

UMKC CONSERVATORY PROMOTION AND TENURE: ANNUAL REVIEW PROCESS

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I. REPORT AND PROCEDURAL GUIDELINES

Annual activity report submission expectations:

All full-time faculty (with appointments at .75 FTE or greater), whether tenured, tenure-track, or non-tenure-track **must** complete and submit a professional activity report through myVITA each year. This includes visiting faculty, full-time adjunct faculty, faculty on leave, those in the process of preparing a dossier for promotion and/or tenure, or those waiting on the results of a tenure and/or promotion process.

Annual Activity Report

The annual activity report is submitted using the myVITA system every February 15th at 11:59pm to provide a comprehensive account of teaching, research/creative activities and service for the preceding calendar year (January 1 – December 31). Faculty should report accomplishments from the previous calendar year *only*.

Importance of timely submission of the annual activity report:

- The University will provide notification of the due date for upcoming report submission at the end of the fall semester and again at the beginning of the new calendar year. *In cases of missing or late submissions, the Division Chair will not be able to complete a review and report to the Dean. Reports cannot be submitted after the due date and failure to submit a report will be interpreted as a waiver of opportunity for merit raise consideration. In addition, faculty who do not submit the report will not be eligible to be considered for a Kauffman Award.* It is strongly recommended that faculty enter information into the myVITA system continually during the course of the year to allow for timely submission of these reports.

Evaluation of the annual activity report:

- Each Division Chair evaluates the annual professional activity report submission for faculty members in their Division. Strengths and any areas of concern are noted for each of three areas: Teaching, Research/Creative Activity, and Service. The Division Chair looks for both quantity and quality of accomplishments in each of these areas. Typically, the three areas of activity are weighted in importance to reflect the

standard expectation for Tenure Track faculty members' balance of activity. This results in relative emphasis and importance as: Teaching=40%; Research/Creative Activity=40%; and Service=20%. For those who do not have the standard balance among the three areas (40/40/20 shown above) *it is imperative that a clear statement of their formally negotiated load arrangement* be provided in the form of a letter from the Dean of the Conservatory. NTT faculty will be evaluated based on the primary purpose of their employment.

- Since each faculty member has a somewhat distinctive and individualized activity profile, it is important that each faculty member provides a narrative of their work and summarizes and annotates aspects of the annual activity report according to contractual expectations and in a way that reflects unique circumstances of professional activity.
- Quantity: it is important to provide a comprehensive and detailed report, indicating all activities within each area. Entries must be limited to activities occurring between January 1 and December 31 of the year of the review.
- Quality: It is helpful and important to annotate entries to indicate relative importance of various accomplishments. The Division Chair typically accepts that geographical scope of activity indicates different levels of merit (i.e., international more noteworthy than national, more important than regional, and so on). If a specific entry in your report seems to be an exception to this approach, it would be important to note this and explain why. Similarly, amounts of time spent in various committees can vary, so one should document the intensity of time and energy in service activities.
- Peer Review: One of the most important concepts in evaluating quality of faculty activities is peer review. This concept is at the heart of the promotion and tenure process, and is a key element in the judgment of quality in annual activity reviews. Positive peer review takes many forms, but essentially it is testimony from people who are in a position to make knowledgeable and respected judgments about the quality of instruction, research/creative activity, or service. In general, the more prestigious the institution or program or individual providing the positive peer review, the more weight the accomplishment carries. For this reason, it is important to describe the relative level of each accomplishment in the annual activity report to insure this is understood by the Division Chair. *Selected examples of peer and other review criteria:*
 - Teaching:
 - Invitations to be a guest classroom lecturer at other institutions
 - Course work and/or lessons provided to students at other institutions
 - Testimonials from workshop participants or hosts
 - Use of texts and/or other course materials by students in other institutions
 - Adoption of curricular methodologies by other institutions
 - Awards, honors, or media recognition for teaching
 - Ensemble performances at schools and other venues
 - Internal peer review processes at the Conservatory and University
 - Evaluative statements from students other than standard evaluations
 - Research/Creative Activity:
 - Invitations to be a guest lecturer, presenter, performer or adjudicator

- Invitations to be a master teacher at other schools or workshops (clinics, masterclasses, lessons)
- Critical reviews of professional performances, recordings, publications, etc.
- Conference presentations with peer-reviewed acceptance
- Articles in refereed journals, monographs, and essay collections
- Citations of published or publicly displayed work
- Prestige of performance or lecture venue; audience size
- Analytics showing website usage
- Other evidence of the use of intellectual property
- Patents, receipt of grants from foundations or government agencies
- Testimonial correspondence from participants or hosts
- Awards, honors, or media recognition for research/creative activity

Service

- Testimonials from committee or board leadership
- Testimonials from beneficiaries of service
- Use of written or web-based materials by other organizations
- Adoption of methodologies by other institutions
- Awards, honors, or media recognition for service

Procedural checklist for creating the annual activity report:

1. Maintain clear and complete records during the calendar year, sorting accomplishments into the areas of teaching, research/creative activity and service. Periodically during the year, enter research/creative activity accomplishments into the myVITA database.
2. Do not include activities that happened before the calendar year of the report. If you refer to upcoming accomplishments – such as a forthcoming publication of materials produced during the report period – you should know that real credit for these accomplishments will be granted in the evaluation cycle it is completed. It is appropriate to indicate works in progress or in review.
3. While optional, the Division Chairs and Promotion and Tenure Committee strongly suggests that you include a statement, perhaps for each area but especially for research/creative activity, that describes the nature of peer review for your sub-discipline, and/or for any specific activities where this may not be clear to a reviewer outside of your discipline.
4. For most non-standard teaching accomplishments, as well as most service accomplishments, indicate an amount of time spent on the activity including hours as well as inclusive time frame (e.g., fall semester, 3 hours per week).
5. Include specific weighting information for your individual faculty activities, and relate your narrative to these criteria.
6. Submit the complete report on or before the announced deadline.
7. Late documents will not be accepted or reviewed.

What constitutes teaching?

- Teaching loads are automatically entered in the myVITA system. Check to make sure the information is correct during each semester's open period and then add additional material as needed to complete the teaching section.
- Student course evaluations are automatically sent to the Division Chair and remain in the faculty files. One does not need to submit copies of these as part of the annual activity reports. *NOTE: Currently, there is no system-wide, UMKC-wide or Conservatory-wide mechanism in place for insuring student compliance with participating in the on-line evaluation process. Until such a mechanism is in place, faculty should make students aware of the importance of the evaluation process, and provide support, opportunity and encouragement to students as appropriate.*
- There are numerous additional teaching-related duties that should be added to the annual activity report information. Some selected examples:
 - Dissertation, thesis, and research project supervision
 - Current student accomplishments, including significant accomplishments by ensembles (limit these to the calendar year under review)
 - Guest teaching/giving masterclasses in your field
 - Recital grading (beyond those reflected in your load statement)
 - New course development or course redevelopment
 - Chamber music coaching
 - Peer review of teaching beyond student evaluations
 - Professional development related to teaching
 - Awards and honors related to teaching

What constitutes research/creative activity?

- Each faculty member will have a unique set of accomplishments in this area. Selected examples of accomplishments in this area include:
 - Publication of peer-reviewed books, book chapters, and articles, and favorable reviews or citations of such materials
 - Publication of other forms of research
 - Appointments or awards showing professional competence and standing
 - Election to learned societies
 - Grants or fellowships
 - Significant public performances
 - Significant role in design or production of a performance or public installation
 - Release of a commercial recording
 - Lecture recitals and other presentations at professional venues, conferences, and other institutions
 - Presentation of papers or research posters at professional meetings
 - Composition of original musical works, transcriptions, and arrangements and public performances of these works
 - Composition and performance of new choreographic works
 - Performance/staging of choreographic works
 - Editorship of a peer-reviewed journal/publication

What constitutes service?

- Each faculty member will have a unique set of accomplishments in this area. Examples of accomplishments in this area include (some service may fall into more than one category):
 - Advising for student organizations
 - Recruiting activities, including auditions, portfolio review, etc.
 - Graduate Committee Membership
 - Membership on a nationally prominent editorial board
 - Participation as an adjudicator for a national or international competition
 - service on standing and ad hoc committees within the Conservatory and/or University
 - professional-related service in the community, including collaborations with other arts organizations
 - service to the profession through recognized organizations and events at local, state, regional, national, or international levels, including elected office, conference program and local arrangement committees, and other activities

II. ANNUAL ACTIVITY REPORT TIMELINES

December: Associate Dean sends reminder of Annual Activity Report

January: Associate Dean sends reminder of Annual Activity Report with guidelines for submitting the report.

January 15–February 15: myVITA open period for submitting Annual Activity Report

February 15: Annual Activity Report due at 11:59pm

February 16–April 1: Division Chair Review

February 16–April 1: Promotion and Tenure Committee Review

April 1–May 1: Dean review

May 1–May 15: Faculty review

III. INFORMATION TRANSFER AND FACULTY SUPPORT

What information is provided to faculty members and to the P&T Committee by the Dean?

- The Dean's review will be complete by May 1 and available to view in myVITA. After reviewing the Dean's evaluation, the faculty member may submit a formal written response through myVITA if the faculty member feels they have been unfairly or inaccurately evaluated or to correct errors.
- In the summer, the Dean will provide a second letter with the recommended salary for the following academic year. If there is any portion of the increase that is based on market issues, the Dean will provide information on this element of the increase.
- Individual faculty members will meet with their respective Division Chairs to produce a formal document outlining load expectations for each full-time faculty member. This proposed load expectation document would include the following:

- Name, Date of hire, initial rank and current rank
- Tenured, Tenure Track, Non-Tenure Track, non-regular or other
- Date Tenure Portfolio must be or was submitted (if applicable)
- Teaching Load (current, plus each of the previous two semesters)
- Research/Creative Activities Expectations
- Service Expectations
- Special arrangements with the Chair or Dean that alter the standard balance (40,40,20) for teaching, research and service
- This information can be used to understand overloads and underloads, to fairly compare portfolios with agreed-upon expectations, and (for tenured faculty) to track yearly reports and evaluations as part of a post-tenure review.

What support mechanisms are available to faculty members who wish to improve their annual evaluations in one or more areas?

- Faculty should feel free to share their evaluative information with mentors and with trusted peers.
- For several years the selection of Kauffman Award winners has been based in part on the evaluations by the Division Chairs. If they are willing, past award winners in each category serve as excellent role models for faculty wishing to enhance their success in a specific area.
- Though neither the Dean nor the Division Chairs can provide specific comparative rankings, they might provide a general list of faculty who excel in specific areas (with permission of the faculty involved). If these faculty members are willing, they could provide good information, both on the kinds of accomplishments they document and on the methods they use to organize and describe these accomplishments, to helping the faculty in a workshop setting.
- Suggestions for additional support mechanisms are welcome and encouraged. Proposals may be sent to the Division Chairs at any time.