



**EASTMAN
COMMUNITY
MUSIC SCHOOL**

EASTMAN SCHOOL OF MUSIC • UNIVERSITY OF ROCHESTER

Contract Review and Renewal Process

(Updated June 2021)

Each Spring semester (March/April), the Associate Dean will meet with all ECMS faculty. The meetings will take 30 – 45 minutes. The purpose of this meeting is to provide an opportunity for faculty to reflect on their students, past years' successes and challenges, ideas for future improvement, new projects, as well as to give feedback about ECMS operations.

The Associate Dean will contact all faculty via email and provide available time slots for Contract Review meetings. This contact email will include Contract Review Worksheet and your Contract Draft.

Please note: Early Childhood, and Theory in Motion faculty will meet with their area directors and these directors will have their own contract renewal criteria.

The Associate Dean meetings will take 30 – 45 minutes each and similarly consist of a conversation regarding the appropriate contract review checklist (see below).

All Instructors are expected to review the Contract Worksheet and Contract Draft (provided by the ECMS office) before the meeting. Please review the following list of documents you should bring to the meeting:

- Student-Teacher Information Packet
- Sample of practice/homework notebooks or electronic documentation
- Studio class programs (expected from full and part time instructors, if available for TAR and Interns)
- [Annual Activities Report](#) (please fill out on computer and send as an attachment in an email to Associate Dean)