

WMU SCHOOL OF MUSIC

DEPARTMENT POLICY STATEMENT

2020

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Preamble (Mandatory First Paragraph)

It is the right, the responsibility, and the privilege of University faculty to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculty and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western. (Please refer to Western/WMU-AAUP Agreement, Article 23, for further details regarding Mandatory Policies, Permissive Policies, Extra-contractual Policies, etc.)

Article I. Tenure Policy and Procedures

Article 17.1 in the Western/WMU-AAUP Agreement states: In awarding tenure to a faculty member, the University expresses its commitment to assuring academic freedom and to recognizing and rewarding professional achievement. In accepting tenure, the faculty member expresses a commitment to enhancing the University programs and the academic quality of the institution.

A. Qualifying Requirements

To be eligible for consideration for tenure, a faculty member must meet qualifying standards in employment status, educational attainment and probationary experience at Western. A person who is eligible for tenure shall be notified of this eligibility in writing at the time of appointment. When faculty accept a tenure-track Board appointment, allowance may be made for prior experience, subject to the approval of the Provost. Credit for prior service will be determined at the time of the tenure-track appointment and shall be stipulated in the letter of offer. Meeting the qualifying requirements establishes eligibility, but does not ensure attainment of tenure. (Western/WMU-AAUP Agreement, Article 17.2) Please refer to Western/WMU-AAUP Agreement, Articles 17.2.4 and 17.2.5 for exceptions to the previously stated requirements.

For the purpose of clarity and alignment with the Western/WMU-AAUP Agreement, the School of Music Tenure Committee will be referred to as DTC (Department Tenure Committee) throughout this article.

B. Tenure Review Process

1. Each academic year, the School of Music (SoM) Director will be responsible for forwarding to the Chair of the DTC all the names of faculty eligible for second, fourth, and final (6th year) tenure reviews, their rank and number of years in rank, and information concerning educational attainments and equivalencies. Candidates for final tenure review must have fulfilled educational attainment or equivalency requirements prior to the final (6th year) tenure review.

The SoM Director will also notify eligible tenure candidate(s) of the tenure evaluation no later than the contractual deadline in the Western/WMU-AAUP Agreement Timetable Article 17.10 (currently January 15).

Finally, the SoM Director will inform the appropriate instructional areas of the faculty being reviewed. The area will prepare a letter of recommendation of the candidate's qualifications as they relate to tenure judgmental criteria. Areas with three (3) or more faculty members will submit letters of recommendation for tenure evaluation that include the numerical vote outcome. In addition, the contractual language outlined in the Western/WMU-AAUP Agreement Article 17.6.3 must be used: For the 2nd and 4th year review, the recommendations are *positive*, *positive with conditions*, *negative with conditions*, *negative*; and for the final 6th year review, either *positive* or *negative*. In the event that an area has fewer than three (3) faculty members, traditionally ranked tenured faculty members from the SoM may be appointed by the traditionally ranked faculty of the area and the director of the SoM will be informed of this addition. Area letters of recommendation must be delivered to the review candidate no less than (5) working days before the contractual deadline (currently October 15) for submitting materials to the DTC. (Refer to the Western/WMU-AAUP Agreement, Article 17.10). The tenure candidate is allowed to review, discuss and suggest amendments to the area chair before the final approved area letter of recommendation is submitted to the Chair of the DTC.

2. Faculty who wish to request an early final tenure review must make their request to the SoM Director by the contractual deadline in the Western/WMU-AAUP Agreement Article 17.10 (currently February 1st) and in accordance with the Western/WMU-AAUP Agreement (Article 17.2.5). The SoM Director will then inform the DTC. The SoM Director will also inform the appropriate instructional areas of the faculty being reviewed. Early final tenure review will follow the same procedure as a regularly scheduled final tenure review.

C. Tenure File

The Tenure File consists of a Tenure Portfolio and optional Supporting Materials submitted by the candidate, past Tenure review letters and Area letters of recommendation, and any external letters of recommendation (received and then submitted by the SoM Director). The candidate must electronically share/submit their completed Tenure Portfolio and submit optional

Supporting Materials to the Assistant to the SoM Director no later than 5:00 pm on the date specified by the Western/WMU-AAUP Agreement (currently October 15). The SoM Director will send an acknowledgement of receipt and the Chair of the DTC will be notified.

1. The Tenure Portfolio

The Tenure Portfolio must contain the following items a-f (in this order) as outlined below. Efforts should be made to consolidate all materials into electronic copies whenever possible. Optional Supporting Materials (refer to this Article C.2) are also to be submitted in the online Tenure Portfolio, and included in the Table of Contents, unless they require physical artifacts in order to be properly evaluated (CDs, etc.). The electronic copy of the portfolio, along with any physical artifacts, must be shared with the SoM Director by the same deadline:

- a) Table of Contents
- b) Cover letter with a narrative highlighting what the candidate considers their qualifications in each of the areas of review: competence, recognition (if applicable), and service
- c) A current professional vita
- d) Instructional portfolio that includes documentation of teaching (e.g., recent syllabi, evidence of the development of teaching skills and techniques, student learning objectives and outcomes, examples of student work/accomplishments, etc.), presentations at professional conferences, etc. that are not included in optional Supporting Materials. Please refer to Western/WMU-AAUP Agreement, Article 16.3.2 for more details.
- e) Numerical summary data of student ratings for all courses for which there is a statistically sufficient number of student responses. The candidate is encouraged to submit additional evidence of professional competence, particularly in the case of courses where there is insufficient data. Student ratings should not be the sole source of information about teaching effectiveness (see Western/WMU-AAUP Agreement, Articles 16.3 and 16.3.1).
- f) Copy of letter of appointment (Faculty Specialists only)

2. Supporting Materials (optional)

A representative sample of works and documentation of activities may be submitted at the discretion of the applicant. These materials must be organized in the Tenure Portfolio (refer to this Article C.1) and referenced in the portfolio's table of contents. All efforts should be made to convert physical materials into electronic copies. Any materials that cannot be converted to digital copies should be submitted to the Assistant to the SoM Director by the same deadline. Tenure candidates are encouraged to limit supplemental materials to twenty-five (25) items (total). These may include letters of support, publications, recordings/multimedia, reviews, programs, or other types of documentation. It is recommended that the candidate organize the supportive materials with regard to the categorizations governing Judgmental Criteria (D).

After the tenure portfolio has been submitted, the DTC may require the candidate to submit additional documentation for specific items listed in the cover letter or vita.

3. Additional file items

Other items that are part of the tenure file, including past tenure review letters, area letters, and outside letters of support received by the SoM Director, will be copied by the SoM Director and placed in the candidate's Tenure File.

After the contractual deadline, the faculty member shall be limited to submitting only written responses to questions or statements made by those reviewing the tenure file, or verification of accomplishments that occur during the review process (e.g., notification that an article under consideration has been accepted for publication, or the receipt of a grant). If the faculty member under review submits this additional material, all reviewers shall be copied.

D. Judgmental Criteria

In accordance with Article 17.3 of the Western/WMU-AAUP Agreement, the School of Music guidelines for Professional Competence, Professional Recognition, and Professional Service, will govern the evaluation of traditionally-ranked faculty. Professional Recognition will not be evaluated in the case of faculty specialists

The relative importance of professional competence, professional recognition and professional service will be considered according to the following guidelines:

1. Professional Competence

Competence will be assessed in accordance with assigned load responsibilities and the amount of load time assigned for each activity (e.g. teaching, performing, advising, research, etc.). In addition to student evaluations, the following may be considered in the evaluation of faculty and faculty specialists. The order of the list does not suggest any priority in importance.

- Brief summaries of evaluations (e.g., teaching)
- Teaching innovations (e.g. course materials, technology)
- Program, curriculum, course development, etc.
- Graduate-student final project/thesis supervision, graduate committees, other special advising
- Administrative duties with assigned load
- Duties without assigned load (new student audition days, direction of independent studies, Honors College thesis supervision, etc.)
- Continuing self-education projects (e.g. conference/symposium attendance, repertoire research, preparation of recitals, licensure and certification)
- Accomplishments of students (e.g. awards won beyond campus, scholarships won, positions won, special recognitions earned)
- Teaching awards, recognitions, invitations (e.g. external recognition that relates to teaching competence)

2. Professional Recognition

Professional Recognition will be assessed according to the activities in Categories A, B, C, and D, with those activities in A receiving the highest evaluation, those in B the next highest, etc.

These categories are general and meant to serve as guidelines. They are not intended to be all-inclusive, nor do they imply that all activities within a particular category are necessarily equal. Furthermore, these guidelines should be interpreted with sufficient flexibility to allow outstanding achievements and contributions in lower categories to receive appropriate recognition. It is recommended that the candidate organize the presentation of their portfolio with regard to the relative importance of their professional activities.

Category A (National/International or Tier 1 Activities)

1. Publication of a book, software, multimedia project (including video projects, sound design for video games/movies, internet-based publication—such as online examples associated with publication—interactive teaching materials or tutorials, and performance documentation on a streaming service, etc.) by a recognized publisher/label or self-published with demonstrated successful distribution and/or use/viewing by others
2. A patent associated with hardware development for sound or multimedia projects/performance created in full or in part by a faculty member, or the release of hardware-based product for commercial sale with demonstrated distribution
3. Holding an elective office/position in a national/international professional organization
4. Commission, award, or prize of national/international significance
5. Creative project or activity presented at a nationally or internationally recognized venue: creative projects and activities are broadly defined, and include music compositions, guest scholar, guest conducting, performance or performance-based work with a nationally/internationally recognized ensemble, installations, music for other media (film, internet projects, etc.), sound design, film, etc.
6. Publication of a peer-reviewed article in a professional journal of national/international scope, including electronic publications
7. Peer-reviewed presentations at a national/international conference (paper, performance, lecture/demonstration, etc.)
8. Invited presentations at a national/international conference (paper, performance, lecture/demonstration, etc.)
9. Adjudication of a musical event of national/international stature
10. Client-based work for a national or international project or presentation, such as coordinating and executing live sound reinforcement at a conference or event, software or hardware design used at a performance/presentation at a conference or event, filming and/or video-editing for a project, recording studio design or equipment selection, etc.

Category B (Regional or Tier 2 Activities):

1. Peer-reviewed presentations or other major responsibility at a regional professional conference (paper, lecture/demonstration, performance, etc.)

2. Publication of a non-peer-reviewed article in a major publication, including electronic publications
3. Presentation of a recital in a major cultural area
4. Creative project or activity presented at a recognized regional venue: creative projects or activities are broadly defined, and include music compositions, guest scholar, performance or performance-based work or guest conducting engagement with an established ensemble, installations, music for other media (film, internet projects, etc.), sound design, film, etc.
5. Holding state office/position in a regional professional society
6. School visitation as an invited consultant
7. Presentation at a clinic or workshop
8. Adjudication of a regional music event
9. Invited presentations at regional conferences (paper, lecture/demonstration, performance, etc.)
10. Acceptance, for publication or release, of a book, computer program or recording
11. Client-based work for a project or presentation, such as coordinating and executing live sound reinforcement at a conference or event, software or hardware design used at a performance/presentation at a conference or event, filming and/or video-editing for a project, recording studio design or equipment selection, etc.

Category C (State or Tier 3 Activities):

1. Solo or chamber music performance in Michigan (Faculty ensemble tours for which load credit is received should not be counted. See Workload article in the School of Music Handbook.)
2. Invited presentation at state professional conferences (paper, lecture/demonstration, panel, performance, etc.)
3. Peer-reviewed presentation at a state or local conference (paper, lecture/demonstration, performance etc.)
4. School visitation as an invited consultant in Michigan
5. Creative project or activity presented in Michigan at a recognized venue: creative projects or activities are broadly defined and include music compositions, guest scholar, performance or performance-based work or guest conducting engagement with an

established ensemble, installations, music for other media (film, internet projects, etc.), sound design, film, etc.

6. Publication of an article in a trade journal, including electronic publication
7. Publication of a book review or music review, including electronic publication
8. Organizational and/or duties associated with state conference or convention
9. Completion of book, computer program, or recording
10. Commission, award, or prize of state or local significance
11. Attendance at a national or regional meeting or professional society
12. Active participation in a state professional society
13. Client-based work for a project or presentation in Michigan, such as coordinating and executing live sound reinforcement at a conference or event, software or hardware design used at a performance/presentation at a conference or event, filming and/or video-editing for a project, recording studio design or equipment selection, etc.

Category D (Local or Tier 4 Activities):

1. Adjudication of a musical event
2. Presentation of a clinic or workshop on campus or in the Kalamazoo area
3. Attendance at a state meeting of a professional society
4. School visitation in the Kalamazoo area
5. Creative project or activity presented in Kalamazoo at a recognized venue: creative projects or activities are broadly defined, and include music compositions, guest scholar, performance or performance-based work or guest conducting engagement on campus or in the Kalamazoo area (not related to assigned load), installations, music for other media (film, internet projects, etc.), sound design, film, etc.
6. Report of research, book, computer program or recording in progress
7. Client-based work for a project or presentation in Kalamazoo, such as coordinating and executing live sound reinforcement at a conference or event, software or hardware design used at a performance/presentation at a conference or event, filming and/or video-editing for a project, recording studio design or equipment selection, etc.

3. Professional Service

Professional Service will be assessed according to the activities in Category A, B, and C, with those activities in A receiving the highest evaluation, those in B the next highest, etc.

These categories are general and meant to serve as guidelines. They are not intended to be all inclusive, nor do they imply that all activities within a particular category are necessarily equal. Furthermore, these guidelines should be interpreted with sufficient flexibility to allow outstanding achievements and contributions in lower categories to receive appropriate recognition. It is recommended that the candidate organize the presentation of their portfolio with regard to the relative importance of their professional service.

Category A:

1. Office held in Faculty Senate or WMU-AAUP
2. Chair of a University council or committee
3. Chair of a School of Music elected committee (e.g. Promotion, Tenure) and/or search committees
4. Chair of a College of Fine Arts committee
5. Substantial service to a national/international professional organization

Category B:

1. Office held in a professionally relevant community organization
2. Area Chair
3. Chair of a non-elected school committee
4. Membership on an elected school committee (e.g. Promotion, Tenure) and/or search committees
5. Membership on a University council or committee
6. Membership on a College of Fine Arts committee
7. Significant recruiting activity
8. Significant service to a national/international professional organization

Category C:

1. Membership on the Board of University Institute

2. Elected representative to the School Advisory Council
3. Active participation in a professionally relevant community organization
4. Membership on a non-elected school committee
5. School WMU-AAUP representative
6. Membership in the Faculty Senate
7. Work as a faculty ensemble manager, or other area or school responsibility unrelated to assigned load
8. Speaking engagement with a community organization

E. Review Process

After all required materials have been submitted to the DTC, the committee will review the documents, prepare a document on each tenure candidate that summarizes the most pertinent of the submitted materials, and vote on an action regarding each tenure candidate. The complete file of a tenure candidate will be made available to any tenured SoM faculty member upon request prior to a vote. The DTC will then present their documents and evaluations at a meeting of the tenured faculty for discussion and a vote by secret ballot. An affirmative vote of two-thirds majority of the quorum of tenured faculty will constitute a positive review.

F. Decision and Notification

The Chair of the DTC will inform each tenure candidate in writing of the evaluation results, including areas found to be satisfactory and those found to be insufficient. Format and inclusions will follow those stipulated in the Western/WMU-AAUP Agreement Article 17 and from the Office of the Provost. If the tenure candidate agrees with the recommendation, the tenure file and vote tally from the tenured faculty meeting will be forwarded to the SoM Director.

G. Appeal Process

The tenure candidate who wishes to appeal the recommendation of the DTC and tenured faculty must do so in writing to the DTC by the contractual deadline (currently November 20).

The tenure candidate must inform the SoM Director, in writing, of intent to appeal by the contractual deadline (currently January 11). All appeals to the DTC will be immediately considered at a DTC meeting. The DTC will either change the letter after the appeal or deny the appeal in writing. A tenure candidate may opt to include a written statement in the tenure file before the recommendation is sent to the SoM Director. Please refer to Western/WMU-AAUP Agreement, Article 17.6.9 for a description of the appeal process at each level of administration. Article 17.6.9 also states: "In cases where the appeal results in a revised recommendation, the original recommendation and the candidate's request for an appeal will be removed from the file unless the candidate requests otherwise. In cases where the appeal does not result in any change or only in partial change, the original recommendation and appeal materials will remain a part of the tenure file." The complete tenure file with the vote tally will be forwarded to the SoM Director no later than five working days after the tenured faculty meeting. Please refer to Western/WMU-AAUP Agreement, Article 17.10 for all contractual deadlines, including dates for presenting appeals to the Dean and the Provost.

H. Tenure with Promotion to Associate Professor/Faculty Specialist II

The tenure and promotion of faculty and faculty specialists are governed per the Western/WMU-AAUP Agreement, Article 17.6.3. The relationship between the Tenure Award and the Award of Promotion is defined as follows:

For a faculty member ranked as Assistant Professor, the awarding of tenure shall automatically be coupled with the awarding of promotion to the rank of Associate Professor. For a faculty member ranked as Faculty Specialist I, promotion to the level of Faculty Specialist II shall occur with the granting of tenure, provided tenure is awarded in year four or later after the initial appointment. The DTC may request input from the Promotion Committee in an advisory capacity.

I. External Review Policy for Final Tenure Review

According to Article 17 of the Western/WMU-AAUP Agreement, "external review in the area of professional recognition for traditionally-ranked faculty may be initiated by the candidate, the DTC (department tenure committee), or the department chair, for a candidate's final tenure review."

The sole purpose for exercising this external review option during a School of Music final tenure evaluation will be to seek independent, objective evaluations of the quality of the tenure candidate's professional work within the context of their discipline. The external reviewer is not responsible for assessing the candidate's overall qualifications for achieving tenure but rather should limit their evaluation to the enclosed sampling of the candidate's professional work (i.e.: Do these items reflect sound work in the field? Have they appeared in appropriate venues for their discipline?).

1. The call for an external review must be made by the candidate, DTC chair, and/or SoM Director by the contractual deadline in the Western/WMU-AAUP Agreement, Article 17.5.2 (currently February 15) of the academic year preceding the candidate's final tenure review.

2. External reviewers must be highly qualified artists/scholars with a professional stature or academic rank equal to or exceeding that which the candidate is seeking. While it is acceptable that external reviewers already know a candidate's work through performances, publications, presentations, etc., every effort should be made to ensure that the external reviewers have no direct personal or professional connection to the candidate that would bias the evaluation.

3. A candidate undergoing external review shall submit a list of six suggested external reviewers to the DTC chair by March 1 of the academic year preceding the candidate's final review. This list shall include a brief statement regarding the qualifications of each suggested reviewer and the candidate's relationship to them. The DTC chair shall solicit additional recommendations from the DTC, Area Chair, and/or the SoM Director. From the composite list of potential reviewers, the candidate and the DTC chair should work together to assemble a list of four mutually acceptable external reviewers and four ranked alternates that must be submitted to the SoM Director by the contractual deadline in the Western/WMU-AAUP Agreement, Article 17.5.2 (currently March 17) of the academic year preceding the candidate's final tenure review. If the candidate and DTC chair are unable to reach agreement in assembling this list, each will be responsible for selecting two of the four recommended reviewers, then the DTC chair will determine the first alternate, the candidate will determine the second alternate, the DTC chair the third alternate, and the candidate the fourth. If four external reviewers cannot be secured by the SoM Director from this initial list, then the DTC chair and the candidate should work together to assemble a short list of additional names as needed. If the candidate and DTC chair are unable to reach agreement in assembling this additional short list, then the DTC chair will determine the new first alternate, the candidate will determine the new second alternate, etc.

According to the Western/WMU-AAUP Agreement (Article 17.5.2), the SoM Director must have the four external reviewers secured by the contractual deadline in the Western/WMU-AAUP Agreement (currently April 15) of the academic year preceding the candidate's final tenure review. The SoM Director's request to each external reviewer is contractually-required (Western/WMU-AAUP Agreement, Article 17.5.1) to include WMU's statement on confidentiality: "Your letter of evaluation, as part of an official review file, will be held in confidence and will not be disclosed to the faculty member under consideration or to the public except as required by law or University policy. In all such instances, the information made available will be provided in a form that seeks to protect the identity, privacy, and confidentiality of evaluators."

The SoM Director must send materials to each secured reviewer no later than the contractual deadline in the Western/WMU-AAUP Agreement, Article 17.5.2 (currently August 15) of the summer preceding the candidate's final tenure review.

Throughout the process, all direct correspondence with external reviewers must be initiated from the office of the SoM Director.

4. Faculty under external review must submit their required review materials to the SoM Director by the contractual deadline in the Western/WMU-AAUP Agreement (currently April 15) of the academic year preceding their final tenure review. By this deadline, music faculty under external review must provide the SoM Director with a digital portfolio (separate from the tenure portfolio) where possible, containing the following items:

- a. Narrative letter. This is where the candidate should summarize the full body of their accomplishments, point out important elements in their vita, make specific reference to their top five accomplishments in Professional Recognition that will be reviewed specifically in the supporting materials, and thank the reviewers for evaluating their work.
- b. A current professional vita
- c. Supporting Materials. Since the purpose of external review is to evaluate the quality (not quantity) of a candidate's professional recognition, this can be done both efficiently and accurately by focusing on the five top accomplishments as selected by the candidate. Supporting materials for the evaluation of these top five should include a table of contents and be arranged/identified in some meaningful fashion within the review

portfolio. If the review portfolio includes physical materials, the external reviewers will not be expected to return these supporting materials to the School of Music, so the candidate should only provide originals with this in mind. It is recommended that performance faculty include a CD, video recording or other forms of media no more than 45 minutes in length that includes live performances given within the last five years.

After receiving supporting materials from the candidate, the SoM Director shall add a cover letter as the first item in each review portfolio that specifies the following:

- 1) the purpose of the external review
- 2) the desired scope of the external evaluation
- 3) who shall have access to the reviewer's identity and comments
- 4) the contractually-specified date that evaluation comments must be returned (currently October 1 of the academic year of the candidate's final tenure review), and a reminder that any physical materials sent do not need to be returned

The DTC chair and the candidate shall be given the opportunity to review this cover letter and provide feedback to the SoM Director before materials are sent to the reviewers.

Article II. Promotion Policy and Procedures

Promotion is the advancement of a faculty member from their current rank to the next higher rank. Promotion shall be based on merit, and not solely on years of service. Merit can be fairly assessed after a faculty member has spent a reasonable period of time in a particular rank. Refer to Western/WMU-AAUP Agreement, Article 18.2.2, (*Length of Service in Rank*) for further information.

A. Qualifying Requirements

To be eligible for consideration for promotion, a faculty member must meet minimum qualifying standards in educational attainment and number of years in rank. Meeting the qualifying requirements establishes eligibility, but does not ensure promotion. The review shall include achievements in prior ranks and in the present rank. When submitting promotion materials, all items which have occurred in connection with the earning of a doctorate or fulfilling the equivalencies in lieu of a doctorate must be clearly identified. It is understood that the equivalency achievements should be equated to the terminal degree when evaluating the candidate's materials.

Information regarding exceptions to the requirements of educational attainment and length of service in rank can be found in the Western/WMU-AAUP Agreement, Article 18.2.1-18.2.3.

A faculty member interested in early promotion consideration must notify the School of Music (SoM) Director no later than the contractual deadline in the Western/WMU-AAUP Article 18.11 Timetable (currently February 1st) of the preceding academic year, who in turn shall notify the School of Music Promotion Committee.

For the purpose of clarity and alignment with the Western/WMU-AAUP Agreement, the School of Music Promotion Committee will be referred to as the DPC (Department Promotion Committee) throughout this article.

B. Promotion Review Process

1. The SoM Director shall notify faculty, in writing, of their promotion eligibility no later than the contractual deadline in the Western/WMU-AAUP Agreement Article 18.11 Timetable (currently January 15) of the preceding academic year. Faculty who wish to be considered for promotion review shall submit their Promotion File by the contractual deadline in the Western/WMU-AAUP Agreement (currently October 15), consisting of a Promotion Portfolio, optional Supporting Materials and any external letters of recommendation which should be submitted directly to the SoM Director. The candidate will receive acknowledgement of receipt of their promotion file from the SoM Director, and the Chair of the DPC will be notified.

2. Only faculty members at or above the rank sought by the promotion candidate shall be eligible to serve on the DPC.

3. Faculty members who wish to request an early promotion review must notify the SoM Director by the contractual deadline in the Western/WMU-AAUP Agreement Article 18.11 (currently February 1st) of the preceding year, who in turn will inform the DPC. Refer to the Western/WMU-AAUP Agreement, Article 18.2.3 for additional information.

C. The Promotion File

1. The Promotion Portfolio

The Promotion Portfolio must contain the following items a-f (in this order). Efforts should be made to consolidate all materials into electronic copies whenever possible. Optional Supporting Materials (refer to this Article C.2) are also to be submitted in the online Promotion Portfolio, and included in the Table of Contents, unless they require physical artifacts in order to be properly evaluated (CDs, etc.). The electronic copy of the portfolio, along with any physical artifacts, must be shared with the SoM Director by the same deadline:

- a) Table of Contents
- b) Cover letter with a narrative highlighting what the candidate considers their qualifications in each of the areas of review: competence, recognition (if applicable), and service
- c) A current professional vita

- d) Instructional portfolio that includes documentation of teaching (e.g., recent syllabi, evidence of the development of teaching skills and techniques, student learning objectives and outcomes, examples of student work/accomplishments, etc.), presentations at professional conferences, etc. Please refer to Western/WMU-AAUP Agreement, Article 16.3.2 for more details
- e) Numerical summary data of student ratings for all courses for which there is a statistically sufficient number of student responses. The candidate is encouraged to submit additional evidence of professional competence, particularly in the case of courses where there is insufficient data. Students ratings should not be the sole source of information about teaching effectiveness (See Western/WMU-AAUP Agreement, Articles 16.3 and 16.3.1)
- f) Copy of letter of appointment (Faculty Specialists only)

2. Supporting Materials (optional)

A representative sample of works and documentation of activities may be submitted at the discretion of the applicant. These materials must be organized in the online Promotion Portfolio (refer to this Article C.1) and referenced in the portfolio's table of contents. All efforts should be made to convert physical materials into electronic copies. Any materials that cannot be converted to digital copies should be submitted to the SoM Director by the same deadline. Promotion candidates are encouraged to limit supplemental materials to twenty-five (25) items (total). These may include letters of support, publications, recordings/multimedia, reviews, programs, or other types of documentation. It is recommended that the candidate organize the supporting materials with regard to the categorizations governing Judgmental Criteria (D).

After the promotion portfolio has been submitted, the DPC may require the candidate to submit additional documentation for specific items listed in the cover letter or vita.

3. Additional file items

Other items that are part of the promotion file, including internal and external letters of support received by the SoM Director, will and placed in the candidate's promotion file.

After the contractual deadline, the candidate shall be limited to submitting written verification of accomplishments (e.g., notification that an article under consideration has been

accepted for publication, or the receipt of a grant) that occur during the review process. If the faculty member under review submits this additional material, all reviewers shall be copied.

D. Judgmental Criteria

In accordance with Article 18 of the Western/WMU-AAUP Agreement, areas to be evaluated include Professional Competence, Professional Recognition, and Professional Service for traditionally-ranked faculty and Professional Competence and Professional Service for faculty specialists.

The relative importance of Professional Competence, Professional Recognition and Professional Service will be considered according to the following guidelines:

1. Professional Competence

This area deals mainly with assigned workload responsibilities. The weight of the evaluation will be proportionate to the amount of workload time assigned for each activity (e.g. teaching, performing, advising, etc.). Competence in teaching is an absolute necessity for the promotion of teaching faculty and faculty specialists. Student ratings should not be the only source of information about teaching competence, and it is the responsibility of the applicant to provide additional evidence of competence.

The following may be submitted for consideration and evaluation of faculty and faculty specialists insofar as these activities pertain to teaching competence. This list is not intended to be all-inclusive, nor imply priority ranking.

- Brief summaries of evaluations (e.g. teaching)
- Teaching innovations (e.g. course materials, technology)
- Program, curriculum, course development, etc.
- Graduate-student final project/thesis supervision, graduate committees, other special advising
- Administrative duties with assigned load
- Duties without assigned load (new student audition days, area chair, direction of independent studies, Honors College thesis supervision, etc.)

- Continuing self-education projects (e.g. conference/symposium attendance, repertoire research, preparation of recitals, licensure and certification)
- Accomplishments of students (e.g. awards won beyond campus, scholarships won, positions won, special recognitions earned)
- Teaching awards, recognitions, invitations (e.g. external recognition that relates to teaching competence)

2. Professional Recognition

This area deals with professional activity and is an essential component in the evaluation of traditionally-ranked faculty. Professional recognition is not required in evaluating faculty specialists for promotion. Professional recognition will be assessed according to the activities in Categories A, B, C, and D, with those activities in Category A receiving the highest evaluation, those in B the next highest, etc., and with proper regard for the stipulations in the Western/WMU-AAUP Agreement, Article 18.3.2.

These categories are general and meant to serve as guidelines. They are not intended to be all-inclusive, nor do they imply that all activities within a particular category are necessarily equal. Furthermore, these guidelines should be interpreted with sufficient flexibility to allow outstanding achievements and contributions in lower categories to receive appropriate recognition. It is recommended that the candidate organize the presentation of their portfolio with regard to the relative importance of their professional recognition activities.

Category A (National/International or Tier 1 Activities)

1. Publication of a book, software, multimedia project (including video projects, sound design for video games/movies, internet-based publication - such as online examples associated with publication - interactive teaching materials or tutorials, and performance documentation on a streaming service, etc.) by a recognized publisher/label or self-published with demonstrated successful distribution and/or use/viewing by others
2. A patent associated with hardware development for sound or multimedia projects/performance created in full or in part by a faculty member, or the release of hardware-based product for commercial sale with demonstrated distribution
3. Holding an elective office/position in a national/international professional organization
4. Commission, award, or prize of national/international significance

5. Creative project or activity presented at a nationally or internationally recognized venue: creative projects or activities are broadly defined, and include music compositions, guest scholar, guest conducting, performance or performance-based work with a nationally/internationally recognized ensemble, installations, music for other media (film, internet projects, etc.), sound design, film, etc.
6. Publication of a peer-reviewed article in a professional journal of national/international scope, including electronic publications
7. Peer-reviewed presentations at a national/international conference (paper, performance, lecture/demonstration, etc.)
8. Invited presentations at a national/international conference (paper, performance, lecture/demonstration, etc.)
9. Solo performance of national/international scope
10. Adjudication of a musical event of national/international stature
11. Client-based work for a national or international project or presentation, such as coordinating and executing live sound reinforcement at a conference or event, software or hardware design used at a performance/presentation at a conference or event, filming and/or video-editing for a project, recording studio design or equipment selection, etc.

Category B (Regional or Tier 2 Activities):

1. Peer-reviewed presentation or other major responsibility at a regional professional conference (paper, lecture/demonstration, performance, etc.)
2. Publication of a non-peer-reviewed article in a major publication, including electronic publications
3. Presentation of a recital in a major cultural area
4. Creative project or activity presented at a recognized regional venue: creative projects or activities are broadly defined, and include music compositions, guest scholar, performance or performance-based work or guest conducting engagement with an established ensemble, installations, music for other media (film, internet projects, etc.), sound design, film, etc.
5. Holding state office/position in a regional professional society
6. School visitation as an invited consultant
7. Presentation at a clinic or workshop

8. Adjudication of a regional music event
9. Invited presentation at regional conferences (paper, lecture/demonstration, performance, etc.)
10. Acceptance, for publication or release, of a book, computer program or recording
11. Client-based work for a project or presentation, such as coordinating and executing live sound reinforcement at a conference or event, software or hardware design used at a performance/presentation at a conference or event, filming and/or video-editing for a project, recording studio design or equipment selection, etc.

Category C (State or Tier 3 Activities):

1. Solo or chamber music performance in Michigan. (Faculty ensemble tours for which load credit is received should not be counted. See Workload article in the School of Music Handbook.)
2. Invited presentations at state professional conferences (e.g. paper, lecture/demonstration, panel, performance, etc.)
3. Peer-reviewed presentation at a state or local conference (paper, lecture/demonstration, performance, etc.)
4. School visitation as an invited consultant in Michigan
5. Creative project or activity presented in Michigan at a recognized venue: creative projects or activities are broadly defined and include music compositions, guest scholar, performance or performance-based work or guest conducting engagement with an established ensemble, installations, music for other media (film, internet projects, etc.), sound design, film, etc.
6. Publication of an article in a trade journal, including electronic publication
7. Publication of a book review or music review, including electronic publication
8. Organizational and/or duties associated with state conference or convention
9. Completion of book, computer program, or recording
10. Commission, award, or prize of state or local significance
11. Attendance at a national or regional meeting or professional society
12. Active participation in a state professional society
13. Client-based work for a project or presentation in Michigan, such as coordinating and executing live sound reinforcement at a conference or event, software or hardware design

used at a performance/presentation at a conference or event, filming and/or video-editing for a project, recording studio design or equipment selection, etc.

Category D (Local or Tier 4 Activities):

1. Adjudication of a musical event
2. Presentation at a clinic or workshop on campus or in the Kalamazoo area
3. Attendance at a state meeting of a professional society
4. School visitation in the Kalamazoo area
5. Creative project or activity presented in Kalamazoo at a recognized venue: creative projects or activities are broadly defined, and include music compositions, guest scholar, performance or performance-based work or guest conducting engagement on campus or in the Kalamazoo area (not related to assigned load), installations, music for other media (film, internet projects, etc.), sound design, film, etc.
6. Report of research, book, computer program or recording in progress.
7. Client-based work for a project or presentation in Kalamazoo, such as coordinating and executing live sound reinforcement at a conference or event, software or hardware design used at a performance/presentation at a conference or event, filming and/or video-editing for a project, recording studio design or equipment selection, etc.

3. Professional Service

This area deals with professionally relevant service to the School, College, University, or community. A record of Professional Service is expected for promotion. Professional Service will be assessed according to the activities in Categories A, B, and C, with those activities in Category A receiving the highest evaluation, those in B the next highest, etc.

These categories are general and meant to serve as guidelines. They are not intended to be all-inclusive, nor do they imply that all activities within a particular category are necessarily equal. Furthermore, these guidelines should be interpreted with sufficient flexibility to allow outstanding achievements and contributions in lower categories to receive appropriate recognition. It is recommended that the candidate organize the presentation of their portfolio with regard to the relative importance of their professional service.

Category A:

1. Office held in Faculty Senate or WMU-AAUP
2. Chair of a University council or committee
3. Chair of a School of Music elected committee (e.g. Promotion, Tenure) and/or search committees
4. Chair of a College of Fine Arts committee
5. Substantial service to a national/international professional organization

Category B:

1. Office held in a professionally relevant community organization
2. Area Chair
3. Chair of a non-elected school committee
4. Membership on an elected School committee (e.g. Promotion, Tenure) and/or search committees
5. Membership on a University council or committee
6. Membership on a College of Fine Arts committee
7. Significant recruiting activity
8. Significant service to a national/international professional organization

Category C:

1. Membership on the Board of University Institute
2. Elected representative to the School Advisory Council
3. Active participation in a professionally relevant community organization
4. Membership on a non-elected school committee
5. School WMU-AAUP representative
6. Membership in the Faculty Senate
7. Work as a faculty ensemble manager, or other area or school responsibility unrelated to assigned load
8. Speaking engagement with a community organization

4. Application of Judgmental Criteria for Traditionally-Ranked Faculty

Professional Competence, Recognition and Service are all important in evaluating faculty for promotion. According to Western/WMU-AAUP Agreement, Article 18.3.7, part of the process will include the following terms of achievement, from high to low: *outstanding*; *substantial*; *significant*; *satisfactory*; *unsatisfactory*. A faculty member who receives an *outstanding* rating as a teacher may be promoted to assistant or associate professor. A faculty member who receives an *outstanding* rating in professional recognition may be promoted to assistant or associate professor. For promotion to full professor, however, a faculty member must have:

- a) Achieved *outstanding* in Professional Recognition and *significant* in Professional Competence; or
- b) Achieved *outstanding* in Professional Competence and *substantial* in Professional Recognition; or
- c) Achieved *substantial* in Professional Recognition, *satisfactory* in Professional Competence, and *significant* in Professional Service.

5. Application of Judgmental Criteria for Faculty Specialists

Expectations relative to the areas of Professional Competence and Professional Service will be delineated in the letter of appointment. The same terms of achievement will be used.

E. Notification and Recommendation

Using all of the above evaluation data, the DPC will prepare a list of those faculty recommended for promotion and those not recommended. Prior to submitting recommendations to the SoM Director, the Chair of the DPC will convey in writing the results of each evaluation to the respective candidates being considered by the contractual deadline in the Western/WMU-AAUP Agreement Article 18.11 Timetable (currently November 15). The written statement for candidates not being recommended must include the areas in which the candidates' professional performance were found to be insufficient for promotion. The final list of recommendations and all supporting materials will be forwarded to the CPC (College Promotion Committee) and the SoM Director by the Chair of the DPC by the contractual deadline in the Western/WMU-AAUP

Agreement, Article 18.11 Timetable (currently December 2nd). The DPC vote shall be included in promotion statements. Refer to Western/WMU-AAUP Agreement, Article 18.11 Timetable which includes additional deadlines for submission of promotion files to the Dean, the Provost and the Board of Trustees.

F. Appeal Process

A faculty member or a faculty specialist who wishes to appeal the DPC's recommendation must do so in writing to the Chair of the DPC by the contractual deadline in the Western/WMU-AAUP Agreement (currently November 20). All appeals will be immediately considered at a DPC meeting. Refer to Western/WMU-AAUP Agreement Article 18.6.10 for additional information regarding the appeal process, and Article 18.11 for the timetable.

G. Promotion to Associate Professor/Faculty Specialist II

The tenure and promotion of faculty and faculty specialists are governed by the Western/WMU-AAUP Agreement. The relationship between the Tenure Award and the Award of Promotion to the rank of Associate Professor or Faculty Specialist II for School of Music faculty is defined as follows:

For a faculty member ranked as Assistant Professor, the awarding of tenure shall automatically be coupled with the awarding of promotion to the rank of Associate Professor. For faculty ranked as Faculty Specialist I, promotion to the level of Faculty Specialist II will occur with the granting of tenure if tenure is awarded in year four or later after the initial appointment to Faculty Specialist.

H. External Review Policy for Promotion

In accordance with Article 18.5 of the Western/WMU-AAUP Agreement, an external review for traditionally-ranked faculty may be initiated by the candidate, the DPC, or the SoM Director. Guidelines and deadlines for external reviews will be the same as in the tenure article, except that the associated responsibilities belong to the Chair of the DPC instead of the Chair of the DTC (departmental tenure committee).

Article III. Faculty Appointment and Reappointment

A. Appointment of Faculty

Appointment of faculty is an administrative responsibility. Faculty participation to hire full-time, traditionally-ranked faculty and faculty specialists will occur through service on a search committee consisting of representatives of the curricular areas concerned and other appropriate faculty. Refer to the Western/WMU-AAUP Agreement, Article 14 for further guidelines.

It is recommended that the following procedures be followed:

1. The School of Music (SoM) Director will convene the search committee, which will then elect its own Chair.
2. The SoM Director, in consultation with the faculty, will ensure that the position is advertised in the appropriate outlets in a manner consistent with University and College of Fine Arts policies.
3. Invitations for interviews/auditions will be extended by the office of the SoM Director, who will also make all necessary arrangements for the candidates' visits with assistance from the Search Committee Chair.
4. All interested faculty, staff and students will be invited to participate in the interviews and auditions and to share their observations with the committee.
5. Each candidate will meet with the SoM Director for clarification of all conditions of appointment.
6. After all candidates have been interviewed, the committee will make its final written recommendation as per search directives to the SoM Director. Standard university hiring practices will be followed. Refer to Western/WMU-AAUP Agreement, Article 14.
7. The SoM Director will consult with the search committee to determine the extent to which special conditions of employment will be negotiated with the candidate. The search committee and appropriate program area(s) will be informed of any conditions of employment, including such conditions as the extent of credit given toward tenure or promotion.
8. The SoM Director will provide each new faculty member with the website addresses to access the Western/WMU-AAUP Agreement, the School of Music Department Policy Statement, and the School of Music Handbook.

B. Hiring of 1-Year Renewable Term Appointments and Part-time Faculty

The hiring of a One-Year Renewable Term appointment and part-time faculty is the responsibility of the SoM Director, in consultation with department faculty. If, however, there is insufficient time to consult with department faculty because the need to hire a part-time faculty member is unexpected, nothing shall prevent the SoM Director from hiring part-time instructors at their sole discretion. Refer to Western/WMU-AAUP Agreement, Article 14.

C. Reappointment of Faculty

Reappointment of faculty is an administrative responsibility. Faculty participation is described in the School of Music Department Policy Statement Tenure Policy and Procedures, Article I and in the Western/WMU-AAUP Agreement, Articles 14 and 17.

Article IV. Equitable Summer Teaching and WMUx Teaching Distribution

Bargaining unit faculty shall have preference for work assignments. Western/WMU-AAUP Agreement, Article 23.2.2 states that there is to be “equitable distribution of opportunities to teach in summer sessions and Extended University Programs.” For further details, please refer to Western/WMU-AAUP Agreement, Article 41.

A. Staffing Preference

Bargaining unit (full-time) faculty members shall be given preference to teach courses in Summer I and Summer II sessions, and through WMUx, for which they are qualified to teach. Equitable distribution of opportunities to teach in Summer I, Summer II and through WMUx shall be provided according to the following guidelines:

1. Bargaining unit academic-year faculty members shall be offered preference over non-unit individuals, pursuant to the Western/WMU-AAUP Agreement, Article 41.
2. To receive preference, bargaining unit faculty members must notify the School of Music (SoM) Director that they want to teach Summer I or Summer II courses no later than the contractual deadline (currently November 1st) of the preceding year.
3. Should more than one qualified bargaining unit, academic-year faculty member show interest in teaching the same course during Summer I, Summer II, or through WMUx, a system of rotation will be created by the SoM director in cooperation with faculty from the area in which the course resides.
4. If no bargaining unit, academic-year faculty members show interest or are available, qualified non-unit faculty, including part-time instructors, will be offered the opportunity to teach courses during Summer I or Summer II, or through WMUx.
5. Teaching assignments are made with the approval of the SoM Director, the Dean of the College of Fine Arts, and the Division of Extended University Programs (if the teaching assignment is through WMUx.)

Article V. Evaluation of Faculty

Evaluation of faculty members is for the purpose of rewarding capable faculty members and improving the quality of instruction and other professional duties or service. In evaluating faculty members, all reliable evidence including, but not limited to, student ratings, observation reports, peer evaluations, portfolios of teaching materials and professional development will be carefully considered.

A. Student Ratings of Faculty

1. All bargaining unit faculty will administer the university-wide student rating system (SRS) as defined by the Western/WMU-AAUP Agreement, Article 16.4 for each Fall OR Spring Semester. At the faculty member's request the SRS will be administered for specific classes which they teach during Summer I and Summer II Session. In the event that the SoM Director believes it would be in the best interest of the faculty member or the School of Music to administer the SRS at times other than Fall or Spring Semester, such evaluations may be administered if the SoM Director informs the faculty member at the beginning of the course(s) to be evaluated and indicates the reason this should be done. Such reasons would typically, but not exclusively be, that teaching assignments from one semester to the next may vary significantly, more evaluation data are needed to establish a clear profile for the faculty member, etc.
2. Faculty members are strongly encouraged to arrange a specific date and time for students to bring electronic devices (laptops, smartphones, etc.) to the class meeting to allow students time to complete evaluations during class time. The faculty member will then leave the room so the students may complete the online forms in private. Faculty should be especially sensitive to a physical setting for the process that discourages collaboration and encourages a more serious attitude among students in the student evaluation process.
3. The University will communicate with faculty during each semester with specific guidelines and a timeline for adding questions to the standard evaluation. The University will also contact students with a timeline for completing faculty/course evaluations. The University will notify faculty when course evaluations can be accessed after grades are submitted each semester.
4. Faculty members shall include summary reports of student evaluations as part of their promotion and tenure files. Faculty members are not required, but may choose to include

student comments in their files. If a faculty member chooses to include student comments, the full data set shall be included (e.g. ALL comments submitted for that course or course section) as specified in Western/WMU-AAUP, Article 16.4.3.2.

B. Classroom/Studio Teaching Observations

Untenured faculty shall have at least one classroom/studio visitation per year, for the first three (3) years, by either a faculty colleague or an administrator. The SoM Director and faculty member will determine classroom/studio visitation beyond the first three (3) years (Western/WMU-AAUP Agreement, Article 16.3.3.1.2). The SoM Director will send a reminder to the untenured faculty member and their area chair(s) that the untenured faculty member must be evaluated. The untenured faculty member and their area chair(s) shall determine for each visitation, by mutual agreement, who the observer shall be. Advanced written notice of the visit will be given to the untenured faculty member. The observer will prepare a brief, signed narrative report which will be distributed only to the faculty member and their area chair(s). The area chair shall schedule a conference with the faculty member to discuss the report. A copy of the report shall be entered in the faculty member's personnel file for use in tenure and promotion reviews. For further details, refer to the Western/WMU-AAUP Agreement, Article 16.3.3.3.

C. Colleague Evaluations

Faculty in the immediate teaching area(s) of the person being evaluated have the responsibility of evaluating their colleague's competence, following the procedures outlined in section B above. Faculty members being evaluated may also request teaching observations from colleagues outside their area.

D. Self-Evaluation

Faculty are encouraged and advised to develop a portfolio that includes documentation of teaching (i.e., syllabi, evidence of the development of teaching skills and techniques, student learning objectives and outcomes, examples of student work/accomplishments, etc.), presentations at professional conferences, etc. This information is in addition to the already

mentioned materials in sections A, B and C of this article. Please refer to Western/WMU-AAUP Agreement, Article 16.3.2 for more details.

E. Term Appointments

Only professional competence and service shall be evaluated for term faculty, unless the faculty member requests to be evaluated for professional recognition. Term faculty shall be evaluated annually. The area faculty review must be completed by the contractual deadline (currently March 15), and the SoM Director review completed by the contractual deadline (currently April 1). Term faculty shall receive notice of their employment status for the following academic year, when practical, no later than the final day of classes during Spring Semester. (Western/WMU-AAUP Agreement, Article 16.6).

1. Student ratings shall be conducted in all class sections in a given semester/session.
2. During the first semester of a term appointment, a classroom observation will take place for the purpose of professional improvement. During the second semester of a term appointment, an observation may occur at the discretion of the School of Music Director, and the results shall be considered by administration in determining subsequent appointments.

Article VI. Sabbatical Leave

The purpose of a sabbatical leave is to encourage the professional growth of faculty members and to enhance their teaching effectiveness and scholarly endeavors. A sabbatical should be mutually beneficial to the faculty member and the University. Please refer to Western/WMU-AAUP Agreement, Article 26 for additional details.

A. Eligibility

A sabbatical leave may be granted in the seventh (7th) year of service or after to any tenured faculty member after six (6) years of service at the University. A sabbatical leave shall not be awarded to the same faculty member more than once every seven (7) years. A bargaining unit faculty member may apply for sabbatical leave in their sixth (6th) and final probationary year. If the provost approves the sabbatical request, however, this recommendation shall be submitted to the Board of Trustees at the same time and only IF a positive tenure recommendation is submitted.

B. Requirements

1. A sabbatical project shall require at least one (1) full semester (not shorter durations.) A faculty member may also apply for a sequential or non-sequential two-semester sabbatical leave (i.e., fall semester followed by fall semester, or spring semester followed by spring semester, or spring semester followed by fall semester). These accommodations are rare and will only be awarded if arrangements are made that will lessen the disruption of programs.
2. Sabbatical leave applicants shall inform Western of other salaries, grants, etc, they expect to receive related to their sabbatical. Total monies received shall not exceed the faculty member's salary and other expenses associated with the leave.
3. A faculty member granted a sabbatical leave shall agree to return to the University for at least two (2) academic years following the leave. This requirement may be waived in whole or in part at the sole discretion of the University.
4. Sabbatical leave recipients shall file a written account of their sabbatical activities by the end of the returning semester with the School of Music (SoM) Director, the College of

Fine Arts Dean, and the University Sabbatical Leave Committee. These reports become a permanent part of the faculty member's file.

C. Process

1. Application for Sabbatical leave can be found on the Academic Labor Relations webpage (<https://wmich.edu/academic-labor-relations>).
2. Sabbatical leave proposals shall be submitted to the School of Music Advisory Council no later than the contractual deadline (currently October 1) of the year preceding the fiscal year of the leave. A subcommittee of the Advisory Council will review all proposals and forward them to the SoM Director with their recommendations, in priority order, by the contractual deadline (currently October 15.) Before sending its recommendations to the SoM Director, however, this subcommittee will give preliminary notification of its recommendations to all the applicants. Within 48 hours of this notification, any applicant may make a written appeal to the subcommittee for reconsideration. It is expected that additional data will be provided by the faculty member appealing this preliminary recommendation.
3. The SoM Director shall forward all sabbatical proposals, with recommendations, to the College of Fine Arts Dean no later than the contractual deadline (currently November 1). The SoM Director shall also submit a specific written proposal for reallocation of faculty member workloads recommended during the sabbatical leaves. The SoM Director shall consult with the sabbatical applicant and appropriate areas to discuss recommendations to keep consistency of the delivery of course content and maintain standards.
4. The Dean shall forward recommendations and proposals to the University Sabbatical Leave Committee no later than the contractual deadline (currently November 15).
5. The University Sabbatical Leave committee's recommendations shall be forwarded to the provost no later than the contractual deadline (currently December 15). Prior to submitting recommendations to the provost, however, the University Sabbatical Leave Committee shall inform each applicant, concurrently with notice to the SoM Director and the College of Fine Arts Dean, whether or not the committee is recommending sabbatical approval. Appeals may be made to the University committee in accordance with their procedures.

6. The provost shall inform the faculty member of the final recommendation no later than the contractual deadline (currently January 31), after which the recommendations shall be submitted at the next scheduled Board of Trustees meeting.

D. Funding

1. For a one semester sabbatical leave, a faculty member shall receive the contractual percentage of their base salary (currently one-hundred percent [100%]).
2. For a sequential or non-sequential two-semester sabbatical leave, the faculty member shall receive the contractual percentage of their base salary (currently seventy-five percent [75%]) for the length of the sabbatical.