

**UNIT CODE OF OPERATIONS
EAST CAROLINA UNIVERSITY**

Code Approval

1. Approved by the tenured faculty of the Unit. : 10/7/98
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**School of Music
Unit Code of Operations**

PREAMBLE

This Code allows for faculty participation in and establishes procedures for the internal affairs of the School of Music and is consistent with all applicable appendices of the *ECU Faculty Manual*.

ARTICLE I - MISSION OF THE SCHOOL

The School of Music is dedicated to the development of musicianship and the fostering of self-realization consistent with the nature of the art and the abilities, talents, interests and professional aspirations of the students it serves. In pursuit of these educational goals, the School seeks to stimulate musical and academic excellence and it assumes responsibility for preserving our musical heritage. Further, the School maintains programs which are designed to prepare each student for a specialized field, to develop an understanding of the relationship between this specialty and other musical disciplines, and to instill within each student a commitment to his or her profession. Through its diverse curricula, at the graduate and undergraduate levels, resulting music presentations, and the various artistic endeavors of the students and faculty, the School is committed to serving and furthering music in the cultural life of the University, community and society at large. The School of Music also fulfills the following roles within the University: offering service courses in music to general University students; providing cultural opportunities for general University students through its extensive concert and recital program; and furnishing consultant and professional services to other departments of the University. Specific educational, program and institutional objectives are spelled out on a continuing basis through a process of strategic planning and quadrennial unit evaluation. Such objectives will be spelled out in documents resulting from each process.

ARTICLE II - FACULTY

A. Definitions

1. The School of Music faculty will consist of all professors, associate professors, assistant professors, instructors, and individuals with special faculty appointment in the School of Music.
2. The School of Music Graduate Faculty will consist of all personnel as defined in Appendix F, section 1-B of the *ECU Faculty Manual*.
3. Except as noted below, the voting faculty of the School of Music consists of all faculty holding full-time appointments in the school who have regular faculty rank or title and who teach at least 50% of their load.

A. For

the purposes of Initiation, Review and Approval of Appointments,
Reappointments and the Conferral of Permanent Tenure, voting faculty are
defined in Appendix D of the *ECU Faculty Manual*.

B. For purposes of voting for appointment of administrative officials, for making recommendations on code content to the permanently-tenured unit faculty; in five-year evaluations of the effectiveness of unit programs; and in quadrennial evaluations of the effectiveness of the unit administrator, voting faculty are defined in Appendix L, section A of the *ECU Faculty Manual*.

C. For voting on department issues not referred to in appendices D and L of the *ECU Faculty Manual*, departments will determine the definition of voting faculty.

4. The faculty of the School of Music is organized in the following academic and applied Departments: Instrumental; Keyboard; Music Education; Theory, Composition and Musicology; and Vocal Studies.

B. School of Music Faculty Meetings

1. A quorum for a faculty meeting shall consist of a simple majority of the voting faculty.
2. The voting faculty of the School of Music shall meet when there is business to transact. Faculty meetings shall be called by the dean with at least two weeks notice.
3. The dean or his/her representative shall be the presiding officer at faculty meetings.
 - A. All meetings of the faculty shall be conducted according to the latest edition of Robert's Rules of Order, Newly Revised. A parliamentarian shall be appointed by the dean. In the event of the parliamentarian's absence, the presiding officer will appoint a qualified, temporary parliamentarian.
4. An agenda prepared by the dean shall be distributed to the faculty one week in advance of meetings.

D. Department Faculty Meetings

1. A quorum for Department meetings shall consist of a simple majority of that department's voting faculty.
2. The Department faculty shall meet when there is business to transact. Department meetings shall be called by the Department Chairperson with at least one weeks notice.
3. The Department Chairperson or his/her representative shall be the presiding officer at these meetings.
4. All Department meetings shall be conducted according to the latest edition of Robert's Rules of Order, Newly Revised.

5. An agenda prepared by the Department Chairperson shall be distributed to the faculty at least two working days in advance of meetings.

E. Graduate Faculty Meetings

1. A quorum for Graduate faculty meetings shall consist of a simple majority of that faculty.
2. The Graduate faculty shall meet when there is business to transact. Graduate meetings shall be called by an assistant/associate dean with at least two weeks notice.
3. An assistant/associate dean or his/her representative shall be the presiding officer at these meetings.
4. All Graduate faculty meetings shall be conducted according to the latest edition of Robert's Rules of Order, Newly Revised.
5. An agenda prepared by an assistant/associate dean shall be distributed to the faculty at least one week in advance of meetings.

ARTICLE III - ADMINISTRATION

A. Dean

The dean of the School of Music is the chief administrative officer and unit head of the School of Music. The selection of the dean and tenure in office, including evaluations, shall conform to the procedures outlined in Appendix L of the *ECU Faculty Manual*.

This position, as outlined in the *ECU Faculty Manual*, entails fundamental internal and external functions. Internally, the dean is responsible for leadership in program development, staffing, the School of Music budget and the maintenance of balance and integration in academic programs offered by the school. Externally, the dean is responsible for the maintenance and development of academic and administrative relationships with the institution at various levels as well as for appropriate interaction with business and professional organizations, government agencies, and public and private educational institutions.

The dean will, in a timely manner, provide an opportunity for the faculty to review and approve the school's Southern Association of Colleges and Schools (SACS) report, major planning documents and other assessments of the school's operations prior to submission outside the school. The dean will make available upon request the school's annual budget and annual report.

The dean will ensure that the provisions of the School of Music Code are followed. Policies and procedures approved by the faculty will be compiled and maintained by the dean.

B. Assistant or Associate Deans

The dean has the authority to nominate and appoint an administrative staff including assistant and/or associate deans who will report to the dean with faculty approval as indicated below. Assistant and associate deans be chosen from those who have faculty appointments within the School of Music.

Members of the dean's administrative staff will have delegated responsibility for areas including but not limited to:

- Administration
- Admissions and Recruitment
- Music Technology
- Course Scheduling and Facilities
- Communications and Publications
- Recording Services
- Research and Graduate studies
- Student Affairs

The dean may also appoint other staff members to be responsible for delegated financial and general operations of the School of Music. These staff members are not required to hold faculty appointments.

The dean nominates persons to fill the assistant or associate dean positions and the School of Music faculty confirms by majority vote of the voting faculty as defined in Appendix L of the *ECU Faculty Manual*. In addition to the Annual Evaluation of University Administrators (App. L-6 G), Assistant or Associate Deans shall be evaluated every two years, with a retention vote every four years. The School of Music Governance Committee shall administer the evaluation and retention vote. Results of the evaluation and retention vote shall be communicated in writing to the dean.

C. Department Chairpersons

The School of Music consists of five departments: Instrumental; Keyboard; Music Education; Theory, Composition and Musicology; and Vocal Studies. Department Chairpersons shall be selected in accordance with procedures outlined in Appendix L of the *ECU Faculty Manual*. It is essential that the person selected for the position of Department Chairperson enjoy the mutual confidence of the Department faculty and of the dean of the School of Music. In addition to the Annual Evaluation of University Administrators (App. L-6 G), Department Chairpersons shall be evaluated every two years, with a retention vote every four years. The School of Music Governance Committee shall administer the evaluation and retention vote. Results of the evaluation and retention vote shall be communicated in writing to the dean and the appropriate Department Chairperson.

The administrative head of each department is designated as the Department Chairperson and is an administrative officer of the School of Music. The Department Chairperson will:

1. Represent the department faculty to the dean in the administration of the affairs of the School of Music and the Department.
2. Exercise participative management in reaching decisions on department policies.
3. Manage the operation of the department including budget and equipment allocations and ensure the maintenance of up to date records.
4. Promote productive and harmonious professional relationships within the Department, School and University.
5. Assist faculty in student recruiting efforts.
6. Evaluate annually each faculty member's performance in teaching, research/creative activity, and service; and recommend salary increments to the dean.
7. Perform duties listed in the *ECU Faculty Manual*, Appendix D regarding personnel matters.
8. Give due consideration to the recommendations of department committees.
9. Oversee School of Music entrance auditions and upper level barriers for students in their respective departments.
10. Determine the use of the physical facilities assigned to the department.
11. Convene a department faculty meeting at least as frequently as specified in the *ECU Faculty Manual*.
12. Encourage continuous improvement in all activities within the department.
13. Work under the direction of the dean with specific delegated responsibilities.

ARTICLE IV - SCHOOL OF MUSIC COMMITTEES

A. General

1. The Standing Committees of the School of Music are: Advisory Committee, Curriculum Committee, Governance Committee, Graduate Committee, Library Committee, Long-Range Planning Committee, Scholarship Committee, Special Events Committee, Technology Committee.
2. Members of Standing Committees except for the Advisory and Graduate Committees shall be elected at the final faculty meeting of the general faculty in the previous Spring semester. Election to a committee will be by majority vote of those voting faculty present.
3. All committee members will serve staggered two-year terms.
4. Members may serve no more than two consecutive terms.
5. Actions of all standing committees shall be subject to approval by a majority of the voting faculty. Actions of the Graduate Committee shall be subject to approval by a majority of the graduate voting faculty.
6. In addition to the faculty described under structure, one student appointed by the School of Music Student Forum, may serve on the Curriculum, Library, Special Events and Technology Committees.
7. With the exception of the Advisory, Curriculum and Library Committees, each committee will annually elect its own chair from the faculty membership.

B. Advisory Committee

1. Structure: Dean, Assistant Deans/ Associate Deans and Department Chairpersons.
The dean will serve as chair.
2. Charge:
 - a. Advise the dean on School of Music matters including budget, travel grant moneys and recruitment.
 - b. Discuss pertinent School of Music matters as presented by any member of the committee.
 - c. Disseminate information discussed to individual faculty members through Department channels.
 - d. The Advisory Committee shall produce a slate of nominees for vacancies on all School of Music standing committees (described in Article IV of the School of Music Code except the Curriculum, Graduate, Library and Personnel Committees).

- e. The Advisory Committee should consider the following guidelines to provide balanced representation of the School of Music faculty:
 - (1) Charge of committee under consideration;
 - (2) Eligibility requirements of committees;
 - (3) Broad Area representation;
 - (4) Specific expertise of faculty in dealing with charge of committee.
- f. The Advisory Committee shall present a slate of nominees for committees at the final faculty meeting of each spring term. Additional nominations may come from the floor, provided eligibility guidelines are observed.
- g. The Advisory Committee shall canvas the faculty on an annual basis to determine individual faculty interests related to serving on School of Music committees. The committee shall ascertain that all nominees will accept committee memberships before slates are presented to the faculty for election.
- h. Following spring elections, the Advisory Committee shall fulfill its nominating function on an ad hoc basis when mid-term vacancies occur on committees.

C. Curriculum Committee

- 1. Eligibility: Full-time faculty with a minimum of two years service completed.
- 2. Structure: One member elected from and by each of the five School of Music Departments. An assistant/associate dean is an ex officio member of the committee; a chair is elected by the committee and an assistant/associate dean is eligible to serve as the chair.
- 3. Charge:

a. Review

and recommend new courses and degree programs to the School of Music faculty for approval.

- b. Review and recommend changes in courses and degree programs.
- c. Review and recommend policies to the faculty governing all other matters pertaining to the undergraduate curriculum.

D. Governance Committee

- 1. Eligibility: Permanently-Tenured, full-time faculty with a minimum of six years service completed.
- 2. Structure: Five members and one alternate, excluding the Dean, Assistant/Associate Deans, and Department Chairpersons.
- 3. Charge:

- a. Ensure that the School of Music operates in compliance with the *ECU Faculty Manual*, the University Code and the School of Music Code.
 - b. Construct, administer, collect and review instruments for use in evaluations of the Assistant/Associate Deans, and Department Chairpersons (see Article III-C), as described in the *ECU Faculty Manual*. The evaluation format for Department Chairpersons shall be determined by the Governance Committee.
 - c. Propose amendments to the Code as provided for in Article VI below.
 - d. At the conclusion of the five-year program evaluation of the School of Music, the Governance Committee will meet in joint session with the Advisory Committee to review the report, draw conclusions, and make recommendations to the appropriate Departments, committees, or personnel.
 - e. Consider and recommend policies (not already defined by the School of Music Code) to the voting faculty, including but not limited to: implementation of the curricula and exceptions thereof, approving non-curricular use of facilities, and overseeing off-campus student activities (see Article III-A).
- E. Graduate Committee
1. Eligibility: Full or associate membership on the graduate faculty.
 2. Structure: Five members and one alternate. One student member, an enrolled graduate student selected by the School of Music Graduate Student Organization, may serve a term of one year. An assistant/associate dean shall be a non-voting ex-officio member, shall represent the School of Music on the Graduate Assembly and Administrative Board, and serve as Chair of the Graduate Committee.
 3. Elections for committee membership shall be held at the last graduate faculty meeting of the academic year.
 4. Charge:
 - a. Recommend to the graduate faculty policies for admission and re-admission to the School of Music graduate program.
 - b. Recommend to the graduate faculty proposals for new courses and degree concentrations.
 - c. Recommend to the graduate faculty changes in graduate policies and curricula.
 - d. Approve the admission and re-admission of graduate students to the School of Music.
 - e. Coordinate recruitment of graduate students.

- f. Evaluate graduate entrance/diagnostic examinations.
- g. Advise the Assistant Dean for Graduate Studies on graduate policies and procedures.

F. Library Committee

- 1. Eligibility: Full-time faculty.
- 2. Structure: Seven members, one member elected from and by each of the five School of Music Departments, an assistant/associate dean or his/her representative, and the Music Librarian, who will act as chair. One non-voting student representative shall be appointed to the committee by both the undergraduate and graduate student forums (total, two student representatives).
- 3. Charge:
 - a. Serve as liaison among the Music Library, the Departments in the School of Music, and the graduate programs in music.
 - b. Advise the Music Librarian in formulating library policy.
 - c. Review the collection as well as current and projected services and functions of the Music Library in relation to existing and future curricula as outlined in the *ECU Faculty Manual*, Part V, Section III.
 - d. Evaluate current holdings and assist in identifying specific areas where collections should be expanded and improved.

G. Scholarship Committee

- 1. Eligibility: Permanently-Tenured, or probationary-term, full-time faculty with a minimum of two years service completed.
- 2. Structure: Five members from applied faculties with one each from keyboard, vocal studies, string, woodwinds, and brass and percussion areas with the dean or his or her representative serving as non-voting ex-officio member.
- 3. Charge:
 - a. Identify areas of enrollment needs and advise the faculty annually of the enrollment figures regarding major fields of study and applied areas.
 - b. Award scholarships from funds designated for that purpose.
 - c. Advise and assist the School of Music administration in all matters pertaining to scholarship and recruitment.

H. Special Events Committee

1. Eligibility: Full-time faculty.
2. Structure: Five members and a non-voting student member appointed by the School of Music Student Forum.
3. Charge:
 - a. Evaluate proposals from faculty for special events funding.
 - b. Recommend funding allocations to the dean of the School of Music.
 - c. Establish and publish criteria for special events funding awards.

I. Technology Committee

1. Eligibility: Full-time faculty.
2. Structure: Five members and the coordinator of music technology, the instructional technology consultant and the media technician serving as non-voting ex-officio members, and a non-voting student member appointed by the School of Music Student Forum.
3. Charge:
 - a. Monitor and coordinate all computer, audio, and visual teaching aids in classrooms, and technology labs.
 - b. Make recommendations to the dean and write grants for new equipment as needed. Recommendations should be consistent with faculty and School of Music needs.
 - c. Monitor and coordinate the recording services for the A. J. Fletcher Recital Hall and appropriate concerts in other locations on and off campus.

J Long-Range Planning Committee

1. Eligibility: Permanently-Tenured, full-time faculty.
2. Structure: Five members and the dean serving as non-voting ex-officio member.
3. Charge:
 - a. Recommend to the dean, the faculty or the appropriate committee a plan of growth for the School of Music; this includes degree offerings, equipment, recruiting, faculty positions, building needs and other issues related to long-range planning.
 - b. Create and suggest goals to the dean, the faculty or the appropriate committee for the School of Music in conjunction with ECU Strategic Planning. Follow all

guidelines for university planning. The Long-Range Planning Committee will represent the School of Music for all campus-wide planning.

- c. Serve as the Five-Year Unit Evaluation Planning Committee, as specified in *Appendix L* of the *ECU Faculty Manual*.

ARTICLE V - DEPARTMENT COMMITTEES

A. Required Committees: Each department will form, at a minimum, those committees necessary to implement the ECU and School of Music Code.

B. Nominations and elections of Department Committee Members

- 1. Committees may be standing or ad hoc.
- 2. Nominations and elections of department members to Department Committees will normally be made in a Department meeting. Members will be elected by a majority of those members present and for a period as determined by faculty of the department prior to the election.

C. Committee Administration

- 1. Committees should have an elected chairperson. Nominations for the chair will be made from the floor with elections by a majority of those present.
- 2. The quorum for committees will be a majority of the total membership of the committee.

D. Department Tenure, Promotion, and Personnel Committees

- 1. The function and composition of the above

Department Committees are defined in

Appendix D, Section IV of the ECU Faculty Manual. These committees must have a minimum of three members.

- 2. A faculty member who is in his/her terminal contract year as a result of not having been recommended for permanent tenure or re-appointment, shall be ineligible to serve on the Personnel Committee.

ARTICLE VI - PERSONNEL PROCEDURES

A. Initial Appointments

The School of Music recognizes the availability of doctorates in performance, composition, and some other applied disciplines. At the same time, the School of Music recognizes that some highly qualified artist-teachers may hold other academic degrees; others may not hold any academic degrees. In such cases, initial appointments should be based on experience and

education at least equivalent to those required for the Master of Music degree and meet all SACS requirements.

In all appointments, the initial contract shall designate the terminal degree for that faculty member. If the faculty member has obtained that degree, it is noted in the initial contract. However, if the faculty member is pursuing the degree, the time-frame for completion of the degree shall be specified in the initial contract.

When a position is to be filled, the dean shall immediately announce the vacancy to the faculty in writing. Thereafter, Department meetings will be held to discuss the description of the open position. Following the recommendations from the Departments the Advisory Committee shall determine the nature of the position and select a search committee of at least five voting faculty members. The majority of the members of the committee shall represent those disciplines in which the appointment is to be made. The search committee shall elect a chair by majority vote at the first meeting of the committee.

The search committee shall solicit and receive applications and select the candidates for the campus visit and interview. When all candidates have been interviewed, the search committee shall meet to make its final recommendation to the Personnel Committee.

B. Teaching Assignments

Faculty shall be notified of their teaching assignments for each semester in accordance with the provisions of the *ECU Faculty Manual Appendix C.II*.

C. Faculty Evaluation

1. Each faculty member, in consultation with the Department Chairperson, will select relative weights (percentage of commitment) to be applied to the criteria that are used in the annual evaluations of the individual's performance in advance of the completion of the annual evaluation by the Department Chairperson (at least seven months for new fall appointees). The individual will inform the Department Chairperson, in writing, of the selection no later than September 15th for continuing faculty or within one month of the initial date of employment for new faculty. The percentage of commitment will be reviewed and evaluated in January by the faculty member in consultation with the Department Chairperson and adjustments negotiated as appropriate.

2. The following are possible criteria for Faculty evaluations. Other items for evaluation may be negotiated with the faculty member's respective Department Chairperson.

Teaching

Attendance at teaching – related workshops/presentations
Certification received in professional area
Course development
Curriculum design and development
Innovation in teaching methodology
Instructional workload
Special courses
Presenting/conducting/teaching on or off-campus workshops or camps
Teaching awards
Teaching effectiveness: including student and peer evaluations as mandated
by
the university
Guest lectures or clinical consultantships (i.e., working with a school group
which does not conclude with a concert)
Directing preparation of significant degree requirements such as recitals,
theses,
oral examinations
Awards won by students

Creative Scholarly Activity

Significant projects in progress
Performing (on or off campus) as ensemble member, solo recitalist,
conductor, featured soloist, or accompanist
Composing and arranging
Publication of: books, chapters in books, articles in professional journals and
proceedings, compositions or arrangements, reviews, articles in trade
journals and popular press
Papers presented at professional meetings
Panelist at professional meetings
Presentation at state, regional, national, or international meetings
Sound recording/video tape production
Preparation of a proposal for internal/external funding
Research grants or contracts
Independent creative/scholarly activity
Editor, co-editor, associate editor of book, journal, or other professional
publication
Computer software development

Service

Advising student organizations and activities
Committee work (department, school, university)
Community Service
Providing research assistance to colleagues
Professional organizations (officer, chairperson, board member)
Coordinator/director of summer camp or special event
Performing peer evaluations for off campus promotion/tenure
Presentations, lectures, speeches, performances not included as
research/creative activity
Reviewer for publishers of books in preparation
Recruiting activities for the School of Music
Advising students for registration
Adjudication
Consultancies

3. Relative weights for percent of commitment must fall within the following guidelines for probationary-term and permanently-tenured faculty:
 - a. Teaching: 20 - 70%
 - b. Research/Creative Activity: 10 - 70%
 - c. Service: 10 - 25%; not to exceed teaching or research/creative activities.
 - d. "Other": 0 - 50%; negotiated with immediate administrative superior.

D. Re-appointment Decisions and Subsequent Appointments

1. Fixed-term positions (following initial appointment)

The procedures for initial and subsequent appointments to Fixed-term positions shall follow those prescribed in the *ECU Faculty Manual*, Appendices C and D. In addition, the following procedures shall apply:

Fixed-term faculty members considered for subsequent appointment shall prepare those portions of a Personnel Action Dossier (PAD) which are relevant to their appointment, as determined by the dean, appropriate Department Chairperson and the Personnel Committee. The PAD shall be completed and available to members of the Personnel Committee no later than two calendar weeks before the committee's recommendation is required. The members of the Personnel Committee shall review the PAD individually prior to the contract expiration and discuss the PAD at a meeting called for this purpose. The committee shall recommend subsequent appointment only if the PAD demonstrates performance consistent with the expectations of the initial contract letter, and if these expectations continue to reflect the needs of the department or school.

2. Probationary-Term Positions

The procedures for re-appointment of probationary-term faculty shall follow those prescribed in the *ECU Faculty Manual*, Appendices C and D. In addition, the following procedures shall apply:

The unit Tenure Committee shall review the Personnel Action Dossier of each probationary-term faculty member prior to the contract expiration. The PAD shall be complete and available to members of the Tenure Committee no later than two calendar weeks before the Committee's recommendation is required. The members of the Tenure Committee shall review this document individually and discuss the PAD at a meeting called for this purpose. The Committee shall recommend re-appointment only if the PAD indicates a reasonable probability that the record will eventually sustain a recommendation for tenure and promotion using the criteria described in this Code for such actions.

E. Promotions and Tenure

1. General Provisions

The procedures for promotion of probationary-term and permanently-tenured faculty shall follow those prescribed in the *ECU Faculty Manual*, Appendix D. Within the discipline of music, creative activities (as defined in sections II.B.; IV.B; V.B., below) fulfill the role customarily associated with scholarly research and publication. Candidates for promotion and permanent tenure may satisfy the research expectations of the University either through scholarly research leading to publication or through appropriate evidences of such creative activity.

The following procedures shall apply. The appropriate Promotion Committee shall review the Personnel Action Dossier of each faculty member being considered for promotion. The PAD shall be complete and available to members of the Promotion Committee no later than two calendar weeks before the Committee's recommendation is required. The Committee shall use the promotion criteria relevant to the rank being considered.

Consideration of faculty for promotion shall employ criteria in the areas of teaching, research and/or creative activity, and service. The Personnel Action Dossier should demonstrate satisfactory qualifications in each of these three areas.

2. Appointment or Promotion to Assistant Professor

A. Teaching Criteria

1. Demonstrates a thorough understanding of the relevant musical discipline, including critical knowledge of current practices, historical roots and future trends.
2. Creates a learning environment that challenges, encourages and stimulates student learning.
3. Communicates effectively with students.

4. Demonstrates a commitment to individual development as a teacher, through consultation with other faculty, attendance at discipline-specific teaching conferences, and attendance at teaching-related workshops.
5. Teaching effectiveness may be measured by:
 - a. A review of course syllabi, including course objectives, requirements, evaluation materials and grading procedures.
 - b. Regular peer review.
 - c. Documentation of student performance.
 - d. Student opinion surveys.

B. Research/Creative Activity Criteria

Candidates should demonstrate significant and developing research in the areas of specialization. There should be evidence in the quality and quantity of publications and presentations that the candidate has the potential for eventual national recognition in the field. Acceptable evidence of research includes articles accepted for publication, presentations at meetings and conferences, chapters in preparation. Those candidates offering creative activities should demonstrate unquestioned technical proficiency and an ability to communicate musical ideas in a variety of performance situations (solo, chamber, large ensembles). Acceptable evidence of creative activity includes performance experiences and study beyond the master's degree, solo recitals, chamber music concerts, performances as a member of a regional (or higher) professional organization. Activities that are unique to the area of specialization as determined by the Department faculty, the Department Chairperson, and the dean will also be considered in evaluations for promotion and tenure.

C. Service Criteria

Demonstrates a willingness to serve the School of Music, through participation in School committees, performance of specific services within the candidate's teaching and research areas, participation in ongoing School efforts in recruitment and admission of students.

3. Permanent-Tenure

Criteria for achieving permanent-tenure are the same as the criteria for promotion to Associate Professor.

4. Promotion to Associate Professor (in addition to the requirements listed for promotion to Assistant Professor)

A. Teaching Criteria

1. Takes an active role in student advising. Course syllabi and materials reflect an advanced and comprehensive understanding of the relevant musical discipline.
2. Contributes effectively to curriculum and program development. Highly skilled in creating learning environments suited to subject matter and course goals.
3. Attends teaching-related workshops and conventions regularly. Serves as clinician or performer at local and state music conferences. Demonstrates a commitment to individual development as a teacher.

B. Research/Creative Activity Criteria

Candidates should demonstrate a history of research in the areas of specialization. There should be evidence in the quality and quantity of publications and presentations that the candidate has regional recognition in the field. Acceptable evidence includes articles accepted for publication, presentations at meetings and conferences, monographs, chapters in preparation, music software, and educational videos. Those candidates offering creative activities should demonstrate continued evidence in quality and quantity of technical proficiency and an ability to communicate musical ideas in a variety of performance settings. Acceptable evidence of creative activity includes performance experiences and study comparable to holding a seat in a professional orchestra, solo recitals, chamber music concerts, performances as a member of, or soloist with, a regional (or higher) professional organization. Additional creativity may include the release of recordings, newly created or published compositions, and grants.

C. Service Criteria

Serves the School of Music through participation in School committees, performance of specific services within the candidate's teaching and research areas. Active in ongoing unit efforts in recruitment and admission of students. Participates in community programs and activities that directly relates to profession. Shows willingness for university service. Holds state or regional office in a professional music association.

5. Promotion to Professor
(in addition to the requirements listed for promotion to Associate Professor)

A. Teaching Criteria

1. Highly skilled as a teacher or artist.
2. Assumes leadership of curriculum and program development projects.
3. Receives outstanding overall ratings from peer and student evaluations.

B. Research/Creative Activity Criteria

Candidates should demonstrate a history of research in the areas of specialization. There should be evidence in the quality and quantity of publications and presentations that the

candidate has national recognition in the field. Acceptable evidence includes articles accepted for publication, presentations at meetings and conferences, monographs, chapters in preparation, music software, and educational videos. Those candidates offering creative activities should demonstrate continued evidence in quality and quantity of technical proficiency and an ability to communicate musical ideas in a variety of performance settings. Regional acknowledgment of one's professional standing is expected and national acknowledgment is desired. Acceptable evidence of creative activity includes performance experiences comparable to concertizing artists. Additional creativity may include the release of recordings, newly created or published compositions, and grants.

C. Service Criteria

Demonstrates leadership through participation in School of Music committees, university service and recruitment. Demonstrates involvement in relevant community programs. Demonstrates leadership in relevant professional music associations in the region, state or nation.

ARTICLE VI - AMENDING THE CODE

- A. Amendments to the Code may be submitted by any faculty member or committee to the Governance Committee. A favorable vote by the Governance Committee can place the proposed amendment on the agenda for a general faculty meeting. A vote cannot be called on the amendment until the next general faculty meeting. A two-thirds majority vote of the permanently tenured voting faculty is required for passing an amendment in the School of Music. The amendment must be approved by the Unit Code Screening Committee, the Faculty Senate, and the Chancellor before it becomes a part of the code.
- B. This code and its amendments will go into effect at the start of the subsequent semester following approval by the ECU Faculty Senate and the Chancellor of the University.
- C. This code supersedes all previous School of Music Codes.