Department of Music Education—Instrument of Governance

Organization and Structure

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Instrument of Governance*

This Instrument of Governance embodies the standards of Shared Governance required by The University of North Carolina, whereby Faculty members participate in significant decisions about the operation of the School of Music, Theatre and Dance (SMTD). Per provision 3.4.1 in the SMTD Instrument of Governance, each department shall establish a governance structure in accordance with the provisions of the Code of the University of North Carolina; the Regulations on Academic Freedom, Tenure and Due Process; The University of North Carolina at Greensboro Constitution of the General Faculty and Bylaws of the Faculty Senate; and the Instrument of Governance of the SMTD.

The purpose of this Instrument of Governance is to codify the appropriate structures through which the Department of Music Education operates.

1. Department Head

The Head is appointed by the Dean of the School of Music, Theatre and Dance, in consultation with Department faculty. The Head is also responsible to the Dean and through the Dean, to the Provost. Through this administrative line of responsibility, the Head derives the authority to execute the responsibilities cited below.

A. Program Oversight
   1. Monitor student enrollment and quality.
   2. Prepare departmental reports internal and external (e.g., NCATE, NASM, etc.) to UNCG.

B. Management of Budgeted Resources
   1. Prepare budget proposals for subsequent academic years.
   2. Prepare spending plans for allocated resources.

C. Coordination of Departmental Personnel and Resources
   1. Assign faculty and GA workloads needed to deliver academic programs in consultation with music education faculty.
   2. Determine assistantship funding and offers in consultation with music education faculty.
   3. Collaborate with MUP and MUS Department Heads regarding the offering of undergraduate scholarship awards.
D. Faculty Development
1. Evaluate faculty performance yearly; provide advice regarding short- and long-term goals, and progress to promotion.
2. Establish and review regularly the MUE Departmental Mission Statement, benchmarks for research and creative activity, guidelines for promotion and tenure, and the MUE Departmental Instrument of Governance.
3. Provide merit pay recommendations to the Dean when funding is available.
4. Facilitate reappointment, tenure, and promotion processes.
5. Facilitate research assignment application processes.

2. Directors
Directors are appointed by the Dean of the School of Music, Theatre and Dance as facilitated by and in consultation with the Head of the Music Education Department for a five-year renewable term. Typically, Directors must be tenured members of the faculty. Directors are credited for their service in the workload and receive a stipend commensurate with the workload required of the position. These individuals will assume responsibilities including, but not limited, to the following:

2A. Director of Graduate Study for Music Education (DGS) is responsible for the administration of policies and processes related to the recruitment, admission, advising, and qualifying of students in the Graduate Music Education Degree and Post-Baccalaureate Certificate Programs. Specific details are spelled out in the Music Education Department Handbook. In general, the administrative responsibilities of the DGS in the Music Education Department include the following:

A. Recruiting
1. Market and promote the Graduate Music Education Programs to prospective students and identified feeder communities in collaboration with the Department Head and The Graduate School.
2. Coordinate interviews and campus visits with prospective students.

B. Admissions
1. Provide an online-accessible and confidential record of applications and Graduate Music Education information for the Department Faculty.
2. Review all applications for admissions to Graduate Music Education Degree and Certificate Programs in collaboration with the Department Faculty.
3. Nominate students for graduate fellowships and scholarships per The Graduate School's requests in collaboration with the Department Head and Faculty, and advise and assist the Department Head with Teaching Assistantship Awards.
4. Present official recommendations of the Department Faculty to The Graduate School about student admission decisions.

C. Advising
1. Maintain all records of the Department's graduate students and programs.
2. Advise Graduate Music Education Students throughout the year as related to their plans of study, advisory and examination committees, and other professional development and career opportunities and actions.
3. Approve Graduate Music Education Students' plans of study, and recommendations for curricular additions, deletions, and changes.
4. Present records of PhD students reaching completion of 18 credit hours to the department faculty to formulate advisory and examination committees.

D. Graduation
1. Develop, maintain and evaluate the online portfolio programs for students in the Department's M.M. Degree Program, and Chair the Portfolio Evaluation Committee.
   a. Select and name a new portfolio template according to the new naming convention.
   b. Enroll students who have subscribed into the appropriate portfolio program.
   c. Enroll reviewers/evaluators into the appropriate portfolio program.
   d. Assign students’ portfolios to music education faculty for evaluation.
   e. Monitor completion of evaluations and reconcile scores (if more than one evaluation is completed for a single portfolio).
   f. Contact students with passing portfolio evaluations and indicate to them the next steps.
   g. Contact students with portfolios that did not pass evaluation and inform them of the policy for revising and resubmitting the portfolio.
2. Assist the Department's Doctoral Committee Chairs in facilitating oral and written comprehensive examinations and dissertation defenses.

E. Coordinating Campus Entities
1. Work collaboratively with the Head and Faculty of the Department, The Graduate School, the Associate Dean of SMTD, and the Director of the Teachers Academy of the School of Education on all matters relating to Graduate Music Education Programs.
2. Provide, acquire and disseminate Graduate Music Education information to and from the Department, the Graduate School, SMTD, and the Teachers Academy.
3. Serve as the Department's official graduate music education representative on committees of the Department, The Graduate School, SMTD, and Teachers Academy.

F. General Responsibilities
1. Facilitate and monitor the development and approval of necessary curricular changes of the Department's Post-Baccalaureate Certificate, and M.M. and Ph.D. Degrees;
2. Develop, maintain and distribute the Graduate Music Education Handbook;
3. Develop and submit documents and oversee databases required for the Department's re-accreditation by NCATE and NC-DPI, and assist the Department Head in preparation for NASM and SACS re-accreditation reviews.

2B. Director of Undergraduate Study for Music Education (DUS) is responsible for the administration of policies and processes related to delivering the Bachelor of Music Degree Programs in Music Education, and to serving as the Department's official undergraduate music education representative on committees of the Department, School of Music, Theatre
and Dance, and the Teachers Academy of the School of Education. The administrative responsibilities of the DUS in the Music Education Department include the following:

### A. General Responsibilities

1. Conduct regular meetings of the undergraduate music education faculty.
2. Attend full department meetings called by the Music Education Department Head and meetings intended for the Head, the Director of Graduate Music Education and the Director of Undergraduate Music Education.
3. Attend regular meetings of the University Council of Program Coordinators and communicate pertinent information to undergraduate music education faculty.
4. When requested, collect and submit undergraduate music education program data to the UNCG School of Education Director of Assessment.
5. Collect, organize and submit undergraduate music education program data and documents required for NCATE accreditation review.

### B. Student Teaching Coordinating Responsibilities

1. Review and revise content of Music Student Teacher Handbook each semester.
2. Provide copy of the revised handbook to On Site Teacher Educators (OSTEs) and university supervisors; upload copy to MUE 465 & 466 website on Blackboard or provide copies of the handbook to the instructors of those courses.
3. Consult with other music education faculty who work primarily with undergraduates and compile placement recommendations for student teachers for coming semester (Fall for upcoming Spring Semester; Spring for upcoming Fall semester).
4. Provide student teaching placement recommendations to Placement Coordinator in Student Services in the School of Education.
5. Near conclusion of semester, Student Services provides a Final Evaluation Excel File on which the DUS indicates which student teachers have successfully completed all requirements for the undergraduate program in music education, including passing portfolio evaluations. The DUS makes several submissions until the records of all student teachers are reconciled.

### C. Portfolio Management Responsibilities

1. Select and name a new portfolio template according to the new naming convention.
2. Enroll students who have subscribed into the appropriate portfolio program.
3. Enroll reviewers/evaluators into the appropriate portfolio program.
4. Assign students’ portfolios to music education faculty for evaluation.
5. Monitor completion of evaluations and reconcile scores (if more than one evaluation is completed for a single portfolio).
6. Contact students with passing portfolio evaluations and indicate to them the next steps, which include contacting Student Services about starting the licensure process.
7. Contact students with portfolios that did not pass evaluation and inform them of the policy for revising and resubmitting the portfolio.

The Directors advise the Department Head as needed. The Department Head and Directors will work together to ensure equity, fairness, and consistency in all departmental matters.
3. **Department Meetings**

Department Faculty members meet as needed during the academic year (at least once per semester) to conduct business and discuss issues important to the entire Department. The Head schedules meetings, prepares agendas, and presides. When voting on action items, a quorum will constitute more than 50% of all departmental faculty members with at least a .75 FTE appointment.

Meetings of tenured departmental faculty on promotion and tenure or reappointment are held in accordance with Department, School, and University regulations. Votes on these matters are conducted by secret ballot. By State law, personnel discussions are confidential.

Meeting minutes shall be made available to all Department Faculty members.

4. **Standing Committees of the School of Music, Theatre and Dance**

The Department will elect representatives to the standing committees in the SMTD as outlined in the School’s Instrument of Governance. The Head may be called upon by the Dean of the School of Music, Theatre and Dance to provide representatives to University/Senate committees and ad hoc committees as needed. Members of all committees will be expected to provide reports of activities at each Department meeting, as appropriate.

5. **Faculty Annual Evaluation**

All faculty members are reviewed annually by a committee of peers. The Peer Review Committee is comprised of three people appointed by the Head. Membership on the Peer Review Committee will rotate every year. Each faculty member’s materials will be reviewed by a minimum of two individuals. A faculty member may request that an additional faculty member from outside of the Department be added to the committee.

Evaluations are summarized and recorded on the *Faculty Annual Report* form (FAR) and are based upon but not limited to the contents of the FAR, course evaluations, and peer review. These evaluations address progress to promotion and serve as a basis for recommendation for merit increases.

The Peer Review Committee will conduct post-tenure reviews as required. Post-tenure review of faculty will occur every five years on a rotating basis. Guidelines for post-tenure review are posted on the provost’s website: <http://provost.uncg.edu/publications/personnel/pt.asp>

Music Education Departmental guidelines on Reappointment, Tenure, and Promotion provide the long-range expectations of faculty and the benchmarks for evaluation.

6. **Peer Observation of Teaching**

Peer Observation is required annually of all Faculty in the School of Music, Theatre and Dance below the rank of Professor. A faculty member at a higher rank than the faculty member being observed must conduct the peer observation. The Department Head is responsible for approving the evaluation pairs. The designated faculty reviewer will initiate contact to arrange a time for the peer observation. The observation shall occur in the primary area of teaching responsibility.
1) The observation will focus on the following areas:
   a) Knowledge of the subject matter
   b) Communication of the subject matter
   c) Learning environment

2) Following the observation, a written report will be submitted to the appropriate Department Chair by March 1. The report will serve to inform the annual review and as such, will be placed in the permanent personnel file of the faculty member being evaluated along with all other annual review documents.

7. Amendments
   This instrument may be amended by an affirmative vote of more than 50% of all departmental faculty members with at least a .75 FTE appointment.

Approved by Department Faculty, September 30, 2013.

* Changes from this point forward require a vote.