

## Merit Policy

### Part II: Academic Unit Criteria, Standards, and Processes

#### Academic Unit: Music Performance Studies

##### Merit Criteria, Performance Indicators and Expectations

###### **Overview**

Merit will be based on meeting or exceeding departmental performance expectations in the following categories: Teaching, Research/Creative Work, and Service. Each category will be evaluated using a number of performance indicators, which are specifically detailed in the MUSP Retention, Promotion, and Tenure document. Minimum criteria in each category to meet departmental expectations are listed below.

Using a 10-point scale, each member of the PSMAC records individual ratings for Teaching, Research/Creative Work and Service for each bargaining unit faculty member. The PSMAC chair averages the individual ratings to arrive at the component merit score for each performance area. The overall merit score is computed using the formula described in section 2.5.

The department uses five levels in the evaluation of merit: *greatly exceeds expectations*, *exceeds expectations*, *meets expectations*, *fails to meet expectations*, and *unacceptable*. The department acknowledges that members of the PSMAC will use the following descriptions of the five levels as a general guide and will rely on their professional expertise and judgment in assigning numerical ratings for each category.

**Greatly exceeds expectation for merit:** Activities that cumulatively exceed expectations and reflect a clear and *extraordinary* level of accomplishment beyond what is normal for an individual with a given faculty rank in the department and discipline.

**Exceeds expectations for merit:** Activities that cumulatively exceed expectations and reflect a clear level of accomplishment beyond what is normal for an individual with a given faculty rank in the department and discipline.

**Meets expectations for merit:** Activities that cumulatively meet expectations and reflect standard levels of performance for the department and discipline.

**Fails to meet expectations for merit:** Activities that cumulatively do not meet expectations and fall below the standard levels of performance for the department and discipline.

**Unacceptable:** The lack of activity in any area (teaching, creative activity/research, or service).

Note: Eligibility for merit pay requires merit scores that meet expectations all categories (Teaching, Research/Creative Work, and Service).

**TEACHING**

<b>Evaluation Rating Category</b>	<b>TEACHING</b> <b>Expected levels of accomplishment in Teaching</b> (refer to performance indicators in MUSP Retention, Promotion, and Tenure document)	<b>Possible Merit Score for Teaching</b>
Greatly exceeds expectations for merit	Demonstration of teaching effectiveness that cumulatively exceed expectations and reflect a clear and <i>extraordinary</i> level of accomplishment beyond what is normal for an individual with a given faculty rank in the department and discipline.	9-10
Exceeds expectations for merit	Demonstration of teaching effectiveness that cumulatively exceed expectations and reflect a clear level of accomplishment beyond what is normal for an individual with a given faculty rank in the department and discipline.	7-8
Meets expectations for merit	To meet department minimum criteria in teaching, faculty must demonstrate the following: <ol style="list-style-type: none"> <li>1. A combined average of all courses taught in the calendar year of 4.00 or higher.</li> <li>2. Peer teaching reviews at medium or high ratings.</li> <li>3. Demonstrate effective activity in at least three of the following performance indicators               <ul style="list-style-type: none"> <li>- Record of graduate teaching</li> <li>- Course documentation (syllabi, learning outcomes, special projects, etc.)</li> <li>- Student achievements</li> <li>- Student enrollment and retention data/ Recruiting</li> <li>- Instructional development</li> </ul> </li> </ol>	5-6
Fails to meet expectations for merit	Fails to meet the minimum criteria listed above in Meets Expectations for Merit.	1-4
Unacceptable	A pattern of failing to meet scheduled classes, rehearsals, or lessons without approved leave. Overall mean on student evaluations < 3.0, clear theme of specific problems identified in student course evaluations or peer evaluations of teaching, and no involvement in any instructional development efforts or opportunities OR no materials submitted for review.	0

## RESEARCH/CREATIVE ACTIVITY

There are differing levels of importance, academic depth, and prestige associated with the various types of research/creative activity that are recognized by the Department. A three-tiered model is used to categorize faculty professional activities:

Tier 1	<p>Peer reviewed activity</p> <ul style="list-style-type: none"> <li>- National/international performances</li> <li>- National/international festival/conference appearances</li> <li>- National/international presentations</li> <li>- Recording release</li> <li>- Publications (articles, books, compositions)</li> <li>- Research/performance grants</li> <li>- Adjudication</li> </ul>	<p>Peer reviewed activity implies an invitation from a significant professional entity (organization, institution, publication, etc.) to participate in the given activity. Reviews and/or assessment of the activity from professionals in the field also constitute peer review.</p> <p>Tier 1 activity is especially prestigious and significant, determined by the venue and audience or sponsoring organization.</p>
Tier 2	<p>Professional Activity on and off campus</p> <ul style="list-style-type: none"> <li>- National/international, regional and selected local performances</li> <li>- FAS recitals</li> <li>- National/international festival/conference appearances</li> <li>- National/international presentations</li> <li>- Recording release</li> <li>- Publications (articles, books, compositions)</li> <li>- Research/performance grants</li> <li>- Adjudication at major events where is truly an honor to be invited</li> </ul>	<p>Significant professional activity that does not meet the standard for peer reviewed activity in Tier 1.</p> <p>Tier 2 activity is determined by venue and audience and typically will include:</p> <ul style="list-style-type: none"> <li>• Activity that is initiated by the faculty member</li> <li>• Measured recruitment value (engagement with music teachers, schools, and potential students)</li> <li>• Activity resulting from a faculty member's professional reputation</li> <li>• Representing BGSU as faculty member</li> </ul>

Tier 3	<p>Professional activity on and off campus</p> <ul style="list-style-type: none"> <li>- Local and regional performances</li> <li>- Local/regional presentations</li> </ul>	<p>Professional activity that does not meet the standard for Tier 2.</p> <p>Tier 3 activity is determined by venue and audience that typically will include:</p> <ul style="list-style-type: none"> <li>• Activity initiated by the faculty member or invitations from community based organizations</li> <li>• Unmeasured recruitment value (engagement with music teachers, schools, and potential students)</li> <li>• Representing BGSU as faculty member</li> <li>• Personal gain could be a primary factor in accepting invitation or not</li> </ul>
Below Threshold	<p>Professional and/or Non-Professional Activity on and off campus</p> <ul style="list-style-type: none"> <li>- Local and regional performances</li> <li>- Community outreach</li> </ul>	<p>Activity that does not meet the standard for Tier 3.</p> <p>This category includes activity that is considered primarily for personal gain or that falls into the category of Service.</p> <ul style="list-style-type: none"> <li>- Gigs as freelance artist with little or no educational emphasis</li> <li>- Performances at public schools</li> <li>- Performances at SMI or other similar events</li> <li>- Social Events</li> </ul>

<b>Evaluation Rating Category</b>	<b>RESEARCH/CREATIVE WORK</b> <b>Expected levels of accomplishment in Research/Creative Work</b> (refer to performance indicators in MUSP Retention, Promotion, and Tenure document)	<b>Possible Merit Score for Research</b>
Greatly exceeds expectations for merit	Demonstration of research/creative work effectiveness that cumulatively exceed expectations and reflect a clear and <i>extraordinary</i> level of accomplishment beyond what is normal for an individual with a given faculty rank in the department and discipline.	9-10
Exceeds expectations for merit	Demonstration of research/creative work effectiveness that cumulatively exceed expectations and reflect a clear level of accomplishment beyond what is normal for an individual with a given faculty rank in the department and discipline.	7-8
Meets expectations for merit	Demonstration of effective activity in at least one of the following ways. <ol style="list-style-type: none"> <li>1. One activity in Tier 1 and at least five additional activities from any tier.</li> <li>2. Three activities in Tier 2 and at least five additional activities from any tier.</li> <li>3. Two activities in Tier 2 and least eight additional activities from Tier 3.</li> </ol>	5-6
Fails to meet expectations for merit	Fails to meet the minimum criteria listed above in Meets Expectations for Merit or combined output consists solely of Tier 3 activity.	1-4
Unacceptable	No evidence of active research/creative activity in Tiers 1-3 OR no materials submitted for review.	0

**SERVICE**

<b>Evaluation Rating Category</b>	<b>SERVICE</b> <b>Expected levels of accomplishment in Service</b> (refer to performance indicators in MUSP Retention, Promotion, and Tenure document)	<b>Possible Merit Score for Service</b>
Greatly exceeds expectations for merit	Demonstration of service effectiveness that cumulatively exceed expectations and reflect a clear and <i>extraordinary</i> level of accomplishment beyond what is normal for an individual with a given faculty rank in the department and discipline.	9-10
Exceeds expectations for merit	Demonstration of service effectiveness that cumulatively exceed expectations and reflect a clear level of accomplishment beyond what is normal for an individual with a given faculty rank in the department and discipline.	7-8
Meets expectations for merit	<p>Demonstration of active involvement in item 1 and at least two separate activities from the items 2-5.</p> <ol style="list-style-type: none"> <li>1. Recruitment activity to include, but limited to, high school visits, clinics, Summer Music Institute, sample lessons to prospective students, service to OMEA, and other activities in professional venues where secondary music teachers or prospective students are present.</li> <li>2. Appointment/election and service on Departmental Committees</li> <li>3. Appointment/election and service on College Committees</li> <li>4. Appointment/election and service on University Committees</li> <li>5. Special projects by assignment from Chair or Dean</li> <li>6. Professional Service</li> </ol>	5-6
Fails to meet expectations for merit	Fails to meet the minimum criteria listed above in Meets Expectations for Merit.	1-4
Unacceptable	Repeated absences from participation in and contributions to department committees and/or department faculty meetings; lack of participation in any non-committee service opportunities (e.g., recruitment and admission activities) OR no materials submitted for review.	0

**SUMMARY FORM - To be completed each member of the PSMAC.**

<b>Faculty Member</b>	<b>Merit Score for Teaching</b>	<b>Merit Score for Research/ Creative Work</b>	<b>Merit Score for Service</b>
<i>Faculty member 1</i>	<i>Insert numerical score</i>	<i>Insert numerical score</i>	<i>Insert numerical score</i>
<i>Faculty member 2</i>	<i>Insert numerical score</i>	<i>Insert numerical score</i>	<i>Insert numerical score</i>
<i>Next faculty member, etc.</i>	<i>Insert numerical score</i>	<i>Insert numerical score</i>	<i>Insert numerical score</i>

**SUMMARY FORM - To be completed by PSMAC chair**

<b>Faculty Member</b>	<b>Average Teaching Merit Score (from PSMAC) * .50<sup>^</sup></b>	<b>Average Research/Creative Work Merit Score (from PSMAC) * .35<sup>^</sup></b>	<b>Average Service Merit Score (from PSMAC) *15<sup>^</sup></b>	<b>Overall Merit Score (columns 2, 3, and 4 added together)</b>
<i>Faculty member 1</i>	<i>Insert averaged score * allocation of effort</i>	<i>Insert averaged score * allocation of effort</i>	<i>Insert averaged score * allocation of effort</i>	<i>Total Score</i>
<i>Faculty member 2</i>	<i>Insert averaged score * allocation of effort</i>	<i>Insert averaged score * allocation of effort</i>	<i>Insert averaged score * allocation of effort</i>	<i>Total Score</i>
<i>Next faculty member, etc.</i>	<i>Insert averaged score * allocation of effort</i>	<i>Insert averaged score * allocation of effort</i>	<i>Insert averaged score * allocation of effort</i>	<i>Total Score</i>

**<sup>^</sup>Multipliers are adjusted for faculty with alternative allocations of effort**

Merit Committee Composition and the Election//Appointment Process

The department merit committee is responsible for assigning an overall merit score to every bargaining unit faculty member. The Performance Studies Merit Advisory Committee (PSMAC) shall consist of six members, one representative from each area (brass/percussion, jazz, keyboard, strings, voice, and woodwinds.) Area faculty members elect their representative to the PSMAC for a two-year, staggered term (incumbents are eligible.)

Elements of the Merit Dossier

The submitted merit dossier must include the following elements: The MUSP Annual Merit Resume, area peer teaching evaluation scores, and quantitative student evaluation scores. Faculty may submit additional documentation if desired (e.g. course syllabi,

enrollment/retention data, instructional development materials). Area peer teaching evaluations and student evaluations are provided to the PSMAC by the chair.

### Calculation of Overall Merit Score

Using a 10-point scale, each member of the PSMAC records individual ratings for Teaching, Research/Creative Work and Service for each bargaining unit faculty member. The PSMAC chair averages the individual ratings to arrive at the component merit score for each performance area. The overall merit score is computed using a simple formula taking into account the weighted allocation of effort for each performance area:

$$[\text{Teaching Component Merit Score} * .50] + [\text{Research/Creative Work Component Merit Score} * .35] + [\text{Service Component Merit Score} * .15] = \text{Overall Merit Score}$$

The department chair completes his/her independent evaluation of Teaching, Research/Creative Work, and Service for each bargaining unit faculty member in a similar manner.

Merit scores are calculated as a three-year rolling average of the current year's score and the scores of the previous two years, weighted equally.

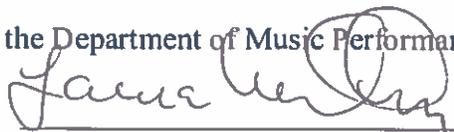
### Additional Academic Unit Merit Policy Information

The Chair must inform the PSMAC in writing of any faculty members who are assigned an allocation of effort differing from the normal percentages. Likewise, members of the PSMAC must take these variances into consideration in their evaluations.

Eligibility for merit pay requires merit scores that meet expectations all categories (Teaching, Research/Creative Work, and Service).

Approved by the Department of Music Performance Studies Faculty on January 23, 2017.

Approved:



Date 1/26/17

Laura Melton, Chair of Music Performance Studies

Approved:



Date 1/31/17

Bill Mathis, Dean of College of Musical Arts

Approved:



Date 2/6/17

Rodney Rogers, Provost/ Senior VP