

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

Faculty Activities Report
September 2024

FAR Guidelines:

We are again using the electronic system, developed by *Smart Path*, to complete and collect the Faculty Activities Report. This report is for the calendar year January 1 through December 31, 2024, and is **due on Friday, January 10, 2025**.

Please note that with our new electronic system, **FARs submitted past this deadline will no longer be accepted**. Extensions will be provided in an emergency situation (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. Please upload a PDF of your narrative in the Additional Teaching, Creative/Professional Activities and Research, and/or Service sections, respectively
- 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 friendly 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 the Creative/Professional Activities and Research section, 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/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.

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 Creative/Professional Activities and Research, Question #5 are often useful in recruiting students and could be listed under Teaching, Question #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 Teaching, Question #6 and Service, Question #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 Service, Question #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. Please upload a PDF of your narrative in the "Additional Teaching, Creative/Professional Activities and Research, and/or Service sections, respectively.