INSTRUCTIONS
SCHOOL OF MUSIC ANNUAL REPORT – CURRENT YEAR

TIPS

### SEE NEW PRO SCREEN: Annual Report Summary (Narratives) – required information
SEE NEW “ADD” button to key 2013 “Achievements of Distinction of Current/Former Students”

- Date all entries/records
  - If the start date of an activity is entered, but no end date, “- to present” will be substituted for no end date.
  - If a performance/event occurs on one day only, the end date is all that is required.

- Run “Rapid Reports” each time you add an entry in PRO. After doing this a few times, you’ll have an idea about where entries print on the report how they automatically format.

  Rapid Reports [LOWER RIGHT HAND CORNER OF SCREEN],
  Choose Report: “School of Music Annual Report – Current Year”
  Set Start Date: January 1, 2013 (or year of report)
  Set End Date: December 31, 2013 (or year of report)

  Musicology faculty use Chicago style for publications and run Custom Reports [LEFT COLUMN IN BLUE]

- Refer to the Reference Card for navigation tips

- Publications and the required fields by publication type, see instructions:
  - Music Publication Types – APA
  - Music Publication Types - Chicago

STEPS TO COMPLETE AND SUBMIT ANNUAL REPORT:

1) Make all 2013 entries in PRO [please refer to the instructions embedded in the report outline below]

2) Run “Rapid Reports” (for APA style) or “Custom Reports (for Chicago style) to generate the report School of Music Annual Report Current Year

3) Save School of Music Annual Report Current Year to your folder or computer desktop as an .rtf or .doc file in WORD and name it “your last name – annual report 2013”

4) Send your final report to Janet Corwin via email.

ANNUAL REPORT DETAILS (See outline starting on the next page)

Note: School of Music Annual Report – Current Year is used to print dated entries (2013) for the current year
School of Music Annual Report – Comprehensive is used to print all entries for all years included those without dates. You must set the report dates (Start Date) to the earliest dated item in the database.
CURRENT ANNUAL REPORT Details

I. EDUCATION/PREPARATION
(Information in this section should be listed in reverse chronological order by institution, degree/certification earned, date, academic honor, title of thesis/dissertation, other relevant info)
Screen: Education

II. LICENSURES, CERTIFICATIONS AND PROFESSIONAL TRAINING
Screen: Licensures, Certifications and Professional Training

III. ACADEMIC/PROFESSIONAL EXPERIENCE
(List in reverse chronological order, beginning with the most recent faculty appointment/promotion, including position/rank, dates, and other pertinent information)
Screen: Academic, Professional, and Other Employment/Experience

IV. ADMINISTRATIVE ASSIGNMENTS
Screen: Administrative Assignments

V. PROFESSIONAL MEMBERSHIPS
Screen: Professional Memberships

IV. TEACHING
A. Teaching Description (short narrative statement of teaching assignment)
Screen: Personal Information, etc. See “Teaching Description (Statement)” towards bottom of screen
B. Dissertation/Thesis Supervision (In reverse chronological order, list all students for which you have served as or currently serve as the primary dissertation, thesis, or written DMA dissertation project. Include student name, degree program, document title (i.e. – Consonance in Twelve Tone Music), completion date
Screen: Directed Student Learning – create one entry/record per student
C. KU Courses Taught – Last 3 years (include course number except for private applied lessons, which should be listed as Applied xxxx Lessons)
Screen: Courses Taught - note that courses are loaded automatically
D. Other Teaching Activities Not Listed Above (non-credit instruction taught)
Screen: Professional, Leadership, Non-Credit Instruction Taught – incl. guest lecturing in courses
E. Achievements of distinction of current/former students
Screen: Achievements of Distinction of Current/Former Students – create one record per student
*NEW* Use the Add button to add a new achievements for this year ➔ ADD

V. MAJOR RESEARCH/SCHOLARLY/CREATIVE ACTIVITY (Information in this section should be organized by category/type and entered in reverse chronological order. Include specific publication/presentation information, submission documentation if not yet published/presented, and other pertinent data. Do not list activity that is included as MINOR RESEARCH)
A. Research Description (short narrative of primary research/creative interests and activities)
Screen: Personal Information, etc. See “Research, Scholarly, Creative Work Description (Statement)” towards bottom of screen
B. COMPOSITION – Screen: Artistic Works, Compositions, Performances/Conducting
1. Original musical work or arrangement of major proportion, including performance length and artistic merit
Marked as: Major
Type of Work:
Music Composition – Chamber Music

2
Professional Record Online
2013
2. Commercial publication distributed to the general public
   Marked as: Major

   Type of Work:
   Music Composition – Major Work, Publication
   Music Composition – Other Work, Publication

3. Published recording of an original work/arrangement distributed to the general public
   Marked as: Major

   Type of Work:
   Music Composition – Published Recording for General Public

4. Composer-in-Residence
   Marked as: Major

   Type of Work:
   Music Composition – Composer-in-Residence

C. CONDUCTING - Screen: Artistic Works, Residencies, Compositions, Performances/Conducting
   1. Conducting regular university ensembles that exhibit exceptional activity (including premieres, performances with soloists that demand a high degree of interaction between soloist and ensemble

   Marked as: Major Invited blank or No

   Type of Work:
   Music Conducting – University or Other Ensemble, Regular

   2. Conducting regular university ensembles at off-campus performances, such as invited appearances of a prestigious nature

   Marked as: Major Invited Yes

   Type of Work:
   Music Conducting – University or Other Ensemble, Regular

   3. Published recording distributed to the general public

   Marked as: Major

   Type of Work:
   Music Conducting – Published Recording for General Public

   4. Invited appearances (professional ensembles, other collegiate academic institutions, all-state festivals, professional music societies)

   Marked as: Major Invited Yes

   Type of Work:
   Music Conducting – Regional, All-State, or Prof Ensemble
Music Conducting – Non-Prof Ensemble, Regular
Music Conducting – Professional Ensemble, Regular

5. Conducting Artist-in-Residence
   Marked as: Major

Type of Work:
Music Conducting – Conducting Artist in Residence

D. PERFORMANCE - Screen: Artistic Works, Residencies, Compositions, Performances/Conducting

1. Solo performance with a large ensemble or leading role in a vocal production
   Marked as: Major

Type of Work:
Music Performance – Major Participant, Oratorio
Music Performance – Major Participant, Opera/Musical
Music Performance – Symphony Orchestra Member, Principal
Music Performance – Solo with Large Ensemble

2. Soloist
   Marked as: Major

Type of Work:
Music Performance – Full Solo Recital
Music Performance – Lecture/Recital
Music Performance - Recital and Masterclass/Workshop

3. Performance as a member of an established professional small ensemble in a university setting or as part of a professional ensemble
   Marked as: Major

Type of Work:
Music Performance – Small Established Ensemble in University
Music Performance – Small Established Professional Ensemble
Music Performance – Full Chamber Recital
Music Performance – Chamber Music

4. Concert as a member/participant of a large professional ensemble or orchestra
   Marked as: Major

Type of Work:
Music Performance – Symphony Orchestra Member, Principal
Music Performance – Symphony Orchestra Member, Other
Music Performance – Large Prof Ensemble, Member

5. Performance at a professional music symposium, conference, or institute
   Marked as: Major

Type of Work:
Music Performance – Professional Symposium, Conference, Institute

6. Published recording distributed to the general public
Marked as: Major

Type of Work:
Music Performance – Published Recording for General Public

7. Performing Artist-in-Residence

Marked as: Major

Type of Work:
Music Performance – Performing Artist in Residence

E. SCHOLARLY RESEARCH

1. Publication – Screen: Publications
   a. Book, monograph, textbook, book chapter or work in electronic media of substantial significance and scope

Marked as: Major  Excludes: Book Review, Journal Article Review

Type of Work:
Book
Book Chapter
Book, Textbook
Conference Proceeding
Conference Report
Manuscript
Monograph
Research Report

b. Substantial scholarly edition of extant music

Marked as: Major

Type of Work:
Scholarly Edition of Extant Music
Music Scholarly or Performance Edition of a Composition

c. Scholarly article published in a journal

Marked as: Major  Excludes: Journal Article Review

Type of Work:
Journal Article
Journal Issue

d. Lengthy, scholarly article based on original research written for a music dictionary or encyclopedia

Marked as: Major

Type of Work:
Dictionary/Encyclopedia Article

2. Major Presentations, Papers or Lectures  Screen: Presentations
   a. Substantial, scholarly paper or lecture presented for a professional society or other entity

Marked as: Major
**Presentation Category** = “Substantial, scholarly paper or lecture presented for a professional society or other entity”

b. Substantial, invited paper or lecture presented for a professional society or other entity

*Marked as: Major*

**Presentation Category** = “Substantial, invited paper or lecture presented for a professional society or other entity”

F. **OTHER MAJOR RESEARCH/SCHOLARLY/CREATIVE ACTIVITY**

Note: Entries on screens “Publications” or “Artistic Works” will print here if they don’t fit the criteria for items B. C. D. or E. above. Other publication exceptions that print in this section are:
- Publications – Review of any kind marked “Major” (but all reviews are supposed to go to ‘Minor’ Research)
- Publications – Software
- Publications – contribution types that have been customized that don’t match criteria above

G. **RESEARCH FUNDING/FELLOWSHIPS**  
Screen: Contracts, Grants, Fellowships, and Other Funded Activity

(Large, externally funded grants or commissions from a significant entity)

VI. **MINOR RESEARCH** (Information in this section should be organized by category/type and entered in reverse chronological order. Do not list activity that is included as MAJOR RESEARCH)

A. **COMPOSITION**  
Screen: Artistic Works, Residencies, Compositions, Performances/Conducting

1. Original musical work or arrangement of smaller proportion or of lesser difficulty

*Marked as: Minor OR major/minor = blank*

*Type of Work*
- Music Composition – Smaller Musical Work or Arrangement

2. Original incidental music of smaller proportion or writing an arrangement for a local university event

*Marked as: Minor OR major/minor = blank*

*Type of Work*
- Music Composition – Arrangement for Local University Event

B. **CONDUCTING**  
Screen: Artistic Works, Residencies, Compositions, Performances/Conducting

1. Performances as guest conductor with public school groups and regional music festivals

*Marked as: Minor OR major/minor = blank*

*Type of Work*
- Music Conducting – Guest with Public School Groups
- Music Conducting – Guest at Regional Festival
- Music Conducting – Regional, All-State, or Prof Ensemble

2. Lesser performances with university ensembles at local and regional off-campus events

*Marked as: Minor OR major/minor = blank*

*Type of Work*
- Music Conducting – University Ensembles Off-campus events
- Music Conducting – University or other Ensemble, Regular
- Music Conducting – University or Other Ensemble
5. **Local** recital with other faculty members, such as conducting a large chamber work

   *Marked as:* Minor  OR  major/minor = blank

   **Type of Work:**
   Music Conducting – With Other Faculty (local)

6. Minor Non-Professional Ensemble Conducting

   *Marked as:* Minor  OR  major/minor = blank

   **Type of Work:**
   Music Conducting – Non-Prof Ensemble, Regular

7. Minor published recordings conducted

   *Marked as:* Minor  OR  major/minor = blank

   **Type of Work:**
   Music Conducting – Published Recording for General Public

C. **PERFORMANCE**  Screen: Artistic Works, Residencies, Compositions, Performances/Conducting

1. Performance as a member of an ad hoc ensemble

   *Marked as:* Minor  OR  major/minor = blank

   **Type of Work:**
   Music Performance – Member of an Ad Hoc Ensemble

2. Minor role in a vocal production

   *Marked as:* Minor  OR  major/minor = blank

   **Type of Work:**
   Music Performance – Minor Role/Vocal Production
   Music Performance – Minor Participant, Opera, Musical

3. Performance as assisting artist in a recital

   *Marked as:* Minor  OR  major/minor = blank

   **Type of Work:**
   Music Performance – Assisting Artist in Recital
   Music Performance – Partial Chamber Recital
   Music Performance – Chamber Music

4. Solo performance or collaborative performance in an informal setting

   *Marked as:* Minor  OR  major/minor = blank

   **Type of Work:**
   Music Performance – Informal Setting/Solo or Collaborator
   Music Performance – Accompanist/Church Organist
   Music Performance – Free-lance
   Music Performance – Participation
   Music Performance – Music Performance – Full Solo Recital
   Music Performance – Solo with Large Ensemble
5. Performance as a member of a community or semi-professional ensemble

*Marked as: Minor  OR  major/minor = blank*

*Type of Work:*
- Music Performance – Community/Semi-Pro Ensemble
- Music Performance – Small Established Ensemble in University
- Music Performance – Symphony Orchestra Member, Other

D. **MINOR SCHOLARLY RESEARCH**

1. Publication  **Screen: Publications**
   a. Brief monograph, textbook, or work in electronic media

   *Marked as: Minor  OR  major/minor = blank*

   *Type of Work:*
   - Book (not working properly presently)
   - Book, Textbook
   - Book, Chapter
   - Monograph
   - Web Publishing
   - Newsletter
   - Manuscript

   b. Scholarly or performing edition of a relatively brief composition

   *Marked as: Minor  OR  major/minor = blank*

   *Type of Work:*
   - Music Scholarly or Performance Editions of a Composition

3. Article on a less substantial topic, published in a magazine or regional journal; a brief article based on widely available material  **Screen: Publications**

   *Marked as: Minor  OR  major/minor = blank   Excludes: Reviews*

   *Type of Work:*
   - Journal Article
   - Magazine
   - Journal Issue
   - Dictionary/Encyclopedia Article
   - Regular Column in Journal or Newspaper


   *Marked as: Minor  OR  major/minor = blank*

   *Type of Work:*
   - Book Review
   - Music Review
   - Score Review
   - Review (General)
   - Journal Article Review

5. Papers or Lectures  **Screen: Presentations**
   a. Paper or lecture of lesser significance, state or regional meeting

   *Marked as: Minor  OR  major/minor = blank*
Presentation Category
“Paper or lecture of lesser significance, state or regional meeting”

b. Other paper or lecture of lesser importance

Marked as: Minor OR major/minor = blank

Presentation Category
“Paper or lecture of lesser importance”

F. OTHER MINOR RESEARCH/SCHOLARLY/CREATIVE ACTIVITY

 Screens: “Publications” or “Presentations”

Miscellaneous entries drop under this heading such as those marked ‘minor’ or where major/minor is ‘blank’ or contribution types don’t fit the enumerated categories above

Examples are:
Conference Proceedings
Instructional Materials

VII. HONORS AND AWARDS/HONOR SOCIETIES

(Information in this section may be organized at the discretion of the faculty member, i.e. – date, prestige, category, etc.)

Screen: Awards and Honors, Honor Societies

Select: Type of Award

VIII. SERVICE – UNIVERSITY, PROFESSIONAL, AND PUBLIC

Service Description (Statement) Screen: Personal Information [towards bottom of screen] Here you

A. University Service  Screen: University
Committee/Activity
Excludes these roles: student recruiter, workshop organizer, institute organizer

B. School Service  Screen: School/College
Committee/Activity
Student Advising
Excludes these roles: student recruiter, workshop organizer, institute organizer

C. Department Service  Screen: Department - School of Music activity is entered under School/College screen. Only use this Department screen if you are entering activity from another institution where Music was identified as a Department.
Committee/Activity
Excludes these roles: student recruiter, workshop organizer, institute organizer

D. Performances of a service nature  Screen: Artistic Works -Service
Note: All performances of a service nature print here
Organization/Campus subheading (to separate by campus – history)
Type (Civic, Educational, Recreation, Religious, Other)

E. Publications of a service nature  Screen: Publications - Service
Note: All publications of a service nature print here
Type (Civic, Educational, Recreation, Religious, Other)

F. Presentations, pedagogical workshops, and clinics of a service nature  Screen: Presentations - Service
Note: All presentations of a service nature print here – Example: ‘in-service’ presentations K-12
Type (Civic, Educational, Recreation, Religious, Other)
G. **Academic Student Advising**  
**Screen: [Teaching] Academic Advising Summary**  
Summary Information and Advising Activities Description (Statement)  
Note: You may enter counts of students advised on the screen or type a statement. Put in the end date year so it will print here.

H. **Professional Organizations**  
**Screen: Professional Service/Leadership/Development**

1. Elective or appointive leadership

   *Elected or Appointed? Elected or Appointed*

   *Position/Role contains: President, President-Elect, Past President, Vice President, Secretary, Secretary-Treasurer, Board of Directors, Chair*

2. Attendance at professional meetings or other active participation

   *Position/Role contains: Attendee, Meeting, Member, Session Chair, Track Organizer, Conference-Related, Organizer, Participant*

Editorial Boards  
**Screen: Professional Service/Leadership/Development**

   *Position/Role contains: Editorial Review Board Member, Editorial Board Member*

Workshop or Institute Organizer  
**Screens: School/College OR Professional Service/Leadership/Development**

   *Note: this information is pulled from School Service OR Professional Service screens*

   *Position/Role contains: Workshop Organizer, Institute Organizer*

Adjudication  
**Screen: Professional Service/Leadership/Development**

   *Note: this information comes from the Professional Involvement screen*

   *Position/Role contains: Adjudicator*

Consulting  
**Screen: Consulting**

   Prints all records on the consulting screen

External Connections and Partnerships  
**Screen: External or International Connections and Collaborations**

   Prints all records on the External or International Connections and Collaborations screen

Other use of professional expertise in a service capacity  
**Screens: Professional Service/Leadership/Development**

   *Note: Anything in Professional Involvement/Leadership OR Public Service screens not previously displayed in categories above prints here.*

KU Recruitment Activities  
**Screens: University OR School/College OR Department**

   *Note: Pulls information from University Service, School Service, Department Service screens*

   *Only displays information for Organization = University of Kansas*

   *Position/Role contains: Student Recruiter*

IX. **OTHER**  
(Open for faculty to include other things documenting their productivity, i.e. – reviews, etc.)

A. Reviews/Media Coverage  
**Screen: Reviews/Media Coverage**

B. Other Narrative  
**Screen: Other Activity (Narrative)**

   The Other Activity screen may be used to comment on activities not included in other sections of this report.
X. **NEW* ANNUAL REPORT SUMMARY  
**Screen: Annual Report Summary (Narratives)**

**Teaching**  
In 250 words or less, discuss what you consider to be your most important achievements in teaching and their impact on the School of Music, the University of Kansas.

**Research**  
In 250 words or less, discuss what you consider to be your most important achievements in research and their impact on the School of Music, the University of Kansas, and/or the discipline of Music.

**Service**  
In 250 words or less, discuss what you consider to be your most important achievements in service and their impact on the School of Music, the University of Kansas, and/or the discipline of Music.