

# MSBOA Adjudicator Information

## Applying to Become a MSBOA Adjudicator

The Michigan School Band and Orchestra Association seeks highly qualified music educators to serve as adjudicators for our festivals. Evaluation of our students and ensembles holds a very high position of importance in the mission of the MSBOA. We therefore consider the qualifications of each candidate very carefully.

Persons interested in becoming an adjudicator for any of MSBOA's festivals must first apply to the Association using the MSBOA Workshop Application. Candidates must have a minimum of five (5) years of teaching experience. Ten (10) years of teaching experience is preferred. Candidates must obtain two (2) references to sign the application. Candidates must also include a written explanation of their philosophy of the aims and goals of the festival. Applications are reviewed by the District Executive Board in which the applicant resides. Each District renders a decision, either approving or denying the candidate. The District's recommendation is submitted to the full MSBOA Executive Board for a final decision. The full Executive Board will decide on each candidate individually and may or may not agree with the District's decision. This decision is made at the MSBOA Fall Executive Board Meeting held in early November.

### Reasons for denying a candidate's application are listed below:

1. Insufficient length of instrumental music teaching experience  
(Minimum of 5 years required - 10 years recommended)
2. Insufficient instrumental music teaching experience in Michigan.  
(3 years recommended)
3. Body of work not apparent for sound evaluation
4. Body of work is not sufficient or commensurate with MSBOA standards
5. Application received after deadline
6. Application incomplete and/or contained inadequate information
7. Lack of Professionalism
8. Other or additional

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2025

Candidates that are approved must attend and pay (\$50) for the scheduled Adjudicator Workshop. After successfully completing the entire workshop, the adjudicator is placed on the MSBOA Probationary Adjudicator list. Each candidate must then successfully adjudicate at least four (4) festivals in two (2) different MSBOA Districts to be placed on the Permanent Adjudicator list for Band & Orchestra and Solo & Ensemble Festivals. To be placed on the Permanent Adjudicator List for Marching and Jazz Festivals, the adjudicator must successfully adjudicate two (2) festivals. The candidate should receive a Probationary Adjudication Verification Form from the festival's site chair to record each festival during the probationary period. **It is the responsibility of the candidate to keep the forms until the required number is obtained and then submit ALL Probationary Adjudication Forms at one time to the MSBOA State Office.**

Upon completion of the Adjudicator Workshop, ALL probationary adjudicators MUST complete MSBOA's Implicit Bias Training. This training is usually offered during the month of April via Zoom and is approximately two (2) hours in length. It must be completed during the year the workshop takes place or the following year. The adjudicator is allowed to accept invitations to adjudicate during this two (2) year period. If the adjudicator does not complete the MSBOA Implicit Bias training within the two years stated above, they will be removed from the MSBOA Adjudication List.

**The MSBOA Implicit Bias training for the 2026-2027 school year will take place on Monday, April 12, from 6:00 p.m. – 8:00 p.m., via Zoom.**

## Timelines

For workshops taking place after the MSBOA Fall Executive Board meeting, but before the Spring Executive Board meeting, the following timeline will be used. This would typically be used for a Band and Orchestra, Solo and Ensemble, or Jazz Workshop:

- **October 1** – Deadline for the submission of applications to the State Office. Be sure to have two (2) signatures of support and include the required paragraph with your submission.
- **October** – Applications will be submitted to each District for evaluation.
- **Early November** – The Full Executive Board will hear the recommendations of the Districts on each candidate at the Fall Executive Board meeting.
- **Immediately following the Fall Executive Board Meeting** – Candidates will be notified of their status (accepted/not accepted) for the workshop.
- **TBD** – MSBOA Adjudicator Workshop takes place.

For workshops taking place after the MSBOA Spring Executive Board meeting, but before the Fall Executive Board meeting, the following timeline will be used. This would typically be used for a Marching Band Workshop:

- **March 1** – Deadline for the submission of applications to the State Office. Be sure to have two (2) signatures of support and include the required paragraph with your submission.
- **March** – Applications will be submitted to each District for evaluation.
- **Late May/Early June** – The Full Executive Board will hear the recommendations of the Districts on each candidate at the Spring Executive Board meeting.
- **Immediately following the Spring Executive Board Meeting** – Candidates will be notified of their status (accepted/not accepted) for the workshop.
- **TBD** – MSBOA Adjudicator Workshop takes place.

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## Adjudicator Review Process

1. Adjudicator evaluations shall be completed at the close of each festival.
2. Adjudicator ratings of “unsatisfactory” or “very unsatisfactory” must be accompanied by a copy of the rating sheet, recordings (for Jazz or B&O), and the judges recorded comments (if applicable) to be evaluated by the Adjudication Appeals Committee. Evaluations of “neither satisfactory nor unsatisfactory”, “unsatisfactory”, or “very unsatisfactory” will require directors to input comments about their evaluation. A violation of the MSBOA non-discrimination policies will not require a copy of rating sheets or recordings.
3. Adjudicators must receive a copy of the concern, in writing, and can respond to the Appellate Committee in writing.
4. The Appellate Committee shall review all individual adjudicator concerns.
5. The Appellate Committee has the authority to remove adjudicators from the list given the above criteria have been met.

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## Adjudicator Evaluation Appeal Process

1. Adjudicators who wish to appeal an evaluation must contact the State Vice President of Adjudication with materials supporting their appeal.
2. The Appellate Committee, made up of the Vice President of Adjudication, the State President, and two (2) Past Presidents, shall consider the appeal.
3. The adjudicator will be contacted with the result of the appeal process and the adjudicator evaluation will be updated on the MSBOA website if necessary.

# MICHIGAN SCHOOL BAND & ORCHESTRA ASSOCIATION

## Application to attend the Band & Orchestra Festival Adjudication Workshop

Date: Saturday, March 13, 2027      Location: St. Johns High School

**APPLICATION DEADLINE: OCTOBER 1, 2026**

**The Process:** Each applicant must complete this application including the listing of two references and a brief statement about their beliefs concerning the aims and goals of the festival. This application will be reviewed by the District Executive Board, and a recommendation will be made to the full MSBOA State Executive Board for a final decision in November. The results of the status of the application will be sent to each applicant following the meeting. Approved candidates must attend the workshop in its entirety to be placed on the Probationary List.

**NOTE: Each applicant must include a brief paragraph on their beliefs about the aims and goals of festivals and have this application signed by two colleagues.**

PRINT Name \_\_\_\_\_ MSBOA District in which you teach \_\_\_\_\_ reside \_\_\_\_\_  
Home Address \_\_\_\_\_ Email \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Present Position \_\_\_\_\_ Name of School \_\_\_\_\_  
School Address \_\_\_\_\_ Work phone \_\_\_\_\_ ext \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ School Phone \_\_\_\_\_

List the college(s)/universities that you have attended and degree(s):

INSTITUTION(S)	DATES ATTENDED	DEGREE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list your teaching experience (all types). A minimum of five years total is required, 10 preferred.

INSTITUTION TAUGHT	DATES	MUSIC AREA(S) and GRADES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How are you maintaining your performance skills? \_\_\_\_\_

List any previous adjudicating experience you have had (where, what & when) \_\_\_\_\_

What experience have you had in preparing students for this type of festival? \_\_\_\_\_

List the ratings for the groups that you have taught and conducted at the most recent festivals:

Group:	Date(s):	Ratings:	District	State
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**REFERENCES:** Please have two colleagues/peers sign below in support of this application.

***"I support this applicant to be considered as an adjudicator for the MSBOA Band & Orchestra Festivals."***

Print Name \_\_\_\_\_ Phone \_\_\_\_\_ Signature \_\_\_\_\_  
Print Name \_\_\_\_\_ Phone \_\_\_\_\_ Signature \_\_\_\_\_

**I understand that I must attend a full-day workshop before being placed on the Probationary Adjudicator List. I have included my brief paragraph on my beliefs about the aims and goals of the festival, and this application has been signed by two colleagues.**

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **Date** \_\_\_\_\_

**Email this application and the paragraph to: [msboa@msboa.org](mailto:msboa@msboa.org)**  
or mail to: MSBOA State Office, 3899 Okemos Road, Suite B1, Okemos, MI 48864      Phone: (517) 347-7321