

Merit Policy
Part II: Academic Unit Criteria, Standards, and Processes
Academic Unit: Music Education

Merit Criteria, Performance Indicators and Expectations

All point totals listed in categorical areas within Teaching, Scholarly/Creative Activity, and Service represent the maximum allowable points for a specific entry. While in most cases, maximum points will be awarded based on the identified criteria, the faculty merit committee will exercise professional judgment to determine final assignment of points for reported activity.

A. Teaching

1. **Student Evaluations** Based on average of Item 7 from totals of all classes taught
 List for each course:
 Course title:
 Item 7 mean:
 Number of students in course:
 Overall mean:
 Average score for teaching effectiveness from 4.5 to 5.0 up to 50 points
 Average score from 4.0 to 4.49 up to 40 points
 Average score from 3.5 to 3.99 up to 30 points
 Average score from 3.0 to 3.49 up to 20 points
 Average score from 2.5 to 2.99 up to 10 points
 Average score below 2.5 0 points

2. **Peer Evaluations** Based upon evaluative outcome(s) from scheduled teaching observation(s) by a colleague within the department. These targeted peer evaluations should include a collaborative pre- and post-conference with results residing in the chair office (not to exceed one evaluation per semester).
 Course title observed:
 Date observed:
 Score of Target up to 20 points
 Score of Acceptable up to 10 points
 Score of Unacceptable 0 points

3. **New or existing course(s) taught for the first time**
 Three credit course up to 50 points
 Two credit course up to 30 points
 One credit up to 15 points

4. **New course proposal** (Earned after college approval)
 up to 25 points

5. Independent study projects and performance coaching over the course of a semester leading to a performance

Up to 25 points per independent study and performing ensemble
 If more than one individual participates under the same independent study plan, claim only once; not to be claimed if “in-load.”

List:
 Student name or ensemble:
 Title of project or ensemble repertoire:
 Project/product or performance:

6. Revalidation of course work for students returning after absence at the graduate level

Up to 25 points

7. Thesis and other committee chair or member (Earned after student’s graduation)

Thesis chair - up to 100 points

Student name:
 Thesis title:
 Graduation date:

Thesis committee member - up to 50 points

Student name:
 Thesis title:
 Graduation date:

Graduate faculty representative on a BGSU doctoral committee
 up to 75 points

Student name:
 Thesis title:
 Graduation date:

DMA Project Committee member - up to 75 points

Student name:
 Graduation date:

MUED Teaching Artistry Mentor (outside of load) - up to 75 points

Fall and Spring mentorship in MUED 6560 (25 points for each semester)

Member of Summer Project Committee in MUED 6570 (25 points)

Student name and dates:

MUED Comprehensive exams committee chair	up to 20 points
MUED Comprehensive exams committee member	up to 15 points
MUSP Portfolio exam committee member	up to 15 points

8. Conference presentations, rehearsals, and related activities. Note: Any activity in 8 may be listed in 17 in Scholarly and Creative Activity, but not in both.

Conference presentation

International	up to 100 points
National	up to 80 points
Regional (more than one state)	up to 60 points
State	up to 40 points

Rehearsal of non-BGSU ensemble

Outside of Northwest Ohio	up to 10 points
Local (Wood and adjacent counties)	up to 5 points
On campus	up to 5 points

Masterclass/Lecture/Workshop

International	up to 80 points
National	up to 60 points
Regional (more than one state)	up to 40 points
State	up to 20 points
Local (Wood and adjacent counties)	up to 10 points
On campus	up to 5 points

- 9. Professional Development:** Includes attendance at professional conferences, seminars, workshops for which scholarly/creative points are not claimed (document)
 Each conference - up to 20 points
 Ongoing targeted professional development plan designed to address areas of teaching challenge (provide outline of plan, strategies, activities, objectives, and relevant dates, with results to reside in the chair office) – up to 20 points
 One-day online or in-person seminar, clinic, or workshop - up to 10 points
 On-campus training specific to improving one's teaching or skills (e.g., technology) up to 5 points

10. Special teaching awards

CMA	up to 25 points
BGSU	up to 50 points
Beyond BGSU	up to 75 points

- 11. Overload** – Include official teaching load as distributed by the chair of the department
 15 points for a 1-2 hour assigned overload
 30 points for a 3 or more hour assigned overload
List official teaching load as distributed by the chair

Please list all other teaching activities not contained in categories above for consideration. Provide a complete description of each activity and a rationale for awarding merit points. The MUED merit committee will exercise professional judgment and assign points accordingly.

Total Teaching Points _____

0-20*	Unacceptable
21-69	Does not meet expectations for merit
70-139	Meets expectations
140 +	Exceeds expectations

*Or overall student evaluations of lower than 2.5 in teaching, with no evidence of remediation (e.g., targeted professional development, peer evaluation)

B. Scholarly and Creative Activity

1. Publication in peer-reviewed research and practitioner journals

First tier journal	up to 200 points
Second tier journal	up to 175 points
Third tier journal	up to 125 points

First tier: Journal of Research in Music Education, Bulletin of the Council for Research in Music Education, Psychology of Music, Journal of Music Teacher Education, British Journal of Music Education, Music Education Research, International Journal of Music Education, Research Studies in Music Education, Arts Education Policy Review, Journal of Aesthetic Education, Educational Researcher, Journal of General Music Education

Second tier: College Music Symposium, Contributions to Music Education, International Journal of Research in Choral Singing, Journal of Band Research, Journal of the World Association of Symphonic Bands and Ensembles, Research and Issues in Music Education, String Research Journal, Update: Applications of Research in Music Education, Visions of Research in Music Education, Music Educators Journal

Third tier: American Music Teacher, American String Teacher, Choral Journal, Clavier Companion: The Piano Magazine, International Piano, Kodaly Envoy, MTNA e-journal, Orff Echo, Perspectives (Journal of the Early Childhood Music and Movement Association), Piano Journal (European Piano Teachers Association), Piano Pedagogy Forum.

Publications: (1) take all points for year when article is "in press", OR (2) take all points for year when article is published.

Justification of variable point value or submission of publication not on the list can be taken into consideration by the review committee.

2. Publication in non-peer-reviewed or editorially reviewed publication (e.g., Triad) up to 50 points

- 3. Publication of book or book chapter**
- | | |
|--|------------------|
| Book - accepted publication | up to 400 points |
| Book – self-published | up to 250 points |
| Book chapter, peer-reviewed, academic chapter | up to 200 points |
| Book chapter, practitioner, trade or repertoire analysis | up to 125 points |
- Include full citation for book or book chapter.
- 4. Juried scholarly paper presentation or research-based session or clinic**
- | | |
|---|------------------|
| International | up to 120 points |
| National | up to 100 points |
| Regional (more than one state) | up to 80 points |
| State | up to 60 points |
| Local (e.g., BGSU Faculty Scholar Series) | up to 20 points |
- Repeat paper presentations, count one half of the listed points, with the upper tier receiving full value.
- 5. Juried poster session**
- | | |
|---|------------------|
| International | up to 100 points |
| National | up to 80 points |
| Regional (e.g. NAFME regional conference) | up to 60 points |
| State | up to 40 points |
- Repeat poster sessions, except international, count one half of the listed points.
- 6. Editor or co-editor – Once per year**
- | | |
|-------------------|------------------|
| Book editor | up to 150 points |
| Journal editor | up to 125 points |
| Book co-editor | up to 125 points |
| Journal co-editor | up to 100 points |
| Newsletter editor | up to 75 points |
- 7. Juried performance of a CMA ensemble**
- | | |
|---|------------------|
| International conference | up to 250 points |
| National conference | up to 200 points |
| Regional conference (more than one state) | up to 175 points |
| State conference | up to 125 points |
- 8. Guest conducting**
- | | |
|------------------------------------|------------------|
| International | up to 250 points |
| National | up to 200 points |
| Regional (more than one state) | up to 175 points |
| State | up to 150 points |
| District (e.g., OMEA district) | up to 50 points |
| Local (Wood and adjacent counties) | up to 25 points |

- 9. Community ensemble conducting**
 Conducting professional ensemble performance up to 30 points
 Conducting community ensemble performance up to 20 points
- 10. On-campus events**
 Hosting an honors ensemble up to 35 points
 Conducting an honors ensemble up to 25 points
- 11. Ensemble tours**
 Duration (Each day) up to 5 points
 Type of organization
 Self-organized tour up to 20 points
 Tour organized by a touring company up to 5 points
 Venue
 International up to 100 points
 National up to 75 points
 Regional (more than one state) up to 50 points
 State up to 25 points
- Duration points:
 Type of organization points:
 Venue points:
 Sum total tour points:
- 12. Ensemble performance of commissioned work (non-juried)**
 Performance of a commission secured-by-conductor up to 30 points
 Premier performance of a work up to 15 points
- 13. Compositions, transcriptions, and arrangements**
 Published by recognized publishing house:
 Original composition up to 100 points
 Transcription up to 100 points
 Arrangement up to 100 points
- Self published:
 Original composition up to 60 points
 Transcription up to 60 points
 Arrangement up to 60 points
- 14. Professional ensemble**
 Performance in a professional ensemble (orchestra, chamber group)
 Rehearsal up to 5 points
 Performance up to 10 points

15. Solo/Collaborative Performance

- | | |
|---|---|
| <input type="checkbox"/> International | <input type="checkbox"/> up to 250 points |
| <input type="checkbox"/> National | <input type="checkbox"/> up to 200 points |
| <input type="checkbox"/> Regional (more than one state) | <input type="checkbox"/> up to 175 points |
| <input type="checkbox"/> State | <input type="checkbox"/> up to 150 points |
| <input type="checkbox"/> Local (Wood and adjacent counties) | <input type="checkbox"/> up to 50 points |

Repeat recitals, will receive reduced point values. Performer should describe scheduling and repertoire.

16. Media

- | | |
|---|------------------|
| Recording on major label | up to 200 points |
| Recording on a smaller label (e.g., Soundwaves) | up to 25 points |
| TV telecast | up to 5 points |
| Radio broadcast | up to 5 points |

17. Grants

- External grant (outside of BGSU)
 Dollar amount of grant:
 Points (2% of dollar amount of grant):
 Name of grant:

- Internal (excluding travel grants and speed grants)
 Dollar amount of grant:
 Points (1% of dollar amount of grant):
 Name of grant:

18. Conference presentations, rehearsals, and related activities. Note: Any activity in 17 may be listed in 8 in Teaching, but not in both.**Conference presentation**

- | | |
|--------------------------------|------------------|
| International | up to 100 points |
| National | up to 80 points |
| Regional (more than one state) | up to 60 points |
| State | up to 40 points |

Rehearsal of non-BGSU ensemble

- | | |
|------------------------------------|-----------------|
| Outside of Northwest Ohio | up to 10 points |
| Local (Wood and adjacent counties) | up to 5 points |
| On campus | up to 5 points |

Masterclass/Lecture/Workshop

- | | |
|--|-----------------|
| International | up to 80 points |
| National | up to 60 points |
| Regional (more than one state; or state outside of Ohio) | up to 40 points |
| State | up to 20 points |
| Local (Wood and adjacent counties) | up to 10 points |
| On campus | up to 5 points |

Please provide a complete description of your Masterclass/Lecture/Workshop below. The MUED merit committee will exercise professional judgment and assign points accordingly.

Please list all other scholarly/creative activities not contained in categories above for consideration. Provide a complete description of each activity and a rationale for awarding merit points. The MUED merit committee will exercise professional judgment and assign points accordingly.

Total Scholarly/Creative Activity Points _____

0 - 40	Unacceptable
41-99	Does not meet expectations for merit
100-199	Meets expectations
200 +	Exceeds expectations

C. Service

1. Internal Service

Search committee chair	up to 40 points (Claim once per search)
Search committee member	up to 20 points
Weekly committee chair	up to 15 points (Each semester)
Weekly committee member	up to 10 points
Bi-weekly or monthly committee chair	up to 10 points (Each semester)
Bi-weekly or monthly committee member	up to 5 points
Ad hoc and other committees chair	up to 10 points (Each semester)
Ad hoc and other committees member	up to 5 points
Special service performances (commencement, memorial services)	up to 5 points
Sponsorship of student chapters	up to 5 points
Organizing an SMI camp (describe activities)	up to 50 points
Teaching in an SMI camp (describe activities)	up to 35 points
Organizing an on-campus workshop or conference	up to 25 points

2. External Service – Once per year

Journal editorial board

First tier journal	up to 100 points
Second tier journal	up to 80 points
Third tier journal	up to 60 points

Long-term accreditation, consulting, advising, or other long-term activities more than one week.

International Describe activity:	up to 120 points
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National Describe activity:	up to 100 points
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Regional (more than one state) Describe activity:	up to 80 points
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State Describe activity:	up to 60 points
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Local (Wood and adjacent counties) Describe activity:	up to 40 points
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Short-term adjudication, accreditation, consulting, advising, music and book review, or other short-term activities one week or less (e.g., OMEA adjudicator).

International Describe activity:	up to 100 points
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National Describe activity:	up to 80 points
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Regional (more than one state) Describe activity:	up to 60 points
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State Describe activity:	up to 20 points
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Local (Wood and adjacent counties) Describe activity:	up to 10 points
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Music and book review	up to 25 points
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External reviewer of tenure/promotion portfolio	up to 15 points
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Professional organizations

Officer

International	up to 175 points
National	up to 150 points
Regional	up to 125 points
State	up to 100 points
District (e.g., OMEA)	up to 50 points
Local	up to 25 points
Please list office:	

Board member/Committee Member

International	up to 150 points
National	up to 125 points
Regional	up to 100 points
State	up to 75 points

Please list all other service activities not contained in categories above for consideration. Provide a complete description of each activity and a rationale for awarding merit points. The MUED merit committee will exercise professional judgment and assign points accordingly.

Total Service Points _____

0 -10	Unacceptable
11-34	Does not meet expectations for merit
35-99	Meets expectations
100+	Exceeds expectations

Rating Definitions

Exceeds Expectations for Merit: Activities that cumulatively exceed expectations and reflect a clear level of accomplishment beyond what is normal for an individual with a given faculty rank in the department.

Meets Expectations for Merit: Activities that cumulatively meet expectations for an individual with a given faculty rank in the department.

Fails to Meet Expectations for Merit: Activities that do not meet expectations, and reflect a standard of performance below standard levels for the department.

Unacceptable: A clear pattern of substantively failing to meet expectations for merit in any area (teaching, research or creative activity, or service) or a failure to submit a merit report in any area.

Merit Committee Composition and the Election/Appointment Process

The department of music education merit committee is responsible for assigning an overall merit score to every bargaining unit faculty member. The merit committee shall be selected by the chair, and will include representation from tenured, tenure track (TTF) and qualified rank (QRF) faculty.

Elements of the Merit Dossier

For all faculty members, the submitted merit dossier must include the following elements: MUED Merit Inventory, including details such as date, title of presentation or activity, and location for all events listed; and a full Curriculum Vitae.

Calculation of Overall Merit Score

The merit score in MUED for tenured and tenure track faculty (TTF) shall be determined by the activity cited in the MUED Merit Inventory and weighted per the departmental allocation of effort formula (60/30/10, Teaching/Scholarly and Creative Activity/Service). Categorical points within the MUED inventory are assigned into six categories representing a maximum of five points, as follows:

- 0 Unacceptable
- 1 Does not meet expectations for merit
- 2-3 Meets Expectations
- 4-5 Exceeds Expectations

Upon computation of individual category scores, a total merit score shall be submitted reflecting the weighted allocation of effort formula 60/30/10. The total merit score will range from 0-50. These totals will be ranged as follows:

- 0 Unacceptable
- 1-19 Does not meet expectations for merit
- 20-39 Meets Expectations
- 40-50 Exceeds Expectations

The merit score in MUED for qualified rank faculty (QRF) shall be determined by the activity cited in the MUED Merit Inventory and weighted per the departmental allocation of effort formula (90/10, teaching/service). Categorical points within the MUED inventory are assigned into six categories representing a maximum of five points, as follows:

- 0 Unacceptable
- 1 Does not meet expectations for merit
- 2-3 Meets Expectations
- 4-5 Exceeds Expectations

Upon computation of individual category scores for QRF, a total merit score shall be submitted reflecting the weighted allocation of effort formula 90/10 (Teaching/Service). The total merit score will range from 0-50. These totals will be ranged as follows:

- 0 Unacceptable
- 1-19 Does not meet expectations for merit
- 20-39 Meets Expectations
- 40-50 Exceeds Expectations

Final merit scores are calculated as a three-year rolling average of the current year's score and the scores of the previous two years, weighted equally.

Additional Academic Unit Merit Policy Information

In the department of music education, eligibility for Fixed Market Increase requires merit scores that meet expectations in the areas of teaching and service.

In the department of music education, eligibility for Merit requires merit scores that meet expectations all areas.

QRF holding full-time appointments in the department of music education will receive merit based on scores derived only from teaching and service. Both areas must meet expectations in order to receive Fixed Market Increase or Merit.

Approved by:

Elizabeth Menard

Chair, Music Education

03/20/2024

Date

W.B. Neuhoff

Dean, College of Musical Arts

03/20/2024

Date

Joe Whitehead

Provost and Senior Vice President

03/21/2024

Date