



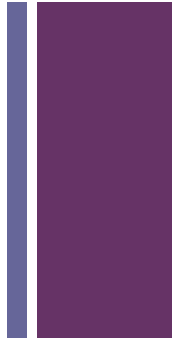
Jake
Petrola's
Guide to

Faculty
Evaluation 2

Katherine Norman Dearden
UND Department of Music
September 11, 2012

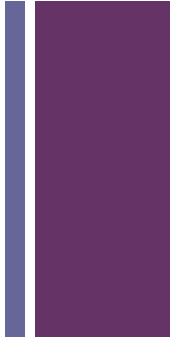


Faculty Evaluation Files, The BIG PICTURE



- The CV is the heart of your file and your Digital Measures “Academic Record (October) Supplements” provide the building blocks for your CV.
- The Self-Evaluation Narrative (addressing Teaching, Creative Activity, Service) provides the context for the interpretation of your work.
- The supporting evidence of accomplishment verifies the nature and substance of your work.

+ Documentation is a key element



Your evaluation depends on how well you document your accomplishments in

- Teaching,
- Creative activity, and
- Service

Consistent documentation procedures makes it possible to evaluate faculty more fairly.

+ Promotion, Tenure & Evaluation Policy



Department of Music

**POLICY FOR FACULTY
PROMOTION, TENURE, AND EVALUATION**

&

GUIDELINES FOR ITS INTERPRETATION

It is your responsibility to read and understand this document. The following sections are helpful when putting your file together.

- Basic Expectations, pp. 1 & 10
- Criteria, pp. 2
- Evaluation File, pp. 6-8
- Documentation, pp. 12-13



Don't forget these due dates

ALL Tenured and Tenure-Track Faculty except Meganne

Due October 1st – PDF to Janice

Academic Record Supplement

Due November 1st – to Kathy

■ Evaluation File: Folder & Binder

The screenshot shows the DigitalMeasures web interface. At the top left is the UN logo and 'UNIVERSITY OF NORTH DAKOTA'. At the top right is 'POWERED BY DigitalMeasures'. Below the header is a navigation menu with 'Manage Your Activities' and 'Run Custom Reports'. The main content area is titled 'Welcome, Katherine Norman Dearden. Saturday, September 8, 2012'. It contains a 'Run a Report' section with the following steps:

- Select the report to run. **1** CopBA Vita [SELECT REPORT]
- Select the date range to use. **2** Start Date: Aug 16 2011; End Date: Aug 15 2012 [More Information >>]
- Select the file format. **3** Adobe PDF [More Information >>]
- Select the page size. **4** Letter [More Information >>]

[BUILD REPORT]





What you must put in your folder*



All Faculty

- Narrative self-evaluation
- Evidence of Creative activity (in summary form) developed including work accepted but not yet published (e.g., copies of: the first page of publications, compositions and printed recital/concert programs, the program entry for presentations, the recording jacket or liner notes for recordings).
- Completed Teaching Evaluation Documentation Worksheet

Tenure-Track Faculty & Tenured Faculty up for Triennial Review must also include:

- Updated curriculum vita

* The Personnel Committee will supply all other required Folder forms and documents.



What you must put in your binder of supplementary materials

Copies of the following material in this order:

1. Syllabi for all courses taught during the period of review
2. Representative course documents (e.g., assignments, tests, exams)
3. Representative student products (may be written or recorded)
4. More complete evidence of creative activity as appropriate to sub-discipline (e.g., copies of papers, recordings, compositions, presentations—text, Powerpoint, or recording, recital programs, reviews)
5. Additional items to document aspects of work not addressed in the required documentation above (as appropriate).





CV Required Format – Contact Information & Background



CURRICULUM VITAE

Your Name

Mailing Address

Office Phone: (701) 777- xxxx E-mail: xxxx.xxxx@und.edu

1. EDUCATIONAL and PROFESSIONAL BACKGROUND

Degrees and Diplomas

Licensure/Certification

UND Graduate Faculty

Professional Experience



CV: Required Format - Teaching



2. TEACHING

Courses Taught

Undergraduate Level

Graduate Level

Graduate Projects Directed

In Progress

Completed

Graduate Committee Service

In Progress

Completed

Curriculum Development Activities

New Program Development

Program Revision

New course development

Existing course development, course enrichment, new course preparation, and other teaching-related work

Grants In Support of Teaching

Funded (Internal or External)

Submitted, pending or not funded (Internal or External)



CV Required Format - Creative Activity



3. CREATIVE ACTIVITY

Publications

International/National Audience
Regional/Local Audience

Performances

International/National Audience
Regional/Local Audience

Compositions

Professional Presentations

International/National Audience
Regional/Local Audience

Grants In Support of Creative Activity

Funded (Internal, External)
Submitted, pending or not funded (Internal, External)



CV Required Format – Service & Honors



4. SERVICE

To the University

System/State

University

College

Department

Committees/Officers/Affiliated Organizations

Undergraduate Program Advisement

To the Profession and Community

Consulting, Reviewing, Adjudicating

Reviews

Festival and Contest Adjudicator

Consulting

Professional Associations

Offices Held

Membership

Professional Development

Conferences and Workshops Attended

5. HONORS/AWARDS/PROFESSIONAL RECOGNITION

+ Documents on the Music Department Web site



For Faculty & Staff

Policies and Procedures

Faculty CV Template

Faculty Tenure, Promotion & Evaluation Policy

Sample Faculty CV

Teaching Documentation Worksheet

Updated Faculty Evaluation Powerpoint

+ Sample CV: Elements to Note

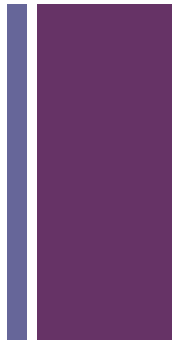


1. Dated items are sorted in reverse chronological order.
2. Creative Activity listings are sorted according to level of audience and include:
 - Title
 - Venue: for example, Location (for performances), Journal (for articles), Publisher (for books),
 - Date
 - Length (page numbers for publications, minutes for compositions)

When there are multiple contributors, give your % of contribution



More CV Elements to Note



- When the same presentation or performance is given on multiple occasions, list it once but include all of the dates and locations, even if the title changes. For example:

“Winds of Change.” Recital with Beth Rheude. Josephine Campbell Recital Hall, University of North Dakota. April 17, 2011. 50% of program by me. Program repeated April 26, 2009, Ann Nicole Nelson Hall, Minot, ND and again May 4, 2009, Louis Riel Hall, Emerson, Manitoba, Canada.

Here “50%” indicates that Jake played half of the recital.

- For each creative activity, indicate if it was refereed, invited, commissioned, or other (with explanation)
- Give the acceptance rate, if available.



And even more . . .



See Jake's vitae for how to divide your creative activity section according to audience: local/regional or national/international.

- Include under “international/national audience,” work that is seen or heard by people from several countries and/or work that is seen or heard by people from across a single country.
- Include under “local/regional audience,” work that is seen or heard by people from a particular city or region. For example, if you present a paper, “Music to soothe the savage cat,” to the Moose Jaw, Saskatchewan Humane Society, you would place it in the local/regional audience section.
- If not apparent in the CV, address the significance of the item in your narrative.



What to do about work that crosses the categories of teaching, service & creative activity



- Follow Jake's model in placing work under a single category in your CV. In general, any single item should occur only ONCE even if it crosses categories of service, creative, activity or teaching. Explain the overlapping nature of your work in your narrative self-evaluation.

Conductors, list under Teaching:

- UND Ensembles: Regular Semester Concerts
- UND Ensembles: Local & Regional Tour Performances

Conductors, list under Service

- UND Ensembles: Special Events (e.g., campus, alumni, etc.)
- Clinics presented, Workshops presented
- Service as an Adjudicator



More Instructions for Conductors



Conductors, list under Creative Activity:

- Guest conducting performances
- UND Ensembles: Conference & Festival Performances
- UND Ensembles: National & International Tours
- Personal Performances

Include this sentence at the bottom of your Creative Activity section: “Also see performances listed under teaching and service.” Do not list the same performance more than once. Explain the overlapping nature of your work (creative activity, teaching, service) in your narrative self-evaluation.



Thinking about what your students learned



08/19/04

A&S Teaching Evaluation Documentation Worksheet

Name of Instructor: _____ Date: _____

The purpose of this worksheet is to help academic staff and departments gather evidence to document teaching for purposes of annual review, tenure and promotion, and for recognition in the form of merit pay and awards. Across the top of the worksheet are the common sources of data used in the evaluation of teaching. In the left-hand column are the basic university expectations for effective teaching, followed by additional factors that often form a part of teaching evaluation.

The instructor being evaluated (working in collaboration with the department chair or designated department representative) should indicate with checks what kinds of data have been provided to document each of the basic university expectations for effective teaching. Although, not all of the "Additional Factors" will apply to everyone, instructors are encouraged to consider and document a broad range of teaching-related activities as appropriate to the particular parameters of their appointments. Note that in keeping with University policy, the College requires a minimum of three different sources of data, with one of those sources being student evaluation of teaching. Please consult the appropriate Faculty Evaluation Checklist for the specific documentation requirements for each type of review (e.g., annual, triennial, promotion, tenure, pre-tenure).

	Student Evaluation of Teaching ¹	Narrative Self-Evaluation of Teaching ²	Course Materials (syllabi, tests, assignments, etc.)	Student Products (completed tests, papers, projects, performances etc.)	Formal Observation of Teaching (with written documentation)	Other (Specify)
Basic University Expectations						
Respect for Students						
Knowledge of Subject						
Careful Preparation						
Effective Communication						
Professional Growth						
Additional Factors						
Course Design						
Assessment of Learning						
Work w/Individual Undergraduates						
Work w/Individual Graduate Students						
Departmental Work						
Other (Specify)						

- Use the Teaching Evaluation Documentation Worksheet to think about items to include in your binder of supporting documentation.
- Once chosen, these items can serve as “talking points” in the teaching portion of your narrative
- Another good “talking point” is your student opinion data.

+ Explaining your service contributions

- When the substance and extent of your service work is not apparent in your CV, use the narrative to explain what you did.
- If there is some sort of product associated with your service, consider including that in your supplementary binder and referencing it in your narrative.
- Unsolicited letters of appreciation for service are good indicators that your work is valuable. Again, consider adding them to your supplementary binder and referencing them in your narrative.





Personnel Committee Blackboard Site and Reviewing Room



Blackboard site

- Preliminary rating forms (to be submitted online)
- PDF copies of the Digital Measures October Supplements, CVs (tenure-track, triennial only), and position descriptions

Reviewing Room

- Faculty Evaluation Folders and Supplementary Documentation Binders

+ Personnel Committee Meetings



- Tues., Oct. 16, 2012 – 2:05 p.m. to 3:15 p.m. (2nd Year - Masko)
- Tues., Nov. 13, 2012 – 2:05 p.m. to 3:15 p.m. (1st Year - Barbu, Sugiura)
- Mon., Jan. 7, 2013
 - 9 a.m. to noon
 - 5th Year – Drago, Knight
 - Triennials – Blackburn, Blake, Norman Dearden, Rheude
 - 1 p.m. to 4:30 p.m.
 - Tenured Annuals – Bronfman, Christopherson, Ingle, Keyser, Popejoy, Towne, Wittgraf



Personnel Committee: Preliminary File Review Deadlines



October 12th, 4:30 p.m. – Masko

November 9th, 4:30 p.m. – Barbu, Sugiura

December 7th, 4:30 p.m. – All remaining files