



# Faculty and Staff Policies and Procedures

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## Preamble

This governance document will serve as the primary source of principles, policies, procedures, and practices of the School of Music. This document is consistent with the Institute for Creative and Collaborative Arts Governance Document, the College of Letters, Arts and Social Sciences Constitution, and the ECU Faculty Handbook, which will supersede this document in matters not addressed herein.

Institute for Creative and Collaborative Arts Policies  
<https://www.ecu.edu/icca/facultystaff-resources/>

College of Letters, Arts, and Social Sciences Policies  
<https://www.ecu.edu/class>

University Policies  
<https://policies.ecu.edu>

## Mission, Vision, and Values

### **Mission Statement**

- We provide a relevant and comprehensive music curriculum through individualized attention and student-centered learning.
- We create a diverse community of musical leaders for the 21st Century who will enhance the fabric of their society, the Commonwealth, and beyond, through the power of music.

## Faculty

### Membership

School of Music faculty members holding full-time tenured or probationary positions at the ranks of professor, associate professor, assistant professor, or instructor, shall be voting members of the faculty. All other persons with appointments as visiting professor, adjunct professor, faculty participating in RTP, and lecturer shall enjoy the rights and privileges of membership in the Department apart from voting.

### School of Music Meetings

School of Music meetings, consisting of the voting members of the faculty, will serve as the primary decision-making and governing body of the School of Music. The faculty will have the authority to ratify and amend this governance document, establish standing committees, and participate in the governance of the School of Music through the procedures and practices set forth in the document. During the Fall and Spring semesters, departmental faculty meetings will

be scheduled no less than one per month on third Friday from 1:25-2:15PM. No formal faculty meetings will be scheduled during the summer sessions.

Attendance at all faculty meetings is mandatory for each full-time faculty member. When an absence is necessary, University policy requires submission of the University form (Request to be Absent from the University) to the department Director.

The Director will prepare and distribute electronically a business agenda prior to each meeting. Faculty may also submit to the Director items for inclusion on the agenda. All submissions are requested at least 5 (five) working days prior to the scheduled meeting. All proposals and resolutions, either initiated or subsequently amended by motion from the floor, must receive a second before a full vote can be taken. The business meetings will follow Robert's Rules of Order. A quorum shall require the presence of fifty percent of the voting members of the School of Music faculty. A simple majority shall decide all votes. A secret ballot may be used when necessary.

The Administrative Coordinator of the School of Music will serve as the recorder. The recorder will distribute the minutes of meetings within 14 days of the meeting.

#### Administrative Organization of the School of Music

The organization of the department consists of the Director, large ensemble directors, and seven area coordinators. The School of Music also houses the Stephen Foster Music Camp.

# Roles and Responsibilities

## Director of the School of Music

As outlined in the Faculty Handbook, the Director is responsible to the Executive Director of the Institute of Creative and Collaborative Arts and the Dean of the College of Letters, Arts and Social Sciences for the administrative and academic leadership of the department, fulfilling the established purpose of the department, actively supporting the policies and procedures of the college, developing operational policies for the department, and participating in the development of new or modified college policies and procedures. The Director should provide leadership in the areas of student academic services, faculty affairs, curriculum, resources, external relationships, and research.

The administrative structure of the Director's office is organized functionally by responsibilities for the Director.

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The administrative structure of the Director's office is organized functionally by responsibilities for the Director.

Regularly Reoccurring Actions to the Executive Director of the Institute for Creative and Collaborative Arts and/or the Dean of College of Letters, Arts, and Social Sciences or Upper

### Administration

1. Faculty and adjunct employee and pay-action forms
2. Overload pay-action forms for full-time faculty
3. Collect updated faculty vitae
4. Faculty and adjunct load reports
5. Fall, Spring, Winter, and Summer semester class schedules
6. New unit fee requests
7. Probationary faculty reviews
8. Tenured faculty reviews
9. Fiscal year budget increase requests
10. Submit course modification forms for class changes

### School of Music Responsibilities

1. Maintain unit contact database

2. Set agenda for monthly faculty meetings
3. Push long-term policy and program improvements
4. Assign teaching load to faculty
5. Hire adjunct faculty
6. Mediate disputes (faculty-student, faculty-faculty, faculty-staff, student-staff)
7. Assign mentors for new faculty
8. Create/update standing and ad-hoc unit committees
9. Assign faculty to unit/departmental committees
10. Formulate job descriptions for new faculty hires
11. Assign faculty members to hiring committee
12. Approve all unit spending
13. Balance the unit's financial accounts
14. Approve all faculty and student travel
15. Represent the School of Music in a positive manner in the community
16. Maintain NASM standards
17. Represent ECU at NASM conferences
18. Write NASM self-study document
19. Enforce Human Resources policies
20. Oversee room scheduling
21. Oversee scheduling of classes and rehearsals
22. Remind faculty of university and unit/departmental policies
23. Approve all School of Music student organization activities
24. Offer scholarships to prospective students
25. Evaluate scholarships of existing students
26. Report safety concerns of facilities to the Physical Plant
27. Report technology issues to IT
28. Send changes/update about the School of Music website to IT

#### Recruiting Activities

1. Honors Bands
2. Choral Day
3. Marching Colonels Day
4. New Student Organization sessions
5. Director/school visits
6. Work booths at various events
7. School of Music social media

#### Alumni Activities

1. KMEA Alumni Reception
2. Contact alumni for possible involvement and partnerships
3. School of Music social media

#### Non-Administrative Duties

1. The Director is given 9 hours of administrative load each fall and spring semester. At least 3 hours of teaching are required each fall and spring semesters.

2. The Director maintains the status of a full-time faculty member with alternating year reviews required and the options to apply for increased rank.
3. Occasional service on university committees outside of administrative matters is encouraged.

## Administrative Coordinator

1. Responsible to the ICCA Executive Director, School of Music Director, and School of Communication Director
2. Responsible for managing the student office workers
3. Responsible for the School of Music main office and functions (See Admin Coordinator handbook)
4. Responsible for all office correspondence
5. Responsible for record keeping
6. Responsible for maintaining budgets
7. Responsible for all music concert programs
8. Responsible for all scholarships/maintaining records
9. Responsible for all materials required for faculty searches
10. Responsible for all Student Workers
11. Provide attendance cards for recital/events
12. Responsible for all scholarships/maintaining records for Foster Music Camp
13. Responsible for all materials required for Foster Music Camp student counselors

## Music Logistics Coordinator

1. Organize all equipment moves
2. Responsible for musical/sound equipment
3. Responsible for maintaining departmental inventory
4. Serve as liaison with Facility Services
5. Aid in the maintenance and upkeep of departmental equipment
6. Aid in Music Events of a large scope
7. Building Supervisor with all relevant responsibilities
8. Department Asset Management with all relevant responsibilities
9. Event Equipment Coordination with all relevant responsibilities

## Piano Technician

1. Responsible for maintenance of all pianos
2. Responsible for record keeping of all tuning and repairs
3. Responsible for maintaining electronic pianos
4. Responsible for development of a tuning/maintenance schedule
5. Responsible for proper storage and moving of piano

## Stephen Foster Music Camps Director

1. Responsible for communications with campers/parents
2. Responsible for record keeping of all camps with aid from the Department
3. Responsible for communications with Conferencing and Events



4. Responsible for maintenance of Foster Camp website
5. Responsible for working with Department on budgetary issues
6. Responsible for communication with the Federated Music Clubs
7. Responsible to organize camps including schedule, performances, and facilities

## Graduate Coordinator

1. Provide curriculum oversight.
2. Coordinate Graduate School paperwork (including submission of Planned Programs and admission to candidacy forms in a timely manner).
3. Transcript review
4. SLATE processing
5. Provide oversight/monitoring of students' progress through the program.
6. Advise or assist advisors.
7. Coordinate comprehensive exam processes (exam preparation, scheduling, administration, scoring, and reporting written and oral exams).
8. Coordinate candidacy evaluations.
9. Engage in student recruitment (including responding to requests for information from prospective students and speaking at recruiting events).
10. Represent the program in strategic planning and outcome assessment activities.
11. Prepare program review documents.
12. Advocate for the program.
13. Advise students in the program or who are considering declaring the program.
14. Act as intermediary for exceptions requested for the program submitted through the University exception process.
15. Assist with curriculum changes for the program.
16. Lead and manage the annual assessment of the program.
17. Submitting applications for GA positions via the Penguin online process. Which also includes renewal of these positions ever semester.

## Director of Athletic Bands

1. Course development and management of marching band and pep band
2. Administering marching band and pep band scholarships
3. Managing athletic band budget
4. Maintaining athletic band uniform, equipment, music, and instrument inventories
5. Supervising pep band work-study students athletic band staff and graduate assistants
6. Coordinating campus resources (such as Athletics, Academics, Facilities, and Student Life)
7. Shared responsibility in managing recruiting events, such as Marching Colonel for a Day, Honor Bands, KMEA, and Freshmen Orientation.
8. Sharing responsibility for Band music library for band and department marketing with Director of Bands

## Director of Bands

1. Serve as liaison with all Wind/Percussion Faculty
2. Organize Honor Bands/events

3. Provide leadership in Wind/Percussion Area
4. Provide leadership in Band area
5. Responsible for Band Music Library
6. Coordinate student recruitment through clinics, workshops, adjudications, etc.
7. Responsible for Marching Band Stipends
8. Responsible for Pep Band work study students

## Director of Choral Activities

1. Serves as Voice Area Coordinator
2. Performing or assigning duties as Director/Conductor of University Singers, Concert Choir, and Chamber Singers
3. Coordinating all vocal/choral area ensembles
4. Maintaining open lines of communication with all Vocal/Choral Faculty
5. Coordinate with other area coordinators
6. Organizing Choral Day
7. Choral Music Library
8. Establishing audition dates and criteria
9. Coordinating student recruitment through clinics, workshops, adjudications, etc.
10. Supervising Choral GAS
11. Managing vocal/choral budget
12. Overseeing communications regarding choirs/voice
13. Serving on Chair Advisory Committee
14. Serving on Sophomore Comps Committee
15. Serving on Scholarship Committee
16. Serving on Foster Camp counselor hiring committee

## Director of Orchestras

1. Perform duties as Director/Conductor of the Symphony Orchestra
2. Coordinate all string ensembles
3. Establish audition dates and criteria
4. Responsible for Symphony/String Orchestra Libraries
5. Supervise orchestra Graduate Assistant(s)

## Director of Percussion Studies

1. Maintenance of all percussion equipment
2. Supervise/approve equipment moves pertaining to percussion
3. Serve as liaison for all ensembles needing percussion equipment
4. Responsible for organizing and scheduling semester percussion juries
5. Supervise Graduate Assistant(s) in Percussion
6. Responsible for establishing audition dates and criteria
7. Responsible for Percussion Ensemble/Studio Library
8. Responsible for coordinating percussion area music scholarships in area

## Brass Area Coordinator

1. Responsible for brass area governance issues pertaining to area

2. Responsible for organizing and scheduling semester juries
3. Coordinating with other area coordinators
4. Posting jury sign-up sheet in a timely fashion
5. Serve on School of Music Director Advisory Committee
6. Serve on Sophomore Comprehensive Committee
7. Serve on Scholarship Committee
8. Responsible for coordinating brass area music scholarships within area
9. Responsible for the management of any brass area money in self-funded accounts in area

## Conducting Area Coordinator

1. Coordinate with Director regarding needs and activities in conducting division
2. Coordinate with instructors of undergraduate conducting classes for curriculum, etc.
3. Coordinate with instructors of graduate conducting lessons for curriculum, etc.
4. Coordinate with ensemble conductors for podium access for student conductors
5. Order instructional materials, supplies, equipment, and visual aids designed to meet training needs of students
6. Coordinate with faculty regarding lesson offerings
7. Plan, schedule, and assist with production of recitals
8. Coordinate with instructors in performance literature and history
9. Coordinate recruiting efforts for division
10. Serve on Director Advisory Committee

## General Education Coordinator

1. Collect data from those who teach General Education classes within the School of Music.
2. Serve as the liaison to the University General Education Committee
3. Author annual reports for the General Education Assessment Committee

## Guitar Area Coordinator

1. Responsible for governance issues pertaining to area
2. Responsible for organizing and scheduling semester juries
3. Serve on Director Advisory Committee
4. Serve on Sophomore Comps Committee
5. Responsible for coordinating music scholarships within area
6. Responsible for the management of any money in self-funded accounts in area

## Music Education Area Coordinator

1. Responsible for governance issues pertaining to area
2. Serve on Director Advisory Committee
3. Evaluation of students preparing to student teach
4. Organizing seminars related to music education
5. Assigning student teachers with the aid of the College of Education
6. Assist with the development and distribution of promotional materials for recruiting

## Music Industry Coordinator

1. Serve as Internship Coordinator for degree program
2. Serve as faculty advisor for degree program majors
3. Provide curriculum development and leadership
4. Work closely with and help advise other Music Industry Studies faculty and staff
5. Serve as advisor to the Music Industry Organization
6. Serve on department and campus committees and attend department and production meetings as deemed appropriate
7. Assist with the development and distribution of promotional materials for recruiting and other purposes of the Music Industry Studies program
8. Maintain the content of the Music Industry Studies website and online handbook description
9. Organize the participation and attendance at the NAMM show(s) and other conferences, conventions, etc. as pertains to Music Industry Studies
10. Represent the Music Industry Studies program at campus meetings (e.g., Arts Council) and events as requested by the School of Music
11. Work cooperatively as a member of the School of Music faculty and division coordinators (teamwork, cross-training, etc.)

## Performance Area Coordinators

1. Responsible for governance issues pertaining to area
2. Responsible for organizing and scheduling semester juries
3. Serve on Director Advisory Committee
4. Serve as member of the Curriculum Committee
5. Oversee the acceptance to the major at Sophomore Comps
6. Serve as advisor to Performance Majors

## Piano Area Coordinator

1. Responsible for governance issues pertaining to area
2. Responsible for organizing and scheduling semester juries
3. Serve on Director Advisory Committee
4. Serve on Sophomore Comps Committee
5. Responsible for coordinating music scholarships within area
6. Responsible for the management of any money in self-funded accounts in area

## String Area Coordinator

1. Responsible for string area governance issues pertaining to area
2. Responsible for organizing and scheduling semester juries
3. Coordinating with other area coordinators
4. Coordinating with accompanists
5. Reserving performance space
6. Videotaping jury performances
7. Posting jury sign-up sheet in a timely fashion
8. Serve on Director Advisory Committee
9. Serve on Sophomore Comps Committee

10. Serve on Scholarship Committee
11. Responsible for coordinating = music scholarships in area
12. Responsible for the management of any money in self-funded accounts in area

### Theory/Composition Area Coordinator

1. Develop and oversee the administration of diagnostic exams for entering freshmen and graduate students
2. Work with other theory area faculty to ensure continuity in the lower division theory courses
3. Provide expertise, course materials, and technology support to other theory area teachers
4. Provide advice on music theory/composition related issues
5. Assist with the development and distribution of promotional materials for recruiting
6. Serve on Director Advisory Committee
7. Serve on the Departmental Curriculum Committee

### Woodwind Area Coordinator

1. Responsible for governance issues pertaining to area
2. Responsible for organizing and scheduling semester juries
3. Coordinating with other area coordinators
4. Posting jury sign-up sheet in a timely fashion
5. Serve on Director Advisory Committee
6. Serve on Sophomore Comps Committee
7. Serve on Scholarship Committee
8. Responsible for coordinating woodwind area music scholarships
9. Responsible for management of any woodwind area money in self-funded accounts

# School of Music Standing Committees

## Alumni/PR/Communication

### Purpose

### Mission

### Goals

### Members

## Curriculum Committee

### Purpose

To evaluate graduate and undergraduate curriculum and serve when needed for program review and assessment.

### Mission

To aid the School of Music with curriculum issues pertaining to five MM options, General, Performance, Instrumental Conducting, Choral Conducting, and Composition and four BM options, Music Teaching, Performance, Composition, and Music Industry.

### Goals

Directives change as the needs change

### Members

Appointed by Director

## General Education

### Purpose

### Mission

### Goals

### Members

## Graduate Committee

### Purpose

To evaluate graduate curriculum needs and to serve department with assessment and program review relating to the five MM options in music.

### Mission

To aid department with issues pertaining to five MM options, General, Performance, Instrumental Conducting, Choral Conducting, and Composition.

### Goals

Directives change as the needs change

### Members

Graduate Coordinator serves as chair. Others appointed from graduate music faculty.

## Recruitment Committee

### Purpose

### Mission

### Goals

### Members

## Scholarship Committee

### Purpose

To recommend specific scholarships amounts for incoming students who have auditioned for the department and have been deemed talented in their specific area and to evaluate existing student needs and scholarship worthiness.

### Mission

To establish and maintain criteria for awarding music scholarships based on audition results and recommendations from the area coordinator or specific applied teacher. To exercise fairness and providing funding to areas of needs determined by the Director.

### Goals

1. To award amounts equivalent to current tuition rates and needs of each area
2. To evaluate current students on scholarship making certain guidelines are being followed

3. To help student receive additional scholarship funding through the university scholarship office

#### Members

One representative from each of the seven areas. Chair is elected from membership plus Director of Bands, Choral Activities, and Orchestra.

## Sophomore Comprehensive Committee

#### Purpose

The sophomore comprehensive committee, comprised of one representative from each area of the music department (brass, vocal, piano, etc.), is responsible for proposing eligibility criteria to the faculty and reviewing applications for the examination of music majors who are registered in their fourth semester of applied lessons.

#### Mission

The mission of this committee, as representatives of the faculty as a whole, is to ensure that students who do successfully pass the sophomore comprehensive examination possess the musical and academic skills necessary to complete their undergraduate curriculum successfully. In addition, it is our mission that these students upon graduation will make a meaningful contribution in their chosen area of musical expertise.

#### Goals

1. To identify those students who have not achieved the minimum academic requirements expected of a student about to register for upper level (300) music courses.
2. To create a standardized list of suitable repertoire for sophomore comprehensive candidates.
3. To act as a conduit for communication between area colleagues and the music department chairperson.

#### Members

One representative from each of the seven areas. The Chair is elected from the membership.



# General Policies

## Accompanists

Demand for piano accompanists varies by semester. Please complete the annual accompanist planning survey each spring to allow the department to prepare the studio accompanist budget. As stated above in workloads, the rate that we are planning accompanists for is approximately \$15 per hour. Each studio will need to negotiate with their accompanist their final rate for their studio. School of Music has a fixed accompanist budget, as demand increases, it may reduce either the number of hours the accompanist can work with a particular student, or the accompanists rate per hour. Each studio is responsible for finding their own accompanist. Accompanists will need to hire ECU temporary employees.

## Audio Visual Equipment

All of the large classrooms are wired for visual presentations. The Department of Music owns at least four video players and monitors, including a 55" TV. This equipment is to be checked out through our Music Lab Technician Logistics Coordinator on a first come-first serve basis. If additional equipment is needed, you may arrange for equipment through the main library. It is the responsibility of the faculty member utilizing such equipment to make sure that it is turned off and secured after use. Failure to comply will result in equipment not being available for such purposes.

## Building Security

The building doors are opened at 7:00 AM and locked by security by 12:00 AM (M-F) by University Security Officers. Students are allowed to practice during these hours. Building hours on Saturday are from 8am-4pm and Sunday, 4:00 PM – 12:00 AM. It is important that all faculty and students have proper identification while in the building. Doors are to be locked when vacating the building. When vacating a classroom, doors are to be locked. Report all classroom damage or unusual security circumstances to the Director and the Music Logistics Coordinator.

## Copier

Requests for copies, such as recital programs, etc. go through the Administrative Coordinator and may be delegated to the student worker in the office. **Please allow up to 10 days** for work submitted to be completed. Please follow the copyright laws regarding photo-duplication. The copy machine should not be used to provide music for students in applied lessons. Students can duplicate music in the music library or purchase originals.

## Copyright

### Copyrighted Works Categories

Pictures, Graphics, and Sculptures (e.g., photographs, cartoons, maps), Architectural Works (e.g., blueprints), Music and Lyrics, Literary Works (e.g., books, newspapers, magazines, cartoons, trade journals, newsletters), Dramatic Works (e.g., plays, screenplays), Pantomimes

and Choreographic Works, Audiovisual Works (e.g., videotapes), Sound Recordings (e.g., compact discs, cassette tapes, phonographic records)

Please note that ownership of a book, manuscript, painting, photograph, computer software program, or a copy or such items does not give the possessor of these items the right to copy them.

### The Life of a Copyright

Following are three formulas provided by the Copyright Office to help determine the term of copyright protection:

Works created or published on or after January 1, 1978, are protected during the life of the author, plus 70 years after the author's death.

For works published before January 1, 1978, the life of the copyright is 28 years, with an option to renew for an additional 67 years for a total life span of 95 years. Information about renewed copyrights is available from the Copyright Office.

For works made for hire, and for anonymous and pseudonymous works, the duration of the copyright is 120 years from creation or 95 years from publication.

## Faculty Teaching Loads and Formula

Faculty teaching loads adhere to policies established by the University, Office of the Provost, and Dean of College of Letters, Arts, and Social Sciences as well as those by the National Association of Schools of Music.

Full time faculty are expected to teach 12 load hours each semester or 24 load hours each academic year. Other arrangements must be made with the Dean of the College of Letters, Arts, and Social Sciences.

Part time faculty have a maximum of 9 hours that are allowed to teach each fall and spring semester.

### Applied Instruction

- Private applied instruction = 0.67 load per 1 student credit hour
- Studio Class\*\*= 1.00 load

### Administration

- Director = 9.0 hours
- Graduate Coordinator = 3.0 hours

### Classroom Instruction

- Graduate and undergraduate lecture courses = 1 load hour per credit hour
- Laboratory classes = 1 load hour per contact hour

## Ensembles

- 1 load hour per contact hour
- Studio-based ensembles = 1 load hour per studio

\*\* Only applies to adjunct applied teachers. Studio classes must have an established class that meets regularly for no less than 15 hours/semester.

## Faculty Absences

A faculty member who has an unscheduled absence from their duties must report the absence to the department Director or designee. If you are sick, you must submit a sick leave form no later than two weeks from the time missed. Notice of anticipated absences from the campus must be submitted for approval using the appropriate university form. Please refer to the Faculty Handbook for more clarification. Faculty members on nine-month contract do not receive vacation days, rather you will receive holidays or closed campus dates that are provided to all employees i.e., Labor Day, semester breaks, Martin Luther King Jr. Day.

## Final Examinations

All final examinations are to be given at the published examination times during finals week. Please do not give finals early, even if the class agrees to such an arrangement. If you have concerns or problems, please confer with the Director before issuing your syllabus.

Each applied area must schedule juried performance exams. The date of the exam should be listed on each applied syllabus. Each area head is responsible for checking out a room in Foster or performance space in Gifford or Brock Auditorium through the Administrative Coordinator.

## Grades

Faculty members are requested to keep accurate written records of student grades and of student attendance (Blackboard is one way to report grades throughout the semester). It is recommended that a sufficient amount of work be evaluated and graded so that by the end of the first eight weeks each student has been informed of his/her standing and progress. Also, it is the faculty member's responsibility to provide a mid-term grade through the use of the ECU Direct for every undergraduate student he/she teaches. It is important to have everything documented in your class syllabus, including extra rehearsals, make-up lessons and procedures, etc. Social security numbers should not be used for posting of grades and all grades are the property of the students; therefore, you must not share such information with other students. **All syllabi must be online. Format for music syllabi is available through the Departmental Office.** Final grades need to be submitted through ECU Direct as well. Change of Grade forms must be completed no later than the end of the next semester. If you have questions about getting to the page or logging in, please see the School of Music Director. Please make courses available on Blackboard so IDEA evaluations can be completed in a timely manner.

## Grievance Procedures

It is the intention of the School of Music to treat all employees in a consistently fair manner and it is the desire of the department that all employees treat each other likewise. However, in the normal course of colleagues working together, problems in the working relationship can be expected to arise. In most cases, these problems can be and should be resolved by the disputing parties or arbitrated at the first level of supervision. But in those instances when a mutually satisfactory resolution cannot be quickly found, the aggrieved party should be given an opportunity to have the complaint considered on the basis of its merit, in an orderly and expeditious manner, and without prejudice or fear of reprisal. Please adhere to Faculty Handbook guidelines pertaining to Grievances.

## Guest Artists

Providing guest artists is another important function of the School of Music in a university setting. We encourage you to plan master classes and guest artists, realizing budgetary resources are limited. However, creative funding can make exciting events happen! You are encouraged to discuss your plans with the Director. An Event Artist Agreement and a Jaggaer vendor/supplier profile must be completed by September 1 for all guests in the Fall semester, and by February 1 for all guests in the Spring semester. Each Event Artist Agreement will be evaluated by Procurement to see if supplemental insurance (TULIP) is required. Guest artists not requiring TULIP, must be supervised during their performance, not be part of a large ensemble, or perform in the center for the Arts. Please allow for two-weeks to process payment.

## Keys

Keys to faculty studios, offices, classrooms, and outside doors of the Foster or Campbell buildings are available upon request from the Music Logistic Coordinator. The Music Lab Technician Logistic Coordinator will obtain keys from facility services and issue them to faculty members.

Students may not be issued keys for faculty studios or offices. Electronic key passcodes for Room Foster 204, Campbell 325, Gifford Theatre are available upon request. All codes will be changed at the end of each semester. Therefore, a new code MUST be requested at the beginning of each semester.

## Office Door-Windows

Windows in the classroom and office doors that open to the hallway should not be covered at any time. If a faculty or staff member or student needs to nurse or pump, a private room will be provided.

## Office Hours

A semester schedule including classes, rehearsals, meetings, and office hours must be submitted to the front office by the end of the first week of the Fall and Spring semesters. It is also recommended that all faculty members post a schedule outside of their studio/office.

## Piano Tunings

Requests for piano tunings, maintenance, or repair should be submitted to resident piano technician. Faculty should report problems with pianos immediately. Pianos should not be moved from one room to another without consulting with the Music Logistics Coordinator or the Piano Technician.

## Promotion and Tenure / Annual Evaluation

Please refer to the ICCA Promotion and Tenure Policies and Annual Evaluations of faculty.

## Scholarship Policies

The School of Music awards scholarships (Music Performance Merit Awards) to students based on demonstrated performance ability as well as anticipated service to the department and University community. The following departmental policies, in conjunction with the National Association of Schools of Music guidelines, have been adopted to manage the awarding and renewal of music scholarships to undergraduate students.

All prospective music majors are required to audition for acceptance into the Department School of Music as stated by the catalog.

### Scholarship Awards

1. All students seeking a School of Music scholarship must perform an audition judged by appropriate music faculty. In cases where extreme distance makes a live audition impractical, an audio or videotape may be substituted. An award based on a recorded audition should be validated by a live performance after the student is in residence at the University.
2. All students who perform a music scholarship audition will be notified of the result by letter written communication. If a scholarship award is extended, the letter of award will specify the courses and services required in order to receive the scholarship award. Each area should notify students about their admission status (accepted as a music major or on probation as a music major, etc.) and The area is responsible for notifying students if there will not be a recommendation for a music scholarship. Students will be notified electronically regarding their admission status.
3. A change in choice of major may also affect a change in the scholarship award. For instance, if a student indicates music as a major at the time of audition but subsequently decides to change to a non-music major before the beginning of classes, the scholarship award may be adjusted or rescinded.
4. A change in the date of matriculation may also affect a change in the scholarship award. Students who do not begin classes in the semester anticipated must communicate with the Scholarship Committee to determine if the award is still valid at the time of matriculation.

### Scholarship Renewals

1. The letter of award will specify the student's responsibilities for receiving a music scholarship award. Students who adequately fulfill those stated responsibilities would receive a renewal of the music scholarship award on an annual basis.
2. The following criteria will be utilized by the Scholarship Committee in the review of the music scholarship award for whatever reason.
  - a. Enrollment in appropriate applied music class, earning a grade of "B" or higher in both Fall and Spring semesters (minimum of six semesters for non-music majors).
  - b. Enrollment in appropriate major ensemble, earning a grade of "B" or higher in both Fall and Spring semesters.
  - c. Satisfactory academic progress (requires a cumulative GPA of 2.5 or higher).
  - d. Major in Music (if required by the letter of award).
  - e. Full-time student status (based on 12 credit hours per semester).
  - f. Other specific area requirements (piano, composition, etc.)
3. Music scholarship awards will be renewed or rescinded based on the annual evaluation. Renewal at a different monetary level than the original award is possible.
4. A copy of information pertaining to the annual review process for renewal of music scholarship awards will be placed in the individual student file. Any waiver of the criteria granted by the Scholarship Committee will be documented and placed in the individual student file. Waivers are available from the Director or Chair of the Scholarship Committee.

## Student Recruitment Days

All Music Department faculty are asked to accept as an important part of their assignment responsibility for recruiting music students, both in their individual areas and for the Department of Music at large. Active participation in KMEA, adjudicating, participating in PAS, IAJE, NATS, MENC, ASTA, ACDA, MTNA, and other such organizations are encouraged. Participating in our **Audition Days** is expected by all faculty. Please see the travel section of this guide for information regarding recruiting.

## Travel

All travel for faculty development or student tours for the fiscal year must be submitted to and approved by the department Director by **September 1. All funds must be encumbered by February 1.**

### In-State Travel

1. All In-State Travel must be approved by the Director
2. All Travel Vouchers must be filled out upon return, not subject to needing a reimbursement.

### Out-of-State Travel

1. All out-of-state travel must be approved by the Director
2. Once approved, travel requests must be turned in two weeks prior to travel date (form is called Request for Out of State Travel and found at [www.forms.eku.edu](http://www.forms.eku.edu))
4. Once travel is complete, a Travel Voucher must be completed, not subject to needing a reimbursement.
5. All original invoices must be supplied Funds not encumbered by February 1 will be set aside for additional travel for student groups, faculty development, etc.

Rental vehicles are available through Enterprise.

Advanced purchase of travel arrangements such as hotel reservations, plane tickets, conference registration fees, etc. that have been approved for purchase from departmental or professional development funds can be purchased using a Departmental procurement card, please make an appointment with the Administrative Coordinator. Mileage and per diem meal expenses are reimbursed at the conclusion of the trip in accordance with university travel regulations.

All faculty who are planning to travel are encouraged to complete the College of Arts and Sciences Faculty Development Grant proposal.

## Student Group Travel

Funds are available for student groups to travel. Deadline for requesting funds must be provided to the Director no later than September 1, it should include a detailed budget. An itinerary is required ten days before leaving campus in case of questions or an emergency. Students will need to sign the ECU Waiver of Liability, Assumption of Risk, and Indemnity Agreement.

A Student Absence form must be completed for students to be excused from class, it needs to be approved prior to the university sponsored activity.

12-passengers vans are available for student group travel through the Parking Office on a first come-first serve basis. Faculty should see the Administrative Coordinator to check availability and make a reservation.

Once you arrive back on campus, a the Student Absence form for students to be excused from class(es) can be distributed to the participating students.

Dear ECU Student,

Accounting requires a travel voucher for all students traveling on a trip. I will need you to do five steps for the travel voucher once your trip is completed.

- 1) I will need you to log into <https://it.eku.edu/banner> select Login Link **Jaggaer (PROD)**
- 2) On the Shopping Dashboard scroll to **Forms** and select Travel Expense Reimbursements for the **dates of your travel**.
- 3) When it opens in a new window enter your name in the **Enter Supplier**, if you don't pop up enter on new supplier line.
- 4) Scroll to the top of the page, make sure it says add and go to cart hit the blue/white **"Go"** button.

Ignore the error messages and near the top right it will say **assign cart**, which will open in a new search window. Search for Administrative Coordinator's name. **Select and send/assign**.



# Procedures

## Equipment Moves for Rehearsals and Performances

Music Logistics Coordinator supervises selected moves of equipment provided that:

1. Must be given notice of impending moves at least **TWO WEEKS** in advance
2. Directors of organizations for whom the move is being made, are to make themselves available or designate someone to be available to indicate complete set-up and other details
3. The Music Logistics Coordinator is not authorized to move the harpsichord. Our Piano Technician will need to be contacted regarding moving any keyboard instrument.
4. The Director of Percussion Studies clears percussion equipment.

### Percussion Information

1. Please have all percussion music available for pick-up by your percussionist one week prior to the first rehearsal. If you would like, the director of percussion studies can distribute the music. This time will be used to prepare the part assignments and locate needed equipment for each rehearsal.
2. If a piece is performed that needs special percussion equipment, please provide a list to the Director of Percussion Studies one week prior to the first rehearsal. Please fill-out an equipment request (yellow card-stock)
3. Equipment needed for large festival events will be made available after ECU students have their needs met. ECU students have first priority. A small fee for KMEA large festival is required. Small items, such as beaters, cymbals, etc will not be provided.
4. Encourage students after a performance to safely pack-up the percussion equipment used. This includes removing all instruments from stands, loading timpani in cases and covering keyboard equipment.

## Event Planning/Music Calendar

The event calendar for the following academic year will be established in the Spring Semester. The calendar will include all events sponsored by the School of Music. The availability of performance halls is subject to change. If an event is canceled, it is the responsibility of the area coordinator and/or applied teacher to communicate such cancellation to the Administrative Coordinator, Director, Music Logistics Coordinator, and Piano Technician. A School of Music Recital/Concert is advertised, and departmentally sponsored event will be scheduled in the spring by appointment with the Administrative Coordinator. Off-campus performances do not require an appointment to schedule unless you wish it listed on the event calendar. All recitals/concerts approved and scheduled by the Department will be recorded, with the exception of Friday student recitals and guest artist recitals. Guest artist recitals may be recorded if requested at least one month in advance.



## Student Recitals

1. Fee Payment – Fee payments for all services are collected through Student Fees. The student will receive all pertinent scheduling and program preparation materials, which will be completed with the assistance of the faculty member who will supervise the recital. If possible, student recitals must be officially scheduled one semester in advance of the performance date. For example, a Spring semester recital date would be placed on the calendar during the Fall semester.
2. Recital Program - The student should prepare a typed copy of the program (Word is the preferred software) and a template is available on <https://music.eku.edu/student-resources>, along with all other recital materials, submit both a printed and digital copy (email attachment) of the program to the supervising professor. The supervising professor will proof the program and forward it to the Administrative Coordinator for preparation and printing. The program materials must be delivered to the front office at least 10 business days before the performance date.
3. Cancellation - Only the supervising faculty member may cancel a student recital. Notification of the cancellation should be sent to the Director, Administrative Coordinator, Music Logistics Coordinator, and Piano Technician. If the cancellation occurs within 48 hours of the performance time, the supervising professor must post a cancellation notice outside the recital Hall and in the lobby of the Music building.

Recitals canceled after the fifth day of classes cannot be scheduled for a later date in the same semester. Except in exceptional circumstances, the student will begin the rescheduling process and submit appropriate program materials to the supervising professor. The Director will determine any exceptions to this policy.

## Faculty Recitals/Concerts

1. Recital Scheduling Process - The faculty member will consult the student, check the (Recital Hall/ Events) calendars for an available date/time, and consult any others (accompanist, assisting musicians, etc.) directly involved in the recital as to their availability. *This includes consultation with the faculty who are to adjudicate the recital (signed recital hearings are required for Senior and Graduate recitals).* Dates should be scheduled by August 31 for student performing in the current academic year.
2. Cancellation - Notification of the cancellation should be sent to the Director, Administrative Coordinator, Music Logistics Coordinator, and Piano Technician. If the cancellation occurs within 48 hours of the performance time, the supervising professor must post a cancellation notice outside the recital Hall and in the lobby of the Music building.

## Recordings

A Music Logistics Coordinator, coordinates the recording of departmental events. All student junior, senior, and graduate recitals are recorded. One copy is made for the music library to have on file and one copy is made for the student.

All ensemble and faculty recitals presented on campus are recorded. Special arrangements must be made for any other type events or guest recitals.

## Mail

Incoming mails is delivered once a day, at approximately 10:00am. Outgoing mail should be placed in the outgoing basket no later than 9:00am. Please use the departmental budget code for all outgoing department mail, personal mail should have postage affixed. Inter-office mail requires no postage or code.

Official University correspondence should be mailed in Music Department envelopes. For mass mailings over 50 or more, please see the Administrative Coordinator or office student worker for assistance. Mailings of 200 or more should be sent bulk rate. An automated, computerized mail system is used by Mail Services. Databases of address must be provided to Mail Services who will then label and seal the envelopes. Please allow for at least 10 days for such services.

## Purchases

Every purchase to be paid for from departmental funds must have prior approval from the Director or his/her designee.

Requesting a purchase from funds for the school of music:

Email to the Director and cc Administrative Coordinator, the following information to request a purchase; Quote from the vendor (DO NOT ORDER until approved). Purpose of purchase. Purchases made without prior approval will not be honored. The School of Music has accounts at several area businesses such purchases must also be pre-approved.

Self-Funded accounts

Areas with self-funded accounts can coordinate with the Administrative Coordinator regarding available funds and purchasing. When possible Jaggaer is the preferred method when making purchases.

For those needing to purchase equipment, submit a proposal to the Capital Acquisitions Committee.

## Jaggaer Purchasing System

*(By the way electronics, electronic accessories, or branded materials just send the Administrative Coordinator a link for the item they must be requested from IT, and Marketing).*

- Go to > “Banner at ECU| Information Technology” <https://it.ecu.edu/banner>
- Scroll to > “Login Links”
- Select > “Jaggaer (PROD)” or for tutorials scroll to bottom of page to Jaggaer Training Links
- Select your punch-out catalog (opens to vendor website) shop as normal add to your shopping cart

- Once your cart is complete check out. There may be a button that indicates that your purchase is subject to approval- submit for approval, then your cart will transfer back to the Jaggaer page.
- Select Central Stores for Shipping address
- Select “assign cart” (should be a white button)
- In a popup screen select search, in the new pop-up type the Administrative Coordinators name in the appropriate box(es) and select search again. You should see your Administrative Coordinator listed, hit the add (plus sign after their name), and then the assign button which should be either blue or white. The Administrative Coordinator will take it from there and finish-up your purchase.

### **Jaggaer Shopping with a NON-CATALOG REQUEST**

- Go to > “Banner at EKU| Information Technology” <https://it.eku.edu/banner>
- Scroll to > “Login Links”
- Select > “Jaggaer (PROD)” or for tutorials scroll to bottom of page to Jaggaer Training Links
- Select NON-CATALOG REQUEST (creates a pop-up window)
- Scroll to step 1 > “enter supplier” type your supplier/vendor
- Scroll to step 3 > enter “description and Price”
- Scroll to step 4 > attach quote (Screen Shot of online cart/Email/or an actual quote)
- Scroll back to very top and make sure it is on “add and go to cart” then select the blue “go” button this will take you to your shopping cart you may get an error message just ignore it as the administrative coordinator will fix this once you assign it to them.
- Select “assign cart” (should be a white button)
- In a popup screen select search, in the new pop-up type the Administrative Coordinators name in the appropriate box(es) and select search again. You should see your Administrative Coordinator listed, hit the add (plus sign after their name), and then the assign button which should be either blue or white. The Administrative Coordinator will take it from there and finish-up your purchase.

## **Receiving/Invoicing**

After items have been received, please notify the Administrative Coordinator. All invoices should be returned to the Administrative Coordinator. A limited amount of office supplies are available to faculty members. Included are paper, envelopes, pens, pencils, file folders, paper clips, rubber bands, etc. These materials are available in the front office. Reimbursements for purchases such as paper and general office supplies are not allowed. Faculty should obtain these items from the front office. If additional office supplies are needed, please see the Administrative Coordinator.

Faculty members should not provide supplies to students. Please note that all printing must be done on campus unless otherwise approved. Any printing not approved will be the responsibility of the faculty member who authorized the printing: this includes Kinkos, Office Max, etc.

## Travel Voucher Directions

### Jaggaer Travel Voucher “log” and Travel Reimbursement

- *First, this is a complete log of your travel. That is why it is so detailed. Every person, whether they are being reimbursed or not, needs to complete the log; including students. Reimbursement is “just a happy coincidence” from filling out the travel log.*
- Go to > “Banner at ECU| Information Technology” <https://it.ecu.edu/banner>
- Scroll to > “Login Links”
- Select > “Jaggaer (PROD)” or for tutorials scroll to bottom of page to Jaggaer Training Links
- Once in the Shopping Dashboard select > “Travel Expense Reimbursements” this will open a new window
- Scroll to step 1 > “enter supplier” type your name and select it when it pops up
- Please indicate if the Payee is a Student or Employee (if not applicable please leave blank)
- Scroll to the **Right** to Step 2 > in “Supplier Inv#” type TRAVELMMDDYY (substitute MMDDYY with month day and year of your travel; for multi day trips just the first day of travel)
- Scroll to **down (and left)** step business purpose, trip details, mileage, and subsistence >
- Enter departure date
- Enter Departure Time
- Add return/arrival date and arrival time (**only log this current day**), please use the spaces below for the rest of your trip if applicable)
- Add Depart from and return/arrive to locations
- Add Mileage using either a) the city to city or b) city to vicinity mileage. The big box is a description box. The mileage needs to be entered into the quantity field nearest whole number.
- Add all of subsistence (food) for this single day
- **REPEAT for each day** of the trip (this form accommodates 9 days; contact your administrative coordinator if trip is longer)
- Scroll to other expenses paid by traveler (out of pocket) > list in the descriptions and price for travel expenses not covered previously (ie parking) Remember that you must have receipts for these expenses.
- Scroll to other expenses prepaid (Things the Administrative Coordinator prepaid with the procard or through Jaggaer) > These need to be listed as well with receipts, if the Administrative Coordinator has these receipts they can add these directly once the cart has been assigned to them.
- Scroll RIGHT to Receipts and other attachments > Attach PDF versions of receipts, google maps with mileage for trip, statements, programs, emails, approvals, waivers and anything associated with your trip.
- Scroll back to very top and make sure it is on “add and go to cart” then select the blue “go” button this will take you to your shopping cart you may get an error message just ignore it as the administrative coordinator will fix this once you assign it to them.
- Select “assign cart” (should be a white button)
- In a popup screen select search, in the new pop-up type the Administrative Coordinators name in the appropriate box(es) and select search again. You should see your Administrative Coordinator listed, hit the add (plus sign after their name),

and then the assign button which should be either blue or white. The Administrative Coordinator will take it from there and finish-up your purchase.