GEORGIA SOUTHERN UNIVERSITY
DEPARTMENT OF MUSIC
FACULTY HANDBOOK
(7/21/16)

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In addition to the Department of Music Faculty Handbook, all faculty are also subject to the policies stated in the Georgia Southern University Faculty Handbook:
1. Mission Statement

The Department of Music’s mission is to provide opportunities for studying and making music within the context of a liberal arts education; to prepare students for careers in music-related fields; to enhance the cultural life of the campus and surrounding region; and to contribute to the preservation and expansion of our rich musical tradition through performance, composition, education, and research.
2. Facilities

2.1 Foy Building/Foy Annex Hours

The Department of Music is housed in the Foy Building and the Foy Annex. The four-story Foy Building houses the CLASS Dean’s offices, the Carol A. Carter Recital Hall, as well as Department of Music offices, classrooms, rehearsal rooms, etc. The Foy Annex is a large rehearsal space used for instrumental ensembles.

The Foy Building is open from 6:00 am to 11:00 pm Monday through Friday and available to students Saturday and Sunday from 6:00 am to 11:00 pm through a card swipe identification system. The building is open to faculty and select graduate students 24/7 through a card swipe identification system.

If a student does not have 24/7 access to the building, he/she should not be in the building after 11:00 pm.

2.2 Carol A. Carter Recital Hall

The Carol A. Carter Recital Hall serves the Department as primary venue for the production, preparation, and performances of recitals and smaller ensemble concerts at Georgia Southern University as well as a performance lab facility. On rare occasions it is used for outside events with Department Chair permission.

The Hall is a 287-seat lab space for musical performances and as such is not used as a classroom. In addition to theatrical lighting, amplification system and recording equipment, there is a projector for multimedia performances.

2.2.1 Reserving the Carter Recital Hall

Department faculty and staff may request use of the Carter Recital Hall through the Department Secretary. There should always be at least fifteen (15) minutes of “dark” time between non-recital events in the Carter Recital Hall. Recital reservations should always include the hour prior to the event so that ample time for set up is allowed.
Priorities for use of the Carter Recital Hall are as follows:

1. performances and recitals
2. dress rehearsals
3. recital hearings
4. recording sessions
5. regularly scheduled rehearsals

Regularly scheduled studio classes or rehearsals are permitted in the Carter Recital Hall; however, these should be understood as a frequent adjustment to a studio class or rehearsal intended for a different space, rather than as a reservation of the Hall.

Large ensembles preparing for performances in the Carter Recital Hall (including Georgia Southern Opera) shall be able to reserve 6-8 hours of dress rehearsal time prior to performances.

All student recitals must be scheduled no later than the first week of the semester in which the event occurs. Student dress rehearsals should be scheduled no later than the second week of the semester in which the event occurs.

Faculty can reserve the Hall on a daily basis for unscheduled hours no more than one week in advance. Should the Hall be needed at a time that has already been scheduled speak with the person who has the space reserved as far in advance as possible about the possibility of relocation or rescheduling.

Other events (i.e. individual applied lessons, special auditions, meetings, fraternity functions, etc.) do not supersede reserved events listed above.

If a question arises regarding Carter Recital Hall use, it should be discussed between the faculty members involved with as much advance notice as possible so that the previously scheduled event can be relocated. If it is possible that a previously scheduled event can be relocated and there is a higher priority need, it is reasonable that every effort possible be made to accommodate a higher priority event. If no resolution is possible, the Chair will be responsible for making the final decision.

2.2.2 Using the Carter Recital Hall

In all cases, it is the faculty member responsible for the event who is responsible for seeing that the Carter Recital Hall is used properly.

After an event or rehearsal in the the Carter Recital Hall, the Hall must be returned to cleared stage setup with the piano covered, locked and placed upstage. All stands, chairs, instruments must be removed and stored in the appropriate locations backstage following all scheduled events. Instrumentalists must remove any liquids deposited on the floor. Not doing so is a hazard to all and a liability issue. All lights must be turned off after use and all doors to the Hall must be locked.
Food and drink are prohibited in the Carter Recital Hall.

2.3 Classrooms

There are four general classroom spaces in the music building (2035, 2036, 2037, 3029) as well as a music education classroom, opera/choral room, and Department Conference room. All classrooms should remain locked when not in use. Technology problems in the classrooms should be referred to the Center for Academic Technology Support through the MyTechHelp portal accessible from MyGeorgiaSouthern (under “Services”).

2.4 Faculty Offices, Teaching Studios and Practice Rooms

There are thirty-four faculty teaching studios/offices located on the first and third floor and twenty-five practice rooms on the second floor.

2.5 Music Library

The Foy Music Library is located in room 3045 of the Foy Building. Circulating materials (mostly scores) may be checked out during library hours for the same period as circulating materials in the Zach Henderson Library. Students are welcome and encouraged to use the Music Library whenever it is open.

Faculty may check out non-circulating materials (reference materials, CDs, DVDs) for three days on special loan; however, students are generally expected to use these materials in the Music Library, since many items are used heavily for instructional purposes. In exceptional circumstances, a faculty member may request that a non-circulating item be checked out to a student on a special loan for a short period of time.

Faculty may request that items be placed on reserve for the use of their students in the library; they may also request that a digital copy be made of media items for streaming via the online course management system or other password-protected means.

2.6 Piano Lab

The Piano Lab is a resource for all music majors and non-music majors currently enrolled in Group Piano and Music Fundamentals courses. Students enrolled in Group Piano are granted access to the lab outside of class hours via an Eagle ID swipe system. The lab is an advanced smart classroom containing seventeen state-of-the-art keyboards equipped with multi-track recording capabilities and recorded accompaniments for class text activities. Also located in the lab is a Yamaha Disklavier, an acoustic upright with integrated MIDI technology, that features recording and playback capabilities not found on traditional pianos.
2.7 Music Technology Lab

The Music Technology Lab is a resource for all music majors and non-music majors currently enrolled in music courses. The lab contains sixteen computing stations with multi-track recording and editing software, notation software, and an assortment of musical signal processing software. The lab is maintained and overseen by the Music Technology Area Head.

The Music Technology Lab is not a general-purpose computer lab and should be used only for music-specific work. The lab is open during specific hours with student-worker supervision. Equipment that resides in the Music Technology Lab must remain in the lab and is not available for loan or rent.

2.8 Recording Studio

The Recording Studio provides specialized equipment and acoustically-treated spaces for the purpose of providing services and educational experiences to Department of Music students, faculty and staff.

Appropriate training is necessary to use the Recording Studio. Project proposals for studio use must have a faculty sponsor and must be approved by the Music Technology Director. Qualified music technology personnel must be present at all times during use of the studio.

Studio equipment cannot be rented or loaned and must remain in the studio at all times. All studio time must be scheduled two weeks in advance.

Studio personnel are not obligated to become involved in recording projects that are unrelated to the educational functions of the University.

2.9 CD Production Room

The CD production room is for the use of music technology staff, music technology faculty, and students who serve as members of the recording crew. The purpose of the CD production room is to archive and make available via digital download all Department of Music concerts.

Recordings of Department concerts are archived in the compact disc format. All Music Department recordings are made available to music faculty, staff, and students free of charge via digital download. Downloads are the preferred method of distributing the recordings to all music faculty, staff, and students. Compact Discs of music department recordings are also available; however, due to material costs, a fee will be charged.
3. General Faculty Responsibilities

Faculty members are evaluated in the areas of Teaching, Scholarship/Research/Creative Activity, and Service. The Chair reviews faculty members’ progress toward tenure or promotion based on an evaluation scale which ranges from Does Not Meet Stated Expectations to Extraordinarily Exceeds Expectations. Each faculty member will meet with the Chair during the Spring semester to review his/her evaluation and goals.

3.1 Teaching

3.1.1 Teaching Load Expectations

Faculty assignments are made by the Department Chair. All full-time faculty members are technically on a 5/5 load (five “units” of activity in each of the Fall and Spring semesters). A usual teaching load for full-time faculty is 4/4 (the equivalent of four three-hour lecture classes per semester); the fifth unit is for professional development and service. Faculty teaching loads may be adjusted (subject to approval by the Chair and the Dean) for increased research/creative activity and/or large Departmental service obligations (such as being Director of Graduate Studies). Hour-long applied lessons and chamber music count as 2/3 of a lecture-class hour; that is, 4.5 such contact hours equate to a unit.

3.1.2 Syllabi

Syllabi should contain NASM, NCATE/PSC, University, and Department outcomes and specifications as indicated in the template in Appendix C. Electronic copies of all syllabi should be submitted to the Department Chair by the end of the second week of classes each semester.

3.1.3 Juries

All full and part-time faculty members are expected to be on campus and available to serve on the Jury Committee to which they are assigned. Juries are held during finals week.

3.1.4 Ensembles

Ensembles are expected to meet during their scheduled rehearsal/class time. With the exception of a dress rehearsal prior to a concert, additional rehearsals beyond the regularly scheduled time are discouraged. Other exceptions may include accommodations for guest artists or other performers who are not regular members of the ensemble or those providing technical support (i.e. sound, lights and set for Opera).

If an ensemble director must ask students to miss other classes for additional activities (tour,
dress rehearsal, tech week, etc.), the director is responsible for making this request well in advance (at least one month) in the form of a class excuse request or memorandum to the faculty whose classes will be affected by the students’ absences. All scheduled rehearsals, concerts, and tour dates should be indicated on the department calendar and in the ensemble syllabus.

Ensembles that include graduate students should take particular care to minimize additional evening commitments that remove graduate students from evening academic classes.

There are to be no ensemble rehearsals during the week of finals until exams are over.

Standing Ensemble Descriptions and Scheduling Policies

Production Ensembles:
Those ensembles, which present large-scale performances that, require staging, sets, choreography, and/or unique and unusual forces in for their realization – these ensembles may also fulfill certain degree specific requirements for Music Majors and/or Minors:

- Opera Theater
- Marching Band

These ensembles should regularly schedule six hours of contact-time/rehearsal per week, and may schedule reasonable additional full dress rehearsal time for each scheduled performance, or set of performances if they occur on successive days.

Directors/Conductors of these ensembles receive up to six hours of faculty load credit per semester.

Premiere Major Performance Ensembles:
Large-scale ensembles whose regular instrumentation/make-up, historical development, and repertoire requires heterogeneous/combined forces, or voices, for the realization of the standard repertoire in a given musical genre or tradition – Symphonic Orchestra; Symphonic Band/Wind Ensemble; Concert/Symphonic Choir – and that fulfill large-ensemble degree requirements for Music Majors and/or Minors:

- Georgia Southern Symphony
- Symphonic Wind Ensemble
- Georgia Southern Chorale

These ensembles should regularly schedule four-to-five hours of contact-time/rehearsal per week, and may schedule one additional full dress rehearsals for each scheduled performance, or set of performances if they occur on successive days.

Premiere Major Performance Ensembles may schedule up to two formal performances, or sets of performances – to include any tour that an individual ensemble may undertake during the course of a normal semester/term – each semester.

Directors/Conductors of these ensembles receive up to five hours of faculty load credit per
semester.

**Major Performance Ensembles:**

Large-scale ensembles whose regular instrumentation/make-up, historical development, and repertoire requires heterogeneous/combined forces, or voices, for the realization of the standard repertoire in a given musical genre or tradition – Symphonic Orchestra; Symphonic Band/Wind Ensemble; Concert/Symphonic Choir – and that fulfill large-ensemble degree requirements for Music Majors and/or Minors:

- Wind Symphony
- University Singers

These ensembles should regularly schedule four hours of contact-time/rehearsal per week, and may schedule one additional full dress rehearsal for each scheduled performance, or set of performances if they occur on successive days.

Major Performance Ensembles may schedule up to two formal performances, or sets of performances each semester.

Directors/Conductors of these ensembles receive up to four hours of faculty load credit per semester.

**Minor Performance Ensembles:**

Heterogeneous large or medium-sized ensembles, which do not specifically fulfill degree requirements for Music Majors and/or Minors but may be taken for elective credit:

- University Band
- Jazz Ensemble

These ensembles should regularly schedule three hours of contact-time/rehearsal per week, and may schedule one additional full dress rehearsal for each scheduled performance.

Minor Performance Ensembles may schedule up to two formal performances each semester.

Directors/Conductors of these ensembles receive up to three hours of faculty load credit per semester.

**Small Performance Ensembles:**

Those ensembles whose instrumentation/make-up is generally or traditionally restricted to that of an individual “choir,” or is a derivative of a Major or Minor Performance Ensemble within the same genre – Brass Choir, Percussion Ensemble, Piano Ensemble, String Orchestra, Flute Ensemble, Clarinet Choir, Southern Saxophones, Vocal Jazz Ensemble, Jazz Combo.

These ensembles should regularly schedule two hours of contact-time/rehearsal per week, and may schedule one additional full dress rehearsal for each scheduled performance.

Small Performance Ensembles may schedule one formal performance each semester.
Directors/Conductors of these ensembles receive one hour of faculty load credit per semester.

Chamber Ensembles:
Those ensembles whose instrumentation/make-up is generally or traditionally restricted to that of a single performer per part and generally functions without a conductor – duo, trio, quartet, quintet, sextet, septet, octet, etc.
These ensembles should regularly schedule one hour of contact-time/rehearsal per week, and may schedule one additional full dress rehearsal for each scheduled performance.
Chamber Ensembles may schedule one formal performance each semester.
Directors/Coaches of these ensembles receive .67 of faculty load credit per semester.

3.1.5 Summer Teaching
The Department’s primary summer course offering is Music Appreciation. Applied lessons cannot be offered during the summer. All summer courses must pay for themselves, i.e. the tuition generated must cover the cost of faculty salary as well as operations.

Summer term Music Appreciation teaching assignments will be offered on a seniority-based rotation. Appendix B contains a list of tenured and tenure-track faculty in order of year hired. Beginning with summer 2010, selection will begin with the most senior faculty and move through the list until summer classes are assigned; faculty who taught in summer 2010 will not be eligible to be considered again until the rotation has been completed. In the following year, the Department Chair will begin with the next person on the list and continue through the ranks until all spots are filled. This procedure is designed to give faculty at all levels an equal opportunity to teach in the summer if they so choose. This policy will not apply to courses in the Music International Studies program.

3.2 Scholarly/Creative Activity

3.2.1 Funding Opportunities

University Grants and Funding Opportunities
Campus Life Enrichment Committee (CLEC) CLEC makes awards each semester for the following term. CLEC grants may be used to fund guest lectures and recitals including travel expenses, lodging, meals, and honoraria. Information about CLEC funding is available at http://ceps.georgiasouthern.edu/clec.html.

The Faculty Development Committee provides funding for several grants which are screened through the Center for Teaching and Learning. The available grants include awards for professional travel, development of instruction, faculty development summer awards, the award for excellence in instruction, and educational leave. Deadlines and application requirements are
posted at http://academics.georgiasouthern.edu/ctl/faculty-awards/.

Awards for faculty research and service and additional faculty development awards are administered through the Office of Research Services and Sponsored Programs. Complete information can be found at http://research.georgiasouthern.edu/orssp/

College funding opportunities

CLASS presents three Awards of Distinction each spring that carry a $250 honorarium. Awards are given for teaching, service, creative & scholarly activity. The call for applications and/or nominations is available at http://class.georgiasouthern.edu/facstaff/awards/.

3.2.2 Faculty Travel

Funds are available to all full-time faculty members based on availability and prioritization. Faculty members should complete the Request Authority to Travel at least two weeks prior. Travel requests for July and August should be submitted as soon as possible during the year. This form is available at https://googledrive.com/host/0B4n5cbpr3UJWbzRGX1dmZlc1Qzg/travelreq.pdf

Upon completion of a trip, faculty must file the Travel Expense Statement. This form is available at http://businesssrvs.georgiasouthern.edu/forms/#accounts-payable under Accounts Payable Travel Forms.


National per diem rates can be found at http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts

Priority for travel funding is given to faculty members who:

- are presenting or chairing a session
- are performing
- hold a professional office
- serve on a professional committee

See Appendix B.3 for additional information.
3.3 Service

Full-time faculty will serve on Department committees as assigned and should seek opportunities for service at the College and University levels.

3.3.1 Departmental Committees

The Department has the following standing committees: Undergraduate Committee, Graduate Committee, Instrumental Committee, Keyboard Area Committee, Promotion and Tenure Committee, Scholarship Committee, and Vocal Arts Committee.

Undergraduate Committee
The Undergraduate Committee periodically reviews the undergraduate curricular requirements and offerings of the Department of Music and forwards appropriate recommendations to the faculty for approval. It also receives proposals for any changes in undergraduate course offerings and curricular requirements, and forward to the faculty for approval those proposals considered appropriate.

The Undergraduate Committee shall be composed of at least five (5) faculty members, broadly representative of the Department, appointed by the Department Chair. The Department Chair shall be an ex-officio member of the Committee.

Graduate Committee
The Graduate Committee periodically reviews the graduate curricular requirements and offerings of the Department of Music and forwards appropriate recommendations to the faculty for approval. It also receives proposals for any changes in undergraduate course offerings and curricular requirements, and forward to the faculty for approval those proposals considered appropriate. The Graduate Committee shall propose procedures for periodic review of the Departmental criteria for graduate faculty membership.

The Graduate Committee shall be composed of at least five (5) faculty members, broadly representative of the Department, appointed by the Department Chair. The Department Chair shall be an ex-officio member of the Committee. The Director of Graduate Studies shall chair the Graduate Committee.
**Instrumental Committee**
The Instrumental Committee shall consult on matters directly affecting the various instrumental areas. The Instrumental Committee shall consist of all applied instrumental faculty (including part-time faculty), excepting those on the Keyboard Area Committee, and all instrumental ensemble directors. The Committee members may invite other faculty members to formally join the Committee, as deemed appropriate.

The Department Chair shall appoint a Committee Chair to serve a one-year appointment.

**Keyboard Area Committee**
The Keyboard Area Committee shall consult on matters directly affecting the Keyboard Area. The Keyboard Area Committee shall consist of all applied keyboard faculty (including part-time faculty). The Head of the Keyboard Area shall Chair the Keyboard Committee. The Coordinator of Collaborative Piano shall be an ex-officio member of the Committee.

**Promotion and Tenure Committee**
The Promotion and Tenure Committee will meet at least once in the Fall semester, and will conduct its required duties as described in the various Promotion and Tenure Guidelines of Georgia Southern University, the College of Liberal Arts and Social Sciences, and the Department of Music.

The Promotion and Tenure Committee will consist of the tenured members of the faculty, with the exception of the Department Chair. The Promotion and Tenure Committee will elect a chair in the Spring semester for the following academic year.

**Scholarship Committee**
The Scholarship Committee shall make recommendations to the Department Chair for the awarding of endowed and other departmental scholarships. The Scholarship Committee shall consist of at least five (5) faculty members, broadly representative of the Department, appointed by the Department Chair. The Department Chair and Director of Graduate Studies shall be ex-officio members of the Committee. The Committee shall elect a chair at its first meeting of the academic year.

**Vocal Arts Committee**
The Vocal Arts Committee shall consult on matters directly affecting the Vocal Arts area. The Vocal Arts Committee shall consist of all applied vocal faculty (including part-time faculty), all vocal ensemble directors, and the Coordinator of Collaborative Piano. The Committee members may invite other faculty members to formally join the Committee, as deemed appropriate.
The Vocal Arts Area Head will be the Chair of the Committee.

3.3.2 Administrative Service Coordinators

Faculty coordinators and directors of service projects are assigned by the Chair. A list of responsibilities is given below.

Director of Graduate Studies

- Acts as a liaison between the graduate degree program, the academic unit, and the College of Graduate Studies.
- Attends meetings and training sessions convened by the College of Graduate Studies for Directors of Graduate Studies.
- Oversees the general operation of the graduate program in the Department and is Chair of the Department’s Graduate Committee.
- Serves as advisor to all graduate students and monitors the progress of students through the program and subsequent placement in a doctoral program or job.
- Works in collaboration with the Office of Admissions and the College of Graduate Studies and departmental faculty to recruit new graduate students.
- Facilitates the recruitment and admission of a diverse group of highly talented graduate students.
- Serves as contact person in the Department for questions regarding admission requirements and process for prospective students.
- After consulting with appropriate faculty, makes recommendations concerning graduate admission to the College of Graduate Studies.
- In conjunction with the Department’s Graduate committee, makes recommendations for graduate assistantships, scholarships and other awards.
- Administers departmental entrance exam for M.M. students at least twice annually and works with the Registrar in setting and removing registration blocks for students who do not pass the examination by the point that they have reached 12 hours into the degree.
- Maintains current records on all departmental graduate students.
- Keeps graduate students and faculty informed of deadline dates and policies of the College of Graduate Studies.
- Establishes the membership of comprehensive oral examination committees for graduating students, sets the time and date of examinations, and notifies the College of Graduate Studies of this information.
- Notifies the College of Graduate Studies of the results of comprehensive oral examinations.
- Makes recommendations on all petitions submitted to the College of Graduate Studies regarding graduate student academic matters.
- Countersigns with the major professor and/or Department Chair, on all requests for degree/major changes, programs of study, amended programs of study and candidacy recommendation forms.
- Is a model of excellence in training graduate students.
• Maintains the overall academic integrity of the graduate degree program.
• Plans prospective graduate course offerings on a rotating three-year basis
• In conjunction with individual faculty and the Department Graduate Committee, plans and submits changes and revisions in graduate courses and the M.M. curriculum.
• Prepares relevant student learning outcomes and graduate program assessments on an annual basis.
• Models and encourages excellence in scholarship and teaching.
• Provides leadership in the periodic review of the graduate curriculum and in the design and implementation of enhanced graduate student professional development.

Head of Music Education

• Reviews and approves Teacher Education Program applications and Student Teaching applications
• Arranges Field Experiences and Student Teaching placements with College of Education
• Maintains Key Assessments’ alignment with College of Education Conceptual Framework, NCATE, NASM, GA PSC, SACS, and other relevant agencies
• Supervises student teachers and oversee other University Supervisors
• Enters Taskstream data at the end of each semester
• Writes annual and periodic reports for NCATE, NASM, and other agencies as needed
• Oversees undergraduate and graduate curriculum in music education
• Revises and maintain 4-year degree program sheets for Instrumental and Choral emphases
• Works with College of Education and Coordinator of Advising to register students for EDUC courses
• Verifies students’ eligibility for TEP
• Maintains Music Education Field Experience Handbook; individual student records of Field Experiences; and materials including instruments, music, and books.
• Communicates and meets with College of Education faculty/staff as needed

Coordinator of Collaborative Piano

• Oversees and seek out professional and student accompanists.
• Oversees graduate assistant in accompanying.
• Oversees piano scholarship recipients, assign accompanying responsibilities.
• Oversees financial management of the area.
• Assigns jury venues for all areas and accompanists for instrumental juries.
• Oversees General Student Recitals, Faculty Showcase, Endowed Honors and Studio Honors Recital.
• Collaborates with students on lessons, juries, recitals.
• Assigns accompanists for vocal and instrumental juries, GSRs, student lessons.
• Assists Georgia Southern Chorale as accompanist, touring and concertizing.
• Assigns accompanist for University Singers.
• Accompanies vocal area auditions (GSU and Atlanta), level assessments.
• Collaborates with faculty on solo and ensemble recitals.
• Serves on piano jury panel.
• Teaches MUSE 3514/6514: Piano Ensemble.
• Attends faculty meetings.

Coordinator of Recruitment

• Acts as primary liaison with public school music educators, their programs, and their students.
• Keeps in regular contact with secondary-level music educators their programs and students through school visitation, and visibility at regional, state and local music education events and meetings – GMEA In-Service Convention, All-State Band, District Honor Bands, etc.
• Represents Department of Music at all formal GSU recruiting events – on and off campus – which generally includes: Open Houses, Southern Scholars Weekend, LEAD Weekend, and Dessert Receptions in Warner Robins, GA and Atlanta, GA.
• Serves as the primary representative at the summer Southern Orientation Advisement and Registration programs.

Director of Music International Studies

• Provides information for students and faculty about program offerings and expectations and assists ensemble directors in recruiting participants.
• Handles all travel arrangements (air and land transit, lodging, et. al.) with outside providers.
• Presents orientation for students and parents.
• Develops an academic courses in conjunction with concert tours or study abroad.
• Oversees the development and selection of courses in an academic residency.
• Responsible for financial management of the program.
• Complies with all policies for international programs set forth by the Center for International Studies and the University.

Library Liaison

• Acts as a liaison between the Zach Henderson Library and the Department of Music in matters pertaining to assessing library needs, collection development, requesting specific materials, and making Department faculty aware of relevant library resources and tools
• Develops and implements plans for collection development of books/monographs, serials, musical scores, sound recordings, video recordings, and electronic resources.
• Orders, catalogs, and maintains departmentally funded audio-video collection.
• Supervises operation of the Music Library located in the Foy Building.

3.4 Tenure and Promotion

See Appendix F.
3.5 Other Duties

3.5.1 Recital Attendance

All full-time faculty are asked to monitor recital attendance two or three times each semester. The Administrative Assistant issues a call each semester that specifies the number of services required by each faculty member. The sign up sheet is located on the Google Drive.

3.5.2 Faculty Meeting Attendance

All full-time faculty are expected to attend Department faculty meetings unless previous arrangements have been made with the Department Chair.

3.5.3 Commencement

Faculty are expected to attend at least one of the two graduation ceremonies each academic year.

3.5.4 Leaves

**Sick Leave**
All faculty are required to record sick time in ADP and approve the timecard. This must be completed by the 4th of the following month (or the first business day after the 4th). Sick Leave policies can be found in the Faculty Handbook: [http://academics.georgiasouthern.edu/provost/handbook/facultyhandbook.pdf](http://academics.georgiasouthern.edu/provost/handbook/facultyhandbook.pdf)

**Faculty Absence from Professional Responsibilities** policies can be found at [http://digitalcommons.georgiasouthern.edu/provost/10/](http://digitalcommons.georgiasouthern.edu/provost/10/)

**Educational Leave:** Georgia Southern University grants leave with pay for the purposes of promoting scholarly work, enhancing teaching and encouraging professional development. Complete information and an application are available on the Provost’s web page [http://academics.georgiasouthern.edu/procedures/policies/](http://academics.georgiasouthern.edu/procedures/policies/)
4. Financial Accounting

A complete document, detailing financial policies, is contained in Appendix B. All financial accounting forms can be found at http://businesssrvs.georgiasouthern.edu/forms/#finacct. Below is an abbreviated, simplified explanation of each expenditure and form.

Program areas with Department-funded budgets should work with the Administrative Assistant to make purchases. Faculty cannot use the Department’s credit card; orders must be given to the Administrative Assistant.

End of Year Money – Requests for year-end purchases can also be submitted to the Department Chair throughout the year and will be kept on file in the event that year-end monies become available.

4.1 Inventory

The Department is responsible for inventory of all computers and all instruments. Items that are to be transferred to Surplus and removed from inventory should be reported to the Administrative Assistant who will complete the surplus forms and request removal of the materials.

4.2 Per diems

Per diems are used to pay honorariums or incidental expenses for guests. The arrangements should be made prior to the visit so that the guest can sign for the check at the completion of the visit. Per diem forms are on the controller’s website services.georgiasouthern.edu/controller/under forms: financial forms: accounts payable https://googledrive.com/host/0B5l_kYbCZdh2ZGpwbWhVOXd6c0E/PerDiem.pdf

4.3 Purchasing

Purchasing card (P-card)
P-cards are issued at the discretion of the Department Chair. In general, faculty with budgets funded by Student Activities (Marching Band Director, Director of Choral Activities, Director of Bands, Opera Director, Jazz Band Director) have P-cards. Some P-cards (Choral and Band) are coded for the purchase of student travel. See Appendix A.

Purchase Requisitions
Purchase Requisitions are created through ePro. See the Department’s Administrative Assistant for instructions.
5. Concert Calendar

The Concert Calendar is a public record of all faculty, student, and guest recitals as well as ensemble performances. This calendar is issued each semester and is also available on the Departmental web site via the Concerts tab.

Each spring, the major ensemble directors meet with the Chair to set the dates for major events in the following academic year. Once these dates are secured, the calendar is opened for faculty to schedule recitals and small ensemble concerts. The calendar is then made available for scheduling student recitals.

The on-line calendar is a record of facilities scheduling in the Foy Building and Annex. 25Live assigns space for regularly scheduled classes. Faculty can schedule ensemble meetings and events through 25Live; requests for the Carol A. Carter Recital Hall must be approved by the Chair. Directions for faculty use of 25Live are available in the music office or at http://events.georgiasouthern.edu.

As per university policy all classes and rehearsals which utilize classroom spaces must at least begin in accordance with the official course start times.
6. Student Recitals

Note: These policies, written with respect to solo recitals required for the degree, also govern recitals by fraternal and non-fraternal organizations.

6.1 Degree Recitals

Students will register for the appropriate recital class the semester in which the recital is to take place. These are the recitals required for our degree offerings:

- Performance majors: One half recital (MUSA 3101) and one full recital (MUSA 4111).
- Music Education majors: One half-recital (MUSA 2101).
- Composition majors: One full recital of original compositions (MUSA 4111).
- Graduate performance/composition majors: One full recital (MUSA 7191).

Students must be on Level II to register for and perform a graduation recital (MUSA 2101), on Level III to register for and perform a junior recital (MUSA 3101), and on Level IV to register for and perform a senior recital (MUSA 4111). Students must also have successfully completed the theory, aural skills, and group piano sequences (as needed) before presenting a graduation, junior or senior recital.

Note: Music education majors must give their graduation recital prior to the student teaching semester.

6.2 Recital Hearings

All degree recital hearings must be unanimously approved by the appropriate jury committee at least three weeks prior to the scheduled recital date. Recital hearing and rehearsal dates will be established by the primary teacher and recorded on the main calendar.

The appropriate applied committee will attend the hearing and approve the program for performance. In the event that a jury member must be absent from the hearing, the jury chair will find a substitute faculty member. All program repertoire will be presented at the hearing. No program substitutions (additions or deletions) may be made between the hearing and recital dates.

Rehearsal time in the Carter Recital Hall shall be limited to three hours per recital.

6.3 Recital Regulations

All recitals will be of reasonable length – 25-30 minutes of music for a half-recital (Junior, Graduation) and 50 minutes of music for a full recital (Senior, Graduate). Intermissions are not
recommended (unless necessary due to musical demands of the repertoire). Student full recitals should not exceed one hour in length, including set up and intermissions.

Encores are prohibited. Material added at the performance without the consent of the jury will result in a lowered grade. Recital dedications are considered inappropriate and unprofessional; as such, they are generally prohibited.

6.4 Programs and Publicity

All program and publicity information is due in the main office at least ten (10) business days prior to the scheduled recital and only after the recital hearing is passed. The primary instructor will prepare and proof-read all publicity and program information, including the final copy and it’s format. The music secretary is responsible only for copying the final recital program copy. If a program is not turned in on time, it will be the student’s responsibility to duplicate his/her recital program.

6.5 Attire and Presentation

Performers are expected to present themselves professionally at recitals (including General Student Recitals); this includes wearing appropriate attire.

6.6 Cancellations

Recital cancellations are considered highly unprofessional. However, if in the event of unusual circumstances a recital must be cancelled, the student’s accompanist, the Department Chair, and the Department staff must be notified.
7. Accompanying Services for Students

7.1 General Information

Accompanying is offered to music majors and minors for General Student Recitals; Endowed and Studio Honors Recitals; Juries; and Graduation, Junior, Senior, and Graduate Recitals. The Coordinator of Collaborative Piano (CCP) will make all accompanying assignments in cooperation with the applied faculty.

Rehearsals with the accompanist will be scheduled by the student. The time allotments for rehearsals are:

- GSR, Studio Honors Recital, Endowed Recital, Juries - two 20-30 minute rehearsals
- Senior, M.M. Recital: four lesson/rehearsal hours, hearing, dress rehearsal, and recital
- Graduation, Junior Recital: three lesson/rehearsal hours, hearing, dress rehearsal, and recital

At the discretion of the pianist, additional rehearsals may be provided depending on the pianist’s availability and the difficulty of the music.

Payment for competitions, individual recitals, recording sessions, and additional services are the responsibility of the performer.

7.2 Accompanying Services for Juries

The Jury Accompanist Request form is distributed 6-7 weeks prior to juries. All piano scores must accompany the completed form. A complete listing of student/accompanist (with accompanist phone numbers) is posted for the students; they are responsible for contacting their accompanist.

The student will be given a deadline for submitting music to the jury accompanist. If the deadline for submitting music to the accompanist has passed, the student will not be provided an accompanist for his/her jury.

Rehearsals with the accompanist will be scheduled by the student. The time allotment for preparation for juries are two 20-30 minute rehearsals with the accompanist. If a student cannot attend a scheduled rehearsal, rescheduling of the rehearsal, dependent on the accompanist’s availability, must occur prior to the original rehearsal time. If the student misses one of the two rehearsals, the student the student will not be provided an accompanist for his/her jury.
7.3 Accompanying Services for Recitals

At the end of the spring semester, faculty will submit the student recitals they foresee for the coming academic year. (Please submit invitational recitals as well. Depending on the accompanying load, an accompanist may or may not be assigned. Payment will be made by the student.) Accompanists will be assigned during the first two (2) weeks of the Fall semester after which the recital date needs to be confirmed. Late additions are discouraged. Graduation/Junior recitalists are encouraged to combine to present a full recital.

Recital music must be given to the CCP at least five (5) weeks prior to the hearing (i.e. 8 weeks before the recital.) The studio teacher is responsible for scheduling the hearing and the dress rehearsal.

When a student is planning to present a recital, he or she must submit an Accompanist Request Form. If a recital is being shared by two students, an Accompanist Request Form must be submitted for each student. Recitals should not be scheduled prior to the assignment of an accompanist; the accompanist should be consulted about possible dates prior to recital scheduling.

There are 6-8 General Student Recitals each semester, Mondays, 1:25 – 2:15 p.m., in the Carter Recital Hall. Priority is given to students who need to meet level requirements. Ensembles are encouraged to participate. 40 minutes of music is programmed.

GSR Request Forms can be emailed to the CCP or put in the CCP mailbox; when appropriate, the piano score must accompany the form. Faculty should complete this form. The GSR Master List is updated in Google Docs on Mondays.

Accompanist preference is honored whenever possible. Assignments are made at least two weeks prior to the GSR. After accompanists are assigned, the student is responsible for arranging rehearsals. The CCP will give the score to the accompanist. Accompanist contact information is on the CCP bulletin board.

Rehearsals with the accompanist (for all recitals) will be scheduled by the student. The time allotments for rehearsals are:

- GSR, Studio Honors Recital, Endowed Recitals - two 20-30 minute rehearsals
- Senior, M.M. Recital: four lesson/rehearsal hours, hearing, dress rehearsal, and recital
- Graduation, Junior Recital: three lesson/rehearsal hours, hearing, dress rehearsal, and recital

At the discretion of the pianist, additional rehearsals may be provided depending on the pianist’s availability and the difficulty of the music.
7.4 Faculty Showcase, Endowed Honors Recital, and Studio Honors Recital

7.4.1 Faculty Showcase

An information request form is sent out 3-4 weeks prior to the recital; if needed, accompanists will be assigned. The program includes program notes and short performer bios.

The timing is generally 5-7 minutes per performer, and ensembles are encouraged. Because this is our golden opportunity to reach our community, formal attire is appreciated.

7.4.2 Endowed Honors Recital

This recital allows selected current endowed scholarship students and senior Carter scholars to perform. Donors are invited to attend. Use care in choosing repertoire so that each student presents his/her strongest performance. Please contact the Scholarship Committee Chair for a list of current scholarship students.

The timing is generally 4-5 minutes per performer and ensembles are encouraged. This recital should be one hour because a lengthy awards ceremony follows.

Two 20-30 minute rehearsals with the accompanist are allotted for this recital. If the student misses a rehearsal, the accompanist reserves the right to not play. Additional rehearsals may be provided, depending on the pianist’s availability and difficulty of the piece.

7.4.3 Studio Honors Recital

This recital is an opportunity for the applied studios to showcase their top students. Because this recital represents the most outstanding students in our department, you are under no obligation to nominate a performer.

Timing is generally 4-5 minutes per performer.

Two 20-30 minute rehearsals with the accompanist are allotted for this recital. If the student misses a rehearsal, the accompanist reserves the right to not play the recital. Additional rehearsals may be provided, depending on the pianist’s availability and difficulty of the piece.
Appendix A: Useful Links

25 Live
https://25live.collegenet.com/georgiasouthern/#home_calendar[0]

ADP

Academic Catalogs
http://students.georgiasouthern.edu/registrar/catalog.htm

Agency Accounts BOR Policy
http://www.usg.edu/business_procedures_manual/section14/C1475

CLEC Application
http://tinyurl.com/CLECproosal

CLEC Funding Information
http://ceps.georgiasouthern.edu/clec.html

Center for Academic Technology Support
http://academics.georgiasouthern.edu/etc/

Educational Leave Information and Application
http://academics.georgiasouthern.edu/procedures/policies/

Faculty Development Awards Information
http://academics.georgiasouthern.edu/ctl/faculty-awards/

Faculty Development Deadlines and Application Requirements
http://academics.georgiasouthern.edu/ctl/faculty-awards/

Faculty Travel Form
http://services.georgiasouthern.edu/accounting/forms/travelreq.pdf

FLEX form
http://jobs.georgiasouthern.edu/facultystaff/forms

Foundation Accounts
http://welcome.georgiasouthern.edu/foundation/givingoptions/opportunities.shtml#anchor63148

Foundation Request Form
http://welcome.georgiasouthern.edu/foundation/foundationinfo/whatwedo.shtml
Music Technology
http://mustech.mus.georgiasouthern.edu/musTechWiki/index.php/Main_Page

P-Card Policies (GSU)
http://businesssrvs.georgiasouthern.edu/procurement/procurement-and-contract-services/procurement-card/

P-Card Manual (USG)
http://www.usg.edu/business_procedures_manual/section3/C1127

P-Card Policy (State of Georgia)
http://doas.ga.gov/StateLocal/SPD/Docs_SPD_Cards/PCard_Policy.pdf

Per Diem Allowances
http://www2.sao.georgia.gov/vgn/images/portal/cit_1210/22/34/163256493travel%20regs%202011v3%20FINAL_.pdf

Per Diem Form
https://googledrive.com/host/0B5l_kYbCZdh2ZGpbWWhVOXd6c0E/PerDiem.pdf

Purchasing Policy
http://services.georgiasouthern.edu/procurement/webpg3.htm

Recital Recording Archives
http://mustech.mus.georgiasouthern.edu/musTechWiki/index.php/Recording_Log

Records Retention Information
http://www.usg.edu/usgweb/busserv/series/index.phtml

Sick Leave Policies

Smart Facilities Trouble Report
http://academics.georgiasouthern.edu/cats/smart-classroom/our-classrooms/#support

Travel Expense Statement
http://businesssrvs.georgiasouthern.edu/forms/

University Store book requisitions
http://www.gsustore.com/ePOS?store=559&form=shared3/faculty/login.html&design=559&this_category=faculty#faculty2

University Faculty Handbook
https://docs.google.com/a/georgiasouthern.edu/file/d/0BzP8rvDqILzbcXhteTh5eVJpM3M/edit
Appendix B: Fiscal Policies

B.1 Purpose

These guidelines, drawn from BOR policies, are intended as a guide for account managers in the department of music. Should there be any questions related to the use of funds or the interpretation of these guidelines, they should be directed to the Department Chair.

DISCLAIMER – please note that policy revisions made by the BOR since the creation of this document supersede these guidelines.

B.2 Accounts

The department has four types of accounts: 1) Education and General; 2) Student Activity Funds; 3) Foundation; and 4) Agency.

B.2.1 Education and General (E&G)

E&G funds are a combination of funding from state appropriations, tuition and selected student fees. They are generally referred to as state funding.

E&G funds are commonly used for personnel costs, travel expenses, office supplies, postage, telecommunications, printing, repairs & maintenance expenses, advertising, subscriptions, computer software, office equipment, furniture, and membership dues for professional organizations.

These funds may not be used to purchase gifts, refreshments for human consumption (food, drinks, etc.), or items associated with entertainment or leisure activities hence the phrase “no food, fun or flowers.” Since these funds include taxpayer dollars, any expense that may be questioned by the public as inappropriate, unreasonable, or frivolous will not be allowed.

As a general rule, if an item can be purchased with E&G funds as well as alternative fund sources, use E&G funds if they are available since these funds do not carry forward.

B.2.2 Student Activity Funds

Student Activity funds originate from designated fees for matriculated students and are distributed by the Activity Budget Committee (ABC) via an application process.
Student Activity funds must be used to provide social, cultural, recreational, and educational opportunities for Georgia Southern University students. They are commonly used for student personnel costs, student group travel expenses, food for students, guest lecturers, and programming supplies.

These funds can be used for faculty travel only when the faculty member is accompanying students in a supervisory/chaperone role. They also must conform to the proposed budget and activities included in the funding application approved by the ABC.

Unused funds at the end of the year revert back to the ABC.

Funds generated by an ABC event (fees, ticket sales, etc.) must be deposited into the appropriate ABC account and NO OTHER account. Funds cannot be transferred from one Agency account to another.

All financial transactions using student activity funds must be routed to the Office of the Vice President for Student Affairs & Enrollment Management for approval.

**B.2.3 Foundation**

Foundation accounts contain income generated from donor-provided dollars. Foundation funds can be used for reasonable and necessary expenses to support the mission of Georgia Southern University. Since these funds are from donor-provided dollars they are subject to public scrutiny. These funds can be used for work-related recognition such as retirement or success/completion of a project, department-wide dinners for the purpose of team-building or professional development.

Foundation funds may not be used for birthday gifts and/or parties, baby gifts and/or showers, holiday gifts, etc. Expenditures from Foundation accounts require two signatures that are assigned when the account is established. The form for Foundation Requests is on the Foundation web site and includes a list of approved uses of funds. Request forms are also available in the Faculty workroom.

The Department of Music has the following accounts through the University Foundation. Donations can be made to any of these lines; several fund scholarships for music majors.

- 0171 Georgia Southern Bands Program
- 0174 Georgia Southern Symphony
- 0228 Department of Music
- 0407 Accompanying Fund
- 0433 Dorothy Lucille Pevey Music Education Scholarship
- 0477 Opera Theater Fund
- 0497 Choral Program Fund
Agency accounts contain funds generated from outside for a specific purpose (e.g., study abroad). Agency funds are used to account for resources held by an institution as custodian or fiscal agent for individual students, faculty, staff members, or other organizations. The purpose for the agency fund must relate to, but not be a fundamental aspect of, activities dedicated to the achievement of educational, research and public service goals. These funds must be used according to the wishes of the giver for a specific purpose directly related to students.

For more information go to:
http://businesssrvs.georgiasouthern.edu/finacct/accounting-services/agency-fund-accounts/
B.3 P-Cards

The Procurement Card is administered to permanent faculty members whose position at the university necessitates the purchase of materials for the department and/or academic program. Each cardholder must undergo training and a successful background and credit check before approval.

There are many P-Card purchase restrictions so be sure to consult the P-Card manual you received during training. Also taxes cannot be paid with a P-Card so have appropriate Tax Exempt information ready.

NOTE:
- Dollar amount limit per transaction = $4,999.99
- Dollar amount limit per day = $4,999.99

P-Card Monthly Transmittal Forms for cardholders allocating purchases to student activity funds must be submitted to the Office of the Vice President for Student Affairs & Enrollment Management at least five business days prior to the 25th of the month.

The Board of Regents Business Procedures Manual (BPM) specifically prohibits the use of the Pcard to make purchases from units within the institution. For example, cardholders must not use their P-Card to pay for purchases at the University Bookstore or the Eagle Print Shop. This also includes, but is not limited to, paying for registrations through Continuing Education and advertisements in the George-Anne. The BPM specifies "cost transfers" (fund request/requisition) as the appropriate method of payment. By using a cost transfer, departments avoid paying merchant fees which are added to the cost of the items, when utilizing a credit card. We recommend the use of a purchase requisition but also suggest you check first with the University unit prior to purchase in case they desire a different method.


B.4 Travel Expenses

Permissible expenses:
- Meals associated with overnight lodging and in certain circumstances where there is no overnight lodging;
- Lodging expenses;
- Mileage for use of personal vehicle or aircraft;
- Transportation expenses, including parking and toll fees; and
Non-permissible expenses:
  • Laundry
    • Note: Laundry expenses are allowable when overnight travel exceeds seven (7) consecutive days.
  • Tipping for hotel concierge or maid services
  • Valet services for parking, when self-parking options are available
  • Theater
  • Entertainment
  • Alcoholic beverages
  • Visa/passport fees, except as noted
  • Bank charges for ATM withdrawals

For more information go to: http://www.usg.edu/business_procedures_manual/section4

B.5 Large Purchases

All transactions must be carefully documented with receipts and proper explanation for all ABC Agency purchases.

Purchases over $4999.99 (excluding musical instruments) must be open for bid by submitting a purchase requisition form to the Procurement and Contract Services office. Purchasing forms can be found at http://services.georgiasouthern.edu/procurement/forms/PurchaseRequistion.pdf

B.6 File Retention

Agency and ABC Accounts – Agency Relations Records Explanation: This series documents the institutional interactions with local, state, national, and international government agencies, educational institutions, businesses and groups to gain their assistance with the development and coordination of institution research and instructional programs. This series may include but is not limited to: reports; copies of publications; minutes; background information; and related documentation and correspondence.
Record Copy: Colleges & units
Retention: 7 years
Citation or Reference: O.C.G.A. 9-3-24

P-Card Statements – Credit Card Administration Records Explanation: Series documents administration of credit cards issued to institutional staff and units. Records may include: applications; master monthly billing statements; individual card holders' statements; billing summaries; printouts including vendor analysis by code; number of charges and stores; use summaries; related correspondence.
Record Copy: Units
Retention: 7 years
Citation or Reference: O.C.G.A. 9-3-24
For more information on records retention go to: http://www.usg.edu/usgweb/busserv/series/index.phtml.
Appendix C: Tenured and Tenure-Track Faculty

1986  Bill Schmid  
1989  Linda Cionitti  
1991  Greg Harwood  
1991  Matt Fallin  
1993  Tom Pearsall  
1997  Carolyn Bryan  
1997  Kyle Hancock  
2003  Rick Mason  
2005  Allen Henderson  
2006  Rob Dunham  
2007  Arikka Gregory  
2007  David Murray  
2007  John Thompson  
2010  Laura Stambaugh  
2011  Steven Elisha  
2011  Martin Gendelman  
2011  Shannon Jeffreys  
2013  Larisa Elisha  
2014  David Langley  
2014  Steven Harper
Appendix D Syllabus Checklist

This is a checklist of minimum information that should be included in your syllabi. Additional information is at the discretion of the instructor as per course requirements and preference.

Basic Identification Elements
1. University Name: (Georgia Southern University)
2. College Name: (College of Liberal Arts and Social Sciences)
3. Department Name (Department of Music)
4. Course Title (as indicated in the university catalog)
5. Course Number and CRN
6. Semester (i.e. Spring, Fall, Summer) and Year
7. Credit Hours and Contact Hours
8. Class Meeting Day/Time
9. Building and Classroom
10. Lab Hours? (all required hours outside of scheduled class times must be indicated

Instructor Elements
11. Instructor Name / Title
12. Instructor Phone(s)
13. Department Phone (912)681-5396
14. Instructor Email
15. Instructor Office Location / office number
16. Instructor Office Hours (CLASS strongly recommends 5-10 hrs per week for Full-time faculty)
17. Webpage address
18. Student Assistant information: Name, phone, email, office
19. Graduate Assistant information: Name, phone, email, office

Course Description and Requirements
20. Course Description / outline (as printed in the catalog)
21. Learning Outcomes (stated behavioral: what students are expected to demonstrate)
22. NASM Standards Addressed: (list by number)
23. Prerequisites
24. Drop/Add Date
25. Date of the last day to withdraw without penalty
26. Required Texts
27. Other reference texts (not required) (library reserves)
28. Required materials and supplies
29. Course fees and fee due date
30. Course Webpage and access information
31. Attendance expectations
32. Assessment
   ● clear assignment descriptions
● assessment rubric for assignments – what criteria do you use to grade the assignment and how much weight?
● final grade rubric – How do they get achieve an “A” letter grade?
● Mid term grade report for freshmen is determined how?
● Definition for class participation expectations of assessed.
● Extra credit requirements
● How grades are posted
● Quiz or assignment make up, late.

33. Disability and Academic Honesty

**BOILER PLATE: (Copy this exactly as it is!)**

Supplemental Information:

I. **Academic Honesty Honor Code.**
   Students are expected to uphold the Academic Honesty Honor Code as published in section 3 of the Georgia Southern University Student Conduct Code.

II. **Americans with Disabilities Act.**
   “This class complies with the Americans with Disabilities Act (ADA). Students with disabilities needing academic accommodations must:
   ■ Register with and provide documentation to the Student Disability Resource Center (SDRC): and,
   ■ **Provide a letter to the instructor** from the SDRC indicating what your need may be for academic accommodation. This should be done within the first week of class.

SDRC, Knight Drive, Hampton Hall, building #5. 912-871-1566, TDD, phone: 912-681-0666

*This syllabus is available upon request in alternative formats for individuals with print related disabilities.*

34. Civility statement or requirement
35. Schedule: (by date) class assignments, readings, preparation requirements
36. Use of Practice Rooms
37. Caveat *(This is to cover you when your schedule changes)*
   *(i.e. “The above schedule and procedures are subject to change in the event of extenuating circumstances.”)*

**Departmental Policies**

38. Emergency policy
39. Use of laptop, cell phones, pagers, and other noise making devices
40. Clothing policies (hats)
41. Religious Holiday Policy
42. NASM-PAMA Advisories on Hearing Health

43. NASM-PAMA Advisories on Neuromusculoskeletal and Vocal Health
Appendix E  Teaching Load Report

Instructor:  
Semester:  
FY:  

MUSA - Applied: Instruments(s):

Total number of MUSA contact hours: ________  Total MUSA enrollment: ________  
(list students & applied information on separate page or the reverse side of this page)

<table>
<thead>
<tr>
<th>MUSE- Ensemble</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Enrollment</th>
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<tr>
<th>MUSC - Classroom</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Enrollment</th>
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</table>

Total MUSE & MUSC Credit Hours _____  Contact Hours______ Enrollment_______

Full-time faculty not teaching a full load, briefly describe special assignment(s) for release time below.

Projected teaching load for next semester

MUSA - Applied: Instruments(s):

Total number of MUSA contact hours: ________  Total MUSA enrollment: ________  
(list students & applied information on separate page or the reverse side of this page)

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<tr>
<th>MUSE- Ensemble</th>
<th>Title</th>
<th>Credit Hours</th>
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<th>MUSC - Classroom</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
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Please list additional duties, assignments, professional activities, etc., including the approximate number of hours per month.

1.

2.

3.

4.
FACULTY APPLIED TEACHING LIST

<table>
<thead>
<tr>
<th>Student (Full Name)</th>
<th>Instrument</th>
<th>MUSA#</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
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Appendix F Guidelines and Standards for Tenure and Promotion
(JANUARY 2014)

Timeline and Procedures for Pre-tenure Review

In accordance with the CLASS Policy 310, the department chair will notify faculty members scheduled for pre-tenure review during the upcoming spring semester by August 15 of the previous year. (For information about probationary credit see the CLASS Policy 310.)

The pre-tenure review committee will consist of all tenured music faculty members. Should there be fewer than 5 qualified members from the department, the department chair, in consultation with the dean, can name someone from another department in CLASS to sit on the committee.

By August 15 or the first faculty meeting of Fall semester, whichever is later, a chair for the pre-tenure review committee must be elected from the eligible committee members.

By October 31, the faculty member undergoing pre-tenure review will submit to the department chair a single 1.5” notebook containing all materials required by the College, including an up-to-date curriculum vitae; personal narrative of accomplishments in teaching, scholarly/creative activity, and service; copies of annual performance reviews; summary of student ratings of instruction; evidence of peer evaluation of instruction (supplied by the departmental committee); response to the departmental review (if any); and list of accompanying supplemental material (if any).

The department chair and the chair of the department’s pre-tenure review committee will review the candidates’ dossiers before making them available to the entire committee to make sure that the dossiers are complete and in good order.

The pre-tenure committee members will then review the candidates’ dossiers and discuss each candidate’s merits at a confidential meeting. A vote will be taken by closed paper ballot, and two committee members will count and confirm the results and present the tally to the committee. The committee then makes a recommendation to the chair in the form of a written memorandum that identifies the members of the committee, reports the committee’s vote (e.g., the faculty member is making adequate progress towards tenure and no specific recommendations for improvement are necessary; the faculty member is making progress towards tenure but it is recommended that improvements be made; the faculty member is not making progress towards tenure, but it is felt that improvements may yet be made; or the faculty member is not making progress towards tenure). The memorandum also presents supporting comments and rationale. The committee chair writes this memorandum based on discussion during the committee meeting and makes it available to the committee members for suggested revisions before finalizing it. The committee chair then prepares the final memorandum and makes available to each member of the committee, who initial their names in acknowledgment that the memorandum accurately reflects the vote and discussion of the committee as a whole. The memorandum will be placed into the candidate’s portfolio by December 1.
The department chair may use this material to provide details and comments in his or her cover letter to the Dean. However, the department chair’s recommendation to the Dean remains independent of the committee’s recommendation.

Before sending the completed dossier to the dean, the department chair will meet with the candidate to present the department chair’s cover letter and the committee’s memorandum. When these materials are forwarded to the dean, no later than February 15, the chair’s recommendation about each candidate will confidentially be made available to the members of the pre-tenure committee.

**Timeline and Procedures for Tenure and Promotion**

The department chair is responsible for informing each faculty member of their eligibility to apply for promotion or tenure at their spring faculty evaluation, requesting that they formally respond, in writing by April 1st, of their intent to apply for promotion and/or tenure during the upcoming academic year. The department chair will then discuss the merits of this request with the faculty member. The final decision on whether or not to proceed with an evaluation for promotion, however, will remain with the faculty member making the request.

The promotion and tenure review committee will consist of all tenured music faculty members. Although tenured associate professors may serve on department promotion and tenure committees, they may not vote on candidates for promotion and/or tenure at the rank of professor; a tenured committee member who does not hold the rank of associate professor may not vote on any matters relating to promotion. Should there be fewer than 5 qualified members from the department, the department chair, in consultation with the dean, can name someone from another department in CLASS to sit on the committee.

By May 1 or the final faculty meeting of spring semester, whichever is later, a committee chair for the following year must be elected from the eligible committee members.

By May 1st, candidates for promotion or tenure must provide the department chair with a list of at least five references from outside the University who can comment on the candidate’s contributions to scholarly/creative activity and the profession. The department chair, in consultation with the departmental committee chair, will then choose the external reviewers from the qualified names submitted. Those external reviewers should be associate and full professors who are well regarded in the particular field and should not be former professors or thesis/dissertation committee members of the candidate, co-authors of publications that appear on the candidate’s vita, nor performers closely associated with the candidate.

By June 1st, each candidate must provide to the department chair a separate copy of the "review package" of materials that will be sent to each of the three selected external reviewers. This review package shall consist of a vita and at least three samples of scholarly/creative work that the candidate wishes to have reviewed (more work samples may be included if so desired, but candidates should take care not to overburden the reviewers). The department chair will then
send the “review packages” to the external reviewers and hold the responses for placement into the candidate’s promotion/tenure portfolio once it has been submitted. The reviewers’ letters will be due by August 1.

By August 15, each candidate must provide a complete portfolio of evidence to support the request for tenure or promotion with all items outlined in section 320 D of the Class Promotion and Tenure Guidelines. Substantial evidence of achievement is expected in each of the three areas (teaching, scholarly/creative activity, service).

The department chair and the chair of the department’s Tenure and Promotion Committee will review the candidates’ dossiers before making them available to the entire committee to make sure that the dossiers are complete and in good order.

The promotion and tenure committee members will then review the candidates’ dossiers and discuss each candidate’s merits at a confidential meeting. A vote will be taken by closed paper ballot, and two committee members will count and confirm the results and present the tally to the committee. The promotion and tenure committee then makes a recommendation to the chair in the form of a written memorandum that identifies the members of the committee, reports the committee’s vote (e.g. 4 votes in favor, 2 against), and presents supporting comments and rationale. The committee chair writes this memorandum based on discussion during the committee meeting and makes it available to the committee members for suggested revisions before finalizing it. The committee chair then prepares the final memorandum and makes available to each member of the committee, who initial their names in acknowledgment that the memorandum accurately reflects the vote and discussion of the committee as a whole. The memorandum will be placed into the candidate’s portfolio by September 15.

The department chair may use this material to provide details and comments in his or her cover letter to the Dean. However, the department chair’s recommendation to the Dean remains independent of the committee’s recommendation.

Before sending the completed dossier to the dean, the department chair will meet with the candidate to present the department chair’s cover letter and the committee’s memorandum. When these materials are forwarded to the dean, no later than October 1, the chair’s recommendation about each candidate will confidentially be made available to the members of the promotion and tenure committee.

**TIMELINE and PROCEDURES for POST-TENURE REVIEW**

The department chair will notify faculty members scheduled for post-tenure review during the academic year by August 15.

By December 15 the faculty member undergoing post-tenure review will submit to the department chair a single 1.5” notebook containing: an up-to-date curriculum vitae; copies of annual performance reviews; results of the faculty member’s most recent major personnel evaluation (tenure, promotion, or previous post-tenure) by the department; summary of student
ratings of instruction; evidence of peer evaluation of instruction; a personal self-evaluation narrative with projected goals; list of accompanying supplemental material (if any).

The department chair will examine the candidate’s portfolio and write a recommendation letter with a list of candidate strengths before submitting it to the dean by February 1 of the review year with one of the following four results:

1. The faculty member is exceeding the college’s expectations for performance and no specific recommendations for improvement are necessary.
2. The faculty member is meeting the college’s expectations for performance and no specific recommendations for improvement are necessary.
3. The faculty member is meeting the college’s expectations for performance, but it is recommended that improvements be made. [State specific recommendations.]
4. The faculty member is not meeting the college’s expectations for performance. [State specific areas of concern.]

By February 1 the department chair will forward to the college the candidate’s portfolio with the department chair’s evaluation specifically written for the purpose of the post-tenure review.

Criteria for Tenure and Promotion Decisions

The following statements and table provide a sample of types of activities that may be considered in the categories of Teach, Scholarly/Creative Activity, and Service.

The concept of venue is used broadly to include physical performance spaces, printed and digital media, presenting bodies, and other forms of publication, distribution, and dissemination. Faculty members should clearly articulate the importance and prestige of venues through which they present their work through documentation and supportive materials to help evaluators assess the significance of each venue.

For collaborative projects, faculty must clearly articulate the nature of their participatory role and identify their leadership and involvement. A description of the collaborators’ professional qualifications should be included when appropriate.

TEACHING

Teaching competence in the discipline is expected of all faculty members and evaluation of the quality of teaching activities will include consideration of the following as applicable to the specific teaching assignment of the individual faculty member:

- Course syllabi (clarity of learning outcomes, expectations, assessment measures, etc.)
- Peer observation of teaching
- Summary of student ratings of instruction
- Reflective self-critique by the faculty member
• Ongoing personal education opportunities (such as participation in professional societies, conferences, workshops, and other forums, specifically oriented toward the improvement of classroom instruction and teaching of the discipline)
• Accomplishments of candidate’s students (internships, quality of performances, acceptance into graduate programs, job placement, publications, compositions, conference/festival presentations/performances, papers presented at conferences)
• Faculty development to enhance and improve pedagogical skills
• Development of new courses/programs
• Invited lectures
• Significant course revisions
• Development of curricular materials
• Honors, grants, and awards related to teaching
• Quality of student performance on final examinations/juries
• Mentoring

SCHOLARLY/CREATIVE ACTIVITY

To qualify for tenure and/or promotion, a candidate will produce scholarship of the type represented in the table below. It is expected that the candidate will demonstrate ongoing scholarship that will continue after promotion and tenure. The candidate must have a profile that includes local, regional, and national / international activity in their specialty area commensurate with their teaching load.

The assessment of scholarly enterprises in the performing arts is often based on an understanding of diverse factors, separately as well as in combination. Measures of professional impact and significance of work can generally be assessed through an understanding of the following principal indicators: venue / dissemination of scholarly / creative work; nature of project and mode of participation; critical evaluation and reception. Any questions regarding specific classification of events should be directed to the department chair.

It may be useful to parties outside of the Department of Music to use the following table as a reference for equivalencies to the scholastic/creative activity of other departments. Items within a category are comparable.

Table of Scholarly and Creative activity in music. Category I represents the highest level of achievement followed by category II then category III.

<table>
<thead>
<tr>
<th>Category</th>
<th>Academic Publications</th>
<th>Presentations</th>
<th>Grant s</th>
<th>Composition s</th>
<th>Individual Performances</th>
<th>Ensemble Performances</th>
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<tbody>
<tr>
<td>Category I</td>
<td>Refereed Book</td>
<td>Invited Presenter, Session Chair, Clinician (including Masterclasses), Guest Faculty, Conductor,</td>
<td>Major : $10K &amp;up</td>
<td>Published Composition or Arrangement (peer reviewed or with a significant)</td>
<td>Juried or Auditioned International of National Solo or Collaborative Performance</td>
<td>Invited or Selected Performance at an International or National Organization</td>
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<td>Refereed Article</td>
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<tr>
<td>Refereed Book Chapter</td>
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<tr>
<td>Category II</td>
<td>Refereed/Solicited Conference Paper</td>
<td>Non-refereed Article in Journal</td>
<td>Non-refereed Book Chapter</td>
<td>Editor of an Academic Book</td>
<td>Publish Solo or Collaborative CD/DVD Recording on local label</td>
<td>Reports to</td>
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<td>Invited Presenter, Session Chair, Clinician (including Masterclasses), Guest Faculty, Conductor, Director, or Adjudicator at a Regional (multi-state) or State event.</td>
<td>Minor: $2K-$10K</td>
<td>Composition or arrangement published</td>
<td>Composition or Arrangement Performed</td>
<td>Win State or Regional Composition Competition</td>
<td>Full Solo or Collaborative Regional or State Recital</td>
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<td></td>
<td>Invited or Selected Performance at a Regional or State Organization</td>
<td>Ensemble “Places” in a Major Regional or State Competition</td>
<td>Publish a CD/DVD Recording of Ensemble on a local label</td>
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<tr>
<td>Category III</td>
<td>Regional Organizations</td>
<td>Invited Presenter, Session Chair, Clinician (including Masterclasses), Guest Faculty, Conductor, Director, or Adjudicator at a Local Event</td>
<td>Mini: Less than $2K</td>
<td>Minor Composition or Arrangement Performed</td>
<td>Win Local or Composition Competition</td>
<td>Composition s presented at Local Conference</td>
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<tr>
<td>Book/CD/DVD Review</td>
<td>Critique</td>
<td>Program Notes</td>
<td>CD Liner Notes</td>
<td>Reports to Local Organizations</td>
<td>Service</td>
<td>Service</td>
</tr>
</tbody>
</table>

**SERVICE**

For tenure and/or promotion to the rank of associate professor a candidate must demonstrate significant service to the department and/or institution and the ability to function well within the department and in the University as a whole.

For tenure and/or promotion to the rank of professor a candidate must demonstrate substantial service to the institution and profession.

Service activities include (but are not limited to):

- Recruiting
- Events Coordination
- Department, College and University Committees
- Recital Hearing Committees
- Program Administration (Band, Choir, Opera, Orchestra)
- Area Administration (Area Chairs)
- Academic Advisement
- Uncompensated Accompanying
- Faculty Senate
- Advisor to Student Groups
- Peer Mentoring
- Creating/Updating Web Pages
- Interdisciplinary Work (within Department and outside)
- Advising
- Student Auditions
- Student Jury Committees
- Departmental Assignments (recital attendance, library/collections, media production, document production, etc.)
- Visibility in University/Community (tours, involvement in local schools, performing for special events, etc.)
- Design and Development of Professional Conferences
- Offices and Committee Memberships in Local, State, Regional, and National Professional Associations
- Presentation of Programs/Workshops on campus and in the community
- Consulting
Appendix G: Annual Faculty Evaluation

Calendar Year:

Name: 
Department: 

Rank: 
Tenure Status: Yes No NA

Assigned Departmental Teaching Load: 
_______ credit hours SPRING 
_______ credit hours FALL

Administrative/Teaching/Service/Research Adjustment: Yes No

Purpose 
of 

Adjustment:

Adjusted Departmental Teaching Load: 
_______ credit hours SPRING 
_______ credit hours FALL

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TEACHING

Evaluation Rating:

☐ Extraordinarily exceeds stated expectations
☐ Exceeds stated expectations
☐ Fully meets stated expectations
☐ Partially meets stated expectations
☐ Does not meet stated expectations

Comments:

49
RESEARCH/CREATIVITY

_Evaluation Rating:_
- □ Extraordinarily exceeds stated expectations
- □ Exceeds stated expectations
- □ Fully meets stated expectations
- □ Partially meets stated expectations
- □ Does not meet stated expectations

_Comments:_

SERVICE

_Evaluation Rating:_
- □ Extraordinarily exceeds stated expectations
- □ Exceeds stated expectations
- □ Fully meets stated expectations
- □ Partially meets stated expectations
- □ Does not meet stated expectations

_Comments:_

50
**ADMINISTRATIVE**

*Evaluation Rating:*
- ☐ Extraordinarily exceeds stated expectations
- ☐ Exceeds stated expectations
- ☐ Fully meets stated expectations
- ☐ Partially meets stated expectations
- ☐ Does not meet stated expectations

*Comments:*

**OVERALL**

*Evaluation Rating:*
- ☐ Extraordinarily exceeds stated expectations
- ☐ Exceeds stated expectations
- ☐ Fully meets stated expectations
- ☐ Partially meets stated expectations
- ☐ Does not meet stated expectations

*Comments:*
PROGRESS TOWARD NEXT MAJOR REVIEW: ___________________ (Type of Review)

Comments:

FACULTY MEMBER’S COMMENTS:

________________________________
Chair

________________________________
Faculty Member

________________________________
Dean

By signing this form, the faculty member is indicating that she or he has seen its contents, not necessarily that he or she agrees with the evaluation itself.