SCHOOL OF MUSIC, THEATRE & DANCE
UNIVERSITY OF MICHIGAN

University of Michigan School of Music, Theatre & Dance
Policies and Procedures

Faculty Activities Report

February 2026

FAR Guidelines:

We are again using the electronic system, developed by *SmartPath*, to complete and collect the Faculty Activities Report. This report is for the calendar year January 1 through December 31, 2026, and is **due on Friday, January 15, 2027.**

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 are 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 uncompensated. 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: The Faculty Activities Report information below is provided for reference only. Please use the SmartPath system to submit your FAR.

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 are 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.

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.

Faculty Activities Report

This information is provided for reference only. Please use the SmartPath system to submit your FAR.

Faculty Information

Faculty member's name:

Faculty member's current rank:

Faculty member's track:

Faculty member's primary department:

Primary department effort:

Faculty member's joint appointment department, if applicable:

Joint appointment effort, if applicable:

Time spent teaching. Indicate all that apply:

Attestation

- ☐ I understand and agree to all terms listed in the instructions packet.

Activity Effort Allocation

In reviewing and summarizing the contributions of each faculty member, the Executive Committee typically weights the activities 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 to have their

teaching weighted even 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 are encouraged for clinical-track faculty whose duties may carry the expectation of particular kinds of effort. The quantity and quality of students recruited to the School by the faculty member, when identifiable, will receive special consideration under the teaching category. The Executive Committee would especially welcome any documentation of teaching success deemed relevant by colleagues completing this form.

Effort Percentages

Teaching effort percentage, normally weighted at 50%:

If there is a deviation in teaching effort allocation, please explain:

Creative and professional activities and research effort percentage, normally weighted at 40%:

If there is a deviation in creative and professional activities and research effort allocation, please explain:

Service effort percentage, normally weighted at 10%:

If there is a deviation in service effort allocation, please explain:

Total effort percentage. NOTE: This number cannot exceed 100.

Teaching

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. If a question does not apply, enter “N/A” in the response field.

1. Courses Taught

List courses taught by course number or name of ensemble. Include credit hours and number of students enrolled.

Term	Course number or ensemble name	Credit hours	Number of students enrolled

2. Private Studio Instruction

List the number of hours of private studio instruction per week, by term, and the number of studio classes per term.

Number of hours of private studio instruction per week	Term	Number of studio classes per term

3. Student Recitals and Performances

List student recitals and performances supervised. Include the names of students.

Term	Student recitals and performances	Name of student or students

4. Doctoral Examinations

List doctoral examinations participated in by name of student. Specify type of exam.

Name of student or students	Type of exam

5. Theses and Dissertations

List theses and dissertations supervised by name of enrolled student. Indicate if you are or were the chair.

Thesis or dissertation title	Enrolled student	Chair

6. Recruitment Activities

List activities undertaken to recruit talented students at the undergraduate and graduate level.

Recruitment activities:

7. Former Student Positions, Awards, and Honors

List positions held by recent former students and awards or honors achieved by former students not previously reported.

Former student name	Position held	Award or honor

8. Community Education

List instances of providing professional abilities and expertise on behalf of community education in the performing arts, including participation in MPulse, Michigan Youth, summer workshops, and PPLP.

Community education activities:

Creative/Professional Activities and Research

List the one or two professional achievements or activities during the year that you consider most significant (these need not be cited again elsewhere). If a question does not apply, enter “N/A” in the response field.

1. Significant Achievements or Activities

List one or two professional achievements or activities during the year that you consider most significant.

Significant achievements or activities:

2. Publications

List publications. Indicate items that were subject to substantial peer review before publication.

Publication	Peer reviewed

3. Recognition

List prizes, awards, fellowships, grants, commissions, or other recognition received.

Recognition received:

4. Research Projects and Grants

List research projects and grants from University or non-University sources.

Research project	Funding source

5. Appearances and Activities

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. Include performances, recordings, works, and other forms of recognition.

Appearance or activity	Location	Role	Start date	End date

Service

If a question does not apply, enter “N/A” in the response field.

1. Students Advised

Number of students advised:

2. Official Mentoring

List any School of Music, Theatre & Dance faculty members for whom you are serving as official mentor. Describe the assistance provided.

Faculty member name	Description of assistance

3. Administrative Duties and Leadership

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.

Service:

Start date of service:
`Date`

End date of service:
`Date`

4. Committee Service

List service on committees of the School, department, or University. Indicate if chair. Include participation in meetings and official activities beyond routine department and School faculty meetings.

Committee service	Level of service	Chair	Start date	End date

5. Professional Association Leadership

List service in elective or appointive leadership roles in professional associations at the national, international, regional, state, or local levels.

Elective or appointive leadership role	Level of service

6. Non-Routine Contributions

List non-routine contributions to recruiting, fundraising, or public relations efforts on behalf of the School or University.

Non-routine contribution	Level of service

7. Contribution of Expertise

List instances of contributing 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.

Contribution of your expertise	Level of service

8. Service in the State of Michigan

List service activities performed specifically for or within the state of Michigan.

Service activities in Michigan: