

THE UNIVERSITY OF MICHIGAN  
School of Music, Theatre & Dance  
Ann Arbor, Michigan 48109-2085

FACULTY ACTIVITIES REPORT  
For the Calendar Year January 1 Through December 31, 2011

Report of the activities of:

Name of Department/Division/Unit:

**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. 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. 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. No activity should be listed more than once. 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.

**Please e-mail your report to Tracy Goetz ([tgoetz@umich.edu](mailto:tgoetz@umich.edu)) no later than Tuesday, January 3, 2012.**

Signature.....

Date Submitted.....

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A. 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.
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 doctoral examinations participated in by name of the student; specify the type of exam.
5. List theses and dissertations supervised by name of enrolled student (indicate if you are/were the chair).
6. List activities undertaken to recruit talented students at both the undergraduate and graduate level.
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.
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.

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.

C. Service

1. Indicate the number of students advised.
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.
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.
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.
5. List service in elective or appointive leadership roles in professional associations at the national, international, regional, state, or local levels.
6. List non-routine contributions to recruiting, fund-raising, or public relations efforts on behalf of the School or the University not listed elsewhere.
7. List instances of your 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.