

INSTRUCTIONS FOR USING OUTLINE

- *Each faculty member's activities will be evaluated based on the Tenure-Earning Faculty Evaluation Document or the Tenured Faculty Evaluation Criteria Document.*
- *Font - Times New Roman 12 point*
- *List your primary scholarship first under Research/Creative Activity.*
- *Rearrange categories so that your most important area appears first (for example, Publication for researchers, Performance for applied faculty).*
- *Delete (After completing document):*
 - *All Categories (Publication, Performance, etc.) and Sub-categories (Books, chapters, Solo performance, conductor of ensemble, etc.) not in use!*
 - *All italicized print*
- *Publications may only be listed one time*
- *Do not list the same entry in two different places, unless the activity has two separate and distinct components, for example, conference presentation (scholarship) and conference presider (service) or recital and master class in the same location.*
- *All Listings in reverse chronological order.*
- *If your activity does not neatly fit into one of the sub-categories listed, then create a new sub-category to accurately describe what you do.*
- *It is incumbent upon the faculty member to demonstrate/explain the significance of the event, the invitation, the research, etc.*

Name of Faculty
Department of Music
AY ????-????

RESEARCH/CREATIVE ACTIVITY

Publication (*International/National/State Distribution - Provide complete bibliographic information, including if self-published.*)

Books

Chapters in books

Articles (refereed or non-refereed)

Textbooks

Reviews of books or music

Citation of Previously Published Materials

Compact Discs, DVD's, etc.

Computer software

Prizes, Awards, Grants, Fellowships, or Other Recognition

Documented articles submitted, not accepted

Grant Applications Submitted, not accepted

Presentation (*International/National/State/Metroplex/Campus - Pertinent information: topic or title, by invitation, repeated invitations, fee paid, formal/informal peer review, length of presentation, number in attendance if significant.*)

Research papers

Research presentations - poster format

Pedagogical presentations/ Conference Presentations

Lectures

Documented invitations received, not accepted

Performance (*International/National/State/Metroplex/Campus - Pertinent information such as venue, type of performance, repertoire programmed, by invitation, fee paid, reviewed*)

Solo/ Collaborative/ Chamber/ Soloist with ensemble Performance (*designate full length recital or concert, or performance of a single work*)

International

Indent Activity

National

Indent Activity

State

Indent Activity

Metroplex

Indent Activity

Campus

Indent Activity

Performer in ensemble

Soloist in ensemble (*played solo parts as member of ensemble*)

Participant in chamber recital

Conductor of Ensemble

Conductor of Ensemble (Peer Reviewed)

Performances, Commissions, Publications of Original Marching Band
Drills/Musical Arrangements

Conducted Clinics (where performance is a component)

Recordings as a Soloist, Ensemble Musician, or Conductor

Prizes, Awards, Grants, Fellowships, or Other Recognition

Documented invitations received, not accepted

Grant Applications Submitted, not accepted

Composition/Arrangement

Works published (*Pertinent information: complete bibliography, length,
instrumentation.*)

Indent Activity

Performances (*Pertinent information: location, length, type of
performance, e.g. professional group or faculty series, reviewed.*)

Works completed (*Pertinent information: length, instrumentation,
commissioned, not commissioned*)

Recordings of Original Compositions

Prizes, Awards, Grants, Fellowships, or Other Recognition

Documented invitations received, not accepted

Citation of Previously Composed Works

Grant Applications Submitted, not accepted

Professional Development

Completion of an advanced degree

Indent information

Formal coursework or private study

Participation in/attendance at master classes or institutes

Work in Progress (*Applies only to scholarship, not service projects. List only projects underway, not work that is contemplated.*)

Research projects

Indent Listing

Books, Articles, Recordings

Compositions

Recital or concert repertoire in rehearsal

Performances scheduled (*includes compositions*)

Conducted Clinics Scheduled (where performance is a component)

Performances, Commissions, Publications of Original Marching Band
Drills/Musical Arrangements Scheduled

Presentations scheduled

TEACHING

Courses assigned (*first time taught, number of students enrolled*)
MUSI XXXX.XXX, *Course Title*

Courses assigned (*regularly taught, number of students enrolled*)
MUSI XXXX.XXX, *Course Title*

Courses assigned (*team taught, number of students enrolled*)
MUSI XXXX.XXX, *Course Title*

Development of new courses

Supervision of student recitals

Master Classes

Clinics

Student teachers supervised (*list students, placement location*)

Evidence of Student Improvement (copies of all jury comment sheets for each semester, Fourth Semester Barrier Examination Results)

Examples of student achievement (*significant awards, scholarships, acceptance in prestigious graduate programs or performing ensembles*)

Graduate Thesis Advising

Graduate Examination Committee Membership

Syllabi

Student Feedback Surveys (SFS)

Peer Evaluation(s) of Teaching

Documentation of Teaching Effectiveness

SERVICE

Committees and Appointments

University and College Committees and Appointments (*elected/appointed, chair/member*)

Departmental Committees and Appointments (*elected/appointed, chair/member*)

Departmental Development and Enhancement

Performances

Indent Activity

Festivals/summer camps/summer courses

Fund raising

Recruiting (*visits to other schools, letters, phone calls, compilation of lists of prospective students*)

Grant applications

Providing educational enrichment

Origination of ideas, plans, activities, curriculum that benefit the development of the department

Consulting-International/National/State/Metroplex/Campus (*Pertinent information: responsibilities, by invitation, fee paid.*)

Pre-publication reviews of textbooks

Adjudication (*location, number of students or groups judged if significant*)

External Reviewer

Clinics/ Staff Development/ In-service Training

Auditions chair

Member of Advisory Boards

Member of Editorial Board

Artistic director for festivals

Member of selection panel for choirs, bands, and/or orchestras

Media Interviews

Professional Union Activities

Professional Organizations

Officer, board member, committee member (elected/appointed, chair/member)

Editor of publication

Organizer for function of the organization

Attendance at conventions and conferences

Membership

Community Service

Related to professional skills

Not related to professional skills

Evidence of Service