

Faculty Addendum

to A Manual of Policies and Regulations

The following policies are specific to full-time and adjunct faculty of the Department of Music and supplement those in the Department handbook.

Google Drive

Your SUU login gives you access to a cloud drive for your own data storage as well as shared music department storage. Many Department documents, including student advisement outlines, are stored there.

Class Cancellations

All music classes are usually canceled to accommodate the following events; faculty should plan accordingly.

- Shakespeare Competition: usually the first Friday in October
- UMEA: usually the first weekend in February
- Middle School Band/Orchestra Festival: April
- Festival of Excellence: April

Facilities

Instructional Technology

The Music Building houses four smart classrooms (Thorley Recital Hall and rooms 104, 206, and 207). Each is equipped with a computer, CD player, DVD player, and tuner. In Thorley, room 206, and room 207 a master control for the projector and audio/visual equipment is installed on the computer table.

In room 104 a separate remote (which should never leave the room) is kept in the computer cabinet. To play audio through the speakers, the tuner in the cabinet must be turned to the appropriate setting. For audio from the desktop computer select "SAT." For audio from an external device connected to the available audio cable, select "VIDEO."

The movie screen in Thorley is lowered by a key pad located on the south wall of the stage area, near the stage right emergency exit and stairs.

All questions and concerns about instructional technology in these classrooms should be directed to Dr. Douglas Ipson.

Thorley Recital Hall Lights

The lighting system for Thorley is operated on a key pad. There are three key pads in the Recital Hall (backstage, audience hallway entrance, and the recording area upstairs).

- Preset 1: all lights
- Preset 2: house and all stage lights (for lectures)
- Preset 3: track lights only
- Preset 4: track and front of stage
- Preset 5: track, front, and middle stage (for recitals)
- Preset 6: all stage lights (for large ensembles)
- Preset 7: stage lights only—no track
- Preset 8: dim house, no stage (for movies)

The key pads are touch sensitive and take a few moments to get the lights illuminated. Once a preset is on, it can be turned off by retouching that preset. Requests for settings other than the presets should be directed to Dr. Ipson.

When leaving Thorley Recital Hall, the piano should be locked and the cover put on the piano. The screen should be raised. The projector, computer, and lights should be turned off.

Chairs and Stands

The music department has four types of classroom and rehearsal room chairs.

- Chairs with desks: 28 in room 104 and 30 in room 207.
- Padded black chairs: 80 in South Hall, 5 backstage in Thorley, and 90 in the Choir Room (206)
- Plastic/metal chairs: 60 in room 209
- Black plastic/metal chairs with movable tops: 10 in the Choir Room (206)

The music department has 125 stands (10 missing as of December 2015)—all Manhasset. Our 115 inventoried stands are numbered and color-coded with tape. Any borrowed stand should be returned to its designated spot immediately after the event for which it was borrowed. The color coding is as follows:

- faculty offices: turquoise plus the room number
- practice rooms: yellow plus the room number; those in Multi-Purpose Building also have “MP” classrooms: blue plus the room number
- Thorley: purple plus “Thorley”
- South Hall: red plus “SH”
- Technology Building (Bradshaw House): orange

- percussion/drum Line storage: light, bright green

Scheduling, Summer Storage, and Spring Inventory

Rooms should always be scheduled through the Administrative Assistant.

The Department is required to move some instruments into storage for the summer to make room for rehearsals and other events by the Shakespeare Festival. Faculty should be available for a hour on a designated day at the end of spring semester and just before fall semester.

Faculty should always be available to assist with the inventory of Department instruments at the end of spring semester, usually during finals week.

Graduation

The large ensembles play for graduations: Band in the odd-numbered years, Orchestra in the even-numbered years. They play prelude music for about 20 minutes and then one or more marches for the processional of the faculty and graduates into the America First Events Center.

The chairs, stands, podium, and large instruments must be transported to the America First Events Center and returned to the Music Building. SUU Facilities will move the equipment; however, the director for the performing group must request the move and have the chairs, stands, podium, and instruments collected and ready to be loaded from the southwest doors of South Hall.

Usually these are picked up 24 to 36 hours before graduation starting about 7 A.M. The director needs to be present to oversee the move. (Dr. Vartan will assign a couple of percussion students to oversee percussion instruments.) The chairs and stands need to be arranged in the Centrum – Facilities will not arrange the band or orchestra.

The music department also provides the music for the CPVA convocation. Piano or small ensembles are usually used. The outstanding music student traditionally performs at the convocation. The piano (the white grand stored in the basement of the Randall) needs to be moved (request made to Brian Swanson in the Theatre department) and tuned (request made to Laird Campbell). If another College wishes to have music for their convocation a charge will be agreed upon – depending on the number of SUU Music students performing—but no less than \$50.

The Concert Choir and Opus also sing a special number for the SUU Graduation ceremony. The choir director must request the piano, if needed.

The Jazz Band or Combo plays for the reception between graduation and the beginning of the convocations. Electricity and risers need to be requested by the director of the Jazz Band/Combo. However, amps, percussion, chairs, and stands need to be moved by members of the Jazz Band/Combo.

Instrumental Rental and Checkout

Students needing to rent an instrument for their participation in SUU Music Department ensembles will need to pay \$30 per semester for the use of that instrument. Instruments can be checked out by the appropriate supervising music faculty member after the rental fee has been paid, and the Administrative Assistant has a copy of the receipt. The student also needs to fill out the Instrument Checkout Form.

Students who own their primary instrument, but are being requested to play another instrument by their SUU private teacher and/or an SUU ensemble director need only fill out the Instrument Checkout Form—they do not need to pay a rental fee. (Example: An alto saxophonist who is needed on baritone saxophone for jazz band; a clarinet player who needs an A clarinet for orchestra; B-flat trumpet player who needs a C trumpet, etc.)

Students taking the Methods/Techniques (Brass/String/Woodwind/Percussion) classes need only fill out the Instrument Checkout Form – they do not need to pay a rental fee.

Students who are using SUU instruments solely for out-side work need to pay the rental fee of \$30 per semester, and fill out the proper Instrument Checkout Form.

Instruments need to be returned to the SUU professor who checked out the instrument. (i.e Do not return them to another professor, to the Administrative Assistant, or leave them in the Music Department Office) Instrument Checkout Form are found on the shared drive.

In general, the SUU Music Department does not rent instruments to non-students for personal use.

Libraries

Music Ensemble Libraries

The Department has a fine band, choral, and orchestra library. The band and orchestra libraries are housed in room 211. The choral library is housed in room 206. There is a small string ensemble, woodwind ensemble, and brass ensemble library also housed in room 211. The percussion library is housed in room 105. All SUU music is catalogued on the computers located in the libraries. Each of the major ensembles has a librarian; any request for scores or parts should go through the librarian. The check-out form (for people outside the music faculty) is on the Google drive, and there are usually hard copies in the libraries.

SUU Library

There is also a nice collection of music books, scores, CDs, and DVDs in the SUU Library. The SUU Library uses the Library of Congress cataloguing system: scores are catalogued under M, historical and other studies under ML, and theoretical and pedagogical books under MT. At the moment we do not have a Music Department budget for the SUU Library. Those desiring new acquisitions to be placed in the library should first make certain the SUU Library does not already own the material. A request for any material to be added should include: author(s), title, publisher, ISBN, and approximate cost. These requests should go directly to Dr. Richard Saunders (Dean of the Library) at RSaunders@suu.edu.

SUU Library Reserve

The SUU Library does allocate a small section, at the front desk, for professors to hold reserve materials. See the front desk librarian for the procedures required for this service.

Parking Permits

Information on parking permits can be found here <http://www.suu.edu/parking/permits.html>. If you need to drive on campus, e.g. in between the Music Building and South Hall or on the west side of the Music Building, you will need to secure a permit from campus security. You can be ticketed if you do not have the proper permit.

Departmental (Friday) Recitals

General policies on Friday recitals can be found in the Department handbook.

Friday Recital Procedures

- Schedule your students' recital dates at the beginning of the semester and submit a list to the Administrative Assistant. Do not lump your students - please spread them out over the course of the semester.
- Rehearse with the accompanist regularly during lessons. The music must have been rehearsed with the assigned accompanist three weeks before the scheduled performance date or the privilege to have an accompanist for that performance is forfeited.
- Two weeks before the recital have the student fill out the recital form.
- Recital forms are available online:
<http://suu.edu/pva/music/pdf/studentRecitalRequest.pdf>.
- Do not sign an incomplete form (it is the student's responsibility to fill it out completely and legibly)!
- Forms are due by noon on the Wednesday immediately prior to the requested recital date.

Other Rules for Noon Recitals

- The time limit for a performance is seven minutes, but preferably shorter. Repeats, long interludes, movements, etc. can be cut.
- Do not move or excuse your students from assigned recital dates unless circumstances are extreme. Should this occur, please consult the Music Department Chair. If a move is needed, it is the responsibility of the student to find someone willing to trade recital dates in case of unpreparedness, illness, etc.
- Please remember that the performance does not reflect on you as teacher. Its purpose is to provide a platform for the student to learn the performance aspect of music study.

Scholarships and Scholarship Letters

Scholarships are decided by the Music Department Chair, with the recommendation of the Music Department faculty. Scholarships are based on academic and musical merit, service to the department and financial need. After scholarship numbers are decided, faculty are responsible for informing the students of their scholarships via letter, with a copy given to the Music Department's Administrative Assistant. Sample letters for the various types of scholarships and situations can be found on the shared drive. In order to receive a scholarship, the following things are required. Specific areas might have additional requirements.

- GPA 3.0 for a Music Department Scholarship
- GPA 3.4 for the Presidential Music Scholarship
- Ensembles: 2 ensembles per semester, one must be a large/major ensemble. Additional ensemble requirements may be area specific.
- Lessons: Students must be enrolled in hour lessons in their major applied area each semester.

Travel

Faculty are encouraged to attend/present at conferences, clinics, adjudications, and to visit area schools. All travel that requires missing a class must be pre-approved by the department chair. A travel authorization must be submitted as well for any faculty and students traveling, please see the administrative assistant. Several funding sources are available for faculty travel. The Faculty Scholarly Support Fund has two areas for funding: travel and projects. Information on these funds can be found here: <http://www.suu.edu/academics/provost/pfdvl/index.html>. Additional funding may be requested through the department chair for smaller trips.

There are certain requirements for driving SUU vehicles and students. For more information, visit the following website: <https://www.suu.edu/ad/fleet/drivertraining.html>.

Vocal Area Policies

Please read the Studio Voice Handbook which was updated December 9, 2015. It has information concerning the requirements for voice majors.

Students who are enrolled in MUSC 1410, 2410, 3410, and 4410 receive 12 fifty minute lessons a semester. It is up to the studio teacher to determine whether a lesson that the student misses should or should not be made up. If the teacher is responsible for missing a lesson, then that lesson must be made up. Students registered in MUSC 1400, 2400, 3400, and 4400 receive 12 twenty-five minute lessons each semester.

All voice majors and BFAs in Musical theatre must do a jury every semester. They must fill out repertoire forms and jury sheets and bring them with them to their jury. Jury times are posted on the Music Department Administrative Assistant's door approximately two weeks before the

jury is sung. Students must have paid their accompanying fee before being allowed to take the jury. Minors in music do a jury at the end of two semesters of study. Make copies of the jury sheets after the student has performed their jury. One copy should go to the student, one copy goes in their file in the office, and if you wish to have a copy for yourself then make that additional copy.

To enroll in lessons students studying with adjuncts must receive written permission from the head of the voice area, and the Administrative Assistant. Please make certain that students register before going on holiday break or summer break if they want to stay in your studio. It takes a great deal of time to figure loads at the beginning of the semester when there are students waiting to be assigned to studios.

Voice majors and minors should be in studio class on Fridays at 11:00 a.m.

Transfer students who are majoring in music must present a Sophomore Assessment Gateway three weeks into the semester if they are wanting to enroll in 3000 level classes.

Students who are enrolled as music majors present a Sophomore Assessment Gateway at the end of 4 semesters of voice study. Two semester of MUSC 1410 and two semester of MUSC 2410. This can be delayed if the teacher feels that the student is not ready to do the Gateway. Information on the Gateway is in the Voice Handbook. There are degree outlines on the website and forms for students to fill out. If a student passes their Gateway, then the head of the voice area creates a letter which is signed by those present at the gateway. One letter is given to the student and one is put on file and placed in the student's file in the office. If a student does not pass, then the same process applies. If a student is provisional, then the letter must state what the student needs to accomplish in order to pass the Gateway.

Students must fill out an accompanying form at the beginning of the semester and give it to Shane Summers who coordinates the accompanists. It is important to realize that students preparing Gateways and Recitals must have precedence over younger students or those students who are not currently in the BFA program in Musical Theater.

Every voice major must perform one time on the Friday afternoon recitals which occur at noon. They should not take more than seven minutes of time to do this performance on their selected recital date. The applied teacher is responsible for getting all dates that students are scheduled to sing to Donna during the first week of the semester. Friday recital forms must be completely filled out and signed by the applied teacher and accompanist. They must be turned in on Wednesday by noon. Students must perform on the date specified by the applied teacher unless there is illness. If they are unprepared, then they must suffer the consequences. If the student does not get the form in by the noon hour on Wednesday, then they cannot get on another recital and they will have to take a 10% drop in their grade.

BM students in voice are required to do a half recital in their junior year and a full recital in their senior year. Please look at the requirements stated in the Voice Handbook.

Adjuncts must check with the Administrative Assistant to schedule rooms and times to teach.

If a current student wants to apply for a scholarship, then he or she must do the appropriate forms and give them to Professor Modesitt at their jury in the fall.

Please send your final grades to Professor Modesitt at the time grades are due. Your sections of voice are there to determine who you are teaching and to make the paper work concerning your salaries easier to process.

The vocal area at Southern Utah University prefers that all of our applied voice teachers belong to the professional organization National Association of Teachers of Singing. We also belong to the Las Vegas Chapter of NATS. We feel this is important for the students, department, and university.