Herberger Institute for Design and the Arts

School of Music

Policies and Procedures of the Faculty

Approved by the faculty of the school on 12/03/2014

Approved by the dean on 1/20/15

Sent to the Provost on 4/20/15

**ARIZONA STATE UNIVERSITY**

**HERBERGER INSTITUTE FOR DESIGN AND THE ARTS SCHOOL OF MUSIC**

**POLICIES AND PROCEDURES OF THE FACULTY**

**APPROVED BY THE SCHOOL OF MUSIC FACULTY
DECEMBER 3, 2014**

TABLE OF CONTENTS

1. PREAMBLE
2. PERSONNEL COMMITTEE
3. PROMOTION AND TENURE
4. PROBATIONARY REVIEW
5. ANNUAL PERFORMANCE EVALUATION
6. SABBATICAL LEAVES
7. CURRICULUM COMMITTEES
8. STUDENT GRIEVANCES
9. APPENDICES

 Appendix A – Annual Responsibility Assignment Form

 Appendix B – Faculty Activities Report

 Appendix C – Promotion Criteria

**I. Preamble**

The School of Music *Policies and Procedures Manual* contains information regarding the regulations governing the actions of a large and diverse community of performers, composers, teachers, practitioners, and scholars. The School of Music faculty functions within the range of its authority and responsibility as prescribed by the laws of the State of Arizona, the policies established by the Arizona Board of Regents (ABOR), including the Conditions of Faculty Service, and the policies established by Arizona State University (ASU), including the Arizona State University Academic Constitution and Bylaws, and the Academic Affairs Policies and Procedures Manual (ACD Manual).

In the event of an inconsistency or conflict, applicable law and Board of Regents’ policies supersede University policies, University policies supersede the Herberger Institute for Design and the Arts (HIDA) policies, which supersede those of the School of Music.

The University reserves the right to add, amend, or revoke any of the contained rules, policies, regulations, and instructions or incorporate additional ones, with or without notice, as circumstances or the good of the university community may require. The School of Music faculty, in accordance with the School of Music Bylaws and with Robert’s Rules of Order, may revise this document.

For University policy regarding post tenure review, see [ACD 506-11](http://www.asu.edu/aad/manuals/acd/acd506-11.html). Regarding performance improvement plan see [ACD 506-11](http://www.asu.edu/aad/manuals/acd/acd506-11.html); and regarding faculty appeals of annual evaluations, see [ACD 506-10](http://www.asu.edu/aad/manuals/acd/acd506-10.html). Faculty grievance policies and procedures are addressed in ACD 509-01 and ACD 509-02**.** Procedures and policies for academic professionals in schools (and in the unit in the HIDA that is not a school) are similar to those for faculty, but there are no school faculty committees involved; see [ACD 507-05](http://www.asu.edu/aad/manuals/acd/acd507-05.html), [ACD 507-06](http://www.asu.edu/aad/manuals/acd/acd507-06.html), [ACD 507-07](http://www.asu.edu/aad/manuals/acd/acd507-07.html), [ACD 507-08](http://www.asu.edu/aad/manuals/acd/acd507-08.html), [ACD 507-09](http://www.asu.edu/aad/manuals/acd/acd507-09.html), ACD 509-01, and ACD 509-03 for policies and procedures for academic professionals.

**II. Personnel Committee**

***A. The School of Music Personnel Committee Purpose and Function***

The School of Music Personnel Committee fulfills the rights of the faculty as provided in [ACD 111](http://www.asu.edu/aad/manuals/acd/acd111-01.html) to make recommendations through the representative voting process on matters of the appointment, retention, and evaluation of faculty members and academic professionals as a part of the promotion, tenure, and the post-tenure review processes. The Personnel Committee also reviews and makes recommendations on faculty proposals for sabbatical leaves.

***B. Personnel Committee Membership***

1. Membership of the Personnel Committee is specified in the School of Music Bylaws.
2. Members may not serve concurrently on this committee and on any University or Institute-level Personnel Committee ([ACD 111-01](http://www.asu.edu/aad/manuals/acd/acd111-01.html)).

**III. Promotion and Tenure**

This section describes the School of Music policies and procedures for review of tenure applications from tenure-eligible faculty members and promotion applications from tenure-eligible faculty members, tenured faculty members, clinical faculty members, lecturers, professors of practice, and research faculty members. Faculty membership, appointment categories, ranks and titles are defined in [ACD 505-02](http://www.asu.edu/aad/manuals/acd/acd505-02.html). Faculty members should consult the University Provost website ([provost.asu.edu/promotion\_tenure](https://provost.asu.edu/promotion_tenure)) for current guidance on the process for promotion or tenure, including the timeline and the contents of the portfolio of materials to be submitted for review.

In carrying out its duty to make recommendations regarding applications for promotion and/or for tenure, the School of Music Personnel Committee is bound by all relevant ABOR and ASU policies and procedures, the HIDA policies and procedures, and by the School of Music policies and procedures described in this document.

The ASU university-level criteria for tenure are listed in [ACD 506-04](http://www.asu.edu/aad/manuals/acd/acd506-04.html), and the ASU university-level criteria for promotion to each rank are listed in [ACD 506-05](http://www.asu.edu/aad/manuals/acd/acd506-05.html). The Herberger Institute requires each school to develop and maintain criteria for promotion and tenure specific to: the rank sought by the candidate, the disciplines and any sub-specialty of the disciplines. The School of Music teaching, research/creative activity, and service criteria document contains this information (See Appendix C).

***A. Promotion and Tenure***

The Personnel Committee, democratically elected as provided for in the School of Music Bylaws and in accordance with HIDA Policies and Procedures, prepares recommendations for tenure and/or promotion for consideration by the Director of the School of Music, the HIDA Personnel Committee and the Dean.

***B. Review Materials***

Faculty members should consult the University Provost website ([provost.asu.edu/promotion\_tenure](https://provost.asu.edu/promotion_tenure)) for current guidance on the process for promotion or tenure, including the timeline and the contents of the portfolio of materials to be submitted for review. After the tenure and/or promotion process is initiated, the individual faculty member is responsible for submitting to the Director of the School of Music documentation and evidence necessary for a complete review, consistent with Provost requirements and including any specialized material required for review. Faculty should follow guidelines established by the provost’s office, the HIDA, and in particular, the School of Music. For review for tenure, evidence should focus on accomplishments while at ASU. Evidence of experience and accomplishments prior to appointment at ASU may also be included for tenure and promotion to associate professor, but the focus should be on accomplishments while within the ASU environment.

In addition to the materials submitted by the candidate, the director shall obtain evaluations from external reviewers outside of ASU. The candidate plays a role in building a list of possible external reviewers with the director, following guidelines from the provost’s office. The dean or associate dean must approve the list of possible external reviewers in consultation with the director.

External reviewers are typically from aspirational peers or other highly respected institutions but cannot have a close professional or personal connection with the candidate. Appropriate materials about the school and from the candidate’s application are sent to the external reviewers by the director. All evaluations or letters from external reviewers must be included in the materials sent forward in every step of the review process.

In addition, the director must include material regarding the quality of teaching and effectiveness of instructional activity by the faculty candidate. Consideration of teaching effectiveness must include, but should not be limited to, course evaluations from students. Candidates should include evidence of excellence in teaching and mentoring as outlined in the provost’s guidelines. The director should contextualize student course evaluation scores.

***C. Procedure***

The Personnel Committee reviews all the material submitted by the faculty candidate and collected by the director and makes a recommendation to the director. The Personnel Committee must submit a single report that includes the range of views of the committee members. Each participating committee member must sign the report. The chair of the committee signs the Request for Academic Personnel Action form on behalf of the committee.

The Director of the School of Music will consider the evidence and the recommendations of the Personnel Committee and will write a detailed report and recommendation to the HIDA Personnel Committee and the dean. In the case of joint appointments, where the appointment is across academic units, and where one of the two units is a school within the HIDA, input from the partner unit outside of the HIDA is required. See [ACD 505-04](http://www.asu.edu/aad/manuals/acd/acd505-04.html) for additional information about joint appointments.

Prior to submitting the portfolio, recommendations, and other materials to the dean, the director will provide an oral statement of the strengths and weaknesses of the tenure and/or promotion case to the candidate based on the reviews of the Personnel Committee and the director. Once submitted to the HIDA Personnel Committee and the dean, the process continues as outlined in the HIDA Policies and Procedures (See III. C. in HIDA policies and procedures: <http://herbergerinstitute.asu.edu/faculty/academic/bylaws/documents/HIDA_Policies_and_Procedures_Manual2014.pdf>). In accordance with [ACD 506-04](http://www.asu.edu/aad/manuals/acd/acd506-04.html), the candidate may choose to withdraw from further consideration by written statement to the dean either after the director's review or after the dean's review. See [ACD 509-02](http://www.asu.edu/aad/manuals/acd/acd509-02.html) for information about grievances regarding tenure review.

**IV. Probationary Review**

Faculty members who are on a tenure track but have not yet received tenure are referred to as [probationary faculty](http://www.asu.edu/aad/manuals/acd/acd505-02.html). In accordance with [ACD 506-03](http://www.asu.edu/aad/manuals/acd/acd506-03.html), the Director of the School of Music will consult with school faculty and provide feedback annually to probationary faculty about their progress towards tenure. The director provides a written summary of the feedback to the faculty member and the dean.

This feedback typically occurs at the same time and is based on the same material submitted for the annual performance evaluation (see Section V), but is distinct from it. A review of progress toward tenure is both prospective – reflecting the school’s estimation of future promise – as well as retrospective – assessing achievements during the full probationary period. By contrast, the annual performance evaluation emphasizes accomplishments within the most recent three years (with substantial emphasis on the most recent year), is not guided by the criteria for tenure, and generally does not attempt to assess long-range future potential for achievement.

In addition, probationary faculty members must receive a formal and more detailed probationary review midway through their probationary period. For faculty members appointed as assistant professors, this review is generally conducted during the third year, and the tenure review is conducted no later than the sixth year. For faculty members appointed as non-tenured associate or full professors, the probationary review is conducted midway through the probationary period; if the probationary period is four years, the review occurs in the second year, but if the probationary period is five or six years, the review occurs during the third year. Faculty members interested in early consideration for promotion and/or tenure should consult with the director about the possibility of applying for tenure prior to their final probationary year.

The purpose of the annual progress toward tenure review and of the formal, more detailed probationary review is to give a probationary faculty member multiple appraisals of his or her progress toward earning tenure.

The formal probationary review midway through the probationary period closely resembles the tenure review, with the exception that external review letters are not required.

The University Provost’s website should be consulted for guidance on what the portfolio should contain and the details of the process. Instructions from the director guide probationary faculty members about the format of the materials to be submitted, in keeping with the criteria for the faculty member’s discipline. Faculty members should follow provost guidelines carefully.

The School of Music Personnel Committee and the director must review materials prepared by probationary faculty members according to instructions received from the provost. Once submitted to the HIDA Personnel Committee and the dean, the process continues as outlined in the HIDA Policies and Procedures (See section IV: <http://herbergerinstitute.asu.edu/faculty/academic/bylaws/documents/HIDA_Policies_and_Procedures_Manual2014.pdf>).

See [ACD 506-03](http://www.asu.edu/aad/manuals/acd/acd506-03.html) for further information about faculty probationary appointments, extension of probationary periods, probationary review, conditional retention, and termination. See [ACD 509-02](http://www.asu.edu/aad/manuals/acd/acd509-02.html) for information about grievances regarding probationary review.

**V. Annual Performance Evaluation**

1. ***Overview***

The Annual Performance Evaluation (hereafter “evaluation”) is a thorough review of an individual faculty member’s contributions through teaching, research/creative activity, and service. In accordance with [ACD 506-10](http://www.asu.edu/aad/manuals/acd/acd506-10.html), the School of Music conducts an evaluation of all faculty members and academic professionals with an appointment of 50% FTE or greater each year. Faculty members with less than a 50 percent FTE appointment may or may not be evaluated annually at the dean’s discretion. Faculty membership, appointment categories, ranks, and titles are defined in [ACD 505-02](http://www.asu.edu/aad/manuals/acd/acd505-02.html).

The evaluation must be conducted by faculty peer review and by the school director, with further review by the dean of the HIDA. The School of Music has devised its policies and procedures for the Annual Performance Evaluation within the guidelines established by ABOR, the university, and the HIDA, and these policies and procedures have been approved by the dean and the provost. The evaluation serves three purposes: to encourage faculty to establish goals for continued academic progress; to guide decisions about salary adjustments; and to institute the first step in the post-tenure review process for tenured faculty. Although the evaluation occurs annually, a 36-month review period is considered for purposes of compensation and post‑tenure review with substantial emphasis on the current year, per [ACD 506-10](http://www.asu.edu/aad/manuals/acd/acd506-10.html). The Annual Performance Evaluation is retrospective and is a process independent of the promotion and tenure process.

The Personnel Committee and the director are responsible for conducting the evaluations for all faculty members at 50% FTE or greater, per [ACD 505-02](http://www.asu.edu/aad/manuals/acd/acd505-02.html), and for ensuring that there is a process in place that includes peer review. The relative weights given to teaching, research/creative activity, and service in the evaluation are set by the annual responsibility assignment (See Appendix A). A standard assignment distribution includes a 40% teaching, 40% research/creative activity, and 20% service. Flexible responsibility assignment agreements for tenured and non-tenure track faculty members will emphasize the different skills of each faculty member, provided that these skills contribute to productivity and to achievement of the goals of the school and of the HIDA. Flexible responsibility assignment agreements are not ordinarily available to probationary faculty members. The director is also responsible for ensuring that all faculty members are knowledgeable about the evaluation criteria and that all who participate in the peer review process understand how the criteria are to be applied. Further, it is the director's responsibility to see that the annual evaluations are completed by the due date annually as defined by the dean’s office based on provost office deadlines in each academic year.

1. ***The Ratings***

Through the evaluation process, separate ratings will be given to the faculty by the Personnel Committee and the Director of the School of Music in each of three areas: teaching, research/creative activity, and service. An overall rating will also be given, combining the three area ratings weighted by the distribution of effort assigned to each.

Consistent with university and the HIDA policy, the School of Music uses [five distinct ratings](http://www.asu.edu/aad/manuals/acd/acd506-10.html). These are: (5) exceptionally meritorious, (4) highly meritorious, (3) meritorious, (2) satisfactory, and (1) unsatisfactory. Ratings also may include a “0.5” increment. Ratings from the two prior years in each category of teaching, research/creative activity, service, and overall must be included in the summary document provided with the director’s evaluation.

1. ***Definitions of Teaching, Research/Creative Activity, and Service***

The following definitions of Teaching, Research/Creative Activity, and Service provide a broad framework for the School of Music. These guidelines have been approved by the faculty, the director and the dean of the HIDA.

1. Teaching

The evaluation of teaching and instructional activity broadly considers the ways in which a faculty member contributes in a professional manner to the engagement of students with the discipline in the school, the HIDA, the University, and the community. Teaching loads and course distributions are determined by the director and faculty in consultation and are confirmed in writing annually using the Annual Responsibility Assignment Form (see Appendix A). Annual evaluations of teaching completed by the Personnel Committee and the director consider both the quantity and quality of teaching in the context of the faculty workload assignment as documented on the Annual Responsibility Assignment Form. Innovations in teaching, student and alumni accomplishments, and student evaluations of instruction also are used in assessing performance in the area of teaching.

1. Research/Creative Activity

Research/creative activity broadly encompasses the ways in which a faculty member remains current with and contributes to his or her discipline. Research/creative activity is regarded as the inquiry into and/or the production and transmission of knowledge discovery, culminating in dissemination of that knowledge and/or outcomes of that research/creative activity. Annual evaluations of research/creative activity completed by the Personnel Committee and the director consider both the quantity and the quality of performance in the context of the faculty workload assignment as documented on the Annual Responsibility Assignment Form.

1. Service

The evaluation of service broadly considers the ways in which a faculty member contributes his or her professional expertise to the school, the HIDA, and ASU, to local, regional, national, and international communities, and to various other constituencies. As degrees of involvement in service activities may vary substantially, the faculty member must provide information addressing the scope of involvement in each activity cited. Annual evaluations of service completed by the Personnel Committee and the director consider both the quantity and quality of performance in the context of the faculty workload assignment as documented on the Annual Responsibility Assignment Form.

Faculty members may provide a statement of diversity in the form of contributions to minority recruitment and/or cultural diversity. The statement of diversity may be incorporated as a category of its own, or may be included within any one of the other three categories.

General distinctions as to quality and quantity expected in each category of teaching, research/creative activity, and service, as well as their value and significance take into account the differences in disciplines within the School of Music. Guidelines developed by the faculty of the School of Music are contained in the School of Music teaching, research/creative activity, and service criteria document (See Appendix C). Such guidelines have been approved by the director of the school, the dean of the HIDA, and the University Provost.

***D. Evaluation Operational Principles***

The School of Music follows the Evaluation Operational Principles outlined in the HIDA policies and procedures document. See [herbergerinstitute.asu.edu/faculty/academic/bylaws/documents/HIDA\_Policies\_and\_Procedures\_Manual2014.pdf](http://herbergerinstitute.asu.edu/faculty/academic/bylaws/documents/HIDA_Policies_and_Procedures_Manual2014.pdf); page 10-11.

***E. Evaluation Operational Procedures***

1. These policies and procedures are the means by which thoughtful, meaningful evaluation can occur and identify the data and/or observation on which the Annual Performance Evaluation is based as mandated in the HIDA policies and procedures. Faculty are required to complete and submit an annual Faculty Activities Report (see Appendix B) which documents their efforts and achievements with respect to teaching, research/creative activity, and service based on their Annual Responsibility Assignment Form. They should also respond to any suggestions for improvement from prior evaluations. Faculty must also submit an updated *curriculum vitae*.

2. Faculty members are responsible for preparing all materials required by the school for their annual performance evaluation. The director of the School of Music notifies the faculty which performance evaluation materials are needed and the deadline for submission. If a faculty member fails to submit evaluation materials by the school deadline, the director notifies the faculty member of the missed deadline and allows an additional 10 days for the faculty member to submit an appropriate report. If a faculty member does not submit the required materials, the faculty member will receive an unsatisfactory rating.

If a faculty member is scheduled to be on sabbatical when the report and materials are due, the faculty member must submit the report and materials before the sabbatical leave begins. The faculty member then has 30 days upon return from sabbatical leave to receive the evaluation and acknowledge receipt by signature.

3. Faculty who participate as [affiliated faculty](http://www.asu.edu/aad/manuals/acd/acd505-04.html) (see [ACD 505-04](http://www.asu.edu/aad/manuals/acd/acd505-04.html)) in another unit (department, center, institute, or program) or who hold a joint appointment must document their contributions to these programs. These contributions will be taken into account in the annual performance evaluation.

4. The School of Music Personnel Committee receives the materials submitted by the faculty member, the faculty member’s workload forms and syllabi for each semester of the review year, the signed Annual Responsibility Assignment Form, and student evaluation reports.

5. Based on the criteria set forth in these policies and procedures, the Personnel Committee completes its evaluation and rating for each faculty member and forwards its decisions to the director by written and signed report. This report considers both the quantity and quality of the faculty member’s work in the previous 36 months with substantial emphasis on the current year.

6. The director examines the material provided for the review and makes an independent evaluation and rating of the faculty member’s performance in the areas of teaching, research/creative activity, and service, and a weighted overall rating for each faculty member. The director also writes a report that comments on strengths, weaknesses, needed improvement, opportunities for growth, and expectations for future distribution of effort and performance.

7. The director shares the completed school evaluations with the individual faculty member. The faculty member acknowledges receipt of the performance evaluation by signing the director’s report. A faculty signature on the school evaluation does not indicate that the faculty member concurs with the director’s evaluation; however, a signature does start the 30 working day deadline for a faculty member to appeal the director’s evaluation to the dean (ACD 506-10, Appeals section). The entire performance evaluation is then forwarded to the HIDA dean, which includes the Annual Responsibility Assignment Form for the calendar year under review, the negotiated Annual Responsibility Form for the next year, the Personnel Committee’s report and ratings, and the director’s report and ratings.

**VI. Sabbatical Leaves**

Faculty members with tenure who have completed six years of full-time continuous service since their last sabbatical with the rank of assistant professor or higher at ASU are eligible to apply for [sabbatical leave](http://www.asu.edu/aad/manuals/acd/acd705.html). Assistant professors are eligible contingent on the awarding of tenure in their sixth year. Academic professionals with continuing status and six years of full-time continuous service at ASU are also eligible. A sabbatical leave is not deferred compensation and is not granted automatically, but is granted or denied on the merits of the proposal and the needs of the School of Music, the HIDA, and the university. A report addressing accomplishment of the purposes stated in the application for sabbatical leave is required after the sabbatical is completed in order to maintain the integrity of the process. See [ACD 705](http://www.asu.edu/aad/manuals/acd/acd705.html) for more information on activities allowed during sabbatical leaves, obligations to the university during sabbatical leaves, duration and timing of sabbatical leaves, changes to approved sabbatical leaves, compensation and supplemental pay during sabbatical leave, and obligations upon return to service at the university. Consult the provost’s website for details on the process used for applying for sabbatical leave.

Faculty members considering applying for a sabbatical leave will discuss their intent with the director before the end of the spring term in the academic year preceding the application for proposed sabbatical leave. In determining the eligibility of the faculty member for a sabbatical leave the director takes into consideration the staffing needs for the various curricula of the school, and the potential changes to course offerings, teaching assignments, and schedules that need to be made to accommodate the sabbatical leave.

Sabbatical application forms appear on the provost’s website: [provost.asu.edu/promotion\_tenure](https://provost.asu.edu/promotion_tenure) In addition to the application form, the faculty member will supply a brief description of the sabbatical project (not to exceed two pages), a current curriculum vitae, a report of the outcomes of any prior sabbaticals, and three letters of evaluation by persons competent to evaluate the project. Supplementary materials may be provided under separate cover. Completed applications are due to the director by the start of the academic year preceding the academic year for the proposed sabbatical leave. The director, at his or her discretion, may seek external consultation regarding the sabbatical application.

The School of Music Personnel Committee evaluates the sabbatical proposal and all supplementary materials with respect to: (1) the potential value to the school’s teaching programs, (2) probable enhancement of the applicant’s effectiveness as a member of the faculty, (3) potential value to the reputation of the university, (4) contribution to knowledge in the discipline, and (5) provision of outstanding service to the university. The Personnel Committee provides a written recommendation signed by all members of the committee to the director.

The director considers the recommendation of the Personnel Committee, evaluates the application and the school’s needs, and provides a written recommendation regarding the application to the dean’s office within 30 days after the beginning of the academic year before the requested leave. The director must also indicate in writing to the dean the ability of the school to cover the teaching and student supervisory needs of the school without additional funding. Once submitted to the HIDA Personnel Committee and the dean, the process continues as outlined in the HIDA Policies and Procedures (See section VI: <http://herbergerinstitute.asu.edu/faculty/academic/bylaws/documents/HIDA_Policies_and_Procedures_Manual2014.pdf>).

Other leaves of absence are discussed in [ACD 701](http://www.asu.edu/aad/manuals/acd/acd701.html), [ACD 702-02](http://www.asu.edu/aad/manuals/acd/acd702-02.html), [ACD 702-03](http://www.asu.edu/aad/manuals/acd/acd702-03.html), [ACD 702-04](http://www.asu.edu/aad/manuals/acd/acd702-04.html), [ACD 703](http://www.asu.edu/aad/manuals/acd/acd703.html), [ACD 704-01](http://www.asu.edu/aad/manuals/acd/acd704-01.html), [ACD 706](http://www.asu.edu/aad/manuals/acd/acd706.html), [ACD 707](http://www.asu.edu/aad/manuals/acd/acd707.html), [ACD 708](http://www.asu.edu/aad/manuals/acd/acd708.html), and [ACD 710](http://www.asu.edu/aad/manuals/acd/acd710.html).

**VII. Curriculum Committees**

The School of Music Bylaws call for a Graduate Curriculum Committee and an Undergraduate Curriculum Committee. Membership on these committees is specified in the School of Music Bylaws.

***A. Graduate Curriculum Committee***

The Graduate Curriculum Committee reviews and evaluates existing and proposed curricula for all graduate degrees, graduate concentrations and graduate certificates in the School of Music and makes recommendations regarding approval to the faculty. Curriculum proposals may include new degree program proposals, substantive modifications to current degree programs, disestablishment of degree programs; new concentration proposals, substantive modifications to current concentrations, disestablishment of concentrations; new certificate program proposals, substantive modifications to current certificate programs, and disestablishment of certificate programs. The committee also examines cross-institute proposals at the graduate level requiring school review and support. As part of its examination, the committee reviews new or revised curricula for duplication of or omissions in courses and programs.

Once a curricular proposal receives approval from the faculty, the School of Music administration submits the required materials either via the course approval system for courses or to the associate dean for other curricular/program proposals. Once submitted to the associate dean, the process continues as outlined in the HIDA Policies and Procedures (See section VII. A.: <http://herbergerinstitute.asu.edu/faculty/academic/bylaws/documents/HIDA_Policies_and_Procedures_Manual2014.pdf>).

***B. Undergraduate Curriculum Committee***

The Undergraduate Curriculum Committee reviews and evaluates existing and proposed curricula for all undergraduate degrees, undergraduate concentrations and undergraduate certificates in the School of Music and makes recommendations regarding approval to the faculty. Curriculum proposals may include new degree program proposals, substantive modifications to current degree programs, disestablishment of degree programs; new concentration proposals, substantive modifications to current concentrations, disestablishment of concentrations; new certificate program proposals, substantive modifications to current certificate programs, and disestablishment of certificate programs. The committee also examines cross-institute proposals at the graduate level requiring school review and support. As part of its examination, the committee will review new or revised curricula for duplication of or omissions in courses and programs.

Once a curricular proposal receives approval from the faculty as mandated in the school’s bylaws, the School of Music administration submits the required materials either via the course approval system for courses or to the associate dean for other curricular/program proposals. Once submitted to the Associate Dean, the process continues as outlined in the HIDA Policies and Procedures (See section VII. B.: <http://herbergerinstitute.asu.edu/faculty/academic/bylaws/documents/HIDA_Policies_and_Procedures_Manual2014.pdf>).

**VIII. Student Grievances**

 The School of Music follows the [ASU grievance policy](https://catalog.asu.edu/index.php?q=appeal), which is described in full in the HIDA policies and procedures: See [herbergerinstitute.asu.edu/faculty/academic/bylaws/documents/HIDA\_Policies\_ and\_Procedures\_Manual2014.pdf](http://herbergerinstitute.asu.edu/faculty/academic/bylaws/documents/HIDA_Policies_and_Procedures_Manual2014.pdf); pp. 15-17.

**Appendices**

Appendix A – Annual Responsibility Assignment Form

**Herberger Institute for Design and the Arts, Annual Responsibility Assignment Form (To be used in formalizing assignments for the \_\_\_\_\_\_ calendar year)**

 Last Name First

Annual Reviews and Post Tenure Reviews of faculty will examine how they have performed in relation to the distribution of their effort among the areas of teaching, research and service. It is important, therefore that a record of the assignment be recorded prior to the start of the calendar year.

Areas of Responsibility in Making the Assignment.

I. Chair/Director. It is the responsibility of the chair/director to ensure that each faculty member is assigned a set of activities that, if completed satisfactorily, constitutes a full load. These assignments should be annual, should be established following approved policies, and should be arrived at only after consulting with faculty about their preferences. It is the chair’s/director’s responsibility to make assignments that reflect an appropriate use of a faculty member’s time.

II. Faculty. Each faculty member should accept the assigned responsibilities and expect to provide service in support of institutional needs that select a full load. He/She should expect that the quality of these activities and their importance to the institution will be the basis of post-tenure review evaluations. Faculty members should recognize that assignments/contributions will vary among faculty members and from year to year.

Effort distribution for the state-supported aspect of the \_\_\_\_\_\_ academic year appointment. [[1]](#footnote-1)

|  |  |  |  |
| --- | --- | --- | --- |
| Teaching Contribution | Research/Creative Activity | Service | Total |
|  %  | %  | % | 100% |

**Provide detail on the most significant items and/or responsibilities in each area:**

Teaching: (include anticipated enrollment)

Research/Creative Activity:

Service:

## Authorization/Concurrence Signatures

Chair/Director This is the assignment that has been made of \_\_\_\_\_\_ (year).

 It reflects a load appropriate for the FTE Chair/Directors Signature Date

Faculty Member I acknowledge and accept this assignment Faculty Member Signature Date

Appendix B – Faculty Activities Report

**Herberger Institute for Design and the Arts**

**Annual Evaluation of Faculty**

**Faculty Activities Report**

Arizona State University School of Music

FacultyAnnual and Post Tenure Activities Report

\_\_\_\_\_\_\_\_ Calendar Year

|  |
| --- |
| Name |
| Rank | Year Current Rank Achieved |

**Distribution of Effort** (percentages as arranged with the director)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Review Year** | **Teaching** | **Research/ Creative Activity** | **Service** | **Total** |
| **Current Year** |  |  |  | **100%** |
| **1 year prior** |  |  |  | **100%** |
| **2 years prior** |  |  |  | **100%** |

Attachments:

Current curriculum vitae.

|  |
| --- |
| USING THIS FORMTable cells will automatically expand to accommodate additional text. Insert and delete table cells as needed. Please delete any categories that do not apply to your review.To add rows, select then copy and paste. To select a row, click in the left margin next to the cell. To select multiple rows, shift-click each row to be edited. To copy, choose “Copy” from the Edit pull-down menu, click on the “Copy” button in the toolbar or use the key combination Command + C (Mac) or Ctrl + C (PC). To paste, choose “Paste” from the Edit pull-down menu, click on the “Paste” button in the toolbar or use the key combination Command + V (Mac) or Ctrl + V (PC). Form is best viewed in draft mode (select “Draft” from the “View” pull-down menu). |

School of Music

FacultyAnnual and Post Tenure Activities Report

\_\_\_\_\_\_\_\_ Calendar Year

|  |
| --- |
| Teaching  |

### Report only on activities that pertain to teaching at ASU (as reflected on your workload form). Any off-campus teaching should be listed under research/creative activities or service.

### Area coordinators: List your accomplishments under “teaching” only.

|  |  |  |
| --- | --- | --- |
| Spring  | Load Total | # |
| Courses TaughtPrefix/Number | Title | Enrollment |
|  |  | # |
|  |  | # |
|  |  | # |
|  |  | # |
|  |  | # |

|  |  |  |
| --- | --- | --- |
| Fall  | Load Total | # |
| Courses TaughtPrefix/Number | Title | Enrollment |
|  |  | # |
|  |  | # |
|  |  | # |
|  |  | # |
|  |  | # |

|  |
| --- |
| Student Advisory Committees |
| Number | Description | Chair | Member |
| # | MM | # | # |
| # | DMA | # | # |

|  |
| --- |
| Student Recital Supervision |
| Undergraduate | Masters | Doctoral |
| # | # | # |

### Mentoring (e.g., student advisement, MT/MusEd supervision, supervision of honors projects, graduate theses and/or dissertations, independent studies)

|  |
| --- |
| Student name(s) |
| Description |
| Student name(s) |
| Description |
| Student name(s) |
| Description |
| Student name(s) |
| Description |

### Teaching Innovations (e.g., curriculum development, creation and teaching of new courses, revision and improvement of course materials, implementation of computer-based instruction)

|  |
| --- |
| Description |
| Description |
| Description |
| Description |

### Teaching Awards, Nominations, Honors, Grants and Contracts

|  |  |
| --- | --- |
| Title and sponsor | Date |
| Description |
| Title and sponsor | Date |
| Description |
| Title and sponsor | Date |
| Description |
| Title and sponsor | Date |
| Description |

### Current Student and Alumni Achievements

|  |
| --- |
| Student name |
| Description |
| Student name |
| Description |
| Student name |
| Description |
| Student name |
| Description |

# Other Teaching Contributions

|  |  |
| --- | --- |
| Program title | Date(s) |
| Description |
| Program title | Date(s) |
| Description |
| Program title | Date(s) |
| Description |
| Program title | Date(s) |
| Description |

|  |
| --- |
| **Research and Creative Activity** |

* **Books**
* **Monographs**
* **Essays or chapters in a book**
* **Textbooks**
* **Compositions**
* **Commercial recordings**

|  |  |
| --- | --- |
| Title | Date(s) |
| Description |
| Title | Date(s) |
| Description |
| Title | Date(s) |
| Description |
| Title | Date(s) |
| Description |

* **Performances (e.g. recitals, concerto performances, chamber music programs, large ensemble performances, theater productions)**
* **Broadcasts**
* **Performances as conductor, director, or artistic supervisor**
* **Performances of faculty member’s work**

|  |  |  |
| --- | --- | --- |
| Program | Location | Date(s) |
| Description |
| Program | Location | Date(s) |
| Description |
| Program | Location | Date(s) |
| Description |

* **Refereed journal articles**
* **Papers in published conference proceedings**
* **Papers read at professional meetings**
* **Published book/material reviews**

|  |  |
| --- | --- |
| Title and reference information | Date |
| Description |
| Title and reference information | Date |
| Description |
| Title and reference information | Date |
| Description |
| Title and reference information | Date |
| Description |

* **Juried and/or invited lectures presentations**
* **Professional workshops**
* **Master classes**
* **Clinics**

|  |  |
| --- | --- |
| Title and sponsor | Date |
| Description |
| Title and sponsor | Date |
| Description |
| Title and sponsor | Date |
| Description |
| Title and sponsor | Date |
| Description |

### Awards

### Grants

### Honors

### Commissions and Contracts Reflecting Research Accomplishments

|  |  |
| --- | --- |
| Name and organization  | Date(s) |
| Description |
| Name and organization  | Date(s) |
| Description |
| Name and organization  | Date(s) |
| Description |
| Name and organization  | Date(s) |
| Description |

### Articles, reviews or citations by others pertaining to the faculty member’s work

|  |  |
| --- | --- |
| Title and reference information | Date(s) |
| Description |
| Title and reference information | Date(s) |
| Description |
| Title and reference information | Date(s) |
| Description |

### Other Creative Work or Research

### Pending Projects

|  |  |
| --- | --- |
| Title | Date(s) |
| Description |
| Title | Date(s) |
| Description |
| Title | Date(s) |
| Description |
| Title | Date(s) |
| Description |

|  |
| --- |
| Service (List and briefly explain contributions to the university, profession and community) |

### University (e.g., departmental, college or university committees, collaborative projects with other departments, student organization adviser, faculty senate, recruitment/retention, guest artists, new faculty mentoring, diversity training)

|  |
| --- |
| Description |
| Description |
| Description |
| Description |

### Profession (e.g., editorial position for a refereed journal, moderator/panel member at professional meeting, officer, chair or committee member of state/national professional or academic organization)

|  |
| --- |
| Description |
| Description |
| Description |
| Description |

### Community (e.g., awards/honors reflecting public service, public education activities, appointment to local, state, national and international boards that serve the public interest)

|  |
| --- |
| Description |
| Description |
| Description |
| Description |

**Additional Comments (optional)**

|  |
| --- |
|  |

1. As the academic year continues, changes may have to be made in the agreed-upon assignment. Should this occur, a new (revised) assignment will be recorded. [↑](#footnote-ref-1)