College of Fine Arts & Communication
LAMAR UNIVERSITY
Mary Morgan Moore Department of Music

HANDBOOK

Mission Statement

The Mary Morgan Moore Department of Music inspires and prepares students pursuing careers in music. The department offers a proven curriculum, close mentorship with renowned faculty, and opportunities for performance and community outreach. We empower our undergraduate and graduate students to become leaders in the field of music and advocates for positive change in the communities they serve.

Lamar University is an accredited institutional member of the National Association of Schools of Music.

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Organization of the Department

Academic Administration

The Mary Morgan Moore Department of Music is one of six departments within the College of Fine Arts and Communication (COFAC) at Lamar University. Areas within the departmental include Core Academic (History and Theory), Music Education, Vocal, Brass, Woodwind, Percussion, Piano, Composition, and Graduate.

To assist students with their academic progress, the students have two academic advisors. Students who have completed fewer than 45 credit hours are advised by the Undergraduate Advising Center. Once a student completes a minimum of 45 credit hours, the student is advised by the Department Advisor.

The Department Chair manages all activities within the Department and answers directly to the Dean of the COFAC. (See *Appendix A - Music Department Organizational Chart*)

Functions and Responsibilities of the Chair

As the principal academic officer of the Department, the Chair reports to the Dean of the COFAC and is administratively responsible for faculty, curricula, programs, and student majors in the academic departments. In addition, the Chair shall assist the Dean in maintaining the standards and policies of the University.

General responsibilities of the Chair are divided into the four categories below:

Faculty and Staff Development

1. To organize and oversee departmental recruiting programs to ensure the highest quality, integrity, and diversity of faculty and staff
2. To meet annually with individual faculty and staff to discuss workload and performance
3. To prepare annual evaluations of faculty and staff
4. To make recommendations for merit and salary adjustments for faculty and staff
5. To coordinate faculty promotion and tenure applications in accord with Department, College, and University processes and deadlines
6. To support professional development of faculty and staff (e.g., research proposals, pedagogy, curriculum development) through mentoring, providing letters, etc.
7. To work with faculty and staff administrators in setting the vision for the Department, both long- and short-term, and developing outcome-based goals that support the Department, College, and University strategic plans
8. To promote and maintain collegiality, and to engage in creative problem-solving

Curricular Responsibilities

1. To facilitate strong undergraduate and graduate programs through curricular development, assessment, revision, and implementation
2. To uphold academic requirements and regulations

3. To assign faculty workloads in ways that fulfill the Department's responsibility to provide reasonable student access to courses across days and times, using prime time and non-prime time teaching slots
4. To prepare long-term course schedules that allow students to graduate in a timely manner
5. To prepare course schedules and teaching assignments to ensure appropriate allocation of resources—including University facilities—and to be consistent with the Registrar's guidelines
6. To provide leadership and oversight in program reviews and outcomes assessment, including the core curriculum for internal and external reviews and/or to meet accreditation or licensing standards
7. To work collaboratively with on-campus and off-campus University officials to assign proper curriculum alignment with community colleges

Student Affairs

1. To develop and implement plans to recruit, advise, mentor, retain, and graduate students in a timely manner
2. To provide information and access to student services
3. To adjudicate student concerns and grievances in a fair and consistent manner while upholding University policies and processes
4. To oversee the maintenance of appropriate student records

Management and Administrative Responsibilities

1. To oversee facilities/office space allocation and equipment for faculty and staff in collaboration with the Dean including the filing of appropriate space allocation reports
2. To ensure all Department and College committees are appropriately staffed each year with Music faculty
3. To manage course fee requests and ensure appropriate use
4. To manage departmental Maintenance and Operation (M&O), travel budget, and/or other fiscal affairs for the Department, while ensuring appropriate stewardship of resources
5. To respond promptly to accountability and compliance matters
6. To participate in College and/or University governance and planning
7. To gather data and prepare documents or reports regarding departmental activities
8. To develop and/or manage advisory boards
9. To communicate resource needs to the College and University administration
10. To secure resources for the Department, when appropriate, through grant writing and fundraising initiatives
11. To work with College and University Advancement officers to manage unit resources
12. To serve as a liaison between the University administration and faculty/staff
13. To represent the Department internally and externally (e.g., Commencement, Advisory Boards, Donor meetings, etc.)
14. To serve as liaison to professional associations (NASM, Texas Association of Music Schools, TMEA, etc.)
15. To maintain professional decorum and create a climate of collegiality among faculty, staff, and students

16. To attend professional development activities, meetings, and events to represent the interests of the Department, College, or University, as requested or required by the Dean, Provost, or the other University offices
17. To delegate authority and specified responsibilities to area coordinators and committees, when deemed appropriate, with the understanding that the Department Chair is ultimately accountable

Functions and Responsibilities of the Area Coordinators

Areas within the departmental include Core Academic (History and Theory), Music Education, Vocal, Brass, Woodwind, Percussion, Piano, Composition, and Graduate. The coordinator for each of these areas will be recommended to the Chair by the faculty and/or coordinator of that specific area. The role of coordinator may rotate through the area, generally on a three-year rotation.

The following is a general list of responsibilities for the area coordinators *within the area*. Not all items on this list will apply to every coordinator.

1. To assist the Chair in maintaining the standards and policies of the University, and to demonstrate overall leadership from within the Department
2. To serve on the Area Coordinator Committee and meet a minimum of once per semester to share and discuss progress and common challenges encountered across the areas and to make recommendations to the Chair
3. To encourage and model teaching excellence, research/creative activities, and service as it pertains to the area
4. To maintain and promote a productive and collegial area atmosphere
5. To be organized and thorough in all dealings within the area
6. To communicate clearly and in a timely fashion with students, faculty, staff, and administration
7. To share with other members of the faculty/staff the responsibilities for, and accomplishments of, area activities
8. To communicate area teaching goals and standards with adjunct faculty to maintain consistency within the area
9. To ensure faculty are assisting students with progress toward graduation by tracking students in their academic success and recommending tutoring when needed
10. To discuss, develop, and implement specific recruiting and retention strategies with approval from the Department Chair
11. To make recommendations to the Chair regarding scheduling for studio classes and juries each semester
12. To report to the Chair and Academic Advisor the results of juries, including (but not limited to) the lower- and upper-level standing of students within the area

One member of the Area Coordinator Committee will serve as chair of the committee for a duration not exceeding three academic years.

Faculty Roles and Responsibilities, including Collaborative Pianists and Academic Advisors

All faculty are expected to follow the University guidelines in the *LU Faculty Handbook,* specifically *Chapter IV. Faculty-Student Relations,* which governs instructional practices.

Faculty

1. To organize and conduct educational programs and courses of instruction in accordance with the policies of the Board of Regents, SACSCOC and NASM
2. To contribute to the advancement of knowledge through research and creative activities
3. To evaluate academic progress and to recommend candidates for degrees
4. To assist in organizing and conducting programs and services for the support of student development
5. To serve on University and Department committees by volunteering and/or by designation of the Chair, Dean, or Provost
6. To review the effectiveness of instructional support programs and make recommendations to the Chair for the improvement of these programs
7. To make recommendations to the Chair concerning revision of the scope of educational programs and policies
8. To take an active role in recruiting and retaining students, in coordination with the activities outlined by the Chair
9. To interact and work with students, faculty, staff, and administration in a collegial and professional manner

Collaborative Pianists

The Department employs two faculty members whose primary responsibility is to collaborate with students, faculty, and guest artists in performance. The performance demands of these faculty members vary from semester to semester, so it is vitally important for all performers to carefully follow the *Faculty Collaborative Pianist Policy* to ensure the best performance possible. Collaborative pianist duties are assigned by the Chair, and may include auditions, seminars/master classes, studio recitals, departmental recitals, juries, degree recitals, guest artist recitals, departmental festivals/events, choirs, bands, opera, teaching classes, and other duties as assigned depending on overall workload and expertise.

Academic Advisors

To assist students with their academic progress, the students have two academic advisors. Students who have completed fewer than 45 credit hours are advised by the Undergraduate Advising Center. Once a student completes a minimum of 45 credit hours, the student is advised by the Departmental Advisor.

Academic advisors at the Undergraduate Advising Center and in the Department provide year-round academic advising and support for Lamar students. They help students navigate the university environment, connecting them with available campus resources, and facilitating both success and retention.

The academic advisors support the mission of Lamar University by enhancing student development and success through exemplary service, collaboration, and support in academic advising. They facilitate student success and engagement by advising, enrolling, tracking, and referring students to faculty, departments, support services, and activities.

Administrative Assistant

The administrative assistant (AA) for the Department reports directly to the Chair and provides clerical support for the Chair to facilitate efficient and effective operation of the Department. The AA is responsible for following all processes pertaining to purchasing, mailing, copying, managing Music Office student workers, travel requests and the overall professional management of the Music Office.

Faculty Committees

There are three levels of committees at Lamar University: University, College, and Department. A list of the University and College committees, as well as the policies and procedures that govern them, can be found in *Chapter III. Advisory Organizations* of the *LU Faculty Handbook*. Specific policies and procedures within the Department are governed by this handbook and the Chair. Full-time faculty members are expected to serve on committees as a component of their service requirement. Faculty from the Department may be elected to serve on any of the following committees:

University and College Committees Requiring a Music Department Representative

Faculty Senate (2 representatives)
COFAC Personnel Committee (1 representative)
COFAC College Curriculum Council (1 representative)
COFAC Professor/Merit Award Committee (1 representative)

Music Department Committees

Committees described below have been ongoing, continuous committees annually; however, ongoing committees may change as the department's needs evolve. Depending on the directives of the University, Dean, and Chair, *ad hoc* committees may be formed temporarily as needed or required.

Committee chairs should record minutes of the meetings or make any other documentation of committee meetings as stated in the *LU Faculty Handbook.* Once approved by the committee by vote, the minutes are to be submitted to the Department Chair to provide a consistent record of discussions and decisions for each committee and inform the chair of the committee’s progress.

Committees should keep the department informed during the monthly faculty meeting.

Department Personnel Review Committee
Tenured faculty members will vote in committee to make recommendations on the candidacy of faculty members for tenure. A committee of assistant/associate/full professors will evaluate a candidate for assistant professor. A committee of associate and full professors will evaluate a candidate for associate professor, and a committee of full professors will evaluate a candidate for full professor. Guidelines for this committee can be found in *Chapter II, Policies and Procedures, Section 16* the *LU Faculty Handbook*.

Faculty Search Committees
All faculty search committees are subject to the guidelines provided in the *Policies and Procedures for Academic Searches* manual provided by the Office of Human Resources.

Graduate Faculty Committee
All faculty who teach graduate courses are required to be members of the Graduate Faculty and are subject to the Regulations for Graduate Faculty Membership. The Graduate Faculty Committee shall be comprised of a minimum of three graduate faculty. The committee will seek input from all graduate faculty when considering new initiatives or developing or refining policies. The Graduate Area Coordinator will serve as the chair and report directly to the Chair.

Responsibilities of the Graduate Faculty Committee include:

- To consider all areas of academic policy as applied to graduate studies
- To serve in an advisory capacity to the Chair in matters of graduate academic standards and appeals
- To coordinate the progress and educational well-being of graduate students
- To review and recommend changes in graduate academic and attendance policies

Area Coordinator Committee
The Area Coordinators Committee consists of a representative from Core Academic (History and Theory), Music Education, Vocal, Brass, Woodwind, Percussion, Piano and Collaborative Keyboards, Composition, and Graduate. They are expected to uphold the Functions and Responsibilities of the Area Coordinators outlined in this handbook.

Area Coordinators must be full-time faculty members with three years of full-time teaching service to the Department. Coordinators serve a three-year term. Depending on availability of faculty, this term may be extended (pending a vote from the committee and approval from the Chair).

Vocal Area Committee
The Vocal Area Committee is comprised of all full-time and adjunct faculty who teach in the vocal area, including the Director of Choral Activities. The chair for this committee is typically the Vocal Area Coordinator, but other faculty may serve as chair if desired and approved.

The responsibilities of this committee include:

- To adhere to and update the Vocal Area Handbook, in tandem with the Department and University handbooks
- To provide a clear and unified vision for the area

- To plan and coordinate annual vocal and choral activities
- To discuss and implement recruiting and retention efforts, with approval from the Department Chair
- To coordinate the audition and scholarship process for the area

Area Committees: Core Academic, Brass, Woodwind, Percussion, Piano, and Composition
The committees for each of these areas are to be comprised of all full-time and adjunct faculty within each area. The chair for each committee is elected by the area faculty and may rotate as desired by the faculty and approved by the Department Chair.

The responsibilities of this committee include:

- To develop, apply, and update standards for applied instruction within the area
- To provide a clear and unified vision for the area
- To plan and coordinate annual concerts and activities
- To discuss and implement recruiting and retention efforts, with approval from the Department Chair

Honors Recital Committee
The committee is comprised of representatives from the brass, wind, voice, piano, and percussion areas, as well as one of the faculty collaborative pianists (optional). The chair of the committee is appointed by the Department Chair and typically serves for three years, unless an extension is recommended by the faculty and Department Chair. The committee chair is responsible for all aspects of the Honors Auditions and Recital; however, they may delegate duties to other committee members as needed.

The Honors Recital Committee works to organize and administer the annual Honors Auditions and Recital. The committee is responsible for:

- Vetting and securing judges
- Distributing and collecting application forms to and from the faculty
- Collecting piano accompaniments for entrants from faculty and distributing to the collaborative pianists
- Scheduling the auditions
- Determining the order of auditions
- Ensuring all rules and guidelines are followed
- Being present during the auditions to facilitate the event and stay on schedule
- Providing framed certificates to the winners of the auditions
- Creating the Honors Recital Program

Student Advisory Committee
The purpose of this committee is to provide an outlet for students to communicate with the Department Chair throughout their academic career at Lamar concerning their student experience. The Student Advisory Committee is comprised of the organizational presidents of each official student organization in the Department: Phi Mu Alpha, Kappa Kappa Psi, Tau Beta Sigma, Student National Association of Teachers of Singing (SNATS), and the Lamar Percussion Society (LPS). The members of this committee will meet once per semester with the Department Chair

and administrative assistant. One member of the committee will serve as chair, as elected by the committee members.

The responsibilities of this committee are:

- To solicit feedback from the student body, discuss as a committee, and present topics to the Department Chair for consultation and consideration.
- To provide feedback to the Department Chair from the student body concerning issues such as academics, facilities, policies, procedures, and the overall student experience within the Department.
- To meet at least once per semester as a committee prior to meeting with the Department Chair to discuss, organize, and prepare an agenda for the semesterly meeting with the Department Chair.

Music Office and Mailroom Policies and Procedures

The Music Office and Mailroom are two of the most heavily trafficked, non-academic rooms in the Department. Consistent order and respect of one another is expected of faculty, staff, and students at all times.

Music Office Policies and Procedures

The Music Office is typically open during normal business hours, Monday through Friday from 8:00am until 5:00pm. If the Music Office is temporarily closed during normal business hours, a note will be placed on the door indicating the time of return.

Please consider the following reminders of professional office etiquette:

- Professional respect and collegiality are of the utmost importance.
- Faculty, staff, student workers, and administration are expected to always interact with one another in a collegial manner.
- The door to the Music Office is often closed in order to maintain a quiet work environment, unless determined otherwise by the administrative assistant (AA).
- Given the limited office space, it is recommended that faculty and students enter one at a time to prevent overcrowding.
- Faculty should respect the AA's workspace and should not walk behind the desk.
- Faculty should not enter the storage area without permission from the AA or Chair.
- Be patient.
- The Music Office staff does not make photocopies or do any other clerical work for academic classes, summer camps, etc. Faculty and camp directors are responsible for all items related to classroom and camp activity.
- Faculty are expected to meet all deadlines for paperwork. They should not make demands of the administrative assistant. The Music Office may not bear the responsibility for late or incomplete submissions, potentially resulting in an incomplete request.
- Anyone requesting the use of the Master Key will be accompanied by the AA.
- Failure to reserve room space should not be substituted by borrowing the Master Key.
- Long-term loan of the Master Key requires official permission from the Chair in writing.
- Permission to remove, loan, or use items from the Music Office must be granted by the AA in writing (email, log, etc.)

Chair office hours vary according to meetings and events. Faculty, students, and staff may set appointments via the AA at least 24 hours in advance. Same-day appointments will not be granted. Please include a reason for the meeting request and any materials that will facilitate the discussion. If the Chair's office door is open, walk-ins are welcome.

Mailroom Policies and Procedures

General Information
The mailroom maintains constant traffic throughout the day and is a public space for faculty and staff. It is not a faculty lounge, and students are only permitted to enter for placing items in a mailbox. All equipment in the mailroom is for use by faculty and staff only—students are not permitted to use any equipment without permission from the Music Office. Faculty should refrain from using any space (including their mailbox) for storage, as it is not a secure location and will clutter the room (and mailbox). If mailbox is full or if there is mail remaining in mailboxes between semesters, the office will place all mail from the mailbox on the faculty member's desk in their office.

Mailroom Security
During the fall and spring semesters, the mailroom will remain open during normal business hours (8:00am–5:00pm). The mailroom is to remain locked during non-business hours and in-between semesters. The cabinets are to remain locked at all times.

All full-time faculty, adjunct faculty, and staff are permitted to have key access to the mailroom and key access to all cabinets, pending completion of the proper *Key Request Form* (which is the responsibility of the individual employee). Employees are responsible for keeping the mailroom unlocked or locked during the hours described above. Employees should also remember to keep cabinets locked at all times.

Mailboxes
Faculty and staff mailboxes are located in the mailroom. These mailboxes are to be checked daily by all employees and are to be kept free of clutter. Important documents from the Music Office will be deposited in the mailboxes regularly and a cluttered mailbox could potentially result in misplaced documents.

Faculty may use their mailbox for students to turn in assignments. However, faculty are encouraged to keep the hours of operation in mind when setting deadlines for assignments.

Do not place anything of great value or extreme importance in these mailboxes, as they are not secure.

Office Supplies
The mailroom contains a variety of teaching supplies including paper, pens, pencils, markers, paperclips, etc. These items are purchased by the Department and intended for University and academic use only. No personal use of University-purchased equipment or supplies is permitted. Faculty and staff are to use these items as needed for departmental purposes. Faculty and staff should notify the Music Office if supplies are running low.

Photocopy Machines
Photocopy machines in the Department are limited to copying of materials for administrative, instructional, and research purposes only. They are intended for the exclusive use of faculty, staff, graduate/teaching assistants, and approved student assistants (on payroll) under the direction of faculty. The Department does not maintain a student copy center; therefore, students are not permitted to use the departmental photocopiers.

Copyrighted materials may be photocopied only in accordance with the guidelines according to *The United States Copyright Law*. These guidelines are posted at every copy machine and should be strictly followed. In addition to copyrighted materials, the following are inappropriate for copying on departmental machines: personal materials, multiple copies of student term papers or projects for distribution in class, anthologies used in courses, multiple copies of ensemble scores, and complete copies of copyrighted scores.

All faculty and staff will be given a copy code upon hiring.

Lightbox Key
Because recitals in the Rothwell Recital Hall occur after business hours, it is necessary for a spare lightbox key to remain accessible to faculty at all times. The spare lightbox key is located in the cabinet immediately to the left of the mailboxes. If the Phi Mu Alpha stage assistants do not have their lightbox key, then a faculty member may use this spare key. Immediately after the event, the spare key is to be returned to its original location in case it is needed for the next event.

Student Organizations

All student organizations must be registered through the LU Student Organization Services and adhere strictly to the policies and procedures set forth by the University. Each of these organizations will have a music faculty sponsor to assist them with organizational needs and to coordinate room reservations. The faculty sponsors are to closely monitor all activities within the organization and ensure that proper University policies are being followed.

The presidents from each organization will serve on the Student Advisory Committee and act as a conduit for sharing new ideas for the Department from the students to the Chair.

While the Department does encourage students to participate in these student organizations, students (and especially the leadership of each organization) must be careful with the overall time commitment of extracurricular activities in relation to academic studies. Students interested in joining one of these organizations should consult the organizational profile in OrgSync.

Kappa Kappa Psi

Kappa Kappa Psi operates primarily as a student service and leadership recognition society whose chief aim is to assist the Director of Bands in developing the leadership and enthusiasm that is required of his/her band. KKY's goals are to provide the band not only with organized and concentrated service activities, but also to give our membership valid and wholesome experiences in organization, leadership, and social contacts. The honorary nature of membership is based on the organization's premise that "it is an honor to be selected to serve" this band, its department of

music, its sponsoring institution, and the cause of band music in the nation's colleges and universities.

Phi Mu Alpha

Phi Mu Alpha Sinfonia is an American collegiate social fraternity for men with a special interest in music. The primary objective of the fraternity is to advance music in America, through its philanthropy, the "Mills Music Mission." The Eta Mu chapter at Lamar University fulfills this objective by performing for the music department, local nursing homes, and for the student body as a whole. PMA also serves the Department by offering stage crew assistance for recitals in the Rothwell Recital Hall.

Tau Beta Sigma

Tau Beta Sigma is a highly respected, pre-eminent music organization comprised of over 160 collegiate chapters and more than 3,800 collegiate members with a balanced representation of women and men. Strong leadership thrives throughout the organization, and TBS cultivates and sponsors a variety of music education programs for a diverse membership who work closely with collegiate band directors. TBS is actively engaged in the community through music, and in the Music Department they provide program assistance at all recitals in the Rothwell Recital Hall.

Student National Association of Teachers of Singing (SNATS)

The purpose of this organization shall be to promote healthy singing at Lamar University, provide for professional development of our membership, and offer a social outlet to its members.

Handbook Revision Process

The Chair reserves the right to make updates to the handbook, e.g., to remain compliant with College and University policies and procedures. All other revisions to the Music Faculty Handbook must be presented to the Department Chair in writing for consideration prior to a discussion and vote by full-time faculty.

Policies And Procedures Related to Instruction

Class Scheduling

The Music Office works diligently to ensure all classes are scheduled for the correct duration and in the correct room. If any discrepancies arise, inform the office immediately. All academic classes are required to meet for the duration indicated in the official class schedule. Faculty must have written permission from the chair to:

1) Shorten or extend the duration (minutes, hours, or days) or classes, or
2) Move a class to a different room, or
3) Move the class to a different time or day.

Attendance Policies for Faculty

The Department closely adheres to the University policies regarding faculty absences, as described in *Chapter II, Policies and Procedures, Section 37* of the *LU Faculty Handbook*. All faculty are expected to follow these policies. A summary and department-specific expectations are listed below. Unauthorized absences by a faculty member shall not be permitted. The University shall regard absences as a violation of the terms of the faculty member's appointment.

Authorized Faculty Absences
For less than one day, authorized absences must be approved by the Chair in writing no later than two weeks prior to the requested absence. Faculty should email the Chair with the date, the class(es) that will be missed and provide information as to how the faculty member will make up the missed instructional time (faculty substitute, make-up lesson, extra assignments with feedback from professor, etc.) to prevent any gaps in the student's education.

For more than one day, authorized absences must be recommended by the Chair and approved by the Dean. Faculty members should submit the *F2.05 - Request To Be Absent From Assigned Schedule* form to the Chair ***no later than two weeks prior to the requested absence.*** The F2.05 is ***required*** for faculty who are traveling on behalf of the University. Faculty are required to inform the Chair and Dean of compensatory instructional measures that will occur in the faculty member's absence. The F2.05 should be submitted with the Request to Travel form or submitted in a hard copy to the Music Office. Complete the form electronically online and then print.

Academic Classes

Faculty are required to attend and instruct every class as scheduled by the University. Each instructor is expected to meet class regularly, punctually, and for the appropriate length of time as set forth in the official class schedule. Exceptions may be made (with proper documentation) for professional meetings, personal or immediate family health, emergency/bereavement leave, and special assignments. All absences, except for emergencies, require written permission from the Chair as described above. Even though applied faculty schedule individual meeting times with students, they are required to request absence for any lessons and/or teaching assignments that deviate from their office schedule that is submitted to the Chair at the beginning of every semester.

Faculty are expected to formulate an attendance policy for all classes consistent with Department and College policies and suited to the requirements of each course. Attendance policies should be included in all course syllabi and explained in detail at the beginning of the semester.

Meetings, Retreats, Auditions, and Juries

Faculty meetings, retreats, auditions, performances, and jury examinations are essential elements of the Department. According to the *LU Faculty Handbook*, faculty are required to "discharge faithfully all instructional and other responsibilities associated with faculty appointment." To that end, all faculty are required to attend these events, as well as other meetings, determined by the Chair. All absences must be requested in writing to the Chair via email *at least two weeks in advance*.

For scholarship and admission auditions, all full-time applied faculty and ensemble directors are required to be in attendance for the entirety of the audition. Each audition will beginning with the welcome meeting and conclude with the faculty scholarship discussion.

All applied faculty and adjuncts are required to attend all juries within their area.

Concerts and Events

The Department hosts concerts and events weekly involving students, faculty, and guest artists. Faculty and students are strongly encouraged to attend these events (even concerts and events that are outside of their immediate area) to support the students and faculty.

Departmental Recitals

Departmental Recitals occur virtually every Friday during the semester at 10:20am in Rothwell Recital Hall unless otherwise specified in the Departmental Calendar. A detailed description of Departmental Recitals can be found later in this handbook. Faculty are strongly encouraged to attend as often as possible to support the students, even if their own students are not performing.

The Texas Music Educators Association Annual Convention

TMEA normally occurs during the second full week of February (Wednesday through Saturday). While many faculty and students often attend the convention, classes are not officially canceled during these days. Faculty must adhere to the policies stated earlier regarding absence from class. Similarly, students may only be excused from class if they have received written confirmation from the faculty member. Faculty may include an altered class schedule in the syllabus if approved by the Chair in writing prior to the start of classes in the Spring semester.

Distance Learning

Certain courses in the Department may be delivered via the online medium with chair approval. It is highly recommended that all courses pass through the official Quality Matters (QM) process at Lamar University. If a faculty member requests an exception to bypass the QM process, the chair reserves the right to make the exception if it aligns with current university policy. To request an exception, the instructor of the course should submit a detailed proposal outlining how they will

meet all applicable distance learning standards provided in *Section III.H.* of the NASM Handbook prior to the course being offered online. All other standards of Lamar University and NASM are expected to be addressed during the Curriculum Council approval.

Syllabi

Each instructor shall prepare and distribute a syllabus or course outline for each course taught. The syllabus should be essentially the same for all faculty members who teach sections of the same course and may be prepared through committee action in the Department. The Music Office will maintain a file of current syllabi on all courses taught within the Department. ***All faculty are individually responsible for uploading their syllabi via Blackboard for each course.***

Area Coordinators should ensure that all syllabi in their area are correctly posted each semester, especially for part-time music faculty.

Specific information regarding course syllabi can be found in *Chapter IV: Faculty-Student Relations, Sections 1.3 and 1.4.* All faculty are responsible for adhering to these guidelines to maintain compliance with University and State mandates.

Final Exams

All academic courses are required to meet for final exams according to the official schedule set by the University. Final exams are to be given on the final exam day; *no final tests or exams are permitted to be administered on the final regular class day.* Exceptions to this include courses that meet once per week (such as Recital Attendance, Applied Lessons, Class Piano, Methods Classes, etc.) and major performance ensembles. Faculty and students should reference the Class Times, Final Exam Schedule, and Academic Calendar Information webpage for details.

Juries

All applied students are required to perform a 10-minute jury at the end of each semester (graduate students may perform a 20-minute jury if requested by the primary applied instructor). Depending on the area and applied instructor, students are required to display a variety of techniques, styles, and developing skills as assigned by the primary applied instructor (and that are consistent with expectations provided in the syllabus). The jury may consist of accompanied or unaccompanied solos, etudes, orchestral excerpts, and literature deemed appropriate by a student's applied teacher. Because the purpose of the jury is individual evaluation, a student may not offer ensemble pieces for a jury.

The jury panels are divided into the following areas: Brass, Percussion, Piano, Woodwinds, and Voice. All applied faculty for each area, including adjuncts, are required to attend the full duration of juries in their area (not just their own students). The jury is graded objectively by the faculty and is based on the student's progress and the expected proficiency. The jury grade is then incorporated into the student's applied lesson grade, as outlined by the primary applied instructor's syllabus. With permission from the primary applied instructor, a student may be exempt from a jury in the semester during which the degree recital is performed. Typical

exemptions include a degree recital, featured solo performance, professional audition, etc. that took place during the semester.

The jury schedule will be determined by the Chair at the beginning of each semester, with requests for rooms and times made by the area coordinators. All sign-ups for jury times will be coordinated by the individual areas. Students should carefully consider their scheduled final exams for other classes *before* signing up for juries in order to prevent calendar conflicts.

All voice juries will be accompanied by the Lamar vocal collaborative pianist. Piano accompaniment for instrumental juries will be provided by the Lamar instrumental collaborative pianist. The instrumental faculty must consult with the instrumental collaborative pianist well in advance to determine availability. The instrumental collaborative pianist cannot be expected to accompany *every* student due to the volume of instrumental juries and diversity of repertoire.

During juries, each faculty member is to fill out the Electronic Jury Form for each student. Additionally, one member of the jury panel is to also fill out the SACS portion of the electronic form for each student. While commenting on the jury forms, faculty are to clearly indicate if a student has moved to upper level or not as a result of the jury performance.

After juries have concluded, each Area Coordinator is to consult with the faculty in their area and collect the names of students who have moved to upper-level lessons as a result of the jury performance. The Area Coordinator is to then send an email to the Music Office Administrative Assistant, Department Chair, and Academic Advisor in order to ensure the students will be registered for the correct applied lesson section in the following semester.

Students are expected to wear appropriate solo performance attire for all juries as directed by their primary applied instructor.

Course Grades and Blackboard

Lamar University uses a traditional four-point grading system. The following grades may be awarded for each course. A detailed explanation of all grades can be found in the University's *Comprehensive Catalog* under *General Academic Policies and Procedures*:

A = Excellent
B = Good
C = Satisfactory
D = Passing (for non-Music classes such as English, Math, etc.).

- A final grade of a "D" in a Music course is considered inadequate and the course must be repeated. Classes in the major content area that are not applied or ensemble courses may only be attempted three (3) times. If a student does not earn a "C" or higher in music education and core-academic courses (Music History and Music Theory) after three (3) attempts, the student will not be permitted to continue in the Music program.
- Students on the Education track must have a minimum cumulative GPA of 2.75, and are required to earn a "C" or higher in English and Math in order to be permitted to enter the Education program.

F = Fail. The course must be repeated to earn credit.
I = Incomplete. May only be given infrequently, with written permission from the Chair. Incomplete coursework not completed in the following semester will result in a student earning an "F" for their final grade.
Q = Course was dropped during penalty-free period or course was dropped later (this grade is not considered “failing” and therefore the grade is not punitive)
QL = Dropped (this grade counts against the student’s six-drop maximum)
S = Satisfactory (credit earned)
U = Unsatisfactory (no credit)
NG = No grade (Thesis/Dissertation only)
W = Withdrawn from Lamar University

Faculty for all courses, including applied lessons and ensembles, are *strongly encouraged* to enter all grades weekly (or as items are graded) into Blackboard’s gradebook for every course. This allows students to monitor their progress in each course on a regular basis. Furthermore, this assists the University in monitoring student progress.

All final grades must be entered via Blackboard by every instructor by the deadline set by the Registrar’s Office.

Workload Description and Calculation

Each faculty member paid full-time from the State appropriations item *Faculty Salaries* shall teach a standard load of twelve semester credit hours of instruction in organized undergraduate classes each semester, or within the calendar period of each semester. A more detailed description, including exceptions, may be found in *Chapter II, Policies & Procedures, Section 36* of the *LU Faculty Handbook*.

When calculating workloads from semester-to-semester, the Chair will make every effort to balance faculty teaching loads with certain time-intensive service activities provided by faculty (such as Search Committee Chairs, Area Coordinators, Faculty Brass Quintet, Ensemble Directors, etc.); however, if the Department lacks sufficient funding for adjuncts, or if there is a lack of qualified personnel to teach specific courses, faculty may be required to teach a full, twelve-credit instruction load in addition to their service activities. To provide greater flexibility when assigning faculty workloads, the Chair will also consider the faculty workload over the two long semesters to balance the workload with a combined two-semester, 24-credit workload (with one semester being under 12 credits and the other being over 12 credits).

Depending on the need and the willingness of the instructor, a faculty member may teach an overload (i.e. in excess of the standard twelve-credit instruction load) with appropriate compensation in either the fall or spring semester (but not both) as approved by the Chair and Dean. It is the responsibility of the Chair to ensure all full-time faculty have a full workload *before* assigning courses to adjunct faculty.

Class Rolls and Class Records

Faculty are to work closely with the Music Office in assisting the Registrar's Office with the verification of class rolls. The accurate and timely verification of these rolls is a significant responsibility of all full-time and adjunct faculty. Careful review of all rolls is required to ensure each student is enrolled in the correct course and section.

In addition, detailed class records must be kept by all faculty each semester. This is the only way grade disputes can be reconciled later or when a faculty member is no longer employed at Lamar. Applied instructors should make a special effort to record a specific indication of how their grades were determined. *These comments and explanations are to be contained within Blackboard and on the student's jury sheet.*

Course Evaluations

Semesterly course evaluations are a prime opportunity for students to provide faculty with feedback regarding their experience in the course. Faculty members should encourage students to complete the online course evaluation every semester, and then use these comments to assist with making improvements to the course when necessary. The faculty and Chair may use the results of course evaluations during the annual assessments of faculty, as well as in the tenure and promotion process.

Regulations for Graduate Faculty Membership

Faculty teaching graduate credit courses must be members of Lamar University's graduate faculty. A candidate for membership must complete form G-4 (*Application for Graduate Faculty Membership*) and return it to the Department Chair, who shall then review and forward it to the Dean. The Dean shall review the application and forward it to the Office of Graduate Studies. The application shall then be considered by the Graduate Faculty Review Committee and the Graduate Council which then shall make the final recommendation to the Dean of the College of Graduate Studies for action.

Further explanations and qualification can be found in *Chapter II, Policies and Procedures, Section 9 - Graduate Faculty Appointment* of the *LU Faculty Handbook.*

On-Campus Presence and Office Hours

Adopted by COFAC April 2022:
An on-campus presence is essential for all full-time faculty who teach at least one in-person class within a semester. Being readily accessible to students outside of class is a vital component of student success and retention (see *Teaching and Instructional Activities* on the F2.08). Similarly, being on-campus and interacting with colleagues in faculty meetings, committee meetings, and on-campus community and recruiting events assists with the missions of the department, college, and university and also fosters collegiality and collaboration among colleagues (see *Service* on the F2.08). The expectations for faculty to be on campus for such activities will be set by the Department Chair in consultation with the Dean. The expectation of the CoFAC is for

departmental faculty meetings to take place on campus (and in person) with all full-time faculty in attendance.

Establishing consistent hours of availability is one of the most effective ways to assist students outside of the classroom. All full-time faculty teaching at least one on-campus course in the fall or spring semester should maintain a minimum of five office hours per week (posted on their office door and in their syllabi) for the duration of that semester. Faculty may offer office hours after 5:00pm to accommodate students who work full- or part-time. Of the five office hours, a minimum of three are required to be on-campus and in-person. Department Chairs will establish the requirements for the remaining two hours as either in-person or virtual. Office hour expectations for faculty teaching in the summer will be determined by the Department Chair and approved by the Dean.

During the posted on-campus office hours, faculty must be present and available for walk-ins, phone calls, and virtual meetings. These five office hours are not to be "by appointment only," but faculty can accept student appointments during those times (as well as other times throughout the week).

Full-time faculty who teach exclusively online are to maintain a minimum of five virtual office hours per week for the duration of the semester. During the virtual office hours, faculty should be easily accessible to all students via a virtual environment (Collaborate Ultra, Teams, Zoom, etc.). Virtual office hours may not be "by appointment only," but faculty can accept student appointments during those times (as well as other times throughout the week). Other appointments are acceptable beyond the five office hours, but not in place of them.

According to the LU Faculty Handbook, "Part-time faculty shall maintain office hours equal to or greater than the number of classroom hours required by their appointment. Those teaching online shall hold virtual or electronic office hours." Those teaching on-campus shall hold on-campus, in-person office hours.

Faculty are also required to send their class schedules (including planned office hours) to the Music Office by the 10th class day in each semester. Faculty are encouraged to post a temporary schedule until 10th class day.

Requests for exceptions to this policy are subject to review by the Department Chair and Dean. All requests for exceptions must be submitted to the Department Chair in writing at least two weeks prior to the start of the semester.

Health, Wellness, and Safety

This information is provided to address the accreditation standards of the National Association of Schools of Music (NASM) to increase awareness of the health and safety concerns of musicians. Furthermore, the Department seeks to promote an environment of wellness among its faculty and students.

According to the NASM Handbook:

> *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.*

Students are encouraged to use the health resources available to them in the Student Health Center. Faculty should be aware of these resources and direct students to them when necessary.

Hearing Health

Students and faculty should be mindful of hearing health in regard to personal practice and ensemble participation.

Student Information Sheet on Noise-Induced Hearing Loss from the National Association of Schools of Music (NASM) and Performing Arts Medicine Association (PAMA).

- Hearing health is essential to your lifelong success as a musician.
- Noise-induced hearing loss is largely preventable. You must avoid overexposure to loud sounds, especially for long periods of time.
- The closer you are to the source of a loud sound, the greater the risk of damage to your hearing mechanisms.
- Sounds over 85 dB (your typical vacuum cleaner) in intensity pose the greatest risk to your hearing.
- Risk of hearing loss is based on a combination of sound or loudness intensity and duration.
- Recommended maximum daily exposure times (NIOSH) to sounds at or above 85 dB are as follows:
    - 85 dB (vacuum cleaner, MP3 player at 1/3 volume) – 8 hours at 90 dB (blender, hair dryer) – 2 hours at 94 dB (MP3 player at 1/2 volume) – 1 hour at 100 dB (MP3 player at full volume, lawnmower) – 15 minutes at 110 dB (rock concert, power tools) – 2 minutes
    - 120 dB (jet planes at take-off) – without ear protection, sound damage is almost immediate
- Certain behaviors (controlling volume levels in practice and rehearsal, avoiding noisy environments, turning down the volume) reduce your risk of hearing loss. Be mindful of earbuds.
- The use of earplugs helps to protect your hearing health.
- Day-to-day decisions can impact your hearing health, both now and in the future. Since sound exposure occurs in and out of school, you also need to learn more and take care of your own hearing health on a daily basis.
- If you are concerned about your personal hearing health, talk with a medical professional.
    - Students, faculty, and staff are highly encouraged to utilize the resources of the Lamar University Audiology Clinic.

Adapted from: *Protecting Your Hearing Health: Student Information Sheet on Noise-Induced Hearing Loss* – NASM/PAMA: November 2011, V-2.

Vocal Health

Students and faculty should be aware of vocal health in regard to personal practice and ensemble participation.

Student Information Sheet on Protecting Your Vocal Health from the National Association of Schools of Music (NASM) and Performing Arts Medicine Association (PAMA).

- Vocal health is important for all musicians and essential to lifelong success for singers.
- Understanding basic care of the voice is essential for musicians who speak, sing, and rehearse or teach others.
- Practicing, rehearsing, and performing music is physically demanding.
- Musicians are susceptible to numerous vocal disorders.
- Many vocal disorders and conditions are preventable and/or treatable.
- Sufficient warm-up time is important.
- Begin warming up mid-range, and then slowly work outward to vocal pitch extremes.
- Good posture, adequate breath support, and correct physical technique are essential.
- Regular breaks during practice and rehearsal are vital in order to prevent undue physical or vocal stress and strain.
- It is important to set a reasonable time limit on the amount of time that you will practice in a day.
- Avoid sudden increases in practice times.
- Know your voice and its limits, and avoid overdoing it or misusing it.
- Maintain healthy habits. Safeguard your physical and mental health.
- Drink plenty of water in order to keep your vocal folds adequately lubricated.
- Limit your use of alcohol and avoid smoking.
- Day-to-day decisions can impact your vocal health, both now and in the future. Since vocal strain and a myriad of other injuries can occur in and out of school, you also need to take care of your own vocal health on a daily basis. Avoid shouting, screaming, or other strenuous vocal use.
- If you are concerned about your personal vocal health, talk with a medical professional.
- If you are concerned about your vocal health in relationship to your program of study, consult the appropriate contact person at your institution.
    - Students, faculty, and staff are highly encouraged to utilize the resources of the Lamar University Speech Language Pathology Clinic.

Adapted from: *Protecting Your Vocal Health: Student Information Sheet* – NASM/PAMA: July 2013

Musculoskeletal Health

Students and faculty should practice mindfulness of physical health when practicing, performing, and participating in physical activity within and outside of the department.

- Musculoskeletal health is essential to your lifelong success as a musician.
- Practicing and performing music is physically demanding.
- Musicians are susceptible to numerous musculoskeletal disorders.
- Some musculoskeletal disorders are related to behavior; others are genetic; still some others are the result of trauma or injury.
- Many musculoskeletal disorders and conditions are preventable and/or treatable.
- Sufficient physical and musical warm-up time is important.
- Good posture and correct physical technique are essential.
- Regular breaks during practice and rehearsal are vital in order to prevent undue physical stress and strain.
- It is important to set a reasonable limit on the amount of time that you will practice in a day.
- Avoid sudden increases in practice times.
- Know your body and its limits, and avoid "overdoing it."
- Maintain healthy habits. Safeguard your physical and mental health.
- Day-to-day decisions can impact your musculoskeletal health, both now and in the future. Since muscle and joint strains and a myriad of other injuries can occur in and out of school, you also need to learn more and take care of your own musculoskeletal health on a daily basis, particularly with regard to your performing medium and area of specialization.
- If you are concerned about your personal musculoskeletal health, talk with a medical professional.
- If you are concerned about your musculoskeletal health in relationship to your program of study, consult the appropriate contact person at your institution.

Adapted from: *Protecting Your Musculoskeletal Health: Student Information Sheet* – NASM/PAMA: July 2013

Psychological Health

Students and faculty should prioritize mental health and be aware of available mental health resources on and off campus.

Maintain Mental Health

- Develop a support network of friends.
- If you have concerns about your study habits, ability to take tests or managing your coursework, talk with teachers, counselors, family, and friends for advice and support.
- Visit the health center, and discuss concerns with a health professional. If the health professional advises treatment, follow instructions. Watch out for side effects, and attend follow-up appointments to assess improvement.

Fight Fatigue and Sleep Deprivation

- Avoid stimulants like caffeine and nicotine.
- Have a good sleeping environment. Get rid of anything that might distract you from sleep, such as noises or bright lights.
- Stick to a sleep schedule. Go to bed and wake up at the same time each day, even on the weekends.
- See your health provider if you continue to have trouble sleeping.
- Avoid pulling an all-nighter to study.

Get Physical Activity

- Stay active. Regular physical activity can help keep your thinking, learning, and judgment skills sharp. It can also reduce your risk of depression and may help you sleep better.

Eat a Balanced Diet

- Talk with a nutritionist or dietician at a health clinic on campus or in the community about improving your diet.
- If you or someone you know is showing signs of an eating disorder, get help. Find a friend to go with you or offer to go with a friend to talk to a counselor or doctor who knows about eating disorders.

Avoid Substance Abuse

- Access healthy activities and safe places on campus to meet friends.
- Avoid second-hand smoke.
- Don't drive after drinking or using drugs.

Have Healthy Relationships

- Avoid relationships with those who drink heavily or use drugs, act aggressively, or treat you disrespectfully.
- If anything in your relationship makes your feel uncomfortable, talk to someone you can trust:
    - Student Health Center: (409)880-8466
    - On campus emergency number: (409)880-7777
    - Suicide Lifeline: 988
    - General emergency number: 911

Adapted from: Centers for Disease Control and Prevention, College Health and Safety

Campus Safety

The Lamar University Police Department (LUPD) is on campus to serve in the protection of your person, your property, and the University's property.

The LUPD is charged with the enforcement of University and systems regulations and all state, local and federal laws. Officers working for the university are licensed peace officers for the state of Texas. They have county-wide jurisdiction per the Texas Education Code Section 51.203.

LUPD Risk Reduction Tips:

- Lock residence hall doors
- Secure all lower-level windows
- Walk or jog in groups
- Avoid isolated or dark areas
- Travel with confidence and purpose
- Do not wear earphones while walking or jogging
- Know the locations of emergency (blue light) phones
- Stay alert and plan ahead for What-If's

Report suspicious persons, vehicles, or activities immediately. For emergencies, call 911 or 409-880-7777

Guidelines For Academic Advising

Academic advisors provide academic advising and support for students by helping them navigate the University environment, guiding them towards campus resources and assisting them with course selection during the registration period and throughout the year.

Every music student must meet with an academic advisor every semester to select and register for classes. Lower-level incoming freshmen and transfer students with fewer than 45 earned hours are advised in the Undergraduate Advising Center (UAC). Upper-level students with 45 or more earned hours are advised in the Department.

Students will be sent an email to schedule an appointment through an online portal when class schedules are posted for the next semester (usually early November and early April). Web registration by students is not available for Music majors. Students will register for classes during the advising appointment. It is recommended that students review their degree plan and check that there are no registration holds before meeting with their academic advisor.

Students have access to their academic advisors throughout the year. Should any questions or concerns arise, students are encouraged to email their advisor to schedule an appointment.

Students are prohibited from participating in any course in which they are not registered.

Students desiring to Audit a course (will not earn course credit or a grade) must have the written approval from the major's Department Chair, instructor, and instructor's Department Chair.

Students and faculty should visit the LU *General Academic Policies and Procedures* for more information on advising.

Degrees Offered in the Music Department

- Bachelor of Music (Band - Leading to Teacher Certification)
- Bachelor of Music (Choir - Leading to Teacher Certification)
- Bachelor of Music in Performance
- Bachelor of Music in Composition
- Bachelor of Arts in Music
- Master of Music in Music Education
- Master of Music in Performance

The Music Department does not offer any double majors in Music (that would combine two of the degrees listed above).

Process for Changing Major to Music or Adding a Minor

Students wishing to change their major to Music (or add a Music minor) should review the Application Process / Auditions webpage and contact the Audition Coordinator to schedule an audition. Theory and Piano placement tests will be administered to prospective students during the

audition process (for prospective Music majors only). If the student is accepted into the Music program, he/she will complete the *Change of Major Form*, which requires signatures of Chairs from both the current major and the new major (or minor), as well as the advisor's signature.

Students who are currently a Music major, but who would like to change to the Performance major, must still complete the audition process to change their major. It is recommended that the student discuss their intentions with their primary applied instructor prior to requesting their audition. The primary applied instructor will inform the area coordinator and the audition will take place during the next jury. The jury panel will assess the audition and make a final determination. The Music Office will be notified of the decision via the electronic jury form and the primary applied instructor will discuss the results with the student. If the change of major has been approved, the student's advisor will be notified.

Process for Changing Major or Minor Away from Music

Students who wish to change their major (or minor) away from Music must initiate the process by filling out the *Music Department Change of Major / Minor Form*. This form is automatically sent to the Department Chair, who will in turn forward it to the student's primary applied instructor, large ensemble director, academic advisor, and the Music Department administrative assistant. This form may also be completed by those who are withdrawing from the University completely.

After completing this form, the student is to obtain the University *Change of Major* form, fill it out accordingly, and obtain signatures in the order indicated.

Students are strongly encouraged to have conversations with their applied instructors, as well as their ensemble directors, regarding their intention to change their major/minor in order to preserve positive professional relationships.

Changing a major (or minor) away from Music will nullify all existing Music Department scholarship agreements. Scholarships will be nullified at the beginning of the next semester once the change of major is complete.

Piano Proficiency Policies and Requirements

All students seeking a music degree at Lamar University, including transfer students, must demonstrate piano proficiency by completing the class piano course sequence prior to graduation. Students who audition and are accepted to study piano as their principal instrument are exempt from the piano proficiency exam and are not required to demonstrate proficiency in another instrument or voice.

To achieve proficiency, typically all four class piano courses in the sequence are required (MUSI 1181, 1182, 2181, 2182); however, students with prior piano experience, either as private lessons or piano classes taken at another institution, will be placed in a course level based on ability level determined by a piano placement exam at their initial audition. The piano placement exam will be administered by the piano area coordinator or by a designated representative as part of the music program audition. Transfer students that have four semesters of class piano from another

institution and wish to complete their piano requirement must take a piano proficiency exam equivalent to the final exam of MUSI 2182 Class Piano IV within the first twelve class days and receive a minimum score equivalent to a "C." If the student is deemed deficient, the piano area coordinator will recommend they be placed in the appropriate level course in the sequence.

A separate piano proficiency exam is not required for students enrolled in MUSI 2182 Class Piano IV. Successful completion of the course with a minimum grade of "C" satisfies the departmental piano proficiency requirements.

Specific questions regarding the piano proficiency requirements can be directed to the Piano Area Coordinator.

GPA Requirements for Music Majors/Minors

Students must maintain a cumulative LU GPA of 2.0 or higher in order to remain in "good standing" according to the University's standards. Aside from first-semester freshmen and first-semester students transferring from another university (for which no LU GPA exists in their first semester), the minimum cumulative GPA requirement for acceptance to any degree program in the Music Department is a 2.0. Students who fall short of this requirement will not be permitted to declare Music as a major or minor.

Students must have a cumulative GPA of 2.75 to register for pedagogy classes (PEDG) offered by the College of Education and Human Development. which are required for the Bachelor of Music leading to Teacher Certification.

Overload Requests for Students

Undergraduate students who are enrolled in 12 hours per semester are considered full-. The maximum number of enrolled hours for an undergraduate student is 18. Undergraduate students who wish to enroll in more than 18 hours must receive approval from their advisor, Chair, and Dean. Typically, students who have a GPA lower than 3.0 will not be permitted to carry an overload. The maximum number of allowable hours (with overload approval) is 21.

Advanced Standing Examinations

The Music Department has determined that Advanced Standing Examinations (ASE) will be approved only in extremely rare circumstances, in which a letter of recommendation from the professor of the course in question is required. Students who have previously failed the course in question, or who have earned a "D" or lower in the course sequence, will not receive approval for an ASE.

Students who wish to request approval must provide the Department Chair with a detailed request letter prior to the first day of classes in the given semester. This letter shall include 1) reasoning for the request explaining the nature of the extremely rare circumstance, 2) evidence of the student's potential to pass the exam based upon prior study/learning (documentation strongly

preferred), and 3) a written letter from the instructor of the course in question recommending that the ASE be approved for the student.

Graduation Requirements

Students can use DegreeWorks to monitor their academic progress towards degree completion. It is a comprehensive, easy-to-use, web-based academic advising and degree audit tool that helps students and their advisors successfully navigate curriculum requirements. Students, faculty and staff can access DegreeWorks through Self-Service Banner. For information, visit the DegreeWorks webpage.

NOTE: Students are encouraged to use the degree audit report as a guide when planning their progress toward completion of the degree requirements, *but the audit is not an academic transcript and it is not official notification of completion of degree or certificate requirements.*

At the beginning of their final semester, a student's name and degree information will be submitted by the academic advisor to the Department Chair for approval. Subsequently, this information will be forwarded to the Records Office for processing. After confirming that all requirements are met, the Records Office will send an email to the student containing instructions for accessing and completing the application for graduation.

Helpful Information for Transfer Students

Lamar University offers orientation sessions for transfer students. *It is highly recommended that all transfer students attend orientation.* If a transfer student is unable to attend an orientation session specific to transfer students, attendance at any orientation session is recommended. These sessions provide information about Lamar University, from parking to student services.

Transfer students are encouraged to take an active role in ensuring their credits transfer accordingly from their previous institution. Regular contact with his/her academic advisor will greatly assist in this regard.

Accessibility Resource Center

Lamar University is committed to supporting students with disabilities through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The Accessibility Resource Center (ARC) is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Students seeking disability-related accommodations should seek assistance through the ARC as soon as possible. Visit the ARC website for more information.

FERPA

Lamar University takes the rights of students very seriously and complies explicitly with the Family Education Rights and Privacy Act (FERPA). Students wishing to waive their rights must

carefully follow FERPA's release of information procedure. It is important to note that FERPA only permits information to be released to an individual designated by the student. Filling out the *Student Authorization to Release Educational Records* form does not guarantee that Lamar University personnel will engage in conversation with whomever the student has designated. All conversations are to occur directly between Lamar University personnel and the student—not between Lamar University personnel and a third party. Even if the student is present along with the third party, Lamar University personnel are to receive questions directly from the student and respond directly to the student. Third parties not willing to follow this procedure will be dismissed from the meeting.

Furthermore, faculty and staff are prohibited from discussing anything about student records and/or progress with anyone outside of the University. This includes parents, former music directors, teachers, and institutions.

Auditing Courses

A student desiring to register for a course for Audit (does not receive course credit or a grade) must have written approval from the major's Department Chair, instructor, and instructor's Department Chair. Students are responsible for completing and filing the audit request form with the Records Office. The deadline to register to audit a course is the census day for the term (12th class day for a long term; 4th class day for summer terms). Normal course fees will apply.

Students 65 years of age or older may register for and audit courses without the payment of tuition or fees on a space-available basis. Such students should follow normal University admissions and registration procedures, and shall receive academic credit upon successful completion of the course(s). They should notify the registrar of their intent to attend tuition-free, and contact the Finance Office for applicable fees. See *Texas Education Code, Section 54.210* for additional information.

Policies And Procedures Relating To Budget

Departmental Budget Overview

The Department Chair is responsible for all finances within the Department. The Department's financial resources are housed in a variety of indexes (see list below) and managed by different individuals. The Chair has final signature authority on all indexes. The fiscal year closes on August 31 and begins on September 1. All end-of-year purchases must be made prior to July 31 and arrive prior to the fiscal year close. It is *highly recommended* that all end-of-year purchases be entered prior to July 1. Any purchases entered after this point may not be approved by Finance. Furthermore, *all purchases entered must be received* ***at least 3 weeks*** *before the close of the fiscal year*; otherwise, the expense will be taken out of the new fiscal year.

There are three primary types of indexes used by the Department: designated, unrestricted, and restricted. Designated funds are financial resources internally allocated by the University. Unrestricted funds (sometimes called "auxiliary") are generated by student service fees. The designated and unrestricted funds allocated to the Department fluctuate from year to year based on enrollment and other factors determined by Finance. It is very important to note that both unrestricted and designated funds are reset at the beginning of every fiscal year (in other words, these funds do not "roll over" from year to year within the index). Restricted funds are financial resources provided by an outside entity that has restricted the use of the funds to specific purposes. Restricted indexes *do roll over from year to year*. These indexes are where donations, ticket sales, sponsorships, grant funds, etc. are deposited.

Designated Index
Maintenance and Operation (M&O) - Managed by Chair

Unrestricted Indexes
Band - Managed by Director of Bands
Marching Band - Managed by Director of Bands and Director of Athletic Bands
Pep Band - Managed by Director of Bands and Director of Athletic Bands
Jazz Band - Managed by Jazz Band Director
Choir - Managed by Director of Choral Activities
Opera - Managed by Opera Director

Restricted Indexes
Maintenance and Operation (M&O) - Managed by Chair
Band Camp - Managed by Director of Bands
Choir Camp - Managed by Director of Choral Activities
Recording Studio - Managed by Recording Studio Manager
Jazz Festival - Managed by Jazz Band Director
Brass Festival - Managed by Brass Area Coordinator and Chair
Drumline - Managed by Director of Bands and Director of Percussion

Due to the annual fluctuations of the unrestricted accounts, the Chair reserves the right to move funds from one index to another depending on departmental needs; however, it is recommended that the Chair discuss such potential changes with the individual index managers prior to making any transfers.

For more information about the University Budget structure, see the *Guidebook to Budget* provided by the University.

Faculty Travel and Studio Allocations Overview

The Chair will prepare a departmental budget at the start of the fiscal year (September 1). Two facets of the departmental budget that impact faculty (and students) directly are the faculty travel and studio allocations. For more information regarding University faculty travel allocations, policies, and procedures, please see *Policies and Procedures Related to Faculty Travel*.

If funds are available, the Chair will set aside funding for each of the following areas to be used for/on students as part of the studio allocation:

- Each Applied Instrumental Studio
- Vocal Area (one allocation that can be combined or split between studios)
- Music Education
- Music History
- Composition Studio

These funds will not roll over from year to year. ***All purchases must be requested by March 1***. Any remaining funds not used by March 1 will be absorbed by the Department for other needs. ***All requests are to be officially submitted no later than one month in advance..***

Studio allocation funds are to be spent only on items that directly impact students, such as equipment, sheet music, guest artists, subscriptions, etc. These funds may *not* be used for faculty travel. Requests for using studio allocation funds should be entered via the *Studio Allocation Purchase Request Form*.

University Purchases

The University has very strict rules regarding purchases with University funds. If these rules are not followed, purchase orders will be returned. *For this reason, it is recommended that all purchase orders be entered at least* ***one month in advance*** *of expected delivery.* Index managers are responsible for being familiar with the rules outlined by the Purchasing Office. Last-minute requests cannot be guaranteed.

Requesting Purchases

All purchases made by an index manager only need final Chair approval via the Cardinal Purch system. It is the index manager's responsibility to manage their own funds with minimal involvement from the Chair. If funds are mismanaged by the manager, the Department will not offer additional financial assistance.

Purchase requests made by faculty (within their studio allocation) are to be made directly to the Chair by filling out the *Studio Allocation Purchase Request Form*.

Any materials that include a Lamar University logo (shirts, posters, programs, etc.), must include the exact logo to be used in the requisition for approval prior to production.

Procurement Card

Lamar University offers all departments a MasterCard Procurement card (ProCard) program for ordering supplies or business services. The program is a fast, flexible alternative for processing low dollar value purchases from vendors that accept the MasterCard credit card. The card is available for use with state and local accounts except those in the Restricted Funds.

The Procurement Card Program is authorized by the State of Texas Building and Procurement Commission (TBPC) contract with Bank One. With the ProCard the end user will be able to purchase non-restricted commodities of less than $250 for E&G (State) or less than $500 for local funds, directly from vendors without issuing a purchase order or entering an accounting transaction. It will also significantly reduce the time and effort required to make payments for purchases.

The use of the ProCard is extremely limited and only permitted with Chair approval. More information regarding the ProCard and its uses can be found in the Finance Office *Procedures Manual*.

Collecting Funds

The policies listed below are designed to ensure accurate record keeping by the University, Department, and individual/organization involved for legal, tax, and budgeting purposes. These policies have been dictated by various offices on campus and require strict adherence to the processes outlined below. Failure to do so will result in delayed payment for services or receipt of donated funds.

The best practice for efficient and accurate transactions is to begin the process *well in advance.* It is imperative for all faculty and staff to keep in touch with the appropriate offices throughout the process in order to track the transaction until complete.

Receiving Donations Via Check or Website

The Department prefers to receive donations via check or through the Give to Lamar webpage. If a donor chooses to give through the webpage, they should follow all available instructions carefully. If the donor is issuing a check, it should be made payable to “Lamar University.” The memo line should include the specific purpose of the donation so that it can be deposited correctly (e.g. “Brass Festival” or “Collage Concert - Choir” etc.). It is imperative that this designation be included, otherwise the funds may not be deposited according to the donor’s wishes.

Checks should be mailed to:

Lamar University
Department of Music
C/O Department Chair
PO Box 10044
Beaumont, TX 77710

Upon receipt of the check, the Music Office will complete the *Lamar University Gift & Donation Form* and submit it to the Advancement Office.

Contracting Guest Musicians, Students, and Guest Artists

It is imperative that all vendors are secured in writing ***no later than one month prior to the event*** to ensure timely processing of paperwork for payment. The hosting faculty member/director is responsible for communication with the vendors and Music Office. The Music Office will not be held liable if deadlines and policies are not followed.

Hiring Vendors as Temporary Employees

All vendors being hired by the University as temporary employees must fill out a hiring packet and complete an I-9. ***The I-9 must be completed by the vendor either at the LU Human Resources Office or another official HR office.*** Once these forms are completed, the Music Office will prepare and submit the Employee Personnel Action Form for guaranteeing payment. The (FPAF) will be processed after services are rendered.

Hiring Students for Special Events

The process for hiring students to perform for an event (for pay) will be the same as hiring a temporary employee. Any students who are likely to perform (for pay) at any point during the year are strongly encouraged to fill out a hiring packet in September to ensure that payment is processed and received as soon as possible.

Payment for Guest Artists/Lecturers

All requests for guest artists must be processed by the hosting faculty member through the *Guest Artist Request Form*.

All vendors (such as guest artists/lecturers) who have been offered compensation will be compensated for the service provided, as long as the details are communicated and approved *prior to confirming the vendor's involvement in the event*. In order to do this, the Music Office will submit a requisition. The requisition must include an email showing proof that the hosting faculty member communicated the promised amount, *New Vendor Information Form* (if they have never been paid by Lamar before), *Certificate of Completion* (if they will be interacting with minors), and a W-9 (to be provided by the hosting faculty member/director and completed by the vendor). These forms must be received by the Music Office ***no later than two months prior to the event***. Upon receipt of these forms, the Music Office will prepare the requisition, attach a PDF of the email from the faculty member with the promised compensation, W-9, and proof of the event (such as a program or a poster/flyer) and submit it through Cardinal Purch one month before the

event to encumber the funds. The requisition should include a comment requesting that the payment (i.e. check) be delivered to the Department on the last class day the vendor is on campus. After all approvals are complete, the requisition will become a Purchase Order (PO). After all services have been rendered, the Music Office (or office representative) will give the check to the vendor and the Music Office will "receive" the PO through Cardinal Purch. If, for any reason, the check is not available during the vendor's visit, it will be delivered to the address provided by the vendor.

Collecting Camp Funds and Hiring Camp Workers

All camp directors and summer program directors are required to abide by the university policies for such programs. It is the responsibility of the directors to reach out to the appropriate offices on campus to ensure that all forms are submitted according to policy.

Policies And Procedures Relating To Facilities, Equipment, And Publicity

Music Buildings

All Music Department facilities shall be available to Music faculty and students when they are conducting or sponsoring University-related activities. All instructional space is assigned by the Chair, and all room requests must be made by the faculty and approved by the Chair.

The Music Department is comprised of two buildings: the Susan and Jimmy Simmons Music Building and the Banner Building. The primary instructional and rehearsal space is the Simmons Music Building, while the Banner Building is used solely for percussion instruction and activities.

Music Building Addresses

The Music Building has three different addresses that are utilized depending on what is being sent and to whom:

- For letters, etc.
  [Name of Recipient]
  PO Box 10044
  Beaumont, TX 77710

- For packages of a size that are easy for students/staff to bring from the Post Office (i.e., for delivery to the Post Office without using a PO Box)
  [Name of Recipient]
  Music Dept.
  211 Redbird Lane
  Beaumont, TX 77710

- For very large, oversized, heavy, etc. shipments (i.e., things that need to be delivered to our building by *Shipping/Receiving*).
  [Name of Recipient]
  Music Dept.
  1050 E. Lavaca St
  Beaumont, TX 77705

General Policies

Music Building Hours of Operation and Student Access

The Music Building shall be available for Music student use from 7:00am until 11:00pm, seven days a week during long semesters (except for holidays and campus closures). Students are not permitted in either of the Music buildings outside of these hours, unless approved by the Chair in writing (see *Room Reservations / Concert and Event Scheduling - General Policies and*

Procedures for more information on how to request a room). Upon leaving a classroom, faculty are to close and lock the door of the classroom that was in use—especially Rothwell.

Students are permitted in the Music Building on weekends, but the building must remain locked for security purposes. To request access to the building, a faculty member should make a request to the chair on behalf of their applied student, which includes their name, L#, major, applied instrument/voice, and name of their applied instructor. Once the request is made to the chair, the students may call LUPD and request access. Students must have a valid LU ID and L# to be granted access. ***Propping doors (or illegal/unauthorized entry) is strictly forbidden and will result in the loss of access privilege***.

Students are permitted access to the main building, instrument storage room, and practice rooms. All other rooms (Wiley, Rothwell, classrooms, computer lab, etc.) require written approval from the Chair, along with a faculty member present at all times.

Students must get the approval of the Percussion area coordinator to access the Banner building on evenings and weekends. ***Propping doors (or illegal/unauthorized entry) is strictly forbidden and will result in the loss of access privilege***.

All events taking place in the Music Building that are not affiliated with Lamar shall require approval from the Chair. Depending on the event, the University may need to issue a contract with the requesting organization, and insurance and/or usage fees may be required.

All faculty, students, and staff should be aware that the Lamar University Police Department (LUPD) has security cameras placed at all entry points, in all hallways, and in Rothwell and Wiley. Anyone who ignores the policies outlined in this handbook, in the *LU Faculty Handbook*, or in the *LU Student Handbook* will be subject to full prosecution by the LUPD.

General Care and Maintenance

All students, faculty, and staff are to respect University property at all times. Food and drinks (except water bottles with a closed lid) are not permitted in any of the academic or specialty rooms within the Music Building. Academic rooms include: Rothwell Recital Hall, Wiley Rehearsal Hall, and Rooms 107, 109, 111 (Class Piano Lab), 200 (Computer Lab), 202, and 218 (Small Ensemble Room). These rooms are designed to be used for classes and regularly-scheduled rehearsals. If faculty require the use of one of these rooms outside of regularly scheduled class time, the *Room Reservation Request Form* must be filled out in advance.

Defacing University property is strictly prohibited. Should students, faculty, or staff encounter trash or minimal mess of any kind, they are to either clean it up immediately or inform the Music Office. Large messes or messes requiring special attention must be reported to the Music Office. The Music Office will contact Custodial Services. Should Music Building facilities require repair or upkeep, the Music Office will submit a Work Order Request to Facilities Management.

Practice Room Policies

Practice Rooms

Practice rooms are designed for use by Music students (including majors, minors, and non-major students enrolled in ensembles) as they develop concepts from classes, rehearsals, and applied lessons. General guidelines for practice room use are:

- Practice rooms are available to Music majors, minors, and non-majors who are currently enrolled in an ensemble. Anyone not fitting this description (including alumni) requires written permission from the Chair to use practice rooms.
- Practice rooms are available on a first-come, first served basis.
- Students may not "save" their practice room by leaving personal belongings in the room.
    - If a room contains someone's personal belongings and has been unoccupied for 10 minutes or more, please inform the Music Office, and the items will be placed in the Lost and Found.
- Students are strongly cautioned against leaving any personal belongings in practice rooms unattended. Every year something gets stolen because it was left unattended.
- Students are to be conscious of the duration of their practice sessions out of respect for other students. (In other words, practice for an hour or so and then let someone else use the room).
- Practice rooms are *not* to be used as study rooms (unless a piano is required for study)
- No food or drink (other than a closed water bottle) is permitted inside practice rooms
- Practice room reminders pertaining to piano usage:
    - No items should be placed on practice room pianos, particularly food and/or drink, instruments, cases, valve oil, etc.
    - Do not remove pianos or piano benches.
    - The keyboard cover should remain closed when the piano is not in use to prevent damage to the keyboard.
    - Do not move pianos within the practice room. Doing so risks injury, damage to the instrument, or could adversely affect tuning.
- One or more practice rooms with a grand piano will be reserved for piano major practice:
    - Piano majors may reserve these rooms for a maximum of two hours per day by signing up on the schedule posted on the practice room door. This schedule is maintained by the Piano Area Coordinator.
    - Piano majors should make their reservations at least two hours before the intended time of use.
    - Other Music students are free to use a room with a grand piano as long as it is not reserved.
    - If the room is reserved, but unoccupied, it may be used by other Music students until the person who made the reservation arrives.
    - Students should not make any reservations unless they fully intend to utilize the space.
- Students are *not* permitted to practice in hallways, the lobby, student nooks, stairwells, classrooms, Wiley Rehearsal Hall, Rothwell Recital Hall, or any other space *other* than official practice rooms. Exceptions: dress rehearsals in Rothwell and chamber ensembles, as approved by the Chair (with faculty supervisor present).

- Room 218 is typically used as a small ensemble rehearsal room or classroom space, as needed. Faculty may reserve this room by filling out the *Room Reservation Request Form.*
- Private lessons for personal financial gain are not permitted on the Lamar University Campus, and removal of University instruments or equipment from campus to teach private music lessons is not permitted.

Computer Lab and Class Piano Lab

- No food or drink is permitted inside these rooms
- Students may only use the labs when either a faculty member or the student Lab monitor is present
- Use of the Computer Lab computers is subject to the University computer, internet, and property policies
- Computer Lab hours will be posted within the first week of each long semester

Recording Studio and Booth

Use of the Recording Studio and Booth are strictly monitored by the faculty and Chair. Please view the *Recording Studio Handbook* for more information.

Music Building Lobby

The Music Building Lobby is the most heavily trafficked space in the Department. It is not a lounge nor is it a practice room. Except for post-recital receptions and the occasional organization fundraiser, tables are not permitted in the lobby, as they restrict traffic flow. Students are to be reminded that the Music Lobby is adjacent to the Music Office, so the volume of conversations should be kept to a respectful level and language just remain civil and professional.

Faculty Offices

Each full-time faculty member is assigned an office. Faculty – full-time and part-time – may need to share an office, depending on space available. Specific policies, in addition to the University and Department policies, may be set by the individual faculty member for his/her office. Faculty are not permitted to give students access to their office without proper authorization through the Music Office.

Faculty are to remove all window coverings whenever meeting with students and/or faculty, which includes applied lessons. The door window may be covered for privacy while working in solitude.

Student "Nooks"

The Music Building has two spaces where students often congregate, commonly referred to as "nooks." One of them is at the top of the staircase near the Choral Library and the other is on the first floor near the practice rooms. Students are encouraged to socialize but be aware of the allure of avoiding practice. Language should remain professional, and the volume of conversation should not disturb classes or others working in the building.

Instrumental and Choral Locker Policies and Procedures

The Department has several lockers for students to use throughout the long semesters. While these lockers are secured with a padlock, Lamar University cannot be held responsible for any items lost or stolen from these lockers. Students who do not request a locker and have an instrument will be required to keep instruments out of the locker room, hallways, practice rooms, classrooms, or any other room in the building.

The lockers will be managed and monitored by the graduate band assistants. At the end of each semester, all lockers will be cleaned out. Locker availability for the next semester will be announced by graduate band assistants. The process is as follows:

Locker Clean Up Process

- An announcement will be made via email, signs on the bulletin board, and at Departmental Recitals that lockers must be thoroughly cleaned out by the proposed date or belongings will be removed and kept in a secure location for a limited duration. The students will be asked to leave the locks on their old locker (unlocked) after they have been cleaned out.
- All locks will be collected and returned to the Band Office. In the event that a student has misplaced their lock (or if it is damaged), the student will be subject to a $25 fee. In the event that a locker is still locked, all belongings will be removed and will be placed in a secure location for a limited duration.
- After all locks are returned, the cleaning process (provided by KKY) will commence and will include:
    - Removal of all belongings from the lockers
    - Clean lockers (inside and outside) with paper towels and Windex
    - Sweep floors
    - Determine if lockers or the surrounding area have been damaged, and then report damage to the Music Office.

Locker Check-Out Process

- Before the check-out process begins, the graduate band assistants will evaluate the lockers' capacity to determine which instruments can properly fit in each locker. Lock combinations will be randomized at the beginning of each semester.
- Based on the graduate assistant records of checked out instruments, the students will be assigned lockers to accommodate instrument size.
    - Locker space is very limited. Students may not request additional lockers (or a larger locker) for extra space or secondary instruments
- The graduate band assistants will provide a deadline to all students for turning in the *Instrument Locker Request Form*.
- On a date announced by the graduate band assistants, locker assignments will be given to all students that officially requested a locker. Students are not guaranteed their old locker.
- The graduate assistants will be notified of joint locker arrangements via the request form before the end of the semester in order for students to be granted a shared locker. This is meant to keep track of all school instruments.

University Equipment

Students, faculty, and staff are to familiarize themselves with, and adhere to, the official Lamar University policies regarding the use of State-owned property. These policies can be found under *Section 2 - General Policies, Policy Number: 2.13 - Use of State-Owned Property.*

General Care / Maintenance

Lamar University provides facilities and equipment for use by students, faculty, and staff. Due to the specialized nature of our resources, these items purchased with State and University funds are reserved for use by students, faculty, and staff within the Department. Persons or organizations outside the Department who wish to use Department facilities or equipment must receive permission from the Chair (see Equipment Loan Policy).

All students, faculty, and staff are to treat facilities and equipment with the highest respect and care in order to enjoy greater longevity of our resources. Those who ignore this general principle will lose their privileges.

The Music Office strives to keep the buildings and departmental equipment in excellent working condition. Should any departmental property require repair, please inform the Music Office immediately. The Music Office will then submit a Work Order. If an instrument needs repair, please inform the appropriate applied faculty member and/or the appropriate ensemble director.

When moving heavy equipment or items in bulk (such as chairs and stands), always use the appropriate rack or cart to prevent damage to the equipment and/or building. Always use multiple people when moving many items or anything that is heavy or cumbersome. See Piano Policies for specific information about moving pianos.

Classrooms, Rothwell, and Wiley are used for a variety of events throughout the day and weekend. Faculty and students must always strive to keep the rooms neat and tidy after each use. Faculty and students using these rooms are to be aware of the next event in order to assist in preparing the room accordingly. All trash should be removed, and all furniture should be restored to its original/normal location.

The Department contains several brown tables. These are to remain in classrooms or on the second floor student nook (outside the choral library) unless they are being used for a special event (recital, guest clinic, juries, etc.). Immediately following those special events, all tables, chairs, etc. should be moved back to their original locations.

Piano Policies

General Piano Policies

- The Piano Area Coordinator is responsible for scheduling piano tuning and maintenance, pending approval from the Chair
- Any damage to instruments (i.e. broken strings, sticky keys, damage to the case, etc.) should be reported to the Piano Area Coordinator. Repairs will be scheduled in a timely fashion contingent on budget.

- No items may be placed on pianos, with the exception of the pianos in faculty offices where faculty may place music and other lightweight items that will not damage the case.
- Absolutely no food or drinks should be placed on any piano at any time.
- No piano should be moved from its current room location. Requests may be made to the Piano Area Coordinator. Qualified professional movers must make any piano move outside of a room or the building.
- Pianos on dollies may be moved within the room where they are located (i.e. Rothwell and Wiley); however, two or more individuals must move large pianos. Students should not attempt to move large pianos on dollies except with faculty supervision. Lids must be lowered during moving.
- All pianos with locks installed must remain locked unless in use.
- All pianos with covers must remain covered unless in use.

Concert Piano

The Music Department owns one 9-foot Steinway D Concert Grand Piano with a high-gloss finish (acquired in 2018). This incredible instrument must be carefully used and maintained to prolong its longevity.

- Appropriate uses:
    - Student recitals (degree recitals, departmental recitals, studio recitals)
    - Faculty Recitals
    - Guest Artist Recitals
    - Ensemble performances in Rothwell
    - Student and faculty recordings
    - Dress rehearsals (ensembles and student recitals)
    - Juries
    - Studio Hour
    - Auditions
    - Other (with permission from the Chair)
- The concert piano should *not* be used for:
    - Rehearsals (except for dress rehearsals for student and ensemble performances that will place in Rothwell). Regular rehearsals taking place in Rothwell should use the older Steinway D (satin finish).
    - Student piano practice
- Outside organizations may not use the concert piano for rehearsals. The concert piano may only be used for outside organizations' performances with the approval of the Piano Area Coordinator and the Department Chair.
- When moving the concert piano within Rothwell, care must be taken due to the fact that when unlocked, the casters move very easily and the piano rolls with little effort. Two individuals must be present to adequately control the piano's movement and to minimize the possibility of injury or damage. Once the piano is moved to the desired location, both front casters must be locked (the rear caster does not lock).
- The cover must remain on the piano and the lid lowered at all times during moving and when not in use.
- The concert piano should not be removed from Rothwell except under extraordinary conditions. If an ensemble needs to remove a piano from Rothwell for space reasons, the old Steinway D (satin finish) should be moved to Wiley Rehearsal Hall. If both pianos

need to be moved to Wiley, the Piano Area Coordinator must be notified and the move approved by the Chair.
- When not in use, the concert piano should be stored stage right under the Sara and Hugh Thompson dedication plaque. After any use of the piano, the faculty member responsible for the room reservation must ensure that the concert piano is returned to the designated storage area and the older, satin finish piano is returned to stage center.
- No items should ever be placed on the concert piano even when covered. This includes bottled water, instruments, cases, laptops, etc.
- When not in use, the concert piano must remain covered and locked at all times.
- Avoid unnecessary touching of the case of the instrument when uncovered. It has a high-gloss finish and easily shows fingerprints.

Equipment Loan Policy

Lamar University and the Department of Music have many equipment resources for student and faculty use. These items, if removed from campus or used for any length of time by one individual, must be officially loaned from the University to the individual. Faculty wishing to loan University equipment are required to fill out the departmental *Instrument Loan Contract*.

Loaning Equipment to Students

The most common equipment loans made to students are musical instruments for methods courses. Students in these courses are required to fill out the *Equipment Checkout Form* (provided by a graduate assistant) prior to checking out any instruments.

The terms stated in this form are as follows:

- Property/equipment is intended for daily academic-related, academic University business or administrative use in accordance with Lamar University Policies, Rules, and Regulations for students, faculty, and staff.
- Property/equipment issued to Lamar University student, faculty, or staff may NOT be loaned or transferred to another individual.
- Individuals are expected to be familiar with (and properly follow) the use and care instructions for the property/equipment.
- The property/equipment will be maintained in a safe, secure, and orderly manner.
- For inventory and maintenance purposes, individuals must submit the property/equipment to the Department upon request. Failure to do so will result in a hold being placed on the student's account for the amount of the property/equipment until it is returned or Lamar University is reimbursed for the cost of the property/equipment. Failure to do so by faculty or staff will be reported to Lamar University's Cash Management department.
- Loss or damage to the property/equipment beyond normal wear and tear is the responsibility of the individual and should be reported immediately to the Department. Contact Property Management to make payment arrangements for repair or acquisition/replacement cost. The Department is responsible for submitting a Missing, Damaged, or Stolen Property Investigation Report to Property Management.

Furthermore, should a student or faculty member not return the loaned material in a timely manner, a *Missing, Damaged, or Stolen Property Investigation Report* will be submitted to LUPD, and a subsequent investigation will follow.

Instrumental Methods Class Loan Process

Every instrumental methods class requires students to have the appropriate instruments to participate in class. It is imperative that all methods instruments are in good working condition *prior to the start of every semester*. Below is the process all faculty and graduate assistants are to follow in order to ensure a smooth loan process for methods courses:

- No later than one week before the start of each semester, the graduate assistants will acquire a roster for each methods class and ensure that instruments are ready for check-out.
    - Instructors are encouraged to check instrument condition (with all necessary accessories). Please contact the graduate assistants to set-up a time. (Contact information for the graduate assistants can be obtained by emailing the director of bands.)
- The graduate assistants will contact each instructor and ask which instrument(s) will be checked-out/taught first, or if multiple instruments will be checked-out/taught simultaneously. The graduate assistants will also ask for the date(s) in the semester when they should plan to be at the class meeting to assist with check-in/check-out (i.e., when the class switches to a new instrument.)
    - If the quantity available is less than the enrollment, or if it will be necessary for students to share instruments with other students who are not in the class, the graduate assistants will notify the instructor of the course.
        - If the Department does not own enough instruments for all students in a particular class, the instructor must contact the Music Office ASAP to assist with acquiring the instruments.
        - Students may also be encouraged to borrow an instrument from another music student or local high school.
        - The instructor may divide the class, share instruments, or devise another pedagogically sound method for accommodating all students with a limited quantity of instruments.
            - As of Fall 2019, the only instruments which may have this concern are: oboe, horn, euphonium, tuba.
- A graduate assistant will be at the first TWO class meetings to coordinate instrument check-out. A graduate assistant will be present during the second class meeting to address concerns or to check out instruments to students who may have missed the first class meeting.
    - Students are encouraged to keep the instruments in a Music Building locker so as to prevent loss/theft. (The graduate assistant can also assist students with checking-out a locker, if they do not have one already.) Lamar University cannot be held liable if an instrument is stolen from a locker.
    - In some cases, students may be required to share an instrument with a student who is not in the class. In these instances, the instrument will stay in one of the student's lockers, and both students will be given access to that locker. Also, in these instances, the instrument must not be removed from the Music Building.
- Prior to the start of the semester, the graduate assistants will ask each instructor what date(s) the instructor needs for them to be at the class to check-in current instruments and check-out new instruments (as applicable.) *Instructors are asked to notify the graduate assistants at least two weeks in advance, if these date(s) must change for any reason.*

- At least two weeks prior to the end of the semester, the graduate assistants will contact each instructor to acquire information on final check-in. A graduate assistant will be available throughout Finals Week for those classes in which instruments are needed through that time.
    - Please note that the graduate assistants will have posted instrument check-in times for students in ensembles and for those who do not need the instrument after those dates. If an instructor has coordinated with a graduate assistant for a final check-in after these "general" check-in times, they should communicate this information to the students in their class so that they know to wait.
- When instruments are returned, it is the graduate assistant's responsibility to make sure they are in good working condition and all pieces and parts are contained within the instrument case.

Laptop Loan Policy for Faculty

Faculty may request a laptop for their office/work use in lieu of a desktop computer. Since this is a portable device, all faculty with a University-owned laptop must complete the *Remove Equipment From Campus Request* form on an annual basis (due by August 31 of each year).

Loaning Equipment to Non-Lamar Entities

On very rare occasions, the Department may loan certain equipment to entities outside the University. All requests shall be made directly to the Chair for evaluation. If approved, all entities shall be required to fill out a loan contract with the Department and then be approved by Property Management. These non-Lamar entities will assume full responsibility for all equipment during the loan period.

Purchases and Repairs

All equipment purchases and repairs must be coordinated through one of the appropriate index managers (Director of Bands, Director of Choral Activities, Opera Director, Jazz Band Director, or Camp Director) or through the Music Office. ***All purchase requests*** are reviewed and approved by the Chair.

Faculty (non-index managers) who wish to request large purchases (beyond their studio allowance) or arrange for a repair should present their request to the Budget Committee for evaluation and inclusion in the annual purchase request report. Faculty members who elect to purchase items with their personal funds will not be reimbursed unless their purchase has previously been approved by the Chair.

Internet, Computers, Phones, and Copiers

Use of University technology is reserved for official Lamar business only. All individuals using this equipment are required to be aware of, and follow carefully, the policies set forth by the University (*Section 2 - General Policies, Policy Number: 2.13 - Use of State-Owned Property*)

Regarding use of photocopy machines, review the *Photocopy Machines* paragraph under *Mailroom Policies and Procedures* in this handbook.

Annual Inventory

Each year, the Property Management Department requires an annual inventory of all University-owned equipment. This inventory shall be conducted by the departmental Inventory Manager and supervised by the Chair. The due date for the annual inventory is May 31. Details regarding the inventory can be found on the Property Management website. All students, faculty, and staff are required to comply with instructions provided by the Inventory Manager.

Reporting Stolen Property

Any time faculty, students, or staff recognize that University property is missing or stolen, the individual should make every effort to find the item by retracing his/her steps and talking with other faculty, students, or staff who might know the property's location. If the item is not located, then the individual is to fill out the *Missing, Damaged, or Stolen Property Investigation Report* and submit it to Property Management. Also, the individual should contact LUPD to file a report and initiate an investigation.

Summer Camps and Facility/Equipment Use

The Department hosts several camps, workshops, and seminars throughout the summer (in addition to summer classes). These events must adhere strictly to all University policies and procedures pertaining to summer events. Furthermore, all camp directors and workshop directors (hereafter, directors) are to abide by the following procedures in order to ensure proper care and usage of Music Department resources.

One week prior to the start date, the director is to 1) walk through all spaces that will be used by attendees, 2) preview all equipment that will be used (including electronics), and 3) make a list of all items that are damaged or need repair (provide photographic evidence if applicable). If any university property is damaged during the camp, the director will immediately notify the Music Office. At the conclusion of each camp/workshop, the director is to again, 1) walk through all spaces used by attendees, 2) review all equipment used during the camp (including electronics), and 3) make a list of all items that have been damaged or need repair (provide photographic evidence if applicable). ***Any items, equipment, or facilities that incur damage and have not been reported will be charged to the respective camp/workshop.***

Finally, the director is to walk through every space and confirm that all facilities and equipment have been returned to their original/normal location (chairs, desks, instruments, electronics, etc.) to the satisfaction of the policies listed in this handbook. After the director walks through, the Chair will also conduct a thorough walk-through to ensure all rooms and equipment are returned to their original order and condition.

Departmental Calendar

The Music Office strives to meet the scheduling needs of all students and faculty in an efficient and equitable manner. All classes, concerts, recitals, events, and activities that take place in the Music Building (or involve LU students traveling off campus for a departmental event) are scheduled through the Music Office. These events, once officially approved by the Chair, will be added to the departmental calendar. The departmental calendar will also include important

academic calendar dates (the official version is located on the LU website) and any University event that involves a large number of our students or faculty (such as Commencement and the Scholarship Banquet) in order to prevent scheduling events that would conflict with the University calendar. All faculty will be granted view-only access to the departmental calendar to assist them with scheduling. Students do not have access to the departmental calendar.

When scheduling events, the Music Office and faculty must carefully review all calendars (including Theatre & Dance and Art) to avoid scheduling events simultaneously, as this could adversely affect audience attendance. Furthermore, the Department strictly prohibits the scheduling of two Music events that would occur simultaneously, either on or off campus, with very rare exception.

Below is a four-tier hierarchy of events based on faculty/student involvement and the advanced scheduling process that is necessary. All Tier 1 events are initially reserved via email and in scheduling meetings due to their complex nature. All other events (except academic classes) must follow the Room Reservation Procedure. **All events (on or off campus) aside from student recitals require a faculty member to submit an official *Room Reservation Request Form* in order to provide all necessary details to the Music Office for accurate scheduling.**

It is imperative that no events be advertised prior to being officially confirmed through the Music Office via email, and no guest artists should be officially contracted (or make travel arrangements) until the event has been scheduled in the department calendar.

Scheduling Hierarchy

Tier 1 - Scheduled one year in advance

- Audition Dates / Messiah Concert / Collage
- Large Ensemble Concerts / Festivals / Opera / Summer Camps

Tier 2 - Typically scheduled one year or one semester in advance

- Academic Classes (schedule building occurs one full semester in advance)
- Faculty and Guest Artist Recitals
    - Faculty and guest artist recitals are to be requested via the *Room Reservation Request Form*. If a Lamar faculty collaborative pianist is requested, please confirm the date with the pianist *prior to filling out the request form.*
- Large Ensemble Recruiting Tours (must be scheduled one semester in advance)
- Student Recitals / Chamber and Studio Recitals (see specific instructions under *Scheduling Process for Student Recitals*)
    - Chamber and studio recitals are to be requested via the *Room Reservation Request Form*. If a Lamar collaborative pianist will be requested, please confirm the date with the pianist *prior to filling out the request form.*
- Studio Classes (a rotation may be imposed for room use equitability)

Tier 3 - Scheduled/announced at the beginning of the semester

- Juries
- Regularly Occurring Meetings (Faculty Meetings, Student Org Meetings, etc.)
    - Student organizations are not permitted to use Rothwell for meetings; however, they are permitted to use Rothwell if presenting a performance.
- Chamber Ensemble Rehearsals

Tier 4 - Scheduled as needed and as rooms are available (no later than 72 hours in advance to process requests)

- Miscellaneous Events (rehearsals, meetings, etc.)
- External, non-Lamar events hosted in the Music Building
    - External, non-Lamar events will only be scheduled after tiers 1 and 2 have had an opportunity to request space

It is imperative that students, faculty, and staff strictly adhere to the calendar and respect the reservation times of others

Room Reservations / Concert and Event Scheduling

General Policies and Procedures

All events in every tier (except for student recitals) must have a *Room Reservation Request Form* completed in order to be scheduled. This will provide the Music Office with all of the correct information to accurately schedule the event. If an event spans over several days and/or uses multiple rooms, please only fill out one request form and indicate all room usage within the one request. Additionally, some other departments (such as Theatre & Dance) may require an F3.33 for use of their spaces. Fill out the F3.33 for them and the *Room Reservation Request Form* for the Music Office. If an F3.33 is required, submit it directly to the Music Office. All forms must go through the Music Office in order to keep accurate records (and to provide a copy if the receiving department loses a form). Only faculty may make an official room request—students are not permitted to request rooms without a faculty sponsor. **A faculty member must be present at all times for any event taking place in Rothwell involving students.**

Large ensemble concerts and rehearsals, or course/ensemble events that include 15 or more students, must be scheduled a full semester in advance (and added to the departmental calendar) and be included in the syllabus. Studio classes are assigned a location and rotation determined by the area coordinators in consultation with the Chair. Similarly, end-of-semester juries are scheduled at the beginning of the semester in which they occur. (The Jury Scheduling Procedure does not require the *Room Reservation Request Form* to be completed)

Preparing Concert Programs

Regarding concert programs prepared by the Music Office for solo and chamber concerts, faculty are to follow the procedures outlined under Recital Program Instructions. Large ensemble directors are to prepare their own programs.

The Music Office must proof all final drafts *no later than two weeks prior to the event.*

The Music Office does reserve the right to impose changes to the program draft to ensure proper formatting and consistency. Directors are highly encouraged to prepare a template and have it approved through the Music Office to streamline the approval process.

Event Scheduling and Room Reservation Procedures

Tier 1 Scheduling Procedure

- Chair receives available concert dates for University Theatre from Theatre & Dance Chair.
- Chair sends all available dates to directors and festival coordinators.
- Directors and coordinators select two potential dates for every concert, tour, event, etc. to occur in the following year.
- All directors and festival coordinators meet with the Chair and a representative from Theatre & Dance to schedule all Tier 1 events.
    - This meeting will be open to all Music faculty and will be announced via email
- Once all events are confirmed by the Chair, then all directors and festival coordinators fill out the *Room Reservation Request Form* for each event to include all necessary event details necessary for the event. Include all rehearsal times and dates in one request (fill out one form for each event).
    - When requesting the University Theatre, an F3.33 is required by the Theatre & Dance Department. The director or festival coordinator must fill out this form and submit it to the Music Office (NOT Theatre & Dance). The Music Office will save a copy of this form and forward to Theatre & Dance.
- The Music Office will add all events to the departmental calendar.
- It is the faculty member's responsibility to check the departmental calendar and confirm their requested reservations are accurate.

Tier 2–4 Scheduling Procedure (except for academic classes, degree recitals, and studio classes)

- Consult the departmental calendar (and other relevant calendars) to determine the date and time for the event.
    - Be sure to request enough time for setup and teardown.
    - Consider what events are before and after the requested time and be sure to provide a cushion between events.
- After finding an available date/time, complete the online *Room Reservation Request Form*
    - If faculty request a recital date that includes a Lamar collaborative pianist, then it is expected that the requesting faculty member has confirmation from the collaborative pianist that they are available for the requested date prior to filling out this form.
- The form will be sent to the Chair for approval. Once approved, the administrative assistant will enter the event into the calendar. The AA will send confirmation to the Chair and requestor once a reservation is placed in the calendar.
- All performances in Rothwell Recital Hall require the assistance of Phi Mu Alpha and Tau Beta Sigma. Be sure to fill out the *Concert Management Form* for events requiring stage and program assistance.

Instrumental Studio Class Scheduling Procedure

Each applied studio is required to meet as a group once per week (this is the second credit/hour of the two-credit class). Studio classes typically meet Monday, Wednesday, or Friday from 12:40pm to 1:35pm (with the exception of vocal studios that typically meet on Wednesdays from 11:30am – 12:30pm). Each area coordinator will work with the faculty in his/her area to determine a fair schedule for using rooms. A rotation may be necessary in order to allow equitable use of a larger space. This schedule/rotation will be presented to, and approved by, the Chair.

Jury Scheduling Procedure

Juries are scheduled at the beginning of the semester and occur during finals. Due to the fluctuating nature of the academic calendar, it is not possible to implement a patterned schedule to follow each semester. Therefore, at the beginning of each semester each area coordinator (brass, woodwinds, piano, percussion, voice) sends a request to the area coordinator chair for two possible jury dates/time. After determining room availability (based on final exams and final rehearsals) and reviewing all jury requests, the area coordinator chair will submit the jury schedule to the Chair for final approval. The jury schedule will be forwarded to the area coordinators. All studio faculty—both full-time and adjunct—are required to attend the full duration of all juries within their area.

Scheduling Procedure for Non-Lamar Events

The procedure for a non-Lamar affiliated person or group to reserve space in the Music Building is virtually the same as for faculty; however, the person or group must be sponsored by a member of the music faculty. This faculty sponsor will complete all necessary paperwork and be present for the event.

Preventing and Resolving Room Conflicts

The best way to prevent scheduling conflicts is to follow the procedures outlined in this handbook and communicate clearly with all parties involved. Faculty are strongly encouraged to reach out to other faculty who have an adjacent event and discuss how much transition time is needed between events.

Reminders on how to prevent and/or resolve conflicts:

- Request the amount of time that is needed and overestimate *slightly* to account for surprises.
- Communicate clearly and in advance with all members involved, and especially with those who have an event before or after yours.
- Always be kind, considerate, and patient.
- Once a confirmation is received from the Music Office, faculty are expected to double-check the reservation on the departmental calendar. Please inform the Music Office of any discrepancies or inaccuracies.
- Do not assume that start and end times are flexible
- Return the room to its original state prior to the following event. Do not leave any equipment or setups out—everything must be put away to its original/standard location.
- Be aware of the time and stay within the specific time requested.

- In the event of a conflict, an event scheduled on the Departmental Calendar will have precedence.
- Always officially reserve rooms to guarantee availability. ***Do not*** assume the room will be available (even if the calendar says it is open) and then use it without making a reservation.
- Even if all these reminders are followed, conflicts still might arise. If this happens, be patient and kind in working together to find a solution.

Parking on Campus

All faculty, staff, and students are required to purchase a current parking permit and display it if they park a vehicle on campus. For the most up-to-date information regarding parking, please visit the LU Parking website.

Publicity: Bulletin Board, Social Media, and Mass Communication

Bulletin Board Policy

For detailed information regarding the appropriate use of posters on campus, please refer to the *LU Faculty Handbook, Policy Speech & Assembly - Chapter II, Policies and Procedures, Section 66.6.*

The only acceptable location for posters is on faculty bulletin boards, the Music Office bulletin board, and ensemble bulletin boards. The bulletin board outside the Music Office is maintained by the administrative assistant. The bulletin boards outside faculty offices, band office, and choral library are all maintained by the corresponding faculty member. All posters and advertisements posted on any bulletin board must first be approved by the corresponding faculty member. All posters and advertisements posted on the general Music bulletin board must be approved through the Music Office before being posted publicly. Posters and advertisements that are not consistent with the mission of the Department and/or University, or that do not directly involve students or faculty of the Department, will not be permitted.

Social Media Policy

Lamar University is committed to making the best use of all available technology and innovation. Faculty, staff, and students are expected to adhere to the *Social Media Policy* provided by the University.

Mass Communication Policy

Mass Communication Within the Department

Faculty and students are encouraged to promote concerts and events via email. The dissemination of this information will be facilitated by the Chair. All mass communication within the Department should be sent to the Chair for approval. Upon approval, the Chair (or administrative assistant) will forward the message to the requested audience within the Department.

Mass Communication Outside the Department

Throughout the year, the Department sends mass emails to alumni, local directors, prospective students, and other constituents. Faculty may promote their specific concert or event by sending an email to the TMEA Region chair and request that it be forwarded to the appropriate directors within the region. Faculty members who would like to send an email to a larger audience by using a contact list maintained by the Department should send their announcement to the Chair who will then forward the email to the requested audience.

It is imperative that faculty who email the Region 10 chair only send messages that promote the specific event being coordinated by the faculty member (to avoid duplicate or conflicting information). In other words, officially promote your own events, not the events of others via email. An applied instructor may promote their studio recital or own faculty recital, but should not send a mass email about an upcoming ensemble concert, as this is the responsibility of the ensemble director.

Reminders when sending out concert or event promotions to the directors in Region 10:

- Be concise
- Provide all necessary details (date, time, place, etc.)
- Send no more than two emails to be forwarded for each event
- Subject line should be simple and appropriate
- Provide contact information
- All promotional flyers/attachments need prior approval from the Chair

Policies Related To Faculty Recruitment, Outside Employment, Annual Performance Evaluation, And Merit Review

Faculty Recruitment

Lamar University is committed to attracting and retaining faculty members at the highest levels of excellence and accomplishment. To that end, the hiring process for ensuring this result must be scrupulously followed. The Chair will announce all full-time vacancies whenever there is a need to create a new position or fill a vacancy of a current position. For full-time vacancies, the Chair will appoint a search committee, according to the policies in the *LU Faculty Handbook.* When a vacancy is declared, it will be advertised through appropriate channels. Applications, resumes, and other relevant materials (as requested by the committee) will be solicited and collected from interested applicants regardless of race, gender, or ethnic background.

The search committee is to review the applications and invite three qualified candidates to the campus for an interview. At the conclusion of the interview process, the committee is to provide a list of strengths and weaknesses (such as a SWOT analysis) for each candidate to the Chair, along with hiring recommendation in ranking order. The Chair will then discuss each candidate with the Dean (and the search committee chair if necessary) and make a hiring recommendation to the Dean. Once a decision is reached, the Dean (or Chair) will extend an invitation for the candidate to accept the position, negotiate matters of rank and salary (if applicable), and then submit the appropriate hiring documents to the Provost.

Specific details outlining this entire process will be provided by the *LU Faculty Handbook*, Human Resources, the Chair, and the Dean.

Outside Employment and Sponsorship/Endorsement

All faculty who are employed by entities other than Lamar are required to report this employment on an annual basis. For more information regarding outside employment, see the *LU Faculty Handbook, Section 5 - Conditions of Employment.* To report this outside employment, all faculty are to complete the *Annual Request for Approval of Outside Employment* form.

Regarding sponsorship or endorsements, all faculty are to be aware of *University Policy Number: 2.23 – Code of Ethics* and with the *TSUS Rules and Regulations, Chapter VIII, Paragraph 4.2, Prohibited Actions of Employees* regarding disclosure of perceived or actual conflicts of interest.

On an annual basis, all full-time and part-time faculty are required to disclose any outside relationships with vendors or other organizations, whether receiving any compensation or not. Only faculty who are currently engaged in endorsement agreements need to complete the *Music Endorsement Disclosure Form.*

Under normal circumstances, faculty are not permitted to require the purchase of any products or services provided by their endorsing company. Any exceptions must have written approval from the Chair.

Annual Performance Evaluation of Faculty (F2.08)

All faculty members (full-time and adjunct) are to be evaluated on an annual basis by the Chair. All faculty are to review the guidelines provided by the University in the *LU Faculty Handbook - Performance Evaluation of Faculty, Chapter 2, Policies and Procedures, Section 44.* Specific guidelines that are department-specific may be provided by the Chair for completing the F2.08.

Full-time faculty will be evaluated in three main areas:

- Teaching
- Research, Publication, and Creative Activities
- Professional Service to the Discipline, University, and/or Community

Required adjunct faculty evaluations include Teaching only. Adjunct faculty members are encouraged to complete the F2.08 if they intend to apply for a full-time Instructor or tenure-track position in the future.

Purpose of the Annual Evaluation

The annual evaluation is designed to accomplish the following:

- Assist faculty in planning and achieving his/her effectiveness as an instructor, artist, colleague, etc.
- Show progression of faculty member in his/her development (especially for tenure/promotion)
- Assist faculty in keeping on track with their tenure/promotion and advance preparation of tenure/promotion materials
- Provide an opportunity for faculty to update their CV
- Inform administration (Chair and beyond) regarding the faculty member's contributions to the University
- Opportunity for the Chair, especially, to have a better understanding of the faculty member's activities and contributions.
- Assist the Chair in communicating more effectively the important work being done by the faculty to the upper administration. (This is extremely important when presenting new proposals or requesting funding.)
- Provide a way to earn merit money (when merit money is available)

The annual evaluation is *not* the following:

- It is *not* aligned in any way to a "grade" for a class (A, B, C, etc.). In other words, a 5 is NOT an "A", nor is a 3 a "C." (see "Description of Performance Scores" below)
- It is *not* a comparison/ranking of faculty
    - The faculty member's competition is really with themselves instead of with others. The purpose is to improve and grow from year to year.
- It is *not* a guarantee that faculty will receive a merit raise

Description of Performance Scores

Each category of the annual performance evaluation will be scored according to the following rubrics:

- Level 5: Exemplary Performance – Performance far exceeds the standards set by the Department. Faculty member has made superior contributions to the profession, to the University, to the College and to the basic mission of the Department.

- Level 4: High Performance – Performance exceeds the standards set by the Department. Faculty member has made major contributions to the profession, to the University, to the College and to the basic mission of the Department.

- Level 3: Adequate Performance – Performance meets the standards set by the Department. Faculty member contributes to the basic mission of the Department.

- Level 2: Marginal Performance – Performance falls below the expectations and standards set by the Department in one or more—but not all—mission categories. Performance needs some improvement to be adequate.

- Level 1: Unsatisfactory Performance – Performance is unacceptable and requires immediate improvement.

It should be noted that, according to the *LU Faculty Handbook,* collegiality—as it impacts the teaching, research/scholarship/creative activity, service, and student relationship components of a faculty member's responsibilities—is a consideration of the annual performance evaluation.

Merit Raises

Each year, the University aims to provide a merit raise for full-time faculty, depending on the overall financial landscape of the institution. If merit raise funds are available, the President will likely state that "a __% merit raise will be applied to faculty this year."

The process for calculating these raises can be a bit confusing. The University gives each the College and then the Department a lump-sum that is to be distributed among the faculty. For this example, the lump-sum is a "2% raise." The "2%" refers to the overall percentage raise of the faculty salary pool (total of all full-time Music faculty salaries) from within the Department. In other words, if all of the full-time faculty salaries in Music are added together, X will be the sum. The total raise amount available to the Department is then X • .02 = "lump-sum." The lump-sum is then divided up among the faculty according to the merit scores (higher merit score = higher raise amount). The total of the raises distributed among the faculty must be no greater than the lump-sum amount given to the department.

Below is an explanation of how raises are calculated for each faculty member (reference the diagram below for further explanation):

1. All full-time Music faculty F2.08 merit scores and salaries are brought into one spreadsheet
2. Overall merit scores (column C) and salary (column D) are totaled
3. Salary total is then multiplied by .02 (or whatever is the % raise)
    - This equals the total raise pool amount available to the Department
4. In order to calculate the dollar value of each merit point, the raise pool amount is divided by the merit score total
5. In order to calculate the individual raise for a faculty member, the dollar value of each merit point (calculated above in #4) is multiplied by the faculty member's overall merit score.
    - The result is the raise that will be applied to the faculty member's salary

Take Professor Z for example (in the diagram below):

- Professor Z's salary is $50,000
- Professor Z's merit score from last year (2016) is 4.7
- The total salary of all full-time Music faculty (in this example department of 3) is $150,000
- The total merit score of all full-time Music faculty is 13
- The salary total is multiplied by .02 to equal the total raise pool
    - $150,000 • .02 = $3,000
    - (The total of all the raises awarded must not be greater than $3,000)
- The dollar value of each merit point is represented by the following calculation:
    - $3,000 ÷ 13 = $230.77
- This value is then multiplied by Professor Z's merit score from last year:
    - $230.77 • 4.7 = $1,084.62
- Adding this raise to Professor Z's previous salary will result in Professor Z's new salary:
    - $1,084.62 + $50,000 = $51,084.62

A	B	C	D	E	F
Faculty		Merit Total	Current Salary	Raise	Salary for FY19
X		4.2	$60,000.00	$969.23	$60,969.23
Y		4.1	$40,000.00	$946.15	$40,946.15
Z		4.7	$50,000.00	$1,084.62	$51,084.62
Totals		13	$150,000.00	$3,000.00	$153,000.00
		2%	$3,000.00		
		Value/share	$230.77		

Tenure and Promotion Guidelines

All tenure-track and tenured faculty (below the rank of full professor) are encouraged to review the *LU Faculty Handbook* for the most up-to-date information regarding the policies and processes related to promotion and tenure. Tenure-track faculty are to be aware that they are required to have a second- and fourth-year review *prior to applying for tenure/promotion.* Additionally, faculty should consult the Dean's office with any questions or clarifications to ensure a smooth and efficient tenure and/or promotion process.

Policies And Procedures Related To Travel

The Department strives to provide funding on an annual basis for faculty and student travel. Typically, the Chair will provide a proposed budget to the faculty each year that will include a dedicated amount for faculty travel. Student travel may be funded through scholarships or Student Fee accounts.

For almost all faculty travel, the funding support comes in the form of reimbursement—the Department will not make advance purchases relating to travel for faculty or students.

Faculty Travel Policies and Procedures

Due to the nature of the Music discipline, faculty are frequently involved in performances, presentations, and other creative/research activities that involve travel. Faculty are highly encouraged to pursue these activities for professional development and especially for inclusion in the annual performance evaluation. The funds provided by the Music Department for faculty travel and professional development are designed for use by faculty within their specific discipline and/or field of study. The purpose of using the funds must be strongly linked to the mission, vision, and strategic plan of the Department.

While the ideal scenario would be for the University to provide faculty salaries *and* 100% travel funding for all faculty activities, this is not possible. Due to this reality, faculty are encouraged to carefully consider the number of events in which they engage and the University funding available for that engagement. While the Department will provide some funding, faculty will be expected to cover any travel expenses beyond the annual faculty travel allowance for events they plan to attend.

Annual Faculty Travel Allowance and Permitted Uses

All full-time faculty will be provided with a travel allowance determined by the Chair. This amount, which may fluctuate from year-to-year, will be announced to full-time faculty at the beginning of the fiscal year.

The travel allowance may be used by faculty for a variety of reasons:

- Premiere of a composition
- To fulfill duties as a board member (or similar service) within a professional organization
- Performance at an event/conference
- Professional development

- Recruiting
- Other, as approved by Chair

The University will *not* reimburse faculty travel that starts or extends beyond the timeline necessary for the event. In other words, the University will not cover lodging, meals, incidentals, etc. that occur outside of the event dates (or beyond the time necessary for travel). If faculty wish to extend travel for personal reasons, any extra expenses incurred will not be reimbursed.

Faculty requesting reimbursement for travel during the month of August will require much advance notice and special approval due to the close of the fiscal year. The timelines set by the University for purchases and reimbursements at the close of the fiscal year may preclude reimbursement for faculty travel during this time period.

Faculty Travel Procedures

Faculty are to carefully consult the *LU Travel Website* and be familiar with all University travel policies and procedures. Additionally, faculty should carefully review all information related to faculty travel contained in this handbook.

The deadline for all faculty travel requests is October 1. If an unexpected opportunity arises, a faculty member must submit a request as soon as possible. All requests submitted after October 1 must be received by the Music Office at least one month in advance of the travel; however, approval is not guaranteed.

*** At the beginning of every Fall semester, a faculty member will complete a Request to Travel form for zero-reimbursement travel within Region 10. This form is valid for the academic year. The physical Request to Travel form should be completed on a situational basis for any subsequent zero-reimbursement travel outside of Region 10 during the academic year. Any reimbursed travel must be requested through the Chrome River travel application. Faculty should closely follow all university travel guidelines and regulations located in the Chrome River Travel Guide when completing both the Pre-Approval and Expense Report in Chrome River. Failure to follow the directions in this guide may result in delayed approval and reimbursement.

After reviewing the University and Department policies, faculty should proceed with their travel request in the following manner:

1. Determine all reimbursable expenses for travel (flight, lodging, meals/incidentals, parking, rental vehicle, etc.)
2. Complete a Pre-Approval in Chrome River.
    a. Please ask the Music Office for Allocation information.
3. Fill out the *F2.05 - Request to be Absent from Assigned Schedule* form electronically (for absences extending beyond one full class day)
    a. Upon completing the F2.05, the faculty member will submit it to the Music Office for Chair approval by the **October 1 deadline**.
    b. If the faculty member wishes to only use part of his or her travel allowance for this travel, then this must be indicated when turning in the request.

    c. If a faculty member splits his or her travel allowance to cover multiple trips, it is important to note that their total reimbursement for all trips will not exceed the faculty travel allowance for the year.
4. The Chair will review the request, and the Music Office Administrative Coordinator will confirm if any other requests by the same faculty member have been submitted and/or approved.
5. Faculty may track their Pre-Approval in Chrome River once they submit it by accessing the "Tracking" tab within their submitted Pre-Approval. Faculty should consult the Administrative Coordinator if they have any questions regarding report approval status.
6. After travel is complete, faculty must complete the expense report in Chrome River. Faculty will receive no reimbursement until the Expense Report is submitted and approved in Chrome River. Faculty should include an itinerary and/or agenda from the conference indicating which events they participated in and/or attended.
7. If all forms are filled out correctly and all timelines are followed accurately, the faculty member should receive reimbursement within one month of returning from travel.
    a. Faculty may track their reimbursement by accessing the "Tracking" tab located within their submitted Expense Report.

Student Travel Policies and Procedures

There are a variety of circumstances that could involve students and faculty traveling together throughout the year. Any time faculty and/or students travel for *anything* related to their academic studies, proper procedures must be followed, *even if the travel is not required as part of a course*. This type of travel could include off-campus ensemble concerts, recruiting tours, athletic event performances, studio gatherings, attending concerts in a group (such as the Houston Symphony or Houston Grand Opera), etc.

All faculty involved in travel with students should read the LU Student Travel Procedures (last section of the webpage) before planning any trips.

Faculty are not permitted to meet with students on an individual basis off campus, unless it is part of University-sponsored travel that has been pre-approved. *Faculty member(s) in charge of the event are responsible for complete and thorough compliance to ensure safety.*

Ensemble Travel Policies and Procedures

This type of travel is typically *required* of students as part of their participation in an ensemble. Such travel could include off-campus ensemble concerts, recruiting tours, athletic event performances, etc. and usually involves some funding support from the University.

All travel that is required of students as part of a class must be included in the instructor's syllabus at the beginning of the semester. This also means that the instructor is expected to have made all appropriate preparations and permissions (both internally and externally) well in advance to complete the travel.

Depending on the type of travel, the following forms and information may be required:

- Carefully review the Student Travel Procedures
- List of all students and faculty traveling, including L#s - required
- Letter of request to excuse students from classes (to be signed by the Chair and then distributed by requesting faculty member) - required if students will be absent from class
- *Off-Campus Event Risk Management Form* - required
- *Activity Release and Indemnity Agreement for Participants (18 years or older)* - required
- Proof of student health insurance
- *Request to Drive Lamar University Vehicles* - required for drivers
    - All faculty who will be transporting students with their own vehicle or a university-owned vehicle must be officially approved
- *Request to Travel*
- *F2.05 - Request To Be Absent From Assigned Schedule* - required if faculty will be absent from assigned schedule for more than one day
- If a cash advance will be needed, faculty are to carefully review and follow the Travel Advance Policy and Procedures
- If buses or vehicles are being rented for student travel, then the requisition for the buses must include the list of students and L#s

Different deadlines may apply to different types of travel. It is *highly recommended* that all travel be pre-approved at least one semester in advance, and then all forms be submitted no later than one month prior to travel.

Small Group Travel Policies and Procedures

This type of travel is typically *not required* by for a course and is usually extracurricular *(with no funding support from the University)*. Such travel with a group of students (accompanied by a faculty member) could include studio gatherings and out-of-town concert attendances. Even though these events are extracurricular, LU employees still have responsibilities to the University. No travel/event will be permitted without the documentation indicated below.

All faculty engaging in these activities with LU students off campus are *required* to review the Student Travel Policy and submit the following:

- List of all students and faculty traveling, including L#s - required
- *Request to Drive Lamar University Vehicles* - required for drivers
    - All faculty who will be transporting students with their own vehicle or a university-owned vehicle must be officially approved
- *Off-Campus Event Risk Assessment Form*
- *Activity Release and Indemnity Agreement for Participants (18 years or older)* to the Music Office ***one month in advance of the event.***
- *Request to Travel* form (for permission only and also one month in advance) to the Music Office for all events taking place more than 25 miles from campus involving students.

Policies And Procedures Related To The Audition Process And Scholarships

General Audition Information for Faculty

All full-time applied faculty and ensemble directors, as well as Piano and Music Theory faculty representatives to administer the piano and theory placement exams, are required to be available to attend each of the scheduled audition days throughout the year. For each audition date, the Audition Coordinator will notify full-time applied faculty and full-time Piano and Music Theory faculty, as to whether they are needed and the timeframe in which they are needed – it is then up to each area to ensure that enough faculty are present. Typically, those faculty in attendance will attend the welcome meeting, listen and score auditions as directed, and follow all other directions provided by the Audition Coordinator.

Admission to the Music program is based on the following criteria: audition score (not available for student review), faculty comments, and availability within the specific studio. It is possible for a student to score high enough to be accepted, but if the studio is already at or near capacity, then the students who auditioned in that area will be selected based on review of the audition score and overall application strength. Students who do not fully meet these requirements will not be admitted.

Current music majors who wish to audition to be a performance major are permitted to do so during their end-of-semester jury. All faculty within the student's area are to indicate the results on both the jury form and a new audition form.

Policy Regarding Reauditions

All students who do not enroll in applied lessons for one long semester must reaudition for the music department before resuming applied lesson courses. However, there are two distinct pathways for returning depending on the length of the enrollment gap:

1. **Enrollment Gap of Only One Semester: Informal Audition**
Students who have an enrollment gap of only one long semester may perform an informal audition and do not need to complete a new music department application.

· Instrumental and piano students should contact the primary applied instructor of their instrument and request an informal audition at mutually convenient time prior to the semester of reenrollment. (Note: If the applied instructor of the student's instrument is not available, the area coordinator will serve in lieu of the applied instructor.)

· Vocal students should contact the Vocal Area Coordinator and request an informal audition for the collective applied vocal faculty at mutually convenient time prior to the semester of reenrollment.

· Composition students should submit a sample of compositional activity undertaken during their hiatus to the applied composition instructor prior to the semester of reenrollment.

After the informal audition, the applied instructor or vocal area coordinator (in the case of vocal reauditions) will inform the audition coordinator of the results (which would be considered "final".) If successful, the student will resume applied lessons at the point in the course sequence where lessons were suspended.

Assuming eligibility, the goal of the department is to reinstate the student's scholarship at the same level as before (pending a successful audition and availability of funding). The applied instructor or vocal area coordinator will communicate with the Area Scholarship Coordinator regarding reinstating the scholarship as it was, or if an adjustment to the amount is necessary. The Area Scholarship Coordinator will notify the Departmental Scholarship Coordinator of the amount awarded.

2. **Enrollment Gap of More Than One Semester: Reaudition**
Students who wish to resume applied lessons after an enrollment gap of more than one long semester must complete a music department application and formally reaudition for the department following the current procedures (found at www.lamar.edu/auditions).
Based on the results of the formal reaudition, students will be placed in the applied lesson level recommended by the applied instructor or audition panel. Note that in some circumstances this may result in a student being required to retake an upper-division barrier jury.
Any previously awarded scholarships are void. However, a new scholarship may be awarded based on the merit of the formal reaudition and the recommendation of the audition pane

Audition Day Process for Faculty

The three main performance areas—instrumental, vocal, and piano—will assess musical ability/merit of each student during the audition via the audition forms provided by the Audition Coordinator. For prospective composition majors, their portfolio is the biggest factor, but performance ability is also an important consideration for admittance and scholarship. Because assessment of a composition student's portfolio occurs outside the performance audition process, the Composition Area Coordinator should communicate with the Audition Coordinator about which students are deserving of scholarship based on their primary abilities as composers. This communication will be incorporated into any scholarship earned as a result of the performance audition.

*****In order to avoid confusion among prospective students and to ensure the accuracy of all scholarship offers, it is imperative that all faculty refrain from communicating directly with prospective students after the audition regarding their acceptance and/or scholarship status.**

Admission and Scholarship Decision Process

- Each area can process the information and make admission and scholarship decisions in their own way, but this must happen as quickly as possible.
    - Instrumental Division: an audition is not considered "complete" until the primary applied instructor for that instrument has heard and evaluated the audition (video

recording is acceptable if the primary applied instructor is unable to attend the audition).
    - Vocal Division: vocal faculty meet with the Director of Choral Activities to discuss auditions and determine admission status and scholarship.
    - Piano Division: applied piano faculty member(s) determine admission and scholarship status utilizing the audition scores sheets and Department application.
    - Composition Division: review of prospective composition majors occurs outside the audition day and admission/scholarship determinations are based on the student's composition portfolio (and secondary performance area).
- Immediately following an Audition Day:
    - Instrumental Area raw adjudication sheets should be collected and given to the Audition Coordinator. The Audition Coordinator will input raw data before discussions begin between the Director of Bands and the applied instructors.
    - Vocal, Piano, and Composition raw adjudication sheets can be kept after the audition for discussion with the appropriate faculty.
    - Once the respective area reaches decisions on all students from that audition day, the ensemble directors (and Piano and Composition Area Coordinators) should confirm all decisions with the Chair via email (with attached documents, spreadsheets, or links to appropriate information).
        - Directors are responsible for operating within their scholarship budget. Documentation, designed by each director that tracks the scholarship allocations within the area, should be forwarded to the Chair to ensure the budget is not overextended.
    - Once all decisions have been approved by the Chair, then the coordinators are to send audition results and scholarship amount offers to the Audition Coordinator.
    - However, please submit admission/scholarship decisions to the Chair for approval *before* giving them to the Audition Coordinator. Information given to the Audition Coordinator will be treated as "green light" information, meaning there is no need to wait for anyone's further approval to communicate the admission results with students.
        - The Audition Coordinator will process/communicate scholarship offers as soon as possible once all approvals have been given.
- All prospective students (including majors, minors, and non-majors) must audition on one of the primary audition dates scheduled at the beginning of the year. *Except in rare cases, the Department will not host individual audition dates until after the final scheduled audition day (with the relevant applied faculty present)*. There will be no "scholarship only" auditions permitted by directors for non-majors. All prospective students—regardless of major—must audition in an official manner with proper documentation. Generally, auditions after the final audition day are for admission only—scholarship funds will have already been expended by this point.
    - In the event that there *is* scholarship money available after the final scheduled audition date, all decisions regarding admission and scholarship must involve discussion between the appropriate applied faculty and director, as well as receive Chair approval.
    - ***The final deadline for auditions is July 1***. Prospective students who indicate they wish to be a music major or minor after this deadline will need to audition during

the next official audition day (which is usually in late November or early December).

Information to be Given to Audition Coordinator

1. All raw adjudication sheets from the area's audition (will be recorded in a Master Results Spreadsheet and then placed in the prospective student's file).
2. The area's "decision" for each prospective student (some of this info is implied in the application). A decision is ALL data needed to process a student into the Department.
    a. The following decisions should be provided by the student's primary performance area (with possible input from Composition on secondary instruments):
        i. Admission to Music: Y or N?
            1. If Y, to what program/degree?
            2. If Y, entering what semester?
        ii. Music Dept. Scholarship: Y or N?
            1. If Y, how much annually?
            2. If Y, starting when?
    b. This next set of information is also part of the decision, but should be provided by the Theory/Composition, Piano, and/or Academic Advisor:
        i. Theory Placement results
        ii. Piano Placement results

Post-Decision Process

- Audition Coordinator inputs all raw adjudication forms into a Master Results Spreadsheet. Scholarship offer information is kept on this spreadsheet. This spreadsheet is specific to one year's audition cycle and is used as a guide for the Audition Coordinator for making the scholarship offers through the *myScholarships* portal.
    - Note: Each area director is responsible for a "scholarship budget" (provided annually by the Chair) and should have their own spreadsheets to keep track of this data over the years. This is crucial. It should be kept up to date and available for the Chair to review, if requested.
- The Audition Coordinator completes a second Admission Info Spreadsheet, accessible to both the Administrative Assistant and Academic Advisor. This allows them to review elements of each student's decision that relate to enrollment/advising.
- Once all decisions have been made and all spreadsheets/documents are complete, the Audition Coordinator should send all audition materials (audition form, application, piano placement exam, theory placement exam, etc.) to the Music Office for filing ***no later than August 1***.

Admission Notification and Offering

As quickly as can be done, the Audition Coordinator will use musicauditions@lamar.edu web account to send official admission results via email to the students. The emails relate one of three outcomes:

1. Admission granted with forthcoming scholarship offer
2. Admission granted but no scholarship
3. Not accepted

The Audition Coordinator will use the myScholarships portal to send the “early offer” scholarships. Areas can either wait until all audition days have passed or can offer quality students a scholarship right away. Directors are responsible for staying within their scholarship budget.

It is essential for students to respond and follow through with emails from the myScholarships portal. The Audition Coordinator must regularly check the "Mary Morgan Moore Department of Music Opportunity" in the myScholarships portal to see which students have accepted or declined their offer. When students accept or decline, the Master Results spreadsheet should be updated to reflect this. The Department does not have a means of tracking students admitted without a scholarship. For these students, the Department can only wait for the students to arrive on campus and register for classes. Applied instructors and ensemble directors should stay in regular contact with all students to encourage them to respond and register accordingly.

Application, Audition, and Acceptance Process for Prospective Students

For the most up-to-date information regarding the application, audition, and acceptance process for Music majors, minors, and scholarship students, please visit the audition website.

Prospective graduate students are encouraged to review the admission requirements posted on the Graduate Degrees website.

Scholarship Guidelines and Policies

The scholarships available from the Music Department are considered “talent-based scholarships”—they are not based on the student’s financial need. Talent-based scholarships will be awarded to students, following a successful audition, based on their talent in relation to the Department’s needs and available funds. Students are highly encouraged to seek additional financial assistance through the Office of Scholarships and Financial Aid.

The process of awarding music scholarships through the MyScholarships portal is different from the way the portal is used for all other academic areas on campus. In the portal, "scholarships" are called “opportunities.” This is because multiple scholarship awards can be granted from one "titled" type of scholarship (or opportunity). Our opportunity is called "The Mary Morgan Moore Department of Music Scholarship." This is a shell opportunity—no actual funds are associated with it. We audition the students, determine their scholarship, then use this opportunity to offer it. Then, later in the summer, the Chair and administrative assistant fund each accepted scholarship with real money from the endowed music scholarships or budget indexes.

Scholarship Agreement

The Scholarship Agreement is a contract between the student and the Department. Students are expected to review these criteria regularly and follow them diligently. To fulfill acceptance of the offered scholarship, a student must agree to these terms and “accept” the scholarship in the MyScholarships portal. Failure to meet these terms will result in the scholarship being revoked. For the purpose of this handbook, all “talent-based scholarships” will be referred to as “scholarships.”

1. Scholarships will be applied during the student's first full semester of attendance and will be divided equally between the Fall and Spring semesters. In other words, you will receive half of your annual scholarship in the Fall and half in the Spring.
2. All scholarships are renewable by the Chair of the Mary Morgan Moore Department of Music, assuming natural progress toward a Music degree and compliance with the policies set forth by the Department.
3. Traditional undergraduate students may remain on scholarship for a maximum of 8 long semesters; however, this period may be extended for students in good standing, at the discretion of the Music Department Chair.
4. Transfer students may remain on scholarship for a maximum of 6 long semesters; however, this period may be extended for students in good standing, at the discretion of the Music Department Chair.
5. Graduate students may remain on scholarship for a maximum of 4 long semesters; however, this period may be extended for students in good standing, at the discretion of the Music Department Chair.
6. To receive a scholarship, students must be a full-time student, maintain a 2.5 overall grade point average, make a minimum grade of a "A" in major performance ensemble(s) and "B" in applied lessons (when applicable), and receive an "S" in Recital Attendance (when applicable). Student overall grade point averages and course grades are checked each semester.

   Students who fail to meet these requirements will be placed on Scholarship Probation for the next long semester. Failing to meet any of these requirements during the next, probationary semester will result in the scholarship being revoked.
7. Instrumental (band) students are required to be enrolled in Wind Ensemble, Symphonic Band, or University Band each semester. Marching Band and Jazz Band have unique scholarship systems that are separate from the Mary Morgan Moore Department of Music Scholarship.
8. Any form of academic dishonesty and/or violation of the Student Code of Conduct will result in the Mary Morgan Moore Department of Music scholarship being revoked (in addition to any other forms of discipline determined the Dean of Students).
9. If a student withdraws from classes, withdrawals from ensembles, drops below full-time status, or changes their major/minor away from Music, then their scholarship may be revoked. In this instance, the student would be required to re-audition for scholarship.
10. Music students are often asked to be featured performers for various University events on and off campus. Those students on scholarship will be periodically invited to participate in these performances as part of their scholarship obligations.
11. For Instrumental Non-Major Scholarship recipients:
    By accepting the scholarship, all students must adhere to audition procedures for their appropriate ensembles. Placement and utilization in those ensembles will be based on the performance exhibited during the ensemble audition.
12. Vocal Scholarships Only:
    It is a policy of the Vocal Area that all students request approval from their applied (voice) instructor to appear in any public performance other than University-related events. This includes appearing in stage productions, appearances at civic functions and organizations, singing for weddings and commercial engagements, and participating in church choirs and other ensembles. Permission must be requested prior to any audition process or

engagement. Failure to comply with this policy could result in the reduction or cancellation of the student's scholarship. As a Lamar University vocal major, the student represents the University whenever he or she performs. This policy is designed to protect the vocal health of students by limiting their performances to those consistent with good vocal production and by avoiding overuse of the voice.

13. Scholarship offers are confidential. Out of respect for Lamar University and other students, the contents of the offer shall not be disclosed to anyone outside of your immediate family.
14. Graduate students only: Any courses students wish to take outside of the degree plan will not be covered by scholarship funds.

Post-Acceptance Letters for Students on Endowed Scholarships

Most of the scholarships available at Lamar University are made possible by generous contributions from donors who believe in the importance of a college education and want to invest in the future of LU students. All students who receive endowed funds from a Lamar University (donor-funded) scholarship ***are required to answer post-acceptance questions and write a thank you letter to the donor(s) of the scholarship***.

Writing a thank you letter builds and strengthens the bond between the donors, Lamar University, and the students. Hearing from scholarship recipients is very meaningful to donors–it allows them to obtain a glimpse of how the gift has made a difference in the life of a student. These meaningful letters remind donors of the impact of their scholarship gift.

For detailed instructions on how to write post-acceptance letters, please refer to the *Scholarship Acceptance Instruction* provided by the Office of Scholarships and Financial Aid in the off correspondence. ***Failure to complete this requirement according to the deadlines from the Scholarship Office and/or Music Office will be considered a breach of contract, and the student's scholarship contract will become void.***

Scholarship Probation

A student will be placed on scholarship probation if they fail to meet the terms of their scholarship agreement. This probation serves as a warning to the student that if their academic progress does not improve, their scholarship will be forfeited in full.

The probationary period lasts for one semester. If the student has not satisfactorily made progress to meet the standards of the scholarship agreement by the conclusion of the probationary semester, then the student's scholarship will be forfeited in full.

- Example: In the Fall semester, the student fails to earn a "B" (or higher) in Applied Lessons. This would place the student on scholarship probation. If that student earns an "A" or "B" in Applied Lessons in the Spring, then the probation will be removed. However, if the student were to again earn a "C" (or lower) in Applied Lessons in the Spring, then the entire scholarship would be forfeited.

Students shall be permitted two non-consecutive probationary periods. However, if a third non-consecutive probationary period is entered, the student will forfeit the scholarship in full.

- Considering the same example above, if a student earns a "C" (or lower) in semester 1, a "B" in semester 2, a "C" in semester 3, a "B" in semester 4, and then a "C" in semester 5, then the student's scholarship would not be renewed at the beginning of the 6th semester.

The one exception to this rule is Recital Attendance. Students enrolled in Recital Attendance will only be permitted ***one semester of probation*** for earning an "Unsatisfactory" during their entire undergraduate career. If the student earns a second "Unsatisfactory" at any point during his/her studies, then they will lose their scholarship entirely. The reason for this is that failure to pass two semesters of Recital Attendance will delay the student's graduation, thus violating the scholarship agreement which states that students must make "natural progress toward a Music degree."

Any student who violates the Code of Student Conduct will immediately forfeit their scholarship in full.

Re-Auditioning for Scholarship

Currently enrolled students who have lost their scholarship, or students who wish to audition for additional scholarship, must follow the process below if they wish to increase their current scholarship award. Re-auditions for scholarships will take place during the end-of-semester jury. It should be noted that application and re-audition alone will not guarantee an award:

- Student consults with primary applied instructor to determine if the reasons for the audition are plausible.
- Student consults with major performance ensemble director to determine if the reasons for the audition are plausible. (Piano majors are not required to contact a major performance ensemble director)
- Student requests letters of support to be sent to the Chair from both the primary applied instructor and major performance ensemble director. Letters must arrive in the Chair's office no later than the last class day of the semester in which the audition will take place.
- Student informs primary applied instructor that he/she would like to have the audition take place during the end-of-semester jury.
    - The jury panel will provide their recommendation for scholarship to the major performance ensemble director, who will make his/her recommendation to the Chair in writing.
    - The final decision will be made by the Chair and communicated to the major performance ensemble director (or Piano Area Coordinator for students on a piano scholarship).
    - The Chair will inform the student, primary applied instructor, major performance ensemble director, and administrative assistant of the final decision via email. All documentation is to be placed on file in the student's file in the Music Office.

Scholarship Extensions

Students who wish to extend their scholarship beyond the number of semesters indicated on their original agreement are permitted to do so with the support of the major performance ensemble director (except for piano majors) and primary applied instructor. The major performance ensemble director, primary applied instructor, and/or Chair may choose, on a case-by-case basis, to employ the same process as indicated above for scholarship re-auditions. The final

recommendation should be made to the Chair in writing and the documentation should be placed in the student's file.

Policies And Procedures Related to Ensembles, Applied Lessons, And Recitals

Major Performance Ensemble Requirement

Performance in ensembles is essential to individual and collective musical growth. Furthermore, it provides students with further opportunities to learn repertoire, pedagogy, rehearsal techniques, and many other skills necessary as a music educator and performer.

NASM requires students to receive the "requisite experience (a) at an advanced level and (b) consistent with major areas of study and degree or program levels." Therefore, all students are required to follow the major performance ensemble requirement outlined in their degree plan.

Major Performance Ensembles

In order to comply with the NASM standard and provide ensemble experiences that are "consistent with major areas of study and degree or program levels," the Music Department recognizes the following ensembles as major performance ensembles that correspond to specific degree requirements:

- Marching Band (fall semester)
- Wind Ensemble, Symphonic Band, and University Band (spring semester)
- A Cappella and University Chorale (fall and spring semesters)

All other ensembles (aside from the Chamber Music requirement for certain degrees) will be considered electives and are not required for any specific degree plan. Jazz Band shall not be considered a "major performance ensemble" because the Music Department does not offer a degree in jazz studies. The Williams Scholarship in Music provides a significant scholarship to students enrolled in the top Jazz Band, thus providing students with a financial incentive (rather than a degree requirement) to enroll in the course and offset the total cost of their tuition.

In order to fulfill the major performance ensemble requirement, students are required to enroll in a major performance ensemble and perform on their primary applied instrument or voice. Students may perform in an additional ensemble on a secondary instrument if approved by the primary applied instructor and ensemble director.

Placement in ensembles will be managed by the director of each ensemble.

Marching Band Requirement

At Lamar University, instrumental music majors (BM and BA) are required to provide three years' service to the Marching Band. This includes football post season endeavors (such as FCS playoff games) and spring semester events/trips. Failure to adhere to the commitments and expectations of the Marching Band as stated in the syllabus, handbook, and other literature could result in loss of scholarship, forfeiture of future leadership positions within the band, or other similar consequences.

Students who are pursuing a degree that contains a Marching Band component are to be enrolled in Marching Band for the requisite number of semesters according to their degree plan. For example, an instrumental Music Education major will be required to enroll in Marching Band for a minimum of three consecutive fall semesters. Students pursuing an instrumental music minor are required to perform as a member of the Marching Band, since Marching Band is the major performance ensemble in the fall. Students who opt out of marching band once the degree requirements have been met must audition to perform in a concert ensemble to fulfill their degree requirements.

Transfer students may transfer in Marching Band credit, as long as the previous institution's Marching Band was comprised of the same/similar marching components as the LU Marching Band. Once a student has completed three consecutive fall semesters of Marching Band, they may elect to perform in one of the other major performance ensembles for band, rather than Marching Band, in order to retain their scholarship (with approval from the Director of Bands and Chair). However, if a student does not enroll in Marching Band and does not perform in one of the major performance ensembles for band, then the student will forfeit all scholarships associated with Marching Band, Wind Ensemble, or Symphonic Band.

All students who are enrolled in applied lessons are required to enroll in a major performance ensemble on their primary instrument (reminder: Marching Band is the major performance ensemble in the fall for years 1–3). Exceptions may be made depending on the specific instrument, as long as the student, primary applied instructor, and ensemble director are in agreement. In the fall, instrumentalists are encouraged to enroll in both the Marching Band and one of the concert bands.

Students enrolled in Marching Band receive a scholarship for being in that ensemble, which is separate from the "Music Department Scholarship" that requires participation in the Wind Ensemble, Symphonic Band, or University Band.

Students who are unable to march or perform due to written instructions of a physician will still enroll and attend all class meetings. These students will assist with instruction and/or logistics.

Chamber Ensembles

The Music Department offers several opportunities for students to hone their ensemble skills within smaller groups. These include, but are not limited to, jazz combos, brass quintets, woodwind quintets, clarinet quartets, saxophone quartets, studio ensembles, piano accompanying, etc. Some faculty may choose to arrange specific groups and others may let them happen organically. In either situation, students are encouraged to use these opportunities to collaborate and learn music and musicianship in a more intimate setting.

Applied Lessons

Students (majors and minors) enrolled in applied lessons are required to attend one private lesson (for 55 minutes) a week with their primary applied instructor, as well as attend and participate in the corresponding studio class (also for 55 minutes). The grade earned by the student will be

consistent with the expectations set forth by the primary applied instructor outlined in the syllabus. Students who are enrolled in secondary applied lessons are not required to attend studio class, nor are they required to perform in Departmental Recital. They are, however, required to perform a jury.

Faculty are not permitted to require students to attend additional meeting times (such as chamber rehearsals, warm-up classes, tutoring sessions, etc.) beyond the credit hour requirement that is associated with the class. The same policy applies to academic classes and tutoring sessions; the tutoring sessions must be optional and not directly linked to the student's grade (unless it is optional extra credit). Any additional opportunities offered by the instructor must be optional for students.

Applied lessons are scheduled between the instructor and student, based on their mutual availability, at the beginning of each semester. Faculty should strive to offer 15 applied lessons to each student every semester; however, due to school holidays this might not always be possible. Therefore, faculty are required to offer a minimum of 14 applied lessons (and 14 studio classes) to each student every semester, even if the student presents a degree recital. Make-up lessons due to illness or other unavoidable circumstances are highly encouraged.

The Music Department has outlined a specific number of semesters for applied lessons in each degree plan in order to adequately address the following NASM standards for musical performance:

- Technical skills requisite for artistic self-expression in at least one major performance area at a level appropriate for the particular music concentration.
- An overview understanding of the repertory in their major performance area and the ability to perform from a cross-section of that repertory.
- The ability to read at sight with fluency demonstrating both general musicianship and, in the major performance area, a level of skill relevant to professional standards appropriate for the particular music concentration.
- Knowledge and skills sufficient to work as a leader and in collaboration on matters of musical interpretation.

Therefore, for the student to count applied lessons toward a degree, all lessons must occur on a single primary instrument. If a student switches between instruments during their academic study, no transfer of credits to the new instrument will be counted. For example, if a student took two semesters of trumpet lessons and then switched to French horn, the previous two semesters of trumpet lessons would not apply toward the requisite number of lower-level lessons for the degree (because they were not all on the same instrument). This student would then be enrolled in the first semester of lower-level lessons for French horn and progress through the required number of semesters according to his/her degree plan.

Applied Lessons Not Required By A Degree Plan

Students who wish to take applied lessons, but are not required to do so for their degree plan, require approved of the applied instructor, ensemble director, and Chair. All students enrolled in these lessons will also be required to perform in the corresponding major performance ensemble. Approval depends primarily on faculty workload and availability within the major performance

ensemble. Voice students enrolling in non-major applied lessons will be placed in MUSI 1183 (Class Voice/Secondary); instrumental students enrolling in non-major applied lessons will be placed in MUAP 1101 (with the appropriate instructor's section number). Since this is a one-credit course, students are not required to attend the corresponding studio class.

Upper Level Applied Lessons

All Music major degrees require students to advance to and complete upper-level lessons. Students are eligible to apply for upper-level lessons after successfully earning a "C" or higher in four semesters of lower-level applied lessons. The application/audition for upper level usually occurs in the fourth semester of lower-level applied study during the end-of-semester jury performance. After the jury, the faculty panel will discuss the student's progress and determine if the student is meeting the expectations—as outlined in the applied lesson syllabus—to enter upper-level applied lessons. The final decision will be indicated on the student's jury sheet. At the end of juries, the area coordinator is to inform the Music Office of all students who advanced to upper level. This information will be passed onto the academic advisor to ensure students are placed in the correct applied lesson course in the following semester.

Students who are either not prepared to advance to upper-level lessons or who are denied advancement to upper-level lessons are permitted to take only ***one additional semester of lower-level lessons.***

If a student does not pass to upper level by the end of their fifth successful semester of lower-level lessons (earning a "C" or higher in each), then the student will not be permitted to continue in the degree. Applied instructors may request an extension to this if a truly unique situation were to arise. In this rare circumstance, the applied instructor should write a detailed letter to the Chair explaining the student's history and outline an action plan that both the instructor and student will follow. Extensions may only be granted for one additional semester. For transfer students, deviations from this policy may be considered on a case-by-case basis in consultation with the Chair.

Students are not permitted to advance to upper level "early," or before they have successfully completed four semesters of lower-level lessons.

Upper-division applied lesson requirements by area are as follows:

Woodwind Area upper division requirements to be completed in the semester when the student is eligible:

1. All major and minor scales (3 forms) memorized.
2. One major multi movement work appropriate to sophomore level plus one unaccompanied work.
3. 4-6 appropriate level etudes demonstrating both technical proficiency and stylistic and melodic concept.
4. Appropriate orchestral excerpts for flute clarinet and double reeds.
5. Saxophone only - Appropriate jazz conception etude or transcribed improvisation by a known professional saxophonist.

Brass Area: Upper Division Requirements

Students will be given the opportunity to apply for advancement to upper-level lessons after completing 4 semesters of lower-level lessons. Each applied instructor has the authority to not allow a student to apply for upper-level advancement based on the following student issues: Student progress on their instrument is not sufficient, student is not advancing through their academic classes sufficiently, student shows a lack of preparation and drive in their assigned ensembles, other performance and academic standards are not being met at an appropriate level.

Advancement to the upper level is based upon successful completion of all requirements set forth by each applied brass instructor. These requirements are found in each Instructor's syllabus. At the end of the student's upper-level advancement jury, the brass faculty will decide whether the student has made the necessary progress to move to the upper-level. If a student does not meet these requirements, they will be given one more semester to successfully complete all requirements for upper-level advancement. If the student fails to meet all upper-level advancement standards after their second attempt, they will be removed from the brass studios.

Voice Area: Upper Division Requirements

All Music major degrees require students to advance and complete upper-level lessons. Students will be eligible to apply for upper-level lessons after successfully earning a "C" or higher in four semesters of lower-level applied lessons. The application/audition for upper- level usually occurs in the fourth semester of lower- level applied study during the end-of-semester jury performance. **To enroll in upper-level applied lessons, the student must either be enrolled in theory IV, or successfully have completed it at the time of his/her upper-level application.**

The candidates who are applying to move to the upper division must sing in German and French in addition to their standard jury repertoire.

After the jury, the faculty panel will discuss the student's progress and determine if the student is meeting the expectations to enter upper -level applied lessons. The final decision is to be indicated on the student's jury sheet. At the end of juries, the area coordinator is to inform the Music Office of all students who advanced to upper division. This information will be passed onto the academic advisor to ensure students are placed in the correct applied lesson course in the following semester.

Students who are not ready to apply for upper-level lessons may take one additional semester of lower-level lessons (if recommended by their applied instructor) before applying. Students who do apply for upper-level lessons, but are denied by the jury, are permitted to take one more semester of lower-level lessons.

If a student does not pass to upper level by the end of their fifth successful semester of lower-level lessons (earning a "C" or higher in each), then the student will not be permitted to continue in the degree because they are not showing progress toward meeting the standards set forth by the faculty. Applied instructors may request an extension to this if a truly unique situation were to arise. Extensions, if approved, may only be granted for one additional semester. For transfer

students, deviations from this policy may be considered on a case-by-case basis in consultation with the Department Chair.

Students are not permitted to advance to upper level "early," or before they have successfully completed four semesters of lower-level lessons.

Percussion Area: Upper Division Requirements

After completing all assigned barriers and lesson material as prescribed in the Percussion Handbook, writing a short percussion-related research paper, and performing an upper division barrier, students may then take upper division lessons. It is the student's responsibility to be sure that all other Department of Music requirements (theory, ear training, piano, etc.) are met before signing up for upper division lessons.

LEVELS OF PERCUSSION CURRICULUM

Our percussion program at Lamar University is centered on providing a complete percussion education. In doing so, the curriculum for applied lessons is designed to teach all significant aspects of percussion including snare drum, keyboard, timpani, drum set, multi-percussion, and world percussion. In addition to focusing on the performance of solo repertoire, the use of orchestral excerpts the standard instruments are designed to enhance chamber and ensemble skills. In a given semester, each percussion major will rigorously study two main categories (plus one integrated small category) and be assigned a weekly set of studies, etudes, or solo works. To ensure exceptional results, the student must successfully pass all assignments to successfully continue to the next semester.

Performance juries are used to measure student's progress the semester (mid-term and final). If a student doesn't successfully pass all assignments, the remaining assignments must be performed on the end-of-semester jury/barrier.

Below is an approximate outline of what each student will study each semester. This list may differ from student to student depending on their initial level and individual needs. Remember, the curriculum set out in the outline are the minimum requirements. Students excelling at a quicker rate will ensure optimal results in progress.

SEMESTER	*AREA 1*	*AREA 2*
Freshman (Fall)	Snare Drum I/Accessories	Mallet Keyboard I
Freshman (Spring)	Multi-Perc/Drumset I	Mallet Keyboard II
Sophomore (Fall)	Timpani/Hand Percussion I	Mallet Keyboard III
Sophomore (Spring)	Multi-Perc/Drumset II	Mallet Keyboard IV
Junior (Fall)	Timpani/Hand Perc II	Snare Drum II
Junior (Spring)	Jazz Vibraphone	Area of Interest
Senior (Fall)	Recital Rep./Deficiency	Area of Interest
Senior (Spring)	Recital Rep.	Area of Interest

Composition Area: Upper Division Requirements

The Composition requirements for advancement from 2 credit lower level (MUAP 1283) to 4 credit upper level (MUAP 3483) standing follow the chronology of the prescribed degree plan. During the composition student's first (and only; Composition is unique on this count) year of composition lessons (MUAP 1283,) the student is required to do the following, as specified in the course syllabus:

- Complete weekly technical compositions exploring concepts expounded by both the instructor and the course textbook
- Complete a free (artistic as well as technical) composition that is "...scored for a chamber ensemble (or with prior approval, large ensemble: wind, choir or a combination of both), and must be performed on a 10:20 recital (fall or spring). The student is responsible for the coordination of rehearsals, distribution of parts and other related responsibilities."

Piano Area Upper Division Requirements

Before registering for upper division applied lessons (MUAP 3269 or 3469), all piano students must complete a minimum of 4 semesters of lower division applied lessons (MUAP 1269) and successfully complete the upper division qualifying jury.

Requirements for the qualifying jury:

Performance Majors: All possible major and minor scales, 4 octaves hands together in sixteenth notes. Three memorized pieces at an appropriate level selected by the instructor that demonstrate readiness for a performance major junior and senior recital.

Education Majors: All possible major and minor scales, 2 octaves hands together in eighth notes. A minimum of 2 memorized pieces at a level substantial enough to demonstrate readiness for a 30-minute senior recital.

BA in Music: Same as education majors, however the repertoire does not necessarily have to reflect readiness for a senior recital.

Departmental Recitals

Departmental recitals occur every Friday at 10:20am in Rothwell Recital Hall. This is also the official meeting time of the “Recital Attendance” class. For specific details pertaining to students enrolled in this class, please see the course syllabus.

All undergraduate and graduate music majors enrolled in applied lessons are required to perform as a soloist in the Departmental Recital once per academic year, unless they are presenting a degree recital in that year. Students who are not enrolled in applied lessons may not perform as a soloist in the Department Recital. Music minors are strongly encouraged to perform on one Departmental Recital but not required. Performances will be scheduled for the entire academic year at the beginning of the fall semester. All scheduled performances are final, and students are required to perform on their assigned date. Due to the volume of student performances, there will

be no rescheduling. Failure to perform on a scheduled date will result in a grade reduction at the discretion of the applied instructor. The following rare circumstances will excuse the student from his/her scheduled performance:

1. Illness with authorized doctor's note
2. Physical injury
3. Immediate family emergency
4. University-approved absence

Repertoire performed in the Departmental Recital is at the discretion of the applied instructor. All selections must be eight (8) minutes in length or shorter. Students may use a Lamar faculty collaborative pianist or perform without one, depending on the requirements of the music. Due to the limited availability of performance slots, chamber ensembles will only be scheduled with special permission from the instructor of record and will not count toward the performance requirement for individual students.

Studio Recitals

Applied instructors are encouraged to present studio recitals featuring the students in their studio each year. This provides the students with yet another opportunity for solo performance. A departmental collaborative pianist will be provided free of charge for one studio recital per year (pending availability). Faculty and students must follow the policies provided in the *Collaborative Pianist Policies*.

Student Degree Recitals

Several of the Music degrees offered at Lamar University require a recital during the final semester of applied study. Students presenting recitals in order to fulfill degree requirements must be enrolled in applied lessons at the time of the recital. Students are not permitted to give recitals during their clinical teaching semester. All degree recitals must be presented on campus, and students must own the original sheet music for each piece being performed. With permission from the primary applied instructor, a student may be exempt from a jury in the semester during which the degree recital is performed.

Degree Recital Requirements and Prerequisites

All Music Education undergraduate majors must earn a “C” or higher in four semesters of lower-level applied lessons and three semesters of upper-level lessons. In the third semester of upper-level lessons, the student is required to present a senior recital (30 minutes).

All Music Performance undergraduate majors must earn a “C” or higher in four semesters of lower-level applied lessons and four semesters of upper-level lessons. Performance majors are required to present two recitals: a junior recital (30 minutes) and a senior recital (60 minutes). The junior recital typically takes place during the student’s 6th semester, and the senior recital in the 8th semester.

All Music Composition undergraduate majors must earn a "C" or higher in two semesters of lower-level composition lessons and four semesters of upper-level composition lessons. During their junior year, Music Composition students must present one public presentation of an original composition for any medium with a minimum length of 5 minutes. In the final semester of applied study, students are required to present a recital with a minimum of 25 minutes of original music, consisting of at least 4 compositions for differing media (unless one of them is unusually long, and then an exception can be made). For all composition recitals, the student is responsible for recruiting and rehearsing student performers, as well as coordinating the performance. Part of the grade for the recital will depend on the success of these efforts.

All Master of Music Performance graduate students are required to complete three semesters of applied instruction on their primary instrument with a fourth semester of MUAP 531 "Field Study and Capstone" after three applied semesters of lessons are completed. During the course of their study, they are required to perform one solo recital (60 minutes) and one lecture-recital (60 minutes). A second solo recital may be substituted for a lecture-recital with approval from the applied instructor.

There are no recital requirements for the Bachelor of Arts or Master of Music Education degrees.

Types of Student Solo Recitals

There are two general types of recitals: full (60 minutes) and half (30 minutes). Full recitals usually consist of 45–50 minutes of music and half recitals consist of approximately 25 minutes of music. Typically, junior recitals are half recitals and senior recitals (or master's recitals) are full recitals. Students presenting a half recital may wish to combine their recitals to present a joint recital. This, however, must have approval/availability from both student soloists, the applied instructor(s), and the faculty collaborative pianist(s).

Non-Degree Recitals

Applied studios and individual students may wish to present a recital that is not required for their degree (i.e. BA students, MM students, etc.). Non-degree recitals are allowed by the department and will be scheduled after all other required recitals and events have had the opportunity to make reservations. The request for a non-degree recital must be emailed to the Chair by the student's primary applied instructor on behalf of the student for approval. If the student's primary applied instructor is part-time, the request must come from the area coordinator. The student must be in good standing. Faculty are responsible for ensuring that the quality of the performance reflects well on the department. Lamar faculty collaborative pianists are not required to perform on these recitals as part of their departmental workload, and may charge a fee for their services.

Recital Review Committee

Every degree recital is required to have a Recital Review Committee comprised of three faculty members. The chair of that committee shall be the student's primary applied instructor. The other two committee members will be decided by the primary applied instructor (in consultation with the student) and shall consist of any other faculty within the Music Department. The chair of the Recital Review Committee is responsible for contacting potential committee members, requesting their participation, securing final signatures, communicating all other details of the recital, and

submitting the final paperwork. In order to avoid last-minute requests, the chair of the committee is encouraged to finalize the committee members by the start of the semester in which the recital takes place.

All committee members should make the very best effort to attend the pre-recital faculty hearing and/or the dress rehearsal, and the actual recital. The primary applied instructor is required to attend all of these events for guidance and supervision.

At the conclusion of the student's recital, the Recital Review Committee shall convene to evaluate the student's overall progress and performance. The committee is to fill out the *Degree Recital Approval Form*, and the committee chair should submit it to the Music Office within one week after the recital. Grading for the recital will be consistent with what is stated in the applied instructor's syllabus. Students performing a degree recital are not required to present a jury in the same semester, unless otherwise indicated by the primary applied instructor.

Pre-Recital Faculty Hearing

All applied faculty are *strongly encouraged* to schedule a pre-recital faculty hearing about two weeks prior to the actual recital. This hearing (which could also be the dress rehearsal) provides the student with the opportunity to present the recital with only the Recital Review Committee present. The committee is encouraged to provide valuable feedback to help improve the student's ultimate performance.

In order for the student to be approved to perform the recital, the student must perform the program at a level judged to be acceptable for public performance. If the primary applied instructor and/or committee determine the student is not prepared for the recital, then the recital will be rescheduled for a later date (a recital cancellation fee will be required). Furthermore, the student's primary applied instructor reserves the right to cancel the recital hearing and/or recital at any time if the student is not making appropriate progress.

Collaborative Pianists for Recitals

The Music Department is pleased to provide a faculty collaborative pianist *free of charge* for all degree recitals occurring Monday through Thursday at the standard recital times. The rehearsal schedule for collaborative pianists is outlined in the *Collaborative Pianist Policy* It is the student's responsibility to communicate and coordinate specific rehearsal times with the collaborative pianist and to adhere to all applicable policies.

Scheduling Process for Student Recitals

The Music Department is very fortunate to provide the use of Rothwell Recital Hall *free of charge* to all currently-enrolled students for degree recitals. The standard student recital times are Monday through Thursday at either 6:00pm or 7:30pm. All student recitals are to occur during one of these time slots. Also, all dress rehearsals are to be scheduled Monday through Thursday to conclude by 4:30pm in order not to encroach on potential recitals beginning at 6:00pm.

Reserving a Recital Date and Time

Student recitals, both degree and non-degree recitals, will be scheduled ***one semester in advance*** during finals week of the semester preceding the recital (the exact day and time will be announced by the Music Office). All degree recitals will be scheduled on a first come, first served basis within the designated scheduling window.

- No recitals will occur during the winter or summer sessions.
- No recitals are to be scheduled after the last class day of the semester.
- If a student misses the recital scheduling window, the Department cannot guarantee that a Lamar collaborative pianist (or a recital time) will be available.
- Non-degree recitals will be scheduled after all other required recitals and events have had the opportunity to make reservations. Lamar Staff Accompanists are not required to perform on these recitals as part of their departmental workload, and they may charge a fee for their services.

For details on the reservation process, see *Recital Reservation Process / Checklist* below.

There is no initial recital registration fee; ***however, students who cancel a recital reservation after the start of the semester in which the recital is to be performed will be charged a $50 cancellation fee.***

The Music Office will not accept temporary reservation requests.

Recital Cancellation Policy

Recitals and concerts sponsored by the Mary Morgan Moore Department of Music are widely publicized well in advance of the recital date. Reliable publicity fosters the positive relationship that exists between the Department and its supporters; therefore, recitals are canceled only 1) if the student fails the pre-recital faculty hearing, 2) if the primary applied faculty member determines the student is not making acceptable progress to present a quality recital, 3) in the event of family or medical emergencies, or 4) University/Department closure. Cancellation of a recital requires approval of the primary applied instructor and Department Chair. ***Recitals that are canceled for either of the first two reasons will require a $50 cancellation fee before any future recitals are scheduled by the student.***

In the event a recital must be canceled, the primary applied faculty member is to inform the Chair and administrative assistant in writing of the cancellation and reasons for cancellation. The student should visit with the administrative assistant to initiate the cancellation fee process.

Recital Reservation Process / Checklist

The primary applied faculty member is responsible for coaching the student recitalist through the following procedures.

Semester prior to the recital:

1. The student meets all of the prerequisites for presenting a recital.
2. The student receives permission from the primary applied instructor to initiate the recital reservation process and begins choosing the recital repertoire.
3. The student and primary applied instructor secure two additional faculty members to be on the Recital Review Committee. The student and Recital Review Committee fill out the *Degree Recital Approval Form* (final signature approval will occur after recital completion).
4. The student secures a collaborative pianist (if required) and all other musicians who will perform on the recital.
5. The student provides all individuals involved in the recital (primary applied faculty, committee, accompanist, other musicians, etc.) with a list of potential recital dates and times (and also include dates/times for the pre-recital faculty hearing and/or dress rehearsal).
    - An important step here is for the student to consult the departmental calendar with the primary applied instructor to identify dates with no other Music Department conflicts.
    - Students are permitted one, 2-hour block for a dress rehearsal in Rothwell that must occur Monday through Thursday during the day (to conclude by 4:30pm).
6. After receiving feedback from all individuals involved, the student must select the final dates and times for the recital and pre-recital faculty hearing/dress rehearsal and fill out the *Recital Request Contract*. This form requires the signature of the primary applied instructor and accompanist (if applicable) before being submitted to the Music Office.
7. The Music Office will announce the degree recital scheduling window to students and faculty. Students are to arrive (with the completed *Recital Request Contract* and alternate dates) and schedule their recital during this window (first come, first served). Once approved by the Chair and Music Office, the recital will be officially added to the departmental calendar.
    - The *Recital Request Contract* must be received by the Music Office during the scheduling window and in accordance with the *Accompanist Policies*.
    - Students are encouraged to have 2–3 alternate dates selected in case a scheduling conflict arises during the scheduling window.
    - The *Room Reservation Request* form is not required for degree recital scheduling.
8. The Music Office will send a confirmation email to the primary applied instructor, student, and collaborative pianist (if applicable). The original *Recital Request Contract* will be placed in the student's file.
    - Faculty are encouraged to view and confirm that the recital and dress rehearsal dates appear in the departmental calendar after receiving this confirmation.
9. Students should then begin scheduling rehearsals with collaborative pianists and other musicians performing in the recital.
    - Students and faculty are to review, and adhere strictly to, the *Collaborative Pianist Policies*. Failure to do so will result in recital cancellation.

To be completed ***no later than*** one month prior to recital:

10. Complete the *Concert Management Form* online for both PMA and TBS to provide their services free of charge.
    - After receiving the form and scheduling workers, PMA and TBS are to independently inform the primary applied instructor and recitalist of who will be working the recital.Recital Reception Procedures
    - PMA and TBS will not be obligated to provide their services for any student who fails to meet this deadline.
11. Students wishing to have their recital recorded should fill out the *Recording Studio Application* and take it to the Cashier's Office in the Wimberly Building to process payment. Submit the form and receipt to the Music Office. A recording technician will not be assigned until payment is received. The Recording Studio will confirm receipt and scheduling with the recitalist.
12. The primary applied instructor should send all recital program information to the administrative assistant (see Recital Program Instructions).

Two weeks prior to recital:

13. Perform pre-recital faculty hearing/dress rehearsal (exact date is at the discretion of the primary applied instructor).
    - If the recital is approved by the committee/primary applied instructor, then proceed as normal.
    - If the recital is not approved by the committee/primary applied instructor, then the primary applied instructor will inform the Music Office and the student will be required to pay the $50 cancellation fee.
14. Student should check with PMA and TBS (and Recording Studio if applicable) to confirm workers have been scheduled for the recital.
15. Student may create and distribute appropriate recital posters (with primary applied instructor approval) on approved Music Building bulletin boards, social media, and other mediums. Templates are available through the Music Office if requested.
16. Confirm with the administrative assistant that programs are printed the week of the recital and placed in the primary applied instructor's mailbox.

After the recital:

17. Student may host a reception (see).
18. Student and primary applied faculty member should walk through Rothwell, Lobby, and all other spaces used during the recital to ensure no items have been left behind and everything is cleaned up and in perfect order for whatever event/class is next.
19. The staff accompanist and the applied faculty member should ensure that the concert piano is locked, covered, and returned to the storage area on stage right of Rothwell.
20. Primary applied instructor should lock Rothwell Recital Hall and return the Lightbox Key to Room 105 (if used).
21. Primary applied instructor and Recital Review Committee convene to evaluate the student's overall progress and performance. The committee then completes the *Degree Recital Approval Form* with signatures and submits it to the Music Office as soon as possible after the recital. This form is due by the end of the semester in which the recital occurs.

Recital Reception Procedures

Students are welcome to host a small post-recital reception in the Music Building Lobby with faculty supervision. In order to do so, the student must:

- Cover all costs.
- Keep the reception to 30 minutes or less.
- Know that alcohol is prohibited.
- Understand that they are personally responsible for whatever food/drink is offered.
- Coordinate setup and teardown on their own.
    - All trash should be completely contained within the garbage receptacles.
    - All tables, chairs, etc. must be returned to their original location immediately after the conclusion of the reception.
    - Fees may be imposed for improper cleanup or damage.
- Confirm all cleanup is sufficiently completed by consulting with the primary applied instructor prior to leaving after the reception.

Recital Program Instructions

The Music Office follows a standardized format for concert programs. For all recital and concert programs prepared by the Music Office, please follow these instructions and submit the requisite information in an email to the administrative assistant ***no later than one month prior to the event:***

- Type down the left margin with no formatting (no bold type, italics, etc.)
- Include the following event details:
    - Performer(s)
    - Accompanying musician(s)
    - Location
    - Date/time
    - Primary applied instructor name
    - Type of recital
- Include the following details for each composition being performed:
    - Title
    - Composer (first and last names)
    - Composer dates
    - List arrangers as well
    - Movements
    - Collaborative pianists/additional musician(s) (if different for individual selections)
    - Indicate if there is an intermission and where
- All program notes and/or song translations must be prepared by the student and/or faculty member. The Music Office does not provide this service.

Once received, the administrative assistant will complete a proof of the program and return it to the faculty member via email and also place a hard copy in their mailbox. Within two days, the faculty member should return the draft to the administrative assistant with any corrections to be made. One final proof will be sent in the same manner. After final approval, the programs will be printed the week of the event and placed in the primary applied instructor's mailbox (and one copy of the program will be added to the departmental archives). The Music Office will only print one series of copies for each recital. Any changes made to the program after programs are printed will have to be announced from the stage.

Performance Attire, Stage Deportment, and Audience Etiquette

For all concerts and recitals it is important that performers and audience members alike carry themselves in a professional manner. Many audience members may never have attended a concert or recital before, so students and faculty are to model the best behavior.

Performance Attire

Ensemble Directors determine all attire for ensemble performances. For solo performances, such as recitals and juries, students are to follow the guidelines provided by the primary applied instructor. In all cases, students should strive to look professional and respectable. Avoid wrinkled clothes, excessive jewelry, untucked dress shirts, unkempt hair, short skirts (dresses should extend below the knees), low-cut tops, or any attire that would distract from the performance.

Stage Deportment

Specific guidelines for stage deportment will be set by the primary applied instructor. These guidelines and reminders are to be reviewed frequently in lessons, studio class, and prior to performance. An excellent resource for more information on this topic is: *Stage Presence from Head to Toe: A Manual for Musicians.*

Audience Etiquette

During all performances, students are expected to maintain the highest standard of professionalism as an audience member. Students are to pay attention, be engaged, and encourage those who are performing. Talking, operating a mobile device, physical distraction, or any other type of poor etiquette will result in removal from the performance.

Honors Auditions and Recital

The Honors Auditions and Recital is a department-wide competition open to undergraduate and graduate music major or minor students who have a minimum GPA of 2.75 and who are currently enrolled in applied lessons or in their student teaching semester.

Each full-time applied music teacher may recommend a maximum of two students, and each adjunct applied music teacher may recommend two students if their total studio is six or greater. Adjuncts who have fewer than six students may only recommend one student. If more than the allotted number of student(s) in a studio expresses interest in participating in the Honors Audition, instructors must hold a preliminary screening to select which students will represent the studio. Audition selection(s) should not exceed 8 minutes total with a recommended length of 5 minutes.

The auditions are typically held in the spring semester in late March/early April. The audition order will be determined by a random drawing. Once the audition performance order is established and posted, no changes will be allowed. Three impartial judges representing different instrumental areas and voice are selected by the departmental faculty committee and approved by the Department Chair. The judging panel will consist of a vocalist, percussionist, and brass player on even years, and a vocalist, pianist, and woodwind player on odd years. Judges should have no

prior teaching relationship with participating students and typically should be college faculty at another institution besides Lamar or have comparable professional experience.

Up to five winners may be selected by the judges who will then perform in the Honors Recital which will be held during the final Departmental Recital of the spring semester. The winners' performance material must be the same as the material presented at the audition. At the conclusion of the recital, all winners are presented with a framed certificate acknowledging their accomplishment.

Policies Related To Ethics And Collegiality

Faculty Code of Ethics

The following is excerpted from *Section 2 - General Policies, Policy Number: 2.23 - Code of Ethics* from the Human Resources website:

> *Lamar University is committed to the highest standards of ethical conduct and integrity in an effort to provide the public with the utmost level of confidence in our organization, educational services, administrative business processes, and financial data. The University holds a position of trust with respect to many external organizations and agencies. Accordingly, all university personnel have a responsibility to the government, donors, parents and students to use the University's funds prudently, ethically, and for the purposes for which they are designated. Ethical conduct has been and continues to be the foundation of our institution. To that end, the University has adopted the following Code of Ethics that must be followed by all administrators, faculty, and staff members. Ethical behavior and integrity are the responsibility of each and every member of the faculty and staff, and any other person acting on behalf of the University. In particular, University executives and account managers must assume responsibility for ensuring that their conduct, and the conduct of those they supervise, complies with this Code. Business activities undertaken on behalf of the University with the public, the government, vendors, students, and one another must reflect the highest standards of honesty, integrity, and fairness. Each individual must be especially careful to avoid even the appearance of misconduct or impropriety.*

All faculty and staff in the Music Department are expected to review the entire policy annually. Failure to adhere to the policies outlined by the University will result in the appropriate corrective action and/or punitive measures.

Collegiality Among Faculty and Staff

Professional and collegial interaction among faculty and staff is essential for providing a positive work environment, which will ultimately promote a positive learning environment for students. Differences of opinion and disagreements are unavoidable. However, the manner in which these differences are communicated with one another, within the appropriate environment, must always remain respectful and with a desire to reach a workable resolution. All communication on such matters, both orally and in writing, is to be polite, respectful, and courteous.

Civil disagreement within the department can strengthen the department as differentiated opinions are shared. Disrespecting the department, colleagues in the department, including the Chair and AA, and other students, faculty, and staff at Lamar University is not acceptable. As a mark of professionalism, it is expected that faculty will strive to de-escalate disagreements/conversations with their colleagues, avoid campaigning or creating cliques, and never contribute to spreading rumors. All faculty, regardless of rank, and staff are to be reminded that collegiality is a consideration during annual performance evaluations, according to the *LU Faculty Handbook.*

Code of Student Conduct

The following is excerpted from the *Code of Student Conduct*. All students are expected to review the entire policy annually. Failure to adhere to the policies outlined by the University will result in the appropriate corrective action and/or punitive measures.

> *This Code of Student Conduct, hereafter also referred to as this code, is applicable to any student currently enrolled; enrolled in the previous semester/session and eligible to enroll in the next consecutive semester/ session; or newly or readmitted and eligible to enroll in the next semester/session…. This code is adopted pursuant to authority granted by The Texas State University System Board of Regents.*
>
> *Each student is expected to be fully acquainted and comply with all published policies, rules, and regulations of Lamar University and of The Texas State University System, copies of which shall be available to each student for review online. The University will hold each student responsible for compliance with these published policies. A violation occurring off campus while participating in a university-sponsored program may be as if the violation occurred on campus. Students are also expected to comply with all federal and state laws. Any student who violates any provision of those laws is subject to disciplinary action, notwithstanding any action taken by civil authorities. This principle extends to conduct off campus that is likely to have an adverse effect on the university or the educational process.*

Professional Use of Email and Text Messaging

Official Lamar University communications may be distributed to faculty, staff, and students via University-supplied e-mail addresses. All faculty, staff, and students are expected to read University email sent to their campus address at least once every day (and at least once a week during the summer if not enrolled in or teaching a course), and understand that campus actions may be based on this expectation. *No personal email accounts shall be used for sending University business.*

While text messaging is often a quick and easy way to communicate, the use of text messaging is discouraged for conducting official business. Alternatively, email provides a much better way to communicate, forward, and archive messages for future reference.

Email and Text Message Etiquette

Remember the "New York Times Rule" when writing emails or text messages: "Don't put anything in an email that you wouldn't want to see on the front page of the *New York Times*." This simple rule will help avoid embarrassing lapses in judgment and prevent potential conflicts. Instead, take time and carefully review each email before sending.

Here are some general reminders for keeping email efficient, effective, and professional:

- Add the recipient's email address last to avoid accidentally sending the message before it is completed.
- Double-check to make sure the recipient is your intended recipient. Sometimes the autocomplete feature is wrong, or accidentally hitting "reply all" could include more recipients than intended.
- Make sure all names are spelled correctly, especially the recipient's name.
- Include a clear, direct subject line that matches the message.
- Use "reply all" sparingly and only when absolutely necessary.
- Be very careful with humor and sarcasm, as printed word is often interpreted differently than spoken word.
- Be professional, cordial, and collegial.
- Avoid using fancy fonts or "wallpaper."
- Proofread every message before sending.
- Make sure attachments are attached before sending.
- Use the email priority marking ("high" or "urgent") sparingly and only when necessary.
- Nothing in writing is truly confidential.
- Respond in a timely fashion.
- Never send a message when upset. Instead, compose the message and consider sending it after having plenty of time for reflection.
- When replying, make sure your message matches the subject line. In other words, do not reply to a message and introduce an entirely new topic.
- Keep it short and be to-the-point.
- Do not assume the recipient knows what you are talking about. Provide concise context and background as appropriate.
- When forwarding an email, explain why the email has been forwarded and if any action is requested of the recipient.
- One-word replies like "Thanks" or "Me too" are rarely necessary and often clutter inboxes.
- Make the next step clear for the recipient.
- Emails that are articulate, positive, and logical are much preferred over those that are needlessly verbose, negative, and/or scatter-brained. Your email is a reflection of you.

Incidents, Complaints, Grievances, Resolving Conflicts, Title IX Information

General Information

Lamar University is committed to providing a safe and welcoming educational environment for students, faculty, and staff. Should an incident or concern arise students, faculty, and staff have several options in seeking resolution.

If the nature of the incident is of a very serious nature and requires the involvement of Human Resources, the Student Health Center, LUPD, or any other University office, please fill out the *Incident Reporting Form* found on the Division of Student Engagement homepage. If the nature of

the incident can be addressed at the Department level, please fill out a *Music Department Incident Report* and/or visit with the Department Chair.

In all of the situations listed below, confidentiality is paramount. Should a student report an issue to a faculty member, then that faculty member must not share the information with any other students or faculty (even in general terms). The faculty member should, however, inform the Department Chair in order for the Chair to determine the most appropriate course of action. If the reporting student has indicated they wish to remain anonymous, the faculty member (or Chair) needs to honor this wish (unless otherwise directed by LUPD, the Dean of Students, Human Resources, or any other office of authority). For situations involving sexual misconduct, please refer to the *Title IX Information - Sexual Misconduct Policy and Procedures* listed below.

Remember, faculty and staff within the Music Department are professional musicians and educators—not counselors, mediators, investigators, etc. It is imperative that incidents of concern are reported immediately, appropriately according to policy, and remain confidential.

Complaints, Grievances, and Resolving Conflicts

Students, faculty, and staff are encouraged to resolve complaints (or grievances) at the appropriate level of dispute; however, should this approach fail or be inappropriate, other procedures (outlined below) may be followed. ***All individuals involved in a dispute are encouraged to thoroughly review all Department and University policies prior taking any official action in order to fully understand the resolution process.*** The goal is to find resolution rather than to assign blame.

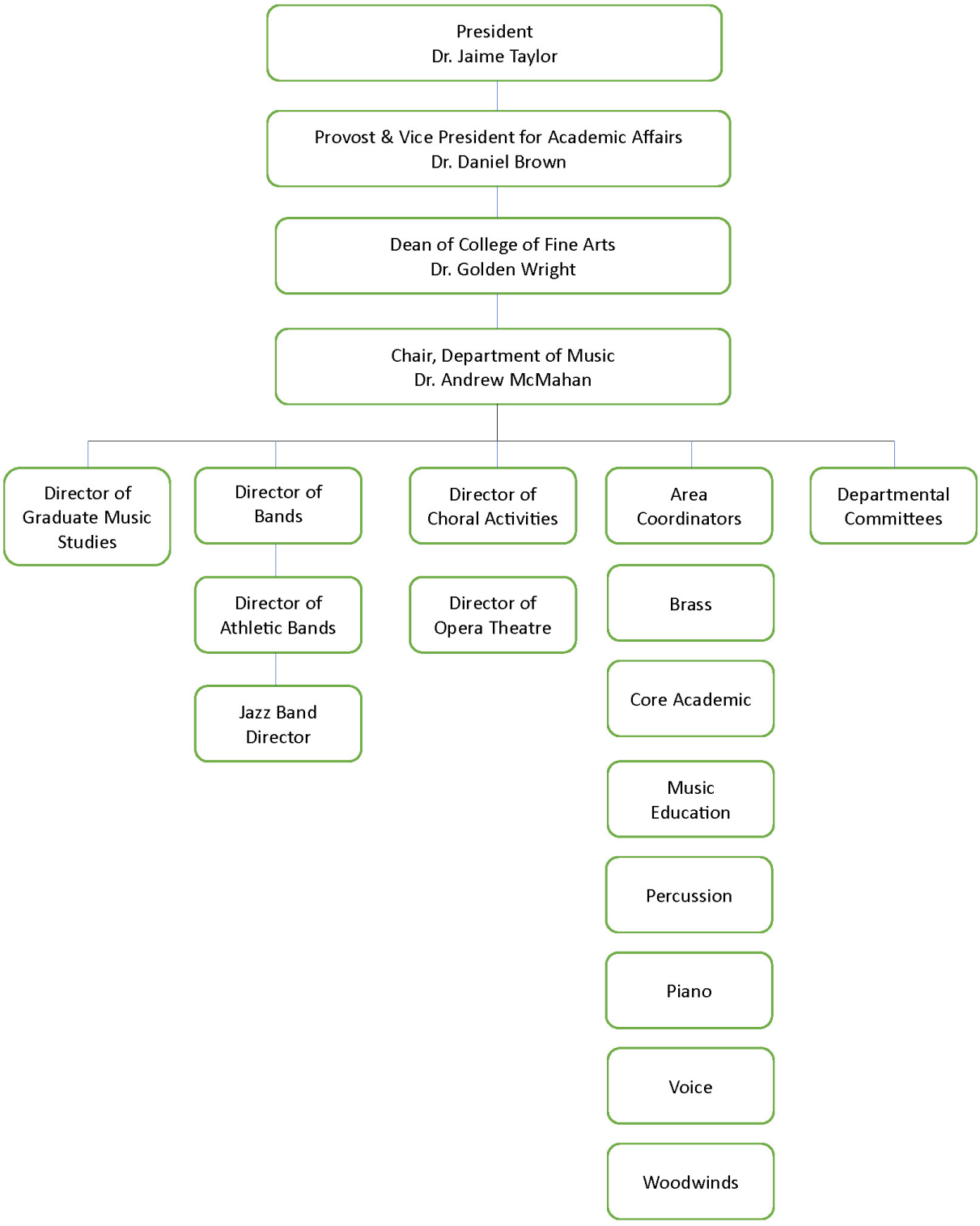
The initial step in the normal procedure to resolve conflict should be for the aggrieved party to discuss the issue with the offending party. If the issue is not resolved satisfactorily, or if this step is deemed inappropriate, the second step should be to consult with the Department Chair (and fill out a Music Department Incident Report). At the conclusion of this meeting, the Chair will ask the aggrieved party if he/she would like the Chair to take any action. If the aggrieved party does request action, then the Chair will request a formal written statement of the alleged grievance (via the Music Department Incident Report) to be submitted (to the Chair) within five business days of the meeting. After reviewing the statement from the aggrieved party, the Chair will then meet with the alleged offending party. At the conclusion of that meeting, the Chair may request a formal written statement from the alleged offending party within five business days of the meeting.

After reviewing all statements, the Chair will determine if a resolution can be reached internally. If the Chair cannot resolve the issue satisfactorily, the Chair will refer the matter to the Dean and potentially Human Resources.

It is important to note that during or after any investigation of an alleged offense, all individuals (including any witnesses) are to avoid discussing the matter with anyone in order to prevent further escalation or rumors. All conversations and written statements shall remain confidential. Similarly, any corrective or punitive measures taken by the administration will not be shared with the opposing party.

Title IX Information - Sexual Misconduct Policy and Procedures

Students, faculty, and staff are all to be familiar with the *Texas State University System Sexual Misconduct Policy*. Of particular note is *Section 3.1 - Employees That Must Report – Responsible Employees.* If a student reports an incident to a responsible employee, it is the employee's responsibility to follow the procedures in the aforementioned policy. Additionally, it is ***highly recommended*** that the responsible employee also notify the Department Chair immediately of all reported incidents in order to provide assistance and support.

Appendices

Appendix A – Music Department Organizational Chart