WORKING RULES
School of Music Personnel Committee

(Any related School of Music, College, or University bylaw is indicated at the end of each item)[School Chair changed to School Director, 2/3/03; 2.2, 5.6 approved 4/29/03; 7.1 amended 5/3/03, approved 9/03; 5.2, 7.2 amended & 5.12 added 8/30/04, approved 8/30/04; 8.1, 8.2 added 10/4/05, approved 10/4/05; 1.5 - 1.10 amended 10/05/07, approved 10/30/07; 8.3 added & approved 9/22/09]

1.0 Sabbatical Leave Requests

1.1 Any discrepancy that may exist between the recommendations of the school director and the personnel committee must be made clear in the materials submitted to the college. (University bylaw 6.24)

1.2 Within thirty (30) days after returning to regular duties, each person who has been on leave will present a report of personal professional activities during the leave to the school director, school personnel committee, and the executive vice president and provost's office. The report will describe the activities undertaken during the leave and the scholarly or other creative results of those activities. (CVPA bylaw 3.62, University bylaw 6.251) More specifically, the deadline for submission of full year, spring, or summer sabbatical leave reports is September 15, and the deadline for submission of fall sabbatical leave reports is January 30. If the deadline falls on a weekend or day of university closure, the report is due the next regular university business day.

1.3 The chair of the personnel committee must provide copies to the members of the committee of both the sabbatical report and the original sabbatical proposal so that a meaningful evaluation can be made.

1.4 The sabbatical report must “reflect significant professional activity.” (University bylaw 6.251)

1.5 Each of the five members of the personnel committee will independently evaluate all sabbatical reports and submit a sabbatical rating of Satisfactory or Unsatisfactory for each report to the chair of the personnel committee who will insure that this information is used in the calculation of the faculty member’s merit rating, as specified in 1.6 and 1.7. The majority of ratings, of either Satisfactory or Unsatisfactory, will determine the overall evaluation by the committee.

1.6 For faculty on a full year sabbatical (typically fall semester followed by spring semester), a sabbatical rating of Satisfactory results in an overall merit rating that is at least the average of the last three years for each of the two calendar years spanned by the full year sabbatical. Working Rule 1.7 will be followed for two consecutive calendar years. (University bylaw 6.251)
1.7 For faculty on a one semester sabbatical, a sabbatical rating of Satisfactory will result in an overall calendar year merit rating that is calculated in three steps:

1. The merit rating for the sabbatical semester will equal the average merit rating for the past three years.

2. Calculation of the merit rating for the semester on campus will be based on the following:
   
   a. Sabbatical activity(ies) listed in the FSR in appropriate category(ies).
   b. Non-sabbatical activities completed during the sabbatical semester listed in the FSR.
   c. All other activities completed during the summer and semester on campus listed in the FSR.

3. The total of the points generated by a, b, and c will be used to determine the merit rating for the semester on campus.

4. The semester on campus merit rating is averaged with the sabbatical semester merit rating, and that result is averaged with the average of the past 3 years. This determines the overall merit rating for the entire calendar year.

1.8 If the sabbatical report reflects inadequate professional activity, the independent assessments may result in an average rating that is lower than Standard.

1.9 Instructions will be included with the FSR that state when a faculty member is on sabbatical leave, he or she should report any scholarship and/or service activities completed during the semester of sabbatical leave, including the approved sabbatical activity(ies), on his or her FSR. These activities will count toward the merit rating for the faculty member’s semester when not on leave.

1.10 Sabbatical reports turned in later than thirty days after the person who has been on leave returns to regular duties will result in a merit increment reduction of 5% for the semester or semesters covered by the sabbatical report. The computer system will make this calculation based on the date the sabbatical report was turned in.

2.0 Promotion

2.1 Any discrepancy that may exist between the recommendations of the school director and the personnel committee must be made clear in the materials submitted to the college. (University bylaw 6.24)
2.2 To be eligible to apply for promotion, a faculty member must achieve an overall average composite rating equal to or greater than 3.0 for time in rank. (CVPA 3.73)

3.0 Tenure

3.1 Any discrepancy that may exist between the recommendations of the school director and the personnel committee must be made clear in the materials submitted to the college. (University bylaw 6.24)

3.2 All tenure recommendations in the penultimate year, whether positive or negative, must be forwarded to the college even though no further action is required at that level. (University bylaw 6.15)

4.0 Evaluating Requests for Salary Adjustment

4.1 The University Council Personnel Committee determines how any monies available for salary adjustments will be distributed. For the past several years Multiple Regression Analysis has been used to determine salary adjustments. The college will advise the School of Music personnel committee each year of the method to be used for making special adjustments.

5.0 Yearly Merit Evaluation

5.1 Faculty Service Reports and any supporting materials must contain all relevant documentation of each faculty member's work. The committee will not consult any additional sources, files, or individuals.

5.2 For the Faculty Service Report to be considered complete and on time, two electronic copies (see 5.3 below for details about contents of each copy) and any supporting material must be received in the School of Music office by the date and time specified by the personnel committee.

5.3 One copy of the Faculty Service Report will contain mean scores from student evaluations for each course taught, and complete documentation for all activities in Teaching, Creative & Scholarly Achievement, and Service to the University Community and Profession, but will not indicate points assigned by the faculty member. The second copy will include all the same information as the first copy and points assigned by the faculty member within the range specified for each item.

5.4 Faculty Service Reports (as defined in 5.2) that are received in the School of Music office past the deadline established by the personnel committee, but within four school days of the deadline, will have any merit increment reduced by 10%. The computer system will make this calculation based on the date the Faculty Service Report is turned in.
5.5 If any part of a Faculty Service Report (including addenda, revisions, or additional documentation) is received after the announced due date, these materials may not be accepted by the committee. After the four school day grace period, neither the Faculty Service Report, nor any addenda, revisions, nor additional documentation will be evaluated.

5.6 Faculty must follow all instructions provided each year with the Faculty Service Report (FSR), and may not alter the FSR in any way. If the FSR is altered, or if an alternate method of preparing the FSR is used, it will receive a score of zero and will not be evaluated further by the personnel committee.

5.7 Faculty meeting attendance is required by School of Music bylaw 1.1.2. Each unexcused regular faculty meeting absence will result in a reduction in the Service area merit rating in proportion to the number of meetings missed during the calendar year.

5.8 One copy of the Annual Merit Evaluation of Professional Performance report is to be printed for each faculty member by the computer system used to make the merit calculations. The chair of the personnel committee and director of the School of Music both sign the report. Two additional copies are then made of the signed report: the original is to be placed in an envelope and placed in the faculty member’s mailbox, the second copy is for School of Music faculty personnel files, and the third copy for the college dean’s office.

5.9 A list of all ratings and their range will be included with each Annual Merit Evaluation form given to faculty.

5.10 First year probationary faculty will receive a composite merit rating of Standard Performance (SP) and a numerical rating of 3.

5.11 When the amount of any merit, across-the-board, or special adjustment pool is made known by the college dean (usually in June), this information is entered into the computer system used to calculate faculty salaries. After salaries are calculated, a letter is printed for each member of the faculty indicating his or her new salary. The new salary information is given to the director of the School who transfers the data for the entire faculty to the Departmental Faculty Salary Increase Budget Worksheet. The School director also transfers individual faculty salary information to the Regular Faculty Increment Worksheets, one for each faculty member.

5.12 If any single score awarded by a PC member in the Scholarship or Service sections of the FSR is greater than two standard deviations away from the average, the average of the remaining scores will be used in merit rating calculations.
6.0 Reconsideration of Merit Ratings

6.1 It is the responsibility of the faculty member to provide complete documentation with his or her Faculty Service Report so that the need for reconsiderations can be minimized. (See section 5.5 of these working rules)

6.2 The personnel committee may conduct a brief discussion of the merits of any request for reconsideration.

6.3 The personnel committee and School director may decide to conduct the independent assessment of the materials supporting a rating change outside the regular committee meeting time, as is done when making the initial evaluation of the Faculty Service Reports. This may allow for a more detailed study of the Faculty Service Report and any supporting materials before deciding to make changes, if any, to points allocated to individual items within the Faculty Service Report. Any changes made must fall within the range of points indicated for each item in the Faculty Service Report. This process may also include moving one or more items to more appropriate locations within the Faculty Service Report.

6.4 After the reconsideration process, each member of the personnel committee and the School director will record any change in the points allocated to particular items within the three sections of the Faculty Service Report, and any related changes in the point totals for the Scholarship or Service sections, on new Summary Sheets. This new information is entered into the computer used to do merit calculations, and a revised copy of the Annual Merit Evaluation of Professional Performance report is printed for any faculty member whose merit rating was changed as a result of the reconsideration process. The chair of the personnel committee and the director of the School both sign the report. Two additional copies are then made of the signed report: the original is to be put in an envelope and placed in the faculty member’s mailbox, a second copy is for School of Music faculty personnel files, and the third copy for the CVPA dean’s office. These revised copies replace the originals for all three recipients of the document.

7.0 Guidelines for supplementary materials to be sent to external reviewers

7.1 The School of Music will follow the procedures for external review established by the University Council Personnel Committee for personnel process review at the midpoint of a tenure track, as well as for tenure and/or promotion. External reviewers involved in the final evaluation for tenure must be different from those involved in the midpoint review.

7.2 Applied faculty and conductors of NIU ensembles must provide a high-quality recording of a least one complete, unedited concert or recital. Additional live, unedited recordings of complete works and/or concerts
and recitals may also be included. Composers must provide complete scores and unedited recordings of at least two works. Music history and musicology, theory, and music education faculty must provide complete copies of at least two published articles and/or presented papers. In all cases, these examples of scholarly activities must be from the period since being hired at Northern Illinois University for those being reviewed for tenure, or at the midpoint of their tenure track, and since their promotion to associate professor for those applying for promotion to the rank of professor.

8.0 Procedures for Student Evaluation of Teaching

8.1 The Personnel Committee will be responsible for integrating all student responses, both quantitative and qualitative, into the personnel process. (School of Music bylaw 5.7.5)

8.2 The summary of responses to the student evaluation forms and any written student comments are to be returned to the faculty not later than five weeks after the beginning of the subsequent academic term. Copies of all quantitative summaries will be kept on file by the School of Music. (School of Music bylaw 5.7.6)

8.3 The overall student rating number derived from the student rating forms will be in proportion to the number of student rating forms received for each course taught.

The process is described by the following example:

a. Student rating sheets are turned in for two courses. The first course has 20 sheets turned in that yield an average rating of 3.5. The second course is an independent study course with 1 student rating sheet turned in with a rating of 4.0;

b. Average the two courses together in proportion to the number of rating sheets turned that have a particular rating;

c. There are 21 evaluation sheets altogether: 20 with an average rating of 3.5 and 1 with a rating of 4.0;

d. The overall rating is calculated as follows:
   - Determine percentage of forms with a particular rating;
   - There are 20/21 forms with a 3.5 rating;
   - This equals 95.2 percent of all the ratings;
   - There is 1/21 forms with a 4.0 rating;
   - This equals 4.8 percent of all the ratings;
   - The overall rating is found by taking 95.2% of 3.5 and adding the result to 4.8% of 4.0;
   - .952 x 3.5 = 3.33, .048 x 4.0 = .192;
   - So the overall rating = 3.33 + .192 = 3.52