

#### (4.5.4) DIVISION OF JAZZ STUDIES GUIDELINES FOR MERIT EVALUATION

1. Policy and Procedure: The policies and procedures for merit evaluation in the Jazz Studies Division shall be consistent with the University policies as described in the University Policy Manual, sections 06.027 (Academic Workload and Merit Evaluation of Faculty), 06.014 (Supplemental Policy on Evaluating Tenured Faculty at UNT) and 06.025 (Faculty Misconduct and Discipline) and all other University and College policies relating to faculty merit evaluation.

A faculty member who receives an unsatisfactory annual review by the unit review committee must be placed on a professional development plan (PDP) and has up to two calendar years to achieve the outcomes identified in the PDP.

2. General Criteria: The general criteria for evaluation shall be consistent with the University Policy Manual and all other University and College policies relating to faculty merit.

3. Criteria for evaluation of teaching:

Teaching activities include: classroom teaching, private instruction, direction and coordination of ensembles, supervision of special problems classes, special lectures and presentations, jury adjudication and thesis advisement.

Effective teaching in the jazz area shall be characterized by a commitment to excellence. Faculty members may provide evidence of teaching effectiveness in the form of: class syllabi, student evaluations, documentation of awards and honors, documentation of significant student achievement (awards and honors), copies of classroom materials, and documentation of significant ensembles performances. Teaching effectiveness shall be determined additionally by considering the faculty members' activity in advising students, supervising graduate students, and other instructional related activities.

4. Criteria for evaluation of research and scholarly activities:

Research and scholarly activities in jazz studies may include activities in the following areas: presentation of scholarly papers, recordings (as a performer, producer, or composer), publications (articles, books, compositions and arrangements), non-published compositions, recordings, performances (concerts, clinic/concerts, and club appearances), research (pedagogical and musicological), adjudication, editing (Journals, articles and books), clinics, seminars, workshops, and camps. Significance will be given to activities, both on and off campus, that increase the regional, national, and international reputation of the faculty member. Significance will also be given to awards and honors such as prizes or grants for composition, performance, or research.

Participation in professional organizations (offices held or contributions made to) shall be considered as evidence of a positive regional, national, or international reputation.

The Jazz Studies Division recognizes that performance, composition, and recording activities in commercial music as well as jazz represent valid artistic activities.

5. Criteria for evaluation of service:

Service activities include: service to the Jazz Studies Division, service to the College of Music, service to the University, and service to the community.

Service may include: recruitment, committees, faculty senate work, special assignments, administrative assignments, student advising, curriculum advisement, recital adjudication, recital advisement, professional and community organizations, public activities such as performances, clinics, consultation and workshops.

Approved: Jazz Studies Division

#### DIVISION OF JAZZ STUDIES CRITERIA FOR SATISFACTORY RATINGS MERIT REVIEW

To be eligible for merit, a faculty member must meet these minimum criteria in each workload category for which the percentage is greater than zero.

##### 1. Teaching

Evidence of teaching effectiveness in the forms outlined in the full divisional merit criteria.

No student evaluations lower than 3.0 for the Overall Summative Rating on the SPOT evaluation.

##### 2. Research/Creative

Activities, including public performance, publication, or scholarly or pedagogical activity, that increase the regional, national, and/or international reputation of the faculty member.

##### 3. Service

Service to the division in the form of participation in admission auditions, ensemble auditions, juries, and recital committees as appropriate to teaching duties.

Service to one or more of the following: the College of Music, the University, the community.