

School of Music Bylaws

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Amended: October 2, 2002

Amended: October 29, 2004

Amended: January 26, 2006

Amended: April 23, 2009

Amended: October 19, 2016

Section I. Introduction

These Bylaws

1. provide for faculty participation in the operations of the School of Music, in accordance with the TET and NTE collective bargaining agreements (CBAs) between the American Association of University Professors – Wright State University Chapter (AAUP/WSU) and the Board of Trustees of Wright State University
2. may be amended in accordance with the current CBA
3. include operational procedures for each school committee.

Purpose: The School of Music faculty seek to promote and sustain teaching, scholarship, and service, and to participate fully in the governance of the college and university. Bargaining Unit Faculty rights and responsibilities are given within the Collective Bargaining Agreement.

Changing of By-laws: These bylaws may be amended in accordance with the current CBAs at a meeting of the Faculty Committee, providing notice of the exact language of the proposed change has been sent to the faculty eligible to vote on the proposed amendment at least 7 days before the meeting.

Terminology: Unless otherwise stated in this document, the term “faculty” refers to faculty who are members of the bargaining unit.

Section II. Faculty Governance

FACULTY GOVERNANCE

The faculty of the School of Music seeks to conduct business in an efficient and orderly manner and desires input in the processes from all appropriate constituents. To that end the faculty establishes the following committee structure. Voting privileges on all committees are extended to Bargaining Unit Faculty only. The School of Music Committee, The Faculty Committee and the School of Music Promotion, Tenure, and Review Committee are all chaired by the Chair, School of Music. The Graduate Faculty Committee will be chaired by the Director of Graduate Studies. The Music Education Committee will be chaired by the Coordinator of Music Education. All other committees will elect chairs from the appropriate constituents at the first meeting in the academic year. The Chair, School of Music, serves as an ex officio, non-voting member of all other committees. Each committee chair accepts agenda items from the appropriate faculty and notifies the committee membership of the agenda at least 24 hours prior to the meeting time.

1. The School of Music Committee

This committee will include all bargaining unit faculty members, faculty associates (adjuncts), staff, and one student representative.

2. The Faculty Committee

This committee will include all Bargaining Unit faculty as voting members. Interested faculty associates (adjuncts), and one student representative are non-voting members.

3. The Performance Studies Committees will include all bargaining unit faculty members who teach applied music and/or ensembles in these areas:

- a. Wind and Percussion Applied and Ensemble Faculty
- b. Vocal and Choral Applied and Ensemble Faculty
- c. Keyboard, String, and Orchestral Applied and Ensemble Faculty

This committee and its sub-committees will give advice and make recommendations to the chair and to the Faculty Committee, concerning curricular issues and scheduling relative to each appropriate area.

4. The Academic Studies Committees

- a. Graduate faculty. Membership includes all members of the graduate faculty
- b. Music Education faculty. Membership is determined by the Chair, School of Music
- c. Music Theory and Music History/Literature faculty. Membership is determined by the Chair, School of Music

These committees will give advice and make recommendations to the Chair, School of Music and to the Faculty Committee, concerning curricular issues and scheduling relative to each appropriate area.

5. The Promotion, Tenure, and Review Committee
 - a. The School of Music Promotion, Tenure, and Review Committee will consist of five tenured faculty, elected annually by the TET bargaining unit members in the school. All members of the PT&R committee must be in the rank of Associate Professor or Professor.
 - b. The School of Music Promotion, Tenure, and Review Committee will be chaired by the Chair of the School of Music, who will be an ex officio, non-voting member of the committee.
6. Special Committees
 - a. Ad Hoc committees will be formed such as Honors Committee or other deemed necessary for the smooth and efficient running of the School of Music

ELECTIONS

The elections of music faculty members to serve on School of Music committees, and as school representatives for other committees, including the Liberal Arts Senate, will be held at the first meeting of the Faculty Committee each year.

Section III. Procedures by which Bargaining Unit Faculty give advice and make recommendations on items not covered under the committee structure listed above.

Faculty Appointment, Reappointment and Dismissal

Faculty Appointment: A Search Committee, appointed by the Chair of the School of Music and consisting of at least 75% Bargaining Unit Faculty Members, will review candidate applications and recommend candidates to interview. A component of the interview process will involve an opportunity for the non-committee bargaining unit members to interview the candidates and provide input to the committee. After the last interview for a faculty position, the search committee, utilizing input received from all school constituencies, will present recommendations to the School of Music Chair.

Faculty Reappointment: Faculty reappointment from an outside department to the School of Music will only occur after the recommendation of the School of Music faculty is gathered at a meeting of the Faculty Committee. This recommendation will be presented to the Chair of the School with the reason for the recommendation.

Faculty Dismissal: The dismissal of probationary tenure-track faculty will be made by the Dean of the College of Liberal Arts in consultation with the Chair of the School of Music and the PT&R Committee.

PROFESSIONAL DEVELOPMENT AND MENTORING OF NEW FACULTY

New Faculty Mentoring

Each new TET and NTE bargaining unit faculty member in the School of Music will be assigned a faculty mentor from among the full-time bargaining unit faculty. The faculty mentor will be assigned by the Chair of the School of Music. The mentor will meet regularly with the new faculty member, at least throughout the new faculty's first year, to help the new faculty member become familiar with the policies and procedures of the School of Music, the College of Liberal Arts, and Wright State University, and to offer assistance with teaching, scholarship (TET only), and service.

Professional Development for areas of concern

Should the Promotion Tenure and Review Committee or the School of Music Chair identify an area in which a faculty member needs to improve, the Chair, and/or (for TET BUFMs) the PT&R Committee will meet with the faculty member to discuss the problem and identify methods by which the faculty member may improve in this area. Such methods might include: meeting with another faculty who has demonstrated excellence in the area of concern.

Section IV. Procedures and Criteria for Annual Evaluation of Faculty

PROCEDURE

Peer Evaluation of Teaching. The School of Music PT&R committee will serve as the Peer Evaluation of Teaching Committee for TET faculty. The Committee will review materials submitted by faculty members and rate their teaching according to the criteria in the CBA. The PT&R Committee will present a written summary of each faculty member's teaching and a recommended integer rating to both the faculty member and the school chair prior to the chair's annual evaluation of faculty. The written peer review statements should include an account of the evidence that was used to arrive at the evaluation.

Peer Evaluation of Teaching will be conducted for tenured Associate Professors upon their request.

Peer evaluation of teaching for NTE faculty shall be conducted in accordance with the NTE CBA.

Evidence of Teaching Effectiveness, for faculty members, will be examined by the peer review committee and the School of Music Chair, and may include, but is not limited to, the following: student evaluations; syllabi, exams, assignments, handouts, and other course materials; student preparation in upper levels of sequenced courses; student work seen in sophomore reviews, board exams, recitals, concerts or senior papers; unsolicited testimonials; student interviews; consultation with other faculty members; class observation; utilization of services offered by the Center for Teaching and Learning; and teaching awards.

Annual Evaluation.

Teaching. The School of Music Chair will evaluate teaching using the criteria and procedures set forth in the NTE and TET CBAs. Note:

1. For ensemble directors one performance per ensemble done as a direct result of rehearsals during each semester, will be counted as teaching and not as scholarship.

2. Student achievement will be assessed through the level and improvement of student's solo, ensemble, and academic performance, as appropriate.

Scholarship (TET Faculty). Scholarship activities include, but are not limited to, activities listed in Appendix A.

RATING SYSTEM

To receive a rating of EXTRAORDINARY or "4", a faculty member must be awarded by the School of Music Chair a total of 60 points as defined by the list given in Appendix A.

To receive a rating of OUTSTANDING or "3", a faculty member must be awarded by the School of Music Chair a total of 40-59 points as defined by the list given in Appendix A.

To receive a rating of MERITORIOUS or "2", a faculty member must be awarded by the School of Music Chair a total of 20-39 points as defined by the list given in Appendix A.

To receive a rating of ADEQUATE or "1", a faculty member must be awarded by the School of Music Chair a total of 10-19 points as defined by the list given in Appendix A.

To receive a rating of UNSATISFACTORY or "0", a faculty member must be awarded by the School of Music Chair a total of less than 10 points as defined by the list given in Appendix A.

Service. The School of Music Chair will evaluate service using the criteria and procedures set forth in the NTE and TET CBAs. Service can include, but is not be limited to, the following activities: Timely submission of reports, paperwork or other assignments; academic and professional student advising; holding office in professional societies, chairing panels and being a discussant at professional conferences; institutional service, such as program administration, school, college or university committee service, special projects, recruitment, retention or alumni activities; community service such as holding a leadership role in civic and public organizations, guest lecturing at community events, jurying contests, or volunteering at public schools or service related performances not counted as scholarship or teaching.

Section V. Criteria and Procedures for Promotion and Tenure of School of Music TET Faculty

General Statements:

In addition to the normal review of untenured TET faculty members mandated by the CBA, the School of Music lists the following requirements.

1. In the second and fourth years of service at Wright State University, non-tenured TET faculty members will submit all materials to the School of Music PT&R Committee in the "tenure" format. The PT&R Committee will review these materials and make recommendations
2. As part of the second and fourth year reviews of untenured TET faculty members, the faculty members will meet individually with the PT&R Committee to discuss the document and the faculty member's progress toward promotion and tenure.

3. In making recommendations regarding promotion and tenure, a faculty member's teaching, scholarship, and service will be limited to activities and evaluations done while employed at Wright State University, except in cases where the following conditions apply, are approved by the PT&R Committee, the School of Music Chair, and the Dean and explicitly stated in the offer letter.
 - a. High Quality work has been demonstrated in a previous full-time college or university position, or.
 - b. High Quality work has been demonstrated in a professional musical position related to the current position.
4. A faculty member may elect to apply for tenure and promotion earlier than the last year of the probationary period, provided the minimum requirements in teaching/scholarship/service have been met.
5. External letters of evaluation must deal solely with scholarship completed while employed at Wright State University. The letters will be used to assess the faculty member's scholarship as compared to the standards listed for promotion to Associate Professor or Professor.

Promotion to Associate Professor with Tenure:

Teaching

1. Annual peer evaluation consistently indicates the faculty member is successful in teaching
2. The faculty member has demonstrated excellence in teaching through such indicators as:

student evaluation forms; syllabi, exams, assignments, handouts, and other course materials; student preparation in upper levels of sequenced courses; student work seen in sophomore reviews, board exams, recitals, concerts or senior papers; unsolicited testimonials; student interviews; consultation with other faculty members; class observation; utilization of services offered by the Center for Teaching and Learning; and teaching awards.
3. Review of course materials indicates consistent high-quality

Scholarship

In order to be promoted to the rank of Associate Professor, a music faculty member must have demonstrated and carried out sustained scholarly activities such as those listed in *Appendix A*. Normally the successful candidate will have amassed a cumulative total of at least 180 points from activities listed in *Appendix A*; however, simply amassing points is not sufficient for promotion. The cumulative level of these activities must be of high quality, as evidenced by the external letters of evaluation, when compared to similar activities at NASM member institutions which are of similar size and mission to Wright State University. The cumulative progress reports by the PT&R committee and the Chair will provide independent statements about points and quality to date.

In addition:

Most of the required scholarship activities must be related to:

1. The faculty member's area of assignment as determined at the time of hire.

Or

2. The faculty member's area of assignment as determined by mutual agreement of the faculty member and the School of Music Chair, and confirmed in writing.

Service

The candidate for promotion to Associate Professor with tenure must show that he or she has performed appropriate service successfully and effectively. Success in service should include at a minimum the following, or their clear equivalents:

- Responding to requests for activity reports, workload plans, etc. in a timely fashion
- Participating regularly in school faculty meetings
- Attending and participating in commencement ceremonies regularly as required by the contract
- Serving effectively on two or more service-intensive school committees
- Serving, effectively on two or more other school committees
- Serving effectively on one or more college or university committees or otherwise demonstrating involvement in university governance outside the school

Promotion to Professor (or Promotion to Professor with Tenure)

For promotion to the rank of Full Professor with Tenure the activities and criteria for Associate Professor, must not only continue but lead to recognition for the faculty member's status as a leader in the academic community and whose presence on the faculty brings prestige and a reputation for academic excellence to the university.

Teaching

1. Peer evaluations (if available) indicate the faculty member's exemplary success in teaching
2. The faculty member has demonstrated exemplary teaching through such indicators as:

student evaluation forms; exit interviews; syllabi, exams, assignments, handouts, and other course materials; student preparation in upper levels of sequenced courses; student work seen in sophomore reviews, board exams, recitals, concerts or senior papers; unsolicited testimonials; student interviews; consultation with other faculty members; class observation; utilization of services offered by the Center for Teaching and Learning; and teaching awards.

3. Review of course materials indicates consistent high-quality

Scholarship

In order to be promoted to the rank of Professor, a music faculty member must have demonstrated and carried out continuous scholarly activities such as those listed in *Appendix A*. Normally the successful candidate will have amassed a cumulative total of at least 300 points (since the promotion to Associate professor) from activities listed in *Appendix A*; however, simply amassing points is not sufficient for promotion. The cumulative level of these activities must be of significantly high quality as evidenced by the external letters of evaluation, when compared to similar activities at NASM member institutions which are of similar size and mission to Wright State University. The cumulative progress reports by the

PT&R committee and the School of Music Chair (if any) will provide independent statements about points and quality to date.

In addition:

Most of the required scholarship activities must be related to:

1. The faculty member's area of assignment as determined at the time of hire.

Or

2. The faculty member's area of assignment as determined by mutual agreement of the faculty member and the School of Music Chair, and confirmed in writing.

Service

To be eligible for promotion to Professor a faculty member must show that in the area of service he or she has accomplished the following, or their equivalents:

- Chaired several important school, college, and/or university committees with significant responsibilities
- Taken a leadership role in some crucial aspect of university work, e.g. in assisting with a search, in evaluating required texts for a course, in leading an assessment activity for the school or the university, in developing a student-centered activity, or the equivalent
- Performed service for professional organization(s) locally, regionally, or nationally
- Performed community service related to professional expertise

Appendix A. Activities for Annual Evaluation and Promotion and Tenure

Scholarship

Under the appropriate items below, each bargaining unit faculty member will list all professional activities completed during the calendar year, and will enter a recommended number of points for each of the activities in the spaces provided at the left margin.

Any scholarship item with a variable range of points requires a brief rationale without which it will be counted at the minimum level. The faculty member must describe how the work is related to his or her area of assignment and explain the numbers suggested by making reference to the following criteria:

1. Significance of the work
2. Quantity of the work
3. Quality of the work
4. Involvement of peers

The School of Music Chair and the PT&R Committee will independently review the scholarship points suggested by each faculty member. If either changes the points, they will explain the rationale with the faculty member prior to making the alteration.

For the Annual Evaluation, the final decision on the exact number of points received in each area will be determined by the School of Music Chair.

A. Professional Development

1. Held current membership in professional organization (.5 point each, 2 points maximum)
2. Attended scholarly, pedagogical, or technological workshops or presentations at WSU (.5 point each, 4 points maximum)
3. Attended workshops, summer institutes, short courses, master classes, continuing private study, etc. other than at WSU (.5–4 points each, 4 points maximum)
4. Attended a professional conference at WSU (.5 point each, 1 point maximum)
5. Attended a professional conference, other than at WSU, on the state level (1 point each, 1 point maximum)
6. Attended a major regional or national professional conference not held at WSU (2 points each, 2 points maximum)
7. Attend a major international professional conference not held at WSU (3 points each, 3 points maximum)

B. Research and Artistry (Scholarly and Creative activities)

Presentations

1. Presentation or performance at a professional state conference (2-4 points each, 4 points maximum)
2. Presentation or performance at a professional regional conference (3-4 points each, 4 points maximum)
3. Presentation or performance at a professional national conference (4-6 points each, 6 points maximum)

4. Presentation or performance at a professional international conference (6-8 points each, 8 points maximum)
5. Served on a panel at WSU (.5 point each, 1 point maximum)
6. Served on a panel other than at WSU (1 point each, 2 points maximum)

Publications

7. Published a refereed article or book chapter (8-16 points each, 32 points maximum)
8. Published an article in a non-refereed publication (4-8 points each, 8 points maximum)
9. Published program notes or concert reviews (1 point each program, 4 points maximum)
10. Published a monograph or monograph-length study (12 points each, 24 points maximum) Published a scholarly book (16-48 points each, 48 points maximum)
11. Published a new edition of a book (8 points each, 16 points maximum)
12. Published a review of a book or recording in a refereed publication (2 point each, 8 points maximum)
13. Published a dictionary or encyclopedia entry (4-10 points each, 20 points maximum)
14. Created a musical or media work that was published (2-8 points, 16 points maximum)
15. Served as editor of a book or professional journal (8 points each, 16 points maximum)
16. Served as a referee for a professional article (2 point per submission refereed, 4 points maximum)
17. Served as a referee for a book (4 points each, 8 points maximum)
18. Served as a referee or evaluator for a book proposal (1 point each, 4 points maximum)
19. Published a comment, note, or letter to the editor in a professional publication (1 point each, 2 point maximum)

Performances

For all items in this category, use the number of points indicated for the first performance of a piece or program. For all subsequent performances of essentially the same program or repertoire, enter one-half the number of points indicated. For any performance item of special significance, you may include the details under "E. Scholarship Activities of Special Significance" below.

20. Performed in a WSU ensemble performance (1 point each, 4 points maximum)
21. Performed in an ensemble in a performance other than at WSU (1 point each, 8 points maximum)
22. Conducted a non- WSU ensemble performance (2 points each, 8 points maximum)
23. Conducted an off-campus WSU ensemble performance concert tour (8-12 points each, 12 points maximum)
24. Performed as a soloist in an WSU performance (3 points each, 6 points maximum)
25. Performed a solo recital at WSU performance (3-6 points each, 6 points maximum)
26. Performed in a collaborative recital at WSU (faculty woodwind and brass quintets, string quartet, and/or other chamber groups) (3-4 points, 8 points maximum)
27. Performed in a collaborative recital other than at WSU (faculty woodwind and brass quintets, string quartet, and/or other chamber groups) (3-4 points, 8 points maximum)
28. Performed as a soloist in a performance other than at WSU (4 points each, 8 points maximum)
29. Prepared an ensemble for a collaborative performance directed by another conductor (1 point each, 4 points maximum)
30. Performed on a collaborative or solo released CD* as a member of an ensemble (2-4 points each, 8 points maximum)

*A released CD is a major recording sold commercially or distributed over a large potential audience outside of the performance audience and performers.

31. Performed on a collaborative or solo released CD* as a soloist, conductor, or composer (3-6 points each, 12 points maximum)

*A released CD is a major recording sold commercially or distributed over a large potential audience outside of the performance audience and performers.

32. Created a musical or media work that was given its first performance (3-6 points, 12 points maximum)
33. Directed a theatrical or musical theatre piece outside the school (2-4 points, 12 points maximum)

Technology

34. Software development and/or implementation (1 – 4 points, 4 points maximum)
35. Hardware development and/or implementation (1 – 4 points, 4 points maximum)
36. Production and/or engineering of media works (1 – 4 points, 4 points maximum)

C. Professional Recognition

1. Received a non- WSU award, grant, commission, fellowship, prize, honorable mention, appointment as a visiting scholar or artist, or corporate sponsorship (1-4 points, 8 points maximum)
2. Received a WSU award or grant (1-4 points, 4 points maximum)
3. Received a review in a professional publication for a performance, recording, or publication (1 point, 4 points maximum)
4. Citation count (1 point per publication, 4 points maximum)
5. Post-premiere performances or broadcast of a composition or media work (1-2 points, 8 points maximum)
6. Winning a competition (1-4 points, 4 points maximum)
7. Guest conducted at a district or state music festival (1 point, 2 points maximum)
8. Guest conducted at an all-state festival or institution of higher learning (4 points, 8 points maximum)
9. Served on a grant review panel (1 point each, 2 points maximum)
10. Prepared internal grant application (.5 point each, 2 points maximum)
11. Prepared external grant application (1-2 points each, 4 points maximum)

D. Other Scholarship Activities

1. Activities other than the specific items listed above. Include a brief description. (.5-24 points each activity, 24 points maximum) Points assigned should be comparable to other listed activities of similar significance.

E. Scholarship Activities of Special Significance

1. Activities already noted above that are of special significance. Identify each entry by its related category and item number (e.g. Publications 16), and include a brief rationale. (1-8 points each activity, 8 points maximum)

Note: These points are **in addition** to the points awarded for each category above, to allow for special significance of various activities.

F. Ongoing Research or Creative Activity

1. Scholarly or creative work, both theoretical and applied (1-20 points each activity, 20 points maximum). Specify the year that an item was first reported; don't report the same item for more than five years.

[] **SCHOLARSHIP TOTAL**