

**FHSU Department of Music  
Faculty Handbook and Department Policies**

**I. INTRODUCTION**

This handbook contains policies and procedures of the Department of Music and is designed to serve as a guide for Department of Music faculty, to include part-time adjuncts. As such, it is designed to supplement the Fort Hays State University *Faculty Handbook*. These departmental by-laws, policies, or rules are subject to the current laws and actions of University policies and procedures as described generally in the *Faculty Handbook* and as subsequently revised. Each Departmental by-law, policy, or rule is intended to be interpreted and applied in a manner consistent with current Board of Regents' laws and actions and University policies and procedures. In the event of a conflict, Board of Regent laws and actions and other policies and procedures of the University shall control.

The Department of Music is an accredited member of the National Association of Schools of Music. Policies, goals, operations, standards, and practices of the Department of Music are developed and periodically revised to satisfy accreditation standards and recommendations.

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Chair, Department of Music  
August 2008

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### **III. MISSION STATEMENT**

The mission of the Department of Music is to provide opportunities for students to become creative, analytical, and expressive artists in teaching and performance through a liberal-arts foundation. Faculty members are dedicated to continuing research, performances, and other creative activities that foster academic and cultural excellence for students, the university, and the region. As a cultural leader in western Kansas, the department offers students and community members resources to discover and promote music as an integral part of life.

### **IV. VISION AND GOALS**

To be developed

### **V. STRATEGIC PLANS OF THE DEPARTMENT OF MUSIC**

2008-2009 Academic Year

#### **1. Vision And Goals**

The Department of Music faculty will develop a vision statement for the department that will elucidate the departmental mission, and give guidelines for future strategic plans. 1, 3, 5, and 10 year goals will be developed to assist in future planning.

#### **2. Revision of Criteria for Tenure, Promotion, and Merit**

Department of Music Faculty will, in collaboration with the Chair, redevelop criteria for tenure, promotion, and merit that reflect departmental mission, goals, and professional standards of scholarship and creative activity. Standards for low performance will also be evaluated and revised.

#### **3. Curriculum Review**

A standing curriculum committee has been established, and will begin a three-year process of curriculum review that will culminate in the next NASM site visit for re-accreditation. During the 2008-2009 calendar year, the committee will set timelines, review academic processes, and begin its review. Recommendations requiring action will be presented to the faculty for discussion and/or vote as needed.

## **VI. DEPARTMENTAL OPERATIONS**

### **1. Budget**

The Department of Music is provided with an operating account (OOE) that is funded with state/tuition monies. The operating budget provides for all expenditures except classified and unclassified salaries.

Because operating expenditures for the department have consistently exceeded the total funds available, the department has used resources from accounts containing funds accumulated from auxiliary sources to make up the difference. These accounts contain monies from student government allocations, ticket sales, advertisement sales, gifts to the department, and fees collected for festivals and workshops, etc. All accounts are managed either through the University business office or through the Fort Hays State University Foundation.

Budget planning takes place during the spring/summer term of the previous fiscal year. The department is given a set dollar amount with which to develop a budget. The Chair has the budget planning responsibility, but faculty members are encouraged to make suggestions.

In accordance with the university policy, the Department Chair is the final approving authority for all department accounts and expenditures. Expenditures should be submitted to the Department Chair via email for approval prior to expenditures being made (SGA, WKSA, and HP Band Camp excepted). Any expenditure made without approval of the Chair will become the responsibility of the person making the expenditure.

### **2. Course Scheduling**

It is the responsibility of the Department Chair to develop course schedules for the department. The timeline for regular scheduling of courses for fall, spring, and summer is governed by the University. Courses may be added to either the fall or spring semester if approved by the Department Chair and the Dean. Summer teaching is available based on University budgets.

### **3. Departmental Calendar**

#### **a. Events scheduling**

The Department Chair will develop and maintain a calendar of events for each academic year, in collaboration with music faculty. Efforts will be made to coordinate the calendar with other organizations. The calendar will be developed each spring for the following year and may be altered frequently as needed. All submissions/additions to the calendar must be approved by the Department Chair. The Department Chair has the final authority in scheduling events and determining program fit and appropriateness of events. Major events (ensemble concerts, productions, and faculty recitals, etc.) should be scheduled as far in advance as possible, especially in venues of high use (i.e. Beach/Schmidt or Felten-Start). The calendar will be publicized and

made available to faculty, students, and the community.

Concert times will be 7:30 p.m. evenings, Monday through Saturday. Faculty recitals may also be scheduled on Saturday afternoon at 3 p.m.

Faculty are not to schedule events that conflict with other departmental concert/rehearsal events, and are encouraged to attend faculty recitals and departmental concerts, thereby setting a model for student participation.

#### **b. Guest Performances**

Faculty members who wish to contract outside performers for the department's concert season may do so only after approval from the department chair. A "contract for musical services" must be signed by both parties and on file with the department chair at least one month prior to the event. This form is available on the department web site.

### **4. Facilities**

The Department of Music maintains facilities suitable to the study and practice of music. Oversight of facilities is the duty of the Department Chair.

#### **a. Building Hours**

Building hours are from 7 a.m. to 10:30 p.m. seven days a week. After hours passes for students may be obtained from the Department Chair. The Chair has sole discretion in the granting of after-hours passes.

#### **b. Building Security**

Security is a shared concern for all faculty and students. Each faculty member is asked to leave building secured when entering or leaving after hours, and to turn off lights and/or equipment when leaving a room after hours. Officers from Campus Security may check after-hours access passes of students in the buildings after normal hours. This is a security precaution. Please cooperate with them.

#### **c. Classrooms**

See the Administrative Assistant to schedule a classroom for use outside of a normally-schedule university class. Classrooms should be returned to their original condition after use (chairs in rows, trash picked up, lights off).

#### **d. Instruments**

The Department Chair is responsible for all instrument inventory control. He/she may delegate part of this responsibility as is deemed appropriate, i.e. the band director will monitor instrument check-out to band students, the primary strings instructor may be charged with assigning string instruments to students, etc. An inventory of all department equipment is maintained by the Administrative Assistant and is updated regularly. All equipment items over \$500 in value are required by state law to be listed on the departmental inventory.

Instruments are maintained for the purpose of student use in student ensembles. See Appendix ? for rental conditions and contracts.

**e. Keys**

Faculty members are issued a key to the outside building doors and a key to their office and classrooms. Additional keys may be issued with the approval of the Department Chair. Key use is restricted to the person to whom it is issued. Graduate Assistants and student employees will be issued keys only to the necessary room. Keys are not issued to other students.

**f. Library**

Music holdings, including books, scores, and recordings, are maintained in Forsyth Library. Music library acquisitions are made in consultation with the appointed Music Department library representative.

**g. Lockers**

Lockers are made available to students involved in musical activities through the department. The Administrative Assistant will assign management of locker check-out and check-in to the student work force.

**h. Practice Rooms**

Practice rooms are made available for students on a first-come, first-serve basis. In special cases, practice rooms may be reserved for specific days and times through the music office. Equipment problems should be reported to the Department Chair. Use of classrooms and rehearsal rooms for personal practice is limited to those times that do not interfere with regularly scheduled classes and rehearsals.

**i. Recording Studio**

The Recording Studio is a controlled-access area, and is not available for use without the permission of the Music Technology Professor.

**j. Room Reservations**

1. Room reservations requests (Malloy Hall, including Palmer Hall and Felton-Start Theater) should be submitted to the Administrative Assistant, and will conform to the following hierarchy. (Reservations outside of this hierarchy are subject to approval by the Department Chair):
  - a. Regularly scheduled university classes as set by the Department Chair
  - b. Special events (auditions, state contests, Tiger Day, etc.)
  - c. Faculty requests (except for String Academy reserved rooms on Saturday morning)
  - d. Western Kansas String Academy (Saturday mornings only)
  - e. Student requests for rehearsal space
2. Requests for reservations in Beach/Schmidt Performing Arts Center should be directed to the Department Chair, who will then forward the request to the Director of the Memorial Union if such a request is approved. Requester will be notified of availability via the Department Chair. This step must be followed for any event

Department of Music event taking place in Beach/Schmidt.

## 5. Guest Performers

Faculty members who wish to contract outside performers for the department's concert season may only do so after approval from the Department Chair. A "contract for musical services" must be signed by both parties and on file with the Department Chair at least one month prior to the event. This form is available on the department web site.

## 6. Office Procedures

The Music Office is a professional place of business. The Administrative Assistant is charged with completing administrative tasks, organizing and managing the student work force, and maintaining an efficient and professional work atmosphere in the Music Office. As such the music office should be used for business only. Faculty are encouraged to remind students that the office is not a place of leisure.

### a. Copier/Copy Policies

The office copier is maintained for the professional convenience of the faculty and staff of the Department of Music. A fee per copy will be charged for reproduction of any materials not used in a class situation for tests, etc. This includes any copies of personal papers, cartoons, recipes, etc. The Administrative Assistant will establish the copying fee. Payment for copies is expected in advance. Absolutely no I.O.U.'s will be accepted.

All copying will be governed by the U.S. Copyright law.

1. Each faculty member will receive their own code for copier usage. Please do not give this code to students. A separate code for student usage exists, and student will pay a fee of 10 cents per copy.
2. Office staff will be in charge of making copies for students.
3. Copies may be made for basic instructional items such as syllabi, tests, reviews, etc. If a packet of instructional materials for student use is needed, such as readings, use one of the following options:
  1. Send reading materials over to the library, and have them scanned for on-line use. The library will need to obtain copyright permission; plan ahead. The materials will then be accessible every time you teach the course.
  2. Place physical materials on reserve in Forsyth Library.
  3. Send materials to be copied at the copy center, which will then be sold in the bookstore for a nominal charge. This is particularly useful for large collections of materials that you want students to have for future use.
4. Copies of music for students in lessons: Faculty/students should not use the office copier for lesson music. Students should either make copies on their own in the library, or purchase their

own music.

5. Copy codes for major ensembles and the different camps/outreach programs/organizations are assigned. The same policies apply to these groups. Large copy orders should be sent to the copy center. (syllabi and test materials excepted). Librarians may use the copier to copy some music for ensembles. Copyright laws must be followed.

6. Organizations outside of instructional use that have their own accounts and sources of revenue outside of the Music Department OOE (athletic bands, band camp, WKSA, WKOF, etc), will help share the cost of paper and copies. Charges for orders sent to the copy center will be the responsibility of those groups. The cost of paper will be charged for small copy orders made in the music office

7. Reuse of paper: single-sided copied/printed material should be reused when possible, either for cutting into quarters for notes, memos, etc, or recopying on the other side. Collection boxes for such use will be placed by printers and the copy machine.

**a1. Printers**

1. Multiple copies of a printable item should be Xeroxed, and not produced with the printer
2. Printers should be used for business purposes only.

**b. Fax Machine**

A fax machine is located in the main office and is provided for your use in departmental business only. The fax number is 785-628-4227. Office work requests for having faxes sent are available. Ask Tricia Lynch or a student worker if you have any questions about its operation.

**c. Mail**

Incoming mail will be picked up by student workers and distributed to faculty boxes. Please advise correspondents that mailings of other than university and professional business should be sent to home addresses.

The use of University paid mailing is restricted to official departmental business only. Bulk mailings of any kind require prior approval from the Chair of the Department.

Please use campus mail envelopes for campus mail.

For delivery of anything besides first-class mail, please use the following address:

Your Name  
Fort Hays State University Department of Music  
510 South Campus Drive, Malloy Hall Rm 137  
Hays, KS 67601

**d. Office Supplies**

Basic office supplies such as pens, pencils, staples, tape, etc can be ordered by the Administrative

Assistant upon request. Requests for other types of office supplies must be approved by the Department Chair. Do not give office supplies to students.

**e. Work Requests**

All routine office work requests should be turned in to the main office not later than one (1) working days in advance of completion date. Yellow work slips indicating the nature of the work requested should be attached to the work order and placed in the work-request inbox, found underneath faculty mailboxes in the main office. Such work includes copies, binding (paperclips, staples), faxes, and mail.

Any large work requests (large mailings over 50 pieces, address lists needed, etc) must be discussed with the Administrative Assistant well in advance (i.e two weeks) before deadlines for such projects are to be set. Please do not ask the Administrative Assistant to complete any such work at last minute notice. Plan ahead. Department Chair has final approval of work and timelines for large-scale work requests.

Other work requests that fall outside the above mentioned tasks must be discussed with the Administrative Assistant (and Chair, if needed) in advance to determine if the request can be approved.

**f. Other Services**

Use of campus services such as the Copy Center (outside of classroom use for which students will pay), Print Shop, A-V Center, Forsyth Library copiers, FAXES, Photo Lab, Radio/TV, Warehouse, Physical Plant, and Bookstore must be approved by the Department Chair, and assigned to a correct budgetary account in advance. Charges not approved by the Chair will be the responsibility of the party making the charge.

## **7. Printed Programs**

All requests for on campus faculty recital or ensemble programs will be made to the office student assistant assigned to programs.

Any other typing requests will be made to the Administrative Assistant who will assign the work to student worker as scheduling allows.

- A) For PRINT SHOP WORK -- 20 working days
  1. Complete materials for recitals and concerts must be submitted to the office student assistant twenty (20) work days prior to recital or concert date. The office student worker will format the program. The music office staff will not do research for composer dates, program notes, rosters, etc.
  2. The office student worker will return the program to the submitting faculty member for proofreading fifteen (15) work days prior to the recital or concert date.
  3. The program in its completed and edited format must be

resubmitted to the office student worker no later than ten (10) work day before the program, who will the submit the program to the print shop.

- B ) IF EMERGENCIES ARISE -- The Music Department Chair may call the manager of the Print Shop/Copy Center and request special assistance. This does not guarantee the possibility of such a request being granted.

*The above information does not include student recitals*

- B) All program information must be submitted in its COMPLETE AND FINAL FORM.

#### Proofreading

All printed recital and concert programs will be proofread by submitting faculty member prior to the submission of the program for duplication.

### **8. Request for Stage/Equipment Manager Work Order**

Work orders for recitals and concerts must be submitted to the stage/equipment manager 10 work days prior to the scheduled event. Forms can be found on the faculty resources site of the music webpage, and should be submitted the manager's mailbox in the main office.

### **9. Student Labor**

The Administrative Assistant is charged with the responsibility for overseeing student labor through the music office. Assignments will be made in consultation with the Department Chair. Student workers will be hired as needed and as budgetary limits allow. All workers employed are subject to University policy. The Department Chair has final authority on all hires, assignments, and available positions.

The piano faculty members are jointly charged with overseeing students hired as accompanists for the department, and will work with the Department Chair and Administrative Assistant to set budgetary guidelines.

**In general, the following student worker positions are hired: a) equipment manager, b) band/orchestra/choral librarian, c) office staff.**

### **10. Telephone Usage**

Faculty offices have a telephone that allows access to campus, local, and long distance calls. Long distance service is available for official university business only. Keep a record to verify

all long distance calls charged to your telephone.

### **11. Ticket Prices**

Admission charges for all large ensembles and faculty recitals (except opera & other special events) shall be established by faculty vote (currently \$6.00 for adults, \$4.00 for Senior Citizens and students 12 and over, and FREE to FHSU students with student ID or children 11 and under). Ticket sales are taxable and the business office deducts 6.3% from ticket sales.

Admission charged for the opera and special event concerts will be established by the ensemble director and Department Chair. Complimentary tickets are awarded to music faculty and staff, and may be awarded to other guests at the discretion of the director in consultation with the Department Chair.

All student recitals sponsored by the department are open to the public free of charge.

### **12. Timpani Usage/Moving Policy**

1. Head protectors should always be in place when drums are not in use.
2. Drop covers should be in place when timpani are unattended.
3. Adjustment and maintenance will be maintained by student and supervised by percussion instructor.
4. Any mechanical problems should be reported ASAP to percussion instructor.
5. The drums will only be used by authorized persons.
6. Nothing other than the head protectors will be placed on the drums.
7. All parts of the drums shall be kept in perfect working condition at all times.
8. If the drums are to be used by any persons other than FHSU percussion students and staff, arrangements should be made with percussion instructor and department chairman.

#### **MOVING THE TIMPANI:**

1. The timpani will never be taken from the Band Room (MH126), without direct permission from the percussion instructor, or student given such authority by percussion instructor.
2. The wheels on the drums serve as "stage" wheels and are not intended for transport over streets, curbs, sidewalks, door jams, etc.

3. The drums will be picked up by the struts, not the rim.
4. When moving the drums across campus, they should be safely secured in a proper truck or van and be held in place by designated loading assistants, or padded and tied up as needed.
5. Extreme care should be taken any time the drums are moved.

## **VII. DEPARTMENTAL GOVERNANCE**

### **1. Procedural Operations**

#### **a. Faculty Meetings**

The Music faculty and staff will meet during the fall and spring semester to conduct the business of the department on a bi-weekly basis. On campus full-time faculty and classified staff are expected to attend, and attendance will be taken. Part-time faculty members are invited to attend. Faculty meetings will be run by the Department Chair, who will have the responsibility of developing agendas for each meeting. Faculty are encouraged to recommend agenda items as needed/desired. Unless otherwise noted, meetings are held on Tuesdays from 2:30 to 3:30 in MH 112. A schedule of meetings will be distributed to faculty at the beginning of the academic year. Faculty will be notified in advance of any cancellations or rescheduled meetings.

### **2. Standing Departmental Committees and Charges**

The following standing committees are open to faculty members based on interest and fit, unless otherwise specified in the committee description. Committees will elect chairs and report the results of the elections to the Department Chair (does not apply to Curriculum and Assessment Committee and Faculty Senate). Each Committee Chair is responsible for all operations of his/her committee, and will report to the Department Chair regarding any committee actions.

#### **a. Curriculum and Assessment Committee**

Serve as a reviewing board for any proposed changes/revisions suggested by faculty, and provide ongoing review of existing curriculum to ensure departmental goals and priorities are being met. This includes a periodic review of departmental philosophy, student outcomes, and any curriculum survey material needed for the department.

This committee includes the sub-committee of Sophomore Review, which reviews Music Education Majors to determine student progress, ability, and fit. The committee shall consist of three to five departmental members, including the Department Chair. The Chair of the Department is a voting ex-officio of the Curriculum and Assessment Committee.

#### **b. Faculty Senate**

Two tenure-track or tenured members from the Department of Music will be nominated and

elected by departmental faculty. Terms are two year of service.

**c. Public Relations Committee**

Oversee the public promotion of the Department of Music, including recruitment. There is no enrollment restriction for this committee. This committee includes the following sub-committees/tasks:

1. Cottonwood: Plan, promote and run yearly music festival, including grant writing and submissions for funding.
2. Gala/Scholarship Musicale: Annual scholarship benefit concerts. Members will plan, promote, and select performers.
3. KMEA: Assist in planning alumni reception, in charge of booth planning and staffing at the conference, and in developing promotional materials for the conference.
4. Alumni Newsletter: Solicit, edit, and organize materials for the Department of Music Alumni newsletter.
5. Recruiting: Work with Department Chair to develop promotional materials for recruiting.
6. Publicity: Work with Department Chair and office staff to promote departmental functions and events.

**d. Scholarship and Recruiting Committee**

All scholarship awards are governed by the policies and procedures that are established by the Department's Scholarship and Recruitment Committee, subject to the rules of ethics governing the National Association of Schools of Music and approval of the Department Chair. The Department Chair, as the administrator of the budget, has the sole authority to offer scholarships to students based upon recommendations received from the Scholarship and Recruitment Committee. Faculty members are encouraged to make contact with prospective students, but are expressly forbidden from making a verbal or written offer of scholarship of any kind. In addition, NASM rules forbid the offer of scholarship to transfer students who are on scholarship from another institution. Before such an offer is made, that student must be released by that institution from his/her contractual obligations.

The committee will consist of one representative from each of the following areas: Brass/Percussion, Piano, Strings, Voice, and Woodwinds, for a total of five members. All faculty are welcome to attend meetings for purposes of scholarship allocation, and such meetings will be advertised to the faculty.

Charges to the committee:

Auditions

1. Develop and update audition application procedures that are web-based and efficient.
2. Work in consultation with the Chair to set audition dates for each academic year.
3. Work with the Department of Music to create audition guidelines and policies that are communicated to students via the internet.
4. Create fair and clear audition procedures and expectations.

5. Develop procedures to have all auditions recorded for reference.

#### Strategic Planning

1. Work in conjunction with the chair to align scholarship award allocations with the Departmental strategic plan and blueprint, including recruiting initiatives. This includes allocation guidelines for both major and non-major scholarships.
2. Compile and file with the Department Chair the following annual reports:
  - a. Scholarship spending by area (brass, percussion, piano, string, voice, woodwinds), including individual studios. Include total number of students in each area, and average award amount for each area.
  - b. Number of major/non-major allocations in total and by area, including average amount of awards for majors and non-majors by area and in total.
  - c. Number of student accepts and declines for new scholarship offers.
  - d. Track and report on all auditioning students for each academic year. Include name, instrument/voice, date auditioned, award amount offered, and accept/decline information. Create an aggregate report of all auditioning students for each academic year and provide a comparison to previous information for each year.
3. Work with Department Chair to ensure scholarship contracts reflect Department goals, mission, standards, and expectations for students. The Chair of the Department has final authority on scholarship contract language and offers.

#### Scholarship Performance Review

1. Ensure academic standards are being met by scholarship students.
2. Employ fair and consistent procedures and guidelines for review.
3. The Department Chair will be responsible for sending notification of committee actions to students.

#### **e. Tenure and Promotion Committee**

The committee is governed by University bylaws and regulations. Appointment to this committee is made by the Department Chair and/or College of Arts and Sciences Dean, and must consist of an odd number of members and number no less than three members. The committee is to follow Departmental Criteria for all tenure, promotion, and merit actions.

### **4. Other Ad Hoc Committees**

#### **a. Search Committees**

Search committee members will be appointed by the Department Chair when needed. Search committees for the Chair position will be appointed by the Dean of the College of Arts and Sciences.

#### **b. Miscellaneous**

One-time committees may need to be formed based on arising issues, and will be appointed by the Department Chair.

## VIII. ACADEMIC POLICIES AND GUIDELINES

### 1. Accompanists

The Department of Music will facilitate accompanist services to ensembles and students as needed as they are available. A staff accompanist and student accompanists are available for such needs. Students are welcome to hire their own private accompanist should they choose to do so. Accompanying assignments will be made by a member of the piano faculty at the beginning of each semester. If there is greater demand for accompanying services than supply, the Department Chair will facilitate a list of prioritization for accompanist services provided by the department.

#### a. Faculty/Accompanist Guidelines

1. Professionalism – Ensure that all communications with accompanists are within the bounds of professional language, decorum, and respect.
2. Expectations – Be clear and explicit in your expectations of accompanists. Put them in writing, and communicate these at the beginning of the semester via email.
3. Scheduling for Faculty events – Times of standing rehearsals, lessons, and performance classes will be communicated to the Piano Faculty at the beginning of each semester. The Piano Faculty will be responsible for assigning accompanists based on submitted faculty schedules. Should a time change to standing events be needed, communicate this to the Piano Faculty.
4. Scheduling for student events (lessons, performances) – It is a Department of Music policy that students are responsible for communicating with accompanists any changes/cancellations of rehearsal times, lessons, and performances prior to the change/cancellation.
5. Music submission – Students are responsible for submitting lesson music to accompanists at least a week before the first rehearsal. Ensemble directors should also follow this procedure.
6. Accompanist's time – Be mindful of the accompanist's time, and begin and end all scheduled events on time. If an accompanist is not needed for the entirety of the scheduled event, plan accordingly and notify the accompanist of the times he/she is needed.

#### b. Student/Accompanist Guidelines

1. Submit music to accompanist no later than one week prior to the first rehearsal.
2. It is a student's responsibility to contact accompanist to set rehearsal times.
3. Come to each rehearsal with the accompanist on-time, prepared, and ready to work.

4. Rehearse with your accompanist on assigned material *before* bringing accompanist to lesson.
5. Notify accompanist in advance of any changes and/or cancellations of lesson and rehearsal times.
6. If a student is working with an accompanist who is enrolled in the Collaborative Piano Class, that student will be required to perform in the class as requested by the class instructor.

## 2. Admissions

**Kansas High School Graduates** Kansas high school graduates must meet one of the following requirements to be eligible for admission:

- ACT composite score of 21 or higher or equivalent score on the SAT,
- Rank in the top 1/3 of their graduating class, or
- Complete the **pre-college curriculum** prescribed by the Kansas Board of Regents with a minimum grade point average of 2.0 on a 4.0 scale.

**Non-Kansas High School Graduates** Non-Kansas high school graduates must meet one of the following requirements to be eligible for admission:

- ACT composite score of 21 or higher or equivalent score on the SAT,
- Rank in the top 1/3 of their graduating class, or
- Complete the **pre-college curriculum** prescribed by the Kansas Board of Regents with a minimum grade point average of 2.5 on a 4.0 scale.

**Home-Schooled Students** Home-schooled students must meet one of the following requirements to be eligible for admission:

- Receive a score of 510 or higher on each test and an overall score of 2550 on the GED to meet qualified admissions criteria, or
- Score a 21 or higher on the ACT or an equivalent score on the SAT.

**Transfer Students** Transfer students who have earned at least 24 credit hours of transferable course work with a cumulative grade point average of not less than 2.0 on a 4.0 scale at an accredited community college, college, or university shall be admitted as transfer students to FHSU and do not have to meet the qualified admission standards. Transfer students under the age of 21 who have not completed at least 24 credit hours with at least a cumulative grade point average of 2.0 must meet the high school graduates qualified admission requirements. Out-of-state transfers with less than 24 credit hours must have a 2.5 G.P.A. and meet the high school graduates minimum admission requirements.

**Students 21 years or Older** All students 21 years or older do not have to meet qualified admissions requirements to be eligible for admission.

**GED Graduates Under 21** Beginning with the 2002 Series GED Tests, the minimum passing standard set by the Kansas Board of Regents is a minimum score of 510 on each test and 2550 total standard score points. Prior to the 2002 Series GED Tests, the minimum passing standard set by the Kansas Board of Regents is a minimum score of 40 on each test and an overall average standard score of 50 points.

**GED Graduates over 21** Beginning with the 2002 Series GED Tests, the minimum passing standard set by the GED Testing Service is a minimum score of 410 on each test and 2250 total standard score points. Prior to the 2002 Series GED Tests, the minimum passing standard set by the GED Testing Service is a minimum score of 40 on each test and an overall average standard score of 45.

### **3. Advanced Standing by Examination**

A student may challenge a course for advanced standing according to University policy. The chair must initiate this process with the Provost's Office. Providing that the student completes the prescribed application, an exam will be administered to the student by the teacher that will test for the expected competencies. A grade of 85 or higher is necessary for the student to receive credit for the course. The grade assigned by the Registrar is "CR." The following courses may be challenged by advanced standing for credit:

MUS 161      Listening to Music  
MUS 391      Jazz

### **4. Applied Lessons**

Concurrent applied lessons for any one music-major student will be limited to a maximum of 4 credits spread over 3 fields, as determined by the student's advisor and major professor. One half-hour lesson per week for the fall or spring semester equals one credit. In the summer, an hour-long lesson per week equals one credit. Individual practice time is a required part of the course and the amount required per week is to be determined by the teacher.

Attendance and punctuality are essential elements in applied lessons. It is reasonable for applied teachers to adopt and enforce an attendance policy which requires students, whenever possible, to make all reasonable efforts to notify the teacher in advance of a possible absence. Make-up lessons are to be scheduled at the discretion of the teacher, but it should be made clear to the student that excessive absence and/or tardiness (for whatever reasons) will impair the chances for success in the course. In cases where the teacher must miss a lesson, a make-up lesson will be scheduled at a time mutually convenient to the student and teacher.

### **a. Private Lessons**

Faculty are permitted and encouraged to teach private students, provided that it does not interfere with the satisfactory completion of their contractual obligations to FHSU. The faculty, by majority vote, will determine the standard per hour charge for such lessons. Faculty members are discouraged from accepting any deviation from the departmentally approved charge. Effective August 1, 2006, the rate will be \$20 per half hour lesson and \$40 per hour lesson.

## **5. Auditions**

Auditions are required for all new scholarship awards. Scholarship auditions will be held during the spring semester on dates that are determined by the Scholarship and Recruitment Committee and Department Chair. Alternative audition dates must be approved by the area applied faculty. Recorded auditions will be accepted in cases where travel or scheduling is difficult. Anyone wishing to audition after the final published date will be advised that scholarship awards may not be available and that a waiting list will be established. See Appendix ? for audition requirements.

## **6. Concurrent Enrollment**

High school seniors are allowed to enroll concurrently in university performance ensembles. These students must also be enrolled in their respective high school ensemble.

High school seniors may also enroll in private lessons. The number of concurrent enrollment private lesson students an instructor may accept will be based on a load agreement between the chair and faculty member. Since the number of credit hours taught by each instructor impacts a faculty member's semester teaching load, studio instructors must accept private students in the following order of priority:

Highest Priority: music majors in the department

High Priority: non-major university music scholarship students

Medium Priority: non-major full-time university students

Low Priority: concurrent enrollment high school student

Lowest Priority: gifted program students who have passed the department's audition to determine "giftedness." (see below)

## **7. Convocations**

The Department of Music will hold a series of Convocations every semester for student performances on Thursday at 2:30 p.m. The number and dates of Convocations will be determined at the beginning of the academic year by the Department Chair and will be communicated to students and faculty. Student and faculty attendance is required.

The purpose of the Convocation is to showcase the very best student performances in the department, and as such should be considered an honor. Students will be recommended by their

applied teachers for inclusion in a Convocation. Recommended students should display a high degree of musical competency, ability, and performance readiness.

The Convocation programs will be developed by a Convocation Coordinator, who will be appointed by the Chair. Program information, including names of performers, titles, composers, dates, and an accurate length of work to be performed should be submitted to the Convocation Coordinator by studio faculty no later than one week prior to a Convocation. If the Convocation recital is full for that particular date, the student will be placed on an alternate list should there be any cancellations, or will be placed on the next available Convocation.

Due to the nature of the Convocation, this performance venue should not be used as laboratory experiences for students. Such experiences are best suited to studio performance classes, and all applied faculty are encouraged to hold regularly occurring studio classes for such purposes. On Thursdays at 2:30 p.m. that Convocations are not scheduled, rooms will be reserved for studio performance class purposes. The use of Palmer Hall will be rotated from studio to studio each week, so that each studio has the chance to hold a performance class in Palmer Hall. Tuesdays at 2:30 p.m. are also available for this purpose when faculty meetings are not scheduled.

### **8. Course Scheduling and Approval**

It is the responsibility of the Department Chair to develop course schedules for the department. The timeline for regular scheduling of courses for fall, spring, and summer is governed by the University. Courses may be added to either the fall or spring semester if approved by the department chair and the dean.

New courses must be submitted via the University approved course approval system, and must be approved by the Department Chair and the Curriculum and Assessment Committee.

### **9. Ensemble Participation**

Participation by students in more than one ensemble in a semester is valuable to both the student and the department. Care must be taken, however, to protect a student's commitment of time or energy to ensembles, especially if such participation interferes with adequate academic progress. Advisors will work within the guideline of enrolling each student in no more than ten (10) contact hours of ensemble rehearsal per semester. Exceptions should be made based on student/advisor/major instructor consultation and agreement.

### **10. Gifted Program**

Individuals may be accepted into the College Studies for the Gifted program and may enroll in up to two credits of applied lesson study per semester (i.e. one contact hour of instruction per week) provided the following criteria are successfully met:

1. The individual receives a score in the 90<sup>th</sup> percentile or higher on the *Advanced Measures of Music Audiation* examination administered by the department. There is no charge to take this test. The exam requires 20 minutes to complete. This exam will be administered twice a year in mid-October and mid-March. The dates will be posted on the department web site by October 1 and March 1. If the 90<sup>th</sup> percentile is achieved, the student will be asked to prepare an audition for the music faculty (criterion #2).
2. The individual performs an audition for the full department faculty. Minimum repertoire requirements are:

*woodwind or brass performers* – one full concerto (3 movement) with accompaniment  
*percussion performers* – rudimental, multiple percussion, and keyboard percussion examples  
*piano or string performers* – one complete concerto by memory  
*vocal performers* – four art songs or arias in at least 2 languages by memory with accompaniment

Meeting the minimum requirements for the audition does not guarantee acceptance into the program itself. After the audition is completed, the faculty jury will confer and vote on the quality of the audition. A three-quarters (75%) majority vote by the department faculty is required for admission. Upon approval by the faculty jury, the department chair will inform the dean and the student will be accepted into the department's gifted program. Once admitted to the program, the student is considered unconditionally admitted to the gifted program. Studio instructors will accept gifted program students into their studios according to departmental policy listed under concurrent enrollment above.

## 11. Grading

There is no uniform departmental grading scale. All instructors are required to distribute the grading policy and scale for each course to every student enrolled in that course.

## 12. Juries

### a. Lesson Juries

All undergraduate students must perform proficiency examinations in their major performing medium at the conclusion of each term of study. The jury (comprised of faculty from the particular performance area involved - voice, brass/percussion, woodwinds, piano, strings) determines the course level of the student's next enrollment, provides written feedback for student improvement, and recommends a letter grade to the instructor. Jury examinations for students enrolled in secondary performing areas and for students enrolled in performance classes may be required at the discretion of the instructor. One faculty member in each performance area will be designated as "coordinator" and be responsible for submitting a jury examination summary to the Administrative Assistant at the conclusion of each semester.

#### **b. 461 Juries**

Students desiring to be admitted to MUS 461 applied lesson study must prepare a 30-minute program and schedule a jury with the entire music faculty. The program should incorporate music of diverse styles and/or historical periods, and researched program notes must be submitted at the jury, along with a list of repertoire studied during college up to that point. Faculty members will provide written feedback to the student based on the jury. At the conclusion of the jury, the music faculty members present vote to admit the student to MUS 461. A two-thirds majority is required for admission to this level of study.

#### **c. Aural Skills Juries**

Students enrolled in aural skills courses must complete a juried proficiency examination at the completion of each level. At the conclusion of the four-semester sequence, the final grade of students who do not demonstrate mastery of aural skills at the minimum expected level is withheld. The minimum expected level is a C or higher grade in sight-singing, ear-training, and application. In such cases, a grade of incomplete is given until such future time as the student demonstrates, either after repeating the last course or following individual study, that the expected competency has been achieved. In accordance with university policy, an incomplete grade is automatically converted to a grade of "NC" after one year.

### **13. Placement Examinations**

All transfer students are given placement examinations prior to enrollment in music theory, aural skills, conducting, and group piano.

### **14. Pre-Directed Teaching Review**

All students in the Bachelor of Music in Music Education degree program will be reviewed by the music faculty at the completion of the semester prior to applying for directed teaching. In order to be approved by the department chair for directed teaching approval, each student must complete the following requirements:

1. grade of C or higher in MUS 284 and 288 or 289\*
2. have progressed to the MUS 451 level of applied study in their principal performing medium
3. an interview with a music education faculty jury.

\* MUS 288 is the final conducting course for students who entered prior to Fall, 2001. Students who entered in Fall, 2001 or later must complete MUS 289. The music education faculty jury will consist of music education faculty members who have had experiences as music educators in the public schools. This *ad hoc* jury will be appointed by the department chair each year. The interview will consist of questions relating to the desired attributes of a music educator including methodology, classroom/rehearsal strategies, demonstration of conducting skills, pedagogy, etc. The completed review instrument will be placed in a central file in the music office. A copy will be given to the student and advisor.

Possible results of the music education jury interview include:

- 1) recommendation to the department chair for admission to directed teaching without concerns,
- 2) recommendation to the department chair for admission to directed teaching upon completion of specified additional coursework,
- 3) recommendation to the department chair that admission to directed teaching be denied.

## **15. Scholarships**

All scholarship awards are governed by the policies and procedures that are established by the Department's Scholarship and Recruitment Committee, subject to the rules of ethics governing the National Association of Schools of Music and approval of the Department Chair. The Department Chair, as the administrator of the budget, has the sole authority to offer scholarships to students based upon recommendations received from the Scholarship and Recruitment Committee. Faculty members are encouraged to make contact with prospective students, but are expressly forbidden from making a verbal or written offer of scholarship of any kind.

### *A. Stipulations for music major scholarships:*

- 1) Enroll in private lessons in primary area of study and assigned major ensemble for credit.
- 2) Student may be requested to perform in additional ensembles based on ensemble needs and student abilities as determined by the student's private instructor, ensemble director, and advisor. (Up to a maximum of 10 ensemble contact hours per week)
- 3) Enroll in at least 12 hours each fall and spring semester during the degree program.
- 4) Maintain a cumulative G.P.A 3.0
- 5) Receive a grade of B or higher in private lessons and ensembles.
- 6) Successful completion of all curricular obligations, including MUS 001 Recital Attendance.
- 7) Remain a declared music major.
- 8) Demonstrate acceptable behavior and adherence to University rules and policies.
- 9) Maintain a positive and constructive attitude towards Department faculty and students.
- 10) Adhere to all ensemble, lesson, and classroom policies, expectations, and standards.
- 11) Participate in departmental events as needed, including Tiger Call and assigned music festivals.

### *B. Stipulations for non-major scholarships:*

- 1) Enroll in private lessons in primary area of study and assigned major ensemble for credit.
- 2) Enroll in at least 12 hours each fall and spring semester during degree program.
- 3) Maintain a cumulative G.P.A of 3.0
- 4) Receive a grade of B or higher in private lessons and ensembles.
- 5) Demonstrate acceptable behavior and adherence to University rules and policies.
- 6) Maintain a positive and constructive attitude towards Department faculty and students.
- 7) Adhere to all ensemble and lesson policies, expectations, and standards.

*C. Review procedures for all scholarship students:*

1. Scholarships are contingent upon the availability of funds and demonstrated success of student.
2. Student performance will be reviewed by the Scholarship Committee each semester.
3. Should students not meet any of the above terms, the committee will take action by either revoking scholarship or placing students on a one-semester probation. If student is placed on probation, that student will have one semester to meet committee criteria, or the scholarship will be revoked.
4. A letter of revocation or probation will be sent from the Chair of the Department of Music, explaining the action taken, the reason for those actions, and, in the case of probations, the stipulations that must be met in order for the student to continue on scholarship.
5. Scholarships are awarded in two equal disbursements in the Fall and Spring semester of each academic year.
6. Scholarships are renewed on a yearly basis. It is the student's responsibility to renew scholarship by the posted deadline, which will be communicated to students by the Scholarship Committee Chair. The Committee Chair will make scholarship renewals available by February 1<sup>st</sup> of each year (or the first business day of February, if the 1<sup>st</sup> falls on a weekend), and students will be required to return renewal forms by March 1<sup>st</sup> of each year (or the first business day of March, if the 1<sup>st</sup> fall on a weekend).
7. Students in good standing may have their scholarship continued for up to four years (non-major) or up to five years, depending upon program length (music majors). After such time, music majors only may apply for annual extensions based on program requirements and proven degree progress. A student's advisor and the Chair of the Department should be consulted in determining degree progress and extension validity. Notification of decision for extension will be communicated to the Chair of the Department and the student by the committee.
8. Should a scholarship student wish to transfer to another institution, the student must first be granted contract release from the Chair of the Department of Music before seeking a financial award from another institution per NASM guidelines.

## **16. Senior Recitals**

### **a. Definitions**

The term "senior recital" is used to mean a public student performance typically scheduled during public hours that fulfills degree requirements. It does not mean Convocations or studio labs.

A "faculty panel" is an ad hoc group of faculty assembled to hear a student's recital (or portion thereof) for the purpose of approving it for public performance and making recommendations on content, program order or other matters deemed appropriate. The faculty panel should consist of at least three faculty members, and be of an odd number. The faculty panel should consist of faculty members from the student's area of study. The following faculty groupings for panels are suggested: Brass/Percussion, Voice/Choir,

Strings/Piano, Woodwinds/available faculty members.

A "full" recital consists of a minimum of 50 minutes of music.

A "half" recital consists of a minimum of 25 minutes of music.

**b. Approval**

Permission from the student's studio teacher.

Permission from a faculty panel by means of a hearing. The hearing will be held between 3 and 4 weeks in advance of the recital. It should be scheduled at a time that avoids class conflicts for everyone involved. The student should demonstrate ample ability/potential to present a polished recital. The student should pass with a majority of faculty votes. Faculty on the panel are encouraged to consult with one another regarding the hearing decision.

**c. Course Registration**

Any student giving a senior recital must be enrolled in MUS 099. Enrollment in MUS 099 must be concurrent with enrollment in MUS 451 or 461.

**d. Degree Requirements**

Bachelor of Music in Performance - a full senior recital

Bachelor of Music in Music Education - a half senior recital (A full recital is permissible subject to approval by the student's studio teacher and the faculty panel.)

Bachelor of Arts in Music - no required recital

Additional recitals (i.e. electives, minors, sophomore recital, junior recital, etc.) should be assigned judiciously, subject to approval by the faculty in the appropriate applied area. Scheduling of these recitals is subject to calendar availability and Department Chair approval. Such recitals may be best suited for informal/unofficial recital settings and studio performance labs.

**e. Dress and Deportment**

The studio teacher will instruct the student on appropriate dress and stage etiquette.

**f. Memorization**

Memorization is required of piano and voice students, and for the appropriate literature of string students (solo works, concertos, show pieces). For others, memory is required at the discretion of the instructor.

**g. Programs**

Complete program text must be submitted to the student office assistant three calendar weeks in advance of the recital after the recital hearing has been passed. Final-copy program text must be approved by the studio teacher one week before the senior recital. Student/teacher will be responsible for proofreading of the program. Programs will be printed by the department in a standardized format (University letterhead, 8 ½ X 11). Students desiring extra copies of the

program may reimburse the Department of Music for the cost. It is the student's responsibility to ensure that programs are submitted to the office in a timely manner.

The following program information must be submitted in a Word document:

- a. Name of all performers and instruments
- b. Title of all works (including all movements titles)
- c. Composers of all works, including composer dates
- d. Time, date, and location of recital
- e. Correct order of program
- f. If the student wishes to include program notes, they must not exceed one page in length, and will be printed on the back of the program page.

#### **h. Repertoire**

The studio teacher has authority to approve repertoire for a recital. It is understood that the repertoire will be of the highest quality, consistent with professional and academic standards, and representative of the teacher's expectations for the student's abilities, academic and artistic goals, and aesthetic criteria.

#### **i. Scheduling**

All recitals must be scheduled as far in advance as possible to reserve the date and room. It is recommended that students reserve their recital dates at the beginning of the academic year. All recitals are scheduled through the Department Chair. Student recital dates will be determined in advance by the Chair, and students will have their choice of those dates.

Whenever possible, no single half senior recitals should be scheduled. In no case will a recital be scheduled opposite another Department of Music performance or regularly scheduled rehearsal.

The student is entitled to one dress rehearsal in the hall; other rehearsals may be scheduled if reasonable, subject to room availability.

#### **j. Times and Dates**

Weekday evening times are available for senior recitals. Evening recitals will begin at 6 p.m., 7:00 p.m., and 8:00 p.m. The Chair of the Department will make the final decision regarding recital time.

#### **k. Stage Manager Assistance**

Arrangement for all necessary assistance is the responsibility of the studio teacher/student. A request for Stage Manager services should be filled out and turned in to the Stage Manager mailbox no later than fifteen (15) working days before the recital. Requests are available from the office or on the website.

#### **l. Venues**

Palmer Hall (MH Room 115) is the normal site for senior recitals. Other performance sites may be utilized when performance media, audience size or other calendar considerations justify it. The Department Chair will have final authority to approve alternate performance venues.

## **17. Sophomore Review**

All music education majors will be evaluated at the end of their sophomore year. Transfer music education major students will be evaluated at the end of their second semester at FHSU. Students will appear before the Sophomore Review sub-committee appointed by the department chair. The music education coordinator serves as standing chair of this sub-committee. Following the interview, the committee will write an advisory recommendation concerning the students potential for success in the field of music education and suggestions for improvement. A copy of this recommendation will be sent to the student's advisor and the department chair.

## **18. Statement of Student Rights**

We, the faculty in the Department of Music at Fort Hays State University, affirm the following rights for each student we serve in the course of our duties as educators:

1. The right to instruction based on adequate preparation and planning by the instructor.
2. The right to expect a faculty member to be interested in, and demonstrate commitment to, the role of teaching.
3. The right to receive substantive course content and the opportunity to attain course objectives as specified by the published course description.
4. Entitlement to a just, fair, and respectful classroom environment that allows for the freedom of speech.
5. The right to confidentiality.
6. The right to know the system on which one is to be graded, and to be rewarded according to one's course accomplishments or mastery of the course material.
7. Access to the instructor outside of class time at posted office hours.
8. The right to evaluate both course and teacher.

## **19. Student Evaluations**

Student evaluations will be administered every semester. The evaluations, sorted by faculty member, will be kept in a secured file in the office of the Department Chair.

## **20. Student Grade Appeals**

Step 1: All students are obligated to confer informally with the instructor responsible for assigning a disputed grade, if that instructor is available. If a student has not previously conferred with the instructor, she or he is advised to do so within 20 class days following assignment of the grade. It is assumed that where simple clerical errors or errors in computation have occurred, informal consultation with the instructor will resolve any disagreement.

Step 2: If the student remains dissatisfied with the instructor's explanation and the assigned

grade, or the instructor is not available, she or he may arrange a consultation with the department chairperson (see note below). The chairperson has the discretion to affirm the instructor's decision, or arrange for further consultation between instructor and student (to include the chairperson). Such action on the part of the chairperson shall be taken and communicated to the student within ten working days of the student's request for consultation with the chairperson.

If the situation is not resolved, the student may request a formal departmental administrative hearing for the purpose of assessing whether or not course standards and procedures for evaluation were properly established, enacted, and carried out (procedural due process). The student initiates such a formal administrative hearing by submitting a written statement of fact and appeal to the department chairperson. This letter must be submitted within 10 working days of the student's receipt of notification by the chairperson of an affirmation of the instructor's decision, or a decision by the chairperson following a consultation involving the instructor, student and chairperson, but not later than the end of the first full semester following assignment of the disputed grade.

The departmental hearing is to be conducted by a committee of two tenured faculty members of the department, selected by the student from a list of all tenured faculty members of the department, excluding the instructor who assigned the disputed grade, if the student is willing to make such a selection. Otherwise, the two faculty members shall be selected by the department chairperson. The focus of the committee shall be to determine whether the disputed grade is due to an identifiable error, or whether the course standards and evaluation procedures were properly established and carried out and whether such procedures were made reasonably clear to the class and should have been received and understood by a competent student qualified to take the class. If the two committee members cannot agree as to a conclusion, the disputed grade shall be determined in favor of the instructor assigning the grade.

If a departmental administrative hearing is requested, such hearing is to be completed and the results communicated, in writing, to the student within ten working days of the receipt by the department chairperson of the request for such hearing.

Step 3: If the student remains dissatisfied with the results of the formal departmental administrative hearing, she or he has the right to a University appeal. The student is responsible for initiating the appeal process by submitting a second written statement of fact and appeal to the Provost. This letter must be submitted within 10 working days after receiving the results of the departmental administrative hearing.

Note: If the instructor assigning the disputed grade is the department chairperson, all references to the chairperson in this policy statement shall be replaced by references to the Dean of the College of Arts and Sciences.

## 21. Student Teaching Concurrent Enrollment

Concurrent enrollment in music courses by students enrolled in student teaching is discouraged. Students may enroll in MUS 099, 151, 251, or 451 concurrently if these requirements have not been met prior to the student teaching semester, but this practice is strongly discouraged. Ensemble enrollment while student teaching is forbidden.

## 22. Student Records

NASM guidelines indicate the type and quality of student records to be maintained by accredited music programs. As such, the following student records will be maintained as described.

### a. Applied Faculty Student Records

Each applied area faculty will maintain the following records on each student enrolled in lessons: Repertoire studied, copies of recital programs for performances associate with degree requirements, and results of studio-specific assessments, including juries. In addition, it is recommended that faculty keep weekly records of lesson grades for each student. Faculty are encouraged to record all degree-fulfilling student performances.

### b. Student Course Records

Updated educational progress records for each students will be maintained by departmental advisors and the Registrar's Office.

### c. Summary Records

The Administrative Assistant maintains jury examination summaries by area and sophomore review summaries in the department office.

## 23. Syllabi

Every credit course must have a current syllabus on file in the music office. While the content of a syllabus will vary from teacher to teacher and course to course, some items are universal. It should include the title of the course, texts (if any) which are required and/or optional, attendance policy, grading procedure, and grading scale. A statement of purpose and a listing of the goals of the course are highly recommended. A course outline and testing schedule are optional. A copy of the syllabus must be given to each student. Copies of syllabi will be requested of all faculty the beginning of each semester by the Administrative Assistant.

### a. General Education Courses

MUS 161, 291, and 391 syllabi: All MUS 161, 291, and 391 syllabi must contain the official description and objectives of the course. The official description and objectives are available from the department chair or on-line (in .pdf format) at [www.fhsu.edu/coas/GEAcademicAdvisingHandbook.pdf](http://www.fhsu.edu/coas/GEAcademicAdvisingHandbook.pdf). Within one week of classes, all MUS 161, 291, & 391 syllabi (including Virtual College sections) must be submitted to the College of Arts and Sciences electronically.

**b. Methods Courses**

All methods and early field experience courses in the department must follow the format for syllabi prescribed by the College of Education. Faculty members with questions about this requirement should see the department chair or Dr. Andrews for samples and more information.

**c. Virtual College Syllabi**

All Virtual College syllabi must be available to students on the Blackboard course site and be posted on the CTELT web page for prospective students at <http://electron.fhsu.edu/~ctelt/syllabus/faculty/>.

## **IX. PERSONNEL POLICIES AND GUIDELINES**

All personnel policies relating to employment at Fort Hays State University can be found in the *Faculty Handbook*. Faculty should consult the *Faculty Handbook* for any personnel-related inquiries. Below are policies that are specific to the Department of Music, and in agreement with FHSU policies.

### **1. Absence from Campus**

Absence request forms, available on the music website, are to be submitted to the Department Chair for consideration 14 days (two weeks) before the requested absence. Should the absence require travel reimbursement, a travel reimbursement form should be obtained from the Administrative Assistant and submitted back to the Administrative Assistant no later than 14 days before travel. See “Travel” for details. All other absence issues shall follow university policies as noted the university faculty handbook.

#### **a. Sick absence**

If you are sick and must be absent from school, please call the Administrative Assistant in the main music office at least one hour ahead of your first scheduled class of the day. If there is no answer, leave a message, and also call the Department Chair directly and leave a message if necessary.

### **2. Advising**

Faculty members will be appointed as advisors by the Department Chair. All faculty members are expected to serve if called upon. First-year, temporary, and part-time faculty are exempt from service. In general, large-ensemble directors (band, choir, orchestra) are not appointed as advisors. However, such faculty members serving in this capacity may be assigned as needed by the Chair. The Department Chair may act as advisor *pro tem* whenever the primary advisor is unavailable to a student, particularly during the add/drop period of a semester. The Department Chair or his/her designee serves as advisor for all new transfer students. Incoming freshman will be assigned by the Chair to a faculty advisor. The Chair will endeavor to find a best fit with advising loads and faculty teaching loads. Students may request a new advisor based on criteria found in the *Faculty Handbook*.

Faculty advisors are expected to meet with advisees in person as needed to assist students with class enrollment, career advice, and academic counseling. Advisors are encouraged to refer students to University resources as needed. Advisors are also expected to stay current with enrollment procedures/technologies, and curricular updates and changes.

### **3. Department Personnel Files**

A secure departmental personnel file of current employees will be maintained in the office of the Department Chair. Only items allowed in the bargaining agreement will be deposited in this file.

Faculty members have the right to review and add material to their file in response to any item in the file or to enhance and update material contained therein.

#### **4. Departmental Service**

Full-time faculty members are expected to perform various service duties within the Department of Music. In addition to attending faculty meetings, a minimum of one activity in each of the following categories is expected:

- a. Committee Work
  - i. Curriculum
  - ii. Faculty Senate
  - iii. Public Relations
  - iv. Scholarship and Recruiting
  - v. Tenure and Promotion
  
- b. Recruitment

All studio faculty are expected to recruit students for their studios/area and show a record of that activity. Non-studio faculty are to assist with recruiting as needed, and show a record of recruiting activities for the department.
  
- c. Events
  - i. Tiger Call
  - ii. Tiger Day/Friends and Family Day
  - iii. Solo and Ensemble Festival
  - iv. Large Group Festival

Adjunct faculty members who elect to include service as part of their Assigned Statement of Responsibilities will also be required to perform departmental services as agreed upon in consultation with the Department Chair.

#### **5. Email**

Email use is subject to University policy, and shall be followed by all Music Department personnel.

#### **6. Faculty Workloads in the Department of Music**

[approved by the National Association of Schools of Music Commission on Accreditation, June, 2002]

The Department of Music calculates loads using a **percentage** system with adjustments made for course **enrollment**. Loads in the music unit attempt to correspond to traditional twelve contact

hour loads assigned to colleagues in other disciplines in the institution:

### Lecture Courses

Undergraduate enrollment of 10 or more or graduate enrollment of 5 or more equals 8.3% semester load per faculty contact hour. (12 contact hours)

Undergraduate enrollment of 3 to 9 or graduate enrollment of 2 to 5 equals 6.7% semester load per faculty contact hour. (15 contact hours)

Studio lessons, pedagogy, or individual study Each faculty contact hour equals 5.5% semester load. (18 contact hours)

### Ensembles

Opera equals 40% semester load (divided equally between 2 semesters)

Concert Choir equals 30% semester load

Hays Symphony Orchestra equals 30% semester load

Marching Band/Wind Ensemble receives 30% semester load

Symphonic Winds receives 15% semester load

Small Ensembles\* equal 20% semester load

Chamber music\*\* equals 10% semester load

\* Fort Hays Singers, Jazz Ensembles, String Orchestra, Pep Band

\*\* Woodwind Ensemble, Brass Ensemble, String Ensemble, and Percussion Ensemble

### Miscellaneous

Supervision of directed teaching is negotiated up to 25% semester load.

Collaborative pianist is negotiated up to 25% semester load.

The Director of Bands receives 10% semester load for administrative duties.

Orchestra concertmaster receives 10% semester load.

## **7. Travel**

Policies regarding travel may change periodically based on changes in business practices and the *Faculty Handbook*. Below are travel procedures based on current policies.

All requests for travel authorization will be made to the Administrative Assistant. Forms are available in the music office. The Administrative Assistant must submit travel forms for authorization by the chair and dean through *Lotus Notes*.

1. It is recommended that a state vehicle be requested as far in advance as possible. The vehicle must be reserved by phone before the travel form is submitted. Remember, that while the faculty member does not receive reimbursement for use of a state vehicle, it is not “free”. The department is charged mileage at the state rate and this is deducted from the faculty member’s annual travel allowance. Faculty members who use state vehicles and then receive mileage reimbursement must let the office manager know in advance and then pay the department for the cost of using the vehicle at the state rate.

2. All travel requests must be submitted as far in advance as possible and no less than one week (seven working days) prior to travel. Plan ahead for your travel.
3. If you are going to be CONSULTING (receiving payment for professional services), you must submit a Lotus Note consulting form for approval of the activity. Be sure to understand about conflicts of interest and time commitment found in Chapter 4 of the *Faculty Handbook*. If you are CONSULTING, there is no need to file a white absence report (skip #4 below).
4. If university funding is not requested, a white absence REPORT must be submitted. Remember, you must state the nature of your absence. "Personal reasons" is not a sufficient reason for absence. If you do not want to be specific on the form, explain the reasons to me in person and note on the form "conveyed in person to department chair". Be sure to indicate how your classes will be covered in your absence.
5. If university funding is requested, a yellow travel REQUEST must be submitted. Be sure to indicate how your classes will be covered in your absence.
6. To file for reimbursement, ALL receipts, except for food, must be submitted. (CANCELLED CHECKS AND CREDIT CARD RECEIPTS WILL NOT BE ACCEPTED.)
7. Reimbursement will be made for actual expense up to the amount allowed by the state or the Department Chair. You will be limited to your actual budgeted amount.
8. To receive reimbursement for any travel involving students, receipts must be submitted for lodging and registration.

All student travel is governed by University policy. Ensemble trips will be coordinated such that all performers will travel together in approved vehicles.

## X. CRITERIA FOR TENURE, PROMOTION, MERIT, AND RETENTION

### 1. Tenure, Promotion, and Merit Criteria (Approved November, 2000; Revised May, 2003)

#### PREAMBLE:

The following criteria apply for all faculty members in the Department of Music, regardless of type of appointment. Please note:

- The evaluation cycle for faculty members in the FHSU-AAUP bargaining unit will occur on an **academic year** basis according to provisions of the Memorandum of Agreement (“contract”) beginning with the 2003-2004 academic year.
- The evaluation cycle for faculty members who are not part of the FHSU-AAUP bargaining unit (i.e. part-time and faculty members on temporary contracts) also occur on an **academic year** basis according to the provisions established in the FHSU Faculty Handbook.

For tenure, the criteria are applied as long-term assessments of one’s accomplishments, commitment to the profession, and potential contributions to the mission of the department and University.

For promotion, the criteria are applied as assessments of one’s accomplishments and commitment to the profession since the last promotion evaluation.

Evaluation percentages for all members of the bargaining unit are defined in the current Memorandum of Agreement. Evaluation percentages for faculty members who are not part of the bargaining unit are to be determined in consultation with the department chair prior to the beginning of the evaluation cycle.

Every faculty member is responsible for submitting a **statement of responsibilities** according to the guidelines below to the chair prior to the commencement of the evaluation cycle.

All faculty members are required to submit a self-evaluation (**faculty activity report**) to the department chair at the conclusion of the evaluation cycle. Faculty members are to list their accomplishments in each area of evaluation using bulleted lists.

#### I. Teaching

**50 possible points**

##### A. Student Evaluation (16 points possible)

- 1) student evaluation data in comparison to self in the preceding cycle (required): [%tile is determined from "Overall Effectiveness as a Teacher" mean] Note: first-year faculty members earn 5 points, since no comparable data exists.

115%tile = 8 points

110%tile = 7 points  
105%tile = 6 points  
100%tile = 5 points  
95%tile = 4 points  
90%tile = 3 points  
85%tile = 2 points  
80%tile = 1 point  
75%tile = 0 points

- 2) student evaluation data in comparison to colleagues in the current cycle (required): [%tile is determined from departmental "Overall Effectiveness as a Teacher" mean]

115%tile = 8 points  
110%tile = 7 points  
105%tile = 6 points  
100%tile = 5 points  
95%tile = 4 points  
90%tile = 3 points  
85%tile = 2 points  
80%tile = 1 point  
75%tile = 0 points

B. Chair Evaluation: (16 points possible)

- 1) chair evaluation compared to work in the preceding cycle (required):  
Note: first-year faculty members earn 5 points, since no comparable data exists.

0-8 points possible

- 2) chair evaluation compared to colleagues in current cycle (required):

0-8 points possible

C. Self-Evaluation (18 points possible):

Must include a summary of three teaching accomplishments for the calendar year (0-6 points each). Please use a bulleted list.

0-18 points possible

II. Research/Creative Activity

**50 points possible**

Self evaluation must include a summary of five accomplishments for the calendar

year (0-10 points will be awarded for each). Please use a bulleted list.

### III. Service

**50 points possible**

#### A. to your profession

- |   |               |
|---|---------------|
| 1) membership in professional organizations | 2 points      |
| 2) conference attendance                    | 5 points each |
| 3) leadership in professional organizations | 10 points     |

#### B. to the University

- |  |                |
|--|----------------|
| 1) committee member (departmental or University)     | 5 points each  |
| 2) student organization advisor                      | 5 points       |
| 3) student recruitment                               | 0-15 points    |
| 4) committee chair (departmental or University)      | 10 points each |
| 5) program development                               | 15 points      |
| 6) grant funding in support of departmental programs | 15 points      |

#### C. to the community

- |   |                |
|---|----------------|
| 1) direction of community ensemble                        | 15 points      |
| 2) community performance                                  | 5 points       |
| 3) presentation/consultation in area of expertise         | 10 points each |
| 4) outreach activities in area of expertise (camps, etc.) | 5 points       |
| 5) direction of major outreach activity                   | 20 points      |
| 6) private lessons for the community                      | 5 points       |

## 2. Low Performance Evaluation Criteria

[proposed for faculty review as revision of existing policy]

### Introduction

The Kansas Board of Regents has mandated that the Universities under its jurisdiction create a plan, policies and procedures for determining the continuing competence of professors beyond the seven years required to secure tenure. Each department at Fort Hays State University has been given this responsibility, which is a recognition of the diversity and uniqueness of the disciplines which are a part of the University and an acknowledgment that each department is knowledgeable about and capable of determining the standards which must be maintained within that discipline.

### Policy

The department, as a unit of the College of Arts and Sciences, is required to indicate performance on each faculty member's merit evaluation form by checking one of three boxes at the bottom of the summary evaluation form. By checking the box labeled "does not meet expectations" and attaching his/her annual evaluation of the faculty member in question, the department chair initiates a performance counseling session with the department chair and

college dean governed by ARTICLE XI of the FHSU-AAUP memorandum of agreement aimed at improving the performance of the faculty member in question. If, in the year following such a performance counseling session, the faculty member fails to meet minimum standards again, "dismissal for cause" proceedings will begin. "Dismissal for cause" proceedings may also occur, subject to appeal, if a tenured faculty member has a total of three evaluations in any five year period in which minimum standards are not met.

Fort Hays State University is a state-supported liberal arts university. The mission statements of the University, the College of Arts and Sciences, and the Department of Music emphasize that the primary responsibility of each faculty member is to be an effective and competent teacher. Therefore, it is the fundamental responsibility of each department to monitor the quality of instruction and advising rendered by each faculty member within that department. ~~For non-tenured and tenured faculty an annual review has been carried out for the purpose of determining merit salary increases. Effective at the time of the adoption of this document the merit review for both non-tenured and tenured faculty with the Department of Music will be expanded to include the procedures outlined in the following sections of this document. The general purpose of this review will be to determine the competence of all faculty members; in particular, the process will identify low performance by tenured members of the Department.~~

Procedure: Teaching and Advising

## **Evaluation by Students**

### **TEVAL and Department-specific Evaluation Forms**

Within a discipline which encompasses specialized solo and ensemble performers, conductors, composers and arrangers, researchers, scholars, authors, and pedagogues, we know and understand that teaching is the only commonality among us. An assessment of teaching, therefore, is the only fair point of origin in a process designed to identify a chronic low performer. While scholarly/creative and service activities must be considered as legitimate components of this policy, they can only be weighed after teaching has triggered the process.

The second fundamental principle is that the faculty member's annual statement of goals and negotiated duties (teaching, scholarly/creative and service activities) must be an essential ingredient. Since each faculty member has the obligation and responsibility to establish a set of goals and expectations for the coming year, it is logical that the same statement will serve as the point where each faculty member will negotiate which items in the department's evaluation criteria will be evaluated for minimum acceptable levels of performance. Further, because these negotiated responsibilities are highly individualized, it follows that no two faculty members may have the same minimum standards. The Department, therefore, has determined that the following quantifiable procedure will be used to judge the teaching skills of all Music faculty members, tenured and non-tenured.

1. As a matter of course, the summative question on student evaluations will serve as a "trigger" mechanism to begin an investigation. If in **an evaluation cycle** ~~any given~~

~~course, the majority of responses~~ **student evaluation data** rate the faculty member **beyond the range of the standard deviation of the departmental mean** ~~at, and below, the "average" ("medium" on the TEVAL form) rating,~~ the Chair will interpret this score as a warning and will meet with the faculty member to discuss corrective measures that should be taken. If the Chair is the faculty member in question, this meeting will take place with the Dean of the College of Arts & Sciences as the *Chair Pro Tem*. A written plan of action shall be signed by both parties.

2. If the standard outlined above is evident for any two consecutive ~~semesters~~ **evaluation cycles**, or in any three non-consecutive ~~semesters~~ **evaluation cycles** within a five-semester period, the Chair shall appoint a committee of three to five senior professors to conduct a review of the faculty member's teaching, advising, creative/scholarly and service activities. This committee will select its chair, establish its rules of procedure, and request/receive such written and/or oral statements as it deems necessary to determine the professor's competency.
3. The committee will consider the faculty member's negotiated duties as established in the annual goals statement. Teaching will be the primary concern, but creative/scholarly and service activities will also be evaluated in light of the individual's annual goals. The faculty member will be expected to have negotiated one minimal standard/goal in the creative/scholarly area and two from the service area of the department's evaluation criteria.
4. The committee will submit a written report of its findings and conclusions as to competency to the Chair of the Department within a reasonable period of time. Any committee member may submit a concurring or minority report.
5. Should the professor being reviewed wish to take issue with the procedure or decision of the committee or Chair, the professor may appeal through the University's Grievance Procedure, as outline in the **FHSU-AAUP Memorandum of Agreement**. Faculty Handbook, Chapter 4.

### **~~B. Advisor Evaluation Form~~**

~~Recognizing that student satisfaction with the advisement process is important in influencing a student's confidence in his/her educational experience at Fort Hays State University, and is important in the retention of students by the University, the Department solicits student evaluations of faculty advising by giving to each music major a questionnaire which includes several questions relating to the professor's advising skills. The questionnaire provides the following responses for each question:~~

~~\_\_\_\_\_ A = Strongly Agree \_\_\_\_\_ B = Agree \_\_\_\_\_  
\_\_\_\_\_ C = Disagree \_\_\_\_\_ D = Strongly Disagree \_\_\_\_\_~~

~~\_\_\_\_\_ For the purpose of determining low performance in advising, these questionnaires will be~~

~~returned to the Chair, who will compile the results. If a professor has more C and D responses than A and B responses, the Chair will meet with the professor to discuss corrective measures designed to improve the professor's student advising technique. A written plan will be signed by both parties. If the professor receives an unfavorable rating for two consecutive years or two non-consecutive years over a three-year period, the Chair will take this as a warning.~~

~~While unfavorable student responses to the advising questionnaire will not by themselves be used to designate a professor as a chronic low performer, they should be viewed as a danger signal indicating that the professor is experiencing difficulties in interacting positively with students, a problem which might also affect his/her effectiveness as a teacher. Student ratings of advisers should therefore be used in conjunction with other evaluations in the areas of teaching, scholarship and service to arrive at a designation of chronic low performance.~~

### **Evaluation by Chair**

Since it is the responsibility of the Chair of the Music Department to evaluate each professor annually for purposes of determining merit pay increases, this evaluation should also be used to assess areas of the teaching component which may not be a part of the student evaluation process. The Chair's evaluation should include, but not be limited to, an assessment of the ~~following~~ teaching standards **indicated on the "chair evaluation of teaching instrument"**.

- ~~\* Keeps current with technological advancements in the discipline~~
- ~~\* Makes curricular changes as required by the discipline~~
- ~~\* Prepares and distributes syllabi for all courses taught, filing one copy in the department office~~
- ~~\* Lists course objectives on each individual syllabus~~
- ~~\* Meets all scheduled classes except as reported on official forms and satisfies course objectives~~
- ~~\* Applies appropriate testing methods to assess student learning and monitor student progress~~
- ~~\* Maintains reasonable availability for conferences with students~~
- ~~\* Performs regular student advising tasks~~
- ~~\* Maintains appropriate advising documentation and files~~
- ~~\* Remains familiar with University and departmental degree requirements~~

~~Unwillingness to perform one of the above would not necessarily constitute a case of low performance; however, a pattern of noneconformity in several areas may be interpreted as an indication of a problem and should be considered in conjunction with the other evaluations of teaching.~~

### ***Procedure: Creative/Scholarly Activities***

In keeping with the policy of the University, music faculty are expected to be engaged in on-going creative and/or scholarly activities. Therefore, creative/scholarly activities by department faculty members are evaluated annually for the purpose of determining merit pay. It is expected that all faculty will share the outcome of these activities with their students as well as the academic

community as a whole. The department has deemed that a professor will negotiate at least one goal from the attached list of criteria, the fulfillment of which is necessary to avoid designation as a chronic low performer.

***Procedure: Service***

In keeping with the policy of the University, music faculty are expected to be engaged in on-going service activities. Therefore, service activities by department faculty members are evaluated annually for the purpose of determining merit pay. It is expected that all faculty will assume a share of departmental responsibilities, including serving on committees, attending recitals and concerts, and participating in activities for the good of the academic community as a whole. The department has deemed that a professor will negotiate at least two goals from the attached list of criteria, the fulfillment of which are necessary to avoid designation as a chronic low performer.