I. The final responsibility and authority for decisions concerning faculty evaluation rests with the director of the School of Music.

II. To be eligible for merit, each faculty member must submit his/her Faculty Annual Report (FAR) by the designated deadline date.

III. It should be recognized that:
   A. Evaluation will contain certain elements of subjectivity.
   B. Individual faculty are uniquely qualified to detail their academic and professional accomplishments.
   C. Administrative judgment is necessary to provide consistency in the total evaluation process.
   D. The expectation is that teaching will be the primary factor, with scholarship/creative activity being considered as well.
   E. Teaching activities should be 80-90 percent of a total workload, with the remaining 10-20 percent devoted to research/creative activity and service.

IV. Safeguards for confidentiality of personal evaluation material will be maintained.

V. The process of evaluating faculty is as follows:
   A. Each faculty member submits a brief, well-organized, accounting of his/her activities for the evaluation period. The Faculty Annual Report must follow the format listed below (IX AND X) and must be typed or computer-generated. The evaluation form is divided into three categories: teaching, scholarship/creative activity, and service.
   B. Each area (teaching, scholarship/creativity, and service) will be evaluated separately and assigned one of the following categories. The review process culminates in an overall evaluation.
      • Outstanding
        This evaluation category signifies extraordinary achievement, far exceeding the usual, which brings national or notable regional distinction and honor to the faculty member. It reflects exceptional work which has been achieved as a result of sustained effort and ongoing dedication to the highest standards of excellence and quality, thereby enhancing the individual’s professional reputation and visibility. It may also be given to persons whose service activity far exceeds the norm and has a major impact on the School of Music and/or the university.
      • Exceeds expectations
        This evaluation category signifies an overall contribution that exceeds the usual, particularly in effort expended and in quality of work done. All faculty should attempt to attain this level.
      • Fully meets expectations
        This evaluation category signifies that the individual is productive and handling all the responsibilities of his/her position in an efficient and high quality manner. It is the level of work expected of every faculty member.
      • Does not meet expectations
        This evaluation category signifies a level of work that does not meet the standards expected and required of faculty in the School of Music.
   C. The director reviews each Faculty Annual Report, considering all the information, and writes an evaluation letter for each member of the faculty. The director notifies each faculty member in writing of his/her evaluation.
   D. The director then meets with each faculty member at his/her request to discuss the faculty member's annual report and the evaluation letter.
   E. Application of the "raise pool" to the evaluation is determined by the director and should be included in the evaluation letter whenever possible.
   F. Appeals of the evaluation will be reconsidered by the director.
VI. Evaluation of Teaching

A. Evaluation of teaching has two components:
   1. Teaching and Related Activities
   2. Student Evaluations

B. Evaluation of Teaching and Related Activities
Faculty activity in the area of teaching is reported on the Faculty Annual Report. Teaching activities may include but are not limited to any of the following:
   1. Initiation or significant improvement of:
      a. teaching methods
      b. materials utilized (including texts, handouts, etc.)
      c. field observations/experiences/trips
      d. audiovisuals: films, video/audio tapes, records, slides, microfilms, etc.
      e. computer and other applications of technology
   2. Other local or on-campus teaching activity
      a. guest lectures, demonstrations, performances
      b. administration of departmental, school oral or practicum exams. Supervision and instruction of graduate assistants or other assigned students. Preparation of students for performance (specifically recitals, guest artist master classes, and competitions), senior project or theses.
   3. Professional Development
      a. attendance at workshops, conferences, master classes
      b. additional course work, degrees, certificates
      c. private study with master teacher
      d. observation/visitation of other programs
      e. self-studies resulting in significant course enhancement/development
   4. Recognition of Teaching Excellence
      a. awards - School, College, University, professional organization
      b. current and alumni student success
      c. enrollment in classes - student demand for elective classes
      d. recognition of quality ensemble performances - reviews, significant invitations, recordings, concert attendance
   5. Advising Students Enrolled in the School of Music
      a. type and number of students advised
      b. indicators of quality advising
   6. Recognition of Teaching Load
      a. contact hours
      b. number of students in sections
      c. nature of courses taught (i.e. paper grading, preparation time, contact hours per week, graduate/undergraduate, and other considerations relative to type of course)

C. Student Evaluation of Teaching
   1. It is the faculty member's responsibility to see that he/she is evaluated in all courses including applied lessons at least once per year. **Faculty may request an evaluation during any semester for any class with an enrollment of three or more students.** A faculty member may request evaluation for any course during any semester.
   2. The official Ohio University School of Music evaluation will be machine scored and results returned to each faculty member as early as possible, but no earlier than the following semester.
   3. It is expected that student ratings will vary, according to the teaching activity, and that the ratings will have to be interpreted in relation to each type of teaching activity (i.e. major courses, non-major courses, required courses, elective courses, number of students enrolled, applied ensemble, etc.).
   4. Additional information will be provided through the use of student comment forms. The comment forms will be distributed to students at the same time as the School of Music Evaluation Forms. They will be returned by each student or designated student to the office in the appropriate instructor's envelope. These comments will be given to the faculty member only.
IX. Evaluation of Scholarship/Creative Activity
   A. Scholarship/Creative Activity places emphasis on those activities which have an implied quality. These activities are primarily by invitation or selection and serve to enhance the individual's professional stature, thereby reflecting positively upon the university. Generally, these activities are off-campus.
   B. Scholarship/Creative Activity may include off-campus:
      1. performances
      2. lectures
      3. papers presented
      4. published articles, books, and reviews
      5. compositions commissioned, written and/or performed
      6. editor of music or text
      7. grants awarded
      8. adjudicating
      9. commercial use of one's creative activity
     10. consulting
     11. active participation within professional or governmental organizations (i.e. offices held, conventions or workshops coordinated, etc.).
     12. organization of professional events
   C. Campus activities (defined as taking place on any Ohio University campus) which may be included under Scholarship/Creative Activity are:
      1. guest lecturer, panelist or clinician in meetings or activities of professional organizations
      2. commissions
      3. guest soloist with an ensemble
      4. participant with a guest performer
      5. adjudicating
      6. guest performance
   D. Other on-campus activities are appropriate for inclusion under service.
   E. It remains the responsibility of the faculty member to be involved in ongoing projects and to describe its importance within their specific field of expertise.
   F. The primary evaluation of a large-scale project will take place upon its completion; however, progress on such projects will be evaluated annually.

X. Evaluation of Service
   A. Service is evaluated in terms of positive and effective contribution to the needs and goals of the School of Music and Ohio University.
   B. This includes involvement in recruiting activities.
   C. It also includes all tasks of an administrative nature, assigned jobs, committee work in the college, university, or school, general advising (i.e. University College), etc. Committees that are more time-intensive will receive greater credit.
   D. In addition, service includes papers, reports, demonstrations, recitals, concerts, and compositions presented on the Ohio University main (Athens) campus.
   E. Development and approval of any of the following:
      a. new permanent, interdisciplinary, or experimental courses
      b. new or significant changes in curriculum for major/minor
      c. new programs within the college
      d. new joint degree (interdisciplinary) programs within the university or with other universities
   F. Service may also include contributions to the cultural enrichment of the community or region.