

Guidelines for Graduate Faculty Appointment in the Department of Music

The Graduate School recognizes three categories of Graduate Faculty membership, all of which are applicable to the Department of Music. Additionally, teaching assignments and research/creative activity of faculty fall into three general sub-disciplines in music, all of which are applicable to the Graduate program in the Department.

I. Types/duration of Graduate Faculty Appointment (from Graduate School)

- **Full-time tenured and tenure-track faculty (Graduate Faculty)**

Graduate Faculty may be fully engaged in graduate instruction, curriculum design, advising, mentoring master's theses and projects, and serving on doctoral committees. Graduate Faculty are those faculty who possess advanced degrees appropriate to the instruction they provide and who engage in scholarship involving research and practices as appropriate to the discipline or field. Graduate faculty contribute to the body of knowledge in their field through continuing involvement in scholarly/creative work demonstrated through activities such as research, publications, grants, professional presentations, exhibitions, clinical practice, and creative productions.

1. **Initial Membership with review after three years:** Initial membership may be granted to newly hired tenure-track applicants or faculty who are to be assigned graduate teaching responsibilities for the first time.
2. **Continued Membership:** Faculty are eligible for continued graduate faculty membership based on review of credentials in teaching, scholarship, and service in the graduate program as outlined in the departmental graduate faculty criteria. At the conclusion of the initial three year membership, application may be made for continuing the membership. For tenure-track faculty, this review may take place in conjunction with or soon after the mid-tenure review and may result in continuing the membership for the remainder of the probationary period. The term of graduate faculty membership will not exceed any probationary period for tenure and should not be interpreted as a commitment by the University for continued employment beyond the probationary period.

Full-time tenured faculty are eligible for continued membership with review at either three or eight year intervals. At the conclusion of each membership period, application for continued membership may be initiated.

- **Non-tenure-track faculty (Associate Graduate Faculty)**

Associate Graduate faculty may be fully or partially engaged in graduate instruction, curriculum design, and advising in specific content areas and may serve on master's committees. Associate graduate faculty will have at least a master's degree or advanced professional degree and extensive professional/clinical experience/expertise that uniquely qualifies them to teach or coordinate assigned courses or experiences (e.g. clinical experiences, studio/performance lessons).

1. **Initial Membership with review after three years:** Initial membership may be granted to newly hired non-tenure-track applicants or faculty who are to be assigned graduate responsibilities for the first time.
 2. **Continued Membership:** Faculty are eligible for continued associate graduate faculty membership based on review of credentials in teaching, scholarship or professional practice, and service in the graduate program as outlined in the departmental graduate faculty criteria. Faculty are eligible for continued membership with review at either three or eight year intervals. At the conclusion of each membership period, application for continued membership may be initiated.
- **Affiliated Graduate Faculty**
Affiliated graduate faculty may be full-time or adjunct faculty who have limited engagement in graduate education such as assignment to teach a specific course in their area of expertise, a secondary role in mentoring research, or a non-instructional role in advising.

Adjunct faculty and non-tenure-track full-time faculty are appointed for a specified period as defined in the letter of appointment. Although they may be granted terms of graduate faculty membership for multiple years, this does not imply a commitment for employment beyond the expiration of a term appointment.

II. Categories or sub-disciplines for Music Graduate Faculty:

- A. Studio/Performance/Pedagogy
 1. Piano
 2. Voice
 3. Percussion
 4. Woodwinds: Flute, Oboe, Clarinet, Saxophone, Bassoon
 5. Brass: Trumpet, Horn, Euphonium/Trombone, Tuba
 6. Strings: Violin, Viola, Cello, Bass
- B. Conducting/Ensembles
 1. Choir
 2. Band/Wind Ensemble
 3. Orchestra
- C. Academics
 1. Music Education
 2. Music Theory
 3. Music History

III. Graduate Faculty Evaluative Criteria:

- A. Studio/Performance/Pedagogy Faculty
 1. Minimum Educational Degree: DMA or MM with significant performance experience.
 2. Research/Creative Activity. An ongoing record of activity including:

- Performances: Recordings, solo recitals, chamber music recitals, large ensemble participation (including but not limited to orchestral, operatic, choral, wind ensemble). These should include campus, regional and national performance venues.
- Publications and Presentations: Including but not limited to publication in peer-reviewed journals; published compositions/editions/arrangements; presentations at regional/national peer-reviewed conferences.

3. Teaching Effectiveness. An ongoing record of activity including:

- A successful record of teaching both applied lessons and area-specific academic courses at the undergraduate and graduate levels as evidenced by student evaluations, curricular development and faculty observations.
- A successful record of mentoring graduate students, as evidenced by students' regional and national competition participation and success; successful post-master's degree appointment and/or entry into doctoral program.

4. Service. An ongoing record of activity including:

- Membership in area-specific associations, conference attendance.
- Successful recruitment of graduate students into the program.
- Service on Departmental, College and University Graduate committees.

B. Conducting Faculty

1. Minimum Degree: DMA/Ph.D. or MM/MME with significant performance experience.

2. Research/Creative Activity. An ongoing record of activity including:

- Ensemble Performances: Recordings, regular campus concerts, as well as successful regional, national and/or international performance venues and competitions.
- Publications and Presentations: Including but not limited to publication in peer-reviewed journals; published compositions/editions/arrangements; presentations at regional/national peer-reviewed conferences.

3. Teaching effectiveness. An ongoing record of activity including:

- A successful record of teaching both applied lessons and area-specific academic courses at the undergraduate and graduate levels as evidenced by student evaluations, curricular development and faculty observations.

- A successful record of mentoring graduate students, as evidenced by of students' successful post-master's degree appointment and/or entry into doctoral program.
4. Service. An ongoing record of activity including:
 - Membership in area-specific associations, conference attendance.
 - Successful recruitment of graduate students in the program.
 - Service on Departmental, College and University Graduate committees.

C. Academic Faculty

1. Minimum Degree: DMA/PhD
2. Research/Creative Activity. An ongoing record of activity including:
 - Publications and Presentations: Including but not limited to publication in peer-reviewed journals; published compositions/editions/arrangements; presentations at regional/national peer-reviewed conferences.
3. Teaching Effectiveness. An ongoing record of activity including:
 - A successful record of teaching at the undergraduate and graduate levels as evidenced by student evaluations, curricular development and faculty observations.
 - A successful record of mentoring graduate students, as evidenced by of students' successful post-master's degree appointment and/or entry into doctoral program.
4. Service. An ongoing record of activity including:
 - Membership in area-specific associations, conference attendance.
 - Successful recruitment of graduate students into the program.
 - Assist with management of Graduate Diagnostic Evaluations.
 - Service on Departmental, College and University Graduate committees.

Approved by Music Department Graduate Faculty, October 7, 2008.

Editorial revisions approved by Dr. Jane Dahlenburg, Director of Graduate Studies in Music and Dr. Jeffery W. Jarvis, Chair of Music Department, June 4, 2009.