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6.1.2.1 The Faculty Evaluation Committee shall consist of all eligible voting members of the Advisory Committee, except student members and faculty members who are being considered for reappointment, tenure, or promotion.

6.1.2.1.1 When a member of the Advisory Committee cannot serve on the Faculty Evaluation Committee, a replacement shall be elected as provided in sec. 4.1.7.2., maintaining divisional representation and gender or minority-group representation.

6.1.2.1.2 The Dean shall arrange for consultations as needed to ensure that the Committee making a recommendation conforms to the guidelines for Affirmative Action in the Faculty Handbook.

6.1.2.1.3 All members of the Faculty Evaluation Committee must be present for action to be taken on reappointment, tenure, or promotion.

6.1.2.1.4 All deliberations of the Faculty Evaluation Committee shall be held in strictest confidence among Committee members.

6.1.2.1.5 Ballots shall be destroyed after elapse of a reasonable period of time.

6.1.2.2 Any faculty member below the rank of Full Professor may request consideration for promotion.

6.1.2.3 Tenure may be recommended for faculty members who are also recommended for promotion to Associate Professor or who are already at that rank or above.

6.1.2.3.1 Faculty members at the rank of Assistant Professor may be reappointed with tenure, in accordance with The MSU Faculty Handbook.

6.1.2.3.2 In case a faculty member is already at the associate professor or full professor rank without tenure, the purposeof evaluation for tenure will be to confirm that the faculty member meets the promotional criteria established for that rank.

6.1.2.3.3 Prior to appointing a new faculty member with tenure, the Faculty Evaluation Committee must review and support the candidate's tenure dossier.

6.1.2.3.4 In providing advice on recommendations that involve the award of tenure or promotion to full professor in the tenure system, committee member participation is limited to tenured faculty or solely to full professors, respectively.

6.1.2.4 Criteria for reappointment, promotion, tenure, and merit pay

6.1.2.4.1 Recommendations for reappointment, promotion, and/or tenure shall be based on an assessment of the overall quality of a faculty member's contributions to the programs and mission of the College of Music. Recommendations will be based on the record of the faculty member in a) quality of instruction, b) research, creative, and scholarly activities, and c) service (public, committee, and administrative) in accordance with their agreed assignments. Teaching represents the most important single function of the College of Music. The ability to stimulate students to achieve at the highest level possible and enthusiasm for teaching are important attributes of the faculty member. Research, creative, and scholarly activities may include any of a wide variety of activities depending on the area of appointment and specialization of the faculty member. It is expected that each faculty member will pursue research, creative, and scholarly activities in her or his area of appointment and field of specialization and will achieve recognition among her or his peers in one or more such fields of activity. Service to the profession and within the University refers to activities that utilize the professional expertise of the faculty member. Each faculty member is expected to render a reasonable amount of service to the College of Music, to the University, and to the public at large. Service is subordinate to the other two categories of activity, however. Ordinarily, no amount of service can compensate for a lack of skill in teaching or for a lack of professional research, creative and/or scholarly activities. To this end, candidates shall be evaluated on the basis of evidence which supports sustained effectiveness in the following areas:

- Quality of instruction—The candidate's credentials for this area shall include a complete set of student instructional rating forms, and may include such things as teaching assignment, syllabi, contributions to course and curriculum development, pedagogical innovations, record of advising, faculty visitations, evidence of outstanding student accomplishments (may include prizes, grants, and awards; success in job placement, performance, publication, or research activity); and any communications from faculty and students which are judged relevant and authoritative.
- Research, Creative, and Scholarly Activity
    1. Research and Scholarly Activity—The candidate's credentials for this area may include such things as books, essays, articles, reviews, or scholarly editions of music whether published, accepted for publication, or unpublished; service as editor of a scholarly publication or as a member of an editorial committee; service as referee for scholarly publishers; music criticism; papers presented before professional societies and panels organized or participated in; software development; grants and awards for scholarship; and letters of evaluation from qualified and authoritative sources within and outside of the University.
    2. Creative activity—Music Performance and Composition (including original compositions, arrangements, transcriptions, and adaptations of music); Credentials for this area may include such things as prizes, grants, and awards; programs and reviews; recordings and scores; and letters of evaluation from qualified and authoritative sources within and outside the University.
- Service—Credentials for this area may include such things as effective service in Area, College, and University committee assignments; administrative services to the College and/or the University; effective service as an advisor; liaison work, editorial service; effective service in fund-raising for the College of Music; effective public relations service for the College of Music; offices and committee assignments in professional associations and organizations on the local, state, regional, national, or international levels; organization of professional conferences; relevant community-at-large assignments; utilization of the professional abilities and expertise of the faculty member without compensation or with nominal compensation on behalf of continuing education in music or in the service of government agencies, citizen's groups, educational, religious, or charitable organizations, or health care institutions at the local, state, national, or international levels.

6.1.2.4.2 Although all faculty members will be evaluated in each of the three categories (quality of instruction; research, creative, and scholarly activities; and service) they will not be expected to be equally involved in all three categories. Faculty members are not expected to be involved in all activities listed under any category. Questions regarding the appropriate balance of activities for any given faculty member should be discussed with the Area Chair and the Dean of the College of Music.

6.1.2.4.3 Achievements in the faculty member's area(s) of appointment during the period under review shall be given the primary consideration in the evaluation process, but achievements in other related areas shall also be considered.

6.1.2.4.4 A uniformly high level of effectiveness or achievement in each area of activity is not necessarily expected; however, the efficient functioning of the College's programs and the fulfillment of its mission clearly require that faculty members discharge all of their assigned duties in a manner that meets reasonable minimum standards of responsibility and effectiveness.

6.1.2.4.5 In evaluating a faculty member who is also a member of another department, college, or other unit of the University, the Faculty Evaluation Committee shall take under consideration the fact of the joint appointment.

6.1.2.5 The faculty may from time to time formulate and adopt statements which specify in greater detail orderly procedures for the evaluation of faculty according to these criteria in a manner designed to protect the integrity of the recommendations and provide for due process. Whenever deemed appropriate and requested by one third of the voting faculty, the Advisory Committee shall prepare and submit for approval by the voting faculty recommendations for or against changes in criteria and procedure for faculty evaluations. The method for initial approval of new Procedures shall be that specified in paragraph 12.1 of these Bylaws. The method for amending Procedures shall be that specified in paragraph 11.4 of these Bylaws.

6.1.2.6 Faculty members who are candidates for promotion and/or tenure shall be given the opportunity to confer with the Faculty Evaluation Committee prior to their decision of recommended action. At least one week prior to the meeting with the Faculty Evaluation Committee, the committee will send a letter to the candidate specifying their concerns with the candidate's promotion or tenure materials.

6.1.2.7 The Faculty Evaluation Committee shall submit all its recommendations promptly to the Dean.

6.1.2.8 Responsibility for arriving at a final decision and furnishing prompt written notice of this decision to the faculty member rests with the Dean.

6.1.2.8.1 If dismissal or denial of reappointment or tenure is recommended by the Faculty Evaluation Committee, the Dean, before making a decision, shall give the faculty member written notice of the recommendation.

6.1.3 Except as provided in sec. 6.1.2.5., the procedures for faculty appointments, reappointments, tenures, promotions, dismissals, and evaluations shall be in accordance with The MSU College of Music Procedures for Promotion and Tenure Recommendations, which is appended to these Bylaws.

7. SALARY INCREASES

7.1 The Dean shall assign salary increases according to the following ranked order of priorities:

- promotions
- adjustment of anomalies
- merit

7.2 Before the end of every spring semester, the Advisory Committee shall advise the Dean regarding merit salary increases for that academic year.

7.3 Every member of the College of Music faculty shall be considered for a merit salary increase each year.

7.4 The criteria for evaluation for merit salary increases shall be the same as those for reappointment, promotion, and tenure, as described under section 6.1.2.4.

7.5 The Advisory Committee and the Dean shall evaluate merit and recommend merit salary increases in accordance with the MSU College of Music Procedures for Determining Annual Faculty Salary Increases.

8. COLLEGE ELECTION PROCEDURES

Elections for the Advisory Committee shall be conducted as provided in section 4.2.2. Elections for the Undergraduate and Graduate Committees shall be conducted in accordance with sections 4.3.2 and 4.4.2. All other elections within the College of Music shall be conducted in accordance with the MSU College of Music Election Procedures.

9. GRIEVANCE AND HEARING PROCEDURES

All grievances and hearings shall be conducted in accordance with the MSU College of Music Grievance and Hearing Procedures and with the University Grievance Policy and Procedures.

10. BYLAWS AND PROCEDURES

10.1 The Dean shall transmit to each faculty member a copy of these Bylaws and Procedures and any subsequent amendments.

10.2 The Advisory Committee together with the Chairpersons of the other Standing Committees shall be the final authority concerning the interpretation of these Bylaws.

10.3 These Bylaws and Procedures shall be reviewed by the College of Music Faculty at intervals not to exceed five years.

10.4 Amendments to Bylaws or Procedures shall be adopted upon approval of two-thirds of the eligible voting faculty by written ballot within two weeks following a Faculty Meeting at which the amendment was formally presented , or at a regular Faculty Meeting following the meeting at which it was discussed.

11. APPROVAL AND EFFECTIVE DATE

11.1 Initial approval of these Bylaws shall be the shared responsibility of the voting faculty and the Dean. A majority vote of the voting faculty is required.

11.2 These Bylaws shall become effective upon approval.

11.2.1 Upon approval of these Bylaws and Procedures, the College of Music will adhere to all regulations as soon as practicable.

11.3 The method for initial approval of new documents of Procedure shall be that specified in section 12.1. The method for amending Procedures shall be that specified in section

11.4. Newly adopted Procedures or newly adopted amendments to Procedures shall take effect upon adoption.