

Fayetteville State University

Music Program

Faculty and Staff Resource Handbook

This resource handbook provides some additional guidelines for the Music Faculty and Staff to use as they assist the program and the students. This handbook is for faculty and staff use only. The Music student handbook should be used as a reference. Please check both handbooks before proceeding. This handbook will be updated as needed.

- I. Mission and Learning Outcomes
 - A. Click [Mission](#)
 - B. Click [Learning Outcomes](#)

- II. Area coordinator's Responsibilities
 - A. Monthly Meetings
 - B. Oversee Budget
 - C. Schedule classes/catalog changes
 - D. Operational Plan for the Music Program
 - E. Scheduling Music Seminars/Student Recitals
 - F. Schedule Music Juries
 - G. Lead Policy changes for the policy
 - H. Update and revise Music Handbook for Students and Faculty

- III. Faculty responsibilities
 - A. Teaching
 1. Check and update your [syllabi](#) with the semester (s) it is offered only. These syllabi will be maintained on the website to assist students with registering for classes and reduce. This is should be submitted to the Technology Resource Technician with the approval of the Chair.
 2. Note: all students must receive an instructor permit to register for Applied Lessons and must also sign up for MUSI 165-01.
 3. All Applied Lessons are one hour in length per week and arranged with the assigned instructor.
 4. Submit your Faculty Teaching Schedule after the first week of classes, post it in Bronco Connect and on your office door
 5. Use [catalog descriptions of courses](#) for syllabi.
 6. Please meet you classes at the designated time and room as indicated in Banner. If there conflicts or problems, please contact the chair for resolution.
 7. Check the [FSU Faculty Handbook](#) for additional responsibilities.

- B. Mentoring/Advising
1. [Professional advisors](#) are available for all music majors for some of the general requirements (obtaining Alternate pins and assisting with program requirements. As mentors, your role is to advise from a career and course selection while assisting with the general requirements.
 2. Your applied students will be your mentees. Review the student's plan of study and their time management schedule with all mentees
 3. Meet with mentees at least once per semester
- C. Music Seminar/ Student Recital preparation
1. Follow the student through the process of submitting students to perform through the music coordinator by the third week of classes.
 2. Check with accompanist and scheduling rehearsal for student recital ([Accompanist Request Form](#)).
- D. Jury Preparation
1. Follow the student through the process of signing up and completing the provided forms ([Applied Jury Repertoire Sheet](#) and [Jury Audition Form](#)). When juries are completed, faculty must complete their forms with scores and comments.
 2. The Music Coordinator will tabulate the score and comments and return the evaluations to the applied instructor.
 3. The applied instructor must complete the bottom of the [Applied Jury Repertoire Sheet](#) indicating the next applied lesson as well as the designated course number. Make sure the areas of etudes and technical, Areas of concentration, and repertoire studied during semester are complete is completed correctly by the student. This is an important part of our assessment for accreditation.
 4. These forms are turned into the Music coordinator (via PDF email) prior to Final Banner grades being turned in for the semester.
- E. Sophomore Qualify Exam preparation
1. Follow the student through the process of signing up and completing the provided forms ([Sophomore Qualifying Exam Approval Form](#), [Sophomore Qualifying Exam Check-off Form](#), and [Hearing Form](#)) in advance of the scheduled date.
 2. When Sophomore Qualifying Exam is completed, faculty must complete the form with scores and comments immediately after the exam.

3. The Music Coordinator will tabulate the score and comments and return the evaluations to the applied instructor.
 4. The applied instructor must complete the bottom of the [Applied Jury Repertoire Sheet](#) indicating the next applied lesson as well as the designated course number.
 5. The applied instructor must submit information to the Chair indicating a grade of Pass or Fail based upon score and compile the documentation upon completion of the evaluations forms
 6. These forms are turned into the Music coordinator (via PDF email) prior to Final Banner grades being turned in for the semester.
- F. Senior Hearing Recital preparation
1. Follow the student through the process of signing up and completing the provided forms ([Senior Recital Check-off Form](#), [Senior Recital Approval Form](#), and [Hearing Form](#)) in advance of the scheduled date.
Use the [Senior Recital Check-Off Form](#) to assist with this process.
 2. The applied instructor must complete the bottom of the [Applied Jury Repertoire Sheet](#) indicating what has been completed.
 3. The applied instructor must submit information to the Chair indicating a grade of Pass or Fail based upon score and compile the documentation upon completion of the evaluations forms
 4. These forms are turned into the Music coordinator (via PDF email) prior to Final Banner grades being turned in for the semester.
- G. Recruiting/Retention
1. Recruiting – designate several schools that you are going to visit
 - a. Gather director’s information for future contact and needs
 - b. Maintain business cards as related admission/dept brochures for distribution. Refer students to Website for more details.
 - c. Have students complete the [student prospective sheet](#) & student information sheet on the website.
 2. Attend and participate in the designated recruiting activities on campus.
 - a. Fall Preview (October)
 - b. Homecoming (Late October)
 - c. Designated Music Audition days as scheduled (Dec, Jan , Feb., Mar., Apr.)
 - d. Open House (Mid-March)
 - e. First Steps (designated Saturdays in April- Aug)
 3. Retention – follow up with the current students

- a. Submit list of current majors in applied studio at final faculty meeting in Late April/May.
 - b. Review Plan of Study (CAPP) at end of each academic year with students you mentor
- H. Departmental and area committee work (service)
 - 1. Find guidelines and the charge of the committee.
 - 2. Hold and/or attend meetings
 - 3. Committee Chairs create agendas and maintain minutes in electronic form for future reports.
- I. Record keeping
 - 1. Maintain records of current advisees/mentees as well as class grades in electronic form (blackboard/canvas and hard copy if possible).
 - 2. Maintain programs from student performances, ensemble performances, and student events (on and off campus) that relate to ensemble.
- J. Faculty Development opportunities in Music.
 - 1. Faculty should pursue and document projects, which enhance your research area and add to your professional growth.
 - 2. Faculty should pursue and document grants that enhance your research area.
 - 3. Faculty should be active in professional organizations (local, regional, and nationally) as it relates to your research area.
 - 4. Maintain current records of all of the above for annual goal and objectives and end of evaluations
- IV. Evaluation
 - A. Faculty need to develop goals and objectives in the following areas: Teaching, Research/Scholarship, and Service. Look at [RTP Music Expectations](#) for guidance
 - 1. These goals and objectives will be discussed in a meeting with Chair and signed off at the beginning of the academic year.
 - 2. The faculty have an opportunity to adjust their stated goals and objectives between semesters.
 - 3. Maintain documentation to support your goals and objectives through out the year (electronic form)
 - B. Submit a Electronic portfolio with your goals and objectives and appropriate support applied to the university-wide annual review format.
 - C. Your [Digital Measures](#) should be up-to-date before submitting.
 - D. You should have your student evaluations from the previous Spring and Fall semesters.

- E. A rotating departmental peer review committee will review your portfolio. They will submit their findings and your portfolio to the chair.
 - F. The chair will review your portfolio and meet with you about the results from the peer review committee.
 - G. Tenure and Tenure-Track Faculty must maintain your records for promotion and tenure. Check [Reappointment, Tenure, and Promotion \(RTP\)](#) for forms on website.
 - H. Check the academic affairs for [Post Tenure Review Policy and forms](#).
 - I. Take the advice of those that have done what you want to do and go to the source of the information for additional support and clarity.
- V. Ensemble Directors
- A. Ensemble reports are due at the end of each semester for each ensemble
 - B. Recruiting for individual ensembles
 - C. Complete a mid-year inventory before Christmas Break and final inventory one week after spring commencement.
 - D. Schedule performances and dress rehearsals through **Astra Calendar**
- VI. Marketing
- A. Protocol
 - 1. Promotional Materials for Ensemble Performances must be distributed at beginning of the scheduled semester.
 - 2. Promotional Materials for Senior Recitals must be distributed once the hearing is successfully completed
 - 4. Sources of distribution: Website, FSU Daily News, & Daily Announcements, and outside media in Fayetteville
 - 5. Sources of Event support: Seabrook (Lights, Microphones/Projector, Shell, risers, & Audio), Media Services (videotaping), and Reception/promotional materials.
 - 6. All promotional materials must be approved by the PFA chair and the [Office of Public Relations](#) before being released
- VII. Administrative Assistant

The administrative assistant oversees and performs a range of diverse administrative activities for the department including but not limited to logging employment applications, preparing applicant acknowledgements and interview documents, preparing contracts for faculty, coordinating interviews, establishing, updating, and maintaining the department's files, inventories, and records.

He/She prepares agendas for meetings and takes minutes following through on matters requiring correspondence. He/She instructs and

coordinates activities of student workers where she serves as the principal source of information to students, staff, and faculty on policies, procedures, programs, and office activities. To perform these duties, the administrative assistant must be knowledgeable with Microsoft Office Platform including MS Excel.

He/She is instrumental in using Excel to create and maintain budget worksheets and files to track fund balances, expenditures and revenues. He/She is the budget manager for the department and is responsible for the financial control and tracking of ten budgets within the department using her knowledge of the financial computerized system and state policies to process and submit budget revisions, budget reports, invoices, requisitions for supplies/equipment and travel/reimbursement forms for the department

VIII. Technology Support Technician for Fine Arts Resource Lab (Need)

The Technology Support Technician primary responsibility is to serve as the manager of the LAN. The technician must be familiar with both multi-user music software (for use on the network) and single-user software (for use on a computer as a standalone station). Duties also include the performance of preventive and minor maintenance, and possibly repair, on the equipment comprising the network. He/She also assists the music/Art/Theatre units in a number of ways beyond his/her primary duties:

- Familiarity with Adobe Photo Shop, Adobe Illustrator, theatre design program(CAT), music notational software (Finale), music sequencing (Band in a Box), music production and recording software (Pro-Tools), , and Computer-Assisted Instruction (Aurelia, Music Ace, Pyware).
- Manage the computer inventory for the department
- Records performances for archival purposes and assists with the Fine Arts Series
- Troubleshoot and set-up PA/multi media equipment, recording equipment, and provide computer/audio visual support for classes and performances.
- Web manager for the department

IX. Adjunct Faculty Responsibilities

1. All adjunct faculty follow the guidelines for Faculty responsibilities except advising.
2. Maintain office hours and check the schedule for potential conflicts based upon scheduled music performances and rehearsals.

X. Miscellaneous Policies and Forms

Music Health and Safety Resource Handbook (will link)

[Campus Leave Forms](#)

[Travel Authorization Forms](#)

[Personal Service Agreements](#)

[Reimbursement Forms](#)

Performance Request Form (will Link)