

DEPARTMENTAL EVALUATION DOCUMENT

EASTERN MICHIGAN UNIVERSITY

COLLEGE OF ARTS & SCIENCES

DEPARTMENT OF MUSIC AND DANCE

This Departmental Evaluation Document received official approval as follows:

Approved by the Department Faculty:

Date: See attached minutes.



Signature _____

Chair of Personnel Committee

Approved by the Department Head:

Date: 26 OCT 2004

Signature:  _____

Approved by the Dean:

Date: N/A

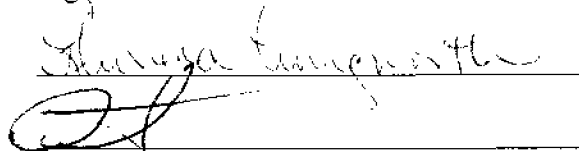
Signature: N/A _____

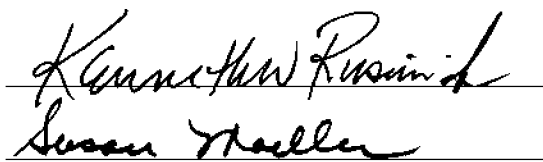
See attached packet with the responses.

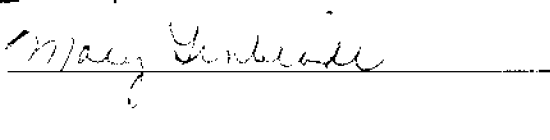
Approved by the University Departmental Evaluation Documents Committee:

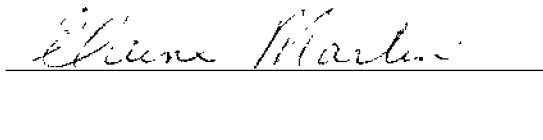
Date: 10/1/05

Signatures:









Eastern Michigan University
Department of Music
Faculty Meeting
Minutes of October 25, 2004

Present: Amos, Benitez, Brandon, Cole, Dorsey, Eggers, Foster, Hartmann, Jerome, Kirkland,
Mc Guire, McNamara, Meretta, Miller, Patrick, G. Pedersen, J. Pedersen, Pierce,
Prince, Riccinto, Ruitter-Feenstra, Saker, Schoenhals, Smith, Stone, Winder, Zirk

Actions/Discussion:

Moved approval of minutes of October 20, 2004 by Louise Patrick, seconded by John Dorsey. Passed.

Committee Reports:

Personnel committee report given by Donald Hartmann. DED proposed changes to approve.
Pg. 3 - moved to accept changes as written, seconded, For 22, 0 Opposed; 1 Abstained
Pg. 5 - moved to accept changes as written, seconded, For 21, 0 Opposed, 1 Abstained
Pg. 6 - moved to accept changes as written, seconded, For 24, 0 Opposed, 0 Abstained
Pg. 7 - moved to accept changes as written, seconded, For 26, 0 Opposed, 0 Abstained
Pg. 8 - moved to accept changes as written, seconded, For 26, 0 Opposed, 0 Abstained
Pg. 12 - motion to add language, seconded, For 26, 0 Opposed, 0 Abstained
Pg. 13 - moved to accept changes, seconded, For 23, 0 Opposed, 0 Abstained
Pg. 14 - moved to accept changes as written, seconded, For 25, 0 Opposed, 1 Abstained
Pg. 15 - Moved to add language, seconded, For 25, 0 Opposed, 0 Abstained
Pg. 16 - moved to accept changes, For 26, 0 Opposed, 0 Abstained
Pg. 18 - moved to add PhD & MFA as terminal degree, Friendly amendment to change to "A"
terminal degree. For. 25, 0 Opposed, 0 Abstained.
Pg. 19 - moved, seconded EMU AAUP contract language, For 24, 0 Opposed, 0 Abstained
Pg. 20 - moved to accept changes, seconded. For 24, 0 Opposed, 0 Abstained
Moved to change first sentence regarding student evaluation of Instruction, seconded, For 19, 4
Opposed, 0 Abstained.
Moved to accept changes on Colleague Evaluation, seconded, For 17, 3 Opposed, 1 Abstained.

Instruction committee - no report given.

Elections & Awards committee no report given.

Finance committee report given by Kevin Miller. Still have performing arts fee money.

Please get your requests in as soon as possible.

DH Report:

New Gen Ed proposal on web site

Program Review November 15

Announcements:

Please clean out your e-mail.

Susan Campbell, CS05 Account Specialist starts November 5, 2004.

Meeting Adjourned.

Respectfully submitted,

Maria Ross

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Approved by the University Departmental Evaluation Documents Committee:

Date: _____

Signatures:

_____	_____
_____	_____
_____	_____
_____	_____

Eastern Michigan University
Division of Academic Affairs

Department Evaluation Document (DED)

Department of Music and Dance

College of Arts and Sciences

Approved by Department –

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General Purpose and Intent

The Departmental Evaluation Document is intended to assist music and dance faculty members in the preparation and evaluation of applications for reappointment, tenure, promotion, and continued employment by the university (Professional Performance Evaluations). Applicants must satisfy all elements of the evaluation criteria provided herein as well as all terms and conditions specified in the Agreement between Eastern Michigan University and the EMU Chapter of the American Association of University Professors. In all cases of conflict, the more stringent criteria shall apply.

Types of Evaluations

- 1A. Initial Interim Evaluation for Reappointment
This procedure evaluates a probationary (non-tenured) faculty member's instructional effectiveness and service activity in the year(s) prior to his/her first Full Evaluation.

- 1B. Comprehensive Interim Evaluation for Reappointment
This procedure evaluates a probationary faculty member's record of instructional effectiveness, scholarly/creative activity (for advisory purposes only), and service activity in the year(s) following their first Full Evaluation, but prior to the Full Evaluation for Tenure.

2. Full Evaluation for Reappointment, Tenure or Promotion
This procedure evaluates a faculty member's record of instructional effectiveness, scholarly/creative activity, and service activity since their initial appointment, last Full Evaluation, or last promotion, whichever is applicable.

3. Professional Performance Evaluation
The PPE evaluates a tenured faculty member's record of instructional effectiveness, scholarly/creative activity, and service activity.

Evaluation Schedules

1. Evaluations of probationary (non-tenured) faculty members are conducted according to the following schedule:

Initial Appointment Rank	Year					
	1	2	3	4	5	6
Professor	II	F	T			
Associate	II	F	CI	T		
Assistant	II	II	F	CI	T	
Instructor	II	II	F	CI	CI	T

Key:

II = Interim Evaluation

CI = Comprehensive Interim Evaluation

F = Full Evaluation

T = Tenure

2. Year in rank minimum requirements for promotion are as follows:

- a. To Assistant Professor – two years as Instructor at EMU*
- b. To Associate Professor – five years as Assistant Professor at EMU*
- c. To Professor – five years as Associate Professor at EMU*

*Unless partial service/rank credit was granted to the faculty member at the time of hire for prior service.

3. Years evaluated post-tenure:

Years Evaluated	<u>1</u> <u>2</u> <u>3</u> <u>4</u>	<u>5</u> <u>6</u> <u>7</u> <u>8</u>	<u>9</u> <u>10</u> <u>11</u> <u>12</u>	<u>13</u>
Evaluation of Last Four Years Performance		x	x	x

Evaluation Tools

1. Annual Faculty Activity Report – completed each year by all faculty members (except for probationary faculty in their first year) and submitted to the department head.

2. Evaluation Narrative – a requirement of all Full Evaluations. Narratives describe how the applicant has met the department’s criteria in each of the three areas under consideration: instructional effectiveness, scholarly and/or creative activity, and service. The applicant is responsible for describing and documenting, where appropriate, the activities presented for evaluation in terms of quantity and quality. It should describe the applicant’s work in such a fashion that the reader can relate the applicant’s performance to the established criteria cited in the DED and make an informed judgment about how well those expectations have been met. Student evaluations, samples of classroom materials, copies of articles, commendations, etc., should be included as documentation in an appendix and referenced where appropriate. The narrative itself, without supporting documents, should be freestanding and will become part of the applicant’s personnel file. The narrative should include the following:

- a. Instructional Effectiveness:

1. Specific evidence of effectiveness in the teaching/advising process;
2. Activities which have improved the applicant’s teaching;
3. Results of student, peer, and department head evaluations; and
4. The manner in which the applicant has met the criteria.

- b. Scholarly and/or Creative Activity:

1. List of specific items presented for evaluation and other approved activities with enough description to make them understandable to the reader;
2. The manner in which the results of these activities were disseminated;
3. The contribution the activities have made to the discipline;
4. A description of any judgments which have been made about these activities; and
5. The manner in which the applicant has met the criteria.

c. Service:

1. The specific activities presented for evaluation;
2. A description of the way in which these activities have contributed to the good of the organization/individuals being served; and
3. The manner in which the applicant has met the criteria.

3. Classroom/Studio Visitation Report – a requirement of all Interim and Full Evaluations. The department head and two of four nominees proposed by the applicant and selected by the department head will each evaluate the applicant in the classroom utilizing the “Classroom/Studio Visitation Report” form. Classroom visits will be announced in writing three days in advance. The applicant and Personnel Committee will receive a copy of each completed visitation form within 10 days following the visit.

4. Student Evaluation of Instruction – a requirement of all Interim and Full Evaluations. This evaluation of teaching effectiveness utilizes the Department of Music and Dance “Student Evaluation of Instruction” form. The Personnel Committee will prepare forms for all courses taught and forward them to the applicant. In the classroom, the applicant will designate a student to distribute, collect, and return evaluations to the Department of Music and Dance Office. The applicant shall leave the classroom during the evaluation. Completed evaluations will be forwarded to the Personnel Committee for processing. The applicant will receive a summary of evaluations results for each course within 10 days of the completion of the evaluation.

Note: The above-mentioned student evaluations assist the Personnel Committee in determining the applicant’s overall rating in Instructional Effectiveness but do not replace the Academic Affairs Division’s “Instructor and Course Evaluations.” Applicants may include the results of one or both evaluations in their narrative.

5. Colleague Evaluation – a requirement of all Full Evaluations. Professional observations of instructional effectiveness, scholarly/creative activity, and service activity are completed by tenured and tenure-track Department of Music and Dance faculty. The Personnel Committee will prepare and distribute forms and process the results. The applicant will receive a summary of evaluation results within 10 days of the completion of the evaluation. The Colleague Evaluation is an advisory tool and not a direct determinant of the evaluation rating.

Application and Evaluation Procedures

Note: Calendars listing University and Administrative deadlines for submission of materials are published each year by Academic Human Resources. Contractual deadlines are as follows:

- October 15 – Annual Faculty Activity Report, Application for Full Evaluation and Evaluation Narrative for Reappointment or Tenure due to department head; faculty members intending to apply for promotion (who are not simultaneously applying for tenure) must inform the department head in writing.

- February 1 – Application for Full Evaluation and Evaluation Narrative for Promotion are due to the department head.

1A. Initial Interim Evaluation for Reappointment

- a. Faculty performance is reviewed in the department without formal written evaluation and faculty are reappointed in those years designated for Initial Interim Evaluation unless a potential performance problem in instructional effectiveness or service is perceived and the department elects to conduct a formal, written Full Interim Evaluation. If a Full Interim Evaluation is required, the faculty member must submit an Application for Full Interim Evaluation within thirty calendar days of his/her written notification. The application shall cover the record of instructional effectiveness and service performed prior to the date of the Full Interim Evaluation application and not included in any prior evaluation.

- b. In a faculty member's first year of employment at EMU, no Annual Faculty Activity Report is required. His/her Initial Interim Evaluation during that year shall be based on information obtained through the Classroom/Studio Visitation Reports, Student Evaluations of Instruction, and the review of instructional materials. The faculty member shall meet with the department head and Personnel Committee, and their discussions shall focus primarily on Instructional Effectiveness.

- c. In all other Initial Interim Evaluation years, the faculty member shall submit his/her Annual Faculty Activity Report and meet with the department head and Personnel Committee to discuss his/her instructional and service activities, and to review the results of the Classroom/Studio Visitation Reports and Student Evaluations of Instruction. The Personnel Committee will provide a Tabulation Report of all comments and quantitative results of each evaluation tool for the candidate and department head. Evaluators shall include in their discussions a review of the positive elements they see as well as those elements of the faculty member's performance where improvement might reasonably be expected by the

time he/she undergoes a Full Evaluation. Upon the faculty member's request, the evaluators shall give some indication as to whether or not his/her scholarly/creative activity is developing in a way that is appropriate for the department's standards.

1B. Comprehensive Interim Evaluation for Reappointment

a. Faculty performance is reviewed in the department without formal written evaluation and faculty are reappointed in those years designated for Comprehensive Interim Evaluation unless a potential performance problem in Instructional Effectiveness or Service is perceived and the department elects to conduct a formal, written Full Interim Evaluation. If a Full Interim Evaluation is required, the faculty member must submit an Application for Full Interim Evaluation within thirty calendar days of his/her written notification. The application shall cover the record of instructional effectiveness and service performed prior to the date of the Full Interim Evaluation application and not included in any prior evaluation.

b. In all Comprehensive Interim Evaluation years, the faculty member shall submit his/her Annual Faculty Activity Report and meet with the department head and Personnel Committee to discuss his/her instructional, scholarly/creative, and service activities, and to review the results of the Classroom/Studio Visitation Reports and Student Evaluations of Instruction. The Personnel Committee will provide a Tabulation Report of all comments and quantitative results of each evaluation tool for the candidate and department head. Evaluators shall include in their discussions a review of the positive elements they see as well as those elements of the faculty member's performance where improvement might reasonably be expected by the time he/she undergoes a Full Evaluation for Tenure. Scholarly/Creative activity is reviewed for advisory purposes only.

2. Full Evaluation for Reappointment or Tenure/Full Evaluation for Promotion

a. The applicant completes and submits his/her Annual Faculty Activity Report (AFAR), Application for Full Evaluation form, and Evaluation Narrative to the department head.

Note: Applicants eligible simultaneously for tenure and promotion in the same academic year have the option via a check box on the Application for Full Evaluation form to consolidate these two application processes into a single procedure.

Note: Scholarly/Creative activities which have been submitted for review, but which have not yet been accepted for publication or other dissemination in a specific form and forum may be included in the October 15 reappointment/tenure application or the February 1 promotion

application, if the applicant has a reasonable expectation that they will be accepted prior to March 1 of the following year for reappointment/tenure applicants, or May 15 of the same year for promotion applicants.

b. One month prior to the application deadline, Student Evaluations of Instruction, Classroom/Studio Visitation Reports, and Colleague Evaluations are distributed. These evaluation tools should be completed and returned to the Personnel Committee for processing no later than two weeks prior to the application deadline.

Note: Applicants are invited to provide a brief resume and/or other supportive materials to assist faculty in the preparation of Colleague Evaluations. Materials should be made available in the Department of Music and Dance Office one month prior to the application deadline.

c. The Personnel Committee shall review all materials and prepare an evaluation report on the applicant. The report shall be supported by narrative statements, which explain in clear and explicit terms how/why the applicant's activities do or do not satisfy the required standards of performance in the Contract and this Department Evaluation Document. Specifically, the report shall explain:

1. The evaluation efforts that were conducted and their individual results.
2. The qualitative and, where applicable, quantitative basis for all ratings which were assigned.
3. Precisely how and to what extent the activities claimed do or do not satisfy the required standards of performance, and in particular, how those activities claimed as scholarly/creative activity have contributed to the discipline or area of specialization.

Note: A faculty member's first Full Evaluation of scholarly/creative activity for Associate Professor, Assistant Professor, and Instructor shall serve only to inform the faculty member of his/her progress in this area of performance. In all cases a rating shall be assigned to the faculty member's performance in scholarly/creative activity, but this rating shall be advisory only. The recommendation to reappoint or not reappoint shall be based solely on the faculty member's performance in Instructional Effectiveness and Service.

d. The Personnel Committee shall submit a copy of its evaluation to the applicant, who shall have five working days to respond. Faculty members who have five (5) working days to respond to an evaluation shall obtain an extension of five (5) working days upon notifying the evaluator in writing. The Personnel Committee shall forward to the department head the following:

1. The applicant's application, narrative, and supporting materials.
 2. The Personnel Committee's evaluation report on the applicant.
 3. All other supporting documentation, evaluation results, etc.
 4. Any response(s) from the applicant.
- e. The department head shall prepare an evaluation report on the applicant taking into consideration the applicant's application, narrative and supporting materials, the results of all evaluations undertaken, the Personnel Committee's evaluation report of the applicant, and any response(s) from the applicant to the Personnel Committee's report. Refer to Article XV of the Agreement between Eastern Michigan University and the EMU Chapter of the American Association of University Professors for complete instructions.

3. Professional Performance Evaluations

- a. A tenured faculty member's performance during each four-year period that he/she holds tenure at Eastern Michigan University shall be evaluated. The department head shall review the Annual Faculty Activity Reports applicable to the four-year evaluation period to determine whether the faculty member's performance is satisfactory. If the department head determines that a faculty member's performance meets or exceeds the department's standard for "Average" in all three evaluation areas, he/she shall state so in writing and place a copy of this statement in the faculty member's departmental personnel file, with a copy to the faculty member, dean, and provost.
- b. If upon completing the review of the Annual Faculty Activity Reports the department head determines that a faculty member's performance does not rise to the level of average in all three areas of evaluation, he/she shall bring his/her concerns to the attention of the Personnel Committee. Together, the department head and Personnel Committee shall review the Annual Faculty Activity Reports and any relevant information/documents (e.g., student evaluations, letters received, etc.) available to them.
- c. If the joint review concludes that there appear to be no deficits in the faculty member's performance, the department head and the Personnel Committee shall say so in writing and place a copy of this statement in the faculty member's departmental personnel file, with a copy to the faculty member, dean, and provost. If the joint review confirms that there appear to be deficits in the faculty member's performance, he/she shall be given the opportunity to discuss his/her situation with the Personnel Committee and the department head in order to determine how deficits might be corrected. Deficits of a serious nature may lead

to further evaluations, the initiation of a program for improvement or possible sanctions. Refer to Article XV of the Agreement between Eastern Michigan University and the EMU Chapter of the American Association of University Professors for complete instructions.

Evaluation Rating Scale

- E – Denotes “exceptional” performance. This rating is only assigned when the applicant’s work is far in excess of expectations.
- DAA – Denotes “distinctly above average” performance. This rating is assigned when the applicant’s work is well above expectations.
- A – Denotes “average” performance. This rating is assigned when the applicant’s work is deemed satisfactory and commensurate with expectations.
- BA – Denotes “below average” performance. This rating is assigned when the applicant’s work is deemed unsatisfactory and below expectations.

Evaluation Criteria and Rating System

Note: Only work completed while a faculty member is in rank at EMU may be counted for purposes of reappointment, promotion and tenure decisions unless credit for previous service was granted at time of hire.

I. Instructional Effectiveness

- A. Introduction – Teaching faculty shall give evidence of ability and commitment to lead students of varying capabilities into a growing understanding of the subject matter, tools, and materials of their disciplines. The faculty member shall demonstrate his/her continuing concern for instructional effectiveness through methods of presentation and evaluation of students. In support of teaching effectiveness, a faculty member must maintain a high level of knowledge and expertise in his/her discipline or area of specialization. In the case of non-teaching and library faculty, satisfactory professional performance shall be the equivalent of instructional effectiveness.

B. Criteria

1. Applicant prepares for teaching:

- a. Seeks to maintain a high level of knowledge and achievement in his/her subject area(s) by reading books and professional journals, attending workshops, conferences and/or performances, interacting with colleagues, and participating in other relevant professional activities.
- b. Regularly evaluates his/her own part teaching methods, materials, procedures, and course content.
- c. Maintains memberships in professional societies.

2. Applicant plans effectively for teaching:

- a. Clearly understands the function of his/her courses(s) within the department, university, and/or community.
- b. Clearly establishes and communicates the long-term objectives for his/her course(s).
- c. Develops a clear plan of action to achieve long-term objectives through classroom activities, outside of class assignments, and other relevant activities.
- d. Establishes an appropriate and clearly defined procedure to assess student achievement.

3. Applicant practices good teaching methods:

- a. Defines objectives for each class session.
- b. Effectively organizes learning situations to meet class objectives.
- c. Encourages meaningful student participation in the learning process.
- d. Uses class time effectively.
- e. Demonstrates enthusiasm for the subject matter.
- f. Communicates clearly and effectively to the level of the students.
- g. Explains important ideas clearly.

- h. Keeps students informed of their responsibilities.
- i. Demonstrates command of course subject matter.
- j. Responds appropriately to student questions and comments.
- k. Encourages critical thinking and analysis.
- l. Incorporates innovative teaching methods and materials.
- m. Assesses student achievement.
- n. Provides students with timely and meaningful feedback.

4. Applicant demonstrates commitment to students:

- a. Assists students outside of class as needed.
- b. Helps students with independent learning experiences (e.g., senior projects, honors projects, independent study, thesis, chamber music).

C. Determination of Rating

1. To be assigned a rating of Exceptional, Distinctly Above Average, or Average, applicants must give evidence of satisfying all criteria listed under Instructional Effectiveness.
2. Ratings will be determined by combining the average overall rating of the Classroom/Studio Visitation Reports with the average overall rating of the Student Evaluations of Instruction (each will be 50% of the total overall rating). When the average overall ratings for the two evaluation tools are in agreement, that rating will serve as the final rating for Instructional Effectiveness. When the results are not in agreement, the Personnel Committee will determine the final rating based upon the results of the evaluation tools and the evidence provided in the applicant's narrative.

II. Scholarly and/or Creative Activity

A. Introduction

1. A faculty member shall give documented evidence of his/her contributions to his/her discipline or area of specialization within the discipline or in an

interdisciplinary specialization by scholarly investigation and/or creative activity, and of its publication or other dissemination in one of the following ways:

- a. In the classroom; or
- b. Among practitioners in his/her discipline; or
- c. Among a wider community.

2. It is intended that the faculty member shall utilize his/her expertise to address problems in his/her discipline or areas of specialization through scholarly and/or creative activity that clearly contributes to the discipline through:

- a. Scholarly investigation, creative activity and/or research of an original and/or previously unreported nature; or
- b. Applied research, investigation, or scholarly analysis of existing research, information, and creative endeavors resulting in the development of new data, information, applications, and/or interpretations.
- c. In disciplines where practice and tradition include faculty involvement in student research which is subsequently published or otherwise disseminated, such research shall not be barred from consideration as appropriate scholarly/creative activity, insofar as said faculty involvement is shown to fulfill the expectations of a. and b. above

B. Criteria

1. Public music and/or dance performances of high quality, on-campus and/or off-campus, on stage, and/or through audio and/or video recordings. These may include:

For Music:

- a. Solo performance (with or without accompaniment)
- b. Chamber music performance
- c. Large ensemble performance
- d. Accompanying
- e. Conducting

For Dance:

- a. Reconstructed and restaged dance works
- b. Dance performances
- c. Artistic direction
- d. Choreographed and produced new works

2. Publications that significantly contribute to the body of knowledge in the applicant's field of specialization. These may include:

- a. Books
- b. Book chapters
- c. Articles
- d. Professional papers
- e. Musical compositions
- f. Workbooks
- g. Lab manuals
- h. Book reviews
- i. Concert reviews
- j. Reviews of published professional materials
- k. Editorial work
- l. Notated choreography

3. Professional activities that significantly contribute to the body of knowledge in the applicant's field of specialization. These may include:

- a. Lecture presentations
- b. Paper readings

- c. Consultative work
- d. Participation in professional conferences
- e. Leadership roles in state and national professional organizations

4. Retraining, professional development, grant development/administration, and doctoral dissertation research may in some instances be applied toward the partial fulfillment of the scholarly/creative activity requirement. Refer to Article XV of the Agreement between Eastern Michigan University and the EMU Chapter of the American Association of University Professors for guidelines and instructions.

D. Determination of Rating

Note: Rating is based upon a record of achievement in one criterion or from a combination of activities in more than one criterion. The Personnel committee reserves the right to judge the quality and significance of all scholarly and/or creative activities.

Exceptional (E): the applicant must be building a significant body of scholarly/creative work and a meaningful portion of that work must be recognized at the national and/or international level. Examples include performances, presentations, or choreography at national or international conferences; with national or internationally recognized music, dance, and/or theater organizations; publications with national or international distribution; and other activities of national or international significance within the applicant's field of specialization.

Distinctly Above Average (DAA): The applicant must be building a significant body of scholarly/creative work and a meaningful portion of that work must be recognized at the state or regional level. Examples include performances or presentations at state or regional conferences; with state or regionally recognized music, dance, and theater organizations; publications with state or regional distribution; and other activities with state or regional significance within the applicant's field of specialization.

Average (A): The applicant must satisfactorily fulfill the scholarly/creative responsibilities inherent in his/her position and the significance of these activities will lie primarily within the department, university, and/or community. Examples include performing as part of a faculty recital and/or concert, conducting on campus performances by university ensembles, presentations of a scholarly/creative nature on campus, and the preparation of printed materials of a scholarly/creative nature for use on campus.

III. Service Activity

A. Introduction – A faculty member shall give evidence of identifying new needs in the department and of assisting colleagues in departmental activities and/or give evidence of interest and activity that extends beyond the department into areas such as university and college-wide committees, student activities, and professional related community affairs.

B. Criteria

Note: Criteria cited under Scholarly/Creative Activity cannot be cited again under the Service Activity category. In addition, an individual service activity cannot be used to fulfill more than one service criterion. Criteria may be cited more than once if evidence is provided for separate and appropriate service activities for those criteria.

1. Regular attendance at, and participation in, departmental meetings.
2. Membership in, and significant contributions to, a departmental committee.
3. Leadership of a departmental committee.
4. Completion of a significant special task or assignment within the department.
5. Service as a graduate or undergraduate student advisor beyond the normal scope of one's position.
6. Participation in recruiting activities for the department beyond the normal scope of one's position.
7. Membership in, and significant contributions to, an interdepartmental committee or council.
8. Membership in, and significant contributions to, a council, committee, or sub-committee as established by the faculty input system at the college level.
9. Membership in, and significant contributions to, a council, committee, or sub-committee at the university level.
10. Regular attendance at, and/or participation in, university ceremonial functions.
11. Regular attendance at, and participation in, meetings of a professional society or regional or local sub-group of such a society as appropriate to the faculty member's discipline and/or specific area(s) of expertise.

12. Service to a professional society or regional or local sub-group of such a society as appropriate to the faculty member's discipline and/or specific area(s) of expertise.
13. Consultative work for professional and/or educational organization.
14. Significant service to the EMU Chapter of the AAUP.
15. Significant community service related to professional pursuits.
16. Acceptance of overload assignments (at the applicant's discretion).
17. Other service activities which contribute to the good of the department, university, and/or the faculty member's discipline and/or specific area(s) of expertise. The Personnel Committee reserves the right to judge the appropriateness of such activities for service consideration.

C. Determination of Rating

Note: The Personnel Committee reserves the right to judge the significance of all service activities submitted for consideration. The quantified criteria requirements stated below are guidelines, not absolutes, and may be adjusted to reflect contributions well beyond or below the norm for a given criterion.

Exceptional (E): The applicant will give evidence of criteria 1 and 2 and six additional service activities from the remaining list.

Distinctly Above Average (DAA): The applicant will give evidence of criteria 1 and 2 and four additional service activities from the remaining list.

Average (A): The applicant will give evidence of criterion 1 and three additional service activities from the remaining list.

Evaluation Standards for Faculty

1. Appointment Standards

Note: The M.F.A is considered a terminal degree in dance.

Academic Credentials and Additional Criteria		Equivalencies or Exceptions
Professor	M.A. + 60 hours	In the hiring process, the department makes a determination regarding the rank of a person who does not have the additional hours beyond the master’s degree. This equivalency is written and made a part of the faculty member’s file. In hiring a person with extensive non-academic experience, a basic index of two years of professional experience equating to one year of academic experience may be applied. This is a guide, not an absolute.
Associate Professor	M.A. + 36 hours	
Assistant Professor	M. A. + 18 hours	
Instructor	M.A.	No equivalencies

2. Reappointment and Tenure Standards

a. Professor

Year	1	2	3
Evaluation	Initial Interim	Full Evaluation	Tenure
Instructional Effectiveness	A	DAA	DAA
Scholarly/Creative	x	DAA in one and A in other	DAA

Service	A	DAA
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b. Associate Professor

Year	1	2	3	4
Evaluation	Initial Interim	Full Evaluation	Comprehensive Interim	Tenure
Instructional Effectiveness	A	DAA	DAA	DAA
Scholarly/ Creative	x	Rated, Advisory Only	x	DAA
Service	A	DAA	DAA	DAA

c. Assistant Professor

Year	1	2	3	4	5
Evaluation	Initial Interim	Initial Interim	Full Evaluation	Comprehensive Interim	Tenure
Instructional Effectiveness	A	A	DAA	DAA	DAA
Scholarly/ Creative	x	x	Rated, Advisory Only	x	DAA
Service	A	A	DAA	DAA	DAA

d. Instructor

Year	1	2	3	4	5	6
Evaluation	Initial Interim	Initial Interim	Full Evaluation	Comprehensive Interim	Comprehensive Interim	Tenure
Instructional Effectiveness	A	A	DAA	DAA	DAA	DAA
Scholarly/ Creative	x	x	Rated, Advisory Only	x	x	DAA
Service	A	A	DAA	DAA	DAA	DAA

3. Promotion Standards

	Year Eligible	Academic Credentials	Instructional Effectiveness	Scholarly/Creative	Service
To Professor	5 years as associate professor at EMU	M.A. + 60 hours	DAA	DAA	DAA
To Associate Professor	5 years as assistant professor at EMU	M.A. + 36 hours	DAA	DAA	DAA
To Assistant Professor	2 years as instructor at EMU	M.A. + 18 hours	DAA	DAA	DAA

Equivalencies for academic credentials for promotion may be met by the following:

1. A continuing record of publication in the field of specialization.
2. Editing professional publications.
3. Extensive participation in professional organizations.
4. Established reputation within the discipline as evidenced by awards, citations, commendations, etc.
5. A record of extensive concert and/or theater performances which demonstrates the applicant's versatility as a soloist and/or ensemble member, or as a conductor, as well as a comprehensive knowledge or repertoire including a variety of periods and styles.

Note: Activities (while in rank) used as equivalencies for degrees or additional hours are to be used only to establish eligibility for promotion. The same activities cannot be used again to make the case for promotion. The department head will appoint an Ad Hoc Equivalency Committee to review each claim for equivalency and communicate its findings to the Personnel Committee.

