Merit Policy

Part II: Academic Unit Criteria, Standards, and Processes

Academic Unit: Music Education

Merit Criteria, Performance Indicators and Expectations

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 from 2.5 to 2.99 up to 10 points
     - Average score below 2.5 0 points

2. Peer Evaluations Based upon evaluative outcome(s) from scheduled teaching observation(s) by a colleague within the department. These targeted peer evaluations should include a collaborative pre- and post-conference with results residing in the chair office.
   - Course title observed:
   - Date observed:
     - Score of Target up to 20 points
     - Score of Acceptable up to 10 points
     - Score of Unacceptable 0 points

3. 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

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

5. 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:

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

7. **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
   MLSP Portfolio exam committee member
   up to 15 points

8. **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

9. Professional Development: Includes attendance at professional conferences, seminars, workshops for which research points are not claimed (document)
Each conference - up to 20 points
Ongoing targeted professional development plan designed to address areas of teaching challenge (provide outline of plan, strategies, activities, objectives, and relevant dates, with results to reside in the chair office) – 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

10. 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

<table>
<thead>
<tr>
<th>Points</th>
<th>Unacceptable</th>
<th>Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-20*</td>
<td>Does not meet expectations for merit</td>
<td>Meets expectations</td>
</tr>
<tr>
<td>21-69</td>
<td></td>
<td>Exceeds expectations</td>
</tr>
<tr>
<td>70-139</td>
<td></td>
<td>Exceeds expectations</td>
</tr>
<tr>
<td>140+</td>
<td></td>
<td>Exceeds expectations</td>
</tr>
</tbody>
</table>

*Or overall student evaluations of lower than 2.5 in teaching, with no evidence of remediation (e.g., targeted professional development, peer evaluation)
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


   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., Trind) 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 seed 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
<table>
<thead>
<tr>
<th>Masterclass/Lecture/Workshop</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>International</td>
<td>up to 80</td>
</tr>
<tr>
<td>National</td>
<td>up to 60</td>
</tr>
<tr>
<td>Regional (more than one state)</td>
<td>up to 40</td>
</tr>
<tr>
<td>State</td>
<td>up to 20</td>
</tr>
<tr>
<td>Local (Wood and adjacent counties)</td>
<td>up to 10</td>
</tr>
<tr>
<td>On campus</td>
<td>up to 5</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 40</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>41-99</td>
<td>Does not meet expectations for merit</td>
</tr>
<tr>
<td>100-199</td>
<td>Meets expectations</td>
</tr>
<tr>
<td>200 +</td>
<td>Exceeds expectations</td>
</tr>
</tbody>
</table>
C. Service

1. Internal Service
   Search committee chair
   Search committee member
   Weekly committee chair
   Weekly committee member
   Bi-weekly or monthly committee chair
   Bi-weekly or monthly committee member
   Ad hoc and other committees chair
   Ad hoc and other committees member
   Special service performances
   (commencement, memorial services)
   Sponsorship of student chapters
   Organizing an SMI camp
   Organizing an on-campus workshop
   or conference

   up to 40 points (Claim once per search)
   up to 20 points
   up to 15 points (Each semester)
   up to 10 points
   up to 10 points (Each semester)
   up to 5 points
   up to 5 points
   up to 5 points
   up to 35 points
   up to 25 points

2. External Service – Once per year
   Journal editorial board
   First tier journal
   Second tier journal
   Third tier journal
   Long-term accreditation, consulting, advising, or other long-term activities more
   than one week.
   International
   Describe activity:
   National
   Describe activity:
   Regional (more than one state)
   Describe activity:
   State
   Describe activity:
   Local (Wood and adjacent counties)
   Describe activity:

   up to 100 points
   up to 80 points
   up to 60 points
   up to 120 points
   up to 100 points
   up to 80 points
   up to 60 points
   up to 40 points
Short-term adjudication, accreditation, consulting, advising, music and book review, or other short-term activities one week or less (e.g., OMEA adjudicator).

International
Describe activity: up to 100 points

National
Describe activity: up to 80 points

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

State
Describe activity: up to 20 points

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

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 -10 Unacceptable
11-34 Does not meet expectations for merit
35-99 Meets expectations
100+ Exceeds expectations
Rating Definitions

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.

Meets Expectations for Merit: Activities that cumulatively meet expectations for an individual with a given faculty rank in the department.

Fails to Meet Expectations for Merit: Activities that do not meet expectations, and reflect a standard of performance below standard levels for the department.

Unacceptable: A clear pattern of substantively failing to meet expectations for merit in any area (teaching, research or creative activity, or service) or a failure to submit a merit report in any area.

Merit Committee Composition and the Election/Appointment Process

The department of music education 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.

Elements of the Merit Dossier

For all faculty members, the submitted merit dossier must include the following elements: MUED Merit Inventory, including details such as date, title of presentation or activity, and location for all events listed; and a full Curriculum Vitae.

Calculation of Overall Merit Score

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, Teaching/Research and Creative Activity/Service). Categorical points within the MUED inventory are assigned into six categories representing a maximum of five points, as follows:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>1</td>
<td>Does not meet expectations for merit</td>
</tr>
<tr>
<td>2-3</td>
<td>Meets Expectations</td>
</tr>
<tr>
<td>4-5</td>
<td>Exceeds Expectations</td>
</tr>
</tbody>
</table>

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 0-50. These totals will be ranked as follows:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>1-19</td>
<td>Does not meet expectations for merit</td>
</tr>
<tr>
<td>20-39</td>
<td>Meets Expectations</td>
</tr>
<tr>
<td>40-50</td>
<td>Exceeds Expectations</td>
</tr>
</tbody>
</table>
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, teaching/service). Categorical points within the MUED inventory are assigned into six categories representing a maximum of five points, as follows:

0   Unacceptable
1   Does not meet expectations for merit
2-3  Meets Expectations
4-5  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 (Teaching/Service). The total merit score will range from 0-50. These totals will be ranked as follows:

0   Unacceptable
1-19  Does not meet expectations for merit
20-39  Meets Expectations
40-50  Exceeds Expectations

Final 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

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/School of Music Education at the April 7, 2017 Department Meeting

Elizabeth Menard, Chair, Department of Music Education  Date 4-7-2017

William Mathis, Dean, College of Musical Arts  Date 4-11-17

Rodney Rogers, Provost/ Senior VP  Date 4-12-17