

Keene State College Department of Music

Discipline Peer Evaluation Committee Standards for Evaluation

The Keene State College Music Department adheres to the Evaluation Procedures outlined in Article VIII of the *2009-2011 Collective Bargaining Agreement* and the “DPEC Procedural Guidelines” outlined in the most recent Faculty Handbook. Faculty within the discipline of Music recognize that the three areas defined below are inextricably linked, and some overlap of criteria and materials is inevitable.

For all levels of evaluation, a consistent trajectory of the individual faculty member is of primary importance, and any area of inactivity must be explained and documented clearly.

1. Teaching Effectiveness (including academic advising)

The primary responsibility of a faculty member at Keene State is effective teaching, both in and out of the classroom. Effectiveness is ultimately measured by student learning, not faculty knowledge or actions. Evidence of teaching effectiveness should address student learning. It may be helpful to think of teaching effectiveness in terms of four sub-categories:

- * content expertise
- * presentation
- * course design
- * course management

Evidence of teaching effectiveness may include, but is not limited to:

- a. teaching or student documents that demonstrate preparation for classes such as: effective communication with students; effective use of class time; encouragement of responsible, independent, analytic, or creative thought by students; academic demands appropriate for the level of the course; fair, careful, and prompt evaluation of student work; organization of materials; efforts to improve teaching skills and manifesting creativity and imagination in teaching performance; response to differences in student goals, strengths and weaknesses, and learning styles;
- b. classroom observations by peers;
- c. evidence of availability to students for out-of-class help;
- d. demonstration(s) of comprehensive, extensive, and current knowledge of subject areas;
- e. thoughtful reflection on teaching effectiveness;
- f. thoughtful consideration of student course evaluations and the use of that information in adaptation or improvement of teaching methods and materials;
- g. evidence of student learning;
- h. willing, conscientious, and effective academic advisement;
- i. creating and teaching new classes;
- j. creative and effective use of technology to enhance learning objectives.

Academic advising is an important faculty role. For purposes of evaluation, it is considered under the teaching effectiveness area. Faculty members should present evidence of advising activity and success.

2. Scholarship and Related Professional Activities

Faculty at all ranks at Keene State College are expected to be current in their academic field(s) and have a program of continuing intellectual growth and contribution. Additionally, the Department of Music recognizes and encourages a diversity of contributions in musical performance and composition, scholarly research, and other sorts of creative activity.

Many Keene State College music faculty members are composers, performers, and music ensemble directors. They demonstrate a commitment to their craft through public concert performances and/or the creation and realization of new compositions or musical arrangements before an audience. These activities include solo performances, performances as an ensemble member or conductor, and performances of new compositions. Both on and off campus performances should be considered.

In keeping with their broad training and expertise, Music faculty often participate in numerous areas of creative activity, such as composition, performance, conducting and music technology. It is understood that shifts in focus are appropriate for these candidates, and consistency in all areas is not expected; rather, a consistent thread of engagement is of primary importance.

Professional activities within scholarly organizations will be considered within Scholarship and Creative Activity, in addition to a program of continuing intellectual growth and contribution.

Scholarship can be usefully considered to have five subtypes:

- * scholarship of discovery – seeking and gaining new knowledge
- * scholarship of integration – seeking and gaining new understanding of existing information
- * scholarship of application – seeking and gaining success in the application and implementation of knowledge
- * scholarship of teaching – seeking, gaining, and applying knowledge about teaching and learning – including in one's own teaching.
- * scholarship of performance and creative activity - research and creative activities that have performance and/or recording as an outcome.

Further evidence of scholarship and related professional activities in Music may include, but are not limited to:

- a. Creative activity and research, including performances, compositions, recordings, arrangements, demonstrations and/or papers presented at professional conferences, meetings and concerts (on and off campus), as well as publishable books and articles. Presentations to musical and educational conventions, workshops, master classes or seminars, as well as research grant proposals and poster presentations are also recognized.
- b. Non-recorded performances, such as presentations, recitals, concerts, lectures, and demonstrations to the public, shall also be considered. The faculty member under consideration must provide evidence of such activity by printed programs, reviews, personal correspondences or other printed material. Contrary to common belief, published reviews of public performances are rare.

- c. Creative activities for music faculty will most likely take a wide variety of forms. Criteria for consideration include:
 - * the local, regional or national importance of the venue,
 - * whether the activity was by invitation/selection/adjudication,
 - * the research, documentation, and preparation necessary to properly realize a performance, composition, or scholarly publication.
- d. Service as an editor or editorial committee member of a professional journal or for book(s) or as a reviewer.
- e. Research or creative activity in progress (with documentation) may also be considered an achievement. This includes forthcoming compositions, articles, books, or other projects.

In reviewing research and creative activity, both the quality and quantity of work will be considered, but quality will be considered of primary importance. When a faculty member under review has had extraordinary teaching or service obligations during a significant part of the period under consideration, this shall be taken into account in any judgment of his or her research and creative activity.

The evaluation of research and creative activity is based on documented evidence. Research that leads to the development of major innovations in effective teaching and research methods is recognized as significant creative activity. Participation in interdisciplinary programs is encouraged and is recognized when it involves significant research and creative effort.

3. Service to the College (including service to the community in a professional capacity)

All faculty members are expected to be participants in the intellectual and organizational life of Keene State College. Some of that participation will be as a general citizen of the Keene State community; some may be grounded in the individual's professional expertise. Many faculty members provide service to the community beyond the College in a capacity that directly utilizes their professional expertise. Such service, while not a replacement for service to the College, will be considered in this area.

College committee workloads and limitations are outlined in the KSCEA Collective Bargaining Agreement, Article XI:

- * For tenure purposes and for promotions prior to tenure, the College, DPEC and FEAC will only consider service on up to an average of two (2) college-wide committees (non-departmental) per year. Service beyond the two committees per year average shall have no bearing on such decisions.
- * First-year faculty members in this bargaining unit, who have no prior service credit, will have no other service obligations beyond the usual departmental obligations and first-year faculty orientation.
- * Untenured faculty members will not be required to chair any college-wide committees but such service may be considered for promotion or tenure. These faculty shall not participate in DPEC.

Evidence of service to the College should include not only membership or participation, but also

evidence of the faculty member's role and contribution. Quantity is less important than quality of service. Service to the College may include, but is not limited to:

- a. aid to colleagues as guest lecturer or resource person
- b. college committee service
- c. designing and developing new curricula
- d. school or department committee service
- e. other contributions to the College – special projects or roles, including reassignments
- f. other service to the school or discipline – special projects or roles
- g. college, regional and national committees
- h. pursuit of, acquisition of, and/or administration of grants
- i. service on accreditation evaluation teams for College programs and Music Depts at other institutions
- j. leadership roles within the College (e.g., KSCEA, department chair, leadership roles on major committees, or other positions)
- k. contributions (donations of time) of professional expertise to the community, including but not limited to adjudication, music performances, and community presentations (paid or unpaid)
- l. technology support in the College or the department beyond requirements of courses taught (e.g., computer laboratory support)
- m. participation in and authorship of departmental assessment activity and national accreditation document research and compilation.
- p. participation in professional organizations within a discipline (Music, Education, Technology, etc...), either as an active member or in a leadership role.

For levels of Assistant, Associate and Full Professor, please refer to the KSCEA Collective Bargaining Agreement, Article IX:

The following full-time faculty ranks will be recognized:

1. *Instructor*: The initial academic rank for full-time faculty appointments for those who have made some progress toward completion of formal advanced study appropriate to their position or other relevant experience;
2. *Assistant Professor*: S/he shall have completed the terminal degree appropriate to his/her position;
3. *Associate Professor*: S/he shall have completed the terminal degree appropriate to his/her position. Shall have a consistent record of successful teaching, of service to the college and students, including academic advising, and of scholarship (which may include relevant professional activity);
4. *Professor*: S/he shall have completed the terminal degree appropriate to his/her position. Shall have documented a consistent record of development in teaching, of service to the college and students, including academic advising, and of scholarship (which may include relevant professional activity). Shall have documented a record of continuing development in his/her professional identity since the last promotion.