

**UNIVERSITY OF MICHIGAN
SCHOOL OF MUSIC, THEATRE & DANCE
POLICIES AND PROCEDURES**

Faculty Activities Report

November 2023

FAR Guidelines:

We are now using an electronic system, developed by *SmartPath*, to complete and collect the Faculty Activities Report.

Please note that with our new electronic system, **FARs submitted past the deadline will no longer be accepted.** Extensions will be provided in an emergency situations (family, medical, etc.) after informing the Dean's Office.

As recommended from the Merit Review Committee Report (approved in April 2019) per the Faculty Handbook:

- Any faculty member may submit a written request to the dean that their teaching be weighted more heavily. Weightings may be adjusted still further with the approval of the department chair and dean, especially in years where expectations in one area are especially high, and such adjustments encouraged for clinical-track faculty whose duties may carry the expectation of particular kinds of effort.*
- In all cases, faculty may elaborate in narrative form on the activities listed in this report, whether to provide significant detail, context, or other pertinent information. Adopting a narrative-only approach is also allowed.
- Faculty may include in their narrative how the pandemic has had an impact on their time and productivity.

**Adjustments will be considered for those faculty members who are teaching more than a full load or have other exceptional teaching-related responsibilities. These additional commitments must be un-compensated. Requests for adjustments on the basis of extraordinary professional activity or service commitments may be considered, as well. All adjustment requests must provide a detailed explanation for the weighting adjustment and will be due at the time of the FAR submittal.*

As a reminder, faculty who do not submit a FAR (except in the cases of P&T and medical leaves), will not be considered for a merit increase.

Please note: For demonstrating purposes, faculty information has been removed or redacted in the document below.

A. Instructions

Each member of the faculty, *including Department Chairs*, of the School of Music, Theatre & Dance are asked to submit this report each year. ***Faculty who are being considered for Promotion & Tenure will be exempt from completing a FAR in the year of review.*** The information provided will be used by the Executive Committee in its annual merit evaluation of faculty and will serve as the basis for determining your salary increase for next year. ***Faculty who do not submit a FAR (except in the cases of P&T and medical leaves), will not be considered for a merit increase.*** Please be certain that the information is as complete as possible.

Include activities projected for that portion of the calendar year following submission of the report. Attach additional sheets as needed. In section B include activities in progress and describe specifically the progress that was made during the current year. Note that no faculty member is expected to engage in all of the activities listed under any category. Include also any relevant information not specifically requested.

In reviewing and summarizing the contributions of each faculty member the various activities are normally weighted by the Executive Committee as follows: teaching 50%, professional activities 40%, and service 10%. The weightings may be adjusted within the following limits when it is advantageous to the faculty member: teaching 40% to 60%, professional activities 30% to 50%, service 0% to 20%. Any faculty member may submit a written request to the dean that his or her teaching be weighted still more heavily. Weightings may be adjusted still further with the approval of the department chair and dean, especially in years where expectations in one area are especially high, and such adjustments encouraged for clinical-track faculty whose duties may carry the expectation of particular kinds of effort. The quantity and quality of the students recruited to the School by the faculty member, when identifiable, will be given special consideration under the category of teaching. The Executive Committee would especially welcome any documentation of teaching success deemed relevant by colleagues completing this form.

Because the contributions of our faculty are so extensive and so varied, it is sometimes difficult to know how to classify certain activities. For example, off-campus activities falling under item B.5 are often useful in recruiting students and could be listed under item A.6. The choice of where to list an activity should be made on the basis of what you consider to be its major purpose or effect. There is no "right" answer. The difference between items A.6 and C.5 with respect to recruiting is that the former refers to activities to recruit to your own studio or program while the latter refers to activities to assist the School as a whole. In item C.2 you need not list activities that can be inferred from your position or title, though particularly important activities may be pointed out. No activity should be listed more than once, except in the case of activities that promote diversity, equity, or inclusion.

In all cases, faculty are encouraged to elaborate in narrative form on the activities listed in this report, whether to provide significant detail, context, or other pertinent information. Adopting a narrative-only approach is also allowed.

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.

Genuine effort should be made to document DEI activities through the year for reporting purposes.

Please e-mail your report to Tina Sedgeman (tsedge@umich.edu) no later than Friday, January 19, 2024.

Signature.....

Date Submitted.....

Revised 11/19

Faculty Activities Report



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Faculty Activities Report



Faculty Member's Name:


Faculty Member's Current Rank:

Faculty Member's Track:

Faculty Member's Primary Department:

Faculty Member's Joint Appointment Department:

Time Spent Teaching (indicate all that apply):

By clicking submit means that I, , understand and agree to all of the terms listed in the instructions packet.

Activity Effort Allocation



In reviewing and summarizing the contributions of each faculty member the various activities are normally weighted by the Executive Committee as follows: **teaching 50%, professional activities 40%, and service 10%** . The weightings may be adjusted within the following limits when it is advantageous to the faculty member: teaching 40% to 60%, professional activities 30% to 50%, service 0% to 20%. Any faculty member may submit a written request to the Dean that his/her/their teaching be weighted still more heavily. Weightings may be adjusted still further with the approval of the Department Chair and Dean, especially in years where expectations in one area are especially high, and such adjustments encouraged for clinical-track faculty whose duties may carry the expectation of particular kinds of effort. The quantity and quality of the students recruited to the School by the faculty member, when identifiable, will be given special consideration under the category of teaching. The Executive Committee would especially welcome any documentation of teaching success deemed relevant by colleagues completing this form.

Teaching Effort % (Normally Weighted at 50%): .

Please explain your request for the deviation in effort allocation:

Creative and Professional Activities and Research Effort % (Normally Weighted at 40%): .

Please explain your request for the deviation in effort allocation:

Service Effort % (Normally Weighted at 10%): .

Please explain your request for the deviation in effort allocation:

Total Effort %: .

Teaching



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. Type in N/A if not Applicable.

Course

Term	Course Taught by Course Number or Name of Ensemble	Credit Hours	Number of Students Enrolled
Fall			

2. List the number of hours of private studio instruction per week, by term, and the number of studio classes per term. Type in N/A if not Applicable.

Private Studio

Number of hours of private studio instructions per week	Term	Number of Studio Classes Per Term
	Fall	

3. List Student recitals and performances supervised; give names of the students. Type in N/A if not Applicable.

Recital & Performance

Term	Student Recitals and Performances	Name of Student(s)
Fall		

4. List doctoral examinations participated in by name of the student; specify the type of exam.

Examination

Name of Student(s)	Type of Exam

5. List theses and dissertations supervised by name of enrolled student (indicate if you are/were the chair). Type in N/A if not Applicable.

Thesis and/or Dissertation

Thesis and/or Dissertation Title	Enrolled Student	Check the box if you are/were the Chair

6. List activities undertaken to recruit talented students at both the undergraduate and graduate level. Type in N/A if not Applicable.

Recruitment Activities

7. 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. Type in N/A if not Applicable.

Former Student

Former Student Name	Position Held	Award and Honor

8. List instances of providing your professional abilities and expertise on behalf of community education in the performing arts including your participation in MPulse, Michigan Youth, summer workshops, and PPLP. Type in N/A if not Applicable.

9. Describe any teaching activities undertaken during the last year that have contributed to the pursuit of diversity, equity, and inclusion within SMTD, such as any activity directed at facilitating the free exchange of ideas and opinions in the classroom, at making all students feel welcome and valuable to classroom climate, or at fostering an awareness of the critical role of diversity in the pursuit of learning and education. If applicable, list any workshops in any of these areas that you may have attended. You may include the teaching activities provided in your answers to the above questions. Type N/A if not applicable.

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Creative/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). Type in N/A if not Applicable.

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2. List publications (indicate items that were subject to substantial peer review prior to publication). Type in N/A if not Applicable.

Publication

Publication	Peer Review
.	<input type="checkbox"/>

3. List prizes, awards, fellowships, grants, commissions, or other recognition received. Type in N/A if not Applicable.

Recognition

Recognition Received
.

4. List research projects; list grants from University or non-University sources for research or development or for instructional or program improvement. Type in N/A if not Applicable.

Research Project

Research Project	Funding Source
.	.

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. Type in N/A if not Applicable.

Appearance or Activity

Appearance or Activity	Location	Role	Date
.	.	.	.

6. Describe any creative and professional activities, undertaken during the last year that you regard as contributing to the pursuit of diversity of any kind in your field of expertise (performative, ideological, methodological, etc.). These may include collaborative and interdisciplinary projects, performances and publications that position themselves to create common ground among different perspectives. You may include the creative/professional/research activities provided in your answers to the above questions. Type N/A if not applicable.

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Service



1. Indicate the number of students advised. Type N/A if not Applicable.

2. List by name any School of Music, Theatre & Dance faculty members for whom you are serving as official mentor, and describe the extent of the assistance you have provided. Type in N/A if not Applicable.

Faculty Member

Faculty Member Name	Describe extent of the assistance
..	.

3. Indicate service as department chair or division head; list other administrative duties or leadership initiatives on behalf of the School including participation in examinations for students outside your department. Type in N/A if not Applicable.

Service

Start Date of Service

End Date of Service

4. List service on committees of the School, your department, or the University (indicate if chair) and participation in meetings and other official activities of the School and its departments beyond routine department and School faculty meetings. Type in N/A if not Applicable.

Committee Service

Committee Service	Level of Service	Indicate if Chair	Start Date of Service	End Date of Service
.	.	<input type="checkbox"/>	.	.

5. List service in elective or appointive leadership roles in professional associations at the national, international, regional, state, or local levels. Type in N/A if not Applicable.

Role

Elective or Appointive Leadership Role	Level of Service
.	.

6. List non-routine contributions to recruiting, fund-raising, or public relations efforts on behalf of the School or the University not listed elsewhere. Type in N/A if not Applicable.

Non-routine Contribution

Non-Routine Contribution	Level of Service
.	.

7. List instances of you contributing your expertise without compensation or with nominal compensation in service of government agencies, citizens' groups, educational or religious institutions, or charitable organizations at the local, state, national or international levels. Type in N/A if not Applicable.

Contribution of Expertise

Contribution of Your Expertise	Level of Service
.	.

8. List service activities performed specifically for or within the state of Michigan. Type in N/A if not Applicable.

Service Activity

Service Activity
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9. Describe any activities undertaken during the last year aimed at fostering diversity, equity, or inclusion within SMTD or other group/organization at any level of society, including activities that have led to exchanges with persons or groups from various walks of life, beliefs, values, and social conditions. You may include the service activities provided in your answers to the above questions. Type N/A if not Applicable.

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