

Article 15. Contracts and Annual Job Description Letters

15.1 Faculty members initially hired by Longy will receive one-year contracts. The decision by Longy to issue or reissue faculty one-year contracts in their first three years is not subject to Article 11. Grievance Procedure.

15.2 After six (6) semesters of employment during the academic year at the school the faculty member will be issued a three-year contract provided the faculty member receives an evaluation of 3.0 or better.

15.3 All faculty members in the bargaining unit as of the effective date of this agreement will be appointed to an initial five (5) year appointment. After this initial appointment, as long as a faculty member continues to receive an overall score of 3.0 or better on his/her most recent evaluation for a type of activity, he/she will continue to receive three-year contracts. Faculty evaluations will be on a three (3) year cycle. Faculty evaluations will be done in a timely fashion such that the process is finished in time for communication to the faculty member by February.

15.4 If a faculty member does not receive an overall score of 3.0 or better on a particular type of activity, he/she will receive annual contracts for that type of activity, during which time the procedure in Article 18(I) will be followed. All other activity will continue on a three-year contract basis.

15.5 Termination during a one, three or five-year contract will be made only for just cause.

15.6 Annual job description letters for faculty will be issued by July 15 and will include the faculty member's description of duties, expectations regarding work load when appropriate, minimum and maximum enrollments for classes and ensembles, departmental and divisional assignments, years of professional teaching experience, their Teaching Observation and Evaluation year, Compensation Increase Petition year, and base hourly rate, which will in turn flow through to all other pay amounts according to the compensation ratio system for all duties during the next academic year and summer term. Faculty members will sign two copies of the job description letter and return one to the Director of Human Resources within thirty days of issuance. A signed job description letter must be on file for Longy to make payment to faculty members for services rendered. In the same mailing, the School will also provide a comparison chart of Base Hourly Rates along with Median Years of Professional Teaching Experience for the previous fiscal year.

15.7 Summer term job description letters will be issued by January 30 for summer activity not included in another job description letter.

Article 17. Student Evaluations

17.1 The School and the Union agree that student evaluation of faculty is an important facet of

the academic process and student-faculty communication. It is also an opportunity for faculty to consider the quality of education from students' points-of-view. In keeping with this spirit, student evaluations shall primarily be a tool for faculty to self-evaluate their teaching performance. Faculty members may seek feedback from students on an ongoing basis, both verbal and written, during the semester at their own discretion. If a student provides evaluative information to the School outside of the regular, end-of-semester written Student Evaluation process, the School shall convey this information to the faculty member and encourage the student and/or parent and teacher to work together to address the concerns.

17.2 The School will follow the procedure below for collection and examination of student evaluations:

A. Conservatory and Continuing Studies course evaluation forms will be distributed to faculty members one month before the end of each semester. Faculty members shall inform the Dean of any courses ending before the last regular week of classes. Summer course evaluations will be distributed within the first two weeks of the summer term. Each teacher will distribute the forms to students during an appropriate class time and leave the room to allow students full privacy. A student selected by the instructor will collect the forms, seal them in an envelope, and return them directly to the Dean of Conservatory or Director of Community Programs as appropriate. Instructions will be provided to the students noting the proper collection procedure, as well as the faculty member's right of access to the evaluation forms.

B. Conservatory lesson evaluation forms will be distributed by the School to students' mailboxes one month before the end of the semester. Faculty members should inform the Dean of Conservatory of any private lessons ending before the end of the semester. Students will return completed forms to the Dean of Conservatory.

C. Evaluation forms for Continuing Studies lessons and Preparatory classes, ensembles, and lessons will be mailed by the School to students' home addresses within the week preceding the last day for lessons scheduled on the Longy calendar for the Spring semester. Preparatory student evaluations of summer classes will be mailed by the School to students' home addresses at the end of the summer term. All returned forms will be collected by the Director of Community Programs and will be filed with other student evaluations in the Academic Affairs Office. Students will receive a separate form for each activity in which they are enrolled.

17.3 Faculty members shall have access to all course and lesson evaluation forms pertaining to themselves for examining and photocopying on the School premises, after the teacher submits the final grade or evaluation. All student evaluations will be kept for 5 years, after which they will be destroyed. Under no circumstances will any students be allowed access to these documents.

17.4 Student evaluations may be reviewed by the faculty member's Department Chair, the Dean of the Conservatory, the Director of Community Programs, and/or the President ("Reviewers").

17.5 Student evaluations will be used in the Teacher Observation and Evaluation process only as aggregate averages across each type of activity.

Article 18. Teaching Observation and Evaluation

18.1 In recognition of the fact that Longy faculty work on a per-service basis in multiple types of activity, faculty evaluation shall be done on a type-of-activity basis. No faculty member shall suffer the loss of any contracted services without completing the procedures outlined below. In this context, the types of activity include (1) academic classroom instruction, (2) performance classroom instruction, (3) private lessons, (4) chamber music, and (5) large and small ensembles.

18.2 The School and the Union recognize that an evaluation of a musician is more likely to be fruitful if it engages and respects the process of self evaluation. It should have a spirit of support and creativity with a goal of making improvements that enhance the educational experience while taking care to preserve a diversity of teaching styles.

18.3 Student Performance Evaluations and Juries are a valuable way for faculty to interact constructively with one another regarding overall approach to many aspects of teaching. To that end, mandatory Student Performance Evaluations in the Preparatory Division in effect prior to March 2010 shall be reinstated.

18.4 Observation and Evaluation procedure:

A. This procedure will be applied for each type of activity, rendered by the faculty member. For example, types of activity include: classroom instruction, private lessons, chamber music and small ensembles, large ensembles, etc. Once every three years faculty members will be observed teaching one full class and/or lesson per divisional assignment on a mutually agreed upon date and time. In conjunction with this, faculty members will confirm with any private students involved that they are amenable to being a participant in the observation. New faculty will receive evaluation in their second and third years, and then every three years subsequently.

B. The evaluation process can also be initiated at the request of a teacher in support of a base hourly rate increase petition. Those faculty who were scheduled for evaluation year 2008-09 shall be in the first round of Teaching Observation and Evaluation.

C. The faculty member will fill out and submit a Faculty Accomplishment Report (see Appendix B), which will be considered in the evaluation process.

D. There will be a three person panel composed of the Department Chair (Evaluator) plus to two

faculty peers (Observers) chosen by the evaluatee.

E. Each of the panel members will prepare a written report to be reviewed by the faculty member in a meeting with the panel members. In their written reports, panel members shall take note of, as appropriate, their own personal teaching preferences, as well as the individual characteristics of students in the class or lesson being evaluated.

F. The faculty member may provide a written response to these evaluations.

G. For purposes of sharing their observations and perspectives with the evaluatee and the Department Chair, each observer will assign a grade of Excellent (5), Very Good (4), Good (3), Needs Improvement (2), or Unsatisfactory (1) as below (see Appendix B Faculty Evaluation Form). The Weighted Score is calculated as shown.

	Chair	Observer 1	Observer 2	Averages	Weighting
Observation	score 1-5	score 1-5	score 1-5	average 1-5	40%
Student Aggregate	NA	NA	NA	average 1-5	20%
Professional Activity	score 1-5	score 1-5	score 1-5	average 1-5	20%
Recruitment	score 1-5	NA	NA	score 1-5	10% for private 0% for classroom
Institutional Service	score 1-5	NA	NA	score 1-5	10% for private 20% for classroom
Total				Weighted Score 1-5	

Reports will be submitted by the panel members to the Department Chair.

H. The Department Chair shall then prepare the final evaluation document and final score based on his/her judgement of all of the information gathered in this process. The final evaluation document will be placed in the faculty member's' personnel file and a copy will be mailed to the evaluatee.

I. If the score of the final evaluation document is 2.0 or less, the faculty member will have the opportunity to address the concerns of the Department Chair's final report accordingly and receive a Interim Teaching Observation and Evaluation during the next academic year. If a faculty member receives an final evaluation score of 2.0 or less on the regularly scheduled Teaching Observation and Evaluation and the subsequent Interim Teaching Observation and Evaluation for a type of activity, then the faculty member may be removed from teaching that particular activity.

J. Support, as agreed to by the Instructor for addressing the Department Chair's concerns as expressed in his/her final evaluation document and final score, will be provided by the School in its mission to provide the highest quality of instruction for its students. This support may include but is not limited to seminars, conferences, peer consultation, observation, and relevant teacher training coursework.