

**Department of Music**

**Governance Document**

**Policies and Procedures**

**Revised July 2014**

## Preamble

This governance document will serve as the primary source of principles, policies, procedures, and practices of the Department of Music. This document is consistent with the College of Arts and Sciences Constitution and the ECU Faculty Handbook, which will supersede this document in matters not addressed herein.

## Faculty

### Membership

Department 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 with the exception of voting.

### Departmental Meetings

Departmental meetings, consisting of the voting members of the faculty, will serve as the primary decision-making and governing body of the Music Department. The faculty will have the authority to ratify and amend this governance document, establish standing committees, and participate in the governance of the Department 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 2:30-3:30PM. 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 Chair.

The Department Chair will prepare and distribute electronically a business agenda prior to each meeting. Faculty may also submit to the Chair 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 Departmental faculty. A simple majority shall decide all votes. A secret ballot may be used when necessary.

The Administrative Assistant I or Senior Office Associate of the Department 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 Department

The organization of the Department consists of the Department Chair, Associate Chair, directors, and seven area coordinators. The Department also houses the Stephen Foster Music Camp and the Music Library.

### **Department Chair**

As outlined in the Faculty Handbook, the Chair is responsible to the Dean of Arts and 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 Chair should provide leadership in the areas of student academic services, faculty affairs, curriculum, resources, external relationships, and research. The Department has one Associate Chair that is responsible to the Chair. The Associate Chair will be actively involved in academic affairs and will work closely with the Chair, directors, coordinators, management, and staff of the department. The administrative structure of the Chair's office is organized functionally by responsibilities for the Chair and the Associate Chair.

#### Chair

- Prepares annual departmental reports
- Prepares NASM Heads reports/Self assessments
- Conducts new faculty/staff orientation sessions
- Coordinates departmental mentoring program
- Coordinates faculty development programs
- Chairs Department of Music Advisory Committee
- Participate in all departmental level personnel and promotion and tenure decisions
- Administer faculty work loads and assignments
- Formulates annual departmental budget/reports
- Coordinates development, advancement, and fundraising activities at the departmental level
- Serves on College/University committees as requested by the Dean of Arts and Sciences, Provost, or President
- Conduct annual faculty/staff reviews
- Participates in assignments of area coordinators
- Promotes the visibility of the department in the region, state, and nation
- Attend all annual NASM meetings
- Provide leadership in NASM accreditation policies/procedures
- Serve as liaison with Student organizations within the department

- Appoint faculty member to serve as archivist of concerts/recitals
- Participate in scholarship issues such as contracts, allocations
- Serve as a member of the Kentucky Association of College Music Departments

#### Associate Chair

- Administer Sophomore Comprehensive Policies
- Assist with Freshmen Orientation
- Assist with Curriculum Revisions
- Serve as chief student advisor for summer
- Aid in the scheduling of classes/classrooms
- Aid in the scheduling of concerts/recitals/events
- Administer scholarship policies
- Aid in the annual reports due throughout each academic year
- Aid in the self-evaluation for NASM
- Coordinator of IDEA Assessment
- Coordinator of work study students for Concerts/Recitals and Mac Lab

#### Graduate Coordinator

#### Director of Bands

- Serve as liaison with all Wind/Percussion Faculty
- Organize Honor Bands/events
- Provide leadership in Wind/Percussion Area
- Provide leadership in Band area
- Responsible for Band Music Library
- Coordinate student recruitment through clinics, workshops, adjudications, etc.
- Responsible for Marching Band Stipends
- Responsible for Pep Band work study students

#### Coordinator of Vocal/Choral

- Serve as liaison with all Vocal/Choral Faculty
- Organize Choral Festival events
- Provide leadership in Vocal/Choral Area
- Responsible for Choral Music Library
- Responsible for establishing audition dates and criteria
- Coordinate student recruitment through clinics, workshops, adjudications, etc

#### Director of Orchestral Studies

- Perform duties as Director/Conductor of the Symphony Orchestra
- Perform duties as Director/Conductor of the String Orchestra
- Coordinate all string ensembles
- Direct/Conduct Symphony Orchestra for Pops at the Park
- Coordinate and direct Symphony for the Children's Gala Concerts
- Establish audition dates and criteria
- Responsible for Symphony/String Orchestra Libraries
- Supervise orchestra Graduate Assistant(s)

#### Director of Percussion Studies

- Maintenance of all percussion equipment
- Supervise/approve equipment moves pertaining to percussion
- Serve as liaison for all ensembles needing percussion equipment
- Organize semester percussion juries
- Supervise Graduate Assistant(s) in Percussion
- Responsible for establishing audition dates and criteria
- Responsible for Percussion Ensemble/Studio Library
- Responsible for coordinating percussion area music scholarships

#### Woodwind Area Coordinator

- Responsible for woodwind area governance issues
- Responsible for organizing and scheduling semester juries
- Coordinating with other area coordinators
- Coordinating with accompanists
- Reserving performance space
- Videotaping jury performances
- Posting jury sign-up sheet in a timely fashion
- Serve on Chair Advisory Committee
- Serve on Sophomore Comps Committee
- Serve on Scholarship Committee
- Responsible for coordinating woodwind area music scholarships
- Responsible for management of any woodwind area money
- Responsible for programs and press releases for Faculty
- Woodwind Quintet Recitals

#### String Area Coordinator

- Responsible for string area governance issues
- Responsible for organizing and scheduling semester juries

- Coordinating with other area coordinators
- Coordinating with accompanists
- Reserving performance space
- Videotaping jury performances
- Posting jury sign-up sheet in a timely fashion
- Serve on Chair Advisory Committee
- Serve on Sophomore Comps Committee
- Serve on Scholarship Committee
- Responsible for coordinating string area music scholarships
- Responsible for management of any string area money
- Responsible for programs and press releases for Faculty String Recitals/Events

#### Brass Area Coordinator

- Responsible for brass area governance issues
- Responsible for organizing and scheduling semester juries
  - Coordinating with other area coordinators
  - Coordinating with accompanists
  - Reserving performance space
  - Videotaping jury performances
  - Posting jury sign-up sheet in a timely fashion
- Responsible for programs and press releases for the Faculty Brass Quintet
- Serve on Chair Advisory Committee
- Serve on Sophomore Comprehensive Committee
- Serve on Scholarship Committee
- Responsible for coordinating brass area music scholarships
- Responsible for coordinating Foster Camp CD recordings
- Responsible for the management of any brass area money

#### Guitar Area Coordinator

#### Piano Area Coordinator

- Responsible for governance issues pertaining to area
- Responsible for organizing and scheduling semester juries
- Serve on Chair Advisory Committee
- Responsible for coordinating music scholarships within area

#### Music Industry Coordinator

- Teach a range of courses on topics such as music marketing, booking and touring, music copyrights, music management, business of music, and survey of the music industry in general

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

#### Music Lab Technician

- Organize all equipment moves
- Responsible for musical/sound equipment
- Responsible for maintaining departmental inventory
- Serve as liaison with Facility Services
- Aid in the maintenance and up keep of departmental equipment
- Aid in Music Events of a large scope

#### Performance Area Coordinators

- Responsible for governance issues pertaining to area
- Responsible for organizing and scheduling semester juries
- Serve on Chair Advisory Committee
- Serve as member of the Curriculum Committee
- Oversee the acceptance to the major at Sophomore Comps
- Serve as advisor to Performance Majors

#### Conducting Area Coordinator

- Coordinate with Department Chair regarding needs and activities in conducting division

- Coordinate with instructors of undergraduate conducting classes for curriculum, etc.
- Coordinate with instructors of graduate conducting lessons for curriculum, etc.
- Coordinate with ensemble conductors for podium access for student conductors
- Order instructional materials, supplies, equipment, and visual aids designed to meet training needs of students
- Coordinate with faculty regarding lesson offerings
- Plan, schedule, and assist with production of recitals
- Coordinate with instructors in performance literature and history
- Coordinate recruiting efforts for division
- Serve on Chair Advisory Committee

#### Music Education Area Coordinator

- Responsible for governance issues pertaining to area
- Serve on Chair Advisory Committee
- Evaluation of students preparing to student teach
- Organizing seminars related to music education
- Assigning student teachers with the aid of the College of Education

#### Theory/Composition Area Coordinator

- Develop and oversee the administration of diagnostic exams for entering freshmen and graduate students
- Work with other theory area faculty to insure continuity in the lower division theory courses
- Provide expertise, course materials, and technology support to other theory area teachers
- Provide advice on music theory/composition related issues
- Serve on Chair Advisory Committee
- Serve on the Departmental Curriculum Committee

#### Administrative Assistant I

- Responsible for all office correspondence
- Responsible for record keeping
- Responsible for maintaining budgets
- Responsible for all music concert programs
- Responsible for all scholarships/maintaining records
- Responsible for all materials required for faculty searches
- Responsible for all Student Workers
- Provide attendance cards for recital/events



- Responsible for all scholarships/maintaining records for Foster Music Camp
- Responsible for all materials required for Foster Music Camp student counselors

#### Senior Office Associate

- Responsible for all event correspondence and publicity
- Responsible for record keeping of all events
- Responsible for maintaining budgets of all events
- Responsible for all concert programs related to events
- Provide attendance cards for recital/events
- Responsible for maintaining student records
- Responsible for Foster Music Building usage
- Responsible for maintaining Department of Music social media presence and email newsletter

#### Piano Technician

- Responsible for maintenance of all pianos
- Responsible for record keeping of all tuning and repairs
- Responsible for maintaining electronic pianos
- Responsible for development of a tuning/maintenance schedule
- Responsible for proper storage and moving of pianos

#### Music Librarian

- Oversee collection development (i.e., works with music faculty to purchase library materials that support the curriculum)
- Meets individually (or with an entire class) to provide library instruction for conducting music-related research
- Oversees the housing and cataloging of music department recital CDs and jury DVDs
- Hires, trains, & supervises the full-time music library staff
- Maintains the music library's website and online research guides
- Oversees all aspects of the music library's physical space, collections & patron services

#### Music Library Associate I

- Hires, trains & supervise the student workers
- Assists patrons with their library needs
- Manages office supplies
- Assists the music librarian as needed

### Music Library Assistant II

- Manages overdue notices
- Assists patrons with their library needs
- Creates & maintains faculty reserves
- Processes new acquisitions
- Assists the music librarian as needed

### Stephen Foster Music Camps Director

- Responsible for communications with campers/parents
- Responsible for record keeping of all camps with aid from the Department
- Responsible for communications with Conferencing and Events
- Responsible for maintenance of Foster Camp website
- Responsible for working with Department on budgetary issues
- Responsible for communication with the Federated Music Clubs
- Responsible to organize camps including schedule, performances, and facilities

### Lan Manger

- Qualified applicant must be able to maintain a site of approximately 175 active Web pages and needs to be proficient with PHP, CSS, HTML, Flash, and Fireworks. Must be able to edit images and create web content as needed and adapt departmental web pages to new templates as required by the CAS.
- Needs to maintain a twenty-four station computer lab and must be proficient with the Mac OS operating system, terminal, and firmware. Related duties include updating music –specific software used in the lab and solving hardware, software, and printing issues as they arise.
- Will work with the director of the music library to maintain stations in the music library and address music-specific software and hardware problems with those stations.
- Must be a general resource for faculty and staff when technological problems arise. This can range from diagnosing audio/video problems in classrooms to helping faculty with software/hardware/printing issues to assisting students with their laptops. PC skills are a plus.
- Will need to work with student organizations and post/edit their web content if it resides on the department server. If it does not reside on the server, the student sites must be periodically checked for inappropriate content.

- Should be a member of the CAS technology committee and will need to work with CAS and ECU IT technology personnel.

## **Departmental Procedures**

### **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 Department of Music. The availability of performance halls is subject to change. If an event is cancelled, it is the responsibility of the area coordinator and/or applied teacher to communicate such cancellation to the Administrative Assistant I, Department Chair, Senior Office Associate, Music Lab Technician, and Piano Technician.

A Department of Music Recital/Concert Request Form will be used to request an advertised, departmentally sponsored event. Off-campus performances do not require completion of this form. 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.

### **Information for Faculty Supervising Students**

- a) *Fee Payment* – Fee payment 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 at all 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.
- b) *Recital Program* - The student should prepare a typed copy of the program (Word is the preferred software) and, 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 Assistant I for preparation and printing. The program materials must be delivered to the front office at least 10 days before the performance date. The supervising faculty member will receive a final proof before the program is printed.

- c) *Cancellation* - Only the supervising faculty member may cancel a student recital. Notification of the cancellation should be sent to the Chair, Associate Chair, Administrative Assistant I, Senior Office Associate, Music Lab Technician, 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 submitting appropriate program materials to the supervising professor. The Associate Chair will determine any exceptions to this policy.

### **Information for Faculty**

- a) *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).*
- b) *Cancellation* - See 1.c. above.

### **Recordings**

There is a music faculty member who 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.

### **Copyrights**

#### **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 75 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 Loads and Formula**

I.	Applied Instruction	
	a. Private applied instruction	.33/1 credit*
	b. Studio Class**	1.00
II.	Administration	
	a. Chair	9.00
	b. Associate Chair	6.00
	c. Assistant Chair	3.00
	d. Directors/Coordinators	1-3.00
III.	Classroom Instruction	
	a. Graduate and undergraduate lecture courses	1/contact hour
	b. Laboratory-ear-training, techniques	1/contact hour
	c. Co-op/Student Teaching Supervision	3/5 students
IV.	Ensembles	
	a. Major performing Ensembles	3.00
	b. Marching Band	6.00
	c. Small Ensembles	1.50
	d. Coached Ensembles	1/Contact hour
V.	Other Efforts	
	a. Recording	3.00
	b. LAN Manager	3.00
	c. Independent Studies	1-3.00
	d. Accompaniment	\$24/contact hour***

\* Twelve units per semester is a full load. Extraordinary service, administrative work, and research may be considered as part of the calculated load credit. Work-loads are established by the department chair in consultation with individual faculty, and with advice from the Dean, using the figures shown above.

\*\*Every applied area is required to have an established studio class that meets regularly for no less than 15 hours/semester.

\*\*\*Accompanists' hours cannot exceed 425 contact hours/semester

### **UNDERGRADUATE SCHOLARSHIP POLICIES**

The Department of Music awards scholarships (Music Performance Service Awards) to talented 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 of Music as stated by the catalog.

#### Awards:

1. All students seeking a Department 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 taped 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. 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.
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.

#### 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 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 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 on the basis of 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 aforementioned criteria granted by the Scholarship Committee will be documented and placed in the individual student file. Waivers are available from the Associate Chair or Chair of the Scholarship Committee.

#### **Office Telephones**

Voice mail passwords are confidential and should be known only to the faculty member. If you leave Eastern Kentucky University, please let the office know your password. It is also important to have active voice mail. If you know that you will be out of town, please change message to indicate such.

Student use of office telephones is prohibited. When making long distant calls, please be conservative in the amount of time you are on the phone. Faculty members who make

long distance calls may place the calls from their office/studio. Please do not dial “1.” Dial the area code and the number for all long distance calls.

Please see Department Chair before making any international calls.

### **Purchases**

Every purchase to be paid for from Departmental funds must have prior approval from the Department Chair or his/her designee. The following procedures should be followed: Those with approved budgets, see the Administrative Assistant I who will tell you whether sufficient funds are available and will process the appropriate forms. For those needing to purchase equipment, submit a proposal to the Capital Acquisitions Committee. For all other expenditures requests, contact the Chair. Purchases made without prior approval will not be honored. The Department of Music has accounts at several area businesses. Such purchases must also be pre-approved, unless funds have been budgeted to an individual or area. Please sign each charge invoice and indicate which account is to be charged.

When ordering, you will need to provide item numbers, quantity, cost, and shipping if applicable. Also provide the vendor information, including name, address, and phone number. It will also be helpful to have account number to be charged for easier handling and proper documentation. This is especially needed when ordering from any account other than from Departmental funds, such as student accounts, foundation accounts, etc. Transferring of funds to and from Departmental accounts will not be permitted. After items have been received, all invoices should be returned to the Administrative Assistant.

A limited amount of office supplies are available to faculty members. Included are paper, envelopes, pens, pencils, file folders, paper clips, rubber bands, transparencies, scan-tron sheets, blue books, etc. These materials are available in the front office. Reimbursements for purchases such as paper and general offices supplies are not allowed. Faculty should obtain these items from the front office. Toner for office printers can be reimbursed from professional development funds or purchased for faculty members by the Administrative Assistant. If you need additional office supplies, please see the Administrative Assistant. 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 included Kinkos, Office Max, etc.

### **Faculty Absences**

A faculty member who has an unscheduled absence from their duties must report the absence to the Department Chair or designee. If you are sick, you must submit a sick-leave form no later than two weeks from the time missed (forms available at [www.forms.eku.edu](http://www.forms.eku.edu)). 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 other than those provided to all employees i.e. Labor Day, semester break, Martin Luther King Day.

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.

### **Travel**

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

#### In-State Travel

1. All In-State Travel must be approved by Department Chair
2. All Travel Reimbursement Vouchers must be filled out upon return
3. When filling out the voucher, the following will be included:
  - a. Dates of travel, including departure time and return
  - b. Invoices for lodging-must show \$0.00 balance and be in the name of the faculty member.
  - c. Receipts for tools, registration fees, etc

#### Out-of-State Travel

1. All out-of-state travel must be approved by the chair
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))
3. When filling out the form, the following will be included:
  - a. Dates of Travel
  - b. Destination
  - c. Reason for Travel
  - d. Estimated expenses
4. Once travel is complete, a Travel Voucher must be completed for 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. Faculty members should coordinate with the Administrative Assistant to make these purchases. 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 College of Arts and Sciences Faculty Development Grant proposal.

### **Student Group Travel**

Funds are available for student groups to travel. An Athletic/Student Group Advance form needs to be completed two weeks prior to travel. Meal allowances, travel and hotel payment can be secured before traveling. This form can be used for Student travel only-not faculty travel. 12-passangers vans are available for student group travel through the Parking Office on a first come-first serve basis. Faculty should see the Administrative Assistant to check availability and make a reservation. Once you arrive back on campus, a Student Absence form must be completed for students to be excused from class. Deadline for requesting funds must be provided to Chair no later than October 1. A detailed budget is due one month prior to departure of any approved Student Tour funds. An itinerary is required ten days before leaving campus incase of questions or an emergency.

### **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 Music Lab Technician or the Piano Technician.

### **Duplicating/Copier**

Requests for copies, such as recital programs, etc. go through the Administrative Assistant. **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. Student can duplicate music in the music library or purchase originals.

### **Mail**

Incoming mails is delivered once a day, at approximately 9:00am. Outgoing mail should be placed in the outgoing basket no later than 8:00am. Please use the Departmental budget code for all outgoing mail.

Official University correspondence should be mailed in Music Department envelopes. For mass mailings over 50 or more, please see the Administrative Assistant 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.

### Guest Artists

We always have guest artists on campus each year. Providing guest artists is another important function of the Department 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 Department Chair. An Event Speaker Agreement and ECU Tax Identification forms must be on file before payment can be processed. Please allow for two-weeks to process payment.

### Accompanists

Requests for piano accompanists may be submitted to the accompanist coordinator, who will keep a list of accompanists and will help in the assigning of accompanists.

### 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 Department Chair 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 Assistant.

### 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 Department Chair.

Please make courses available on Blackboard so IDEA evaluations can be completed in a timely manner.

### **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 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.

### **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.

### **Keys**

Keys to faculty studios, offices, classrooms, and outside doors of the Foster or Campbell buildings are available upon request from the Music Lab Technician. The Music Lab Technician 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 pass codes for Room 303 and 204 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.

### **Equipment Moves for Rehearsals and Performances**

Music Lab Technician 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 themselves available or designate someone to be available to indicate complete set-up and other details
3. The Music Lab Technician is not authorized to move the harpsichord. Our Piano Technician through approval of coordinator of Piano Studies 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 EKU students have first priority of their needs. 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.

### **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 Department Chair and the Music Lab Technician.

### **Merit**

Each year a record of professional development is due to the Department Chair. This document pertains to calendar year activities in teaching, scholarship, and service. The Department Chair provides feedback by April 1. If merit is available for the given year, the total merit pool is divided by the total merit points to establish the amount of the added bonus to faculty's base salary. If other forms of merit are established, such as bonuses not added to your base pay, the same procedures will be used.

Faculty can request a hearing with the Departmental Appeals Committee if he/she has a concern. The Departmental Appeals Committee may recommend to the Chair reconsideration or concur with the original decision.

### **Promotion and Tenure**

Please refer to Departmental Promotion and Tenure Policies.

### **Grievance Procedures**

It is the intention of the Department 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 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.

## **DEPARTMENT OF MUSIC COMMITTEES**

### **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. Chair is elected from membership.

### **Capital Acquisitions Committee**

- Purpose:** To collect and assess needs for equipment, instruments, and furnishing pertaining to the Department of Music's goals and objectives.
- Mission:** To assist in acquiring and maintaining inventory of working instruments and electronic equipment that follows NASM guidelines and areas of teaching, service, and creativity.
- Goals:**
1. To organize current inventory of equipment
  2. To assess needs for the department and set forth a prioritized list annually
  3. To secure needed funding to purchase needs of the department
- Members:** One representative from each of the six areas. Chair is elected from membership.

### **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 department chair.
- Goals:** each area
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.

### **Promotion and Tenure Committee**

- Purpose:** To act as the department's evaluating committee for faculty applying for retention, promotion, and tenure.
- Mission:** To utilize departmental and university criteria to aid faculty in their self-evaluation process by obtaining peer evaluations, letters of reference, classroom observations, student evaluations, and creative activities submitted including the use of video and tape recordings of public performances.
- Goals:**
1. To maintain criteria for promotion and tenure
  2. To evaluate faculty while providing feedback and direction for improvement while working towards the ultimate goal of tenure
  3. To aid the university in it's mission of upholding a diverse and high quality faculty.
- Members:** Five members elected from full-time tenured music faculty. One carry-over person each year. Chair is elected each year from the committee.



**Advisory Board/Area Coordinators/Assessment Committee**

- Purpose:** To aid the department chair in areas of assessment and other topics deemed necessary
- Mission:** To provide feedback and representation from all ensemble genres and seven areas: Brass, Woodwind, String, Voice, Piano, Guitar and Percussion to the Department Chair.
- Goals:** Goals and directives set according to task and needs of the department
- Members:** Associate Chair, Chair plus one representative from each of the seven areas. Department Chair serves as chair of the committee.

**Curriculum Committee**

- Purpose:** To evaluate graduate and undergraduate curriculum and serve when needed for program review and assessment.
- Mission:** To aid department with curriculum issues pertaining to five MM options, General, Performance, Instrumental Conducting, Choral Conducting, and Composition and four BM options, Music Teaching, Performance, Theory/Composition, and Music Industry.
- Goals:** Directives change as the needs change
- Members:** Associate chair serves as chair. Others appointed by Department Chair.

**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.

**Appeals Committee**

- Purpose:** To act when needed with issues pertaining to merit and student concerns and act accordingly to university policies and procedures.
- Mission:** To evaluate concerns brought forward following proper procedures and then communicate finding to department chair and respective parties.

Goals: No goals established at this time

Members: Elected by peers. Four-person committee. Chair is elected from yearly membership. One to Three year term.