policy Manual and all other University and College policies relating to faculty promotion and tenure.

Section 1.2

Teaching

Evidence of teaching effectiveness must include student evaluations. Other indicators of teaching effectiveness include, but are not limited to:

- a. Advising and mentoring students.
- b. Examples of current course materials and new course preparations.
- c. Keeping abreast of current creative and scholarly work in the subjects taught.
- d. Teaching innovations and awards received.
- e. Directing theses and dissertations as major or minor/related field professor.
- f. Contributions to curriculum development.
- g. Participation in juries, hearings, recital committees, and other evaluative activities in the Division.
- h. Regular teaching assessments, including both student course evaluations and mentor faculty evaluations.
- i. Off-campus teaching: residencies, lectures, master classes, etc.
- j. A record of student accomplishments, including graduate school placement and employment in the field.
- k. Assisting students with career development and professional placement.

The faculty member may request observation of his/her teaching and/or the interview of his/her students by the chair or other faculty members to provide further evidence of teaching effectiveness.

Section 1.3

Research and Creative Activities

The professional activities appropriate to this Division include, but are not limited to:

- a. New works composed.
- b. Compositions performed.

- c. Compositions, books, articles, and recordings distributed through publication or other means. These may include both web-based and other electronic means as well as traditional recorded media and print publication.
- d. Reviews of compositions, books, articles, and recordings.
- e. Conducting and/or performing activities.
- f. Receipt of commissions, residencies, fellowships, grants, prizes, and awards.

Section 1.4
Service

The service activities appropriate to this Division include, but are not limited to:

- a. New student recruitment, through such activities as guest artist residencies, conference/festival attendance, and other outreach opportunities.
- b. Membership on Division, College, and University Committees.
- c. Chairing/directing of academic units and/or committees.
- d. Coordinating/directing curricular and extracurricular activities of the Division, College, or University.
- e. Service to professional organizations.

Section 1.5
Promotion to the Rank of Associate Professor

The faculty member shall consult with the Division chair and faculty mentor prior to each year of probationary appointment to ensure that s/he is in compliance with the expectations for tenure and promotion to Associate Professor. The faculty member shall be informed in writing of any concerns on the part of the chair, faculty mentor, and/or Division RPTC that may jeopardize consideration for promotion and tenure.

- a. Teaching:
 - i. The faculty member is expected to demonstrate excellence in teaching, as reflected in student and mentor faculty teaching evaluations, as well as review of syllabi and other course materials during the annual merit evaluations.
 - ii. The faculty member is expected to be an active contributor to the teaching mission of the Division, including such activities as directing theses and dissertations, student advising and mentoring, contribution to curriculum development, and participation in juries, reviews, hearings, and recital committees.
 - iii. It is expected that the faculty member will seek out regular external teaching opportunities such as residencies, lectures, and master classes. Such factors as the significance of the host institution, the scope of teaching activities, and potential recruitment impact will be considered.
- b. Research and Creative Activities:
 - i. The faculty member is expected to achieve an emerging professional reputation at the national level. This may be reflected in the number and profile of commissions, performances, and guest artist residencies.
 - ii. The faculty member shall demonstrate consistent productivity through the creation of substantial original compositions. What constitutes “substantial” in this context

shall be determined in the annual consultation and will take into consideration both qualitative and quantitative measures for each work (e.g., duration, performance forces, commissioning entity, performer/ensemble, and/or scope of technological requirements).

- iii. The faculty member shall obtain regular performances of original compositions in regional and national venues (including festivals, conferences, and other professional opportunities); the number of performances may range from year to year, but should average 6-8 annually. The significance of these performances shall be determined in the annual consultation, and will take into consideration such factors as the venue, performers/ensemble, hosting organization, professional visibility, whether the performance was juried or by invitation, etc.
 - iv. Reviews of creative and scholarly works will be considered in the faculty member's evaluation and may include both printed and web-based formats. Such factors as the significance of the journal/website and professional impact—e.g., based on numbers of citations, distribution, etc.—will be evaluated during the annual consultation.
 - v. The faculty member is expected to show evidence of applying for major grants, fellowships, prizes, and other professional activities each year during the probationary period.
- c. Service:
- i. The faculty member is expected to demonstrate consistent service activity during the probationary period, though success in the other two areas takes priority over service contributions when being considered for promotion to Associate Professor with tenure.
 - ii. The faculty member will determine the appropriate level of service activity during the annual consultation with the Division chair and faculty mentor.

Section 1.6

Promotion to the rank of Professor

The faculty member shall consult with the Division chair and faculty mentor in order to develop an action plan and timeline for promotion to Professor. It is highly recommended that the faculty member arrange annual consultations with the chair and faculty mentor during at least three years prior to applying for promotion.

- a. Teaching:
 - i. The faculty member is expected to take a leadership role in teaching, including mentorship of junior faculty, regular advising of theses and dissertations, curriculum development, etc., in addition to continued excellence in teaching as reflected in student and peer faculty teaching evaluations, as well as review of syllabi and other course materials during annual merit evaluations.
 - ii. The faculty member will determine the expected teaching contributions in consultation with the Division chair and faculty mentor.
- b. Research and Creative Activities:
 - i. The faculty member is expected to achieve professional distinction at the national level. This may be reflected in the number and profile of commissions,

performances, and guest artist residencies, as well as demand as an evaluator (for external tenure/promotion cases) or adjudicator (for competitions or grant-giving organizations). While professional recognition at the international level may also be considered in this regard, it may not be a substitute for a national profile in the profession.

- ii. The faculty member shall demonstrate consistent productivity through the creation of substantial original compositions. What constitutes “substantial” in this context shall be determined in the annual consultation and will take into consideration both qualitative and quantitative measures for each work (e.g., duration, performance forces, commissioning entity, performer/ensemble, and/or scope of technological requirements).
 - iii. The faculty member shall obtain regular performances of original compositions in regional and national venues (including festivals, conferences, and other professional opportunities); the number of performances may range from year to year, but should average 6-8 annually. The significance of these performances shall be determined in the annual consultation, and will take into consideration such factors as the venue, performers/ensemble, hosting organization, professional visibility, whether the performance was juried or by invitation, etc.
 - iv. Reviews of creative and scholarly works will be considered in the faculty member’s evaluation and may include both printed and web-based formats. Such factors as the significance of the journal/website and professional impact—e.g., based on numbers of citations, distribution, etc.—will be evaluated during the annual consultation.
 - v. The faculty member is expected to show evidence of applying for major grants, fellowships, prizes, and other professional activities each year during the probationary period.
- c. Service:
- i. The faculty member is expected to demonstrate substantive contributions in the area of service, which may include committee chairmanships, administrative assignments, and faculty mentorship, among other activities.
 - ii. The faculty member will determine the appropriate level of service activity in consultation with the Division chair and faculty mentor.

Approved by the Division of Composition Studies (15 May 2018)

DIVISION OF COMPOSITION STUDIES CRITERIA FOR SATISFACTORY RATINGS MERIT REVIEW

The Division of Composition Studies recognizes the need for diversity, both in its faculty's professional activities and its modes of instruction. Individuals will be encouraged to contribute to the program in a unique way and will be assured of a variety of routes to advancement. The merit evaluation will focus on teaching, professional activity, and service/administrative work. Precise load distributions will be negotiated between the faculty member and the division chair at the beginning of each calendar year, when the faculty workload report is initially filed. This report may be revisited at the beginning of the fall semester, at which time the faculty member and chair will determine if any adjustments to the load percentages need to be made.

Teaching

The following criteria must be met by all faculty during each annual evaluation period for a minimum of 30% declared on the teaching component of the faculty workload report:

1. Maintaining a full-time course load, consisting of 3 courses per semester or the equivalent in private lessons (at the rate of 6 students per course), or combination thereof. Course load reductions as a result of excessive professional or administrative/service obligations will be reflected by an increase in percentages in the relevant area(s) below and a corresponding reduction in teaching percentage.
2. Directing theses and dissertations as major professor (typically included in the regular course load).
3. Punctual meeting of classes and lessons as outlined in the course schedule and syllabi.
 - a. Comprehensive coverage of material according to the course description and students' needs.
4. Production of appropriate syllabi and other course materials, which must be filed with the administrative assistant at the beginning of each semester.
5. Shepherding students through the respective degree programs in a timely manner: this is typically 4-5 years for undergraduates, 2-3 years for master's students, and 4-6 years for doctoral students.
6. Keeping abreast of current creative and scholarly work in the subjects taught.
7. Accessibility to students, including regular weekly office hours.

Additionally, faculty must document one or more of the following criteria in order to increase the declared amount of teaching activity beyond 30%:

8. Awards recognizing excellence in teaching
9. New course preparations
10. Teaching innovations
11. Assisting students with career development and professional placement.
12. Record of outstanding student accomplishments.
13. Advising beyond what is required for regularly assigned courses
14. Directing theses and dissertations as major or minor professor.

In addition to evidence reflected in course teaching evaluations, it is the prerogative of the division chair to observe faculty teaching and/or interview students to determine that the faculty member has met expectations for satisfactory teaching. Such observations/ interviews are considered to be a regular part of probationary faculty members' annual evaluations.

Professional Activity

The following criteria must be met by all faculty during each annual evaluation period for a minimum of 30% declared on the professional component of the faculty workload report:

1. New works composed: Depending on the scope of the composition(s), this may range from one to three works per year; additional works or significant commissions may qualify for additional credit beyond the 30% base.
2. Performances of original compositions: two performances for each 10% declared
3. Compositions, recordings, books, and articles distributed through publication or other means (e.g., web-based resources): this should be ongoing, with evidence of such activity demonstrated each year.
4. Evidence of seeking commissions, residencies, fellowships, grants, prizes, and awards: while a satisfactory evaluation is not dependent upon receipt of such honors, it is expected that all tenured and tenure-track faculty regularly apply for such opportunities during each evaluation period.

Additionally, faculty must document one or more of the following activities in order to increase the declared amount of professional activity beyond 30%:

5. Reviews of compositions, books, and articles.
6. Conducting and/or performing activities.
7. Lectures and presentations, including on-campus venues not directly associated with teaching responsibilities, conferences, and invitations to other institutions.
8. Service as an officer in a professional organization.
9. Receipt of commissions, residencies, fellowships, grants, prizes, and awards.

Service/Administrative Activity

The following criteria must be met by all faculty during each annual evaluation period for declaring up to 10% service component on the faculty workload report:

1. Consistent participation in and substantive contributions to activities of the division, including regularly attending meetings, composition juries, graduate reviews, senior recital hearings, and recital committees.
2. Contribution to Music Now, either by participating in a panel, presenting a lecture, or coordinating a guest event: minimum of once per year
3. Membership on at least one College or University Committee.
4. Membership on thesis and dissertation committees (other than as major or minor

professor).

Additionally, faculty must document one or more of the following activities in order to increase the declared amount of professional activity beyond 10%:

5. Committee chairmanships.
6. Activities coordinated and directed.
7. Administrative appointments (e.g., division chair, area coordinator, center director): depending on the scope of the position, such assignments may increase the total service component to as much as 60%— in which case a corresponding percentage reduction in the teaching and/or professional component(s) may be necessary. Specific weighting is to be determined in advance (in consultation with the division chair and/or dean) and indicated on the faculty workload report.

(4.5.2) DIVISION OF CONDUCTING AND ENSEMBLES DIVISION GUIDELINES FOR MERIT EVALUATION

1. General Criteria

The policies and procedures for promotion and tenure and merit evaluation in the Division of Conducting and Ensembles are supplemental to the University policies as described in the University Policy Manual, sections 06.027 (Academic Workload and Merit Evaluation of Faculty), 06.014 (Supplemental Policy on Evaluating Tenured Faculty at UNT) and 06.025 (Faculty Misconduct and Discipline) and all other University and College policies relating to faculty merit evaluation.

2. Criteria for Evaluation

a. Teaching

Demonstration of competence and effectiveness in teaching is central to the mission of the university and is an absolute requirement under these guidelines. Efforts at curriculum development, teaching innovation, creative programming, and continuing self-education shall also be considered in the evaluation of faculty insofar as these activities pertain to teaching competence.

Evaluation of the faculty member's teaching performance will be approximately proportionate to the amount of load time assigned to each activity (teaching, conducting, administration, advising, research, etc.). However, consideration must be given to the fact that for certain directors the assigned administrative load figure may not represent fairly the full amount of administrative work necessary to maintain the ensemble program.

The success of the various ensembles in the College of Music is dependent upon the enrollment of adequate numbers of qualified students. Therefore, in recommending a faculty member for merit evaluation, consideration will be given to the appropriateness of recruitment activity relative to his/her assignment and the effectiveness of qualified students in the classroom, ensemble, or program.

b. Scholarly, Creative and Professional Activities

Opportunities for professional recognition outside the University vary greatly in nature and extent among the various conducting disciplines represented in the Division of Conducting and Ensembles. Consequently, a faculty member in this division shall be evaluated according to standards which are appropriate for the faculty member's ensemblespecialization.

Creative and professional activity for members of this division is normally centered on ensemble performance (either as conductor, or as a director preparing an ensemble for collaborative performance); related activities, such as preparing compositions or arrangements, adjudication and clinics, seminars, workshops and camps. Though conductors are generally more involved in performance related activities, appropriate recognition shall nonetheless be given for publications (books, articles, translations, program notes, educational materials, etc.) and

research (pedagogical and musicological, including public presentation of work in progress). Recognition shall also be accorded to awards and honors such as prizes and grants; participation in professional organizations (offices held or other professional contribution) shall be considered as evidence of a positive professional recognition. Other creative and professional activities not herein enumerated which serve to enhance the reputation of the faculty member should also be given proper recognition.

Significance shall be assigned to those activities, both on and off campus and including those involving UNT ensembles, which increase the regional, national or international reputation of the faculty member and the College of Music. In all of these categories, additional weight and significance shall be assigned in proportion to the scope of the activity (local, regional, national and international) and the professional stature of the entity with which the activity is associated.

c. Service

Service activities include service to the Division of Conducting and Ensembles, the College of Music, the University, and to the community; of particular importance are performances for various University and community functions, but service activities may also include work on committees, service on the faculty senate, special administrative or other assignments, student advising, and holding office and/or contribution to community organizations. Additional significance shall be accorded positions with additional responsibilities, such as committee chairmanships.

Approved Conducting and Ensemble Division (January 29, 2014)

DIVISION OF CONDUCTING AND ENSEMBLES CRITERIA FOR MERIT REVIEW

The following defines standards of satisfactory performance in professional development, teaching and service for tenured and tenure/track faculty. Performance standards for lecturers are defined for the college as a whole in a separate College of Music policy document. In the case of faculty on probationary appointments, these standards will be also applied in the determination of recommendation for tenure, promotion, or contract renewal.

A. Professional Development

Faculty members shall maintain an active and productive agenda of creative activity and/or research. For purposes of annual review and merit evaluation, a high standard of performance excellence is expected of ensembles under faculty direction, and the artistic quality of such performance is to be considered a primary component in the evaluation of creative activity. Evidence of an active and productive agenda of creative activity and/or research may include, but is not limited to, guest conducting/directing of professional and academic ensembles; performances, lectures and presentations at professional meetings and other venues of regional, national and international stature; service as clinician at in- service and workshop environments in support of student recruiting and outreach; production and/or publication of articles, compositions, arrangements, recordings, editions, pedagogical works, and other materials that contribute substantially to the faculty member's professional area. Also considered will be evidence of developing leadership in the field through the impact of creative activity and research on the discipline and the pursuit of leadership opportunities such as serving as conference chairs and discussants, directors of workshops, etc. For probationary faculty, steady progress toward achievement of the division expectations for the granting of tenure and promotion will be deemed necessary to constitute satisfactory performance.

Criteria for Superior Performance

Faculty members whose professional development performance demonstrates continuous, sustained, and significant contribution are deemed superior or excellent. Superior performance includes both an increase in the quality and quantity of professional activities beyond satisfactory levels, and leadership in the field as described above for tenured faculty.

B. Teaching

Faculty members shall demonstrate a commitment to achieving excellence in all teaching related activities. Instructional competency and a commitment to excellence must be demonstrated with respect to the following activities:

Classroom Performance: Adherence to a regular classroom teaching schedule is expected in conformance with University and College of Music policies. Faculty will provide current syllabi, which must include grading standards as well as attendance policies, for all courses and performance ensembles. Faculty are expected to utilize adequate instructional materials and provide quality instruction, which includes

appropriate classroom preparation, coverage of germane and current material, and the utilization of suitable measures of student performance. A determination of satisfactory performance in the area of teaching will be based on both student evaluations, which each faculty member must administer in accordance with university policy, and peer observation and evaluation conducted by the division.

Office Hours: During semesters in which faculty members are teaching, they will maintain at least three office hours per week and be reasonably available to students during normal working hours.

Teaching Workload: Each faculty member will negotiate an appropriate workload with the Division Chair in accordance with guidelines set forth in University and College of Music Workload Policy. In addition to the defined workload percentages for formal classroom instruction and ensembles, appropriate additional workload credit may be allowed for instruction related activities such as independent study and service on master's and doctoral committees.

UNT Policies: Faculty must comply with all UNT Policies related to teaching and appropriate classroom behavior.

Criteria for Superior Performance

Faculty members whose teaching performance demonstrates continuous, sustained, and significant contribution to the education of students in all forms of pedagogy and instruction are deemed superior or excellent. Superior performance includes both an increase in the quality and quantity of instructional dedication and effectiveness in the division, the college, and the University, as evidenced, inter alia, by the receipt of teaching awards, superior mentoring and placement of students, innovative programming that enhances the students' breadth of development, and level of student achievement in ensemble performances.

C. Service

Probationary and tenured faculty shall contribute to the administrative responsibilities of their areas of the division, and additionally, as appropriate, at the division, college or university level. Each faculty member shall determine in consultation with the Division Chair the appropriate level of service that balances their creative and teaching workload.

Faculty members fulfill their service responsibilities through regular participation and attendance at division meetings, and through such activities as service on assigned or elected committees; faculty searches; assisting with college advancement activities; and community service opportunities and outreach which have professional implications, which would include, but are not limited to, activities such as media interviews, participation in university events, cultivation of alumni, and other activities which advance the general interests of the college and the university.

Criteria for Superior Performance

Faculty members who take on additional responsibilities are deemed superior or excellent if they show a continuous, sustained, and significant contribution to the administration of division affairs, university committees and offices, and community service opportunities and outreach with significant implications for impact on the profession.

Approved Conducting and Ensemble Division (January 29, 2014)

(4.5.3) DIVISION OF INSTRUMENTAL STUDIES DIVISION GUIDELINES FOR MERIT EVALUATION

Section 1.00. Principles and Procedures--The Division of Instrumental Studies Principles and Procedures for Merit Evaluation shall be consistent with university policy as described in the University Policy Manual, sections 06.027 (Academic Workload and Merit Evaluation of Faculty), 06.014 (Supplemental Policy on Evaluating Tenured Faculty at UNT), and 06.025 (Faculty Misconduct and Discipline) and all other University and College policies relating to faculty merit evaluation.

Section 2.00. Criteria Guidelines--For continuing faculty members, merit salary increases shall be based on the record of a faculty member's activity in the current calendar year in which the academic year began, plus the preceding two years. Criteria for merit salary increases must include teaching effectiveness; scholarly, creative and professional growth; and service activities. Faculty must submit an annual update of the three years of activity.

- 1.10. Teaching activities include private instruction, classroom teaching, direction and coordination of ensembles, supervision of special problems classes, special lectures and presentations, jury adjudication, curriculum advising, recital advising, recital adjudication and auditioning.
- 1.11. Effectiveness shall be characterized by an ongoing commitment to excellence. Faculty members shall be evaluated on the quality and growth/retention of a faculty member's studio; student improvement; student achievement; student evaluations; significant student performances; class syllabi, class materials and awards. Teaching effectiveness shall also be determined by considering a faculty member's activity in other instructional related activities including advising, auditioning and adjudicating juries.
- 1.12. Faculty who teach in more than one division shall have the option of choosing evaluators from both divisions.
- 1.20. Research, scholarly, creative and professional activities include activities such as performances on and off campus; positions in significant performing organizations; recordings; publication; research; recruiting; master classes; clinics; adjudicating; holding of office and/or contribution to professional organizations; and grants received or applied for. Significance shall be given to activities both on and off campus that increase the regional, national and international visibility and reputation of the faculty member. Significance shall also be given to awards, prizes or grants received for performance or research.
- 1.21. The balance of professional activity is at the discretion of the faculty member depending upon his or her strengths and upon the needs of the individual area. Faculty members are not necessarily expected to be productive in all of the above listed professional activities in order to be ranked in the top category(ies). Consideration shall be given to the faculty member's overall contribution to the university based

upon his or her strengths.

- 1.22. Consideration shall be given to senior faculty members with a history of outstanding teaching and performance and/or scholarly activity.
- 1.30. Service activities include service to the area or division, the college and the university, as well as professionally related public service activities. Service may include activities such as committee work, faculty senate work, special assignments, administrative tasks, advising of student organizations, and professionally related public service activities such as performance, clinics and workshops.

Approved: Instrumental Faculty

***DIVISION OF INSTRUMENTAL STUDIES CRITERIA FOR SATISFACTORY RATINGS
MERIT REVIEW***

Faculty must meet the minimum criteria in each category where assigned workload is greater than 0%.

I. Teaching

In order to be considered satisfactory, all of the following should be maintained:

- A. A lack of history of sustained complaints registered against a faculty member to the Coordinator, Divisional Chair, Associate Dean of Academic Affairs, or Dean of the College of Music
- B. Overall SPOT student evaluation averages remain above 3.5 for two consecutive semesters.
- C. Evidence of teaching effectiveness in the forms outlined in the full divisional merit criteria.

II. Research/Creative Activity

- A. Activities, including but not limited to public performance, publication, scholarly or pedagogical activity, that increase the regional, national, and/ or international reputation of the faculty member.

III. Service Activities

- A. Service to the division in the form of participation in admission auditions, ensemble auditions, juries, and recital/orals committees as appropriate to teaching duties.
- B. Service to one or more of the following: the College of Music, the University, the community.

(4.5.4) DIVISION OF JAZZ STUDIES GUIDELINES FOR MERIT EVALUATION

1. Policy and Procedure

The policies and procedures for merit evaluation in the Jazz Studies Division shall be consistent with the University policies as described in the University Policy Manual, sections 06.027 (Academic Workload and Merit Evaluation of Faculty), 06.014 (Supplemental Policy on Evaluating Tenured Faculty at UNT) and 6.25 (Faculty Misconduct and Discipline) and all other University and College policies relating to faculty merit evaluation.

2. General Criteria

The general criteria for evaluation shall be consistent with the University Policy Manual and all other University and College policies relating to faculty merit.

3. Criteria for evaluation of teaching

Teaching activities include: classroom teaching, private instruction, direction and coordination of ensembles, supervision of special problems classes, special lectures and presentations, jury adjudication and thesis advisement.

Effective teaching in the jazz area shall be characterized by a commitment to excellence. Faculty members may provide evidence of teaching effectiveness in the form of: class syllabi, student evaluations, documentation of awards and honors, documentation of significant student achievement (awards and honors), copies of classroom materials, and documentation of significant ensembles performances. Teaching effectiveness shall be determined additionally by considering the faculty members' activity in advising students, supervising graduate students, and other instructional related activities.

4. Criteria for evaluation of research and scholarly activities

Research and scholarly activities in jazz studies may include activities in the following areas: presentation of scholarly papers, recordings (as a performer, producer, or composer), publications (articles, books, compositions and arrangements), non-published compositions, recordings, performances (concerts, clinic/concerts, and club appearances), research (pedagogical and musicological), adjudication, editing (Journals, articles and books), clinics, seminars, workshops, and camps. Significance will be given to activities, both on and off campus, that increase the regional, national, and international reputation of the faculty member. Significance will also be given to awards and honors such as prizes or grants for composition, performance, or research. Participation in professional organizations (offices held or contributions made to) shall be considered as evidence of a positive regional, national, or international reputation.

The Jazz Studies Division recognizes that performance, composition, and recording activities in commercial music as well as jazz represent valid artistic activities.

5. Criteria for evaluation of service

Service activities include: service to the Jazz Studies Division, service to the College of

Music, service to the University, and service to the community.

Service may include: recruitment, committees, faculty senate work, special assignments, administrative assignments, student advising, curriculum advisement, recital adjudication, recital advisement, professional and community organizations, public activities such as performances, clinics, consultation and workshops.

Approved: Jazz Studies Division

DIVISION OF JAZZ STUDIES CRITERIA FOR SATISFACTORY RATINGS MERIT REVIEW

To be eligible for merit, a faculty member must meet these minimum criteria in each workload category for which the percentage is greater than zero.

1. Teaching

Evidence of teaching effectiveness in the forms outlined in the full divisional merit criteria.

No student evaluations higher than 2.0 (measured by overall mean for one class or ensemble) for two consecutive semesters.

2. Research/Creative

Activities, including public performance, publication, or scholarly or pedagogical activity, that increase the regional, national, and/or international reputation of the faculty member.

3. Service

Service to the division in the form of participation in admission auditions, ensemble auditions, juries, and recital committees as appropriate to teaching duties.

Service to one or more of the following: the College of Music, the University, the community.

(4.5.5) DIVISION OF KEYBOARD STUDIES GUIDELINES FOR MERIT EVALUATION

It is assumed as fact that every member of the Keyboard Division is by evidence of his appointment outstanding in his field by virtue of his training, experience and professional commitment. We strive for a collegiality that is mutually stimulating rather than competitive. While combining a diversity of taste, method and procedures, all faculty members within this Division are expected to support the very highest standards in teaching, research and/or performance, and to be dedicated to serving the entire academic community in the ways that best suit his or her individual resources and inclinations.

In past documents we have stated our aversion to numerical competitive ratings, as it is felt that this only promotes poor morale and a disintegration of collegiality. We feel just evaluations are best obtained from within our own division, subject to review and further evaluation by the Dean.

The following criteria and procedures shall be consistent with the University Policy Manual, sections 06.027 (Academic Workload and Merit Evaluation of Faculty), 06.014 (Supplemental Policy on Evaluating Tenured Faculty at UNT), and 06.025 (Faculty Misconduct and Discipline) and all other University and College policies relating to faculty merit evaluation.

Recommendations for merit are based on a critical peer evaluation of the candidate's performance in these areas: teaching; scholarly, creative and professional activities; and service. Merit evaluations are based on an evaluation of these functions over a three-year period.

I. Instructional Activities

- A. Assessment of student performances in juries, audition, recitals and competitions.
- B. Documentation of student achievement.
- C. Honors and awards for teaching.
- D. Evidence of ongoing growth in teaching.
- E. Evaluation of course syllabi and other teaching materials.
- F. It is strongly felt that the present system of student evaluation is neither helpful nor accurate and will not be a part of Divisional criteria.
- G. Direction of theses and dissertations.
- H. Any other activities related to achievement of excellence in teaching.

II. Scholarly, Creative and Professional Activities

- A. Record of musical performances: Documentation should include programs, reviews or recordings of performances when available.
- B. Scholarly publications with copies of items reported.
- C. An account of master classes either taught or attended, guest lectures, papers presented, panel participation and adjudications.
- D. Membership in professional organizations and all professional activity related to the keyboard discipline.
- E. Scholarly and creative activity not resulting in publication or performance.
- F. Honors, awards, grants or contracts relating to the profession.

III. Service

Each member of the Keyboard Division has different areas of activity and expertise which lend service to the Division, College and University. It should be clear that committee work is only one of many activities under the service heading. Keyboard Division members are encouraged to be of service within those areas that best suit his or her inclinations and talents. This may include committee service to the University, College or Division; faculty senate work; special assignments and administrative duties; advising of student organizations; unusual visibility at the national or international level; fund- raising, recruiting or liaison work with the community. Certain kinds of adjudication, recruiting or performances may be construed as service instead of professional activities.

Approved: Keyboard Studies Division

***DIVISION OF KEYBOARD STUDIES CRITERIA FOR SATISFACTORY RATINGS
MERIT REVIEW***

Teaching

In order to be considered satisfactory:

1. No complaints, judged significant, registered against a faculty member to the Divisional Chair, Senior Associate Dean of Academic Affairs, or Dean of the College of Music.
2. Few (defined as 3 within a two-year period) requests for change of studio initiated by students.
3. Average jury grades for students remain at B or above for any evaluation period.
4. Recital Hearings remain at 80% or above pass rate for any evaluation period.
5. Student evaluation averages remain at 4.0 for any evaluation period.

To be ranked outstanding, worthy of promotion, in addition to the previous 5 items:

1. Students actively pursuing and gaining off campus performance experience, especially recitals.
2. Student participation and success in regional, national, and international competitions or other demonstrable professional or career achievement.

Professional Activities

For every 10% of load credit claimed:

Any two of the following activities (Two events may fall within the same category.)

1. Solo Recital (or solo appearances) by invitation
2. Significant collaborative role (demanding chamber music parts, continuo for important baroque or classical work) by invitation
3. Masterclass instruction by invitation
4. Commercial recording
5. Broadcast performance
6. Research and/or publication leading to articles and books
7. Preparation of performance editions

To be ranked outstanding, worthy of promotion, a minimum of 2 items for each year evaluated:

1. Several performances at national, international venues
2. Favorable Press Reviews
3. Demonstrable recognition of career accomplishments.
4. Demonstrative coverage of large body of repertory and avoidance of repeating the same major works for more than a two-year period.

Service Activities

1. For every 10% of load credit claimed:
 - a. One committee assignment at the divisional, college, or university level, or a significant assignment or office within an important professional organization.
 - b. Participation on graduate performance committees (recital evaluation), graduate

- examination, and DMA document committees within the Keyboard Division.
- c. Participation at area auditions (live) and screening auditions.
 2. Hold a significant office (or duty) in a professional organization Plus 1b and 1c.
 3. Organize and administer a significant academic conference hosted at UNT. Plus 1b and 1c.
 4. Administer several smaller tasks designated to facilitate the smooth, professional operation of the area and Division. Such tasks include, but not limited to, organization of departmental recital programs, organization and maintenance of departmental attendance, instrument supervision, etc. Plus 1b and 1c

(4.5.6) DIVISION OF MUSIC EDUCATION GUIDELINES FOR MERIT EVALUATION

PREAMBLE--The Division of Music Education recognizes the educational and professional integrity of a program which features a diversity of goals and strengths. Such a program requires (1) a faculty with varied abilities, interests, and areas of expertise, and (2) a faculty evaluation/reward system which recognizes high productivity and individual achievement within such diversity. Each faculty member must be allowed the freedom to choose the route to advancement which best fits individual abilities and interests and must have the assurance that the chosen route will be acknowledged by peers. It is, therefore, the intention of these guidelines to encourage each member of the Division of Music Education to develop unique contributions to the College of Music and profession and to achieve their maximum potential as music educators.

Music Education Division Merit Evaluation Policies and Procedures shall be consistent with the University Policy Manual, sections 06.007 (Full-time Faculty and Academic Administrator Annual Review, and Academic Administrator Reappointment), 06.027 (Academic Workload 6.14 (Supplemental Policy on Evaluating Tenured Faculty at UNT)), and 06.025 (Faculty Misconduct and Discipline) and all other University and College policies relating to faculty merit evaluation.

GOALS--In order to achieve the spirit of diversity as described in the Preamble, each faculty member must set goals against which their achievement, in part, will be measured. Each faculty member, in consultation with the Chair, shall annually declare specific goals and projected amounts of emphasis related to the three general areas: Teaching, Professional Activities/ Research, and Service. Within each area, in consultation with the Chair, each faculty member will set goals which may be accomplished in a one-to-three-year time period. Annual review will allow the faculty member to revise goals as opportunities and other conditions change.

MERIT EVALUATION CRITERIA--While the Division acknowledges individual differences and the freedom of each faculty member to choose a course of action, the Division also recognizes that merit evaluation serves as an important motivational force toward professional development, important professional recognition, and the achievement of distinction and acclaim for the individual, the Division, the College, and the University. To that end, the following merit evaluation criteria shall be applied:

I TEACHING

Regardless of other professional activities, high quality teaching is mandatory. The Division of Music Education, given its focus on teaching and learning in music, must be a model for all other divisions in this important activity. Evidence of teaching effectiveness must take into account, but is not limited to (1) thorough coverage of concepts and skills as specified by the curriculum, (2) use of effective teaching strategies suited to the subject matter, (3) measurable student achievement, and (4) positive student/teacher interpersonal relationships. The teacher is expected to be fair, impartial, conscientious, consistent, well prepared, thoroughly competent in knowledge of subject matter, informed regarding current trends in the field, and able to engender the respect of students. The Personnel

Affairs committees will determine the quality of teaching through student appraisals of teaching, teaching awards, and other supporting documentation.

II. SCHOLARLY, CREATIVE, AND PROFESSIONAL ACTIVITIES

The Division of Music Education must be composed of individuals who ceaselessly increase professional expertise, continually develop their individual scholarship, and perpetually advance their professional visibility and influence. Further, it is each faculty member's responsibility to augment and expand the body of knowledge in music education. Evidence of achievement in this area may be demonstrated through a large variety of means. Though means may vary, a degree of achievement in this area is expected of all tenured/tenure-track Division faculty.

The professional activities of each faculty member will be evaluated in terms of both quality and quantity, importance, scholarly significance, and breadth of influence. It is incumbent upon the individual to provide evidence that will enable the Personnel Affairs committees to properly evaluate these activities.

Efforts leading to publication are essential to any Division aspiring to a position of excellence, and, as a result, such activities must receive a high priority. Publication in this context should be viewed in a broad perspective to include books, book chapters, articles, reviews, recordings, translations, software, and other endeavors which might fit in such a category. Editorships and editorial board memberships also are evidence of an individual's achievement in the general area of scholarship. Publications subject to competitive review by peers will be considered particularly significant.

Participation in the activities of professional organizations is another indicator of professional growth and opportunity for prominence. Presentation of scholarly papers, conducting clinics or workshops, serving in positions of international, national, and regional leadership, and other activities of equal significance are also highly valued. Of lesser importance, but still a mark of major recognition by one's peers, are appearances as panel moderator, participant, discussant, or other similar roles. Some appearances as panel moderator, participant, discussant, or other similar roles in prestigious international, national, or regional settings may be considered equal in importance to scholarly presentations, leadership positions, and similar activities.

Other important indicators of achievement include the receipt of fellowships, development leaves, and grants; musical performance; adjudicating; professional consulting; and other activities which exhibit scholarly and/or professional expertise and competence.

The Personnel Affairs committees will consider the quality and significance of each professional activity, and the quantity of such activities in evaluating the

individual's achievement in this area. Particular importance will be placed upon those activities which clearly advance the reputation and stature of the individual faculty member, the Division, and the College. Activity at national and regional levels is expected of all tenured/tenure-track Division faculty.

Demonstration of achievement is further enhanced by international and local activities.

III. SERVICE

Service to the Division, College, University, Community, State, and/or Nation is expected of all faculty members and shall be evaluated on the basis of the extent and significance of the contribution.

Positions of leadership shall be particularly commendable. Other indicators of achievement in this area include awards for service, certificates of appreciation, and similar honors. Routine activities of the Division, such as division planning, recruiting, examination development and scoring, advising, counseling, general curriculum development and other similar activities are valued and important to the success of the Division. Faculty who expect to receive positive evaluations in the area of Service must contribute fully to the performance of these vital activities.

Approved, Music Education Division (Fall, 2017)

***DIVISION OF MUSIC EDUCATION CRITERIA FOR SATISFACTORY RATINGS
MERIT REVIEW***

Teaching

In order to be considered satisfactory, all of the following should be maintained:

1. A lack of sustained complaints registered against a faculty member to the Divisional Chair, Senior Associate Dean of Academic Affairs, or Dean of the College of Music.
2. Class evaluations that show a consistent minimum median rating of 3.0 (SPOT evaluation system) for the 3-year review period.
3. Appropriate advising of music education students each semester.

Professional Activities

In order to be considered satisfactory, three of the following activities should be completed within the 3-year review period (a three-year period of only performance/presentations is considered to be unsatisfactory):

1. Significant research and/or publication leading to articles or a book (published or evidence of progress)
2. Performances/presentations at appropriate scholarly meetings

Service

In order to be considered satisfactory, evidence of sustained service may be met by the following:

1. Committee assignments at the college or university level
2. Participation in all divisional duties, including ad-hoc divisional sub-committees
3. Participation at audition day interviews
4. Service at the local, state, national, or international level

Approved, Music Education Division (Fall, 2017)

(4.5.7) DIVISION OF MUSIC HISTORY, THEORY AND ETHNOMUSICOLOGY GUIDELINES FOR ANNUAL REVIEW

Section 1.1

General Provision

The Annual Review Guidelines extend from University Policy and the UNT College of Music Bylaws. The Division Personnel Affairs Committee (PAC) is charged with evaluating faculty members according to Section 2: Statement of Criteria for the Evaluation of Division Personnel. The Division PAC will review all full-time faculty annually. It will serve as a consulting body to the Division Chair, who has final authority for assigning merit. For the evaluation of the Division Chair, the Dean will replace the Division Chair in the procedure.

Section 1.2

Calendar

The Division Chair will oversee the Division PAC's compliance with the deadlines stipulated by the Office of the Associate Dean in accordance with University and College calendars, and subsequently will call for evaluation materials from the faculty in a timely manner.

The Chair will forward the recommendations of the Chair and the Division PAC to the individual faculty member.

The faculty member will have ten (10) academic calendar days in which to request, in writing to the Chair, a hearing to challenge the recommendations of the Chair or the Division PAC. If differences of opinion cannot be resolved, the faculty member may submit a rebuttal to the Dean in accordance with the grievance policy outlined in the College of Music Bylaws.

Statement of Criteria for the Evaluation of Division Personnel

Section 2.1

Preamble

A well-conceived educational program will have a diversity of goals and objectives; such a program requires a faculty with varied abilities and interests. Each individual should be motivated to contribute to the program in a unique way and must have assurance that a variety of routes to advancement will be acknowledged.

Section 2.2

Significance of Activities

It is the policy of the Division to encourage its members to develop talents to the fullest potential, permitting each member to make a unique contribution. Balance is expected among the categories of evaluation and must be considered in any annual evaluation.

The two categories that most clearly embody the mission of the Division are, in order of priority, (1) Professional Growth and Development and (2) Teaching. In compliance with the University Workload Policy, the percentage of workload assigned to these categories for each faculty member will be negotiated by the faculty member with the Division Chair to fulfill adequately the needs of the Division. These two categories, "Professional Growth and Development" and "Teaching," will weigh more heavily than the "Service" and "Administration" categories in the peer evaluation process.

Because individual faculty members will make different contributions to the mission of the Division, the job descriptions and negotiated workloads of individual faculty will serve as the basis for evaluation.

Section 2.3

Professional Growth and Development

A healthy Division must be comprised of individuals who are continually growing and developing their individual scholarship.

Evidence of continued professional growth must be considered a basis for reward while lack of achievement must be considered a negative factor.

The professional activity of a faculty member must be evaluated in terms of scope, depth, and breadth of influence; as such, it is incumbent upon the faculty member to provide evidence that will enable the division PAC and Chair to evaluate that professional activity. The division PAC and Chair will evaluate the significance of the activity at all levels: local, regional, national, and international.

Research leading to publication is essential to any Division aspiring to a position of excellence, and such activity must receive high priority. While faculty are encouraged to reach and maintain high standards in both quantity and quality, any evaluation of the publication record of an individual must consider the quality as well as the quantity of such publications. Quality should be evaluated by objective means whenever possible, and may include consideration of such measures as the acceptance rates of a given press, reviews in professional journals, citations in works by other scholars, and invitations to participate in professional activities, for instance, by giving a talk at a conference or contributing a chapter to an edited volume.

Books, articles, scholarly editions, translations, films, software, and other non-print media of publication that contribute to the advancement of knowledge in the discipline must be given the highest priority in the evaluation process.

Participation in the activities of scholarly professional organizations is another indicator of professional growth and development. Presentation of scholarly papers to such organizations is the most valued form of participation; of lesser importance, yet still a mark of recognition by one's peers, is the appearance on panels as moderator, chairperson, or discussant. Presentations made on campus, such as speaking on the Division Lecture Series, may also be considered in assessing professional growth. Again, the quality and significance of the particular presentation must be considered.

Another indicator of recognized scholarship includes the application for or the receipt of prizes, fellowships, and grants, particularly those from external sources.

In general, any evidence of continued study and growth may be included in an evaluation of the professional development of a faculty member. However, all activities must be evaluated in terms of their contribution to the scholarly reputation of the individual faculty member and of the Division.

Section 2.4

Teaching

Quality teaching is expected. As a minimum, good teaching requires (1) keeping abreast of current scholarly work in the subjects taught, (2) faithful meeting of classes, (3) comprehensive coverage of material according to the course description, and (4) accessibility to students. Failure to meet these basic standards must be a negative factor.

Assessment of the quality of teaching must take into account both organized teaching and directed student learning. With regard to organized teaching, assessment must consider: (1) course syllabi, (2) teaching evaluations, (3) new preparations, (4) teaching innovations, (5) teaching awards, and (6) collaborative community-based learning, if applicable. Recognizing that bias based on gender, race, country of origin, etc. is both pervasive and well-documented in student evaluations, assessments must contextualize numerical ratings, comments, and comparative statistics in ways that promote fairness and inclusivity in faculty evaluations. The Division Chair should observe the classroom teaching of untenured faculty members, once per year, for at least their first three years. Any instructor at any rank may also request teaching observations or student interviews by any member of the faculty, who may then write an evaluation on behalf of the faculty member.

Assessments of directed student learning must take into account: (1) completed doctoral dissertations, master's theses, undergraduate research projects, and DMA dissertations and projects; (2) related-field advising and committee membership; (3) student mentoring activities; and (4) academic advising on writing and presentations not directly related to dissertations or theses.

Section 2.5

Service

Service to the Division, College of Music, University, and/or Community is expected of all faculty members and must be evaluated on the basis of the extent and significance of the contribution. Service to the discipline is indicated by activities such as editing of a journal, serving on an editorial board, and service as an officer of an international, national, or regional scholarly association.

Section 2.6

Administration

Administrative duties of Division faculty, including the Division Chair, Area Coordinators, and faculty serving as Director of Undergraduate Studies, Director of Graduate Studies, and similar administrative appointments, must be evaluated on the basis of the extent and significance of the individual's contribution to the functioning of the Division, College of Music, and/or University.

Procedure for Amendment

Section 3.1

Initiation of Amendments

An amendment will be initiated in one of two ways: (1) by petition containing the signatures of

at least twenty-five percent (25%) of the Division faculty, or (2) by the Division Chair.

Section 3.2

Procedure for Ratification

An amendment to Section 1; Divisional Guidelines for Annual Evaluation, to Section 2; Statement of Criteria for the Evaluation of Division Personnel, or to Section 3; Procedure for Amendment submitted by petition, will be received and reviewed by the Division Chair who, within thirty (30) academic calendar days, will present the proposed amendment to the Division faculty with recommendations from the Chair of the Division. The proposed amendment and accompanying recommendations will be presented to the Division faculty at least fourteen (14) academic calendar days prior to faculty discussion and subsequent balloting. The amendment will be ratified upon a two-thirds vote in favor by the Division faculty.

Section 3.3

Forwarding of Amendments

Following ratification, the Chair will forward the amendment to the Dean and Provost.

*Approved: Division of Music History, Theory and Ethnomusicology
February 5, 2020*

***DIVISION OF MUSIC HISTORY, THEORY, AND ETHNOMUSICOLOGY CRITERIA
FOR SATISFACTORY RATINGS IN ANNUAL REVIEW***

In order for a faculty member of the Division of Music History, Music Theory, and Ethnomusicology in the College of Music to attain a rating of “satisfactory” for any given academic year, we assume that he or she will maintain adequate standards of academic performance and integrity as it relates to all areas of faculty life at the university. Furthermore, faculty whose work is judged “satisfactory” will:

Instructional Activities:

Demonstrate effectiveness in teaching from among the following as appropriate: advising undergraduate thesis projects, advising graduate students on theses, dissertations, DMA projects, indications of student success in the profession, new course preparations, supervision of TAs and TFs, use of technology in the classroom, properly contextualized student evaluations, and other activities related to teaching;

Regularly meets classes, consistent with university policy;

Scholarly, Creative, and Professional Activities:

Demonstrate ongoing work on at least one major research project or be engaged in scholarly activity to a degree commensurate with the percentage elected under “research”;

Service:

Regularly attend area and division meetings;

Comply with area and division policies, procedures, and deadlines;

Demonstrate ongoing service to a degree commensurate with the percentage elected under “service.”

Show in language and deed a commitment to fostering a diverse, equitable, and inclusive community.

Administration:

Comply with area and division policies, procedures, and deadlines;

Demonstrate compliance with administrative duties to a degree commensurate with the individual’s appointment.

DIVISION OF MUSIC HISTORY, THEORY, AND ETHNOMUSICOLOGY CRITERIA FOR REVIEW OF TENURED FACULTY AND PERSONAL DEVELOPMENT PLANS

The Division PAC will use annual review materials submitted by tenured faculty to perform an annual post-tenure review using criteria outlined in UNT Policy 06.052. This is a concurrent but separate process from the annual evaluation outlined above.

For the post-tenure review, examples of unsatisfactory performance include: failure to meet classes, refusal to teach classes within one's area of expertise, or failure or refusal to participate in scholarly activities, service, or administrative activities when these responsibilities are part of the assigned workload. Refusal to consider reasonable suggestions/advice to provide correction or assistance may be taken into consideration. Numerical scores and rankings within a unit during an annual evaluation are not necessarily indicative of unsatisfactory performance. Failure to publish or secure external funding in a given year does not, in itself, imply unsatisfactory performance in scholarship. Negative teaching evaluations do not, in themselves, imply unsatisfactory performance in teaching.

The Division PAC will indicate in writing whether each tenured faculty member has received an overall review of "satisfactory" or "unsatisfactory." Reviews of "satisfactory" must be conveyed in writing, but need not be justified. If the Division PAC is considering an overall review of "unsatisfactory," the review committee must notify the faculty member. The faculty member has the right to request a meeting with the Division PAC within five (5) business days of the notification. A faculty advocate may accompany the faculty member in this meeting. Any party present at this meeting may request that it be recorded or transcribed with the approval of all parties present. If, after this meeting, the Division PAC proceeds with an overall review of "unsatisfactory," it must justify its recommendation in writing.

A faculty member who receives a single overall review of unsatisfactory shall be placed on a Professional Development Plan (PDP). Further procedures for a PDP are outlined in UNT Policy 06.052.

*Approved: Division of Music History, Theory and Ethnomusicology
February 5, 2020*

(4.5.8) DIVISION OF VOCAL STUDIES GUIDELINES FOR MERIT EVALUATION

1. General Statement

While faculty responsibility in the Vocal Studies Division is individually varied, certain commonalities apply. Voice faculty members are expected to be effective teachers. There must be evidence of scholarly, creative, and professional growth. All faculty are obliged to engage in service to the Division, the College, the University, and/or professionally related public service. The Vocal Studies Division further emphasizes the importance of a spirit of academic community. There must be a collaborative recognition of mutually agreed upon goals, policies, and procedures. Correspondingly, individual initiative is an essential component of the charge to each voice faculty member. Because of the varied nature of faculty mission in the Vocal Studies Division, criteria for evaluation are flexible in content and application.

For promotion to the upper ranks of associate and professor, the standards for faculty performance in the areas of teaching; research, creative activity, and/or professional activity; and service are progressively rigorous. This performance must transcend the local campus and community. Furthermore, at the rank of professor, there must be clear evidence of leadership in the discipline.

The following criteria and procedures are supplemental to all policies and procedures as described in the University Policy Manual, sections 06.027 (Academic Workload and Merit Evaluation of Faculty), 06.014 (Supplemental Policy on Evaluating Tenured Faculty at UNT), and 06.025 (Faculty Misconduct and Discipline) and all other University and College policies relating to faculty merit evaluation. College and University policies are a priori and take precedence over divisional guidelines.

2. Instructional Activities

- a. Criteria:
 - 1) Assessment by colleagues of the faculty member's student performances in juries, auditions, hearings, recitals, concerts, and competitions. [NOTE: This evaluation must be deferred at least until after the faculty member's first jury period.]
 - 2) Documentary evidence of student achievement.
 - 3) Faculty honors and awards for teaching.
 - 4) Evidence of ongoing faculty growth related to teaching.
 - 5) Evaluation of course syllabi and related documentation.
 - 6) Systematic assessment of student opinion regarding teaching effectiveness
- b. The Faculty Update documentation should include:
 - 1) A list of courses taught and other instructional assignments during evaluation period.
 - 2) Syllabi for courses taught.
 - 3) A statement of teaching philosophy and goals.
 - 4) Student evaluations of courses taught, submitted as prescribed by College of Music policy.
 - 5) Additional documentation, where applicable, of:

- (a) New preparations and/or revisions.
- (b) Student advising.
- (c) Direction of dissertations and/or theses.
- (d) Honors, awards, and grants for teaching.
- (e) Evidence of continuing education.
- (f) Other activities related to teaching.

3. Scholarly, Creative, and Professional Activities

a. Criteria:

- 1) The record of musical performance.
- 2) Scholarly publications.
- 3) Master classes taught, guest lectures, papers read or presented, panel memberships, and/or contest adjudications.
- 4) Professional activity related to the vocal discipline, including committee positions and/or offices in professional organizations, chairing sessions at professional conferences and meetings, editorial responsibilities, reviews and/or publications on professional organizational activity.
- 5) Scholarly and creative activity not resulting in publication or performance.
- 6) Honors, awards, and grants (or contracts, etc.) for scholarly, creative, or professional activity.
- 7) Other evidence of continuing scholarly, creative, and professional growth.

b. The Faculty Update documentation should include, where applicable:

- 1) A list of musical performances during the evaluation period giving dates, type of performance or work presented, and location. Include printed programs, reviews, and/or documentation of performance. [NOTE: New faculty members should perform a recital or other major performance on campus within the first semester of appointment.]
- 2) A list of scholarly publications during the evaluation period, including full bibliographic citations and a copy of items reported.
- 3) Citation of master classes taught, guest lectures, papers read or presented, panel memberships, and/or contest adjudications. Give details concerning topics, sponsorship, location, etc., as appropriate.
- 4) The record of participation in professional organizations, listing memberships, committee positions and/or offices held, sessions chaired, editorial responsibilities, reviews, and/or publications on professional organizational activity.
- 5) List honors, awards, and grants (or contracts, etc.) for scholarly, creative, or professional activity.
- 6) Indicate other evidences of continuing scholarly, creative, and professional growth, including continuing education, and scholarly or creative activity not resulting in publication or performance.

4. Administration and Service

a. Criteria:

- 1) University-wide committees, faculty senate, special assignments, student advising not related to teaching, and/or other ad hoc service activities.
 - 2) College-wide committees, special assignments, student recruitment, student advising not related to teaching, and/or other ad hoc service activities.
 - 3) Division committees, special assignments, student recruitment, student advising not related to teaching, and/or other ad hoc service activities.
 - 4) Professionally related public service activities: volunteer participation as a consultant, board member, non-university committees, etc.
- b. Honors and awards for service. The Faculty Update documentation should include documentation of the activities outlined in the above criteria, where applicable.

Approved: Vocal Studies

DIVISION OF VOCAL STUDIES CRITERIA FOR SATISFACTORY RATINGS MERIT REVIEW

In order to be considered satisfactory:

Instructional Activities

1. No complaints, judged significant and substantiated, registered against the faculty member to the Division Chair, Senior Associate Dean of Academic Affairs, or Dean of the College of Music.
2. Average jury grades for students remain at B or above for any evaluation period.
3. Recital Hearings remain at 80% or above pass rate for any evaluation period.
4. Student evaluation of a minimum of 3.0 for classes and 3.5 for studio lessons or coachings.
5. Evidence that the applied studio students are actively pursuing and gaining two or more of the following: leading role in UNT opera, off campus performance experience, admittance to graduate programs, academic appointments, competitive summer workshop participation, significant master class participation, conference participation, competitions, or other demonstrable professional career achievements.

Scholarly, Creative and Professional Activities

Any one of the following activities for every 10% of assigned load credit (Multiple events may fall within the same category.) Some level of activity at the regional and national level is expected:

1. Solo Recital, concert, opera role or oratorio role by invitation
2. Master class or workshop instruction by invitation
3. Commercial recording
4. Concert appearance
5. Broadcast performance
6. Research activities that culminate in a presentation at a professional conference
7. Publication of a scholarly paper or an article in a professional journal
8. An edited book or other original publication that appears as a book
9. Opera directing by invitation
10. Guest adjudicator by invitation (does not include local or regional NATS conferences)

Administration and Service

Any two of the following activities for every 10% of assigned load credit:

1. One committee assignment at the division, college or university level
2. Participation on masters committee for the oral exam (not as major professor)
3. Service on a DMA committee (not as major professor)
4. Hold a significant office (or duty) in a professional organization
5. Organize and administer a significant academic conference hosted at UNT.
6. Administer tasks designated to facilitate the smooth, professional operation of the

area and Division. This could include participation in a search committee.

Revised and Approved, Vocal Studies, October 31, 2018

(4.6) Course Syllabi and Student Evaluation of Teaching Effectiveness

By the first class day, all full-time and part-time faculty must distribute a course syllabus (paper or electronic) to their students. By the seventh class day, faculty must upload all credit bearing undergraduate and graduate course syllabi to the university faculty information system (FIS). Although course syllabi will vary according to assignments, all syllabi must include the following: office hours, attendance policies, grading procedures, and approximate due dates for assignments and exams. Finally, all course syllabi must provide information about the Student Perceptions of Teaching (SPOT), which will be administered online each long semester, including summers.

All classes should adhere to UNT Policy 06.049, Course Syllabi Requirements, found at: https://policy.unt.edu/sites/default/files/06.049_CourseSyllabiRequirements.FinalPub.pdf.

Additional information on Standard Syllabus Statements may be found at: https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf.

Revised, College of Music Division Chairs, December 10, 2015

(4.7) Faculty Mentoring Policy

One-on-one mentoring provides an essential contribution to the professional success of early- and mid-career faculty within the College of Music. This Faculty Mentoring Policy is designed to ensure that all such faculty receive such guidance from a more experienced colleague. All assistant professors must be assigned a faculty mentor as must all associate professors, lecturers, and senior lecturers who anticipate pursuing promotion to a higher rank.

Faculty will choose their mentor in consultation with their division chair during the first semester of their initial appointment. In so doing, they must adhere to the following guidelines:

- The mentor must hold a higher rank than the mentee. Thus, a full professor may mentor either an assistant or an associate professor but an associate professor may mentor an assistant professor only. Likewise, a principal lecturer may mentor a senior lecturer or a lecturer but a senior lecturer may mentor a lecturer only. Associate and full professors may mentor lecturers or senior lecturers but not vice versa.
- Division chairs may not serve as mentors.
- The mentor and mentee should hold appointments in the same division.
- Division chairs must report all mentor-mentee assignments to the Senior Associate Dean of Academic Affairs.

The mentor and mentee should meet periodically each semester. The content of such mentoring includes (but is not limited to):

- annual updates, reappointment, promotion, and tenure
- research / creative activities
- teaching / instructional activities
- service activities, including committee assignments and administrative responsibilities
- navigating college and university policies and practices

Approved, Council of Division Chairs, March 24, 2016

(4.8) College of Music Lecturers

(4.8.1) Lecturer Guidelines

Lecturers are faculty members whose primary responsibilities are related to teaching and student development. Lecturers are not eligible to participate in the University's tenure system. A lecturer is appointed to one of the following classifications: lecturer, senior lecturer, or principal lecturer.

Expectations: Lecturers are primarily responsible for teaching courses, maintaining currency in the field and, depending on the needs of the department, may also include but are not limited to, program development, service, professional development related to teaching, student advising, and/or other student-related responsibilities. Written criteria and procedures for the evaluation and promotion of lecturers and matters of governance will be developed by the college and/or department, in accordance with university, college, and department requirements and guidelines and approved by the provost. Lecturers shall not be eligible to vote in decisions relating to the hiring or the review process of tenured and tenure-track faculty.

Qualifications: At a minimum, lecturers must meet the Southern Association of Colleges and Schools (SACS) requirements of an earned master's degree with a minimum of 18 graduate semester hours in the teaching discipline and/or certification, licensing, or equivalent professional experience. Depending on the appointment, terminal degrees may be required by the university, college, department, or program.

Terms of Appointment: Lecturers may hold full- or part-time appointments of one or multiple years that are renewed pending the departmental annual review process and resource availability. For multi-year appointments, notification of intention not to reappoint for the following academic year shall be provided according to the deadlines set forth by the Provost's Office. However, there shall be no expectation of continued employment beyond the end of the current appointment period.

Review and Promotion: Lecturers will be reviewed annually by a department review committee with recommendations for renewal and/or promotion made to the department chair. Lecturers may serve on the review committees, as long as they hold a higher rank than the faculty member whose personnel action is being considered.

The dean will review recommendations and approve/disapprove.

Lecturer: To be eligible for the classification of lecturer, the faculty member must demonstrate effectiveness in teaching, or in the case of a new appointment, show promise of effectiveness if the candidate has no prior teaching experience. Appointment contracts may be for one to three years annually renewable.

Senior Lecturer: To be eligible for the classification of senior lecturer, the faculty member must have a record of substantial and continued effectiveness in teaching and have the equivalent of three years (six semesters of full-time teaching) of college-level teaching and/or equivalent professional experience. Full-time senior lecturers may be eligible to apply for certain travel funds and grants if they meet university, college, and department requirements. Faculty promoted from lecturer to senior lecture will receive a standard increase in base salary

(FTE prorated) at the time the new rank appointment begins. Senior lecturers may hold up to five-year appointment contracts to be renewed annually.

Principal Lecturer: To be eligible for the classification of principal lecturer, the faculty member must have a record of sustained excellence in teaching and have the equivalent of five years (10 semesters of full-time teaching) of college-level teaching including at least three years qualified at the senior lecturer rank, and/or the equivalent professional experience. Full-time principal lecturers may be eligible to apply for certain travel funds and grants if they meet university, college, and department requirements. Faculty promoted from senior lecturer to principal lecture will receive a standard increase in base salary (FTE prorated) at the time the new rank appointment begins. Principal lecturers may hold up to five-year appointment contracts which are renewed annually.

(4.8.2) Criteria for Promotion-Lecturers

To be appointed as a Lecturer in the College of Music, the candidate must meet the University and Division requirements for such an appointment. Threshold standards for renewal as Lecturer include the following:

Teaching: Demonstration of effective teaching based in part on qualitative and quantitative student evaluations. Any problems with teaching effectiveness will be discussed with the division chair and must be satisfactorily addressed prior to reappointment. If the lecturer's position includes studio teaching, then success in studio teaching shall be based also on student performance at jury examinations, proficiencies, recital hearings, departmental recitals, and outside performance success of students as appropriate, such as competition prizes and job audition placement. If the lecturer's role includes student recruitment, then the lecturer shall show success at recruiting high level students to the College of Music.

Service: Equivalent to the expectations of tenure-track faculty members. Service may include membership on divisional, college, and university committees, as well as graduate advising and participation on graduate degree committees. The faculty member should consult with the division chair at the beginning of each appointment period to determine appropriate service expectations. Any problems associated with service contributions will be discussed with the division chair and must be satisfactorily addressed prior to reappointment.

To be promoted to **Senior Lecturer**, the candidate should show evidence of having substantially met or exceeded all expectations at his/her current rank as documented by the merit evaluation process over the period of service since his/her initial appointment. Candidates shall also demonstrate a firm commitment to sustained professional growth and productivity as appropriate to the particular appointment, as well as a commitment to the teaching mission of the College of Music beyond his/her specific teaching assignments. To be hired as a Senior Lecturer, a candidate must have met all of the above standards at another institution or demonstrate preparedness to do so through equivalent professional experience.

To be promoted to **Principal Lecturer** or hired as Principal Lecturer, the candidate must meet or exceed the composite of all University and Divisional expectations for Lecturer and Senior Lecturer, and the University's standards for appointment as a Principal Lecturer. Further, a candidate for Principal Lecturer must demonstrate that (s)he has earned recognition in the profession as appropriate to his/her specialization well beyond the University or North Texas area. The Division may seek external letters from nationally recognized leaders in the candidate's field.

All promotion criteria must adhere to UNT Policy 06.005, Non-Tenure Track Faculty Reappointment and Promotion:

https://policy.unt.edu/sites/default/files/06.005_NonTenureTrackFacReappt.Pub__0.pdf

(4.8.3) Lecturer Compensation

Effective Date for Implementation: Fall 2009

Criteria for Promotion & Evaluation

Criteria for promotion and evaluation must be on file and approved by the Provost Office prior to implementation.

Promotion Rates

- Lecturer to Senior Lecturer: \$2,600 (compared to Assistant Professor to Associate Professor @ \$3,600)
- Senior Lecturer to Principal Lecturer: \$3,800 (compared to Associate Professor to Full Professor @ \$4,800)

Funding Source for Promotion

Funding for lecturer positions is contained in the university's Central Administration's Budget (same process as tenure-system faculty).

Merit Criteria

Criteria for "satisfactory" performance must be created prior to the distribution of merit to a Lecturer at any level.

Approved: Deans Retreat – October 2 & 3, 2008

(4.9) Adjunct Appointments

Adjunct appointments are made in the College of Music in cases when additional instruction is needed to meet enrollment demands or when a particular area of expertise is needed for courses, performance ensembles, or applied instruction. Decisions regarding adjunct appointments, including salary, are determined by the Division Chair, Senior Associate Dean for Academic Affairs, and the Dean. Adjunct contracts are for a single semester (spring, summer fall) and may be renewed depending on instructional need and budget availability. Specific responsibilities for adjunct appointments will be determined by the Division Chair, Senior Associate Dean for Academic Affairs, and the Dean. All adjuncts are responsible for approving audit rolls on-line at the start of each semester and submitting and approving grades at the conclusion of each semester.

(4.10) Teaching Appointments after Retirement

Tenured faculty members may, at the discretion of the relevant Division Chair and Dean, be engaged on a part-time basis after retiring from their tenured positions. Such appointments may be made either as Modified Service, as stipulated in [Faculty Retirement with Modified Service](#), University Policy Manual, Policy Number 06.054, or into adjunct positions.

In either case, continuation will be reviewed annually, although the upper limit for Modified Service will be defined in the Modified Service agreement. Salaries for Modified Service will be reckoned as a percentage of salary at the point of retirement, while adjunct salaries will be reckoned on an individual basis, as determined by the nature of the instruction requested by the College of Music.

(4.11) Emeritus Faculty

The title “Emeritus” may be conferred by the Board of Regents to a faculty member or librarian at the time of retirement, upon the recommendation of the department/unit, and with administrative approval.

To be eligible for emeritus status, a faculty member or librarian must:

- Be retiring from a tenured or continuing multiple year appointment;
- Have held such continuing appointment for at least ten years; and
- Have a record of distinguished service.

A university administrator, to be eligible for Emeritus status, must hold a faculty or librarian appointment, have served in a position at the dean level or higher, and have a record of distinguished service. For faculty or librarians recruited directly to administrative positions, the ten-year employment requirement is waived.

Emeritus Faculty nominations are submitted to the Dean and forwarded to the Provost’s Office in order to be considered by the Board of Regents. Nominations are generally accepted during the Spring semester. See UNT [Policy Number 06.013](#).

(4.12) Faculty Absences

Faculty members are expected to fulfill their teaching responsibilities and attendant duties in a professional fashion. When planning to be absent from campus for professional activities, a full-time faculty member must notify the division chair in advance and get the chair's signed approval on a [Faculty Application for Approval of Leave Form](#) (VPAA 150), as well as the signed approval of the Senior Associate Dean for Academic Affairs.

The Division Chair should be notified of travel schedules at least two weeks in advance.

All faculty travel (college funded, grant funded, and unfunded) must also be requested using the online travel request form: <https://media.music.unt.edu/travel/>

Faculty members are allowed up to three weeks of paid leave per semester for professional activities. These cannot be consecutive weeks. This is necessary to ensure that instruction is covered, and the faculty member's salary is not affected by the absence.

Absence Due to Illness

According to [Texas Government Code \(Chapter 661.203\)](#), "faculty members at institutions of higher education must submit prescribed leave forms for all sick leave even though no classes were missed, if the absence occurred during the normal workday for regular employees."

Regular full-time faculty members earn sick leave at the rate of eight (8) hours for each month or fraction of a month of paid employment. Regular part-time faculty members earn sick leave at their percentage of time employed times eight (8) hours for each month or fraction of a month of paid employment. For example, an individual employed for seventy-five (75) percent time will accrue six (6) hours monthly ($.75 \times 8 = 6$).

When illness necessitates absence from campus, the following procedures must be followed:

- On a daily basis, contact the division chair or division administrative assistant. The division will notify the administrative assistant for the Senior Associate Dean for Academic Affairs of the absence.
- If the faculty member is unable to do so, the Division Chair, upon notification, will make appropriate arrangements for classes, lessons, or other assignments.
- On returning to campus, sign the [Faculty Sick Leave Reporting Form](#) (VPAA 151), which may be found on the VPAA website.
- Faculty will report sick leave as actual time missed from their normal forty-hour (40 hour) workweek. Include each working day, Monday through Friday, except holidays. **Report all days ill, not just days on which classes were missed.**
- **Deans, Associate Deans, and Chairs must submit the [UPO-15 Form](#) for sick leave.**

For further information, please see the university policies listed below: [Sick Leave](#), University Policy Manual, Policy Number 05.050

(4.13) Emergency and Administrative Leave

A faculty or staff member will be granted emergency leave without the loss of regular pay for the reason of a death in the family. Under the Texas Government Code, for emergency leave purposes, “family” is defined as the employee’s spouse, or the employee’s or spouse’s parents, brother, sisters, grandparents, grandchildren, and children. The President or designee may consider other requests for emergency leave which do not meet the criteria above. Such leave will be designated as administrative leave. The granting of administrative leave is normally limited to cases involving unusual or emergency situations.

For further information, refer to the [Emergency/Administrative Leave Policy](#) (University Policy Manual, Policy Number 05.066).

(4.14) Family and Medical Leave

The federal Family and Medical Leave Act (FMLA) entitles eligible employees to take up to 12 weeks of unpaid, job-protected Leave for specified family and medical reasons during a 12-month, rolling-year period.

- Eligibility for FMLA requires at least 12 months state service, and at least 1,250 hours worked in the 12 months preceding the Leave.
- A request for FMLA should be made 30 days in advance, if possible.
- FMLA types to include Continuous, Intermittent and a reduced schedule.
- FMLA can be taken for the birth of a child, adoption/foster care, the employee's or an immediate family member's serious health condition, and exigency leave (covered family member active duty).
- To apply for FMLA, employees must first register and then apply online at www.fmlasource.com.

Additional information may be found at the following:

- Family and Medical Leave Act (UNT HR): <https://hr.untsystem.edu/family-and-medical-leave-act-fmla>
- Family and Medical Leave Policy (UNT Policy Manual, Section 05.064): <https://policy.unt.edu/policy/05-064>
- Parental Leave Policy (UNT Policy Manual, Section 05.061): <https://policy.unt.edu/policy/05-061>

(4.15) Leave of Absence Without Pay

A [Leave of Absence without Pay](#) is an authorized, temporary release of a faculty or staff member from the payroll. Leaves of absence are granted either under the provisions of applicable federal or state laws or by the University at the discretion of the employing department to protect employment and certain benefit rights for a specific period of time. The types of leave covered under this policy are listed below:

1. Family and Medical Leave
2. Parental Leave
3. Illness, Injury, or Pregnancy
4. On the Job Injury or Illness
5. Personal
6. Military Leave (Extended)
7. Disciplinary Suspensions

(4.16) University Travel Reimbursement

The travel office manages business travel and reimbursement (Travel & Non-Travel reimbursements) for faculty and staff at each of the UNT System components. All employees facilitate reimbursement (travel and non-travel expenses) by completing an Expense Report in Concur and submitting it through Concur's automated approval workflow. For mileage reimbursement, The Account/Fund holder is the ultimate authority for the amount that can be reimbursed with two exceptions:

- Reimbursement cannot exceed the actual mileage driven calculated by the current GSA rate (link to GSA mileage page).
- Mileage of the ordinary commute from the employee's residence to business headquarters is not reimbursable

Details may be found here: <https://finance.untsystem.edu/travel>

Travelers at UNT are classified by services and/or funding sources allowed for travel. The following are the classifications used to determine the type of services provided and funds that can be utilized for each classification of traveler.

Prospective Employee Travel

Reimbursements of travel expenses for a prospective employee is allowed and follows the normal approval process. Advance travel arrangements for prospective employees will be available through CTP.

Prospective Employee Spousal/Family travel

Travel expenses for a prospective employee's family are allowed with proper approval and will be reported to the Payroll Office as taxable income.

Student Travel

Currently enrolled student traveling on university related business are eligible to use CTP to assist with travel arrangements or they may have expenses reimbursed. Spousal Travel –Reimbursement of travel expenses for an employee's spouse is allowed with approval of the President/Chancellor in addition to the normal approval process.

Team/Group Travel

Travel involving at least one student and one employee of any member institution. Advance services through CTP are available for team/group travel, as well as reimbursement after travel. For cash advances, the employee will be designated as the custodian of the funds and is responsible for retraining all travel documentation.

For information regarding UNT Travel Reimbursement policies and procedures, refer to the travel guide (link above) and the university [Travel Policy](#), University Policy Manual, Policy Number 10.049. For information regarding Leave associated with travel and the appropriate forms to complete, see [Section 4.12](#).

(4.17) College of Music Faculty Travel Policy

- I. Only full-time UNT faculty members on continuing appointments at any rank (Professor, Associate Professor, Assistant Professor, Principal Lecturer, Senior Lecturer, Lecturer, and Resident Artist) are eligible to apply for faculty travel.
- II. The fund assists faculty with travel expenses while attending significant conferences or while presenting performances, clinics and scholarly papers at important academic meetings, gatherings of learned societies, engaging in important performance activities, serving as an officer of regional, national or international organizations or for official College business.
- III. UNT faculty travel funding may not exceed actual expenses less external funding. Total funding may not exceed the actual cost of expenses.
- IV. COM funding may be provided for one trip in each academic year. Any additional requests for travel funding should be directed to the Dean.
- V. Application for funding will be made at the beginning of each academic year through the Office of the Dean.
- VI. Provost's supplementary travel funds will be distributed through a separate process. A minimum match of \$300 must accompany each application. Supplementary funding may be provided for one trip in each academic year.

Approved August 16, 2012: Council of Division Chairs

(4.18) Supplemental Travel Policy

The Office of the Provost awards this fund to faculty who distinguish themselves and the University through major creative and scholarly activities. The fund assists faculty with travel expenses while presenting major scholarly papers and performances at important academic meetings and gatherings of learned societies, engaging in important and appropriate performance activities, and serving as the president or chief operating officer of national or international organizations, such as chairing or planning workshops and sessions for annual meetings.

Priority will be given to events that are national or international in scope.

- I. Assumptions
 - a. The purpose of this fund is to provide visibility for the University of North Texas, the College of Music and its faculty.
 - b. Only full-time UNT faculty members on continuing appointments at any rank (Professor, Associate Professor, Assistant Professor, Principal Lecturer, Senior Lecturer, Lecturer and Resident Artist) are eligible to apply for supplemental travel.
- II. Funds are awarded on a competitive basis to faculty members who verify their level of involvement and state the purpose of the trip. No faculty member will be approved for more than one Supplemental Travel grant per academic year.

Limitations and Priorities

- a. Funds are awarded only to supplement travel amounts provided by the College of Music, its divisions, or from external grants. Funds may not be used to supplement income earned for performances or other events that provide fees, travel, lodging, food, etc. beyond the level of appropriate reimbursable expenses. Travel funding may never be used to enable profit.
 - b. Priority will be given to activities that are national or international in scope and significance.
 - c. The only association office that is eligible for travel fund support is the presidency or chief operating officer of a national or international organization.
 - d. If faculty do not take an approved trip, they must inform the College of Music travel office, and they may reapply for supplemental travel funds for another trip.
- III. Eligible Scholarly Activities
 - a. Major performances, presentations and activities include general session papers, keynote addresses or other presentations made to a sizeable portion of those attending an academic meeting or gathering of a learned society.
 - b. In general, papers and performances should be refereed, invited, or the result of some type of rigorous selection process.
 - c. Support for performance activities will be made only for events that provide important visibility for the University of North Texas, the College of Music and its faculty such as concerts in major halls or at prestigious conferences.

Approved September 4, 2012: Council of Division Chairs

(4.19) Outside Employment

Faculty who wish to engage in regular off-campus employment must seek approval from their Chair and the Dean via the Request for Approval of Outside Employment form on the [UNT System](#) website. There must be an officially approved request on file as a record of any outside employment. This request is separate from a request for approval of leave (e.g., faculty may participate in outside employment that never requires missing a class).

Faculty are strongly encouraged to submit one form at the beginning of each year that names ongoing activities, including those taking place in the Metroplex (ex., a request could detail *x* number of Saturdays scattered throughout the academic year in which a faculty member is adjudicating, or a request could detail rehearsal and performance dates with the opera that require *x* number of days off-campus, but the lesson schedule is maintained).

The purpose of this policy is not to discourage outside employment, but to comply with the [Dual Employment and Other Activities Policy](#) (University Policy Manual, Policy Number 05.008).

(4.20) Employee Information and Personal Data

The University of North Texas (UNT) collects personal information from employees for the purpose of employment and benefits administration and protects this information from disclosure in accordance with federal and state law. Employees are responsible for updating personal information as needed or upon request. For further information regarding personnel files and employee information, see [Employee Information and Personal Data](#), (University Policy Manual, Policy Number 05.023).

College of Music Faculty Files

Staff members or administrators receiving copies of documentation that belongs in the College of Music faculty file will be responsible for filing the documentation. **Students should not access these files.** A complete listing of the pertinent documents is below:

Required Forms Upon Employment:

Offer Letter

Curriculum Vitae when initially hired

Transcripts when hired

HRM Forms

Other Required Personnel Documentation:

Annual Contract/Salary Letters

Current Curriculum Vitae Summer

Teaching Contracts Reappointment Letters

Change of Rank and Tenure

Notifications

Teaching Load Forms

Leave Request Forms

Teaching Evaluation Statistics

Other Forms (as pertinent):

Request for Approval of Outside Employment Forms Graduate Appointment Letters

Regents Appointment Letter

Faculty Development Leave Notification Letters

Faculty Research Grant Award Letters

Other Award Notification

External Commendations (received by the college administration)

Official Reprimands

Other official personnel correspondences

Faculty members may view the contents of their College of Music faculty file when accompanied by a designated staff member. Designated staff members to allow faculty access

to the personnel files are the Assistant to the Dean, Academic Affairs and the Assistant to the Dean, Executive.

Faculty members may request copies of the contents of their file and a designated staff member will arrange for a copy of the requested documents. Faculty may not remove documents from the official personnel file without the consent of the Dean.

The College of Music faculty files will be kept in locked file cabinets in or near the main office suite of the College of Music.