

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
MUSP 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
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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 _____

0-20*	Unacceptable
21-69	Does not meet expectations for merit
70-139	Meets expectations
140 +	Exceeds expectations

*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

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 - 40	Unacceptable
41-99	Does not meet expectations for merit
100-199	Meets expectations
200 +	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 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:

0	Unacceptable
1	Does not meet expectations for merit
2-3	Meets Expectations
4-5	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 0-50. These totals will be ranged as follows:

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

Approved: 
 William Mathis, Dean, College of Musical Arts Date 4/11/17

Approved: 
 Rodney Rogers, Provost/ Senior VP Date 4/21/17