

# Greenwood School of Music

## Cumulative Review Policy

Approved by the tenured faculty April 12, 2018

1. In accordance with the OSU Policy and Procedures 2-2-0109, “Cumulative Review of Tenured Faculty” (Cumulative Review P & P), every tenured faculty member in the Greenwood School of Music will undergo a Cumulative Review every five years. The parameters for the faculty subject to review are outlined in Cumulative Review P & P 2.01.
2. Every faculty member scheduled for review will submit to the Greenwood School of Music Cumulative Review Committee (“Committee”) a document containing the following items (in accordance with Cumulative Review P & P 2.05):
  - A. A current curriculum vitae;
  - B. The annual appraisal and development documents for the period under review;
  - C. A copy of the faculty member’s last cumulative review report or personnel action recommendations
  - D. Optional: the faculty member under review may add other pertinent documents to her/his packet for consideration
3. The Committee will consist of that year’s Personnel Committee. Any faculty member under review will recuse themselves from all discussions and considerations of their own review.
4. The documentation outlined in item 2 above should be assembled and placed in Janet’s office, ready for committee review by March 15<sup>th</sup> (or the nearest working day).
5. In accordance with Cumulative Review P & P 2.06, the Committee’s review will consist of a survey of the documents listed in item #2 above. The Committee will evaluate whether, based on the documents reviewed, the faculty member is meeting the expectations for a tenured faculty member in the areas of teaching, creative activity and research, and service.
6. Because they are seen as role models for untenured faculty and students, tenured faculty are expected to demonstrate professional and ethical behavior toward colleagues and students. Although the Greenwood School of Music Cumulative Review Policy does not contain specific criteria for evaluating professional ethics or collegiality, consistent unprofessional or unethical behavior may be noted in the committee or department head reports and addressed in a corrective plan, if warranted. The Greenwood School of Music ascribes to the definition of ethical behavior as noted in the AAUP’s Statement on Professional Ethics:

*As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institutions.*

7. If, in their deliberations, the Committee identifies issues of concern, or if the faculty member has received less than a “Good” rating on her/his A&D evaluations in any category, that may be addressed in the cumulative review report, and they may recommend to the School Head any plan of corrective measures they deem appropriate. Once completed, a copy of the report will be submitted to the faculty member and the School Head.
8. In accordance with Cumulative Review P & P 2.06, the faculty member being reviewed and the School Head may respond to the committee’s report in writing (within 10 days after the receipt of the report). The review committee may then revise its report based on the response.
9. The School Head will schedule a meeting with the faculty member to discuss the review and then report to the Dean of Arts and Sciences that the process has been carried out to completion in accordance with university policy, summarizing how the process was carried out and the results thereof. The review document and copies of all letters will be placed in the faculty member’s personnel file.
10. All documents, reports, letters, and committee conversations will be kept in strictest confidence.