Evaluation components
1. Faculty Annual Report
2. Student Evaluations
3. Teaching Observations
4. Director’s Letter of Evaluation

Annual Report
The FAR is available on the School of Music website under faculty resources. Also available are the guidelines for completing the FAR and a sample completed report. The report is designed to be a comprehensive listing of your teaching activity as well as creative activity and service.

Student Evaluations
You will receive an email from the music office approximately one month prior to the end of the semester reminding you to designate which classes you want to have evaluated. You must have every class you teach evaluated once per year. It is the faculty member’s responsibility to supply the class information to the office in order for the process to take place.

Teaching Observations
You will be observed twice per semester by the School of Music Director. Observations will be pre-arranged. The observation will include written comments and may also include a post-observation meeting if either the faculty member or director so desires.

Director’s Letter of Evaluation
The evaluative letter will consist of a summary of the faculty member’s activities, discussion of the student evaluation results, and comments from the teaching observation. The letter will contain both positive comments and suggestions for improvement if necessary. This evaluation will be used as part of the decision making process for raise pool money if available. The main emphasis will be on teaching effectiveness, with service and/or creative activity considered as secondary.