

Music Department By-Laws

Additional information can be found in the UW-Superior Unclassified Staff Handbook. Where appropriate, reference has been made to relevant UW-Superior Personnel Policies as denoted in the Staff Handbook (Identified as *Handbook*).

These Music Department By-Laws will be amended when necessary to maintain alignment with any changes to UW-Superior or UW-System policies.

1. MISSION AND MEMBERSHIP

1.1. Music Department Mission Statement

The UW-Superior Music Department prepares undergraduate students for success in music as performing artists and educators by providing a challenging, nurturing environment focused on individual and collaborative artistic growth, while also providing opportunities for musical enrichment to the university and community within a liberal arts tradition.

Additionally, the UW-Superior institutional values defined in the Mission Statement and which highlight "individual attention and respect for diverse cultures and multiple voices" are emphasized as guiding principles in the Music Department's philosophy and mission.

1.2. Departmental Membership

1.2.1. Instructional Academic Staff

Instructional academic staff hold the rank of either lecturer or senior lecturer and teach courses in the department including applied studies. Instructional academic staff members who do not have faculty status are invited to participate in departmental meetings, but do not have voting rights.

1.2.2. Faculty Peers

Faculty peers are persons who hold the rank of professor, associate professor, assistant professor, or instructor. A Faculty Peer is a member of the department with at least a 50% appointment in the department (*Handbook 7.1.3*).

1.2.2.1. Faculty Status

Faculty status can be granted to an instructional academic staff member if his/her appointment is 50% or greater. In this case, the appointee is encouraged to participate in faculty governance, departmental meetings, and may vote on non-personnel issues. Faculty status does not confer rank or tenure, or convert an instructional academic staff appointment into a faculty appointment (*Handbook 7.1.3.1*).

1.2.3. Faculty Criteria for Appointment

The criteria for faculty appointment is outlined in the *Handbook 7.4.4.1*. The titles listed below are faculty appointments. Generally at UW-Superior faculty are hired at the Assistant Professor level or higher; Instructor may be used in the case where an incoming faculty member has not yet been awarded a terminal degree in their discipline. For faculty

without the appropriate terminal degree, equivalencies are described in UW-Superior Minimum Teaching Qualifications Policy AP 1701.

- **Instructor:** Master's Degree in an appropriate discipline, or equivalent
- **Assistant Professor:** Earned doctorate in an appropriate discipline, or equivalent
- **Associate Professor:** Earned doctorate in an appropriate discipline, or equivalent, and a minimum of five years teaching experience or equivalent experience
- **Professor:** Earned doctorate in an appropriate discipline, or equivalent, and a minimum of ten years teaching or equivalent

1.2.4. Minimum Teaching Qualifications

Minimum teaching qualifications have been established at UW-Superior to ensure students have access to subject matter experts in the classroom. All faculty and academic staff that teach courses must meet established criteria related to education and experience (*Handbook 7.4.4.1*) and further clarified in the UW-Superior Minimum Teaching Qualifications policy.

1.2.4.1. Academic Staff

All academic staff teaching in the department must hold a Master's Degree relevant to what they are teaching or in some cases academic staff may be qualified by factors other than credentials. These factors include a Bachelor's Degree in a field relevant to what they are teaching plus a minimum of 5 years of relevant experience as outlined in UW-Superior Minimum Teaching Qualifications Policy.

1.2.4.2. Faculty

Faculty in the department must generally hold a terminal degree relevant to the content they are teaching. In some cases a faculty member may meet minimum qualifications without a terminal degree, as described in the *Handbook 7.4.4.1*.

2. ROLE AND RESPONSIBILITIES OF FACULTY

2.1. Faculty Work Load

The quantifiable criteria for defining a full-time tenure-track or tenured appointment for faculty are 12 semester credit hours of teaching or the equivalent and maintaining a minimum of five office hours per week. Tenure-track faculty in their first year of service will have a 3-credit release in their first semester, to accommodate participation in the Promoting Excellence in Teaching and Learning (PETL) series. After the first year of employment, faculty members are expected to carry academic advisement responsibilities, as well as departmental and university-level committee assignments.

Additionally:

- For classroom courses, credits are calculated according to contact hours, i.e. two contact hours per week teaching ear-training class equals two credits on the teaching load.
- For major ensembles (Orchestra, Choir and Band), 4 credits will be calculated on the

- teaching load.
- For applied lessons and all minor ensembles, credits are calculated on a 3/2 ratio, i.e. three contact hours is equal to two credits on the teaching load. In order to receive teaching load credit (1 cr.) for a small chamber ensemble, the department chair must approve the course, a practical group of registered students must exist, students must rehearse at least 1 hour weekly with a faculty member, resulting in a performance that semester.
 - MUSI 395 recitals receive .25 credit; MUSI 495 full recitals receive .5 credit on the teaching load.
 - Student teacher supervision is not covered as part of load, but rather as paid overload.
 - Independent study, internships, and other arranged courses/ensembles that are not part of any student's degree requirements are done voluntarily as faculty time permits.
 - Teaching loads may be reduced for administrative duties, artistic performances, and significant research projects if a way can be found to deliver the needed courses while recognizing the release time. Any such arrangement must be approved by the department chair.
 - All faculty with an appointment of 50% or more within the Department are expected to participate in the music recruitment efforts. This includes identifying and contacting prospective students within their area of specialization and supporting major recruitment activities such as the honors festivals, school tours, and other outreach efforts with timely follow-up with prospective students.

2.2. Academic Staff Work Load

Academic Staff appointments in the Department take the form of renewable instructional academic staff (Lecturer or Senior Lecturer). The quantifiable criteria for full-time instructional academic staff are 15 semester credit hours of teaching or the equivalent and maintaining a minimum of five office hours per week. Office hour expectations for part-time appointments will be adjusted according to the percentage of appointment. Advisement, and university-level and departmental service is not expected of academic staff.

Faculty peers are to be reasonably available to their colleagues for consultation and/or meetings and to respond to communications in a timely manner. They are responsible for productive and reasonable participation in curricular planning and review, student learning assessment, educational activities (as applicable), performance evaluation, departmental operations and recruitment activities.

2.3. Student Evaluation of Instruction

Departmental faculty and instructional academic staff are responsible for conducting student evaluations for each course each semester.

2.4. Syllabus Construction

All faculty and instructional academic staff will ensure that syllabi align with the course syllabus guidelines established by the Dean of Faculties and departmental syllabi templates when appropriate. In addition, faculty and instructional academic staff will provide the appropriate syllabus attachment as required by Dean of Faculties.

2.5. Standing Committees The only standing committee in the Music Department is the Departmental Personnel Committee. When additional standing committees are needed, the Department will form them through self-nomination, discussion, and vote. The Department will develop a brief charge and timeline for the work of the standing, which will be dissolved when the Department determines the charge has been completed or is no longer needed.

3. DEPARTMENTAL ORGANIZATION AND OPERATION

3.1. Departmental Responsibilities

The department is the level at which ultimate curricular and personnel decisions are made. Any matter requiring campus-wide faculty governance review must be first reviewed and approved by the departmental faculty.

3.1.1. Department Meetings

Meetings of the entire department are held regularly to discuss informational items and conduct business. Departmental meetings are scheduled by the department chairperson, who provides an agenda and supporting documents in advance of the meeting to allow informed decision-making in a timely manner. A quorum, which is defined as a simple majority of the entire fulltime faculty, is required to hold a department meeting. Department meetings are held in general accordance with *Robert's Rules of Order*.

3.1.2. Closed and Open Meetings

To be congruent with the Wisconsin Open Meeting Law, all departmental meetings are to be posted as open.

- The postings for such meetings should note that reconvening as a closed meeting is a possibility.
- If a meeting is addressing confidential personnel or student material, after it is convened, it should be closed and then reconvened as a closed meeting.
 - A meeting to discuss a tenure decision can remain an open meeting if the faculty member under review submits a written request for such in accordance with Wisconsin state law
- Meetings will be posted in accordance with UW-Superior requirements.
- Exceptions can be made for a meeting called to address unforeseen circumstances or difficulties.

3.1.3. Balloting and Decision-making

Balloting and decision-making on agenda items is accomplished through voting, where faculty in attendance each contribute one vote on proposed motions. When a vote is called, a faculty member may have one of three responses: 1) in favor of the motion, 2) opposed to the motion, or 3) abstention. An abstention does not count as a vote. A motion passes (is approved) if it receives a simple majority of votes cast. Proxy or absentee votes are not permitted in department meetings, however, faculty members unable to attend in person are allowed to participate at the time of the meeting through phone, digital, or other means that allow concurrent participation. Quorum is defined as 50% of the departmental voting faculty being present. A quorum shall be present in order to conduct a formal vote or take formal action on departmental matters.

3.2. Department Chair

The roles and term of the Department Chair are covered in the *Handbook (Handbook 3.3.1.)* and are summarized below:

3.2.1. Chair Responsibilities

The Department Chair is the chief representative of the department in the formal administrative structure of the University. The Chair's appointment includes the responsibility to act as the facilitator of departmental goals. The Chair will provide the formal input to the administration received through consultation with the departmental peers on all recommended policy and administrative changes which could affect the department's operations. The Chair will interact with other department Chairs to insure connection and a systematic approach to reaching the mission, goals, and strategic objectives of the University.

3.2.2. Department Chair Advisory Election

Any member of the department holding the rank of Assistant Professor or higher may serve as chair. Prior to the election, the Dean of Academic Affairs will prepare a ballot containing the names of departmental members who are eligible to serve as chair. This ballot is distributed to the department members who are eligible to vote in the advisory election; all department members holding at least a half-time faculty appointment and those members of instructional academic staff granted faculty status by the department may cast ballots in the advisory election. The completed ballots are returned to the Dean of Academic Affairs, who tabulates the results of the election and submits them with a recommendation to the Provost. The Provost submits the results and a recommendation to the Chancellor. If the Chancellor does not concur with the outcome of the election, the Dean will be asked to conduct another advisory election.

3.3. Departmental Personnel Parameters

3.3.1. Departmental Personnel Committee

All tenured Music Department faculty, with the exception of the member being reviewed, will serve as members of the Departmental Personnel Committee. The Department Chair shall serve as Chair of the Committee, unless he/she is the member under review, in which case the Committee will vote on another tenured member of the Music Faculty to lead the discussions and vote if applicable.

3.3.2. Policies for Personnel Decisions

Music Department personnel decisions will be decided by the Departmental Personnel Committee. Every member of the committee has the professional obligation to carefully consider portfolio materials submitted, noting any questions, concerns, expectations, and/or positive areas of feedback to be shared with the candidate. The timeline used for departmental personnel decisions will be based on the UW-Superior campus personnel deadlines.

3.3.3. Criteria for Personnel Decisions

Rank definitions and the written criteria for personnel decisions are defined by program bylaws in later sections in this document. Personnel decisions require an evaluation of teaching, scholarship, and service.

3.3.4 Portfolio

Each faculty member and fulltime instructional academic staff person will submit a portfolio of materials for retention, tenure, promotion and annual performance evaluations. The format and content of that portfolio are to follow the portfolio guidelines established by the University Personnel Council and Provost's Office and are to provide strong evidence to support the personnel action he/she is requesting. These portfolio materials are to be submitted at least one week before the scheduled departmental review.

3.3.5. Retention and Tenure

For retention and tenure decisions, only tenured peer faculty shall be present at the decision-making meeting unless the faculty member being evaluated requests an open meeting, subject to the provisions of the Wisconsin Open Meeting Law. If a tenured peer faculty member is unable to attend the meeting, he/she may participate and vote via teleconference or videoconference. A minimum of three tenured faculty are needed for retention and tenure decisions. If the department does not have sufficient members that meet this criterion, the Personnel Council will appoint members to serve in this capacity.

3.3.5.1. Non-Renewal

The Department will adhere to the UW-Superior and UW System policies and procedures for consideration and notification of non-renewal of probationary faculty or renewable instructional academic staff.

3.3.6. Promotion

For promotion decisions, only those tenured members of the Department who are *at-rank or higher* will serve on the Departmental Personnel Committee. A minimum of three tenured, at-rank faculty are needed for promotion decisions. If the Department does not have sufficient members that meet these criteria, the Personnel Council will appoint members to serve in this capacity.

3.3.7. Annual Performance Evaluation

For the annual faculty performance evaluation decisions, *all* tenured faculty of the Music Department will serve as voting members. Voting will be held in accordance with Wisconsin's open meetings law and forwarded to the Dean of Academic Affairs and Provost. Meetings for faculty performance review are conducted annually (*Handbook* 7.4.2.). The criteria for review are those established by the university: Meritorious, Satisfactory and Unsatisfactory.

3.3.7.1 Departmental Definitions of Criteria

- *Meritorious* – The faculty member exceeds the expectations of the position in the area of teaching and at least one of the other two areas (scholarship and/or service). The faculty member must at least meet the expectation of the position in the third area as well to receive a meritorious vote.
- *Satisfactory* – The faculty member meets or exceeds the expectation of the position in regards to teaching, scholarship, and service, but does not meet the standards of meritorious.
- *Unsatisfactory* – The faculty member does not meet the expectations of the position in regards to teaching, scholarship, or service.

3.3.7.2 Annual Review Portfolio

Each faculty member and fulltime instructional academic staff person will compile a succinct portfolio of materials to be submitted at least one week before the scheduled performance evaluation. The performance evaluation portfolio should detail his/her:

- Load and courses taught
- All student course evaluations
- Reflections on teaching success and improvements to be made
- Reflections on current and ongoing scholarship further denoting scholarship activities and successes
- Service to the field of music, the department and university

For annual faculty performance evaluation, persons who have already been considered in that academic year for retention, tenure or promotion may use the presentations and portfolio materials submitted for those purposes, rather than submitting to an additional review. *Please see 4.2. for specific guidelines.*

3.3.7.3 Review Process

Each faculty/staff member will present to the Committee.

- A summary of strengths and areas for development and goals and objectives for the coming academic year, focusing only on progress and accomplishments for the review period.
- Department members will discuss the material and presentation of each faculty member under annual evaluation, offering feedback and suggestions. The member will have the opportunity to respond. Given the evidence, tenured faculty will then vote meritorious, satisfactory, or unsatisfactory for each faculty/staff member under review.

3.3.8. Post-Tenure Review

Faculty in the Department will undergo periodic post-tenure review every 5 years. The faculty peer under review will:

- Develop a portfolio, detailing accomplishments in teaching, scholarship, and service, and make it available to the Department at least one week in advance of their post-tenure review meeting
- Present a succinct summary of their professional accomplishments during the review period and identify areas for development. The faculty member will also identify goals and objectives for the next 5-year period.
- Department members will discuss the material and presentation of the faculty person under review, offering feedback and noting strengths and areas of development.
- A Committee member will make one of two motions:
 - **Meets expectations:** This category is awarded to those tenured faculty members whose performance reflects the expected level of accomplishment.
 - **Does not meet expectations:** This category is awarded to those tenured faculty members whose performance reflects a level of accomplishment below the expected level and which requires correction. All reviews resulting in “does not meet expectations,” unless overturned upon further review, will result in a remediation plan.
- The Department Chair (or designee, if the faculty member under review is the Department Chair) will be responsible for writing a summary of the departmental discussion and will forward the summary, meeting minutes, and appropriate paperwork to the appropriate body for the next level of review.

Should a remediation plan be needed, the Department Chair (or designee, if the faculty member under review is the Department Chair) and Dean of Academic Affairs will work with the faculty member under review to develop a written plan for professional development to address all issues identified in the review. Additional details regarding the timeline and process for a remediation plan can be found in the UW-Superior post-tenure review documentation. The remediation plan shall continue no longer than 3 semesters (per UW-System policy); depending on the length of the remediation plan, the faculty member under review and the Department Chair will determine whether intermediate updates to the Department are necessary (and will schedule those, if needed). The process for determination of the successful completion of the remediation plan is detailed in the UW-Superior post-tenure review policy document.

4. FACULTY PERSONNEL RULES AND EVALUATION PROCEDURES

The department is responsible for creating and implementing evaluation procedures for the purpose of ensuring quality performance of faculty and academic staff. All faculty are evaluated annually as part of the Annual Review Process and additional reviews occur periodically depending on faculty length of service for the purpose of retention, promotion, tenure, and post-tenure. Faculty are evaluated on teaching, scholarship, and service, with

quality teaching being the most important criterion for a positive evaluation. Timelines for all evaluations will adhere to those set out by UW-System unless prior written permission is obtained from all parties involved.

4.1. Performance and achievement expectations

All music department faculty are expected to exhibit a high level of teaching effectiveness. As UW-Superior is primarily a teaching institution, the department will prioritize teaching above scholarship and service in faculty review.

4.1.1. Assistant Professor

An earned doctorate in one of the subject areas encompassed within the Department is required for an initial appointment at the rank of Assistant Professor. The faculty member must exhibit a commitment to high-level teaching and to developing a program of scholarship and/or artistic presentations. The faculty member must be a contributing member of the department and a participant in university and professional service.

4.1.1.1. Retention - Faculty in First Year of Service

Professional service and service to the University are not expected of first year faculty. Accordingly, the reappointment decision will be based primarily upon evidence of teaching effectiveness and secondarily on scholarship/creative activity.

4.1.1.2. Retention - Faculty in Second, Third, Fourth, and Fifth Years of Service

Service to the Department and University as well as student advisement is expected in addition to effective teaching. Faculty are expected to have established a dedicated approach to scholarship/creative activity and grow in regional/state-wide prominence during this time.

4.1.2. Associate Professor

- A doctoral degree, as described above for the rank of Assistant Professor.
- At least five years of college teaching at the rank of Assistant Professor, or equivalent experience.
- At least two years in rank of Assistant Professor at UW-Superior if initial appointment is at that rank.
- The faculty member must exhibit teaching effectiveness, student success, and a commitment to ongoing course improvements. The faculty member annually illustrates a local/regional/state-wide program of scholarship and/or creative activity, and takes an *active* role in service to the department, the university, and their professional field.
 - *Note: A faculty member at the Assistant Professor level may apply for promotion to Associate Professor prior to tenure decision.*

4.1.3. Tenure

Ordinarily, a recommendation for tenure occurs during the member's sixth year of service although prior contractual agreement may shorten that period. Consideration for tenure must occur in any case prior to the member's seventh year of continuous service.

4.1.4. Professor

- At least 10 years of college teaching experience with at least five years at the rank of Associate Professor, or equivalent experience.
- At least two years at rank of Associate Professor at UW-Superior if initially hired at that rank.
- A faculty member who exhibits teaching effectiveness, evidence of excellence (e.g. teaching awards, non-service teaching invitations, etc.), and evidence of success of graduates in the field. A faculty member who maintains a continuing program of scholarship and/or artistic presentations that has gained national prominence, and who demonstrates *leadership* in service to the department, the university, and the profession since being accorded the rank of Associate Professor.

4.2. Faculty Evaluation Guidelines

4.2.1. Area of Faculty Evaluation

The Music Department faculty are evaluated in the following three areas:

- Teaching
- Scholarship
- Service

4.2.1.1. Teaching

Effectiveness of teaching can be evidenced by (*Items A,B, E, and F are mandatory*):

- A. Student success including performance, scholarly presentations, work in the community, and job or graduate school placement
- B. Evaluation of Teaching
 - i. Student evaluations; including both numerical scores and number and quality of written comments
 - ii. Other supporting evidence (including written documentation)
- C. Development and improvement of instructional methods or delivery
- D. Involvement and support of the University's High Impact Practices
- E. Professional Recognition/Awards
- F. Effective advisement
- G. Adherence to the ethical and professional behavior code related to the profession.

4.2.1.2. Scholarship

Scholarship consists of contributions to the field through performance or other scholarly endeavors that advance the art form. Effectiveness of scholarship can be evidenced by (specify local, regional, state, national or international when applicable):

- A. Artistic performances
- B. Published compositions/creative works/musical editions
- C. Scholarly presentations at professional conferences
- D. Scholarly publications such as books, articles in professional journals
- E. Broadcast performances/recording projects, etc.
- F. Creation of *new* instructional materials as pertains to one's own scholarship
- G. Evidence of continued professional growth through active membership in local, state, and national professional organizations
- H. Attendance at professional conferences
- I. Study with eminent teachers

4.2.1.3. Service

Service consists of contributions to the field of music, music education or work for the university that is outside one's teaching duties. Service primarily benefits the university, department, or external constituencies at the local, regional, state, or national level. Service can be evidenced by:

- A. Membership on Departmental and University committees
- B. Membership and leadership roles in local, state, or national professional organizations
- C. Recruitment activities and retention of students
- D. Administrative responsibilities for the Department or University
- E. Involvement with university Distance Learning/Continuing Education
- F. Professionally-related contributions to the community through performances, clinics or leadership roles.
- G. Adjudication activities, clinics and master classes
- H. Willingness to accept additional responsibilities within the department beyond the normal expectations of one's position
- I. Serving as faculty advisor to student chapters of professional organizations