University of West Georgia

Department of Music

Part-Time Faculty

Handbook

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Forward

The purpose of this document is to provide part-time Music faculty with essential information for successful experiences at UWG. It includes expectations of faculty, university and departmental procedures, and useful information about the Department of Music. Please read this information thoroughly, and review specific procedures when time-appropriate.

Faculty members are selected for their expertise and teaching ability. Yet there exist certain administrative requirements that require timely and thorough completion for effective functioning of the department. This handbook contains the necessary information to help you meet those administrative requirements.

The Department Chair strives to support you in your work at West Georgia. Please contact the chair any time you have a question. For questions regarding employment issues and procedures, you may also contact the Program Coordinator. Best wishes for a productive tenure at West Georgia.

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Employment & Hiring Procedures

Letter of Application – Candidates for employment must submit a current letter of application for the position for which they wish to be considered. This letter should be addressed to the Department Chair.

Letters of Recommendation – The University requires three current letters of recommendation. These must be original letters prepared on letterhead, recently dated, and signed with original signatures.

Curriculum Vitae – A current curriculum vitæ (c.v.) must be submitted as part of the application for a position. The c.v. includes institutions attended, degrees and dates received, musical employment and experience history, and any other information you wish to include that supports your ability to perform your teaching responsibilities. Your c.v. must be updated at least annually, and will be posted on the Department of Music website (www.westga.edu/~musicdpt). A brief biography and photo are also posted on our website. If you do not have a professional photo that you wish to use, we can take your photograph with a digital camera. The photo is not a requirement for the hiring process. However, it is an effective recruiting tool, and should be posted as soon as practicable.

Transcripts – Official transcripts from each institution attended must be received directly from the institutions prior to employment. Transcripts should be addressed to the Department Chair.

Payroll Schedule – Faculty are paid in five equal installments each semester (August-December and/or January-May). For each semester, the checks are distributed on the last workday of the month. Check the Human Resources website for an exact schedule of payroll and maintenance dates. N.B. For each pay period, the Human Resources Office establishes a maintenance date approximately two weeks before payday. All of the required documentation must be processed through the Department of Music, the Dean of Arts & Sciences, and Human Resources by the maintenance date in order for new employees to receive a check on the first payday. No late checks will be issued. However, missed pay will be added to the subsequent payroll.

Pay Rates & Changes – Part-time faculty who teach applied lessons and studio classes are paid an hourly rate per contact hour. Lecture classes are paid at a standard rate based on the number of class minutes per week. These rates are quoted upon being offered a position. Because the paperwork is due before enrollment is finalized, paperwork is amended after the program adjustment period (drop/add) to reflect actual enrollment. Therefore, the first paycheck may be higher or lower than subsequent checks. The total semester pay will be accurate, based on enrollment at the conclusion of the program adjustment period.

Contracts – Whether you are employed for one or both semesters, no part-time contracts extend beyond spring semester. Returning faculty receive a new contract each academic year. Faculty must sign and return one copy of the contract to the Dean’s Office.
**Human Resources** – This office handles employment operations. New employees must visit the Human Resources Office to sign papers and receive information. A photo ID with your assigned ID number can be obtained through Auxiliary Resources in the University Community Center. An ID is required for Ingram Library services.

**Extra Compensation** – On occasion, part-time faculty are asked to perform additional duties for the department, Instrumental Organizations (band program), Choral Organizations, or some other budgeted source. The faculty member who requests your participation and controls the respective budget will tell you whether remuneration is associated with the specified activity. If so, s/he will instruct the Secretary to complete an Extra Compensation form. Any additional pay will be added to your next check following the maintenance date after which the paperwork is processed, and will be subject to deductions for taxes, etc.

**Mileage, Travel, and Recruiting Expenses** – No expenses for these items are reimbursed for carrying out your assigned duties, except as may be provided for under “Extra Compensation,” above.

**Parking** – After part-time faculty have a UWG ID card, they may purchase a faculty parking hang tag at Parking Services for a nominal fee, and receive a key card to the gated faculty parking lots.

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**Equipment & Facilities**

**Room Assignments** – Room assignments for lecture classes, applied lessons, studio classes, and ensembles are determined by the Program Coordinator, who also keeps the schedule for Kathy Cashen Recital Hall. Please discuss your needs with the Program Coordinator. Do not move to another room without confirmation from the Program Coordinator.

**Performance Space** – Solo and ensemble performances by you and/or your students should be scheduled with the Program Coordinator as much in advance as possible. Most solo and small ensemble performances occur in Kathy Cashen Recital Hall. The Townsend Center for the Performing Arts is generally reserved for large ensemble performances, and dates are scheduled a year in advance.

**Cashen Hall** – Kathy Cashen Recital Hall is used for student and faculty solo performances. It is utilized regularly for rehearsals and performances, and is in great demand from outside entities. It is sometimes used for applied lessons or small ensemble rehearsals. The Program Coordinator schedules all use of Cashen Hall. Do not use Cashen Hall unless scheduled to do so, even if it appears to be available.

**Equipment** – Discuss your needs (e.g. chairs and stands) with the Program Coordinator to see if needed equipment can be kept in your teaching space. If not, we may need to arrange equipment to be moved on a regular basis. Please restore your teaching spaces to the way you found them for the next class.

**Keys** – You may check out keys for the rooms in which you teach from the Department Secretary. Students enrolled in Applied Music classes may obtain a key to the practice rooms from the Music Office for a small fee.
Responsibilities to Students

Schedule & Office Hours – Post your schedule on the door of your assigned office/studio, including contact info and Office Hours, if appropriate. Give a copy of your schedule to the Music Office. Faculty who teach lecture classes are expected to keep some office hours, even if it is only before or after class. Leave a message on your door if you are unable to be present as expected. If you are ill, call the department office and we will put a note on your door. You should not deviate from your schedule simply for convenience, but you may revise your schedule. Be sure to provide a copy of any revised schedule to the Music Office.

Attendance – You are expected to make every effort to meet all lessons and classes. Should you be unable to attend due to illness or extenuating circumstances, call the Music Office to inform us. If you need to miss a class or lesson for any reason other than illness, please discuss your conflict with the Department Chair at the earliest possible date. You are encouraged to make up lessons you miss, if possible.

Syllabi – You must prepare a syllabus for each course number you teach, and provide each student with a copy at the first class meeting. Syllabi must also be submitted to the Music Office at the beginning of each semester, in both hard copy and electronic form. Syllabi are posted on the website, and hard copies are kept in the Department Office. Each syllabus should include your name, office hours and contact info, course objectives, performance expectations, and policies regarding attendance, grades, late work, missed exams, and extra credit (if any). Course objectives must reflect the Learning Outcomes as published on our website. Also, be aware that the university does not recognize plus and minus grades in final grades. Syllabi for applied lessons should also include the schedule for studio classes, if they are held at a time other than the MUSC 1000 studio class dates. Please see examples of existing syllabi on our website or in the Music Office.

MUSC 1000 – For your information, MUSC 1000 is a 0-credit class incorporating concert attendance, studio classes, and laboratory ensemble experiences. Weekly meetings are scheduled on Mondays, 3:30-4:45 p.m. Four of these sessions are Lab Ensembles (band & choir), four are Studio Classes, and the rest are usually Student Recital Hours. Occasionally, the time is used for Orientation, Library Orientation, a guest recital, master class, or some other appropriate activity. Students receive a grade of S or U. Music majors need six semesters of S credits to graduate.

Studio Classes – Applied faculty are expected to have four Studio Classes during each semester. Faculty able to attend on Monday afternoon should hold Studio Class as scheduled four times each semester at 3:30 p.m. Otherwise, try to hold your studio classes near the dates of those scheduled for MUSC 1000, but no later than the last day of class. Student attendance at studio class must be reported as soon as possible to the Department Secretary, but no later than the last day of class. Although student attendance at studio class is required for MUSC 1000, you may (and are encouraged to) require attendance of applied students not registered for MUSC 1000. Studio classes may be used for any purpose you deem appropriate, e.g. studio recital, master class, seminar, guest lecture, etc. If your studio space is too small to hold a Studio Class, you will be assigned an appropriate space by the Program Coordinator.
**Ensembles** – Small ensembles coached by faculty are expected to meet at least 50 minutes per week, and to present a public performance each semester. Students must register for ensembles before the end of the drop/add period. Neither the Instructor nor the Department Chair can add students to class rolls after that time. Students wishing to add after that point must obtain permission from the Dean of Arts & Sciences.

**Applied Music Policies**

**Enrollment Levels and Requirements** – Students register for applied classes as follows, where the instrument is designated by letter (A = piano, B= organ, etc):

- **MUSC 2600 A-Q Principal Applied (lower division)**: 1-2 credit hours
- **MUSC 2610 A-Q Non-Music-Major Applied**: 1-2 credit hours
- **MUSC 4600 A-Q Principal Applied (upper division)**: 1-3 credit hours
- **MUSC 4610 A-Q Secondary Applied**: 1-2 credit hours
- **MUSC 4941 Half Recital**: 0 credit hours
- **MUSC 4942 Full Recital**: 0 credit hours
- **MUSC 4943 Jazz Recital**: 2 credit hours
- **MUSC 6600 A-Q Principal Applied (graduate)**: 1-3 credit hours
- **MUSC 6610 A-Q Secondary Applied (graduate)**: 1-3 credit hours
- **MUSC 6800 Graduate Recital**: 3 credit hours

Students registered for 1 hour of credit receive a weekly 25-minute lesson (considered to be a 30-minute contact for purposes of part-time faculty pay). Students registered for 2-3 hours of credit receive a weekly 50-minute lesson, with higher expectations for the 3-hour students. Students performing recitals register for the appropriate recital concurrently with applied lessons. No additional instruction is provided for recitals, except for the Jazz and Graduate Recitals. Only BM in Performance majors who have successfully completed a Half Recital may register for 3 credit hours of MUSC 4600. Generally, undergraduate students register for MUSC 2600 for their first two years, pass a Level Change Exam at the end of sophomore year, and then register for MUSC 4600.

Performance majors present a Full Recital during the last semester of applied study. Music Education and Music with Elective Studies in Business majors may perform a Hearing in lieu of Recital, instead. See below for hearing information. **IMPORTANT**: see the degree Program Sheets on our website for the specific Applied Music and Recital requirements of each degree program.

Due to budget constraints, students may not register for applied study beyond the minimum hours required to satisfy degree requirements without the permission of the Department Chair.

**Repertoire, Scales, etc.** – Expectations of scales, repertoire, and other accomplishments vary among voice, keyboard, wind, string, and percussion instruments, as appropriate. Please check with a full-time or experienced part-time instructor for specific information for your instrument(s), and include specific expectations in your syllabus.
Public Performance Expectations – All Music Majors are expected to make at least one public appearance in a Student Recital Hour each year. Expectations are higher for those majoring in Performance, as follows: freshman year, one appearance; sophomore year, two appearances; junior year, three appearances; senior year, four appearances. The Program Coordinator documents these appearances in the student’s file by confirming that the appearance occurred as scheduled and placing a copy of the Student Recital program in the student’s file. The Senior Secretary also keeps an electronic record of student performances.

Juries – Juries are held during the final exam period for all students registered for Applied Music. The Program Coordinator will schedule the date for juries of each instrument/voice based on the availability of applied faculty. Jury schedules are posted on the Music Office window one week before juries. Students are responsible for signing up for an appropriate jury time, completing the appropriate jury forms, and bringing copies of the form for each juror to the jury. Please be sure your students understand these responsibilities.

Level Changes – Students whose current applied registration completes the required number of lower-division credit hours for their respective degree programs perform an extended, level-change jury. These students sign up for two consecutive jury slots, and arrange for an applied instructor of a non-allied instrument to serve as an additional juror. Please be sure that your students arrange for this additional juror in advance. Specific expectations vary as appropriate for voice, keyboard, wind, string, and percussion instruments. Students complete sufficient copies of the level-change form for the jurors.

Recitals and Hearings – Students registered for Half, Full, or Graduate Recital should schedule a tentative recital date with the Program Coordinator as early as possible. See the website for recital date requirements, which vary. The recital candidate and any others performing in the recital must pass a hearing of the entire program at least three calendar weeks before the proposed recital. The hearing panel consists of the student’s applied instructor, an applied instructor of a similar instrument, and an applied instructor of a non-allied instrument. To pass the hearing, a majority of the jury panel must concur that the recital is performance-ready at the time of the hearing. It is the student’s responsibility to arrange a hearing time when all required personnel can attend, and when the recital hall is available. Use of the recital hall is scheduled with the Program Coordinator. Students also complete the Recital Hearing form, which is checked for accuracy and signed by the applied instructor, and duplicated for the hearing committee. See the Department of Music website for complete information regarding recital requirements.

Hearing in lieu of Recital – Music Education majors may present a half or full recital using the above guidelines, or they may present a Hearing in lieu of Recital at or near the end of their last semester of study. The hearing consists of at least 15 minutes of repertoire, and utilizes the same form and committee requirements as above. Thirty minutes should be allocated for the hearing and subsequent consultation of the committee.
Administrative Requirements

Communication with Department – Most communication between the department and faculty occurs via email. Check your email regularly, respond promptly, and notify the department of any changes in your contact information.

BanWeb – BanWeb is the university’s portal to online registration and grade records. Each faculty (and student) is assigned a login and password, which the user may change at any time. Your password must be changed from time to time. Log in at least once every thirty days to avoid being surprised by an expired password. It is especially important to log in prior to the end of the semester to ensure your ability to complete grade entry procedures.

Class rolls – Class rolls exist in electronic (online) form on BanWeb. There are four points in the semester when you will interact with class rolls:

Beginning of classes – Due to constant changes in registration during drop/add, these rolls change from minute to minute. At any given time, you may log in to BanWeb to see who is registered for your classes. For applied rolls, please discuss any concerns of credit hours, appropriate level, etc., with the department chair. It is important that students make any necessary registration adjustments during the drop/add period at the beginning of each semester. In the case of applied music and recitals, we sometimes make these changes directly between the department and the registrar.

After drop/add – Following this period, the registrar requests the faculty to access their rolls online. Be sure that your rolls are correct at this point, and discuss any errors or concerns with the department chair.

Near the end of the semester – These are what your final grade rolls will look like, and represent the last opportunity to make corrections. Any unnoticed or unreported errors on these rolls will result in a lot of extra work at grade-reporting time. Failure to check these rolls also misses an opportunity to confirm that your password is still active, and allows time for it to be reset, if necessary. Please be especially conscientious at checking these rolls at the appropriate time.

Final rolls (a.k.a. “Grade Rolls”) – These must be processed two ways: online for the registrar, and hard copy for the department. Grades should be entered within 24 hours of the final exam or jury, but no later than the time & date established each term by the registrar. Grades for graduating students will be required earlier, at a time specified by the registrar. You may enter any or all grades in a single session, or you may enter them over the course of finals week. When you finish entering all grades for a single class, select the “print” option to create a hard copy for the department.

Grades – Only letter grades and S/U grades may be entered online. The university does not recognize plus and minus grades. Incompletes may not be entered online. A special form must be completed for each incomplete grade, including reason, grade up to that point, and work to be completed for removal of incomplete. This form must be signed by the department chair and the Dean of Arts & Sciences and taken to the registrar’s office. Incompletes may not be given for academic reasons.
Annual Evaluation – The Department Chair is required to evaluate each faculty member annually. The chair will meet with you to discuss his evaluation of your work.

End of Employment at UWG – If you are leaving employment at West Georgia, an exit interview with Human Resources may be required. We will have to document to the Human Resources Office that you’ve turned in all keys, parking key card, and completed all responsibilities before they will release your final pay check.

Miscellaneous

Staff Accompanist – The Department hires Jan Adams to serve in a limited capacity as staff accompanist for wind instruments. She can accompany students for juries, level changes, and Student Recital Hours. Please advise your students to contact Jan to verify her availability and to provide her with music at least three weeks prior to the event. Jan’s role as staff accompanist does not extend to recitals or evening concerts. Students may hire a recital accompanist of choice at a fee to be negotiated with the collaborative artist. For other situations, please inquire.

SmartMusic – The department has established two SmartMusic stations for student use, as well as in some faculty studios. You are encouraged to utilize this technology to support student learning.

Competitions and Special Events – There exist special opportunities on and off campus which may benefit your students who participate. On campus, there is the Wright Scholars Concert, the Honors Recital, Big Night, and (in some years) the Concerto Competition. Please be aware of these events, their repertoire and eligibility requirements, and be sure that your qualified students prepare appropriate repertoire. Arrangements for accompanists should be made well in advance. Additional, off-campus opportunities are sponsored by NATS, GMTA, and various other organizational and private entities. Please guide your students’ participation in these events.

Compliance with Copyright Laws – The Department of Music is committed to upholding all applicable copyright laws, and to instilling an understanding of and respect for these laws in our student musicians. Students are responsible for purchasing the music that they perform (as they would books for any other course) and should accumulate a library of performance materials. Students must not use photocopies as a means to avoid purchase of copyrighted materials. Accompanists may use copies to facilitate page turns (not allowed in NATS auditions), but originals must be present on the music rack of the accompanying instrument.