

Merit Document
Department of Music Education

Preamble

Merit raises refer to the component of salary raises that are provided to department/school bargaining unit faculty members who meet or exceed their assigned unit performance expectations. In any given year, it is possible that all of the Bargaining Unit Faculty Members in an academic unit may be eligible for merit salary raises. Merit is calculated during spring semester based on performance during the previous calendar year. Merit salary raises are added to base salary for the ensuing fiscal year (on September 1 for Bargaining Unit Faculty Members on 9-month contracts, and on July 1 for Bargaining Unit Faculty Members on 12-month contracts).

Merit eligibility for faculty members will be based on meeting or exceeding unit performance expectations for merit in the department in the following areas: Teaching/Librarian Effectiveness, Research/Creative Work, and Service. Each faculty member will receive an overall merit score which will identify whether s/he did not meet, met, or exceeded expectations for merit. The overall merit score will include five or more categories or rating levels to allow for greater discrimination among levels of performance; each of the categories or rating levels on the overall merit score must clearly identify whether it does not meet expectations for merit, meets expectations for merit, or exceeds expectations for merit. For example, using the minimum five categories or rating levels, the following evaluation concepts would be included: 1 = Does not meet expectations for merit; 2/3 = Meets expectations for merit; 4/5 = Exceeds expectations for merit.

Both the merit committee of the academic unit and the chair may make recommendations to the Dean for allocation of merit dollars and/or percentages. However, as provided for by Section 11.2 of Article 17 of the Collective Bargaining Agreement, the Dean is not bound by such recommendations and the determination of the actual merit increase is within the Dean's reasonable discretion.

1. Merit Criteria, Performance Indicators and Expectations, and Calculation of Merit Scores

The merit criteria (i.e., Teaching/Librarian Effectiveness, Research/Creative Work, and Service), performance indicators and expectations for the criteria, and the calculation of the component merit scores (i.e., Teaching/Librarian Effectiveness, Research/Creative Work, and Service) are contained in Appendix A.

2. General Procedure for Faculty Evaluation and Score of Merit

- 2.1. Prior to the beginning of the calendar year, each faculty member will confirm his/her allocation of effort (e.g., 60/30/10 for teaching, scholarship, and service) with the chair.
- 2.2. The department merit committee is responsible for assigning an overall merit score to every bargaining unit faculty member. The merit committee shall be selected by the chair, and will include representation from tenured, non-tenured and NTTF faculty.
- 2.3. Faculty members who fail to submit a merit portfolio by the deadline will receive an automatic rating of "does not meet expectations" and will not be eligible for a merit salary increase or the market adjustment from the Fixed Market Pool (Article 17, section 7.1).
- 2.4. The submitted merit dossier must include the following elements: MUED Merit Inventory for all faculty, NTTF and non-tenured faculty must also submit a full CV

- 2.5. The merit score in MUED for TTF shall be determined by the activity cited in the MUED Merit Inventory and weighted per the departmental allocation of effort formula (60/30/10). Categorical points within the MUED inventory are assigned into 4 categories representing a maximum of 3 points, as follows:

- 0 Does Not Meet Expectations
- 1 Meets Expectations
- 2 Exceeds Expectations
- 3 Greatly Exceeds Expectations

Upon computation of individual category scores, a total merit score shall be submitted reflecting the weighted allocation of effort formula 60/30/10. The total merit score will range from 0-30. These totals will be ranged as follows:

- 00 Failure to Submit Merit
- 0-9 Does Not Meet Expectations
- 10-19 Meets Expectations
- 20-26 Exceeds Expectations
- 27-30 Greatly Exceeds Expectations

The merit score in MUED for NTTF shall be determined by the activity cited in the MUED Merit Inventory and weighted per the departmental allocation of effort formula (90/10). Categorical points within the MUED inventory are assigned into 4 categories representing a maximum of 3 points, as follows:

- 0 Does Not Meet Expectations
- 1 Meets Expectations
- 2 Exceeds Expectations
- 3 Greatly Exceeds Expectations

Upon computation of individual category scores for NTTF, a total merit score shall be submitted reflecting the weighted allocation of effort formula 90/10. The total merit score will range from 0-30. These totals will be ranged as follows:

- 00 Failure to Submit Merit
- 0-9 Does Not Meet Expectations
- 10-19 Meets Expectations
- 20-28 Exceeds Expectations
- 29-30 Greatly Exceeds Expectations

- 2.6. An academic unit may report its merit score recommendation to no greater than one-tenth decimal place (for example, a unit using 1-7 categories or rating levels may assign a score of 3.1 or 5.9 but may not assign a score of 3.15 or 5.975).

3. Significant Dates for Merit Consideration and Appeals

January 31: Last date for faculty merit dossiers to be submitted to an academic unit.

The merit committee of the academic unit is urged to work informally with all faculty being reviewed to resolve any factual or interpretive issues in advance of making recommendations to the chair.

February 28: Academic unit faculty committee's merit score recommendation to the chair (with a copy to the faculty member).

March 7: Last date for faculty members to appeal the committee's recommendation of the chair (with a copy to the committee).

March 31: Chair's merit score recommendation to the Dean (with copies to the committee and faculty members).

April 7: Last date for faculty member to appeal the chair's merit score recommendation to the Dean (with copy to the chair). The faculty member may raise in any appeal to the Dean: (i) the chair's merit score recommendation, and (ii) only those aspects of the committee's recommendation that the faculty member has previously raised in the faculty member's appeal to the chair. Issues related to the committee's recommendation not raised previously with the chair (where the faculty member either knew or through the exercise of reasonable diligence should have known) are not preserved for appeal to the Dean, shall not be considered by the Dean, and shall not be the basis or grounds for any grievance by the BGSU-FA.

April 30: Dean's recommendation to the Provost. Thereafter the Provost and Dean may confer through on or about May 19.

On or about May 20: Dean issues final determination regarding merit.

4. Special Circumstances

4.1. Consideration of Special Circumstances as Required by the Collective Bargaining Agreement

4.1.1. **Faculty Exchange Leave** (Article 21, Section II: subsection 1.7). Faculty members shall be entitled to full consideration for merit. The merit evaluations for the faculty members will include consultation with the host institution.

4.1.2. **Leaves with Extramural Salary Paid through the University Payroll System** (Article 21, Section III: subsection 1.3) Faculty members shall be entitled to full consideration for merit. The merit evaluations for the faculty members will include consultation with the sponsoring government agency or private foundation.

4.1.3. **Unpaid Leave - 100% time** (Article 21, Section IV: subsection 5). Faculty members will not be eligible for merit in any calendar year for which 100% unpaid leave was taken that is unrelated to Family Medical Leave. If related to Family Medical Leave, performance expectations for merit evaluations shall be prorated.

4.1.4. **Sick Leave** (Article 21, Section VIII: subsection 9.1). Performance expectations for merit evaluations shall be prorated for faculty members on sick leave for 40 or more days during the calendar year.

4.1.5. **Parental Leave** (Article 21, Section IX: subsection 3). Unit Faculty Member who takes parental leave under this Article will only be evaluated for performance during the time in which he or she was not on parental leave (including use of sick leave in addition to

parental leave). Performance expectations for merit evaluations that are expressed quantitatively shall be prorated. The Department Chair's/School Director's evaluation shall include a description of the methods used for prorating.

4.1.6. **Partial Unpaid Leave – 50% time** (Article 21, Section X: subsection 3.3) Faculty members will not be eligible for merit in any calendar year for which 50% unpaid leave was taken that is unrelated to Family Medical Leave. If related to Family Medical Leave, performance expectations for merit evaluations shall be prorated.

4.1.7. **Faculty Improvement Leave** (Article 22, Section 7.3.3) Faculty members shall be entitled to full consideration for merit. The merit evaluations for the faculty members will include consideration of the report submitted to the President detailing accomplishments during the FIL.

4.2. Consideration of Other Special Circumstances

4.2.1. **New Faculty Hires.** New faculty members whose employment begins in the fall semester shall be entitled to full consideration for merit. Performance expectations for merit evaluations shall be prorated.

4.2.2. The unit's faculty advisory body may also consider special circumstances not covered in 4.1 above and make a recommendation to the unit chair or director. Such exceptional circumstances might include a leave without pay to take a short-term research appointment, a leave without pay to participate in professional development, or other leave without pay that enhances the productivity of the faculty member and the reputation of the institution.

5. Amendment of Merit Policy

The unit faculty may amend performance indicators, performance expectations, and the methods for combining this information into both component and overall merit scores at any time. Amendments to the merit policy must be approved by the Dean and Provost/SVPAA. Approved amendments to the merit policy shall not be applied retroactively in the calculation of the previous year's merit scores.

6. Additional Information

In the department of music education, eligibility for Fixed Market Increase requires merit scores that meet expectations in the areas of teaching and service.

In the department of music education, eligibility for Merit requires merit scores that meet expectations all areas.

NTTF holding full-time appointments in the department of music education will receive merit based on scores derived only from teaching and service. Both areas must meet expectations in order to receive Fixed Market Increase or Merit.

Approved by the Department of Music Education


Ken Thompson, Chair

Date February 11, 2015

Approved:


Jeff Showell, Dean of College of Musical Arts

Date February 11, 2015

Approved:

 4/13/15
Rodney Rogers, Provost/ Senior VP

Date February 11, 2015

**Department of Music Education
Merit Criteria and Categories Exemplar**

All point totals listed in categorical areas within Teaching, Research/Creative Activity, and Service represent the maximum allowable points for a specific entry. While in most cases, maximum points will be awarded based on the identified criteria, the faculty merit committee will exercise professional judgment to determine final assignment of points for reported activity.

A. Teaching

1. **Student Evaluations** Based on average of Item 16 [Item 12 for ensemble directors] from totals of all classes taught
List for each course:
Course title:
Item 16 or 12 mean:
Number of students in course:
Overall mean:

Average score for teaching effectiveness from 4.5 to 5.0	up to 50 points
Average score from 4.0 to 4.49	up to 40 points
Average score from 3.5 to 3.99	up to 30 points
Average score from 3.0 to 3.49	up to 20 points
Average score below 3.0	0 points

2. **New or existing course(s) taught for the first time**
Three credit course up to 50 points
Two credit course up to 30 points
One credit up to 15 points

3. **New course proposal** (Earned after college approval)
up to 25 points

4. **Independent study projects and performance coaching over the course of a semester leading to a performance**
up to 25 points per independent study and performing ensemble
If more than one individual participates under the same independent study plan, claim only once; not to be claimed if "in-load."
List:
Student name or ensemble:
Title of project or ensemble repertoire:
Project/product or performance:

5. **Revalidation of course work at graduate level**
up to 25 points

- 6. Thesis and other committee chair or member (Earned after student's graduation)**
- Thesis chair
up to 100 points
Student name:
Thesis title:
Graduation date:
- Thesis committee member
up to 50 points
Student name:
Thesis title:
Graduation date:
- Graduate faculty representative on a BGSU doctoral committee
up to 75 points
Student name:
Thesis title:
Graduation date:
- DMA Committee member
up to 50 points
Student name:
Graduation date:
- MUED Comprehensive exams committee chair up to 20 points
MUED Comprehensive exams committee member up to 15 points
MUSP Portfolio exam committee member up to 15 points
- 7. Conference presentations, rehearsals, and related activities. Note: Any activity in 7 may be listed in 17 in Research and Creative Activity, but not in both.**
- Conference presentation**
- | | |
|--------------------------------|------------------|
| International | up to 100 points |
| National | up to 80 points |
| Regional (more than one state) | up to 60 points |
| State | up to 40 points |
- Rehearsal of non-BGSU ensemble**
- | | |
|------------------------------------|-----------------|
| Outside of Northwest Ohio | up to 10 points |
| Local (Wood and adjacent counties) | up to 5 points |
| On campus | up to 5 points |
- Masterclass/Lecture/Workshop**
- | | |
|------------------------------------|-----------------|
| International | up to 80 points |
| National | up to 60 points |
| Regional (more than one state) | up to 40 points |
| State | up to 20 points |
| Local (Wood and adjacent counties) | up to 10 points |
| On campus | up to 5 points |

8. **Professional Development:** Includes attendance at professional conferences, seminars, workshops for which research points are not claimed (document)
 Each conference - up to 20 points
 One-day online or in-person seminar, clinic, or workshop - up to 10 points
 On-campus training specific to improving one's teaching or skills (e.g., technology) up to 5 points
9. **Special teaching awards**
- | | |
|-------------|-----------------|
| CMA | up to 25 points |
| BGSU | up to 50 points |
| Beyond BGSU | up to 75 points |

Please list all other teaching activities not contained in categories above for consideration. Provide a complete description of each activity and a rationale for awarding merit points. The MUED merit committee will exercise professional judgment and assign points accordingly.

Total Teaching Points _____

0-69	does not meet expectations
70-139	meets expectations
140-199	exceeds expectations
200-	greatly exceeds expectations

B. Research and Creative Activity

1. Publication in peer-reviewed research and practitioner journals

First tier journal	up to 200 points
Second tier journal	up to 175 points
Third tier journal	up to 125 points

First tier: Journal of Research in Music Education, Bulletin of the Council for Research in Music Education, Psychology of Music, Journal of Music Teacher Education, British Journal of Music Education, Music Education Research, International Journal of Music Education, Research Studies in Music Education, Arts Education Policy Review, Journal of Aesthetic Education, Educational Researcher

Second tier: College Music Symposium, Contributions to Music Education, International Journal of Research in Choral Singing, Journal of Band Research, Journal of String Research, Journal of the World Association of Symphonic Bands and Ensembles, Research and Issues in Music Education, String Research Journal, Update: Applications of Research in Music Education, Visions of Research in Music Education, Music Educators Journal

Third tier: American Music Teacher, American String Teacher, Choral Journal, Clavier Companion, General Music Today, International Piano, Kodaly Envoy, MTNA e-journal, Orff Echo, Perspectives (Journal of the Early Childhood Music and Movement Association), Piano Journal (European Piano Teachers Association), Piano Pedagogy Forum, Piano Teachers Association.

Publications: (1) take all points for year when article is "in press", OR (2) take all points for year when article is published

2. Publication in non-peer-reviewed professional journal (e.g., Triad) up to 50 points

3. Publication of book or book chapter

Book - accepted publication	up to 400 points
Book – self published	up to 250 points
Book chapter more than 30 pages	up to 100 points
Book chapter 30 pages or fewer	up to 50 points

Include full citation for book or book chapter:

4. Juried paper presentation or research based session or clinic

International	up to 120 points
National	up to 100 points
Regional (more than one state)	up to 80 points
State	up to 60 points
Local (e.g., BGSU Faculty Scholar Series)	up to 20 points

Repeat paper presentations, etc., except international, count one half of the listed points.

- 5. Juried poster session**
- | | |
|---|------------------|
| International | up to 100 points |
| National | up to 80 points |
| Regional (e.g. NAFME regional conference) | up to 60 points |
| State | up to 40 points |
- Repeat poster sessions, except international, count one half of the listed points.
- 6. Editor or co-editor – Once per year**
- | | |
|-------------------|------------------|
| Book editor | up to 150 points |
| Journal editor | up to 125 points |
| Book co-editor | up to 125 points |
| Journal co-editor | up to 100 points |
| Newsletter editor | up to 75 points |
- 7. Juried performance of a CMA ensemble**
- | | |
|---|------------------|
| International conference | up to 250 points |
| National conference | up to 200 points |
| Regional conference (more than one state) | up to 175 points |
| State conference | up to 125 points |
- 8. Guest conducting**
- | | |
|------------------------------------|------------------|
| International | up to 250 points |
| National | up to 200 points |
| Regional (more than one state) | up to 175 points |
| State | up to 150 points |
| District (e.g., OMEA district) | up to 50 points |
| Local (Wood and adjacent counties) | up to 25 points |
- 9. Community ensemble conducting**
- | | |
|--|-----------------|
| Conducting professional ensemble performance | up to 30 points |
| Conducting community ensemble performance | up to 20 points |
- 10. On-campus events**
- | | |
|-------------------------------|-----------------|
| Hosting an honors ensemble | up to 35 points |
| Conducting an honors ensemble | up to 25 points |
- 11. Ensemble tours**
- | | |
|-------------------------------------|------------------|
| Duration | |
| Each day | up to 5 points |
| Type of organization | |
| Self-organized tour | up to 20 points |
| Tour organized by a touring company | up to 5 points |
| Venue | |
| International | up to 100 points |
| National | up to 75 points |
| Regional (more than one state) | up to 50 points |
| State | up to 25 points |

Duration points:
 Type of organization points:
 Venue points:
 Sum total tour points:

- 12. Ensemble performance of commissioned work (non-juried)**
 Performance of a commission secured-by-conductor up to 30 points
 Premier performance of a work up to 15 points
- 13. Compositions, transcriptions, and arrangements**
 Published by recognized publishing house:
 Original composition up to 100 points
 Transcription up to 100 points
 Arrangement up to 100 points
- Self published:
 Original composition up to 60 points
 Transcription up to 60 points
 Arrangement up to 60 points
- 14. Professional ensemble**
 Performance in a professional ensemble (orchestra, chamber group)
 Rehearsal up to 5 points
 Performance up to 10 points
- 15. Media**
 Recording on major label up to 200 points
 Recording on a smaller label (e.g., Soundwaves) up to 25 points
 TV telecast up to 5 points
 Radio broadcast up to 5 points
- 16. Grants**
 External grant (outside of BGSU)
 Dollar amount of grant:
 Points (2% of dollar amount of grant):
 Name of grant:
- Internal (excluding travel grants and speed grants)
 Dollar amount of grant:
 Points (1% of dollar amount of grant):
 Name of grant:
- 17. Conference presentations, rehearsals, and related activities. Note: Any activity in 17 may be listed in 7 in Teaching, but not in both.**
- Conference presentation**
 International up to 100 points
 National up to 80 points
 Regional (more than one state) up to 60 points

State	up to 40 points
Rehearsal of non-BGSU ensemble	
Outside of Northwest Ohio	up to 10 points
Local (Wood and adjacent counties)	up to 5 points
On campus	up to 5 points
Masterclass/Lecture/Workshop	
International	up to 80 points
National	up to 60 points
Regional (more than one state)	up to 40 points
State	up to 20 points
Local (Wood and adjacent counties)	up to 10 points
On campus	up to 5 points

Please list all other research/creative activities not contained in categories above for consideration. Provide a complete description of each activity and a rationale for awarding merit points. The MUED merit committee will exercise professional judgment and assign points accordingly.

Total Research/Creative Activity Points _____

0-99	does not meet expectations
100-199	meets expectations
200-274	exceeds expectations
274-	greatly exceeds expectations

C. Service

1. Internal Service

Search committee chair	up to 40 points (Claim once per search)
Search committee member	up to 20 points
Weekly committee chair	up to 15 points(Each semester)
Weekly committee member	up to 10 points
Bi-weekly or monthly committee chair	up to 10 points(Each semester)
Bi-weekly or monthly committee member	up to 5 points
Ad hoc and other committees chair	up to 10 points(Each semester)
Ad hoc and other committees member	up to 5 points
Special service performances (commencement, memorial services)	up to 5 points
Sponsorship of student chapters	up to 5 points
Organizing an SMI camp	up to 35 points
Organizing an on-campus workshop or conference	up to 25 points

2. External Service – Once per year

Journal editorial board

First tier journal	up to 100 points
Second tier journal	up to 80 points
Third tier journal	up to 60 points

Long-term accreditation, consulting, advising, or other long-term activities more than one week.

International up to 120 points
Describe activity:

National up to 100 points
Describe activity:

Regional (more than one state) up to 80 points
Describe activity:

State up to 60 points
Describe activity:

Local (Wood and adjacent counties) up to 40 points

Describe activity:

Short-term adjudication, accreditation, consulting, advising, music and book review, or other short-term activities one week or less (e.g., OMEA adjudicator).

International up to 100 points
Describe activity:

National up to 80 points
Describe activity:

Regional (more than one state) up to 60 points
Describe activity:

State up to 20 points
Describe activity:

Local (Wood and adjacent counties) up to 10 points
Describe activity:

Music and book review up to 25 points

External reviewer of
tenure/promotion portfolio up to 15 points

**Professional organizations
Officer**

International up to 175 points
National up to 150 points
Regional up to 125 points
State up to 100 points
District (e.g., OMEA) up to 50 points
Local up to 25 points
Please list office:

Board member/Committee Member

International up to 150 points
National up to 125 points
Regional up to 100 points
State up to 75 points

Please list all other service activities not contained in categories above for consideration. Provide a complete description of each activity and a rationale for awarding merit points. The MUED merit committee will exercise professional judgment and assign points accordingly.

Total Service Points _____

0-34	does not meet expectations
35-99	meets expectations
100-149	exceeds expectations
150-	greatly exceeds expectations