

University of West Georgia

Department of Music

Faculty Handbook

Forward

The purpose of this document is to provide 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. The Handbook contains information that applies to both full- and part-time faculty. Additional information for tenure-track faculty may be found elsewhere.

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, and to comply with university policies. 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.

University of West Georgia
Department of Music
1601 Maple Street
Carrollton GA 30118
Phone: (678) 839-6516
FAX: (678) 839-6259

www.westga.edu
www.westga.edu/music
complete faculty/staff directory on website

Dr. Kevin Hibbard, Chair
khibbard@westga.edu
(678) 839-6261

Bobbie Emmons, Program Coordinator
bemmons@westga.edu
(678) 839-6262

Lorrie Smith, Departmental Assistant Associate
lorries@westga.edu
(678) 839-6263

Jan Adams, Staff Accompanist
jadams@westga.edu
(678) 839-6272

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Employment & Hiring Procedures for Part-Time Employees

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 vitae* (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. should be updated annually, and will be posted on the Department of Music website (www.westga.edu/music). 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 & Humanities, 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.

Letters of Offer – Letters of Offer from the Dean constitute contracts for part-time faculty. Whether you are employed for one or both semesters, no terms of employment extend beyond spring semester. Returning faculty receive a new Letter of Offer each academic year. Faculty must sign and return one copy of the letter to the Dean's Office.

Human Resources – This office handles employment operations. New employees must visit the Human Resources Office to sign paperwork 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.

Mileage, Travel, and Recruiting Expenses – No expenses for these items are reimbursed for carrying out your assigned duties.

Parking – To park on campus, faculty must register their vehicles with Parking Services. Vehicle registration costs \$15, requires a UWG ID card, and includes a static-cling decal and a key card to the gated faculty parking lots. New faculty without a UWG ID should call Parking Services in advance to arrange for a Visitor's Parking Permit.

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 Assistant Associate. 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 applied lesson 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. 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, a seminar, 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 – Full-time applied faculty are expected to have four Studio Classes at the scheduled times each semester. Student attendance at studio class must be reported as soon as possible to the Departmental Assistant Associate, 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 for your 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.

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 add period. Neither the Instructor nor the Department Chair can add students to class rolls after that time. **Effective spring 2013: no students may add a course/ensemble after the add period.**

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 4944 Half Composition Recital	2 credit hours
MUSC 4945 Full Composition Recital	3 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

All students except Non-Music-Major Applied receive a weekly 50-minute lesson (considered to be a 60-minute contact for purposes of part-time faculty pay). Students registered for MUSC 2610 Non-Music-Major Applied receive a weekly 25-minute lesson (considered to be a 30-minute contact for purposes of part-time faculty pay). Students register for the appropriate number of credit hours appropriate to their degree programs and class standing. In general, students are expected to practice one hour daily per credit hour. The repertoire expectations are commensurate with the number of credit hours, and must be spelled out in the applied syllabus. Students performing recitals register for the appropriate recital concurrent with applied lessons. No additional instruction is provided for recitals, except for Composition, 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, except by permission of the department chair. 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.

Undergraduate Performance majors present a Half Recital during their second semester of upper-division applied study, and a Full Recital during their last semester of study. Music Education majors perform a Half Recital or a Hearing in lieu of Recital during the last semester of applied study. 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 and senior years, three appearances. These are in addition to degree recitals. The department staff documents these appearances in the student's file by confirming that the appearance occurred as scheduled and by placing a copy of the Student Recital program in the student's file. The Departmental Assistant Associate also keeps an electronic record of student performances.

Juries – Juries are held during the final exam period for all students registered for Applied Music, except those who performed a recital during the semester. The Program Coordinator schedules the 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 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, Composition, Jazz, or Graduate Recital will be assigned recital dates after consultation with their instructors. Students should confirm these dates with the Program Coordinator. The department chair must approve all changes of recital dates. The recital candidate and any others performing in the recital must pass a hearing of the entire program at least two calendar weeks before the proposed recital. The hearing panel consists of the student's applied instructor, an applied instructor of a similar instrument, and a third faculty member who does not teach an applied instrument of the same family. At least one panel member must be full-time. 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.

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 may 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.

Keeping Attendance and the R2T4 Enrollment Survey – To comply with government regulations regarding Financial Aid, faculty must keep accurate attendance records, and be prepared to identify the last date each student attended. At some point each semester, the Director of Financial Aid will notify faculty via their westga.edu email to complete an R2T4 enrollment survey, accomplished via software called **GradesFirst**. Please comply promptly with this request to avoid receiving escalated emails from the dean.

Incompletes – Incompletes may be entered via BanWeb, but require permission of the chair, and completion of a special form that must be completed for each incomplete grade, including reason, grade up to that point, and work to be completed for removal of incomplete. Incompletes may not be given for academic reasons. Please discuss any such cases with the chair prior to assigning a grade of Incomplete.

Evaluation – The Department Chair may evaluate each part-time faculty member annually. You are welcome to meet with the chair 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. The department will have to document that you've turned in all keys, parking key card, library books, grade records, and completed all responsibilities.

Miscellaneous

Staff Accompanist – The Department hires Jan Adams to serve as staff accompanist for wind instruments for juries. Students may hire Jan or another accompanist to play for Student Recital Hours and other events. Please advise your students to provide their accompanists with music at least three weeks prior to the event. For Half or Full Recitals, students may hire an accompanist for a negotiated fee. For other situations, please inquire.

SmartMusic – The department has established five *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.

Social Media – The university does not currently restrict the use of social media interaction between faculty and students. However, it is recommended that faculty not

“friend” students on their personal *Facebook* pages. Rather, you may establish a studio *Facebook* page and restrict its content to items apropos to your studio.

Student Services – Please visit the Student Services website for important resources:
www.westga.edu/~stusrvc/facstaff_res.htm

Health and Safety – Music majors, students enrolled in Music classes and ensembles, and faculty, are urged to study the following information and resources regarding risks associated with Music listening and performance.

Faculty and staff are urged to complete mandatory annual training modules in a timely fashion, and to utilize resources provided by the Office of Risk Management regarding their work environment.

Applied faculty and ensemble directors are urged to include information in their syllabi and to devote class time to make students aware of risks associated with performance of their instruments alone and in ensembles, and to address these risks in some detail as appropriate to the specific area.

Disclaimer: Health and safety depend in large part on the personal decisions of informed individuals. Institutions have health and safety responsibilities, but fulfillment of these responsibilities cannot and will not ensure any specific individual's health and safety. Too many factors beyond any institution's control are involved. Individuals have a critically important role and each is personally responsible for avoiding risk and preventing injuries to themselves before, during, and after study or employment at any institution.

Hearing Health: Applicable especially to students enrolled in Music classes that involve listening to recorded materials, to students participating in instrumental ensembles, and to solo performers of brass, percussion, or amplified instruments:
Hearing Conservation for Musicians:
http://www.usg.edu/facilities/documents/Musician_Hearing_Loss.pdf

Vocal Health: Applicable especially to students enrolled in vocal Music classes, lessons, and ensembles:
<http://www.dukehealth.org/repository/dukehealth/2010/12/22/13/57/10/0598/DVCC%20vocal%20health.pdf>

Musculoskeletal Health: Applicable especially to students who play instruments, but also to students, faculty, and staff who use computer keyboards:
<http://www.wcsu.edu/music/repetitivestress.pdf>