

UW SCHOOL OF MUSIC ADMINISTRATIVE GUIDELINES

FEBRUARY 23, 2018

All references to Sections are to the University of Washington Faculty Code:

<http://www.washington.edu/admin/rules/policies/FCG/FCGTOC.html>

UW Policy Directory: <http://www.washington.edu/admin/rules/policies/APS/01.05.html>

Graduate School policies: <http://www.grad.washington.edu/policies/memoranda/>

Executive orders: <http://www.washington.edu/admin/rules/policies/PO/EOTOC.html>

I. The School of Music Faculty

- A. The faculty of the School of Music consists of those members holding appointments as Professors, Associate Professors, Assistant Professors, Lecturers, and Artists in Residence, whether serving under Visiting, Acting, Research, Adjunct or Affiliate appointments, whether serving part-time, and whether serving in an active or emeritus capacity.
- B. Each voting member, regardless of rank, shall be entitled to one vote. The voting membership of the faculty of the School of Music consists of faculty members holding the rank of (Section 21-32):
 1. Professor
 2. Associate Professor
 3. Assistant Professor
 4. Full-time Lecturer or full-time Senior Lecturer
 5. Full-time Artist in Residence or full-time Senior Artist in Residence
 6. A Retired Associate Professor or Professor during the salaried quarter(s) he/she is serving on a part-time basis.
- C. Notwithstanding the rank or the title held, faculty on leaves of absence are not members of the voting faculty.
- D. The graduate faculty consists of members of the School of Music faculty who have been so designated by the Dean of the Graduate School following the vote of the faculty of the School of Music, in accordance with the procedures of the Graduate School. Voting members of the graduate faculty are voting members of the Music faculty, as defined above. Policies approved by the graduate faculty are maintained in the office of the graduate advisor.

II. The Director

- A. The responsibilities of the Director are governed by Presidential Executive Orders 1 and 8.
- B. The Director is responsible to the Dean for the educational and administrative affairs of the School of Music. In administrative matters, a Director:
 1. Is the representative of the Dean to the School of Music faculty and also of the School of Music faculty to the Dean;
 2. Is responsible for the observance of the policies of the University by the School of Music; and
 3. Is the presiding officer at the faculty meetings of the School of Music.
- C. In accordance with established procedures, particularly those prescribed by Executive Order 8, as cited in Chapter 23 and the additional responsibilities in Chapter 24 of the UW Faculty Code, the Director:

1. Shall propose and transmit to the Dean his/her own and the School's recommendations upon matters of personnel and budget;
2. Shall evaluate the educational activities of the School, formulate plans for its future development, and transmit these plans to the Dean for appropriate action;
3. Shall keep his/her Dean informed of all School matters of concern to the College.

III. Programs

The School of Music has degree pathways that are organized into *programs* in Composition, Conducting, Ethnomusicology, Jazz Studies and Improvised Music, Keyboard (piano, organ, and harpsichord), Music Education, Music History, Music Theory, Orchestral Instruments (winds, brass, plucked strings, percussion), Strings, and Voice.

IV. Program Chairs

A. A Program Chair is appointed by the Director and is responsible for the educational and administrative affairs of his/her Program, working closely with the Director on decisions and recommendations regarding personnel, course and event scheduling, teaching assignments, budget, facilities, and equipment.

B. A Program Chair shall assemble, with his/her own recommendation, any plans for future course and Program development, evaluation of current courses and Programs, and scheduling preferences.

V. Committees

The Curriculum Committee will consist of members elected within programs; other standing or *ad hoc* committees of the School of Music shall be appointed by the Director.

A. Curriculum Committee

1. The Curriculum Committee shall consist of one voting member from each of the above-mentioned Programs, elected by the faculty in each program.
2. New members shall be elected or current members re-elected each year by the end of spring quarter to serve in the following academic year. The Associate Director of the School will serve as Chair.
3. Duties. The Curriculum Committee shall:
 - a. Discuss and recommend transmittal for consideration of the School of Music faculty course and curricular changes and new offerings;
 - b. Ensure that members serve as a liaison between the Curriculum Committee and their programs' faculty

B. Scholarship and Diversity Committee

1. The Scholarship and Diversity Committee shall consist of at least three voting faculty members invited by the Director to serve for a three-year term and appoint one of the members to chair the committee
2. The School's Administrator and Assistant Director for Recruitment, Admissions, and Community Outreach shall serve on the committee
3. The Scholarship and Diversity Committee shall advise the Director and recommend policies regarding the student recruitment, diversity, and allocation and disbursement of Scholarship funds from the School's endowments and other gifts of funds to support students

C. Facilities Committee

1. The Facilities Committee shall consist of at least two faculty members
2. The School's Administrator and Senior Computer Specialist, shall also serve on the committee
3. The Committee shall have a consultative role in matters related to the School's infrastructure, including but not limited to classrooms, practice rooms, performance venues, and the applications of various technologies to the teaching, research, and performance missions of the School of Music
4. The Director shall invite faculty to serve on the committee for two-year terms and appoint one member as chair of the committee

D. *Ad hoc* committees

Committees to study and make recommendations on any specific matter may be appointed at the discretion of the Director.

VI. Curriculum, Search for New Faculty, Reappointment, Temporary Part Time Appointments, Tenure and Promotion, Merit and Unit Adjustments, Retention and Counter Offers, Operational Budgets

A. Curriculum and scheduling of courses

1. The School of Music faculty, in accordance with University regulations and procedures, determines general curricular and admissions policies. Undergraduate curriculum proposals and changes are governed by policies of the Curriculum Office; graduate curriculum proposals and changes are governed by the policies of the Graduate School.
2. Curriculum planning shall be carried out by the Program Chairs, in consultation with the Director, the Program faculty, and the academic advisers, and subject to the final approval of the School of Music faculty.

B. Search for new faculty

1. The allocation of new faculty positions is determined by the Dean upon the recommendation of the Director in consultation with the School of Music faculty. Policies regarding approval of a search and position description are provided by the Office of the Dean of Arts & Sciences, in conjunction with Academic Human Resources.
2. The specific titles and qualifications of faculty appointments are found in Section 24-34 of the UW Faculty Code.
3. The Director shall appoint a committee to conduct a search and make a recommendation for appointment to the faculty.
4. The duty of an appointment committee is to search for suitable candidates, to study and determine their qualifications and to obtain and evaluate all data related to the appointment. When, after such a study, the committee finds a candidate or candidates who appear to be qualified, it shall transmit its information and recommendation to the voting faculty for a vote. (Section 24-52)
5. The Director shall transmit to the Dean the faculty recommendation in favor of appointment, based on a majority vote of the voting members of the faculty, with the separate recommendation of the Director, along with all pertinent information. (Section 24-52)

- C. Reappointment:** Recommendations relating to matters of reappointment shall be made by a vote of colleagues of superior rank. The recommendation requires a majority vote of all eligible voting faculty for the reappointment, and the vote and all materials are submitted to the Director; the

Director submits his/her independent recommendation to the Dean. (Section 24-41)
<https://admin.artsci.washington.edu/reappointment-procedures>

1. Assistant Professors undergo the reappointment process in the spring quarter of the second year of the initial appointment. The Director will appoint a committee to assist the Assistant Professor in preparing documentation and to prepare a recommendation to be presented as part of the faculty discussion and vote.
 - (a) During the second year of the initial appointment, the Dean of shall decide whether: (1) The appointment is to be renewed under the above provision for reappointment; (2) the appointment is not to be renewed beyond the initial three-year period, in which case the appointment will terminate at the end of the third year; or (3) the decision concerning the appointment is to be postponed to the following year.
 - (b) Should this decision result in a postponement, during the third year of the initial appointment the dean shall decide whether: (1) the appointment is to be renewed under the above provision for reappointment, or (2) the appointment is not to be renewed; if it is not, the basic appointment is extended to include a fourth and terminal year. (Section 24-41.A)
2. Lecturers and Artists in Residence. Lecturer and Artist in Residence appointments (which vary in length) undergo the reappointment process no later than six months before the end of their appointment, (or three months in the case of an initial annual appointment). A renewal decision is not required where an initial appointment of a full-time lecturer, artist in residence, senior artist in residence, senior lecturer, or principal lecturer is for one year or less and the appointment is identified at the time of appointment as not eligible for renewal. (Section 24-41.B)
3. Part-time appointments as lecturer, artist in residence, senior lecturer, principal lecturer, and senior artist in residence are for the period stated in the letter of appointment. If such appointments are to be renewed, the procedures shall be followed in a timely manner with knowledge of funding availability and staffing needs. (Section 24-53)

D. Tenure and Promotion: Recommendations relating to matters of tenure and promotion shall be made by a vote of colleagues of superior rank. The policies of voting are governed by the UW Faculty Code. The Office of the Dean of Arts & Sciences provides details regarding the promotion process, such as the solicitation of external letters and the documentation required for each case; as the information is updated each year, the current policies should be consulted.
(<http://admin.artsci.washington.edu/promotion-and-tenure-procedures>)

1. The Director shall appoint a committee for the purpose of reviewing the candidate's qualifications for tenure and/or promotion. This review committee shall include at least three members of the eligible School of Music faculty who are superior in rank to the candidate. The review committee must produce a written report of its recommendation. The Director will provide the candidate with a redacted written summary of the committee's report/recommendation (names and vote counts omitted). The candidate will respond in writing within seven days. The candidate's response and the committee report are forwarded together electronically to the voting faculty, who meet to discuss and vote on the recommendation. The Director then will provide the candidate with the outcome of the vote, and the candidate will have up to seven days to respond in writing. If the candidate does not wish to provide a written response to the first or second summary, he/she must at minimum provide an acknowledgment that each procedure was received. If the faculty recommendation is favorable, or if the promotion decision is mandatory, or if the candidate has written a response to the departmental vote, the Director shall transmit the faculty vote and all documents produced in this promotion process to the dean, with his or her independent analysis and recommendation. The Director may, at his or her discretion, share the chair's recommendations with the candidate.

(Section 24-54.A-B) If the recommendation of the College Council is not favorable, or if it conflicts with the faculty vote, then the Council recommendation with its reasons shall be provided to the candidate. Prior to the issuance of a decision or recommendation by the dean that is not favorable, the dean shall provide the candidate with his or her initial recommendation and reasons therefor. In such cases, the dean or the dean's designee shall then discuss the case with the candidate. The candidate may then respond in writing to the dean within seven calendar days of the discussion. (Section 24-54.C-D)

E. **Non-mandatory Promotion:** Early tenure, full professor, senior lecturer and principal lecturer are non-mandatory promotions. At the end of each autumn quarter, faculty may inform the Director that they are intending to seek non-mandatory promotion in the coming academic year and indicate their intentions to the Director. The Director then appoints a promotion committee chair in cases where a promotion will be considered, and School of Music tenure and promotion procedures described above are followed, in conjunction with the current policies of the Office of the Dean of Arts & Sciences. (<http://admin.artsci.washington.edu/promotion-and-tenure-procedures>)

F. Merit and Unit Adjustments (Section 24-55)

1. Faculty shall be reviewed annually by their colleagues of superior rank and title to evaluate for merit. Full Professors may evaluate other Full Professors. Such reviews shall consider the faculty member's Yearly Activity Report and cumulative record, including contributions to research, teaching, and service, their impact on the School of Music, on the UW generally when applicable, and on appropriate regional, national, and international communities.
2. The merit of each faculty member under consideration shall be scored on a scale of 1-5 for each of the following: Research, Teaching, and Service.
3. Before forwarding his or her recommendations to the Dean, the Director shall consider the scores average scores derived from process specified above.

G. **Retention and Counter Offers:** Faculty with written documentation of an offer by an outside institution should contact the Director to discuss the possibility of initiating the retention and counter offer process. Negotiations are usually considered for faculty with an outstanding academic record with an offer from a comparable institution or department. The Director will consult with the Divisional Dean before proceeding. The faculty superior in rank shall be provided the opportunity to cast an advisory vote on the appropriate response; alternatively, the faculty may establish a different policy regarding the level of consultation they deem necessary before a competitive salary offer may be made. The faculty shall vote whether to affirm or amend this policy biennially. (Section 24-71.B.3.)

H. Rules and Regulations

1. **All rules and regulations** shall be in accordance with the Faculty Code and the Policy Directory of the University of Washington.
2. **Meetings**
 - a. School of Music Faculty Meetings
 1. Faculty/Staff meetings and policy committee meetings (Curriculum committee and graduate faculty meetings) in the School of Music fall within the rules of the Open Public Meetings Act and procedures outlined in the UW Policy Directory must be followed.

2. Regular meetings of the faculty and staff of the School of Music shall be held at least once a month. Members of the faculty and staff shall be sent an agenda, in advance, including notification of time and place.
 3. Additional meetings of the faculty and staff of the School of Music may be called by the Director, or by written request to the Director.
 4. The Director or his appointed substitute shall preside at all School of Music faculty/staff meetings.
 5. Minutes of all School of Music Faculty/Staff meetings shall be kept by a recorder and may be revised by the Director for distribution to faculty and staff. All minutes shall be kept in the permanent files of the School of Music and shall be available for reference to any faculty or staff member.
- b. All School of Music meetings requiring a vote shall use quorums, majorities, and voting procedures as determined by Chapters 23-43, 23-44, 23-45, 23-46, of the UW Faculty Code or the voting and quorum requirements of the Graduate School.
 - c. A secret ballot on any matter shall be held at the request of any voting faculty member. (Section 23-46.G)
 - d. All pertinent material on matters related to personnel decisions shall, when possible, be provided to the appropriate faculty members at least one week before faculty are asked to vote on such matters. It shall be the duty of the Director to see that the material provided is distributed or announced and made available at a central location.
 - e. The Director may vote at any regular or special faculty meeting where appropriate as a member of the faculty. However, in reporting the results of voting to higher executive officers, the vote of the Director shall not be included if he/she chooses to submit an independent recommendation.
3. **Electronic Ballots:** Voting by secure and secret electronic or mail ballot on full time faculty appointments, reappointments, and promotions, may take place after a majority of eligible voting faculty have had an opportunity to meet in executive session to discuss each case. All other matters requiring a vote will normally be brought up for discussion at meetings before voting electronically, but the Director may call for a electronic vote on matters that she/he deems the faculty are sufficiently informed about to warrant a timely decision.
 4. **Authorization to make part time appointments:** The Director shall be authorized to make part-time temporary faculty appointments (for no longer than two consecutive quarters) without a vote of the faculty when in the Director's judgment the situation is anomalous, urgent or in any other way not conducive to a timely faculty vote.
 5. **Yearly Activity Report:** These reports document professional activities carried out during the prior year shall be prepared in writing by each faculty member and submitted to the Director each year. These forms shall be used as evidence for recommendations of promotion, merit salary, or tenure. Such information may be updated by a faculty member at any time during the academic year. (Section 24-57.B)
 6. **Assessment of teaching effectiveness:** Each faculty member shall have at least one course evaluated by students in any academic year during which that member teaches one or more courses. The teaching effectiveness of each faculty member also shall be evaluated by peer review of colleagues. Faculty at the rank of assistant professor, lecturer, and artist in residence shall conduct the collegial evaluation every year. Faculty at the rank of associate professor, full

professor, senior lecturer, senior artist in residence shall conduct the collegial evaluation at least every three years. A written report of this evaluation shall be maintained and shared with the faculty member. (Section 24-57.A)

7. **Regular conference with faculty:** Each year the Director shall confer individually with all assistant professors and full-time lecturers and artists in residence; shall confer individually with the associate professors and full-time senior lecturers and artists in residence at least every two years, and with full professors at least every three years. The purpose of the regular conference is to help individual faculty members plan and document their career goals. While the documentation of those goals will be part of the faculty member's record for subsequent determinations of merit, the regular conference should be distinct from the merit review. (Section 24-57.C)

8. **Conflict of interest:**

- a. No faculty member, department chair, dean, or other administrative officer shall vote, make recommendations, or in any other way participate in the decision of any matter which may directly affect the appointment, tenure, promotion, grade, or other status or interest of such person's parent, child, spouse, household member, sibling, or in-law. (Executive Order 32 and Faculty Code Section 24-50).
- b. Faculty members will consult the document at the following link when using a textbook they have authored in a class they are teaching:
<http://www.washington.edu/faculty/files/2014/05/textbook.pdf>

9. **Outside Professional Work:** Faculty may engage in outside consulting activities for remuneration. Regulations governing these activities may be found in Presidential Executive Order 57.

<http://www.washington.edu/admin/rules/policies/PO/EO57.html>

<https://www.washington.edu/research/compliance/outside-professional-work-for-compensation-form-1460/>

VII. Ratification and Amendments to the School of Music Administrative Guidelines

- A. Ratification of the Administrative Guidelines requires an affirmative vote from a majority of those eligible to vote and approval of the Dean of the College of Arts & Sciences.
- B. Amendments to the Administrative Guidelines may be proposed by any voting member of the faculty. The proposed amendments shall be presented in writing to the School of Music faculty. When requested in writing by five or more members of the School of Music faculty, copies of the proposed amendments shall be presented for faculty consideration and decision. In order to become effective, each proposed amendment must receive an affirmative vote of a majority of the eligible voting faculty and approval of the Dean of the College of Arts & Sciences.

Approved by the faculty of the School of Music on: March 2, 2018