

The University of Kansas School of Music Portfolio Guide Sheet

Annual Faculty Report

It is the responsibility of each faculty member to submit materials (including student evaluations) in the portfolio that accurately and effectively document the member's activities in teaching, research/performance/creative activity, and service for the calendar year under consideration. Include only materials that directly relate to these activities: exclude things that will have little effect on the evaluation. While it is important to tell your story completely, please do so with as little paper as possible.

The portfolio must be organized in a set of clearly marked letter-size file folders, placed in an appropriate container. Oversized materials must be marked as relating to teaching, research/performance/creative activity, or service. Extra folders must be numbered and labeled. Place the materials in the following order:

Folder 1 **Annual Faculty Report**

Folder 2a. **Student Evaluations of Teaching**

Folder 2b. **Optional Teacher's Response to Student Evaluations**

Folder 2c. **Class Syllabi**

Folders 3, 4 and 5: **Please limit to a *total* of fifteen (15) complete items:**

Folder 3 **Teaching: Other materials.**

Folder 4 **Research/Performance/Creative Activity.** Select a representative number of materials that reflect the quality of your major work, not to exceed four (4) examples in each category (4 CD's, 4 articles, 4 scores, etc.) The exception is concert/recital programs, which are limited to twelve (12). Types of material may include:

- a) Book, and *denote whether it is accepted, submitted, or in-progress*;
- b) Articles that are published or accepted for publication;
- c) Paper presentations and identify where and for what venue papers were presented;
- d) Concert/recital programs and reviews where and for what venue each took place;
- e) Recordings or videos of significant off-campus performances, noting where and for what venue recordings or videos were made;
- f) Original compositions, transcriptions or arrangements, noting the status of publication *as published and/or performed, accepted for publication or performance, submitted for publication or performance, or in-progress, and whether it was commissioned*; and
- g) Commercial recordings and identify where and for what venue they are made.

Folder 5 **Service.** Include any materials which might effectively augment the information contained in the Faculty Report.

THE UNIVERSITY OF KANSAS
SCHOOL OF MUSIC
ANNUAL FACULTY REPORT

Name _____
Date _____

This report is for the *previous calendar year*. Please return this completed report to the School of Music Office, 446 Murphy Hall, by the first day of classes, January 14, 2010. Attach additional pages if necessary.

I. Teaching:

A1. Studio courses. Specify level and number of students at each level. Place under the following headings:

<u>Number</u>	<u>Course Title</u>	<u>Enrollment</u>	<u>Semester</u>
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A2. Courses or ensembles taught each semester and number of students enrolled in each course. Place under the following headings:

<u>Number</u>	<u>Course Title</u>	<u>Enrollment</u>	<u>Semester</u>
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A3. Average number of teaching hours per week: _____

A4. Average number of preparation hours per week: _____

B. **Peer Evaluations** (inserted by the Dean's Office).

C. **Advising in the previous calendar year:**

1. **Number** of undergraduate students advised each semester:

Spring _____ Summer _____ Fall _____

2. **Number** of graduate students advised each semester:

Spring _____ Summer _____ Fall _____

3. List graduate student advisory committees on which you served. (include name/s of student/s.)

4. Dissertations/DMA documents directed and in progress (include name/s of student/s.)

5. Theses directed and in progress (include name/s of student/s.)

6. Other theses and dissertation committees served on during the year of review (include name/s of student/s.)

D. Student accomplishments during the year of review.

1. List recitals given by students.
2. List of accomplishments of students in competitions, in publishing articles and other significant events.
3. List notable accomplishments by former students during the year of review.

II. Research: Scholarly activity, performance, composition, or other creative activity during the year of review.

A1. List *published* books, articles, recordings, compositions, or arrangements. Include title, publisher, company, journal citation, commissioned work, etc.

A2. List books, articles, recordings, compositions, or arrangements *accepted for publication*. Include title, publisher, company, journal citation, commissioned work, etc.

A3. List books, articles, recordings, compositions, or arrangements *submitted for publication*. Include title, proposed publisher, company, journal citation, commissioned work, etc.

A4. List books, articles, recordings, compositions, or arrangements *currently in progress*.

B. Recitals, major clinics, concerts, major lectures/lecture recitals, scholarly presentations. Include nature of presentation, place, date and special circumstances, such as a professional meeting, competition, professional engagement, etc.

C. Other work(s) in progress. Denote the nature of the work and the intended venue (publication, presentation, composition, or recording).

D. List of supporting materials. (See instructions for Folder 4) (Optional)

III. Service:

A1. List of committee work and/or administrative responsibilities for the School of Fine Arts (spring 2009) and the School of Music (fall 2009):

A2. List of committee work and/or administrative responsibilities for the University:

A3. List of committee work and/or administrative responsibilities for professional societies or organizations:

A4. List of committee work and/or administrative responsibilities for other venues:

- B. List of workshops, educational clinics, guest speaking engagements and/or other outreach presentations given.
- C. List of adjudication assignments, including date and place.
- D. List other service activities, including course and curriculum development.

IV. Membership in Professional Societies:

V. Honors and Awards: