

PROFESSIONAL ACTIVITY REPORT

University of Missouri-Kansas City
Conservatory of Music and Dance

January 1^{to} December 31, 2014

FACULTY NAME:

TITLE(S):

DIVISION:

REPORT SUBMISSION DATE:

UMKC Conservatory of Music and Dance
Professional Activity Report Guidelines
January – December 2014

OVERVIEW: The Professional Activity Report has four sections: Section I - Teaching; Section II - Research/Creative Activity; Section III - Service; Section IV – Professional Summary Statement.

Information from this report is used by the Conservatory Promotion and Tenure Committee to develop a comprehensive overview of professional activity that is reported to the Dean. All full-time faculty (with appointments at .75 FTE or greater), whether tenured, tenure-track, or non-tenure-track are required to complete this report annually.

The date for submission of the 2014 report is on or before **February 6, 2015**. It is requested that you supply information in the general format of this document, *but you may adapt this as appropriate to depict your own professional activity as a Conservatory faculty member*. You may choose to add a cover letter or summary sheet that highlights noteworthy aspects of your report if you wish. You may include supporting materials (e.g., programs, letters, CDs, DVDs, performance reviews) that may serve to expand on certain aspects of your report. Please submit your completed report electronically as an email attachment sent to **Charles Robinson**, Chair, Promotion and Tenure Committee (robinsonc@umkc.edu) not later than 5 p.m. on February 6.

Formatting:

1. Please type directly on to this form using a font other than Optima used in this form. Please enter your report in italics, bold, color or different font size to differentiate between the form itself and your entries.
2. Annotate entries where appropriate to explain some details of a given activity and its importance.
3. Some sections will not be applicable to all faculty. If this is the case, indicate “Not Applicable” or omit this section from your report.
4. Refer to the document *Conservatory of Music and Dance Promotion and Tenure Annual Review Process* for detailed information regarding the report. Feel free to contact members of the Conservatory Promotion and Tenure Committee with questions.

SECTION I: TEACHING

Please provide the following information for your TEACHING ACTIVITIES from January 1, through December 31, 2014.

A. Class and Ensemble Teaching

Spring Semester 2014

Course #	Title	Credits	# in class	Hour	Day(s)	GTA support?	Grad Students?	Writing Intensive?*
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*Required assignments include term papers/essays
Comments:

Fall Semester 2014

Course #	Title	Credits	# in class	Hour	Day(s)	GTA support?	Grad Students?	Writing Intensive?*
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*Required assignments include term papers/essays
Comments:

B. Applied Lessons:

Spring Semester 2014

501-597								
600-697	500A	500B	500C	101-402	100A-402	100B	100C	
Grad. Majors	Grad. Secondaries	Special Applied Studies	Grad. Non-Majors	Undergrad. Majors	Undergrad. Secondaries	Undergrad. 2 nd Inst.	Undergrad. Non-majors	
(4 cr.)	(2 cr.)	(2 cr.)	(1 cr.)	(4cr.)	(2cr)	(2cr.)	(2cr.)	

of students _____

Fall Semester 2014

of students _____

C. Chamber Music:

Spring Semester 2014

Course #	Title	Credits	# of students	Hour	Day(s)
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Fall Semester 2014

<u>Course #</u>	<u>Title</u>	<u>Credits</u>	<u># of students</u>	<u>Hour</u>	<u>Day(s)</u>
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D. Recitals

1. Recitals you supervised: Give the number in each category

Spring Semester 2014

of Graduate _____ # of Senior _____ # of Joint _____ # of Junior _____

Fall Semester 2014

of Graduate _____ # of Senior _____ # of Joint _____ # of Junior _____

2. Recitals you graded but did not supervise. Give the number in each category

Spring Semester 2014

of Graduate _____ # of Senior _____ # of Joint _____ # of Junior _____

Fall Semester 2014

of Graduate _____ # of Senior _____ # of Joint _____ # of Junior _____

E. Independent instruction/Research supervision

1. Doctoral Dissertations

Spring Semester 2014

<u>Names of students</u>	<u>Starting Spring 2014?</u>	<u>Finishing Spring 2014?</u>	<u>Are you Chair?</u>
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Fall Semester 2014

<u>Names of students</u>	<u>Starting Fall 2014?</u>	<u>Finishing Fall 2014?</u>	<u>Are you Chair?</u>
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2. Masters Theses

Spring Semester 2014

<u>Names of students</u>	<u>Starting Spring 2014?</u>	<u>Finishing Spring 2014?</u>	<u>Are you Chair?</u>
_____	_____	_____	_____

Fall Semester 2014

<u>Names of students</u>	<u>Starting Fall 2014?</u>	<u>Finishing Fall 2014?</u>	<u>Are you Chair?</u>
_____	_____	_____	_____

3. Comprehensive Examination committees: Please list student names and the semester in which the examination was taken.

4. Independent Study or Doctoral Research Project

<u>Names of students</u>	<u>Course Number</u>
_____	_____

F. Post-graduate Teaching and advising not previously indicated (list students' names)

G. Professional development related to your teaching: new teaching approaches, technological applications, recorded lessons/classes/rehearsals, advanced study, classes attended, workshops attended, practice of works taught, and so on.

<u>Event/Activity</u>	<u>Place</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other self-improvement for teaching:

H. Personal Statement (teaching):

Please provide a summary statement indicating work beyond the usual work of teaching assigned classes, ensembles, chamber music and lessons. This might include preparation to improve teaching competencies, innovative strategies or techniques, or other work not reflected in a list of teaching assignments. Evidence to document excellence in teaching may be reported including peer appraisals, placement and achievements of students, awards, and so on.

Section II. Research/Creative Activity

Please indicate your RESEARCH AND CREATIVE ACTIVITIES according to the appropriate section for each entry. *For those items where you have no response, place the word “none” or “not applicable.”* Please list each work only once.

A. SCHOLARLY/CREATIVE ACTIVITIES

1. PUBLICATIONS AND RELATED ARTICLES

a. Journal Articles - Published

Include only those articles published or scheduled for publication after January 1 and before December 31, 2014. Serially number your entries within the categories below. Cite by: author(s) names in order and form as they appear in credits in the articles; title of article-set off in quotation marks; journal name-if abbreviated, use standard abbreviations only; volume number-underlined; number-if applicable; page reference and date. Put an asterisk by entries in 'peer reviewed' journals. Please indicate, for each entry, whether this article was solicited or unsolicited.

1. National /International Journals

2. State/Regional Journals and Newsletters

b. Books and Book Chapters

Include only those books, book chapters, and book editorships published or scheduled for publication after January 1 and before December 31, 2014. Serially number your entries by each of the categories below. Cite by author(s), title of chapter-if applicable; and year published (in parenthesis).

1. Books

2. Book Chapters

3. Book Editorships

c. Abstracts, Reviews, Proceedings, and Other Professional/Scholarly Publications

Serially number your entries. Use format similar to 1.a for citations. Identify the type of publication (i.e., abstract, research monograph, etc.). Book and article reviews should be included in this section - cite the book or journal reviewed, including the author/title/publisher, as well as the journal in which the review was published. Please list only reviews written by you in this section.

d. Editorships of Professional Publications

Include editorships other than books. Serially number your entries in format as described in 1.a.

e. Membership on Review Boards of Professional Journals

Include appointment date and/or inclusive dates of membership.

f. **Invited Reviewer**

Include names of journals and number of articles in each for which you have been invited to review during the past year.

g. **Copyrighted, Patented, Licensed Works and Other Works**

Under this section, please list the following items that have been published between January 1 and December 31, 2014. Please do not include performance recordings in this section, except those for works shown below.

1. Original Compositions
2. Arrangements, Orchestrations, Transcriptions
3. Recordings of your compositions (by you or someone else -please include recording company and catalog number)
4. Video Recordings (compositions, performances, choreography, conducting, lectures, and so on)
5. Broadcasting of recordings (radio, television, internet, and so on)

h. **Other Professional Works**

Include any other publication/work that is professionally acceptable by your discipline. This section should contain the following:

1. Professional/commercial releases of your performances (please indicate recording company and catalog number)
2. Original compositions, arrangements, orchestrations, transcriptions and so on that have not been published.
3. Adjudication of competitions in your discipline (indicate if it was in conjunction with an International/National, Regional/State, or Local Competition)

2. PROFESSIONAL PRESENTATIONS

This section should include only the presentation of papers and other participation in national or regional professional meetings.

a. **Masterclasses/Lectures/Demonstrations, Paper or Poster Sessions**

Cite name of author and any co-authors (in case of multiple authors, indicate by whom the presentation was made by placing an asterisk by the name); format - lecture, paper, etc.; title of presentation - set off with quote marks; whether the presentation was **invited or contributed**; the meeting type - mid-year, annual, special, etc.; name of the association meeting; location - city, state, country; and date. Serially number your entries.

Please include such things as: 1) masterclasses, (2) residencies, 3) workshops & clinics.

b. **Panel/clinic participation in National or Regional Professional Meetings**

Serially number your entries. Use similar form to 2-a for your citations.

c. **Other Meeting Participation (official delegate, chair of session, etc.)**

Items in this section should refer only to activities that took place at the meetings. Use format similar to 2-a above for citation. Please serially number your entries.

3. CREATIVE ACHIEVEMENTS/PUBLIC PERFORMANCES

Include in this section all creative activity: compositions, choreographies, theater and concert performances, exhibitions, and works of art both solicited and unsolicited. Please list these activities chronologically by category indicating activity, location, dates, and other relevant information or annotation.

You may include scanned excerpts from concert programs and reviews as an appendix to this document.

4. PROFESSIONAL HONORS, AWARDS, CITATIONS

a. **Honors and Awards**

Please list honors, special recognitions, awards for teaching, research/creative activity and service. List the type of honors or awards, organization and date of presentation.

b. **Citations**

List any appropriate citations of your professional works by others. Use the format found in II A. 1.

B. RESEARCH GRANT AND CONTRACT ACHIEVEMENTS

1. EXTRAMURAL EFFORTS AND AWARDS

This section should include grants and awards received from agencies *outside* the University of Missouri System, e.g. Missouri Arts Council Grants, National Endowment for the Arts, private foundations and federal agencies. You should include all ongoing and funded projects as well as pending grants and those not funded from January 1 to December 31, 2014. Please provide annotations as appropriate.

2. INTRAMURAL EFFORTS AND AWARDS

This section should include funding from UMKC or UM System sources. You should include all ongoing and funded projects as well as pending grants and those not funded from January 1 to December 31, 2014.

3. OTHER EFFORTS AND AWARDS

a. **Gifts and Awards**

This section should include such things as: (1) awards from Conservatory Travel Fund. (2) Teaching Enhancement Awards. (3) Faculty Travel Grants.

b. **Other Awards**

Include in this section any grant or award that was not included above. Fellowships, special leaves, sabbaticals, and so on should be included here.

- Activities**
- c. **Professional development related to Research/Creative**
This could include advanced study, classes attended, workshops attended, collaborations, and so on.

<u>Event/Activity</u>	<u>Place</u>	<u>Date</u>

Other self-improvement for research/creative activity:

C. Personal Statement (research/creative activity):

Please provide a summary statement indicating activities beyond the usual work of research/creative activity. This might include artistic collaborations preparation, research designs or planning, innovative strategies or techniques, or other work not reflected in areas reported above.

SECTION III: SERVICE

For items where you have no response, place the word “none” or “not applicable.” List each SERVICE ACTIVITY only once.

A. PROFESSIONAL SERVICE ACTIVITIES AND ACHIEVEMENTS

1. OFFICES HELD IN PROFESSIONAL ORGANIZATIONS

List each organization fully the first time it appears, followed by the acronym you will use to identify the organization in later references. Indicate whether the organization and the office held are international, national, regional, state or local. For each item, please indicate Level of Activity as Intensive, Moderate, and Occasional, or an approximate number of hours or time frame for the service commitment (e.g. 3 hours per week or Fall semester only).

a. **Offices Held**

b. **Appointed Offices**

(Include committee chairs in this section)

c. **Committee Memberships/Task Forces**

(Identify association and state full names of committees)

2. PROFESSIONALLY RELATED SERVICE

a. Consultation and Invited Grant Review

List each item separately; give grant/project title, organization and date.

b. Presentations

Include invited service presentations that could include guest lectures in classes, pre-concert lectures, presentation to donor groups and so on. Do not duplicate previous listings.

c. Other Service

Include anything not covered by any other items in Section III; e.g., external peer reviewer for promotion and tenure; site visits, expert consultation, media interviews, or other activities. This could include professionally-related employment outside of the Conservatory which requires use of your special professional expertise.

3. UNIVERSITY SERVICE

Include committee names, and if chair of committee, indicate with asterisk for each of the categories below:

Please indicate level of activity - Intensive, Moderate, and Occasional.

a. University-wide (UM System) committees

b. Campus-wide (UMKC) committees

c. Academic unit/division (Conservatory) committees

4. COMMUNITY SERVICE

List only those community service activities that are University related and professional in nature rather than personal. Professional activities in community service may be reported as an addendum to your report.

B. ADMINISTRATIVE RESPONSIBILITIES

List those administrative duties such as Chair, Dean, Coordinator, Director, and so on. Please provide brief annotation to explain nature of duties and time spent. Also, please note if compensation with salary and/or faculty load reduction.

C. STUDENT-RELATED RESPONSIBILITIES/ACTIVITIES

1. STUDENT SERVICE RESPONSIBILITIES

Include activities not reported in Section I, Teaching. These may include activities such as advising of students, supervision of graduate assistants, sponsorships, group/organization advisor, or student extracurricular activity.

2. STUDENT ACHIEVEMENTS

Notable student accomplishments in research and creative activities; include only work other than theses and dissertations.

a. Publications

Include publications created independently by undergraduate or graduate students as well as joint research efforts with you. Enter reference number for those items from section II A. 1 that would be applicable to this section.

b. Presentations

Include noteworthy presentations by undergraduate and/or graduate students. Enter reference number for those items from section II A. 2 that would be applicable to this section.

c. Performances

Include noteworthy performances by undergraduate and/or graduate students.

D. OTHER PROFESSIONAL ACTIVITY/RESPONSIBILITY

Include responsibilities not reported elsewhere in this report. These may include such activities as record keeping, meetings not associated with committee activity, professional practice activities, and so on. You may choose to list in abbreviated form here and include in Professional Summary Statement (Section IV) if you wish.

SECTION IV: PROFESSIONAL SUMMARY STATEMENT

This section allows for submission of a summary professional statement designed to meet the individualized activities and specialties of each faculty member. It could include current and projected creative work or research, specific yearly objectives or personal statements about self-improvement activities that relate to teaching or scholarly work as well as any additional experiences for professional enhancement.