

**THE UNIVERSITY OF MICHIGAN - School of Music, Theatre & Dance**  
**LEO FACULTY ACTIVITIES REPORT**  
**Pursuant to Contract; Article XIX (Performance Evaluation)**  
**For the Academic Year (9/1/18 – 4/30/19)**

Report of the activities of: \_\_\_\_\_

Name of Department/Division/Unit: \_\_\_\_\_

**Instructions**

Each LEO faculty member of the School of Music, Theatre & Dance is contractually obligated to submit this report each year. ***Faculty that are going through a major PROMOTION review will be exempt from completing a FAR in the year of review.*** The information provided will be used by the Chair of the Department to determine if there is evidence of high quality instruction that fosters students' intellectual development and appropriate contribution to the overall teaching mission of the department in specific and the School of Music, Theatre & Dance in general.

The School of Music, Theatre & Dance specific criteria may address, but are not limited to the following general criteria:

- Command of the subject matter
- Ability to organize material and convey it effectively to students
- Successful design and/or planning of courses and course materials
- Ability to communicate and achieve appropriate student learning goals
- Effective interaction with students
- Growth in the subject field and in teaching methods
- Performance of non-instruction duties where applicable

In order to foster a rich sense of diversity, inclusive of a full and honest exchange of ideas that are beneficial to both teaching, research, and service; please indicate activities undertaken during the last calendar year related to diversity, equity, or inclusion (DEI) within SMTD or the discipline. Reflect on all your past teaching, service, and creative/professional/research activities from the perspective that many of your regular practices and pursuits may have promoted inclusion and equity. In particular, describe how you have pursued diversity, equity, or inclusion in innovative ways or in areas of focus different from what you have previously been engaged. The following are general examples of activities related to DEI:

- Teaching activity directed at facilitating the free exchange of ideas and opinions in the classroom
- Fostering an awareness of the critical role of diversity in the pursuit of learning and education
- Participating in or arranging specific trainings, discussions, and workshops
- Engaging in professional and research activities pertaining to or supporting DEI
- Performing or teaching new or non-traditional repertoire or curriculum
- Serving on boards and participating in events focused on issues of DEI
- Collaborating with faculty or students to broaden the scope of projects to new audience or focus.

In reviewing and summarizing the contributions of each faculty member, the various activities are normally weighted by each Department Chair as follows: Lecturer I/II are 100% teaching; Lecturer III/IV are 80-90% teaching and 10-20% administrative duties.

The FARs will be used during interim evaluations and during major evaluations. Please feel free to include other activities that benefit your teaching and overall performance to the School. Other areas to consider are Creative and Professional Activities and Research; Service to the School or University of Michigan; recent publications or performances. Please note these other activities **are not** required. Lectures III/IV are required to discuss their administrative activities as part of their annual FAR.

**Failure to submit your annual report in a timely manner will result in forfeiture of the next scheduled annual increase. Contract Article XIX.B.1 This report is due to the Chair of your Department not later than March 31, 2019.**

Signature.....

Date

Submitted.....

A. Teaching (please discuss all that are applicable)

1. List the courses taught by course number or name of ensemble (except applied music courses); indicate the credit hours of each course and the number of students enrolled.
2. List the number of hours of private studio instruction per week, by term, and the number of studio classes per term.
3. List student recitals and performances supervised; give the names of the students.
4. List activities undertaken to recruit talented in-state students at the undergraduate level or to recruit talented in-state or out-of-state students at the graduate level.
5. List positions held by recent former students and awards and honors achieved by former students not previously reported, insofar as you have knowledge of them.

OPTIONAL (Not a contractual requirement)

B. Creative and Professional Activities and Research

1. List the one or two professional achievements or activities during the year that you consider most significant (these need not be cited again elsewhere).
2. List publications (indicate by \* items that were subject to substantial peer review prior to publication).
3. List prizes, awards, fellowships, grants, commissions, or other recognition received.
4. List research projects; list grants from University or non-University sources for research or development or for instructional or program improvement.
5. List appearances or activities off-campus or on-campus as a speaker, conductor, soloist, ensemble member, adjudicator, actor, director, designer, panelist, clinician, consultant, director of a workshop or institute, or chair of a session at a professional meeting; list performances of your compositions or arrangements; list recordings you have made or recordings of your works; list other forms of recognition unique to your field of specialization.

OPTIONAL of Lecturer I/II (not contractually required)  
REQUIRED of Lecturer III/IV

C. Service (please discuss all that are applicable)

1. Indicate the number of students advised.
2. Indicate administrative duties or leadership initiatives on behalf of the School of Music, Theatre & Dance including participation in examinations for students outside your department.
4. List service on committees of the SMTD, your department, or the University and participation in meetings and other official activities of the School of Music and its departments.
5. List service in elective or appointive leadership roles in professional associations at the national, international, regional, state, or local levels.
7. List instances of your contributing your professional abilities and expertise without compensation or with nominal compensation on behalf of continuing education in music or in the service of government agencies, citizens' groups, educational or religious institutions, or charitable organizations at the local, state, national, or international levels.