

## School of Music Policy Manual Revisions Summary

### Page 1 – Table of Contents

1. Chapter I: Renamed section 1 to include Appointment and Assignment.
2. Chapter II.C: Added article 4 on the Tenure and Review File

### Page 2 – Chapter I

1. Chapter I.A: Renaming of sections and inclusion of “events” in addition to recitals.
2. Chapter I.A.VII: Added HR reference on Ethics.

### Page 3 – Chapter I and II

1. Chapter I.B: Added language defining faculty appointment and assignment to unit department and teaching assignments.

### Page 4 – Chapter II

1. Chapter II.C.1.a, b, d, and e: Clarification of teaching expectations in faculty reviews.

### Page 5 – Chapter II.C.2

1. Additional clarification on research and creative activity in faculty reviews.
2. Chapter II.C.3: Removal of superfluous language covered elsewhere in the process of faculty service review.

### Pages 6-7 – Chapter II

1. Chapter II.C.4: Addition of a section on the faculty review file.
2. Chapter II.D.1.a.i: Added sub-section on the process annual review.
  - a. Page 7: Added language clarifying previous material.

### Pages 8-9 – Chapter II

1. Added language further clarifying annual review content and the process.
  - a. Includes specific timeline and process for unsatisfactory reviews.
  - b. Brings review process in alignment with unit departmental organization.

### Pages 10-12 – Chapter II.D.2

1. Clarification of wording in pre-tenure review.
2. Added language on the timeline and operations of the Initial Review Committee.
3. Clarification on the Personnel Committee meeting and review.

### Pages 13-14 – Chapter II.D.3

1. Tenure review language updated to include the procedural adjustments for the review process through initial review to Dean's recommendation.
2. Timeline and content of items for review, such as external evaluator lists, are further clarified and aligned with review process.

Pages 14-16 – Chapter II.D.3.c

1. Further contextualization of additional levels of review is provided.
2. Specific timeline is provided along with more specific language about the Initial Review Committee.

Page 16 – Chapter II.D.3.c.iii

1. Dean's recommendation is clarified, including timeline for sharing with the faculty member under review.

Page 17 – Chapter II.D.4

1. Expanded and reworded language on promotion reviews.

Pages 17-21 – Chapter II.D.5

1. Wording on periodic review process and materials brought into alignment with other forms of review.

Page 21 – Chapter III.B

1. Addition of Distinguished Faculty Award to the Award committee duties.

Page 23 – Chapter III.B.7

1. Scholarship committee meeting attendance clarification.

Page 24-25 – Chapter II.B.9 and 10

1. Definition and charge of the Diversity Committee are more thoroughly defined.
2. Membership and duties of Technology Committee are aligned with current faculty organization and staff titles.
3. More specific language on the membership and duties of the Dean's Advisory committee are aligned with practice and administrative policy.

